



City of Grants Pass, Oregon

Adopted Operating & Capital Budget

Fiscal Year 2009-10



**City of Grants Pass
Operating/Capital Budget
FY 2010**

PRESENTED TO MAYOR MIKE MURPHY, COUNCIL MEMBERS
AND LAY MEMBERS OF THE BUDGET COMMITTEE

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*Distinguished
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Oregon**

For the Fiscal Year Beginning

July 1, 2008

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the **City of Grants Pass, Oregon** for its annual budget for the fiscal year beginning **July 1, 2008**.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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August 18, 2009

Citizens of Grants Pass
Mayor Mike Murphy and City Council Members
Budget Committee Members
City Personnel

Budget Message for Fiscal Year 2009-2010

I am pleased to present to you the balanced budget for the fiscal year 2009-2010. This budget represents the combined efforts of the City Council, the Budget Committee, staff, advisory boards, and the citizens of Grants Pass.

This budget includes the resources that the voters authorized through passage of the Two-Year Public Safety Levy on May 19, 2009. The approved levy provides an estimated \$4,023,026 in fiscal year 2009-2010 and an estimated \$4,160,381 in fiscal year 2010-2011 for City Police and Fire operations. The prior levy expired June 30, 2009. The overwhelming support for the Public Safety Levy demonstrates the community's desire for quality services. The adopted budget continues the high level of Public Safety services and other government services our citizens expect and have received over the period covered by the last levy.

The Public, Council, Budget Committee, and all those that participated in the budget this year, truly went the extra mile. The preparation and review of multiple budgets, including Budget 'A' (including voter-approved resources) and Budget 'B' (assumed levy failure) took considerable additional time and was very taxing on all of the participants. There was also a significant increase in the requests for information that resulted in added demands on staff and the requirement to invest more time for the other participants. Everyone is to be commended for their efforts and for the successful adoption of a budget that will be able to provide for the needs of the community.

The empirical and statistical data gathered from the citizens of Grants Pass indicate that the residents appreciate the services provided by the City. As an example, the statistical survey, conducted by Steve Johnson & Associates, points out that 80% of the respondents give Grants Pass a rating of Good or Excellent. This is an even higher rating than last year. We believe this demonstrates the

community's desire to have City services maintained at the current service level. This budget has been prepared with an eye toward continuing to providing the high quality services the City has delivered over the years while acknowledging the more fiscally conservative view of some of our new elected officials.

Grants Pass is a strategically motivated municipality, whose direction is annually defined and affirmed by the Governing Body through a series of goal statements that reflect the values of the community. Usually, these goals are used to formulate a work plan with corresponding performance measurements, serving as the foundation upon which the budget is developed. The current City Council, which includes four newly elected members, is still working on the City's strategic goals. Since beginning the budget process they have identified a number of projects and issues that they have included in an adopted work plan. Despite the lack of formal goals, the executive office along with support from City staff has developed a balanced budget that has been reviewed by the Budget Committee and adopted by the City Council that we believe meets the general needs of the community. This budget, through its allocation of resources, communicates and defines priorities we believe will serve the community for the ensuing year while simultaneously insuring sufficient reserves for future needs of local government operations. The formerly adopted 2008-2010 goals have served as a guide for this year's budget until new goals are adopted by Council during fiscal 2010.

The City of Grants Pass enhances the "quality of life" in our community through sound service delivery systems. The City generally offers high quality and well maintained streets, parks, water and sewer systems. The City's nationally accredited Public Safety department is among the best in the country and many of the City's other departments have received national recognition for their performance. We have an educational system we can be proud of, good medical facilities and services, and a climate that many consider to be the best in the entire Pacific Northwest. Our community, conveniently situated on the I-5 Corridor, provides superior access to dozens of natural amenities from Crater Lake to the Pacific Coast, attracting young families and retirees alike.

Grants Pass, along with every city in the nation, is coping with the effects of a world wide economic downturn. Growth has slowed dramatically in Grants Pass and the effect of the declining economy has resulted in lower revenues in the last fiscal year and with the expectation of lower revenues in the fiscal year considered by this budget. This required a conservative and efficient approach to the use of available resources. We believe we have met the challenge to maintain the "livability" of our community while facing these realities head on.

The executive team and staff were given some specific guidelines for preparing the fiscal year 2009-2010 budget. With less available resources, general directions included the need to cut budgets from the prior forecast by six to eight percent. These cuts needed to be made even with the assumption that the Public Safety Levy would be successful. Further instructions included:

- *Limit Discretionary Expenditures: Except where necessary, the proposed 2009-10 budget must limit or reduce discretionary spending across all programs and funds in order to accommodate the current financial environment and slowed growth in general operating revenues. Allowing those resources to be invested in sustaining basic services will ensure consistency with Council's likely priorities for 2010 and beyond.*
- *Reduce Training, Travel, and Meeting Expenditures: The proposed 2009-10 budget must limit these expenses, while keeping in mind the continuing need for some mandatory training, training needed to maintain licenses and certifications, training that will help reduce future legal liabilities, and where justifiable, training that will add to the efficiencies of the City.*

The 2009-2010 adopted Operating Budget totals \$38,984,385. This is down from last year's Revised Budget total of \$40,808,248 because of reductions in contractual services and, in part, because of the reduction in materials and supplies. The elimination of the Capital Transfer from the General Fund makes it possible for the City to continue providing services at levels similar to prior years. The total budget, including Capital and unappropriated amounts, is \$86,416,355. That is also down from \$93,959,524 in last year's budget.

The decision to eliminated Capital Transfers from the General Fund may have long-term implications as the City defers Capital Maintenance. The executive team and I will strongly advise the City Council to restore funding for Capital Maintenance once the recession subsides to avoid the inefficiencies and exponential costs of Deferred Maintenance. Delaying repairs and needed purchases will not save money, but will only postpone those expenses to a later date and perhaps increase those future costs. This short-term response will have to be revisited very soon to make sure that additional real costs are not incurred.

CITY COUNCIL GOALS

The City Council continues to work on their vision and on their goals. On May 20, 2009 the City Council adopted a work plan for 2009-2010 that includes a number of short-term projects and priorities. The goal setting process, typically started in early January, is a critical element in determining the short- and long-term direction of the City. The new Council goals will be included in budget documents as soon as they are approved by the City Council.

These important goals usually provide the constant standard that is typically reflected throughout the budget document. The City's goals and its adopted work plan should not only guide the budget process but they should remain a focal point for the City throughout the year. It is recommended that the City Council take reasonable steps to avoid future delays in the development and approval of Council goals and work plans so that staff can better serve the Council and the budget process in the future.

PREPARING FOR TODAY AND THE FUTURE

The construction of new fire and police facilities has been executed with foresight and efficiency. The voters approved the bond levy that paid for these facilities, a training tower, and three new fire trucks. These resources will help provide more effective and efficient public safety services to our community for decades to come. The City now has the critical tools necessary to achieve emergency response times that meet national standards, particularly in the southern sectors of our community. This project, along with the historic approval of Public Safety Local Option Levies, demonstrates the value that the community continues to place on public safety services. Voters have shown they are willing to increase property taxes to insure fire and police arrive at their door when called. Including the property tax levy for the bonded debt, the total FY'09 property tax rate for city residents was \$6.1238/\$1,000. With approval of the new \$1.79 Public Safety Levy, the tax rate for fiscal year 2009-10 is estimated to be \$6.3235 increasing the overall tax rate less than \$.20 per \$1,000 assessed valuation. Continuing public safety funding was a key focal point this year. The goal adopted by an earlier Council addressing Public Safety, *"Living in Grants Pass feels safe and is safe. Public Safety provides our residents with a sense of well-being and protection at an affordable cost."* was supported and promoted by the community.

Public Safety programs have been supported in the past entirely by property taxes, dedicated revenues, and through use of resources set aside in reserve. There are two noteworthy impacts of this financing practice. First, historically, Public Safety has not drawn on Other General Fund resources that have been used for other public services; and, second, all property taxes will continue to be dedicated to Public Safety services. Property taxes are the most secure financial resource available to the City of Grants Pass. This year, Other General Fund resources are being directed to Public Safety programs. Without redirecting approximately \$435,000 of General Fund resources to Public Safety functions, there would have been cuts roughly equivalent to six police officers. One of the Council's top priorities identified in their adopted work plan is to "take actions to stabilize long-term funding for police, fire and rescue services."

Grants Pass, like other regions throughout Oregon, has experienced a decline in building activity. Fiscal year-to-date permit activity (July 1 through March 31), for single family dwellings, is at the lowest level in ten years. The Building Division issued only 48 permits in this period, which is down from last year's 65 permits. Construction values for commercial and industrial permits are also low compared to prior years.

The Building and Safety Division wisely maintained restricted reserves from prior years and is thus able to manage the temporary decline in revenues from permit activity. Recent layoffs, though unpleasant, were necessary to ensure extended benefits of these reserves. Similarly, the City has acted proactively in choosing to leave positions "unfilled" when we see either a decline in service demand and/or revenues. There are currently twelve positions that are authorized but not filled

due to both declining service demand and revenues in the Community Development Department. These prompt actions will help ensure that restricted reserves last as long as possible during this period of the building cycle and will allow management to respond quickly when service demands return closer to historical levels.

System Development Charge (SDC) revenues generated through growth have declined along with residential building activity. Water, Wastewater, and Parks SDCs all appear likely to fall short of their respective projections. Revenue projections for FY'10 have been estimated at lower levels to reflect the reduction in development activity by forecasting only 60-80 single family dwelling units for the year (as compared to 100 last year or the average of 248), and forecasting a reduced level of activity for commercial and industrial permits. These conservative estimates will help ensure that spending does not exceed revenues for these activities.

Work has been completed for the preparation of a Storm Water SDC and Storm Water Utility Fee for Council consideration. This project has been put on hold in order to work through some issues with the Grants Pass Irrigation District. When the Council is ready to proceed, this project will provide the financial basis from which to address collection, retention, and treatment of storm water run-off in the community. It will also address the Council's growing concern about water quality, the environment, and the need to mitigate flooding and drainage problems.

We do not know what role Capital project funding will have in the Council's goals for the community. Due to the economic conditions, and the decision to reduce the levy requirement below the \$1.89 amount narrowly rejected by voters in the November 2008 election, there is no recommendation to transfer any funds from the General Fund for Capital projects. In recent years, the General Fund has contributed \$1 million to Capital Project Funding each year.

The recommended 2009-2010 budget has General Fund contingency of \$750,000 which, along with another \$186,912 in contingencies from Development and Transportation, totals \$936,912 or approximately 4.37% of the City's \$21.4 million Governmental Fund operations (Policy and Legislation, Public Safety, Parks, Development, and Transportation). This contingency is lower than a more typical 5.0% to 10% contingency, and we are striving to gradually increase the contingency to better protect the City and provide Council with the resources to deal with emergencies. However, the proposed contingency herein should be sufficient to meet most unanticipated events in 2009-10 fiscal year. Addressing financial policies regarding ending fund balances and contingencies will be one of the topics the City Council should consider prior to the next budget cycle. It will be my recommendation that the City gradually move toward maintaining reasonable and slightly higher cash reserves throughout the organization.

STAFFING CHANGES

There have been no additional positions recommended for the FY 2009-10 budget. In fact, many of the positions previously authorized by the City Council are not recommended to be funded this year.



As a result of reductions in revenue, positions that do not have funding included in the adopted Budget include:

Summary of FY 2009-10 Unfunded Personnel Positions			
Fund	Activity	Title	# of Positions
Finance	Administrative Services	Accounting Tech	1.0
Community Development	Support	Office Assistant	1.0
Planning	Development	Senior Planner Associate Planner(2) Assistant Planner(3)	6.0
Building	Development	Residential Building Insp Plans Examiner II(2) Office Assistant II Building Inspector I	5.0
Engineering	Support	Utility Engineer Project Specialist	2.0
Information Tech	Support	Computer Serv Tech	1.0
Parks	Parks	Parks Maint Worker Urban Forester	1.5
Streets	Transportation	Urban Forester	0.5
		Total	18.00

As indicated above, there are a total of eighteen unfunded positions, including twelve authorized and unfunded positions in the Community Development Department [support (1), planning (6), and building (5)] that are not expected to be filled in the 2009-2010 budget year. As activity returns to normal levels in the future, it is anticipated that these and the other unfunded positions will again be funded. Should activity significantly increase during the fiscal year, a supplemental budget could be brought before the Council that would recognize the unanticipated increase in service demand and revenues.

CHALLENGES AHEAD

One of the most significant challenges facing Grants Pass is the need for a secure financial funding resource for Public Safety services. While a local option tax can provide secure funding after it is approved; the time, effort, and the uncertainty of it passing all have costs to the City and impacts on retention, recruitment, and stability within the department. The need for Fire and Police services is constant and it is a far better practice to ensure that funding of the services is more secure as well.

Public Safety concerns are also affecting the County. The loss of O & C funding to Josephine County and the failure of their last levy request resulted in decisions to reduce and/or eliminate services including among other cuts: a significant portion of the County's Sheriff Patrol and all of County Library services. While the Library services have been partially restored through volunteer efforts, the future resources for County law enforcement remain in doubt. For now, the County has informed the City that jail space will continue to be available and that the Juvenile Justice Center will remain open. As the O & C funding continues to decline, the burden of providing services will become more acute.

Other potential impacts from future reductions in County services could include: inability to incarcerate offenders; inability to house juvenile offenders when a parent or guardian is unavailable to retrieve them; and the challenge of explaining to county residents calling 9-1-1 for law enforcement services that the Sheriff's Department will not respond. City staff has discussed contingency plans, identifying potential impacts on the delivery of services within the City and we will endeavor to mitigate these impacts as much as possible.

OTHER CHALLENGES

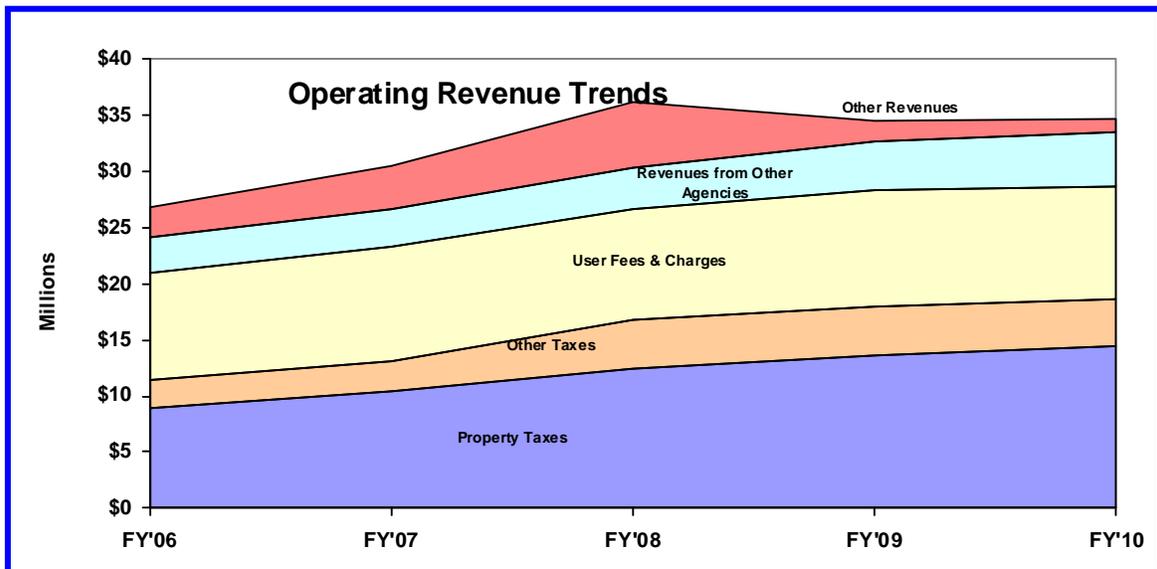
As anticipated, employee benefit costs continue to be a factor in operating expenses. Like other Oregon governmental entities, the City of Grants Pass faces an increase in unfunded liabilities from a change in rates paid the Public Employees Retirement System (PERS) effective July 1, 2007. The PERS Board made a policy decision to spread unfunded liabilities, largely the result of retirement benefits for Tier 1/Tier 2 employees, to all groups. As the membership in Tier 1/Tier 2 has declined due to retirements, the financial impact of liabilities produced staggering rates for these two classes of employees. Government agencies have found these impacts more manageable by allocating a portion of the liabilities across all groups of employees.

The City has a choice of two health care packages effective January, 2007. Employees can select either a standard existing plan or a lower premium plan in association with an HRA/VEBA account funded by the City. There was a significant increase in the number of participants in the HRA/VEBA plan in 2009, with approximately 92% of eligible employees taking advantage of the opportunity to have monies placed in a tax-deferred account for future out-of-pocket costs, assuming a greater share of co-pays and expenses. This move, approved by the Council, saves the City money compared to traditional taxable benefits and strengthens management's goal of achieving greater employee ownership in managing health care costs.

Unfortunately, the City will be negotiating with a new union as the Grants Pass Employees Association is now affiliated with the American Federation of State, County and Municipal Employees (AFSCME). There are now four unions representing employees at the City of Grants Pass. This year we will be working on contracts with: Teamsters, International Association of Fire Fighters (IAFF), and on the new contract with AFSCME. The City's contract with the Police bargaining unit remains in effect through the year.

OPERATING REVENUE TRENDS

Financial Overview for FY'10

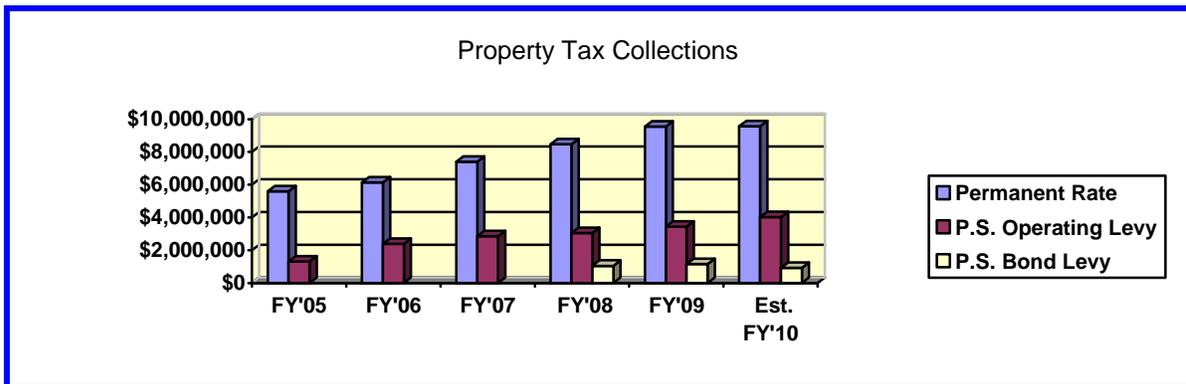


The compilation of this one-year operating budget reflects key revenue sources and adopted fee changes outlined below:

Property Taxes – Permanent Rate and Public Safety Local Option Levy

The fourth year of the four-year Public Safety Local Option Levy ended June 30, 2009. That levy resulted in an assessment of \$3,454,566 in the 2008-09 fiscal year. That levy, together with reserves set aside in prior years in the sum of

\$646,341 provided \$4,100,907 for public safety. The newly adopted levy, at \$1.79 per \$1,000 assessed valuation, is anticipated to provide \$4,023,026 in FY2009-10. That resource, along with our permanent property tax rate, is anticipated to fund the majority of the City's Public Safety program with little reliance on the General Fund (estimated at \$435,329). This budget reflects what we perceive to be the Council's direction in finding resources other than property taxes to support Public Safety. The estimated combined tax rate for the permanent levy, the Public Safety Levy, and the Public Safety Debt will be approximately \$6.3235 per \$1,000 assessed valuation. That is roughly twenty cents more than the \$6.1238 per \$1,000 levied last year. It is noteworthy that the tax rate for Public Safety Debt is estimated to decline by approximately \$.10 per \$1,000 assessed valuation from the current rate of approximately \$.50 to approximately \$.40/\$1,000.



Grants Pass' total taxable values continue to increase as a result of some new construction. Assessed values will also increase in 2009-10 as a result assessment valuation increases. Increases in assessed valuation are generally capped at 3%. This restriction has resulted in assessed valuations being significantly lower than true market value. With market values currently declining and the assessed value increasing by approximately 3%, the ratio of assessed value to market value, while varying from property to property, is expected to be in the range of around 55%. Assessed values rose 5.05% in FY'09 and are estimated to increase another 3.68% in FY'10. Historical trends together with updated data furnished by the Josephine County Assessor's office are used to project assessed values. The number of building permits and respective valuations along with local housing market conditions are factored into the equation. The nominal increase in assessed values is a result of the continued decline in commercial development and average home sales, along with the slump in residential construction.

The absence of new annexations, which could have had a positive impact on the property tax base for FY'08, will also impact FY'09 and FY'10. Bringing in the additional valuation from these properties that the City already serves would bring in additional tax dollars thereby sharing the burden of funding public services. The impact of not annexing properties served by the City is expected to continue to affect resources in future years. The questions surrounding annexations will require staff to seek more firm input and direction from the City Council about

whether the City should provide services outside the corporate limits within the Urban Growth Boundary.

Property Taxes – Public Safety Bonded Debt

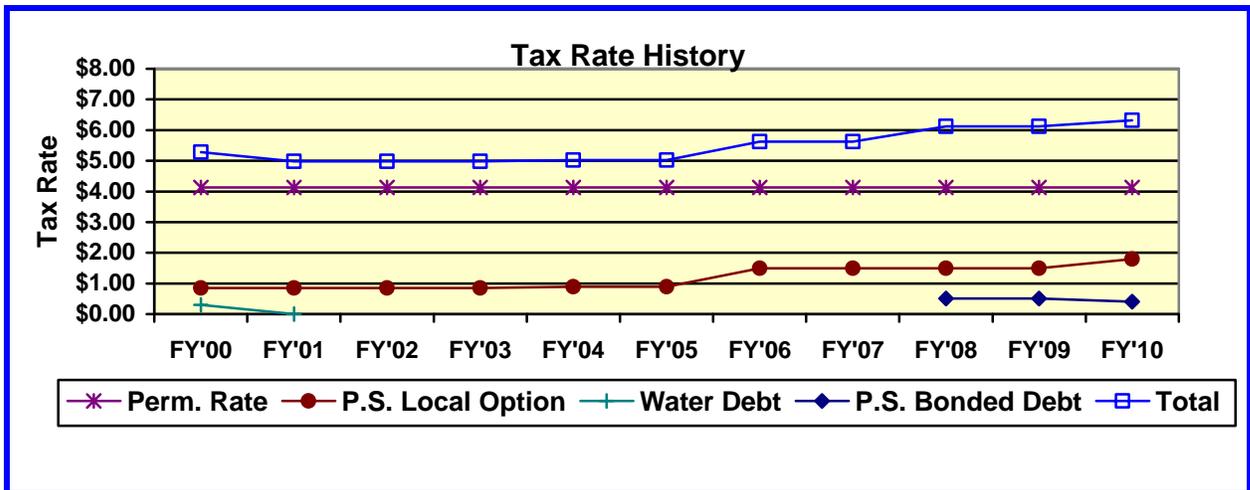
In November, 2006, Grants Pass voters approved a bond measure to fund construction of two new public safety facilities and purchase equipment for each through the sale of bonds prior to the close of fiscal year 2007. The approved debt of \$9,875,000 is a twelve-year bond issue funded by a property tax levy estimated to begin at \$.51/\$1,000 of assessed value and for the first two years and dropping to \$.40/\$1,000 of assessed value in 2010 through the term ending in 2019. This is the year that the tax rate for this bond will drop to around \$.40/\$1,000.

Property Taxes – Future Public Safety Local Option Levy

On May 19, 2009, the voters overwhelmingly supported the proposed two-year Public Safety Local Option Levy. The levy will provide funding for the Public Safety Department for the fiscal years 2010 and 2011. Having completed the Public Safety Strategic Plan early in 2008, there are important recommendations that the City must consider. The future funding available to Public Safety will have the most significant impact on our ability to execute the plan and meet its suggested timelines.

This budget has been prepared with the assumption that the Council intends to strive toward implementation of the Public Safety Strategic Plan adopted by Council in FY 2008. Historically, prior Public Safety levies have increased over previous levies to address inflationary impacts and to meet the needs of the community. For example, the current Public Safety operations levy is \$1.49 per \$1,000 of assessed value while the preceding levy was \$.89. The current levy is now \$1.79. Property values (assessed valuation) have not kept up with the demands of growth and inflation. The tax rate must increase to provide sufficient resource to keep up with the combined impact of growth and inflation.

While recognizing that the levy must increase somewhat if high quality Public Safety services are to continue, Public Safety staff and management have worked diligently to develop this budget with a proposed Public Safety operations levy of \$1.79 per \$1,000 of assessed valuation. Implementing the Public Safety Strategic Plan on the schedule recommended by our consultants would have required a levy in excess of \$2.04/\$1,000. The \$1.79 levy proposal was achieved by delaying many elements of the Strategic Plan implementation from 2010 out to 2013, and by making significant cuts to proposed capital expenditures within the Public Safety Department and throughout the General Fund. While a \$.30 levy increase, particularly when considered proportionally, is much less than the \$.60 increase adopted in 2006. It should be adequate to maintain reasonable levels of safety for our citizens and Public Safety personnel for the duration of the levy.



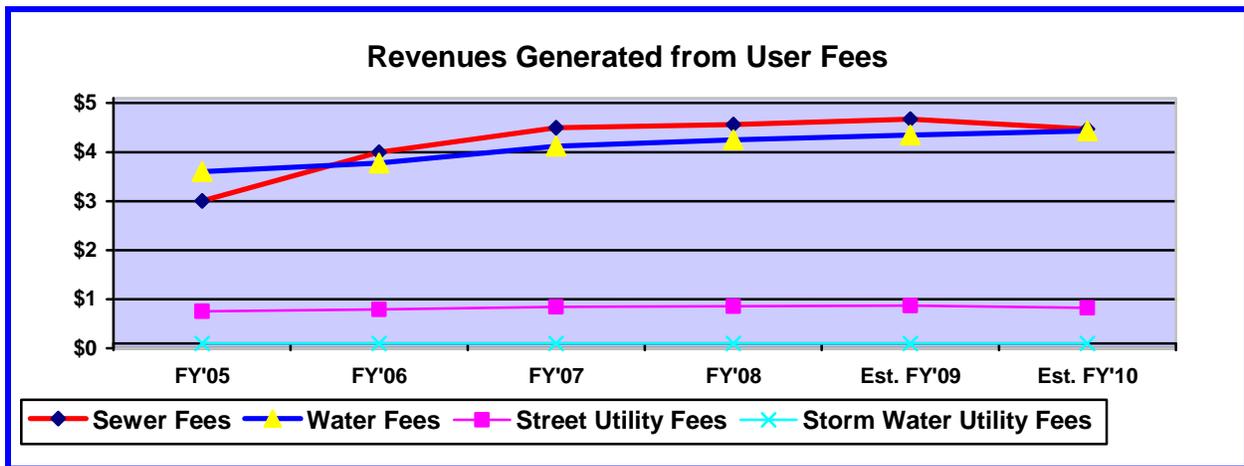
Taxes Other than Property

Franchise fees received from each of the private utilities providing service to municipal residents are estimated to total \$2.429 million in FY'10. If the City were to annex properties, there would be new revenues from telephone, electric, gas, garbage, and cable television services as well as increases from state gas tax revenues. Diminished growth in land based telephones compared to cell phones has resulted in an adverse impact on telecommunications franchise fees. Historical trends, proposed rate increases by utility firms, and additional consumers, are taken into consideration when estimating franchise fee revenues.

Pacific Power has requested utility rate increases ranging from 6.3% to 17.5%. If approved by the Utility Commission, the requested rate increase could become effective February 2010. Potential impacts of this action are not included in this budget due to the long timeline and uncertainty of approval of the increases.

Garbage service is expected to remain unchanged. Annual cost of living adjustments for water and sewer rates usually take effect each January with the most recent adjustment being repealed by the Council effective the first of March 2009.

User Fees and Charges



Revenue estimates for Utility fees.

	Sewer	Water	Street	Storm Water
Budget '09	4,569,180	4,245,920	767,032	0
Estimated '10	4,371,512	4,330,091	726,200	0

The foregoing chart reflects revenue estimates for sewer, water, street, and storm Water funds. Water and sewer revenues have been negatively impacted by the repeal of the annual cost of living adjustments. The Street Utility fee has remained unchanged at \$3 per month since its adoption and its value continues to diminish due to inflation. Current residential growth is largely confined to the southwest sector where sewer services are provided by the Redwood Sanitary Sewer Service District. Thus, the growth rate estimated for City wastewater services is less than the growth rate anticipated for City water service.

Significant decreases in growth and development have resulted in much lower projected revenues in Water, Sewer, and Transportation funds. Water and sewer are also affected by successful conservation programs, as demonstrated by the reduction in the winter water average consumption from 700 cubic feet of water per month just over a year ago to 650 cubic feet of water per month currently.

No revenues are anticipated in the yet to be adopted Storm Water Utility. Historical housing and commercial development were considered in developing the Street Utility revenue estimates.

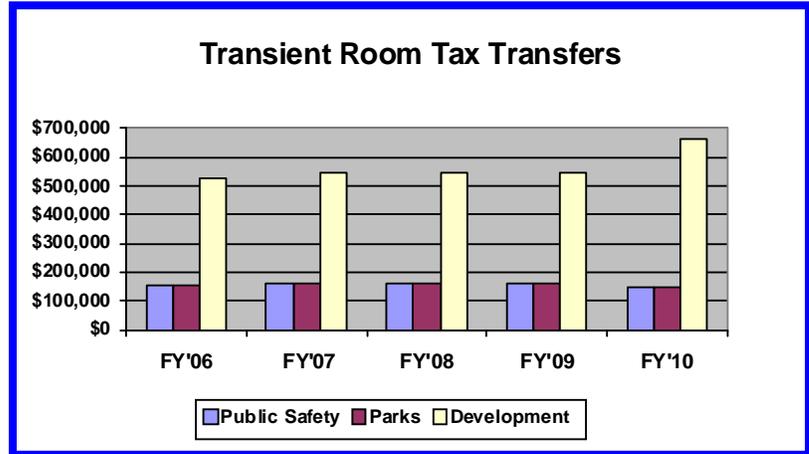
Revenues from Other Agencies

Revenues are on track with estimates for FY'09 and some small increases are projected for FY'10. Revenues from the State of Oregon for Gas Tax, Liquor Tax, Cigarette Tax, and Revenue Sharing, which make up the largest share of revenue

from other agencies, are projected to decrease by \$84,641 in the next fiscal year. Combined, they will contribute \$2.03 million of the \$4.92 million of projected revenue in this category. Per capita estimates are provided by the state through the League of Oregon Cities. Revenues from the 911 Agency for dispatching services are anticipated to total \$341,685. Wastewater treatment services provided to the Redwood Sanitary Sewer Service District will generate \$255,000, an estimate based upon historical flows.

Transfers In

Transient Room Tax revenues are distributed among Public Safety, Parks, Development, Tourism and Lands & Buildings programs. Collections from transient room tax are projected at \$975,002, of which \$809,607 will be directed to operations and \$149,138 will be directed to Capital.



The combined total is lower than last year’s forecast by \$61,558. There are many factors, including weather, the cost of travel, forest fires, etc. that affect tourism in our region. We believe that Grants Pass tourism will continue to hold its own in spite of current economic conditions and projections of slowing tourism nationwide. Our tourism is supported by growing out-of-town participation in community events like “Boatnik”, “Cycle Oregon”, “Back to the 50s”, “Art along the Rogue”, and perhaps by our proximity to California tourists, many of which elect to visit our region instead of more distant destinations. Transfers also include \$5,000 allocated to the Code Enforcement division from Planning, in recognition of services it provides; and, \$30,000 from Solid Waste for Code Enforcement. Beginning this year, Code Enforcement will fall under Public Safety for its administration.

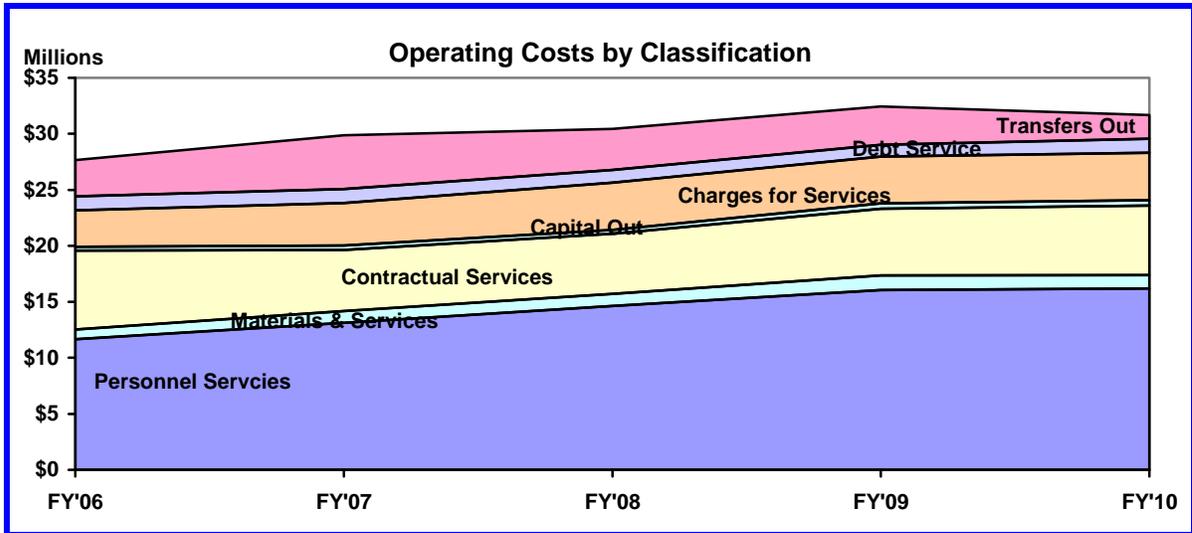
Other Revenues

In the General Fund, license and permit revenues generated from building activity are anticipated to produce \$238,350, down from last year’s estimate of \$434,700. District Court fines from traffic violations are estimated to produce revenues of \$222,144, down from last year’s estimate of \$270,000. Other revenue, which last year included \$646,321 in resources that were budgeted to be moved from a Public Safety Reserve Trust Fund, is declining from \$913,599 to \$269,663, a reduction of \$643,936. Unspent contingencies are combined with the estimated beginning balance to show total resources available for the upcoming budget year.

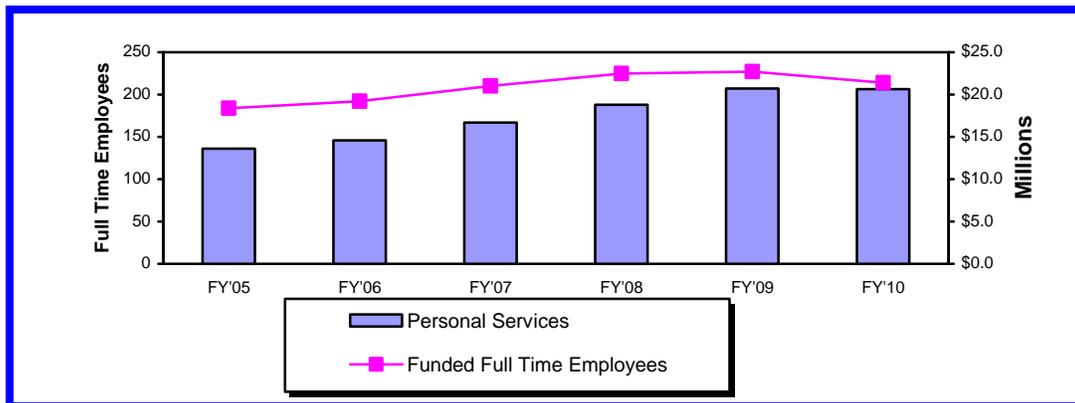
Operating Cost Trends

By Classification Category

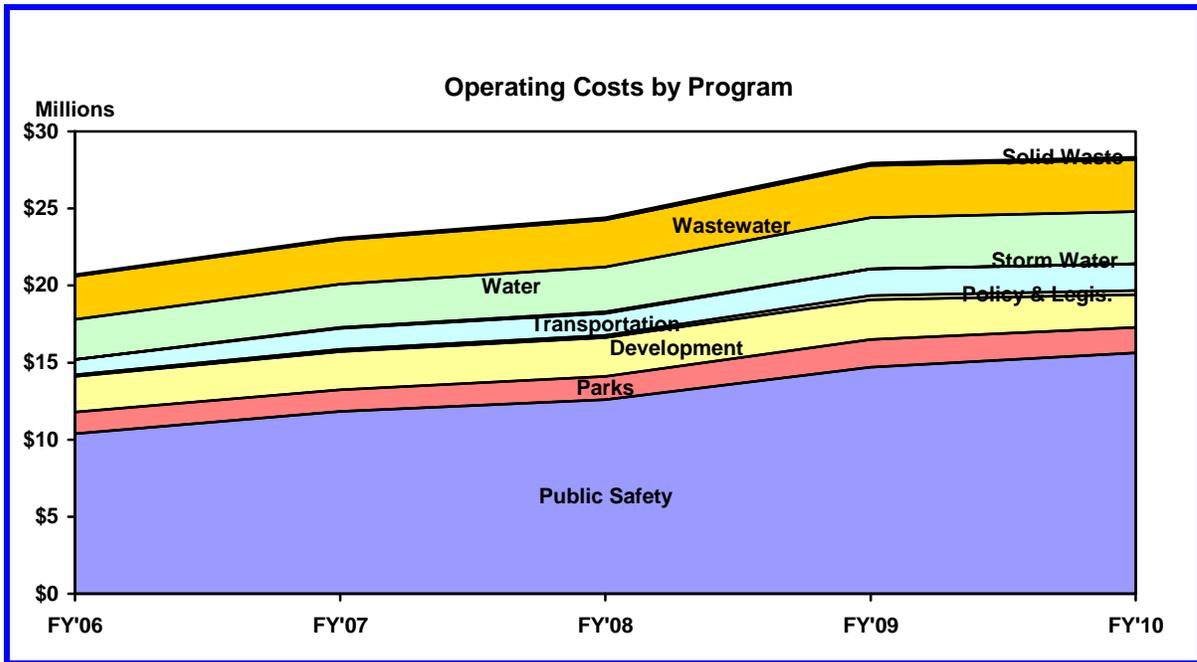
The graph below illustrates increased operating costs to meet service delivery expectations of our community. Personnel Services is showing an increase of \$140,250. This small increase occurs due to cost of living adjustments, step increases, and increases in the cost of benefits. Materials & Services are budgeted to decrease by \$102,950 and contractual charges are budgeted to increase by \$252,906. The capital outlay classification has increased by \$10,676. There are minor budget changes anticipated in the categories of charges for services and debt service. Transfers are decreasing by \$1,309,542, in part because the General Fund is not budgeting the one million dollar transfer to Capital Projects this year. The financial tables and charts provide an excellent reference should you desire more detail.



The following chart illustrates the cost of “Personal Services”, a state classification designated for employee and employee benefit related costs, and the number of approved full time positions in Grants Pass by year.



The City utilizes internal service funds for: Property Management, Vehicle Usage, Vehicle Replacement, Engineering, Community Development Management, Administrative Services (including Management, Legal, General Accounting, Accounts Payable and Receivables, Utilities Receivable, Payroll, Human Resources, and General Programs), Insurance, Benefits, and Information Technology. Use of these funds helps in identifying the true cost of program operations and can centralize specific operations to help reduce expenses.



Public Safety

Public Safety has been the focus of this year’s budget preparation. The significant impact the levy question had on the City cannot be over stated. The adopted budget includes the resources provided by the levy of \$1.79 per \$1,000 of assessed valuation. With these resources, Fire and Police services will continue at levels similar to prior years. While there were discussions about possibly expanding some of the services provided by the Public Safety Department, there is not sufficient new resource to do that. The Council may want to seek additional revenues if the City wants to improve traffic safety operations to address unusually high crash rates and traffic related complaints within the community. The formation of a traffic team is one of the areas addressed by the strategic plan and we believe it should be implemented as soon as funds are available.

Parks

The “River Vista” addition at Reinhart Volunteer Park is under construction and will provide new opportunities for parks users. Further development of Redwood Park has resulted in incremental increases for operating supplies, grounds repair and maintenance items, and utilities. The City will continue contracting with the local YMCA to operate Caveman Pool and with Recreation Northwest to administer the City’s year-round recreation program.

Development

While issued permits are down from the prior year, there remains a significant work load in the Planning Division. The Division has been working on tasks for the evaluation and expansion of the Urban Growth Boundary (UGB). This project is continuing and may take longer than expected as it has become more controversial in recent months. The Division has also been preparing data for potential annexations, and other long-term projects that require staff time. These projects are ongoing in addition to completing daily tasks of reviewing plans and providing high quality service to our customers. The department will renew its focus on long-range planning and preparing for the next development cycle to help the City manage the effects of growth while maintaining our quality of life.

Revenues from construction permits are below expenses for the third year in a row, the result of reduced construction activity in single family homes and related development. Therefore, in addition to staffing reductions, the Building and Safety Division will draw upon reserves to support operating costs for another year.

Tourism and Downtown

Tourism and Downtown activities have been managed by the Parks and Community Services Director since a minor reorganization two years ago. This has resulted in improved communication and relationships with the downtown business community. Transient Room Tax revenues are expected to remain relatively stable and they provide the sole support for the City’s Tourism Program. In addition to room tax revenues, downtown derives a small amount of income from parking citations. Improvement plans include encouraging facade renovations and completing historic lighting installations throughout areas of downtown.

We hope to continue marketing support to attract new business opportunities for economic development through the City’s partnership with SOREDI (Southern Oregon Regional Economic Development Incorporated); however, cuts made by the Budget Committee and the City Council may not permit the City’s continued participation in this program.

Transportation

State Gas Tax provides the primary revenue source for street maintenance and capital projects and is apportioned by the state based upon population. Gas Tax revenues are expected to generate \$1,336,890 which is a decrease of \$51,740 from the current year. The decision to forgo planned annexations also negatively impacts revenues from State Gas Tax receipts. While refusing to annex does not slow growth, it does impede the City's ability to pay for increased service demands and our ability to manage growth impacts. Street Utility Fees provide the balance of transportation revenues and are dedicated specifically for maintenance and safety enhancements such as sidewalks, pedestrian trails, speed bumps and hazardous vision sites. The costs for transportation improvements and related services continue to climb; however, the Street Utility fee has not been reviewed or adjusted since implementation in 2001. Review of this fee may be a project for this year if the Council selects to include transportation among their goals. The net margin between revenues and expenses, estimated to be \$483,065 for FY'10, will be transferred for investment in capital projects. These projects can not be funded by appropriations from the General Fund, as that program has been eliminated from this budget.

Storm Water and Open Space

The City's storm water program, designed to maintain systems for the collection, conveyance and enhancement of water quality related to storm water runoff, has not yet been adopted. The funding mechanisms are ready for Council consideration if Council places it on its agenda this fiscal year. Internal loans of approximately \$146,000 in total will need to be addressed. Payment for interest on the loans has been budgeted in the Street fund. If the program is not implemented soon, the costs incurred will most likely fall to the Street fund causing a one-time expense of approximately \$146,000 to repay the loans.

Water

The Water Plant anticipates using a 24/7 schedule this summer to manage water production at a more consistent pace, thereby reducing stresses on plant equipment and processes. The intake structure upgrade project has been successfully completed allowing for greater intake volume without harm to fish or their habitat. Federal and state mandates requiring additional testing of both water and waste water continue to be a growing cost and concern for the City. A portion of the net margin between revenues and expenses, totaling \$605,166 for FY'10 is anticipated to be available to be transferred for investment in capital projects. Water revenues were affected by the Council's decision to roll-back the annual COLA (cost of living adjustment) step increase in rates. The water fund has not yet been significantly impacted by this decision.

Wastewater

Sewer collection, wastewater treatment, and the JO-GRO™ activities are designed to protect the public's health and the environment. In FY'10, \$1,017,834 has been budgeted for capital projects from the net margin between operating revenues and expenses among these programs. Wastewater revenues have been affected by the reduction of sewer flow from the average customer. Sewer utility bills are based partially upon the winter average consumption of each customer. Declining revenues from water sales would have been partially offset by the annual COLA increase implemented each January; however, the Wastewater fund has been negatively impacted with the roll back. The cost of providing service continues to climb. The Wastewater Collection Division will maintain its program of cleaning sanitary sewer lines. Wastewater Treatment does not anticipate any significant changes to operational costs. An additional rate increase will need to be considered to keep the fund from operating at a deficit.

Solid Waste

The City continues maintenance activities and monitoring of ground water, surface water, and the landfill cap at the landfill site. The primary issues in the Solid Waste fund will be: completion of the required remediation actions at Merlin pursuant to the final Record of Decision, reforestation and land management for the Merlin lands, and payment of debt for the Marlsan Landfill Cover on behalf of the Solid Waste Agency.

Internal Service Funds

Independent funds have been established to provide an array of specialized services to the operational programs of the City. These funds are designed to be financially self-sufficient and the services they provide cover everything from office space to vehicle rental. The basis of billing for these funds vary, depending upon the nature of the service provided. For example, space is based on square footage; vehicle rents are a combination of mileage and depreciation costs; engineering is based upon time consumed; direct overhead is allocated based on personnel, time and materials, direct reimbursement; and, general overhead for management, legal, finance, personnel services and other general government administrative costs are funded on a fixed percentage of 8% of operating costs. Information technology services are also funded on a fixed percentage established at 2%.

For some Internal Service funds, retaining adequate reserves is critical to the purpose of the fund itself. Examples of these include Equipment Replacement, Workers' Compensation, General Liability Insurance, and Benefits. Other funds such as Community Development Management, Engineering, and Property Management need to assess fees more closely with annual operating costs so that they can provide the best possible service without accumulating significant fund balances.

Engineering Rate Increases

Historically, billable rates for engineering services have not been reflective of actual costs; hence an average rate increase was approved effective July 1, 2007 and was intended to be annually indexed with inflation. City Council rolled back the rate increase in reaction to the recession. Engineering is funded through an Internal Service fund generating revenues necessary to cover operating expenses. The anticipated resources will fall below the requirements in this fund if it is not supported from other sources. A \$30,000 retainer is being charged in order to maintain the Engineering fund operations. The Division, under the management of Community Development, assists with orderly development of our community by ensuring compliance with adopted facility plans and development standards. Customers include: internal customers for the streets, water, and sewer fund projects; external customers such as private developers, and all operating divisions that utilize the Geographic Information System (GIS) as a major resource in their work.

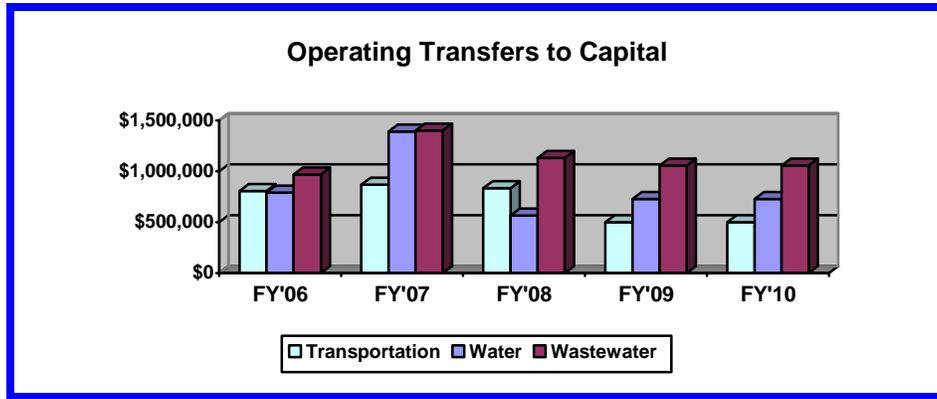
Other Rates

No change has been made to the fixed rate of 8% applied to all operating costs for Administration since the mid-eighties. It is important to recognize that the fund balance for Administrative Services is slowly being consumed and that the 8% charge is no longer sustainable to provide services that have necessarily expanded in scope and complexity over the last twenty years. The fund can not continue to provide the expanding level of service into the future without additional revenue resources. An analysis of options will be undertaken prior to the next budget process.

Worker's Compensation rates are determined by the state based upon job classification. The state publishes new rates in June for implementation effective July 1. Estimates were applied to wages in FY'10 for budgetary purposes.

Property Management's billable rate has been changed from \$1.41 per square foot to \$1.35 per square foot per year.

For the utilities, the difference between operating revenues and operating expenditures, which is annually transferred to capital projects, serves as a key element in determining revenue available for improvements. The water and sewer capital improvement programs, adopted by Council in May, 2005, identified plant upgrades and capacity expansion requirements for both utility systems. Water system improvement needs through 2024 are estimated to cost \$33.5M while the upgrades, expansion and structural repairs to the sewer system, will require \$33.7M.



	FY'06	FY'07	FY'08	FY'09	FY'10
Transportation	805,000	869,606	835,000	501,406	483,065
Water	790,000	1,390,000	565,000	728,557	605,166
Wastewater	969,000	1,400,000	1,130,000	1,056,644	1,017,834

A major source of funding for capital improvements in the past has been a transfer from the General fund. That transfer, usually in the sum of approximately \$1.0 million, is not included in this budget.

Impact of Capital Projects on Operations

Expenditures for capital improvements can have an impact on future operations. Some capital projects will require additional resources to maintain and operate. Others may reduce repairs and maintenance or reduce costs through improved efficiencies. Many capital expenditures will not have significant impacts or the impacts may be offset by increasing resources. The two new Public Safety facilities have operational impacts that are addressed through the budget process.

Beginning in FY'07 additional personnel were planned and budgeted to staff two new public safety stations which recently came on line. In FY'08 there were additional hires, and though not directly related, there were other Public Safety positions approved in the FY'09 budget. Salary and benefits together with the associated costs of equipment, uniforms, and operating supplies have been incorporated into the operating budget for Public Safety each year.



In addition to the staffing needs, the new facilities require: utilities, maintenance, janitorial, landscaping, alarm monitoring and resource needs for basic operations like copiers, office equipment and supplies. The Hillcrest station, the largest and most comparable public safety building operated by the City, was used as a basis for this year's budget projections. Slightly more than \$56,500 in operating costs was added to the budget for the two new facilities. These operating projections will be refined each year as actual costs are applied to subsequent projections. Operating costs will continue to be incurred every year as a result of these facilities. The City weighs the total cost (the capital cost and the on-going operational cost) against the anticipated benefits when evaluating capital projects.

Operating and maintaining all of the City's Public Safety facilities throughout this next fiscal year were among the key purposes of the levy election. The resources historically provided by voter approved levy funds are so significant that the face of Public Safety and of the City as a whole would have been dramatically different if those resources had not been approved.

Each of the foregoing capital expenditures will have an impact on future budgets and service requirements. This budget has been developed following thorough analysis and discussion among staff and management in an effort to ensure that the City can adapt to changing economic conditions, that the services and policies of the City are sustainable, and that careful planning and execution permit the City to operate more effectively than ever before.

The following table identifies the major capital improvements planned for this year and in summary form identifies anticipated future savings and costs.

Project	Description	Future Costs Estimate	Future Savings
River Road Reserve	250 acre site for recreation and public use.	<ul style="list-style-type: none"> •Grounds Maintenance-\$50,000/yr •Future Development Costs-unknown •Interest Costs-\$19,000/yr 	N/A
Public Safety Stations	This year will mark the completion of the projects funded by the public safety bond, including the Parkway and Redwood Stations.	<ul style="list-style-type: none"> •Building Maintenance Costs-\$60,00/yr •Building Depreciation •Allows for growth (Staffing and Equipment) 	<ul style="list-style-type: none"> •Response distance and time will be significantly reduced. •Improved ISO ratings should reduce insurance costs.
Forestry Property	Subject to Grants and other funding, the City would acquire the old Forest Service property.	<ul style="list-style-type: none"> •Grounds Maintenance-\$25,000/yr •Site work & Development-unknown •Utilities & Building Maintenance-\$10,000/yr until development 	<ul style="list-style-type: none"> •With outside funding, future needs for Museum or Historical properties may be reduced.
West Park Widening	Widening, sidewalk, and bike lanes.	<ul style="list-style-type: none"> •No anticipated change from current maintenance costs. 	<ul style="list-style-type: none"> •This is a safety and capacity needed improvement.

Darneille Lane Improvements	Widening, sidewalk, and other road improvements	<ul style="list-style-type: none"> •This road serves the new Redwood Public Safety building. There will be more traffic on this road. •No significant anticipated change from current maintenance costs. •Any added sweeping, patrol, or other related costs will be minimal. 	<ul style="list-style-type: none"> •Grant money will reduce direct costs by about \$735,000 •Issues of a narrow and old road will be eliminated. • Long-term maintenance costs will be reduced.
Other Road Improvements	There are a number of other road improvements in the Capital Budget	<ul style="list-style-type: none"> •No significant anticipated change from current maintenance costs. •Any sweeping, utility, patrol, or other related costs will be minimal. 	<ul style="list-style-type: none"> •Most are on the Transportation Master Plan and are designed to provide for current and future demands. •Long-term maintenance costs will be reduced.
Landscaping Highway 199	Dependant upon Grants, this project will landscape Hwy. 199 (Dowell – RCC)	<ul style="list-style-type: none"> •Water and utilities costs may increase around \$3,000/yr. •Contract maintenance or increases in City maintenance estimated at \$12,000/yr. 	<ul style="list-style-type: none"> •Grant money will reduce direct costs. •A better looking entrance into Grants Pass will have a positive effect.
Tussing Park Development	A phased development of the Park that will include parking and restrooms	<ul style="list-style-type: none"> •Parks Maintenance costs will increase approximately \$12,000/yr 	<ul style="list-style-type: none"> •The level of amenities available will increase to better serve the community. •The pedestrian bridge will serve parks on both sides of the River.
Water Treatment Plant Solids Handling	Sludge collection and solids dewatering.	<ul style="list-style-type: none"> •Minor increase in energy consumption and cost. •Equipment maintenance cost increase of approximately \$2,000/yr. •Equipment depreciation costs. 	<ul style="list-style-type: none"> •Provides permanent solution to solids handling. •Avoids future expansion costs or more costly remodeling.
Water-Hilltop Fire Pump	Provides for adequate fire flows, back-up generator, and future development	<ul style="list-style-type: none"> •As volume and pressures go up, power consumption and cost will increase. •Equipment depreciation costs will increase. 	<ul style="list-style-type: none"> •Safety increased. •Future costs avoided. •Current standards met. •Service failures can be avoided.
Wastewater "I" to "J" Street Relocation	Replaces approximately 900 feet of aging 6" clay pipe with 8" 3034 Sewer pipe.	<ul style="list-style-type: none"> •No known increases in cost. 	<ul style="list-style-type: none"> •Safety is increased •Costs of a creek crossing failure will be avoided. •Inflow and Infiltration costs will be reduced. •Log-term maintenance cost will be reduced.
Wastewater Phase 2 Expansion	Expands capacity and meets new regulatory requirements	<ul style="list-style-type: none"> •Some minor power consumption expected. 	<ul style="list-style-type: none"> •Future expansion costs avoided. •Prepares to meet future regulatory costs.

Redwood Storm Water Project	Work on Existing drainage problems	•Some minimal maintenance oversight with the responsibility of future maintenance falling to home owners and private parties.	•Staff time and costs associated with drainage issues will be reduced.
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Planning for the future is one of the most important responsibilities the City has. It is important to analyze all of the expected costs along with the benefits related to capital expenditures. We believe in preparing for the future.

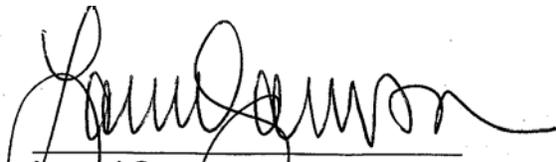
Conclusion

The City of Grants Pass is an innovative organization that is focused on value. Our elected officials and employees demonstrate a willingness to seek and create alternative solutions to problems. The knowledge and years of experience of our employees will help Grants Pass succeed. Through this budget we are recognizing the needs of today and the needs of the future by planning strategically and implementing measurable objectives. When the Council goal’s are adopted and the work plan is prioritized, staff will be able to quickly adapt and direct their energies, skills, and talents, in applying the financial resources which have been approved through the budget process to make measurable progress toward achieving those goals. We strive to “honor the past while building a hometown for our children’s children.”

This budget recognizes the economic reality of today and enhances the efficiency of City operations. The cost reduction efforts are evident throughout the budget and yet the City is still able to offer the high quality services Grants Pass is known for. I am delighted with the continued performance of our organization and I believe that the City offers an exceptional value in the services it provides. The City will remain committed to improving our focus on ethics and to enhancing the reputation of local government through quality service delivery.

In closing, I would like to acknowledge the teamwork, commitment, and assistance of all of our elected officials and Budget Committee members, City staff, and participating members of our community in the preparation of this budget document. I am particularly grateful to Finance Director, David Reeves, and his staff for their continuing commitment to excellence in municipal finance and budgeting for the benefit of our community.

Respectfully submitted,



Laurel Samson
City Manager Pro Tem

WHERE THE ROGUE RIVER RUNS



© City of Grants Pass

2008 - 2010 GOALS

With special emphasis on the central role of the Rogue River and our natural environment on all our goals, the City Council adopts these goal statements to guide our community and our organization.

<p><u>I. Growth Management</u> <i>While prospering and growing, we keep the sense of “Hometown,” protect our natural resources and enhance our community improvements.</i></p> <p><u>II. Economic Development</u> <i>With emphasis on small business, we diversify the local economy and create quality jobs for our residents.</i></p> <p><u>III. Public Safety</u> <i>Living in Grants Pass feels safe and is safe. Public Safety provides our residents with a sense of well-being and protection at an affordable cost.</i></p> <p><u>IV. Environment</u> <i>We protect and enhance the natural environment of our valley, the air, land, hillsides, trees and Rogue River and its tributaries.</i></p>	<p><u>V. Parks & Recreation</u> <i>We provide outstanding park facilities throughout the community and facilitate recreation programs for all ages.</i></p> <p><u>VI. Management</u> <i>The City is an efficient and effective organization that fosters open and positive dialogue among citizens, elected officials and staff. The Council and staff of the City of Grants Pass foster user-friendly service, emphasizing a “how can we help” spirit. We are innovative and creative, finding solutions to strengthen our long-term financial position.</i></p>
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<p>COUNCIL VISION</p> <p>Through the leadership of the Governing Body, Grants Pass City Government has created a community:</p> <ul style="list-style-type: none"> < With the courage to consider the impact decisions have on the community today and in the future. < Where people are proud to call Grants Pass their hometown, a town recognized as innovative and known for volunteers and active citizen participation. < Which enjoys quality, cost-effective services where citizens feel and are safe. < That protects and enhances its natural beauty, forests and trees, and the man-made environment. < Which has a diverse economy that allows citizen freedom to pursue social, cultural, spiritual and educational aspirations. < Which honors the past while building a hometown for our children’s children.
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Note: Performance measurements in each activity within a program have been identified with the Goal number which it supports.

2008 - 2010 WORK PLAN

Adopted March 5, 2008

I. GROWTH MANAGEMENT

We are responsible for managing our growth, keeping the sense of hometown, protecting our natural resources and enhancing our community improvements.

A. OUTCOME: IMPROVE TRAFFIC FLOW THROUGHOUT THE CITY

Work Plan Element	Target for 2008/2010
1. Build a Fourth Bridge within 10 years	<p>Staff will work with O.D.O.T. to evaluate the impact of the Fourth Bridge on the congestion in the South Y. The location of a Fourth Bridge will be evaluated through the Urban Growth Boundary expansion process.</p> <p><i>Timing: Multi-year</i> <i>Resources: Staff time</i> <i>Resp.: David Frasher, City Manager</i> <i>Terry Haugen, Public Works Director</i></p>
2. Address remnant parcels at Lewis/West Park/Park Street intersections	<p>The City will develop one of the remnant properties as a parking lot. The disposition of the other two will be determined after the adoption of a Downtown River District Plan.</p> <p><i>Timing: 2007-2008</i> <i>Resources: Project TR4138, TR4951</i> <i>Resp.: Laurel Samson, Assistant City Manager</i></p>
3. Participate in the planning for improvements on Highway 199	<p>Staff and Council will participate in the planning for Highway 199 and will work to secure funding to complete the project.</p> <p><i>Timing: 2007-2009</i> <i>Resources: Projects TR4358, TR4921</i> <i>Resp.: David Frasher, City Manager</i></p>
4. Install sidewalks around schools and parks in the City	<p>Staff will continue to install sidewalks in areas of highest priority. Staff is working with neighbors along Madrone, Hawthorne, Midland and Cottonwood streets. Staff will continue to respond to requests. In addition, Staff will look to outside funding to assist the process.</p> <p><i>Timing: Multi-year</i> <i>Resources: Project TR4839, TR4932, TR5013, TR5014, TR8412</i> <i>Resp.: Laurel Samson, Assistant City Manager</i></p>
5. Widen West Park Street, adding sidewalks and bike lanes	<p>The design work will be completed in 2008. This will allow the purchase of required right of way. The project will be prepared for bid for summer, 2009.</p> <p><i>Timing: 2004-2009</i> <i>Resources: Project TR4676</i> <i>Resp.: Terry Haugen, Public Works Director</i></p>
6. Encourage the use of bicycles and walking as an alternative to driving	<p>Staff will work with the Bikeways/Walkways Committee to make bicycling and walking safer and more convenient by creating a bicycle network providing east west and north south routes and by sponsoring an alternate transportation week to encourage people to walk, bike or ride the bus for one week.</p> <p><i>Timing: Multi-year</i> <i>Resources: Projects TR4723, TR4919, TR4920, TR4928, TR9700</i> <i>Resp.: Laurel Samson, Assistant City Manager</i></p>

Work Plan Element	Target for 2008/2010
7. Support viable public transportation	Staff will work with the local Transit Authority to provide a public transportation service, including the construction of bus shelters to service riders. <i>Timing: Multi-year</i> <i>Resources: Project LB4391</i> <i>Resp.: Laurel Samson, Assistant City Manager</i>
8. Priority: Adopt safety priority list for transportation improvements	Staff will prepare a list of safety improvements that would include a ranking of impact on safety, cost and revenue potential. The analysis will include safety for all modes of transportation. The list will serve as a guideline for future budget decisions. <i>Timing: 2007</i> <i>Resources: Staff / TR5023</i> <i>Res.: Laurel Samson, Assistant City Manager</i>
9. Widen Darneille, adding sidewalks and bike lanes	Staff will prepare a local improvement district to widen Darneille Lane and add sidewalks and bike lanes. If approved, the road improvements will be installed. <i>Timing: 2007-2008</i> <i>Resources: Project TR4820</i> <i>Resp.: Terry Haugen, Public Works Director</i>
10. Install a signal at Grandview and Highway 238	Staff will work with O.D.O.T. to have the signal installed at Grandview and Highway 238. The Staff will prepare a local improvement district and/or a reimbursement district to fund the new signal. <i>Timing: 2008-2011</i> <i>Resources: Project TR5020</i> <i>Resp.: Laurel Samson, Assistant City Manager</i>
11. Widen new roads to provide pedestrian and bicycle facilities as opportunities arise	Staff will prepare a local improvement district to extend Florer drive from its terminus to New Hope Road, improving safety for residents, pedestrians and bicyclists who can then avoid a dangerous entry onto Highway 238. <i>Timing: 2008-2011</i> <i>Resources: Project, TR4785</i> <i>Resp.: Terry Haugen, Public Works Director</i>

B. OUTCOME: MAKE MORE EFFICIENT USE OF LAND

1. Priority: Review financial tools (A.F.D.'s, L.I.D.'S, and Deferred Development Agreements)	Council will review the ordinances which govern advance financing districts, local improvement districts and deferred development agreements and determine what, if any, amendments should be made to the ordinance. <i>Timing: 2007</i> <i>Resources: Staff time</i> <i>Resp.: James Huber, Community Development Director</i> <i>Laurel Samson, Assistant City Manager</i>
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C. OUTCOME: ENHANCE THE PUBLIC SPACES IN OUR COMMUNITY

1. Review sign standards	Staff will work with a consultant to prepare questions for the fall survey to gauge concern among the residents about sign standards regarding electronic signs. Based on the response, the Council may consider a further review of the sign standards. <i>Timing: 2006 - 2008</i> <i>Resources: Staff time/contract</i> <i>Resp.: Laurel Samson, Assistant City Manager (survey portion)</i> <i>James Huber, Community Development Director</i>
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Work Plan Element	Target for 2008/2010
2. Facilitate creation of public art in Grants Pass	The Arts Committee will continue to work with the community to create public art. . <i>Timing: Ongoing</i> <i>Resources: Staff time; Project LB4376; Arts trust</i> <i>Resp.: Martin Seybold, Parks and Community Services Director</i>
3. Construct improvements along Rogue River Highway	The Staff will manage the contract to improve the “Miracle Mile” from Parkdale to Cloverlawn. This will involve significant work with the property owners and the regulatory agencies. Staff will work with O.D.O.T. on the planning for the second phase and third phases and will take the lead on the landscaping. In addition, the Staff will prepare a grant application to extend the sidewalk, planter strip and bike lane further to the east. <i>Timing: 2005-2010</i> <i>Resources: Projects TR4724, TR5008</i> <i>Resp.: Tom Schauer, Code Analyst</i> <i>Laurel Samson, Assistant City Manager</i>
4. Create a tree canopy throughout the City	The Staff will continue a Tree Planting Program to increase development of the tree canopy along city streets. The City shall offer to install canopy trees when planter strips are installed with sidewalks through the sidewalk program. <i>Timing: Ongoing</i> <i>Resources: Project LB4936</i> <i>Resp.: Martin Seybold, Parks and Community Services Director</i>
5. Implement an Urban Forestry Program to protect and enhance the Urban Forest	The Staff will develop an Urban Forestry Plan and expand the tree planting program to promote awareness, increase understanding and implement a tree planting and care program. <i>Timing: 2008 – 2009</i> <i>Resources: Project LB4936</i> <i>Resp.: Martin Seybold, Parks and Community Services Director,</i> <i>Tom Schauer, Code Analyst</i>
Additional Actions	This goal is also met by the following: ***Participate in the Tree City USA program.

D. OTHER ACTIVITIES TO MANAGE GROWTH

1. Consider adoption of a new Urban Growth Boundary	This ongoing, major effort will result in the creation of a new urban growth boundary, and the update of the master plans to serve the new area with water, sewer, storm, transportation and parks. The update of the Transportation Master Plan should incorporate potential changes to Overland Drive, Hubbard Lane and Willow Lane. <i>Timing: 2005-2009</i> <i>Resources: Staff time / Project LB4833 and TR5022</i> <i>Resp.: Tom Schauer, Code Analyst</i> <i>James Huber, Community Development Director</i>
2. Review and revise sections of the various codes	As code issues are identified and issues arise through the Council, Urban Area Planning Commission and Staff, the Staff will continue to prepare revisions to the ordinances. These may be presented to Council as individual amendments, or as a group of amendments as part of a larger housekeeping amendment. <i>Timing: Ongoing</i> <i>Resources: Staff time</i> <i>Resp.: James Huber, Community Development Director</i>

Work Plan Element	Target for 2008/2010
3. Correct water system deficiencies	Staff will contract to replace the 5th Street water main so it is not under the shopping center. In addition, it will replace substandard two inch water lines <i>Timing: 2006-2007</i> <i>Resources: Project WA4808, New projects will be proposed</i> <i>Resp.: Terry Haugen, Public Works Director</i>

II. ECONOMIC DEVELOPMENT

With emphasis on small business, we diversify the local economy and create quality jobs for our residents.

A. OUTCOME: EXPAND THE NUMBER OF JOBS IN THE COMMUNITY

1. Assist in expansion or retention of three businesses	Staff will continue to work with SOREDI, the community Business Retention and Expansion program and Council to assist local businesses with their expansion plans and to attract new businesses to our community. <i>Timing: Ongoing</i> <i>Resources: Staff time / Projects LB4732, LB4382</i> <i>Resp.: Laurel Samson, Assistant City Manager</i>
2. Adopt policy for service extensions to the area around North Valley	Council will review options and develop a policy for extending services including water service into the north valley area, particularly the area along Monument Drive and Merlin Galice Road. <i>Timing: 2007- 2008</i> <i>Resources: Staff time</i> <i>Resp.: James Huber, Community Development Director</i> <i>Laurel Samson, Assistant City Manager</i>

B. OUTCOME: DEVELOP A DOWNTOWN PAST THE RIVER

1. Consider adoption of a Downtown River District Plan	Downtown River District Task Force recommended a plan that would govern the uses, standards, and public investment in the area between downtown and the Grants Pass Parkway. Once adopted, the Staff will bring elements to implement it. <i>Timing: 2008-2012</i> <i>Resources: Staff time / Project LB4460</i> <i>Resp.: Tom Schauer, Code Analyst</i>
2. Create a downtown arts plaza and market	This project is a long range project. At this point, the staff will be looking for opportunities. <i>Timing: 2008-2012</i> <i>Resources: Staff time / Funding to be proposed in future year</i> <i>Resp.: Property Acquisition Coordinator</i>
3. Develop a plan for new Tax Increment Financing District	The Staff will work with the Council to determine if council wishes to pursue the formation of a Tax Increment District. If Council decides to move forward, the Staff will work with a citizen group to prepare for the next Tax Increment Financing District which could provide funding for Downtown capital projects. <i>Timing: 2009 - 2010</i> <i>Resources: Staff time / Project LB4938</i> <i>Resp.: Laurel Samson, Assistant City Manager</i>
4. Install decorative lights along bridges and in areas of downtown	The Staff will work with the Council, TCA and downtown property owners to install additional lights and bricks in the downtown area. Lighting on the 6 th and 7 th street bridges will be replaced with decorative lighting. <i>Timing: 2007-2010</i> <i>Resources: Project TR4554</i> <i>Resp.: Martin Seybold, Parks and Community Services Director</i>

Work Plan Element	Target for 2008/2010
5. Provide additional parking downtown	<p>The Staff will work with a local property owner to create public parking within an existing downtown parking lot.</p> <p><i>Timing: 2008</i></p> <p><i>Resources: Staff time / Project LB4836</i></p> <p><i>Resp.: Laurel Samson, Assistant City Manager</i></p>
Additional Actions	<p>This goal is also met by the following:</p> <p>*** Maintain the contracts and relationship with the Chamber and the Town Center Association</p> <p>***Maintain seasonal amenities downtown.</p>

C. OUTCOME: SUPPORT TOURISM TO BRING ECONOMIC VITALITY

Increase tourism room tax revenues by 2%.	<p>Staff will work with the Tourism Advisory Committee to continue to develop the “climate” to attract tourists. Staff will develop and administer a questionnaire to measure tourism provider satisfaction with services geared to attract visitors.</p> <p><i>Timing: Multiyear</i></p> <p><i>Resources:</i></p> <p><i>Resp.: Martin Seybold, Parks and Community Services Director</i></p>
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III. PUBLIC SAFETY

Living in Grants Pass feels safe and is safe. Public Safety provides our residents with a sense of well-being and protection at an affordable cost.

A. OUTCOME: WORK PROACTIVELY TO ENSURE CITIZENS ARE SAFE AND FEEL SAFE

1. Provide traffic safety education, enforcement and public education programs in order to reduce traffic accidents in critical areas	<p>The <u>Strategic Plan</u> recommended the addition of (2) police officers in order to allow the current two traffic officers to be removed from regular patrol staffing and focus on traffic related issues. Additionally, one existing police officer position will be converted to a Police Corporal position to function as a ‘coordinator’ and working member. This will allow the creation of a ‘formal’ Traffic Team to address issues in our rapidly growing community.</p> <p><i>Timing: 2008 and ongoing</i></p> <p><i>Resources: Staff/new positions</i></p> <p><i>Resp.: Joe Henner, Public Safety Director</i></p>
2. Receive Re-accreditation of Police	<p>CALEA completed an on-site assessment in December 2007. GPDPS Administration will appear before the full CALEA Commission at a hearing scheduled in Atlanta in March 2008. CALEA will conduct a comprehensive interview during the formal hearing and make a determination whether re-accreditation will be awarded.</p> <p><i>Timing: 2008</i></p> <p><i>Resources: Staff time</i></p> <p><i>Resp.: Joe Henner, Public Safety Director</i></p>
3. Build two new Public Safety Stations and training tower	<p>The Public Safety stations will be constructed and ready for operation in 2008. The Training tower, approved in the same bond measures, will be underway this spring.</p> <p><i>Timing: 2006-2008</i></p> <p><i>Resources: Projects LB4453, LB4948</i></p> <p><i>Resp.: Joe Henner, Public Safety Director</i></p>

Work Plan Element	Target for 2008/2010
4. Adopt a 45% overall target for proactivity for Police Patrol.	<p>The <u>Strategic Plan</u> recommended Staff adopt a target of 45% for proactive patrol officers. This will allow the time necessary to address issues in the community, which traditionally are delayed or not addressed due to a lack of resources.</p> <p><i>Timing: 2008 and ongoing</i></p> <p><i>Resources: Staff time/ potentially new positions</i></p> <p><i>Resp.: Joe Henner, Public Safety Director</i></p>
5. Expand Firefighter Intern Program	<p>Staff will expand the current Intern Firefighter Program by continuing to partner with Rogue Community College for this vital program. We anticipate doubling the size of the program in preparation for Staffing the Redwood Station upon its completion. This will occur when adequate living space is opened with the new stations.</p> <p><i>Timing: 2006-2008</i></p> <p><i>Resources: Staff Time</i></p> <p><i>Resp.: Joe Henner, Public Safety Director</i></p>
6. Add one Community Service Officer to work afternoon and evening shifts.	<p>The <u>Strategic Plan</u> recommended two new CSO positions. However, GPDPS has evaluated the recommendation and we believe one will be sufficient to address evening call volume issues.</p> <p><i>Timing: Multi-Year</i></p> <p><i>Resources: New positions</i></p> <p><i>Resp.: Joe Henner, Public Safety Director</i></p>
7. Develop a plan to modify current outdated in-car computer report writing systems.	<p>The <u>Strategic Plan</u> recommended an analysis to replace/update existing in-car Mobile Data Browsers, as well as the field based report writing system. This item will initiate a study to determine what technology would best serve our rapidly growing community.</p> <p><i>Timing: 2008</i></p> <p><i>Resources: Staff time / contract</i></p> <p><i>Resp.: Joe Henner, Public Safety Director</i></p>
8. Evaluate specific future Staffing needs for fire/rescue.	<p>The <u>Strategic Plan</u> provided several alternatives for addressing future Staffing of Fire/Rescue facilities. GPDPS Administration will evaluate various alternatives (volunteer firefighters, additional cross training, paid firefighters, intern firefighters, etc.) in order to determine the best alternative, or combination of alternatives.</p> <p><i>Timing: Multi-Year</i></p> <p><i>Resources: Staff time / potentially new positions</i></p> <p><i>Resp.: Joe Henner, Public Safety Director</i></p>
9. Evaluate emergency medical response by fire rescue.	<p>Explore the feasibility of collaborating with Rural Metro FD in the acquisition of an Advanced Life Support transport capable ambulance. This unit might be jointly Staffed and provide initial emergency medical response in the city and portions of the county. It eliminates the need to use expensive pumpers and provides a transport capable ambulance in the event existing ambulances are unavailable.</p> <p><i>Timing: Multi-Year</i></p> <p><i>Resources: Staff</i></p> <p><i>Resp.: Joe Henner, Public Safety Director</i></p>

Work Plan Element	Target for 2008/2010
10. Conduct an evaluation of GPDPS radio capabilities to determine future needs.	<p>Police officers and firefighters are experiencing significant issues with regard to radio transmit capabilities throughout the community. This year, we will complete a radio system evaluation to determine future capital needs specific to correcting radio problems.</p> <p><i>Timing: 2008</i> <i>Resources: Staff / Capital project will be proposed</i> <i>Resp.: Joe Henner, Public Safety Director</i></p>
11. Complete the consolidation of various evidence locations.	<p>The <u>Strategic Plan</u> suggested we research and identify costs to develop a larger Property/Evidence room within the next five years. In 2008, GPDPS signed a long-term lease for a larger facility. It will require much of calendar year 2008 to complete modifications to the facility, inventory and transfer evidence from five separate locations and finally, establish new operational procedures.</p> <p><i>Timing: 2008</i> <i>Resources: Staff / Contract</i> <i>Resp.: Laura Zelif, Deputy Chief</i></p>
Additional Actions	<p>This goal is also met by the following:</p> <ul style="list-style-type: none"> ***Support and expand our neighborhood watch programs ***Maintain the relationships between the public safety officers and the schools and students *** Present the Bi-Annual Public Safety Academy. ***Extend street lights where requested Project LB4380.

IV. ENVIRONMENT

We protect and enhance the natural environment of our valley, the air, and land, hillsides, trees and the Rogue River and its tributaries.

A. OUTCOME: PROTECT AND ENHANCE THE AIR:

1. Develop and implement projects to improve air quality	<p>Staff will work with the federal program for “Congestion Mitigation and Air Quality” program to secure funding for projects to reduce air pollution. Once approved, department Staff will complete projects.</p> <p><i>Timing: 2007 - 2009</i> <i>Resources: Projects TR4920, TR4926, TR4927, TR4931, TR4953</i> <i>Resp.: Laurel Samson, Assistant City Manager for grant funding</i> <i>Department Directors for managing the projects</i></p>
Additional Actions	<p>This goal is also met by the following:</p> <ul style="list-style-type: none"> ***Provide the ongoing leaf pick up program ***Also see--first goal that encourages the use of non-motorized transportation and smooth traffic flow.

B. OUTCOME: PROTECT AND ENHANCE THE LAND AND TREES:

1. Fulfill consent order requirements	<p>The City will acquire an adjoining parcel of property, abandon five recovery wells and apply for new discharge permit for Jo-Gro.</p> <p><i>Timing: 2006 - 2008</i> <i>Resources: Project LA2640</i> <i>Resp.: Terry Haugen, Public Works Director</i></p>
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Work Plan Element	Target for 2008/2010
2. Manage fuel reduction and reforest the Merlin Landfill property	The Staff will contract to reduce fuels on the site and to plant trees to reforest the Merlin Landfill property. <i>Timing: Ongoing</i> <i>Resources: Project LA2640</i> <i>Resp.: Terry Haugen, Public Works Director</i>
3. Resolve contamination issues at the River Road Reserve property	Staff will work with DEQ to resolve the contamination issue. <i>Timing: 2008</i> <i>Resources: Contract / Staff time</i> <i>Resp.: Martin Seybold, Parks and Community Services Director</i>

C. OUTCOME: PROTECT THE ROGUE RIVER AND ITS TRIBUTARIES:

1. Improve quantity and quality of storm water discharged to the streams and Rogue River	Staff will complete the work and present a Storm Water Master Plan to Council for adoption. Following this adoption, the Staff will present changes to the Development code to implement portions of the Master Plan. <i>Timing: 2006 - 2008</i> <i>Resources: Staff time / Project DO4715</i> <i>Resp.: Terry Haugen, Public Works Director</i> <i>Martin Seybold, Parks and Community Services Director</i>
2. Evaluate adding existing wetlands to the Master Plan for storm water management	Staff will review the Storm Water Management Plan for the potential to include additional existing wetlands into the Plan. The first to be considered is the wetland created by the City at Redwood School. <i>Timing: 2008</i> <i>Resources: Staff time</i> <i>Resp.: Terry Haugen, Public Works Director</i>

V. PARKS AND RECREATION

We provide outstanding park facilities throughout the community and facilitate recreation programs for all ages.

A. OUTCOME: ACQUIRE, DEVELOP AND MAINTAIN NEW PARKS

1. Update the Park Master Plan	Staff will work with the Parks Board and a consultant to update the Park Master Plan and incorporate the expanded UGB. <i>Timing: 2008-2009</i> <i>Resources: Staff time / Project LB5011</i> <i>Resp.: Martin Seybold, Parks and Community Services Director</i>
2. Purchase land for future parks	The Staff will look for opportunities to purchase park sites, especially Allen Creek Park. <i>Timing: 2006-2008</i> <i>Resources: Projects LB4712, LB4947</i> <i>Resp.: Martin Seybold, Parks and Community Services Director</i>
3. Complete Redwood Park	Staff will work with the Redwood Park Task Force to complete phase 2 of Redwood Park. <i>Timing: 2007-2010</i> <i>Resources: Project LB5034</i> <i>Resp.: Martin Seybold, Parks and Community Services Director</i>

Work Plan Element	Target for 2008/2010
4. Participate in the planning and development of an amphitheater	<p>The Staff will support the efforts of the Chamber and volunteers to create an amphitheater in Grants Pass.</p> <p><i>Timing: Multi year</i></p> <p><i>Resources: Staff time</i></p> <p><i>Resp.: Martin Seybold, Parks and Community Services Director</i></p>

B. OUTCOME: CREATE THE RIVER CITY TRAIL ALONG COMMUNITY WATERWAYS

1. Build a section of Riverfront trail each year	<p>Trails will be installed along the Rogue River on publicly owned property.</p> <p><i>Timing: Multi Year</i></p> <p><i>Resources: Projects LB4390, LB4458</i></p> <p><i>Resp.: Laurel Samson, Assistant City Manager</i></p>
2. Increase the number of public access points to the river	<p>This project is on hold pending the completion of the Downtown River District Plan.</p> <p><i>Timing: 2008 - 2009</i></p> <p><i>Resources: Project LB4718</i></p> <p><i>Resp.: Laurel Samson, Assistant City Manager</i></p>
3. Build section of Allen Creek Trail	<p>Trails will be installed along Allen Creek on property or easements owned by the City. Staff will explore funding options for the Highway 238 crossing.</p> <p><i>Timing: Multi Year</i></p> <p><i>Resources: Projects LB4392, LB4539, LB4917, LB4954, LB4955</i></p> <p><i>Resp.: Laurel Samson, Assistant City Manager</i></p>
4. Build section of Fruitdale Creek Trail	<p>Trails will be installed along Fruitdale Creek on property or easements owned by the City.</p> <p><i>Timing: Multi Year</i></p> <p><i>Resources: Projects TR4918, TR4719</i></p> <p><i>Resp.: Laurel Samson, Assistant City Manager</i></p>

VI. MANAGEMENT

The City is an efficient and effective organization, which fosters open and positive dialogue among citizens, elected officials and Staff. The Council and Staff of the City of Grants Pass foster user-friendly services, emphasizing a “how can we help” spirit. We are innovative and creative, finding solutions to strengthen our long-term financial position.

A. OUTCOME: SUPPORT COMMUNICATION AND PLANNING:

1. NEW: Prepare a charter revision for Council consideration	<p>Work with the citizen committee to prepare a proposed charter revision for Council consideration.</p> <p><i>Timing: 2008-2009</i></p> <p><i>Resources: Contract for technical support</i></p> <p><i>Resp.: Kris Woodburn, City Attorney</i></p>
2. Conduct community workshops on community wide issues	<p>The Staff will bring the community to the discussion on major community issues. Staff will also create opportunities through a combination workshop / open house to solicit input and discuss issues with the community.</p> <p><i>Timing: Ongoing</i></p> <p><i>Resources: Staff time</i></p> <p><i>Resp.: Various Staff members</i></p>

Work Plan Element	Target for 2008/2010
3. Maintain positive working relationship with Jo. County and school districts.	Staff and Council will work with other agencies to provide the best services to the Community. <i>Timing: Ongoing</i> <i>Resources: Staff time</i> <i>Resp.: Various Staff</i>
Additional actions	This goal is also met by the following: ***Present the ongoing Annual Community survey and Council Goal Setting ***Support leadership development in the community through the Annual Leadership Program sponsored by the City and the training of local high school seniors ***Make improvements to allow access to information.

B. OUTCOME: SUPPORT VOLUNTEERS AND COMMUNITY PRIDE:

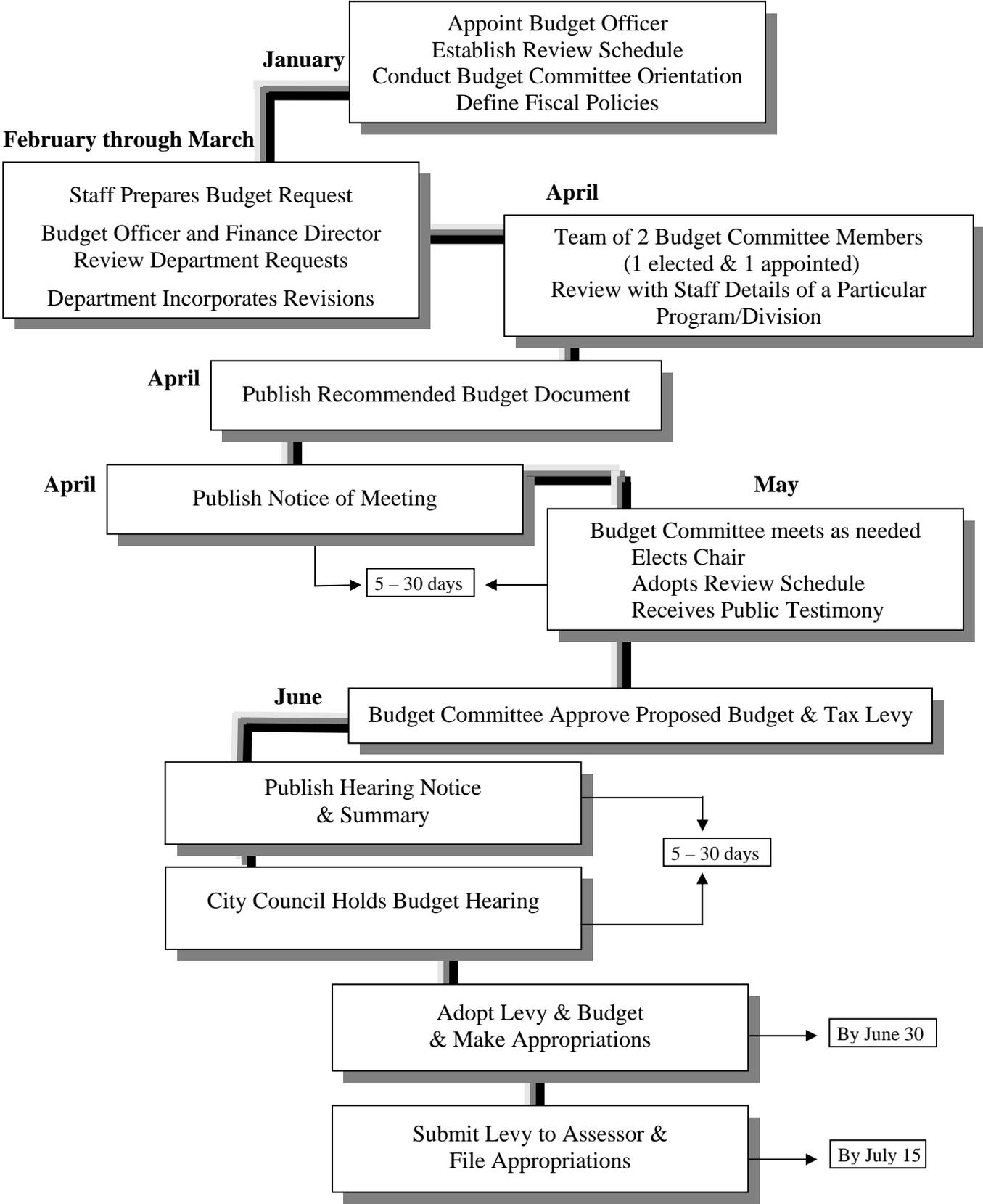
Actions	This goal is also met by the following: ***Facilitate and support community celebrations, ***Manage the annual Paint Your Heart Out program (now in its 13 th year) ***Recognize the contributions made in the community such as the Developers Awards and the Annual Mayor's Volunteer Breakfast.
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C. OUTCOME: USE STRATEGIC PLANNING AND TECHNOLOGY TO MOVE THE ORGANIZATION FORWARD.

1. Develop and implement a funding program for the Storm Water facilities	Staff and Council will work to create a funding source to develop and maintain storm water facilities. Once adopted, Staff will then implement the new measures. <i>Timing: 2006-2008</i> <i>Resources: Staff time / DO4957</i> <i>Resp.: Terry Haugen, Public Works Director</i>
2. Submit grants to fund specific organizational needs	The Staff will look for opportunities to bring in outside resources to fund programs and projects. <i>Timing: Ongoing</i> <i>Resources: Staff time</i> <i>Resp.: Laurel Samson, Assistant City Manager</i>
3. Review annexation policy and implement resulting policy	The Council will review its annexation policy. <i>Timing: Ongoing</i> <i>Resources: Staff time</i> <i>Resp.: James Huber, Community Development Director</i>
4. Implement the billing process for the proposed new Storm Water Utility	Staff will create a new system and implement the monthly billing for the proposed new storm water utility. <i>Timing: 2007- 2008</i> <i>Resources: Staff time</i> <i>Resp.: Dave Reeves, Finance Director</i>
5. Implement the new classification / compensation program	Staff will complete a compensation study to determine the appropriate salary and benefits for the employees. <i>Timing: 2006 - 2008</i> <i>Resources: Staff time / Project LB4939</i> <i>Resp.: Karin Lange, Human Resources Director</i>

Work Plan Element	Target for 2008/2010
6. Evaluate fees related to customer service costs	<p>Staff will research and evaluate the cost of processing notices and taking action on delinquent accounts and present recommendations to Council.</p> <p><i>Timing: 2007 - 2008</i> <i>Resources: Staff time</i> <i>Resp.: Dave Reeves, Finance Director</i></p>
7. Explore the option to substitute a monthly fee for the public safety tax levy.	<p>Staff will research the potential for a monthly fee to replace the Public Safety levy. The information will be presented to Council for its consideration. The Staff and Council will then implement the selected funding option, whether the monthly fee or the four year tax levy.</p> <p><i>Timing: 2008</i> <i>Resources: Staff time</i> <i>Resp.: Dave Reeves, Finance Director</i> <i>Joe Henner, Public Safety Director</i></p>
8. Review elements of the Municipal Code	<p>Staff will propose revisions to the Municipal Code to address issues raised through the Council, Staff or enforcement issues such as the process and standards for franchise fees and process and fees for itinerant use, peddlers and events.</p> <p><i>Timing: Ongoing</i> <i>Resources: Staff time</i> <i>Resp.: Managing Department Director</i> <i>Kris Woodburn, City Attorney</i></p>
9. Design and implement information access through laser fiche	<p>This will expand on the laser fiche system in place to create an organization-wide system for Staff and public access to many public documents.</p> <p><i>Timing: 2008 - 2009</i> <i>Resources: Staff time / Project may be proposed in FY 09 budget</i> <i>Resp.: Dave Reeves, Finance Director</i></p>
11. Establish Fire Fleet Maintenance	<p>Staff will take over maintenance of fire fleet engines by July 1, 2008. This project will analyze options and set up the necessary structure to maintain the equipment.</p> <p><i>Timing: 2008 - ongoing</i> <i>Resources: Staff time / Project may be proposed in FY 09 budget.</i> <i>Resp.: Martin Seybold, Parks and Community Services</i></p>
12. Develop sustainability goals and procedures	<p>Staff will develop practices and procedures to support sustainability including product use and new energy policies. The workshop with Council to create a framework for Staff work.</p> <p><i>Timing: 2008-2009</i> <i>Resources: Staff time unknown based on Council direction</i> <i>Resp.: Martin Seybold, Parks and Community services director</i> <i>James Huber, Community Development director</i></p>
13. Implement an annual organization wide ethics education program	<p>The Staff will ensure ethics training is provided to Mayor, Council and all Staff on an annual basis.</p> <p><i>Timing: Ongoing</i> <i>Resources: Staff time / Contract</i> <i>Resp.: David Frasher, City Manager</i></p>
Additional Actions	<p>This goal is also met by the following: ***Meet the standards of the G.F.O.A. awards for the Budget document and C.A.F.R. document. ***Complete the special audits annually requested by Council.</p>

Grants Pass Budget Process



Grants Pass Budget Process

The City of Grants Pass must prepare and adopt a budget each year. The statutory guidelines for preparation and adoption of Oregon municipal budgets assure a complete and public process for the adoption of the fiscal plan. A schematic of the process required for adoption of the budget in Oregon is included in this section.

Beginning in January of 2002, our staff initiated a two-year budget process compiling data for fiscal years 2002-2003 and 2003-2004 General Fund activities projecting as far as 2006. This multi-year process continues for the fiscal year 2008-2009 and 2009-2010 budgets, with projections extending to fiscal year 2011. The process began with early requests and anticipations from staff. These were reviewed by management, refined and reduced by the finance staff and the department directors, and reviewed and altered by your Budget Officer before the document was prepared for presentation in the 2009-2010 public budget hearings.

The 2001 Oregon legislature revised Local Budget Law to allow local taxing districts to budget either on a one-year (fiscal year) or a two-year (biennial) budget period. While the Council is no longer limited by state statute to adopting a budget for only the immediate forthcoming fiscal year, our budget is adopted on a fiscal-year basis. The second year projections have, however, accomplished several objectives. First they strengthen the ability of the City to project long term financial strategies. Secondly, they reduce the substantial impact that the budgetary process commands of the community as well as the staff.

From the prepared document, the recommendations are presented to the Budget Committee, a group of eight Councilors and eight appointed individuals. The Budget Committee will then meet for a series of meetings in a public forum to review all significant policies, activities, service levels, and planned expenditures of the community. Notices were published and display ads were placed in the local newspaper announcing the budget hearings schedule and highlighting programs to be discussed in an effort to promote public input. Citizens were encouraged to provide input to the budget process at all stages.

Renewing a successful innovation begun several years ago, our process included the use of a discretionary set of potential capital investments from which the Budget Committee selected those that would be included in the budget for the ensuing year. A field trip into the community, combined with discussions and questions about the potential positive and negative impacts of postponing facility expansions or delaying critical rehabilitation work, provides other avenues of information critical to the process.

The Budget Committee recommendations and changes are forwarded to the City Council for adoption. In public hearing, the Council is limited, under statutory provision, to increasing expenditures in a fund by no more than 10% and they may not increase the amount of the tax levy. Had the governing body wished to amend appropriations beyond the limit or increase the tax levy, a hearing would have been noticed and another budget hearing would have been held.

Grants Pass Budget Process

CHANGES TO BUDGET APPROPRIATIONS

Appropriations may be amended during the budget year two ways, by either transferring appropriations or preparing a supplemental budget. These methods do not require budget committee involvement if the changes result in an increase in expenditure of less than 10% of the budget fund being adjusted.

A transfer of appropriation may be made by transferring amounts among appropriations in the same fund, or transferring from an appropriation in the general fund to an appropriation category in another fund. Appropriation transfers cannot be made between special funds or from a special fund to the general fund. The City Council must adopt a resolution providing for the transfer before any over expenditure is incurred.

A supplemental budget is required if the adopted budget gives no authority to make certain expenditures or when revenues are received for which the governing body had no previous knowledge. The supplemental budget would authorize changes in expenditures, new expenditures or spend additional revenue in a current fiscal year. As in a transfer of appropriation, the Council may adopt the supplemental budget at a regular council meeting without Budget Committee input if the increases in expenditures are less than 10% of the budget fund being adjusted.

If adjustments to expenditure appropriations result in an increase of more than 10% of the budget fund, the Council must prepare and publish a supplemental budget. A public hearing must be held prior to adoption of the supplemental budget.

How to Read the Budget

The Table of Contents is the index to the budget. It provides the reader with locations of all of the major features and programs. The purpose of this segment is to help you sort through the pieces of the budget and see how the entire budget is assembled.

Our budget begins with summaries and charts to help the reader understand the total budget. This section, titled Financial Tables and Charts, provides an overview of Grants Pass, a full service municipality, showing where resources come from and their appropriation, a historic look at the summarized budget, and a review of tax rate and total property tax requests.

The financial plan is divided into major programs for budget presentation. In each program area, we begin the budget presentation with a summary of the contents of the program, the source for financing the program, a description, and a financial summary of the total contents of the program. The resources are divided into two general categories, Program Generated Resources and General Support.

Program Generated Resources are those revenues created by an activity or exclusively dedicated. An example is Public Safety, the Public Safety Levy, Fines and Forfeitures, Licenses, and the ordinance dedicated portion of the Transient Room Tax are revenues either exclusively generated by this activity or dedicated to the activity by Council directives.

General Support is the total of the Business Tax revenues, Franchise Fees, State Shared Revenues, and miscellaneous revenues generated by the City generally. The total of all general resources can be found in the Summary of Resources and Expenditures - Operating Budget, in the Financial Tables and Charts portion of the budget presentation. These are the monies we utilize to offset those costs of service provision that are not generated by a specific activity.

Following the program overview, each activity is presented with an activity analysis that shows the basic function of the activity, highlights in the budget, and the indicators of performance that can be expected from the activity. We have placed a great deal of emphasis on performance indicators, and we are moving to gear our operating budget presentations to outcomes and specific expectations of service levels. Each performance measurement references the 2008 – 2009 Goal which it supports. The Goals are found in the Work Plan section of this book. It is our hope that this portion of the budget will become the emphasis of our review in the future.

For our major activities, we follow the activity analysis with a financial summary that will include a table showing expenditures by summary line items, a personnel chart indicating employment history and recommendations, and a detail listing of any capital outlay contained in the activity. Most activities will also show a table detailing the revenues for the activity by source.

The final feature of the budget is the Appendix. Here the reader can find summaries, salary and compensation charts, an analysis of the total cost for selected positions, debt management information, and policies.

The general rule of thumb is that all presentations begin with summaries, with greater levels of detail following each summary. Another great rule for understanding this budget is recognizing all our programs and activities include all costs allocated to the operation. This means, the cost of administration of the City, the costs for building space and use, the cost of insurance, finance, vehicle rental, and similar costs are all contained in each activity.

How to Read the Budget

Unfortunately, we are required to present a budget that contains all the details of potential expenditures. The portion of this that is unfortunate, is that a charge for property management paid by the transportation program will show as an expenditure in transportation, it will again show as a revenue and an expenditure in property management, and if we are funding a capital project, that same dollar may show up again as a transfer from property management, and a revenue and expenditure in a capital projects fund. Although this system allows the full cost of each activity to be accurately accounted, it does make our “Total Budget” appear much larger than actual resources. It can also be challenging to the first time reader.

We use capital projects to allow us to plan for the life of an entire project. A capital project fund shows the total expected project in the first column, relates historic information, and shows what is planned for the current fiscal year. In the capital projects funds, all revenues that are anticipated for a particular project are shown on the project budget. The source of funds may be from transfers, grant funds, sale of assets, or a similar source. Most of our capital projects are partially funded from transfers from another activity, resulting in an appropriated transfer in one location in the budget, and the revenue and expenditure appearing in the capital project. The practice of using capital projects helps our management track a project over time.

We use internal service funds for each of the services found in the Administrative Services Program and the Support Services Program. Internal service funds derive some or all resources from billing other divisions of the organization for services provided. When the reader of the budget finds the lines for **Direct Charges**, you will see the expected charges that are being planned to purchase internal service from Engineering, Community Development Management, or a similar internal service. The Workers' Compensation internal service fund charges for risk insurance and Garage Operations and Equipment Replacement are internal service funds that assure we are able to replace depreciated equipment and maintain our fleet. Vehicle charges are found in the **Materials and Services** category

The line **Indirect Charges** is a percentage fee levied on all activities to fund administration of our City. The fee is 8% on operations and 2% on capital outlay for administrative services. This internal service fund assures that each activity shows the portion of administrative overhead needed to keep managing our city, paying our bills, handling personnel, providing legal assistance, and similar costs. Information technology, which is an activity in the Support Services Fund, uses a 2% indirect charge on operations to provide technical services to all departments in the organization.

The Auxiliary Services section accounts for general debt, local improvement district debt, trust proceeds, and special reportable accounts such as Transient Room Tax. Several of our activities are from an exclusive financing source, and are expendable for identified purposes only. One such example is the Industrial Loan Services fund. This revolving loan fund originated with federal funds and is dedicated to accounting receipts for all loan payments and providing low-cost loans to assist the development of business in the community. The funds cannot be utilized for other purposes, and are shown in the budget as the total resource authorized to expend. We will actually utilize only a portion that is lent to a qualifying business for expansion. A check of the activity description provides the intent of the activity.

We hope this section will help people understand how our budget fits together and how to find answers to their questions. Our staff is dedicated to making our financial plan be understandable, yet, accurate and complete. We hope this section has added to the readability of the document. If we can provide any further information, please contact the staff to respond to your inquiries.

Oregon Budget Law

BUDGET BASICS

Most local governments in Oregon, from the smallest cemetery district to the largest city, must prepare and adopt an annual budget. (The only exceptions are local governments specifically exempted.) Schools, counties, cities, ports, rural fire protection districts, water districts, urban renewal agencies, and special districts are all subject to the same budget provisions.

This is not unusual. Many states have specific laws which require units of local government to prepare and adopt annual operating budgets. Yet, Oregon's budgeting system is considered one of the most progressive in the nation. Why?

Look at Oregon's Local Budget Law. (You'll find it in Chapter 294 of the Oregon Revised Statutes.) The law does two important things:

1. It establishes standard procedures for preparing, presenting, and administering the budget.
2. It requires citizen involvement in the preparation of the budget and public disclosure of the budget before its formal adoption.

State Law requires that all funds be appropriated for which expenditures are anticipated. (See Appendix V for City of Grants Pass fund structure.) Lack of appropriation, either through the adopted or post adoption budget process, prohibits expenditures or is subject to individual financial accountability for both the elected officials and the budget officer. In addition, each local government must estimate and budget all of its anticipated resources for the upcoming fiscal year. The budget must be constructed so that the **total resources equal total requirements**.

Budgeting in Oregon is a joint effort between the people affected by the budget and the appointed and elected officials responsible for providing the services. To give the public ample opportunity to participate in the budgeting process, Local Budget Law requires that a budget officer be appointed and a Budget Committee be formed. The budget officer draws together necessary information and prepares the first draft of the budget. The budget committee then reviews and revises the proposed budget before it is formally approved. Notices are published, budgets are made available for public review, and at least two opportunities for public comment are provided. These requirements encourage public participation in the budget-making process and give public exposure to budgeted programs and fiscal policies before their adoption.

The budget is a financial plan containing estimates of expenditures and revenues for a single fiscal year (July 1 through June 30). Besides outlining programs for the coming year, the budget controls the local government's spending authority. Since the budgeting process encourages citizen input, the budget is also a vehicle for obtaining public opinion about proposed programs and fiscal policies of your district.

The budget cycle

Budgeting is a continuous operation, and it takes 12 months to complete a cycle. The budgeting process is actually in three parts: The budget is prepared, approved, and finally adopted. The budget must be prepared far enough in advance so that it can be adopted before June 30. After adopting the budget, the governing body will make the necessary appropriations and certify the tax levy to the county assessor. The following is a brief description of the Budget Process.

Oregon Budget Law

Preparing the budget

1. **Budget officer appointed.** Each local government must have a budget officer, either appointed by the governing body or designated in the local government's charter. The budget officer is under the supervision of either the executive officer or the governing body.
2. **Proposed budget prepared.** The budget officer is responsible for preparing or supervising the preparation of the proposed budget for presentation to the budget committee

Approving the budget

3. **Budget officer publishes notice.** When the proposed budget and the budget message are ready, the budget officer publishes a "Notice of Budget Committee Meeting." If notice is published in a newspaper of general circulation, it must be published at least twice, five to 30 days before the scheduled Budget Committee meeting date, separated by at least five days. If notice is hand delivered or mailed, only one notice is required not later than 10 days prior to the meeting.
4. **Budget Committee meets.** At least one meeting must be held to 1) receive the budget message and budget document, and 2) hear the public. The budget officer provides a copy of the proposed budget to each member of the Budget Committee. The copies may be distributed any time before the advertised Budget Committee meeting. It is also acceptable to wait and distribute the budget at the advertised meeting. When the budget is given to the Budget Committee, it becomes a public record and must be made available to the public.

A majority of the Budget Committee members cannot get together in person, by telephone, or e-mail before the advertised meeting to discuss the budget. All budget discussions must be held at public meetings.

At the Budget Committee meeting, the budget message is delivered. The budget message explains the proposed budget and significant changes in the local government's financial position. At this meeting, the Budget Committee may provide members of the public the opportunity to ask questions about or comment on the budget. If public comment is not allowed at this meeting, the Budget Committee must provide the public with the opportunity at subsequent meetings. After the initial meeting, the Budget Committee may meet as many times as needed to revise and complete the budget. If two or more meetings are held to take comment from the public, only the first meeting to do so must meet the publication requirements explained in step three. Notice of additional meetings for this or any other purpose may be provided in the same time frame and manner as notices of meetings of the governing body. Notice of other meetings of the Budget Committee must be provided as required by Oregon public meeting law. All meetings are open to the public.

5. **Committee approves budget.** When the Budget Committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, the budget is approved. If the budget requires an ad valorem tax to be in balance, **the Budget Committee must approve an amount or rate of total ad valorem property taxes to be certified to the assessor.**

Oregon Budget Law

Advertising and holding hearings

6. **Budget summary and notice of budget hearing published.** After the budget is approved, a budget hearing must be held by the governing body. The budget officer must publish a summary of the budget approved by the Budget Committee and notice of budget hearing five to 30 days before the scheduled hearing. This information must either appear in a newspaper of general circulation, be mailed, or be hand delivered.
7. **Budget hearing held.** The budget hearing must be held by the governing body on the date specified on the public notices. The purpose of the hearing is to receive citizens' testimony on the budget approved by the Budget Committee. Additional hearings may be held. All hearings are open to the public.

Adopting the budget

8. **Budget adopted, appropriations made, tax levy declared and categorized.** By law, the governing body may make changes in the approved budget before or after it is adopted, but no later than the beginning of the fiscal year to which the budget relates. However, without first publishing a revised budget summary and holding another budget hearing:
 - a. Taxes may not be increased beyond the amount approved by the Budget Committee and
 - b. Estimated expenditures in a fund may not be increased by more than \$5,000 or 10 percent, whichever is greater.

After the budget hearing, and after considering relevant testimony, the governing body adopts the budget. **It should not be formally adopted until the latter part of June** so last-minute revisions to revenue or expenditure estimates can be incorporated.

The governing body must enact a resolution or ordinance to 1) formally adopt the budget, 2) make appropriations, and if needed, 3) levy and 4) categorize any tax. The budget is the basis for making appropriations and certifying the tax levy. The resolution or ordinance must be adopted no later than June 30.

9. **Budget filed and levy certified.** The final step in the budget cycle is to certify any necessary property tax levy to the county assessor. This must be done on or before July 15.

The section titled "Oregon Budget Law" is an excerpt taken from the Oregon Department of Revenue publication *Local Budgeting in Oregon 2001 Edition*.

Resolutions Adopting the Budget

RESOLUTION NO. 5529

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
ADOPTING THE BUDGET AND MAKING APPROPRIATIONS FOR FISCAL
YEAR 2009-2010.**

RESOLUTION ADOPTING THE FY'10 BUDGET

BE IT RESOLVED, that the City of Grants Pass hereby adopts a budget for Fiscal Year 2009-2010 in the sum of \$86,416,355 now on file at the Grants Pass Municipal Building.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2009 and for the purposes shown below are hereby appropriated as follows:

<u>General Fund</u>	
Mayor and Council	188,817
Public Safety Field Services	11,595,055
Public Safety Support Services	3,462,116
Crisis Support Services	41,242
Code Enforcement	220,425
Street Lighting	305,500
Park Maintenance Services	1,396,815
Aquatic Services	116,457
Recreation Services	138,604
Planning Services	783,314
Building and Safety Services	600,984
Economic Development Services	131,361
Downtown Development Services	289,714
Tourism Promotion Services	290,829
General Program Operations	81,000
Debt Service	199,284
Inter-fund Transfers	35,000
Contingency	<u>830,000</u>
Total General Fund Appropriation	<u>\$20,706,517</u>

Resolutions Adopting the Budget

Administrative Services Fund

Management Services	787,079
Finance Services	1,438,514
Legal Services	349,328
Human Resources	391,076
General Program Operations	243,885
Contingency	<u>476,431</u>

Total Administrative Fund Appropriation \$3,686,313

Transportation Fund

Street & Drainage Maintenance Services	1,189,817
Customer Services	111,066
General Program Operations	444,233
Inter-fund Transfers	483,065
Contingency	<u>106,912</u>

Total Street Utility Fund Appropriation \$2,335,093

Storm Water and Open Space Fund

Storm Water Maintenance	0
Customer Services	0
General Program Operations	0
Debt Service	0
Contingency	<u>0</u>

Total Storm Water and Open Space Appropriation \$ 0

Transient Room Tax Fund

Materials & Services	16,257
Inter-fund Transfers	<u>958,745</u>

Total Transient Room Tax Fund Appropriation \$ 975,002

Debt Service/Bancroft Fund

Materials & Services	105,000
Debt Service	64,300
Inter-fund Transfers	470,000
Contingency	<u>700</u>

Total Debt Service/Bancroft Bond Appropriation \$ 640,000

Debt Service/General Obligation Bond

Materials & Services	0
Debt Service	<u>919,000</u>

Total Debt Service/General Obligation Bond Appropriation \$ 919,000

Resolutions Adopting the Budget

<u>Community Development Block Grant Fund</u>		
Materials & Services	101,000	
Capital Outlay	800,000	
Contingency	<u>350,000</u>	
Total Community Development Block Grant Fund Appropriation		<u>\$1,251,000</u>
<u>Downtown & Industrial Loan Fund</u>		
Materials & Services	200,000	
Contingency	100,000	
Inter-fund Transfers	<u>5,000</u>	
Total Downtown & Industrial Loan Fund Appropriation		<u>\$ 305,000</u>
<u>Transportation Projects Fund</u>		
Capital Outlay	<u>10,754,188</u>	
Total Transportation Projects Fund Appropriation		<u>\$10,754,188</u>
<u>Stormwater & Open Space Projects Fund</u>		
Capital Outlay	<u>505,923</u>	
Total Stormwater & Open Space Projects Fund Appropriation		<u>\$ 505,923</u>
<u>Water Projects Fund</u>		
Capital Outlay	3,323,917	
Inter-fund Transfers	<u>72,000</u>	
Total Water Projects Fund Appropriation		<u>\$ 3,395,917</u>
<u>Wastewater Projects Fund</u>		
Capital Outlay	<u>3,242,268</u>	
Total Wastewater Projects Fund Appropriation		<u>\$ 3,242,268</u>
<u>Lands and Building Projects Fund</u>		
Capital Outlay	7,858,038	
Inter-fund Transfers	<u>50,000</u>	
Total Lands & Buildings Projects Fund Appropriation		<u>\$ 7,908,038</u>
<u>Solid Waste Projects Fund</u>		
Capital Outlay	2,738,422	
Inter-fund Transfers	<u>68,000</u>	
Total Solid Waste Projects Fund Appropriation		<u>\$ 2,806,422</u>

Resolutions Adopting the Budget

Water Fund

Water Treatment	1,476,079	
Water Distribution	1,213,393	
Customer Services	396,955	
Debt Services	424,123	
General Program Operations	330,299	
Contingency	323,198	
Inter-fund Transfers	<u>605,166</u>	
 Total Water Fund Appropriation		 <u>\$ 4,769,213</u>

Wastewater Fund

Wastewater Collection	621,601	
Wastewater Treatment	1,576,493	
JO-GRO™	558,004	
Customer Services	279,607	
Debt Service	495,250	
General Program Operations	364,280	
Contingency	368,902	
Inter-fund Transfers	<u>1,017,834</u>	
 Total Wastewater Fund Appropriation		 <u>\$ 5,281,971</u>

Solid Waste Fund

Field Operations	26,716	
Post Closure Operations	107,393	
General Program Operations	22,441	
Debt Service	366,772	
Contingency	<u>13,169</u>	
 Total Solid Waste Fund Appropriation		 <u>\$ 536,491</u>

Environmental Waste Fees Fund

Materials & Services	<u>224,000</u>	
 Total Environmental Waste Fees Fund Appropriation		 <u>\$ 224,000</u>

Fleet Operations Fund

Garage Operations	832,151	
Equipment Replacement	753,742	
Inter-fund Transfers	0	
Contingency	<u>85,353</u>	
 Total Fleet Operations Fund Appropriation		 <u>\$ 1,671,246</u>

Resolutions Adopting the Budget

Support Services Fund

Community Development Management Services	682,567	
Engineering Services	986,108	
Property Management Services	530,035	
Information Technology	566,785	
Debt Service	0	
Contingency	109,376	
Inter-fund Transfers	<u>10,000</u>	
Total Support Services Fund Appropriation		<u>\$ 2,884,871</u>

Insurance Fund

Workers' Compensation Insurance Services	375,407	
General Insurance Service	473,932	
Benefits Administration	46,800	
Contingency	<u>350,000</u>	
Total Insurance Fund Appropriation		<u>\$ 1,246,139</u>

Agency Fund

Materials & Services	<u>56,100</u>	
Total Agency Fund Appropriation		<u>\$ 56,100</u>

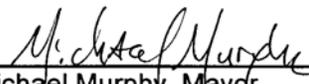
Total Appropriations, All Funds 76,100,712

Total Un-appropriated Amounts, All Funds	<u>10,315,643</u>
Total Budget	<u>86,416,355</u>

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that budget for fiscal year 2009-2010 is hereby adopted and appropriations are authorized by the Council, in regular session this 17th day of June 2009.

EFFECTIVE DATE. This resolution shall be effective immediately upon its passage by the City Council and approval by the Mayor.

SUBMITTED to and Approved by the Mayor of the City of Grants Pass, Oregon, this 22 day of June, 2009 to be effective on the date indicated as adopted by the City Council.



 Michael Murphy, Mayor

ATTEST:



 Finance Director

Date submitted to Mayor: 6-19-2009

Approved as to Form, Douglas McGeary, Interim City Attorney 

Resolutions Adopting the Budget

RESOLUTION NO. 5530

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS LEVYING TAXES AND CATEGORIZING TAXES FOR FISCAL YEAR 2009-2010.

RESOLUTION LEVYING AD VALOREM TAXES AND CATEGORIZING TAXES

BE IT RESOLVED that the Council of the City of Grants Pass hereby levies the taxes provided for in the adopted budget:

- 1.) At the rate of \$4.1335 per \$1,000 of assessed value for the General Fund Permanent Rate Levy; and
- 2.) At the rate of \$1.7900 per \$1,000 of assessed value for the General Fund/Public Safety Local Option Levy
- 3.) \$961,498 total bond levy for the Debt Service Fund/Public Safety General Obligation Bond

And, that these taxes are hereby imposed and categorized for tax year 2009-2010 upon the assessed value of all taxable property within the district as follows:

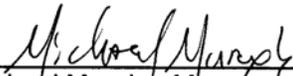
CATEGORIZING TAXES

	Subject to the General Government Limitation	Excluded from the Limitation
General Fund Permanent Tax Rate Levy	\$4.1335/\$1,000	-0-
General Fund/Public Safety Local Option Levy	\$1.7900/\$1,000	-0-
Debt Service Fund/Public Safety General Obligation Bond (total bond levy)	\$ -0-	\$ 961,498

**RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
LEVYING TAXES AND CATEGORIZING TAXES ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 17th day of June 2009.

EFFECTIVE DATE. This resolution shall be effective immediately upon its passage by the City Council and approval by the Mayor.

SUBMITTED to and Approved by the Mayor of the City of Grants Pass, Oregon, this 27 day of June 2009 to be effective on the date indicated as adopted by the City Council.


 Michael Murphy, Mayor

ATTEST:


 Finance Director

Date submitted to Mayor: 6-19-2009

Approved as to Form, Douglas McGeary, Interim City Attorney 

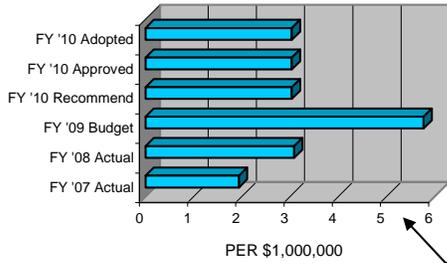
WHERE THE ROGUE RIVER RUNS



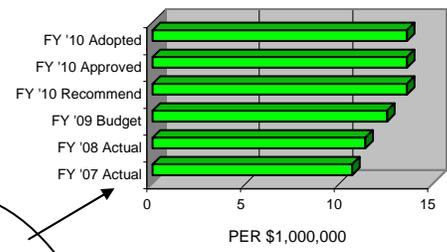
© City of Grants Pass

FINANCIAL TABLES

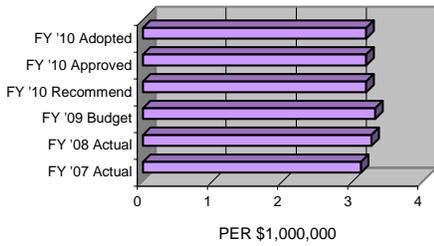
Beginning Balance



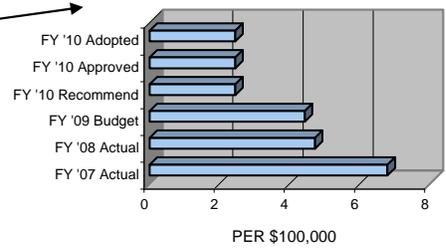
Property Taxes



Other Taxes

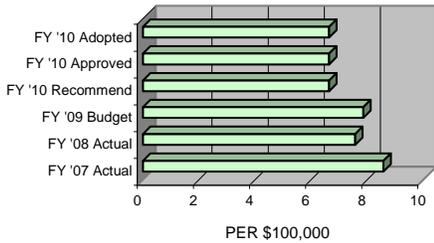


Licenses & Permits

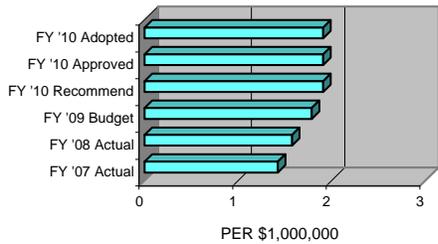


**GENERAL
FUND
RESOURCES
FOR THE
FY'10
ADOPTED
BUDGET**

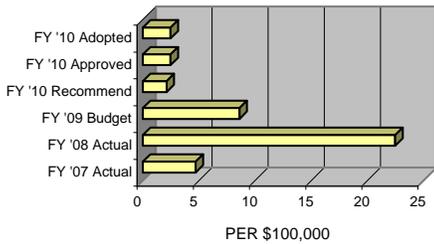
Fees/Charges/ Fines



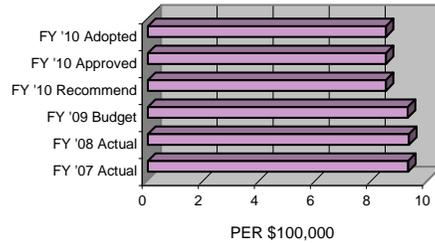
Other Agencies



Other Revenue



Transfers In



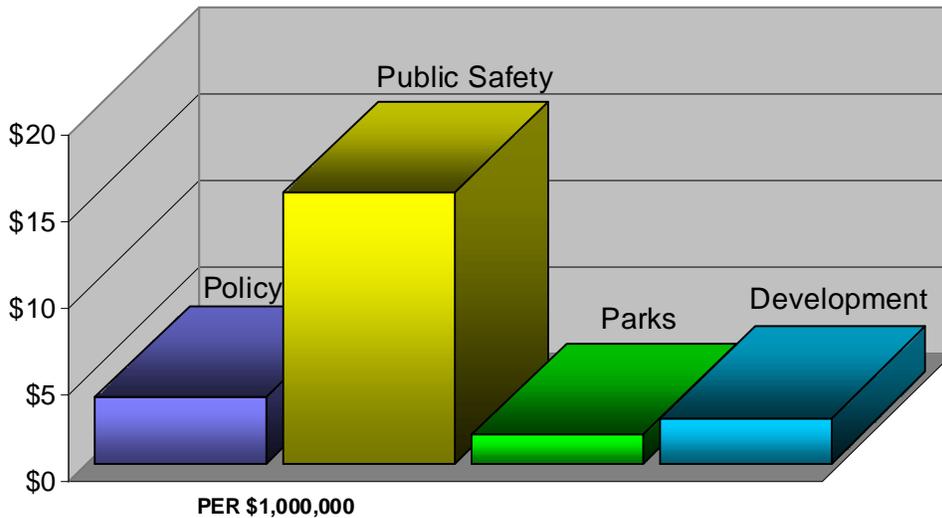
This chart shows the distribution of resources for the general operating budget for the FY'07 and FY'08 Actual Budgets, FY'09 Budget, FY'10 Recommended, Approved and Adopted Budgets.

A description of each category is found in Appendix W at the end of the document.

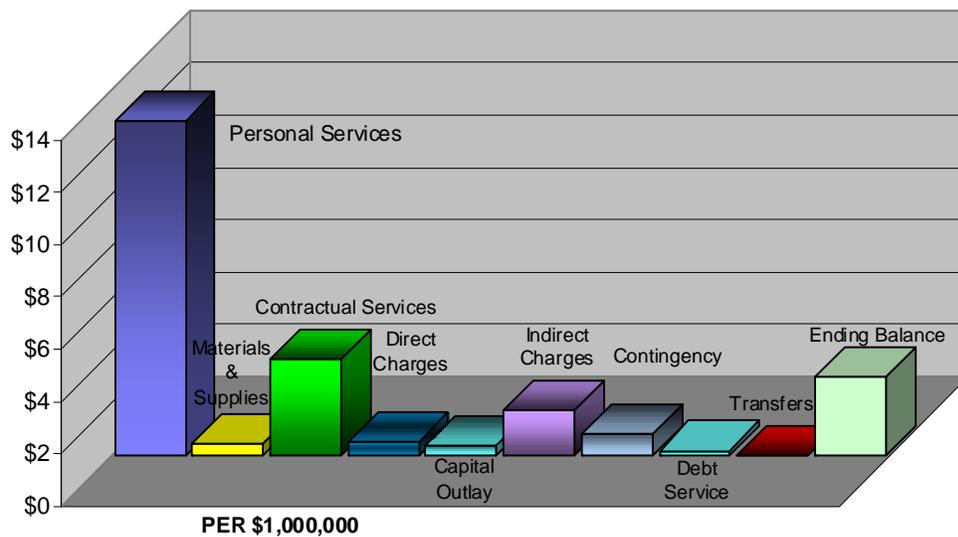
General Program Expenditures

For the Adopted FY'10 Budget

Program Requirements

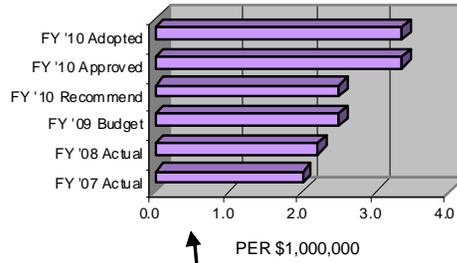


Expenditure Categories

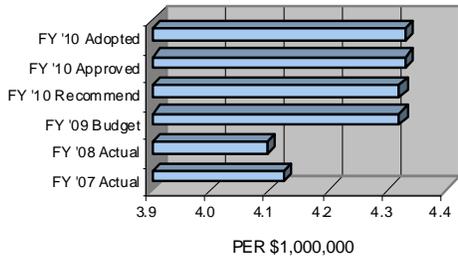


These charts show the distribution of the expenditures for each program and category of expenditure in the general operating budget for the FY'10 Adopted Budget. The history and current expenditures for the programs are found in the program summary pages throughout the document.

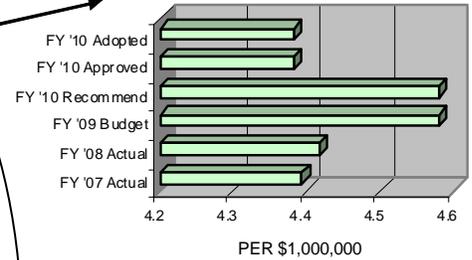
Beginning Balance



Water Fees

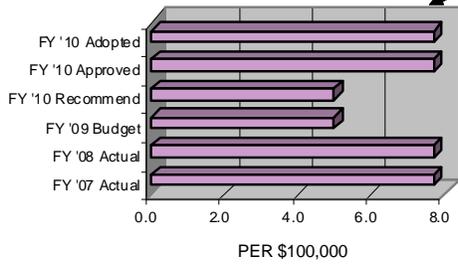


Wastewater Fees

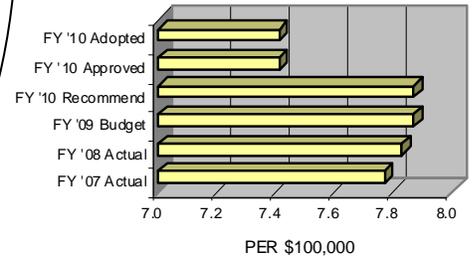


UTILITY PROGRAM RESOURCES FOR THE FY'10 ADOPTED BUDGET

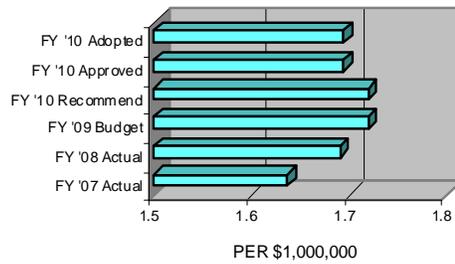
Other Revenue



Transportation Fees



Other Agencies

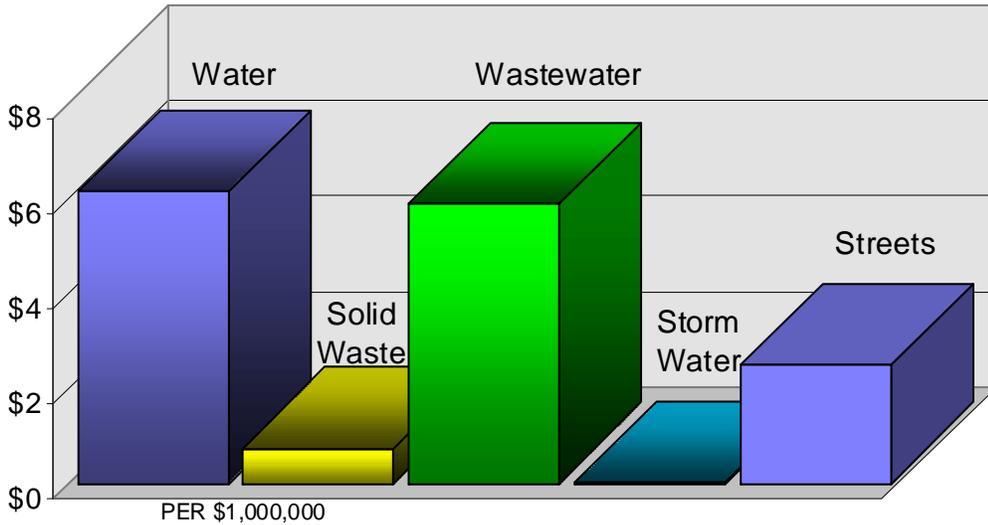


This chart shows the distribution of resources for the utility operating budgets for the FY'07 and FY'08 Actual Budgets, FY'09 Budget, FY'10 Recommended, Approved and Adopted Budgets.

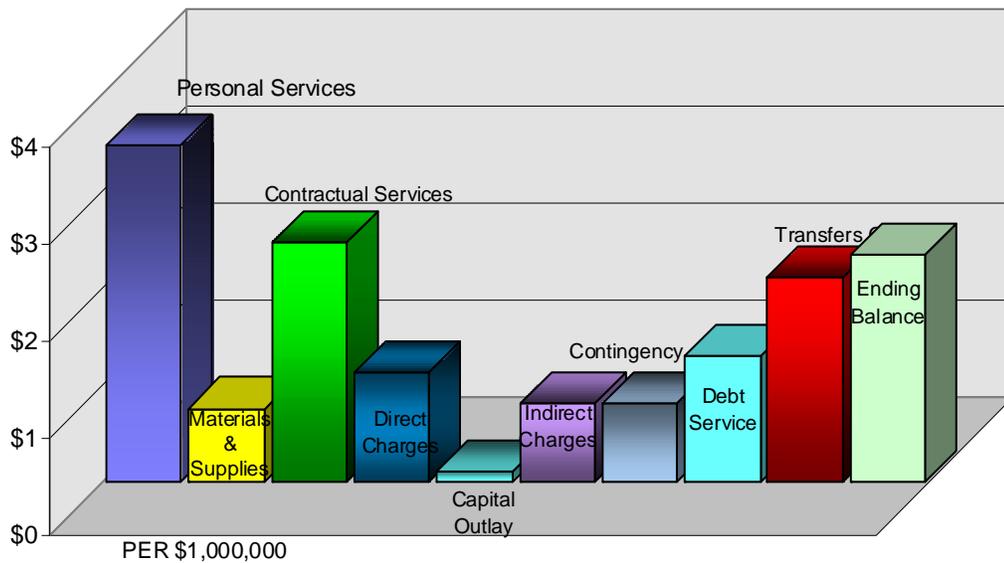
A description of each category is found in Appendix W at the end of the document.

Utility Program Expenditures For the Adopted FY'10 Budget

Program Requirements



Expenditure Categories



These charts show the distribution of the expenditures for each program and category of expenditure in the utility operating budget for the FY'10 Adopted Budget. The history and current expenditures for the programs are found in the program summary pages throughout the document.

HISTORY OF GENERAL FUND RESOURCES

	ACTUAL	ACTUAL	REVISED	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	BUDGET	RECOMMEND	APPROVED	ADOPTED
	FY'07	FY'08	FY'09	FY'10	FY'10	FY'10
Designated Resources						
<i>Beginning Balance</i>	277,691	2,365,828	4,535,270	2,229,563	2,229,563	2,229,563
General Operations						
Business Taxes	302,958	320,413	320,000	308,731	308,731	308,731
Franchise Taxes	2,351,245	2,484,617	2,518,410	2,428,515	2,428,515	2,428,515
Other Taxes	2,145	0	2,900	2,417	2,417	2,417
Fees in Lieu of Franchise	452,538	454,634	471,147	446,364	446,364	446,364
Licenses	6,310	7,695	7,700	5,991	5,991	5,991
State Rev. Sharing	211,092	262,848	287,000	264,681	264,681	264,681
State Cigarette Tax	53,585	51,541	52,250	45,852	45,852	45,852
State Liquor Tax	313,068	334,417	382,300	378,116	378,116	378,116
Other Misc.	48,417	24,424	16,280	305,784	340,784	340,784
Investment Interest	329,239	285,851	108,900	150,000	150,000	150,000
Total General Operations	4,070,597	4,226,440	4,166,887	4,336,451	4,371,451	4,371,451
Public Safety						
Property Taxes	10,662,931	11,368,301	12,534,003	13,593,071	13,593,071	13,593,071
Grants & Intergovernmental	929,404	1,016,547	1,157,287	1,038,263	1,038,263	1,038,263
Fees & Charges for Services	73,083	144,776	143,900	148,193	148,193	148,193
Other Misc.	454,433	1,421,998	1,135,205	409,482	409,482	409,482
Total Public Safety	12,119,851	13,951,622	14,970,395	15,189,009	15,189,009	15,189,009
Development						
<i>Build. & Safety Beg. Balance *</i>	1,660,794	1,585,777	1,232,004	805,000	805,000	805,000
Building and Safety *	968,450	654,603	620,000	314,000	314,000	314,000
Planning	207,868	127,813	121,650	91,350	91,350	91,350
Economic Development	124,623	123,875	124,325	116,854	116,854	116,854
Tourism Promotion	310,409	309,196	308,535	290,923	290,923	290,923
Downtown Development	135,441	138,490	134,725	131,254	131,254	131,254
Total Development	3,407,585	2,939,754	2,541,239	1,749,381	1,749,381	1,749,381
Parks						
Parks Maintenance	192,192	203,680	201,209	184,163	184,163	184,163
Aquatics	6	4,807	0	0	0	0
Recreation	903	946	1,025	1,025	1,025	1,025
Total Parks	193,101	209,433	202,234	185,188	185,188	185,188
Total General Fund	20,068,825	23,693,077	26,416,025	23,689,592	23,724,592	23,724,592

* Building and Safety is the only department within the General Fund that carries its own restricted fund balance.

HISTORY OF GENERAL FUND REQUIREMENTS

	ACTUAL FY'07	ACTUAL FY'08	REVISED BUDGET FY'09	MANAGER RECOMMEND FY'10	COMMITTEE APPROVED FY'10	COUNCIL ADOPTED FY'10
Requirements						
Mayor and Council	137,463	139,676	190,937	177,817	188,817	188,817
General Operations						
Contractual/Prof Services	2,629	1,144	2,601,000	51,000	51,000	51,000
Direct Charges	0	0	30,000	30,000	30,000	30,000
Contingencies	0	0	500,000	750,000	750,000	750,000
Debt Service	15,280	15,280	15,281	199,284	199,284	199,284
Transfers Out	1,000,000	999,007	1,000,000	0	30,000	30,000
<i>Ending Fund Balance</i>	1,495,854	4,578,223	1,729,563	2,543,059	2,580,059	2,580,059
Total General Operations	2,513,763	5,593,654	5,875,844	3,573,343	3,640,343	3,640,343
Public Safety						
Field Operations	8,425,974	9,080,743	10,908,940	11,595,055	11,595,055	11,595,055
Support Services	3,038,263	3,094,238	3,537,808	3,462,116	3,462,116	3,462,116
Crisis Support Services	35,000	38,500	39,848	41,242	41,242	41,242
Street Lighting	224,075	250,985	250,500	305,500	305,500	305,500
Code Enforcement	175,494	181,784	245,299	220,425	220,425	220,425
Total Public Safety	11,898,806	12,646,250	14,982,395	15,624,338	15,624,338	15,624,338
Development						
Building and Safety *	1,043,467	1,007,844	1,063,064	680,984	680,984	680,984
<i>Build. & Safety End. Balance*</i>	1,585,777	1,232,537	788,940	438,016	438,016	438,016
Planning	864,548	820,106	910,072	788,314	788,314	788,314
Economic Development	80,877	134,891	171,474	161,361	131,361	131,361
Tourism Promotion	301,858	317,745	308,535	290,829	290,829	290,829
Downtown Development	218,530	287,483	324,712	289,714	289,714	289,714
Total Development	4,095,057	3,800,606	3,566,797	2,649,218	2,619,218	2,619,218
Parks						
Parks Maintenance	1,218,264	1,310,976	1,522,848	1,394,815	1,396,815	1,396,815
Aquatics	81,346	72,678	124,633	116,457	116,457	116,457
Recreation	124,126	129,237	152,571	153,604	138,604	138,604
Total Parks	1,423,736	1,512,891	1,800,052	1,664,876	1,651,876	1,651,876
Total General Fund	20,068,825	23,693,077	26,416,025	23,689,592	23,724,592	23,724,592

* Building and Safety is the only department within the General Fund that carries its own restricted fund balance.

Quick Facts

<u>Adopted FY'10</u>	<u>Operating & Other</u>
<u>Where The Money Comes From:</u>	
Property taxes	\$ 14,517,428
Business taxes	308,731
Transient room taxes	975,002
Franchise fees	2,428,515
Other governments	9,213,717
Licenses and permits	260,841
User fees and charges	12,883,105
Fee in lieu of franchise	446,364
System development charges	1,195,000
All other revenues	9,519,864
Carryover/beginning balance	30,892,978
Total Resources	<u>\$ 82,641,545</u>
Transfer In	3,774,810
<u>Where The Money Goes:</u>	
Personal services	\$ 20,818,290
Materials and supplies	1,692,825
Contractual services	8,979,770
Direct charges for services	2,173,840
Capital outlay	30,359,375
Indirect charges	2,717,204
Debt service	2,470,557
Contingencies/reserves	3,114,041
Un-appropriated ending balance	10,315,643
Total Requirements	<u>\$ 82,641,545</u>
Transfers out	\$ 3,774,810
<u>Other Facts:</u>	
Staffing (full time)	232
Bonded Debt outstanding (June 30, 2009 est.)	\$ 10,030,000
Property tax rate (per \$1,000 assessed value)	
Permanent rate levy	\$ 4.1335
Public safety operating levy	\$ 1.7900
Bonded debt (2010 estimate)	\$.4000

Un-appropriated Ending Fund Balances

Adopted FY'10

Un-appropriated Ending Fund Balances are amounts set aside for expenditures in subsequent years. Such amounts cannot be spent in the year that they are established. The City does not have a formal policy for determining un-appropriated ending fund balances; however the State of Oregon suggests that the amount budgeted be sufficient to cover those expenditures in the following fiscal year that may occur prior to the receipt of budgeted resources. Within debt funds the amounts represent unspent resources available for future year expenditures. Remaining balances in capital and systems development charges (SDC) funds are budgeted as miscellaneous construction so as to allow flexibility in the use of these amounts.

Summary of Un-appropriated Ending Fund Balances

	Actual FY'07	Actual FY'08	Revised FY'09	Adopted FY'10
General Fund	3,081,631	5,852,955	2,556,497	3,062,426
Community Development Block Grant Fund	827,819	861,570	602,820	396,128
Housing & Economic Development Fund	936,882	977,696	664,282	722,982
Transient Room Tax Fund	9,870	0	0	0
Bancroft Bond Fund	(2,935,626)	153,740	0	0
Street Utility Fund	140,976	198,647	0	157,052
Storm Water Utility Fund	22,951	(80,642)	0	10,563
Fleet Operations Fund	2,529,164	2,723,152	2,008,836	1,750,283
Support Services Fund	349,679	460,519	0	100,000
Administrative Services Fund	512,325	772,172	0	0
Insurance Services Fund	2,164,335	2,071,140	1,427,246	1,782,899
Trust Funds	272,651	318,735	522,451	163,900
Water Fund	771,123	1,105,142	707,554	967,558
Water Debt Reserve Fund	408,000	408,000	408,000	408,000
Wastewater Fund	343,018	382,646	52,091	92,927
Wastewater Debt Reserve	500,899	500,899	500,899	500,899
Solid Waste Fund	38,446	35,564	147,431	200,026
Total Un-appropriated Balances	9,974,143	16,741,935	9,598,107	10,315,643

**Operating Budget
Summary of Resources by Program & Source for Fiscal Year 2010 Adopted**

	Policy & Legis.	Public Safety	Parks	Develop-ment	Trans- portation	Storm Water	Water	Wastewater	Solid Waste	Total
Program Generated Resources										
Beginning Balance	0	0	0	805,000	327,515	10,563	1,711,320	1,172,945	132,868	4,160,211
Current Resources										
Property Taxes	0	13,593,071	0	0	0	0	0	0	0	13,593,071
Taxes Other than Property	0	0	0	0	0	0	0	0	0	0
Licenses & Permits	0	0	0	238,350	15,000	0	0	0	1,500	254,850
Fines & Forfeitures	0	222,144	0	10,000	0	0	0	0	0	232,144
Revenue From Other Agencies	0	912,530	4,000	2,200	1,417,230	0	0	276,200	439,596	3,051,756
Use of Assets	0	0	0	14,000	3,500	0	30,000	6,000	300	53,800
Fees & Charges	0	273,926	0	157,000	726,200	0	4,330,091	4,383,052	0	9,870,269
Other Revenue	0	3,200	32,050	6,500	2,700	0	63,360	37,600	124,253	269,663
Direct Charges for Service	0	0	0	0	0	0	10,000	0	0	10,000
Unspent Contingency	0	0	0	0	0	0	0	0	0	0
Transfers In	0	184,138	149,138	516,331	0	0	0	0	38,000	887,607
Total Current Resources	0	15,189,009	185,188	944,381	2,164,630	0	4,433,451	4,702,852	603,649	28,223,160
Total Prog. Gen. Res.	0	15,189,009	185,188	1,749,381	2,492,145	10,563	6,144,771	5,875,797	736,517	32,383,371
General Support Resources	3,829,160	435,329	1,466,688	869,837	0	0	0	0	0	6,601,014
Total Resources	3,829,160	15,624,338	1,651,876	2,619,218	2,492,145	10,563	6,144,771	5,875,797	736,517	38,984,385

General Support Resources	
Beginning Balance	2,229,563
Current Resources	
Property Taxes	0
Taxes Other than Property	2,739,663
Fees in Lieu of Franchise	445,413
Licenses & Permits	5,991
Fines & Forfeitures	0
Revenue From Other Agencies	987,933
Use of Assets	150,000
Fees & Charges	951
Other Revenue	41,500
Loan Repayment	0
Unspent Contingency	0
Transfers In	0
Total Current Resources	4,371,451
Total General Support Resources	6,601,014

* Detail for these resources can be found in Appendix K

**Operating Budget
Summary of Expenditures by Program & Major Object for Fiscal Year 2010 Adopted**

	Policy & Legis.	Public Safety	Parks	Develop-ment	Trans- portation	Storm Water	Water	Wastewater	Solid Waste	Total
Personal Services	0	11,186,505	580,220	1,038,337	635,527	0	1,351,862	1,457,901	9,776	16,260,128
Materials and Supplies	11,100	304,475	111,250	23,260	58,982	0	379,047	311,094	2,950	1,202,158
Contractual Services	158,000	2,382,952	746,793	430,971	529,826	0	851,100	989,369	94,940	6,183,951
Direct Charges for Services	83,552	5,860	45,763	406,709	356,174	0	426,668	315,164	23,246	1,663,136
Capital Outlay	0	354,150	16,500	1,500	2,460	0	98,250	11,756	100	484,716
Indirect Charges	17,165	1,390,396	151,350	195,425	160,319	0	309,799	314,701	25,538	2,564,693
Operating Expenses	269,817	15,624,338	1,651,876	2,096,202	1,743,288	0	3,416,726	3,399,985	156,550	28,358,782
Other Requirements										
Contingencies	750,000	0	0	80,000	106,912	0	323,198	368,902	13,169	1,642,181
Debt Service	199,284	0	0	0	1,828	0	424,123	495,250	366,772	1,487,257
Transfers Out	30,000	0	0	5,000	483,065	0	605,166	1,017,834	0	2,141,065
Total Other Requirements	979,284	0	0	85,000	591,805	0	1,352,487	1,881,986	379,941	5,270,503
Ending Balance	2,580,059	0	0	438,016	157,052	10,563	1,375,558	593,826	200,026	5,355,100
Total Requirements	3,829,160	15,624,338	1,651,876	2,619,218	2,492,145	10,563	6,144,771	5,875,797	736,517	38,984,385

**Operating Budget
Summary of Resources by Program & Source for Fiscal Year 2010 Approved**

	Policy & Legis.	Public Safety	Parks	Development	Transportation	Storm Water	Water	Wastewater	Solid Waste	Total
Program Generated Resources										
Beginning Balance	0	0	0	805,000	327,515	10,563	1,711,320	1,172,945	132,868	4,160,211
Current Resources										
Property Taxes	0	13,593,071	0	0	0	0	0	0	0	13,593,071
Taxes Other than Property	0	0	0	0	0	0	0	0	0	0
Licenses & Permits	0	0	0	238,350	15,000	0	0	0	1,500	254,850
Fines & Forfeitures	0	222,144	0	10,000	0	0	0	0	0	232,144
Revenue From Other Agencies	0	912,530	4,000	2,200	1,417,230	0	0	276,200	439,596	3,051,756
Use of Assets	0	0	0	14,000	3,500	0	30,000	6,000	300	53,800
Fees & Charges	0	273,926	0	157,000	726,200	0	4,330,091	4,383,052	0	9,870,269
Other Revenue	0	3,200	32,050	6,500	2,700	0	63,360	37,600	124,253	269,663
Direct Charges for Service	0	0	0	0	0	0	10,000	0	0	10,000
Unspent Contingency	0	0	0	0	0	0	0	0	0	0
Transfers In	0	184,138	149,138	516,331	0	0	0	0	38,000	887,607
Total Current Resources	0	15,189,009	185,188	944,381	2,164,630	0	4,433,451	4,702,852	603,649	28,223,160
Total Prog. Gen. Res.	0	15,189,009	185,188	1,749,381	2,492,145	10,563	6,144,771	5,875,797	736,517	32,383,371
General Support Resources	3,829,160	435,329	1,466,688	869,837	0	0	0	0	0	6,601,014
Total Resources	3,829,160	15,624,338	1,651,876	2,619,218	2,492,145	10,563	6,144,771	5,875,797	736,517	38,984,385

General Support Resources	
Beginning Balance	2,229,563
Current Resources	
Property Taxes	0
Taxes Other than Property	2,739,663
Fees in Lieu of Franchise	445,413
Licenses & Permits	5,991
Fines & Forfeitures	0
Revenue From Other Agencies	987,933
Use of Assets	150,000
Fees & Charges	951
Other Revenue	41,500
Loan Repayment	0
Unspent Contingency	0
Transfers In	0
Total Current Resources	4,371,451
Total General Support Resources	6,601,014

* Detail for these resources can be found in Appendix K

**Operating Budget
Summary of Expenditures by Program & Major Object for Fiscal Year 2010 Approved**

	Policy & Legis.	Public Safety	Parks	Development	Transportation	Storm Water	Water	Wastewater	Solid Waste	Total
Personal Services	0	11,186,505	580,220	1,038,337	635,527	0	1,351,862	1,457,901	9,776	16,260,128
Materials and Supplies	11,100	304,475	111,250	23,260	58,982	0	379,047	311,094	2,950	1,202,158
Contractual Services	158,000	2,382,952	746,793	430,971	529,826	0	851,100	989,369	94,940	6,183,951
Direct Charges for Services	83,552	5,860	45,763	406,709	356,174	0	426,668	315,164	23,246	1,663,136
Capital Outlay	0	354,150	16,500	1,500	2,460	0	98,250	11,756	100	484,716
Indirect Charges	17,165	1,390,396	151,350	195,425	160,319	0	309,799	314,701	25,538	2,564,693
Operating Expenses	269,817	15,624,338	1,651,876	2,096,202	1,743,288	0	3,416,726	3,399,985	156,550	28,358,782
Other Requirements										
Contingencies	750,000	0	0	80,000	106,912	0	323,198	368,902	13,169	1,642,181
Debt Service	199,284	0	0	0	1,828	0	424,123	495,250	366,772	1,487,257
Transfers Out	30,000	0	0	5,000	483,065	0	605,166	1,017,834	0	2,141,065
Total Other Requirements	979,284	0	0	85,000	591,805	0	1,352,487	1,881,986	379,941	5,270,503
Ending Balance	2,580,059	0	0	438,016	157,052	10,563	1,375,558	593,826	200,026	5,355,100
Total Requirements	3,829,160	15,624,338	1,651,876	2,619,218	2,492,145	10,563	6,144,771	5,875,797	736,517	38,984,385

Operating Budget
Summary of Resources by Program & Source for Fiscal Year 2010 Recommend

	Policy & Legis.	Public Safety	Parks	Develop-ment	Trans- portation	Storm Water	Water	Wastewater	Solid Waste	Total
Program Generated Resources										
Beginning Balance	0	0	0	805,000	327,515	10,563	1,711,320	1,172,945	132,868	4,160,211
Current Resources										
Property Taxes	0	13,593,071	0	0	0	0	0	0	0	13,593,071
Taxes Other than Property	0	0	0	0	0	0	0	0	0	0
Licenses & Permits	0	0	0	238,350	15,000	0	0	0	1,500	254,850
Fines & Forfeitures	0	222,144	0	10,000	0	0	0	0	0	232,144
Revenue From Other Agencies	0	912,530	4,000	2,200	1,417,230	0	0	276,200	439,596	3,051,756
Use of Assets	0	0	0	14,000	3,500	0	30,000	6,000	300	53,800
Fees & Charges	0	273,926	0	157,000	726,200	0	4,330,091	4,383,052	0	9,870,269
Other Revenue	0	3,200	32,050	6,500	2,700	0	63,360	37,600	124,253	269,663
Direct Charges for Service	0	0	0	0	0	0	10,000	0	0	10,000
Unspent Contingency	0	0	0	0	0	0	0	0	0	0
Transfers In	0	184,138	149,138	516,331	0	0	0	0	38,000	887,607
Total Current Resources	0	15,189,009	185,188	944,381	2,164,630	0	4,433,451	4,702,852	603,649	28,223,160
Total Prog. Gen. Res.	0	15,189,009	185,188	1,749,381	2,492,145	10,563	6,144,771	5,875,797	736,517	32,383,371
General Support Resources	3,751,160	435,329	1,479,688	899,837	0	0	0	0	0	6,566,014
Total Resources	3,751,160	15,624,338	1,664,876	2,649,218	2,492,145	10,563	6,144,771	5,875,797	736,517	38,949,385

General Support Resources	
Beginning Balance	2,229,563
Current Resources	
Property Taxes	0
Taxes Other than Property	2,739,663
Fees in Lieu of Franchise	445,413
Licenses & Permits	5,991
Fines & Forfeitures	0
Revenue From Other Agencies	987,933
Use of Assets	150,000
Fees & Charges	951
Other Revenue	6,500
Loan Repayment	0
Unspent Contingency	0
Transfers In	0
Total Current Resources	4,336,451 *
Total General Support Resources	6,566,014

* Detail for these resources can be found in Appendix K

Operating Budget
Summary of Expenditures by Program & Major Object for Fiscal Year 2010 Recommend

	Policy & Legis.	Public Safety	Parks	Develop-ment	Trans- portation	Storm Water	Water	Wastewater	Solid Waste	Total
Personal Services	0	11,186,505	580,220	1,038,337	635,527	0	1,351,862	1,457,901	9,776	16,260,128
Materials and Supplies	11,100	304,475	109,250	23,260	58,982	0	379,047	311,094	2,950	1,200,158
Contractual Services	147,000	2,382,952	761,793	460,971	529,826	0	851,100	989,369	94,940	6,217,951
Direct Charges for Services	83,552	5,860	45,763	406,709	356,174	0	426,668	315,164	23,246	1,663,136
Capital Outlay	0	354,150	16,500	1,500	2,460	0	98,250	11,756	100	484,716
Indirect Charges	17,165	1,390,396	151,350	195,425	160,319	0	309,799	314,701	25,538	2,564,693
Operating Expenses	258,817	15,624,338	1,664,876	2,126,202	1,743,288	0	3,416,726	3,399,985	156,550	28,390,782
Other Requirements										
Contingencies	750,000	0	0	80,000	106,912	0	323,198	368,902	13,169	1,642,181
Debt Service	199,284	0	0	0	1,828	0	424,123	495,250	366,772	1,487,257
Transfers Out	0	0	0	5,000	483,065	0	605,166	1,017,834	0	2,111,065
Total Other Requirements	949,284	0	0	85,000	591,805	0	1,352,487	1,881,986	379,941	5,240,503
Ending Balance	2,543,059	0	0	438,016	157,052	10,563	1,375,558	593,826	200,026	5,318,100
Total Requirements	3,751,160	15,624,338	1,664,876	2,649,218	2,492,145	10,563	6,144,771	5,875,797	736,517	38,949,385

Operating Budget
Summary of Resources by Program & Source for Fiscal Year 2009 Budget

	Policy & Legis.	Public Safety	Parks	Develop-ment	Trans- portation	Storm Water	Water	Wastewater	Solid Waste	Total
Program Generated Resources										
Beginning Balance	0	0	0	1,232,004	38,650	0	1,437,474	926,392	86,136	3,720,656
Current Resources										
Property Taxes	0	12,534,003	0	0	0	0	0	0	0	12,534,003
Taxes Other than Property	0	0	0	0	0	0	0	0	0	0
Licenses & Permits	0	0	0	434,700	20,000	0	0	0	2,000	456,700
Fines & Forfeitures	0	270,000	0	6,500	0	0	0	0	0	276,500
Revenue From Other Agencies	0	1,042,880	4,000	2,200	1,468,970	0	0	249,200	196,001	2,963,251
Use of Assets	0	0	0	61,000	5,000	0	15,000	8,000	250	89,250
Fees & Charges	0	258,307	0	250,000	767,032	0	4,320,920	4,580,720	0	10,176,979
Other Revenue	0	646,371	39,400	5,350	5,000	0	60,500	28,175	128,803	913,599
Direct Charges for Service	0	0	0	0	0	0	10,000	0	0	10,000
Unspent Contingency	0	0	0	0	0	0	0	0	0	0
Transfers In	0	218,834	158,834	549,485	0	0	0	0	38,000	965,153
Total Current Resources	0	14,970,395	202,234	1,309,235	2,266,002	0	4,406,420	4,866,095	365,054	28,385,435
Total Prog. Gen. Res.	0	14,970,395	202,234	2,541,239	2,304,652	0	5,843,894	5,792,487	451,190	32,106,091
General Support Resources	6,066,781	12,000	1,597,818	1,025,558	0	0	0	0	0	8,702,157
Total Resources	6,066,781	14,982,395	1,800,052	3,566,797	2,304,652	0	5,843,894	5,792,487	451,190	40,808,248

General Support Resources	
Beginning Balance	4,535,270
Current Resources	
Property Taxes	0
Taxes Other than Property	2,841,310
Fees in Lieu of Franchise	471,147
Licenses & Permits	7,700
Fines & Forfeitures	0
Revenue From Other Agencies	736,830
Use of Assets	108,900
Fees & Charges	1,000
Other Revenue	0
Loan Repayment	0
Unspent Contingency	0
Transfers In	0
Total Current Resources	4,166,887 *
Total General Support Resources	8,702,157

* Detail for these resources can be found in Appendix K

Operating Budget
Summary of Expenditures by Program & Major Object for Fiscal Year 2009 Revised Budget

	Policy & Legis.	Public Safety	Parks	Develop-ment	Trans- portation	Storm Water	Water	Wastewater	Solid Waste	Total
Personal Services	0	10,903,586	637,319	1,289,275	639,886	0	1,265,241	1,368,482	9,810	16,113,599
Materials and Supplies	20,750	396,274	113,850	32,525	58,797	0	390,816	299,258	3,185	1,315,455
Contractual Services	2,720,650	1,925,967	796,776	575,766	526,401	0	850,010	1,023,568	103,345	8,522,483
Direct Charges for Services	80,537	6,453	40,421	445,435	357,929	0	423,800	302,545	23,249	1,680,369
Capital Outlay	0	347,778	43,500	11,700	16,466	0	101,050	64,036	210	584,740
Indirect Charges	0	1,309,337	163,186	237,156	158,375	0	301,961	324,656	27,614	2,522,285
Operating Expenses	2,821,937	14,889,395	1,795,052	2,591,857	1,757,854	0	3,332,878	3,382,545	167,413	30,738,931
Other Requirements										
Contingencies	500,000	0	0	150,000	45,392	0	242,822	305,058	13,169	1,256,441
Debt Service	15,281	0	0	0	0	0	424,083	495,250	123,177	1,057,791
Transfers Out	1,000,000	93,000	5,000	36,000	501,406	0	728,557	1,056,644	0	3,420,607
Total Other Requirements	1,515,281	93,000	5,000	186,000	546,798	0	1,395,462	1,856,952	136,346	5,734,839
Ending Balance	1,729,563	0	0	788,940	0	0	1,115,554	552,990	147,431	4,334,478
Total Requirements	6,066,781	14,982,395	1,800,052	3,566,797	2,304,652	0	5,843,894	5,792,487	451,190	40,808,248

Operating Budget
Summary of Resources by Program & Source for Fiscal Year 2008 Actual

	Policy & Legis.	Public Safety	Parks	Develop-ment	Trans- portation	Storm Water	Water	Wastewater	Solid Waste	Total
Program Generated Resources										
Beginning Balance	0	0	0	1,585,777	140,976	22,951	1,179,123	843,917	38,325	3,811,069
Current Resources										
Property Taxes	0	11,368,301	0	0	0	0	1	0	0	11,368,302
Taxes Other than Property	0	0	0	0	0	0	0	0	0	0
Licenses & Permits	0	0	0	464,144	17,465	0	0	0	3,070	484,679
Fines & Forfeitures	0	243,763	0	10,003	0	0	0	0	0	253,766
Revenue From Other Agencies	0	904,585	4,000	2,086	1,442,289	0	0	247,708	295,276	2,895,944
Use of Assets	0	0	0	65,088	10,206	0	57,602	11,384	541	144,821
Fees & Charges	0	256,738	0	245,041	765,585	0	4,095,246	4,417,575	0	9,780,185
Other Revenue	0	953,334	46,933	19,187	81,791	0	86,044	53,412	95,684	1,336,385
Direct Charges for Service	0	0	0	0	0	0	11,753	0	0	11,753
Unspent Contingency	0	0	0	0	0	0	0	0	0	0
Transfers In	0	224,900	158,500	548,429	0	0	0	0	38,000	969,829
Total Current Resources	0	13,951,621	209,433	1,353,978	2,317,336	0	4,250,646	4,730,079	432,571	27,245,664
Total Prog. Gen. Res.	0	13,951,621	209,433	2,939,755	2,458,312	22,951	5,429,769	5,573,996	470,896	31,056,733
General Support Resources	5,733,356	(1,305,371)	1,303,459	860,850	0	0	0	0	0	6,592,294
Total Resources	5,733,356	12,646,250	1,512,892	3,800,605	2,458,312	22,951	5,429,769	5,573,996	470,896	37,649,027

General Support Resources	
Beginning Balance	1,495,854
Current Resources	
Property Taxes	0
Taxes Other than Property	2,805,030
Fees in Lieu of Franchise	454,634
Licenses & Permits	7,695
Fines & Forfeitures	0
Revenue From Other Agencies	664,086
Use of Assets	285,851
Fees & Charges	1,100
Other Revenue	8,044
Loan Repayment	870,000
Unspent Contingency	0
Transfers In	0
Total Current Resources	5,096,440 *
Total General Support Resources	6,592,294

* Detail for these resources can be found in Appendix K

Operating Budget
Summary of Expenditures by Program & Major Object for Fiscal Year 2008 Actual

	Policy & Legis.	Public Safety	Parks	Develop-ment	Trans- portation	Storm Water	Water	Wastewater	Solid Waste	Total
Personal Services	0	9,730,977	518,354	1,228,833	487,165	18,311	1,121,216	1,216,257	278	14,321,391
Materials and Supplies	15,773	219,289	112,408	26,371	51,373	13	341,427	282,106	0	1,048,760
Contractual Services	77,591	1,400,147	690,285	567,584	428,652	4	697,465	924,682	81,303	4,867,713
Direct Charges for Services	47,456	31,264	37,042	465,814	331,966	69,865	408,400	295,179	19,762	1,706,748
Capital Outlay	0	97,482	17,273	6,523	(37)	0	53,941	13,524	0	188,706
Indirect Charges	0	1,117,091	137,530	226,543	129,450	0	301,189	316,602	39,690	2,268,095
Operating Expenses	140,820	12,596,250	1,512,892	2,521,668	1,428,569	88,193	2,923,638	3,048,350	141,033	24,401,413
Other Requirements										
Contingencies	0	0	0	0	0	12,936	0	0	0	12,936
Debt Service	15,280	0	0	0	0	2,464	416,989	492,101	294,420	1,221,254
Transfers Out	999,007	50,000	0	46,400	831,096	0	576,000	1,150,000	0	3,652,503
Total Other Requirements	1,014,287	50,000	0	46,400	831,096	15,400	992,989	1,642,101	294,420	4,886,693
Ending Balance	4,578,249	0	0	1,232,537	198,647	(80,642)	1,513,142	883,545	35,443	8,360,921
Total Requirements	5,733,356	12,646,250	1,512,892	3,800,605	2,458,312	22,951	5,429,769	5,573,996	470,896	37,649,027

Operating Budget
Summary of Resources by Program & Source for Fiscal Year 2007 Actual

	Policy & Legis.	Public Safety	Parks	Develop-ment	Trans- portation	Storm Water	Water	Wastewater	Solid Waste	Total
Program Generated Resources										
Beginning Balance	0	0	0	1,660,794	117,322	0	1,037,371	792,934	56,665	3,665,086
Current Resources										
Property Taxes	0	10,662,931	0	0	0	0	0	0	0	10,662,931
Taxes Other than Property	0	0	0	0	0	0	0	0	0	0
Licenses & Permits	0	0	0	672,110	30,502	0	0	0	2,600	705,212
Fines & Forfeitures	0	226,677	0	7,210	0	0	0	0	0	233,887
Revenue From Other Agencies	0	822,567	4,000	3,928	1,379,165	0	0	256,419	333,506	2,799,585
Use of Assets	0	0	0	64,592	13,121	0	45,774	20,863	(14)	144,336
Fees & Charges	0	179,921	0	442,644	746,475	0	4,123,777	4,393,594	0	9,886,411
Other Revenue	0	5,803	30,703	8,317	16,735	55,000	100,749	73,720	97,729	388,756
Direct Charges for Service	0	0	0	0	0	0	9,232	0	0	9,232
Unspent Contingency	0	0	0	0	0	0	0	0	0	0
Transfers In	0	221,952	158,398	547,990	0	0	0	0	0	928,340
Total Current Resources	0	12,119,851	193,101	1,746,791	2,185,998	55,000	4,279,532	4,744,596	433,821	25,758,690
Total Prog. Gen. Res.	0	12,119,851	193,101	3,407,585	2,303,320	55,000	5,316,903	5,537,530	490,486	29,423,776
General Support Resources	2,651,226	(221,045)	1,230,635	687,472	0	0	0	0	0	4,348,288
Total Resources	2,651,226	11,898,806	1,423,736	4,095,057	2,303,320	55,000	5,316,903	5,537,530	490,486	33,772,064

General Support Resources	
Beginning Balance	277,691
Current Resources	
Property Taxes	0
Taxes Other than Property	2,656,348
Fees in Lieu of Franchise	452,538
Licenses & Permits	6,310
Fines & Forfeitures	0
Revenue From Other Agencies	593,025
Use of Assets	329,239
Fees & Charges	840
Other Revenue	32,297
Loan Repayment	0
Unspent Contingency	0
Transfers In	0
Total Current Resources	4,070,597 *
Total General Support Resources	4,348,288

* Detail for these resources can be found in Appendix K

Operating Budget
Summary of Expenditures by Program & Major Object for Fiscal Year 2007 Actual

	Policy & Legis.	Public Safety	Parks	Develop-ment	Trans- portation	Storm Water	Water	Wastewater	Solid Waste	Total
Personal Services	0	8,368,165	458,641	1,262,941	492,691	0	1,016,641	1,118,851	0	12,717,930
Materials and Supplies	15,076	194,372	107,270	32,510	50,088	0	325,482	266,315	75	991,188
Contractual Services	77,560	2,002,861	676,061	549,408	399,502	0	632,386	872,145	85,270	5,295,193
Direct Charges for Services	47,456	28,996	35,834	395,182	294,294	31,814	404,359	291,825	20,562	1,550,322
Capital Outlay	0	168,696	12,061	1,529	11,857	0	149,244	16,942	0	360,329
Indirect Charges	0	1,063,716	127,869	224,157	124,843	0	294,344	305,829	14,287	2,155,045
Operating Expenses	140,092	11,826,806	1,417,736	2,465,727	1,373,275	31,814	2,822,456	2,871,907	120,194	23,070,007
Other Requirements										
Contingencies	0	0	0	0	0	0	0	0	0	0
Debt Service	15,280	0	0	0	0	235	415,324	492,206	331,967	1,255,012
Transfers Out	1,000,000	72,000	6,000	43,553	789,069	0	900,000	1,329,500	0	4,140,122
Total Other Requirements	1,015,280	72,000	6,000	43,553	789,069	235	1,315,324	1,821,706	331,967	5,395,134
Ending Balance	1,495,854	0	0	1,585,777	140,976	22,951	1,179,123	843,917	38,325	5,306,923
Total Requirements	2,651,226	11,898,806	1,423,736	4,095,057	2,303,320	55,000	5,316,903	5,537,530	490,486	33,772,064

Property Tax Analysis

		<i>Actual FY'07</i>	<i>Actual FY'08</i>	<i>Actual FY'09</i>	<i>Estimated FY'10</i>
Assessed Value	(a)	\$2,065,307,699	\$2,207,029,376	\$2,318,499,838	\$2,403,744,000
Taxable Base	(b)	1,918,821,095	2,047,180,354	2,318,499,838	2,403,744,000
Redevelopment Agency Increment Value	(c)	146,486,604	159,849,022	0	0
Permanent Tax Rate *	(d)	4.1335	4.1335	4.1335	4.1335
Anticipated Levy from Permanent Tax Rate (b) x (d) + Tax Roll Corrections	(e)	7,941,846	8,478,617	9,583,520	9,935,877
Public Safety Local Option Tax*	(f)	1.49	1.49	1.49	1.79
Anticipated Levy on Taxable Base from Local Option Tax (b) x (f)	(g)	2,859,043	3,050,299	3,454,566	4,302,702
Anticipated Levy on Increment from Local Option Tax (f) x (c)	(h)	218,180	238,176	0	0
Public Safety Estimated Debt Rate*	(i)	.00	.5097	.5003	0.4000
Anticipated Levy for Bonded Debt	(j)	0	1,124,923	1,159,947	961,498
Total Anticipated Taxes Lines (e) + (g) + (h) + (j)		\$11,019,069	\$12,892,015	\$14,198,033	\$15,200,077

* Tax rates are \$1,000 per assessed value

	<i>Tax Certification</i>	<i>Collections</i>	<i>Rate</i>
<u>FY'07 Actual</u>			
Permanent Rate Revenues	\$7,941,846	\$7,385,917	4.1335
Public Safety Operating Levy	3,077,223	2,861,817	1.4900
Total Actual	\$11,019,069	\$10,247,734	5.6235
<u>FY'08 Actual</u>			
Permanent Rate Revenues	\$8,478,617	\$7,996,663	4.1335
Public Safety Operating Levy	3,288,475	3,101,546	1.4900
Public Safety Bonded Debt	1,124,923	1,060,951	0.5097
Total Actual	\$12,892,015	\$12,159,160	6.1332
<u>FY'09 Estimated</u>			
Permanent Rate Revenues	\$9,583,520	\$8,835,824	4.1335
Public Safety Operating Levy	3,454,566	3,185,044	1.4900
Public Safety Bonded Debt	1,159,947	1,069,449	0.5003
Total Estimated	\$14,198,033	\$13,090,317	6.1238
<u>FY'10 Estimated</u>			
Permanent Rate Revenues	\$9,935,877	\$9,290,045	4.1335
Public Safety Operating Levy	4,302,702	4,023,026	1.7900
Public Safety Bonded Debt	961,498	899,001	0.4000
Total Estimated	\$15,200,077	\$14,212,072	6.3235

POLICY AND LEGISLATION

ACTIVITIES

***Mayor & Council**

***General Program Operations**

DESCRIPTION

This program provides for the activities of the Mayor and Council, expenses which cannot be specifically allocated, and a contingency for unanticipated emergency requirements for the non-utility portion of the operating budget. The contingency funds can only be transferred and expensed by Council action.

	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Program Generated Resources						
General Support	<u>2,651,226</u>	<u>5,733,356</u>	<u>6,066,781</u>	<u>3,751,160</u>	<u>3,829,160</u>	<u>3,829,160</u>
Total Resources	<u>2,651,226</u>	<u>5,733,356</u>	<u>6,066,781</u>	<u>3,751,160</u>	<u>3,829,160</u>	<u>3,829,160</u>
Requirements						
Mayor and Council	137,463	139,676	190,937	177,817	188,817	188,817
General Program Operations	<u>2,513,763</u>	<u>5,593,680</u>	<u>5,875,844</u>	<u>3,573,343</u>	<u>3,640,343</u>	<u>3,640,343</u>
Total Requirements	<u>2,651,226</u>	<u>5,733,356</u>	<u>6,066,781</u>	<u>3,751,160</u>	<u>3,829,160</u>	<u>3,829,160</u>

Program: Policy and Legislation – Mayor & Council

Mission Statement:

The mission of the Council is to represent all of the citizens by providing leadership, policies, ordinances and decisions necessary to meeting citizen needs and desires.

Services Delivered:

The Mayor and Council represent the legislative branch of the City. The Mayor, elected at-large for a four-year term, serves as the chief elected official of the City and presides over the Council meetings. Although he votes only in case of a tie, he does have the power to veto Council actions.

The Council is comprised of eight members who are elected at-large for overlapping four-year terms, two from each of four separate wards. The Council is the official policy making body for the City and is responsible for the overall direction of the municipality. This is done by adopting goals for the City, passing ordinances and adopting resolutions, authorizing contracts, adopting a City budget and appointing a City Manager.

FY'10 Anticipated Accomplishments:

This activity finances the expenses associated with the Mayor and Council, including the goals setting meeting, workshops, the annual community survey, national meetings, State committee meetings, and other training sessions. The Mayor and Council are not paid a salary or stipend for serving.

The Council provides leadership through its vision process and annual Goals Statement. The adopted Goals Statement for 2008-2010 appears in the budget message and the goals are reflected throughout the various activities within this budget.

Budget Highlights:

The Mayor and Council budget includes several changes. The budget includes funding for an office as well as the equipment and supplies to operate an office. It includes the anticipated payment to the Community Library and allows sufficient flexibility to provide the additional professional services the Council feels critical. The supplies were reduced to reflect the elimination of lunches for the department directors. The newsletter was eliminated as the City now has the website which is becoming a more important communication tool. The budget also now includes administrative overhead as well as IT charges. These are based on 8% and 2% of the budget, respectively.

Program: Policy and Legislation – Mayor & Council

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
General Support	<u>137,463</u>	<u>139,676</u>	<u>190,937</u>	<u>177,817</u>	<u>188,817</u>	<u>188,817</u>
Total Resources	<u>137,463</u>	<u>139,676</u>	<u>190,937</u>	<u>177,817</u>	<u>188,817</u>	<u>188,817</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Materials & Supplies	15,076	15,773	20,750	11,100	11,100	11,100
Contractual/Prof Services	74,931	76,447	119,650	96,000	107,000	107,000
Direct Charges	47,456	47,456	50,537	53,552	53,552	53,552
Indirect Charges	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,165</u>	<u>17,165</u>	<u>17,165</u>
Total Expenses	<u>137,463</u>	<u>139,676</u>	<u>190,937</u>	<u>177,817</u>	<u>188,817</u>	<u>188,817</u>

Program: Policy and Legislation – General Program Operations

Services Delivered:

The General Program Operations activity of the General Fund provides for emergency or unforeseen expenses that may occur during the fiscal year and other expenses that cannot be specifically allocated to a single operating activity. Special Council action is required to spend from the contingency account.

Budget Highlights:

Due to overall budget constraints, this year the General Fund is suspending its commitment of resources for capital to projects such as Transportation, Economic Development, Public Safety, Environment, Parks and Recreation. In previous years, the annual commitment totaled \$1,000,000 available for investment in capital projects. The Recommended FY'10 budget has a general fund contingency of \$750,000 which totals slightly less than 4% of the expenditures for City's General Fund operations (Policy and Legislation, Public Safety, Parks, and Development). This contingency is lower than a more typical 5.0% contingency, but may be sufficient to meet unanticipated events in FY'10.

Program: Policy and Legislation – General Program Operations

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
General Support	<u>2,513,763</u>	<u>5,593,680</u>	<u>5,875,844</u>	<u>3,573,343</u>	<u>3,640,343</u>	<u>3,640,343</u>
Total Resources	<u>2,513,763</u>	<u>5,593,680</u>	<u>5,875,844</u>	<u>3,573,343</u>	<u>3,640,343</u>	<u>3,640,343</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	2,629	1,144	2,601,000	51,000	51,000	51,000
Direct Charges	0	0	30,000	30,000	30,000	30,000
Contingencies	0	0	500,000	750,000	750,000	750,000
Debt Service	15,280	15,280	15,281	199,284	199,284	199,284
Transfers Out	1,000,000	999,007	1,000,000	0	30,000	30,000
Ending Balance	<u>1,495,854</u>	<u>4,578,249</u>	<u>1,729,563</u>	<u>2,543,059</u>	<u>2,580,059</u>	<u>2,580,059</u>
Total Expenses	<u>2,513,763</u>	<u>5,593,680</u>	<u>5,875,844</u>	<u>3,573,343</u>	<u>3,640,343</u>	<u>3,640,343</u>

WHERE THE ROGUE RIVER RUNS



© City of Grants Pass

PUBLIC SAFETY

ACTIVITIES

- *Public Safety – Field Operations
- *Public Safety – Support Services
- *Code Enforcement
- *Crisis Support Services
- *Street Lighting

DESCRIPTION

The Public Safety Program includes activities to protect the safety of individuals and property in our community. The activities of this program implement a portion of the Council goal for Public Safety. The Public Safety Program is currently funded, in part, by a four-year Public Safety local option levy passed by the voters in November of 2004 for fiscal years FY'06 through FY'09. In addition to the levy, the program utilizes all tax base generated property tax revenues and other general support revenues.

MISSION STATEMENT

- ❖ *We strive to provide high quality, responsive service to residents and visitors in Grants Pass by maintaining a highly trained, properly equipped, well managed, and unified work force.*
- ❖ *Our service represents the best value for the public's dollar.*
- ❖ *We are committed to remaining aware of our community's needs, expectations, and desires. We strive to involve members of the community in the provision of our services through the use of volunteers, citizen action efforts and by listening to all input.*
- ❖ *We are courteous, competent, and caring.*
- ❖ *We strive to be proud of our organization and to make it fun and rewarding to work with the Grants Pass Department of Public Safety.*

	ACTUAL FY'07	ACTUAL FY'08	BUDGET FY'09	MANAGER RECOMMEND FY'10	COMMITTEE APPROVED FY'10	COUNCIL ADOPTED FY'10
	\$	\$	\$	\$	\$	\$
Program Generated Resources	12,119,851	13,951,621	14,970,395	15,189,009	15,189,009	15,189,009
General Support	(221,045)	(1,305,371)	12,000	435,329	435,329	435,329
Total Resources	<u>11,898,806</u>	<u>12,646,250</u>	<u>14,982,395</u>	<u>15,624,338</u>	<u>15,624,338</u>	<u>15,624,338</u>
Requirements						
Field Operations	8,425,974	9,080,743	10,908,940	11,595,055	11,595,055	11,595,055
Support Services	3,038,263	3,094,238	3,537,808	3,462,116	3,462,116	3,462,116
Code Enforcement	175,494	181,784	245,299	220,425	220,425	220,425
Crisis Support Services	35,000	38,500	39,848	41,242	41,242	41,242
Street Lighting	224,075	250,985	250,500	305,500	305,500	305,500
Total Requirements	<u>11,898,806</u>	<u>12,646,250</u>	<u>14,982,395</u>	<u>15,624,338</u>	<u>15,624,338</u>	<u>15,624,338</u>

Program: Public Safety – Field Operations

Services Delivered:

The Public Safety Field Operations budget is a program-based budget. All of the programs are based on the Council goal “living in Grants Pass feels safe and is safe”. The Public Safety Department strives to provide a safe environment while addressing livability issues through the delivery of professional public safety services.

Field Operations is the most visible part of the Public Safety operation. Field Operations includes Police Patrol, Detectives, Community Service Officers, Parking Enforcement, Traffic Enforcement and Education, and the Fire Rescue Division. Police services, both uniformed and plain clothes, are provided by officers in marked and unmarked vehicles, police motorcycles, on foot and on bicycles. Detectives assist patrol with investigations of major crimes and participate in the Interagency Narcotics Team. Fire Rescue provides many educational services while responding to a wide variety of incidents including all fires, rescues, accidents, medical emergencies, hazardous materials incidents, and public calls for assistance.

FY'10 Anticipated Accomplishments:

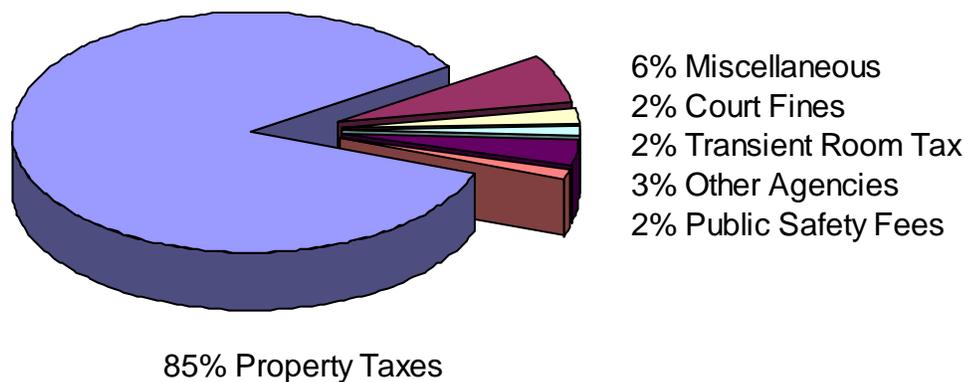
- Citizen/Student Public Safety Academy – This program remains a high priority by giving us an opportunity to interact with, and educate members of the community, both students and adults.
- Improve Traffic Safety - As a result of a funding shortfall, the traffic team recommended by the GPDPS Strategic Plan was not funded. However, we will continue to strive to improve traffic safety in our community.
- Staff New Stations – Final touches are in place and both new stations are now operational for both police officers and firefighters.
- Community Service Officers – Our team of four unarmed Community Service Officers (two full-time, two part-time) continue to assist with a variety of public safety tasks. They perform duties normally assigned to police officers.
- Police Reserves Program - As recommended by the GPDPS Strategic Plan, a police reserve program was initiated. Recruitment, training and certification are an on-going process.
- Training Tower – This project is underway with completion expected by September 2009.
- CALEA Accreditation (Strategic Plan) – The plan recommends continued CALEA participation. This remains a high priority for GPDPS patrol.
- Narcotics Enforcement – Despite the Sheriffs Office withdrawal from the consolidated regional narcotics task force, GPDPS worked with new partner agencies and helped form the Rogue Area Drug Enforcement team (RADE) to continue decades of interagency effort at combating drugs in our community.

Program: Public Safety – Field Operations

FY'10 Performance Measurements:

- Reduce response time to fire – 2008 saw an average response of 5.7 minutes to fire emergencies. With the opening of the Redwood Public Safety Station, we anticipate this number falling below 5 minutes. The exact target planned for with the construction of our stations.
- The training tower project will be completed.
- We will continue to strive to provide responsive police protection. The strategic plan recommended 7 new police officers and due to the failure of the levy in November 2008, no new officers are being added for the next 2-years. This will impact calls for service if trends continue.
- Add two additional V-6 patrol cars to replace V-8 patrol cars. This will save 6-8 mpg per vehicle.
- Continue existing levels of fire and crime prevention programs and inspections.

FY '09 Sources of Public Safety Revenue



Program: Public Safety – Field Operations

Budget Highlights:

This FY all new Public Safety Facilities will be operational, which carries increased costs specific to operations and staffing (fire staff hired FY08).

Activity Review:

- Our partnership with School District #7 continues with Student Public Safety Academy #4 in FY10, as well as financial support from School District #7 continues, which allows us to continue our very important School Resource Officer program.
- We continue to rely on the many partnerships we have with surrounding agencies to serve our community.
- The opening of both stations will improve fire response in the Redwood area, as well as enhance our ability to handle multiple emergencies that occur at the same time.
- The opening of the Parkway Public Safety Center is dramatically improving our ability to respond more quickly to police emergencies south of the Rogue River.
- We have placed 5 hybrid vehicles in-service to improve fuel efficiency and our carbon footprint in the community.
- Our Community Service Officers continue to perform superbly in reducing calls for service that burden patrol officers.

Program: Public Safety – Field Operations

FY'09 Performance Indicators:

- Traffic Team: National data suggests that the ratio of injury accidents to the number of moving citations plus the number of DUII arrests should be in the 1:35 – 1:40 range. Strategic Plan data revealed GPDPS at 1:15, below the target. Goal: Use the dedicated traffic team to improve the range to recommended levels (Strategic Plan). **Goal#III Target not met.** *Traffic team was not funded.*
- Traffic Team: Consistent with National data, a minimum of one traffic enforcement contact should occur per hour. **Goal#III Target not met.** *Traffic team was not funded.*
- New Stations: Respond to 90% of Fire/Rescue calls for service in 5 minutes or less (Strategic Plan). **Goal#III Target not met.** *Stations did not open until October and March respectively. Actual average response time in 2008 was 5.7 minutes. The opening of Redwood should allow us to meet this target next year.*
- Police Reserves: Reduce special events overtime by 10% by using Police Reserves (Strategic Plan). **Goal#VI Recruitment and training delays have prevented us from certifying the reserve officers. Ability to achieve the 10% goal is directly related to the time necessary to implement the program.**
- Reflex Time: 1 minute or less 90% of the time (Strategic Plan). **Goal#III. Target met.**
- Proactive Time: The Strategic Plan recommended 45% proactive target for police patrol. The plan recommended officers needed to achieve this goal be in place by 2012. Currently, GPDPS will not have the number necessary to meet current needs until 2013. However, we will strive to achieve a high proactive target through any efficiency possible. **Goal#VI Target not met.**
- Less Lethal: Reduce officer injuries by 5% through the use of less lethal technology (i.e.: Tasers). **Goal#III Target met.**
- Clearance Rate: The Strategic Plan indicates GPDPS detective clearance rates are 8% below National recommendations because of short staffing. One detective was added and clearance rates will be monitored in an effort to determine if this improves. **Goal#III Target not met.**
- Citizen Public Safety Academy: Present one new CPSA to citizens of Grants Pass (Session #18). **Goal#III Target met.**
- Student Public Safety Academy: Present one new SPSA to GPHS students (Session #3). **Goal#III Target met.**
- Intern Firefighters: Increase student interns to nine in FY09 and twelve in FY10. **Goal#III Target not met.** *Depended on opening of stations for space.*

Program: Public Safety – Field Operations

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
Property Taxes	8,013,179	8,505,079	9,151,457	10,316,769	10,316,769	10,316,769
Federal Grants	1,750	89,494	471,132	293,567	293,567	293,567
State Grants	19,928	14,271	19,296	88,496	88,496	88,496
Local Funding	51,743	48,000	48,000	49,680	49,680	49,680
Public Safety Fees	73,083	144,776	143,900	148,193	148,193	148,193
District Court Fines	219,802	222,788	240,000	197,144	197,144	197,144
Towing Fines	6,875	20,975	30,000	25,000	25,000	25,000
Other Revenue	5,661	737,462	646,321	3,150	3,150	3,150
Transfer from Room Tax Fund	<u>158,398</u>	<u>158,500</u>	<u>158,834</u>	<u>149,138</u>	<u>149,138</u>	<u>149,138</u>
Total Current Resources	8,550,419	9,941,345	10,908,940	11,271,137	11,271,137	11,271,137
General Support	<u>(124,445)</u>	<u>(860,602)</u>	<u>0</u>	<u>323,918</u>	<u>323,918</u>	<u>323,918</u>
Total Resources	<u>8,425,974</u>	<u>9,080,743</u>	<u>10,908,940</u>	<u>11,595,055</u>	<u>11,595,055</u>	<u>11,595,055</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	5,775,000	6,975,283	7,900,530	8,241,724	8,241,724	8,241,724
Materials & Supplies	159,112	187,555	351,679	265,530	265,530	265,530
Contractual/Prof Services	1,508,464	950,850	1,407,935	1,700,655	1,700,655	1,700,655
Direct Charges	9,543	9,504	2,000	1,600	1,600	1,600
Capital Outlay	138,066	88,279	187,650	331,450	331,450	331,450
Indirect Charges	766,789	819,272	966,146	1,054,096	1,054,096	1,054,096
Transfers Out	<u>69,000</u>	<u>50,000</u>	<u>93,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>8,425,974</u>	<u>9,080,743</u>	<u>10,908,940</u>	<u>11,595,055</u>	<u>11,595,055</u>	<u>11,595,055</u>

Program: Public Safety – Field Operations

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Deputy Chief	2.00	2.00	2.00	2.00	2.00	2.00
Lieutenant	0.00	0.00	1.00	1.00	1.00	1.00
Public Safety Sergeants	6.00	6.00	5.00	5.00	5.00	5.00
Battalion Chief	1.00	3.00	3.00	3.00	3.00	3.00
Fire Corporals	3.00	3.00	3.00	3.00	3.00	3.00
Police Corporals	4.00	4.00	5.00	5.00	5.00	5.00
Police Officers	28.00	28.00	30.00	30.00	30.00	30.00
Firefighters	13.00	19.00	19.00	19.00	19.00	19.00
Community Service Officer	2.00	2.00	2.00	2.00	2.00	2.00
Investigative Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Property Specialist	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	61.00	69.00	72.00	72.00	72.00	72.00
Community Service Officer						
To: Downtown Dev.	(.50)	(.50)	(.50)	(.50)	(.50)	(.50)
To: Downtown Dev.	<u>(.50)</u>	<u>(.50)</u>	<u>(.50)</u>	<u>(.50)</u>	<u>(.50)</u>	<u>(.50)</u>
Subtotal	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)
Total Positions	<u>60.00</u>	<u>68.00</u>	<u>71.00</u>	<u>71.00</u>	<u>71.00</u>	<u>71.00</u>
Part Time Hours	<u>1,350</u>	<u>350</u>	<u>3,120</u>	<u>4,170</u>	<u>4,170</u>	<u>4,170</u>

Capital Outlay/By Item:

Computer Equipment	9,300	7,800	7,800	7,800
Office Equipment	4,500	3,000	3,000	3,000
Weapons/Vehicles/Vests/Motor Helmets	18,950	14,450	14,450	14,450
FCC Radio Project	0	250,000	250,000	250,000
Mobile Data Terminals/Software/License	17,200	17,200	17,200	17,200
In-Car ICOP video Systems/Radios	10,000	10,000	10,000	10,000
Cardiac Science AEDs	17,000	4,000	4,000	4,000
FF Radio Grant	110,700	0	0	0
Hydraulic Rescue Tool Set	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total Capital Outlay	<u>187,650</u>	<u>331,450</u>	<u>331,450</u>	<u>331,450</u>

Program: Public Safety – Support Services

Services Delivered:

Public Safety Support Services consists of police, fire, and ambulance dispatch, records, 911 answering, and dispatching for approximately eleven outside agencies. In addition, Public Safety planning, personnel administration, department budgeting, fire and crime prevention, and fire code enforcement are included.

FY'10 Anticipated Accomplishments:

- The Communications Center will continue to maintain the requirements necessary to comply with our recently awarded CALEA re-accredited status.
- FY08 brought about our civilianized fire inspector position. This new (less costly) inspector is currently training and serving our investigative and inspectional needs.
- Continue to work with our community in the development of any new crime and fire prevention programs, which might be available.
- The Josephine County Sheriff withdrew from the consolidated regional dispatch center operated under contract with GPDPS. This caused the layoff of four dispatchers and an additional impact of over \$100,000 to the GPDPS budget. Additionally, it will impact services for all dispatcher center agencies.
- Last year, with creative use of forfeiture funds, GPDPS was able to consolidate six separate evidence facilities into a single leased warehouse. We will continue to streamline operations, which is critical from a liability and criminal prosecution perspective.

FY'10 Performance Measurements:

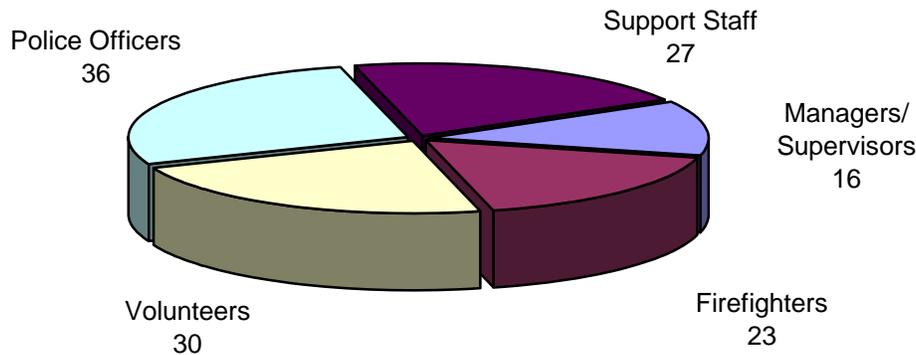
- Continue to look toward technology to improve service delivery.
- Continue efforts to a more streamlined and 'paperless' system.

Budget Highlights:

- The Center will once again prepare for what always promises to be a very active fire season. Work with outside agencies and Josephine County Emergency Services will be critical.
- The consolidation of the evidence systems proved invaluable and has dramatically improved the efficiency, integrity and security of our evidence.

Program: Public Safety – Support Services

FY '09 Public Safety Department Employee Distribution



FY'09 Performance Indicators:

- Improve technological capabilities where possible. **Goal#VI Target not met.** *Funding.*
- Continue efforts at streamlining operations in order to accommodate changes in user requirements. This is a continuing struggle as we provide service to a variety of outside contract providers. **Goal#VI Target met.**
- Plan and prepare for any potential funding shortfalls as a result of other agencies losing funding. **Goal#VI Target met.** *When the Sheriff withdrew from the consolidated dispatch center, four dispatchers were eliminated and the support budget absorbed a \$100,000 shortfall.*
- As new firefighting positions are filled and new stations are staffed, we will evaluate the use of engine companies to relieve some pressure from prevention office staff who currently handled many of our local inspections. This evaluation will also include any education programs. The ability to utilize engine companies for these tasks must be carefully balanced with the cost of operating large equipment and call volume. **Goal#III Target not met.** *Delayed as a result of delays in opening Parkway.*
- Neighborhood Watch and other Community Policing functions will remain a high priority as we continue to provide policing to a large and growing community. **Goal#III Target met.** *We continue to place heavy emphasis on prevention.*
- DPS Administration will begin planning for any changes necessary as a result of reduced services in county criminal justice services **Goal#VI.** *No action necessary.*
- Staff will review and make recommendations because of the strategic planning process, which is currently underway. **Goal#VI** *Plan completed and adopted by Council.*
- Staff will continue to devote time to interaction with the downtown area and the many merchants who operate in this area. This includes regular attendance at meetings and help with various problem areas. **Goal#VI**

Program: Public Safety – Support Services

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
Property Taxes	2,278,757	2,435,582	2,942,899	2,825,868	2,825,868	2,825,868
9-1-1 Dispatch Fees	314,766	325,675	337,074	341,685	341,685	341,685
9-1-1 Admin Fees	106,838	110,540	114,407	116,080	116,080	116,080
Intergovernmental Revenues	412,704	427,145	0	5,102	5,102	5,102
Federal Grants	21,676	0	143,378	110,000	110,000	110,000
State Grants	0	1,422	0	9,653	9,653	9,653
Other Revenue	<u>122</u>	<u>215,872</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
Total Current Resources	3,134,863	3,516,236	3,537,808	3,408,438	3,408,438	3,408,438
General Support	<u>(96,600)</u>	<u>(421,998)</u>	<u>0</u>	<u>53,678</u>	<u>53,678</u>	<u>53,678</u>
Total Resources	<u>3,038,263</u>	<u>3,094,238</u>	<u>3,537,808</u>	<u>3,462,116</u>	<u>3,462,116</u>	<u>3,462,116</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	2,455,195	2,607,740	2,814,227	2,770,039	2,770,039	2,770,039
Materials & Supplies	32,290	29,833	40,795	37,645	37,645	37,645
Contractual/Prof Services	223,484	147,447	201,767	316,994	316,994	316,994
Direct Charges	15,709	18,720	0	0	0	0
Capital Outlay	30,340	9,203	160,128	22,700	22,700	22,700
Indirect Charges	<u>281,245</u>	<u>281,295</u>	<u>320,891</u>	<u>314,738</u>	<u>314,738</u>	<u>314,738</u>
Total Expenses	<u>3,038,263</u>	<u>3,094,238</u>	<u>3,537,808</u>	<u>3,462,116</u>	<u>3,462,116</u>	<u>3,462,116</u>

Program: Public Safety – Support Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Public Safety Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00
Fire Marshall	0.00	0.00	1.00	1.00	1.00	1.00
Public Safety Sergeant	1.00	1.00	0.00	0.00	0.00	0.00
Fire Prevention Specialist II	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00	1.00	1.00	1.00
Public Safety Officer	1.00	0.00	0.00	0.00	0.00	0.00
Fire Inspector	0.00	1.00	1.00	1.00	1.00	1.00
Support Specialist-Administrative	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher	12.00	13.00	13.00*	9.00	9.00	9.00
Lead Dispatcher	0.00	4.00	4.00	4.00	4.00	4.00
Civilian PS Supervisor	2.00	2.00	2.00	2.00	2.00	2.00
Prevention Program Office Asst	1.00	1.00	1.00	1.00	1.00	1.00
Public Safety Clerk	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Total Positions	<u>26.00</u>	<u>31.00</u>	<u>31.00</u>	<u>27.00</u>	<u>27.00</u>	<u>27.00</u>
Total Un-Funded Positions			(4.00)	0.00	0.00	0.00
Total Funded Positions			<u>27.00</u>	<u>27.00</u>	<u>27.00</u>	<u>27.00</u>
Part Time Hours	<u>11,620</u>	<u>11,620</u>	<u>7,807</u>	<u>8,308</u>	<u>8,308</u>	<u>8,308</u>

* These positions have not been funded for:

FY'09 Adopted	FY'10 Recommended
Dispatcher (4)	Eliminated

Capital Outlay/By Item:

Computer Equipment/Software	8,800	6,100	6,100	6,100
Office Furniture/Equipment/Remodel	10,950	11,600	11,600	11,600
Prevention Equipment	0	0	0	0
Radio Equipment-supports Homeland Security	<u>140,378</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total Capital Outlay		<u>160,128</u>	<u>22,700</u>	<u>22,700</u>

Program: Public Safety – Code Enforcement

Services Delivered:

The overall livability of our community is improved by this program receiving and investigating citizen complaints of trash, inoperable vehicles, and other health and safety issues. Assistance from Fire Prevention, Building, Planning and Engineering divisions assures efficient investigation and follow-through on these violations. Code Enforcement also works in partnership with the Finance Department to recover revenues for delinquent business taxes.

FY'10 Anticipated Accomplishments:

The Code Enforcement Program continues to be successful, effective and appreciated by the community. In a given month, it is not unusual for 50% of trash and inoperable vehicle violations to come from this program's proactive effort. Delinquent business taxes will be brought into compliance, providing additional revenue to the City and honoring the majority of business owners who pay voluntarily and responsibly. Enforcement will keep a close watch on increasing incidents of graffiti, trash and other "eye clutter."

FY'10 Performance Measurements:

- Will encourage shopping cart retailers to comply with new state laws requiring them to post each cart with a phone number for retrieval. Since these carts are a safety hazard for vehicular drivers, pedestrians and cyclists, we will closely monitor retailers to retrieve their carts from public rights of way within three days, thereby reducing liability to the City.
- Will assist the Finance Department in bringing delinquent business tax payers current and to contact those businesses that have never applied.

Budget Highlights:

Code Enforcement removed over 1,000 signs from utility poles, stop signs and telephone boxes. This program asked retailers to remove approximately 40 shopping carts per month from streets, sidewalks and alleys. Over 520 inoperable vehicles were brought into compliance by owners removing from public view or obtaining current licenses. In excess of 490 trash complaints were abated.

Program: Public Safety – Code Enforcement

FY'09 Activity Review:

In partnership with the Finance Department, business tax revenues of over \$12,000 were recovered this past year. Code Enforcement continued to closely monitor Central Oregon Pacific Railroad rights of way to keep removing trash and inoperable vehicles from their 2.5 miles of right of way. Due to an absence of blackberry overgrowth on railroad property, our Public Safety and Crime Prevention officers have noticed a significant reduction in transients living in the area. Due to the real safety hazard of basketball hoops on streets and sidewalks, Code Enforcement proactively located approximately 310 of these and asked owners to keep them out of public right of way, thereby reducing City liability.

FY'09 Performance Indicators:

- Will have contact and check for insurance and other requirements of every licensed taxi business. **Goal #III Target met.**
- Will assist the Finance Department in bringing delinquent business tax payers current and to contact those businesses which have never applied. **Goal #VI Target met.**

Program: Public Safety – Code Enforcement

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
Property Taxes	111,920	154,141	149,299	155,992	155,992	155,992
Solid Waste Agency	0	0	24,000	24,000	24,000	24,000
Other Revenue	20	0	0	0	0	0
Transfer from:						
Planning	43,554	46,400	36,000	5,000	5,000	5,000
Solid Waste Projects	<u>20,000</u>	<u>20,000</u>	<u>24,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
Total Current Resources	175,494	220,541	233,299	214,992	214,992	214,992
General Support	<u>0</u>	<u>(38,757)</u>	<u>12,000</u>	<u>5,433</u>	<u>5,433</u>	<u>5,433</u>
Total Resources	<u>175,494</u>	<u>181,784</u>	<u>245,299</u>	<u>220,425</u>	<u>220,425</u>	<u>220,425</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	137,970	147,954	188,829	174,742	174,742	174,742
Materials & Supplies	2,970	1,901	3,800	1,300	1,300	1,300
Contractual/Prof Services	11,838	12,365	25,917	18,561	18,561	18,561
Direct Charges	3,744	3,040	4,453	4,260	4,260	4,260
Capital Outlay	290	0	0	0	0	0
Indirect Charges	15,682	16,524	22,300	21,562	21,562	21,562
Transfers Out	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>175,494</u>	<u>181,784</u>	<u>245,299</u>	<u>220,425</u>	<u>220,425</u>	<u>220,425</u>

Program: Public Safety – Code Enforcement

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Code Enforcement Officer	2.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	3.00	2.00	2.00	2.00	2.00	2.00
City Attorney						
From: Legal	<u>0.05</u>	<u>0.05</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>
Subtotal	0.05	0.05	0.15	0.15	0.15	0.15
Total Positions	<u>3.05</u>	<u>2.05</u>	<u>2.15</u>	<u>2.15</u>	<u>2.15</u>	<u>2.15</u>
Part Time/Seasonal Hours	<u>536</u>	<u>2,340</u>	<u>2,184</u>	<u>2,184</u>	<u>2,184</u>	<u>2,184</u>

Capital Outlay/By Item:

Computers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Public Safety – Crisis Support Services

Services Delivered:

The crisis support program is a direct contract for service to victims of domestic and sexual crimes. The Crisis Support Team responds directly to calls for service from the community, as well as responding with Public Safety Officers when they need assistance in the field. The Crisis Support Team is a resource, which eliminates the need to have Public Safety personnel directly assigned to support victims in cases of this type.

FY'10 Anticipated Accomplishments:

Public Safety will continue to maintain open communication and interaction with Crisis Support Services by maintaining an active liaison with the core group through training and education.

Public Safety will continue to use the assistance available from the team for purposes of training our officers in the proper procedures for handling various domestic and sexual assault crimes. In addition, Public Safety will continue to use the Crisis Support Team for direct response to the scene as appropriate.

FY'10 Anticipated Accomplishments:

- The Crisis Support Team will be called upon to assist during actual incidents of abuse and assault whenever the need arises, 24 hours a day, 7 days a week.
- DPS staff will take advantage of opportunities to further educate officers in the investigation of crimes related to this program.

Budget Highlights:

Funding continues to rise based upon an annual contract.

FY'09 Activity Review:

The department consistently utilized the crisis support team to aid with victims of domestic violence and sexual assault.

FY'09 Performance Indicators:

- The Crisis Support Team will be called upon to assist during actual incidents of abuse and assault whenever the need arises, 24 hours a day, 7 days a week. **Goal#III Target Met.**
- DPS staff will take advantage of opportunities to further educate officers in the investigation of crimes related to this program. **Goal#III Target Met.**

Program: Public Safety – Crisis Support Services

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
Property Taxes	<u>35,000</u>	<u>41,563</u>	<u>39,848</u>	<u>40,311</u>	<u>40,311</u>	<u>40,311</u>
Total Current Resources	35,000	41,563	39,848	40,311	40,311	40,311
General Support	<u>0</u>	<u>(3,063)</u>	<u>0</u>	<u>931</u>	<u>931</u>	<u>931</u>
Total Resources	<u>35,000</u>	<u>38,500</u>	<u>39,848</u>	<u>41,242</u>	<u>41,242</u>	<u>41,242</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	<u>35,000</u>	<u>38,500</u>	<u>39,848</u>	<u>41,242</u>	<u>41,242</u>	<u>41,242</u>
Total Expenses	<u>35,000</u>	<u>38,500</u>	<u>39,848</u>	<u>41,242</u>	<u>41,242</u>	<u>41,242</u>

Program: Public Safety – Street Lighting

Services Delivered:

The Street Light activity provides adequate lighting of City streets. The provision of lighting streets is a safety feature of our community and a logical portion of the Public Safety program.

FY'10 Anticipated Accomplishments:

The City contracts with Pacific Power and Light Company for the provision of luminaries on roadways and in public areas. Our contracts have shown growth in our community with the installation of numerous new residential lights in the last year. We anticipate the growth to continue with the installation of new lights throughout the community.

FY'10 Performance Measurements:

- Quarterly inventories of all lights will be completed to assure repair and function of street lighting.

Budget Highlights:

The FY'10 budget reflects the increased costs as a result of additional streetlights and increased energy costs.

FY'09 Performance Indicators:

- Quarterly inventories of all lights will be completed to assure repair and function of street lighting.
Goal#III Target met.

Program: Public Safety – Street Lighting

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
Property Taxes	<u>224,075</u>	<u>231,936</u>	<u>250,500</u>	<u>254,131</u>	<u>254,131</u>	<u>254,131</u>
Street Lighting Fees						
Total Current Resources	224,075	231,936	250,500	254,131	254,131	254,131
General Support	<u>0</u>	<u>19,049</u>	<u>0</u>	<u>51,369</u>	<u>51,369</u>	<u>51,369</u>
Total Resources	<u>224,075</u>	<u>250,985</u>	<u>250,500</u>	<u>305,500</u>	<u>305,500</u>	<u>305,500</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	<u>224,075</u>	<u>250,985</u>	<u>250,500</u>	<u>305,500</u>	<u>305,500</u>	<u>305,500</u>
Total Expenses	<u>224,075</u>	<u>250,985</u>	<u>250,500</u>	<u>305,500</u>	<u>305,500</u>	<u>305,500</u>

WHERE THE ROGUE RIVER RUNS



© City of Grants Pass

PARKS

ACTIVITIES

***Park Maintenance Services**

***Aquatic Services**

***Recreation Services**

DESCRIPTION

The Council's goal is to provide outstanding park facilities throughout the community and facilitate recreation programs for all ages.

This program implements the Council's goal by maintaining and improving public park and recreation facilities in the City. This program also manages Caveman Pool and the Recreation Program. Due to the economic downturn and reduced funding, maintenance activities are reduced.

Projects include completion of the twenty year Parks Master Plan and Phase Two of Redwood Park. Staff also facilitates volunteer construction activities such as the new Reinhart Volunteer Park "River Vista" project and manages the urban forest through the Tree City USA program.

MISSION STATEMENT

To keep parks clean, green, safe and provide courteous customer service.

	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Program Generated Resources	193,101	209,433	202,234	185,188	185,188	185,188
General Support	<u>1,230,635</u>	<u>1,303,459</u>	<u>1,597,818</u>	<u>1,479,688</u>	<u>1,466,688</u>	<u>1,466,688</u>
Total Resources	<u>1,423,736</u>	<u>1,512,892</u>	<u>1,800,052</u>	<u>1,664,876</u>	<u>1,651,876</u>	<u>1,651,876</u>
Requirements						
Park Maintenance Services	1,218,264	1,310,976	1,522,848	1,394,815	1,396,815	1,396,815
Aquatic Services	81,346	72,679	124,633	116,457	116,457	116,457
Recreation Services	<u>124,126</u>	<u>129,237</u>	<u>152,571</u>	<u>153,604</u>	<u>138,604</u>	<u>138,604</u>
Total Requirements	<u>1,423,736</u>	<u>1,512,892</u>	<u>1,800,052</u>	<u>1,664,876</u>	<u>1,651,876</u>	<u>1,651,876</u>

Program: Parks – Park Maintenance Services

Services Delivered:

Parks Maintenance Services maintains 132 acres of City parkland. These 16 parks include play fields, courts, playgrounds, shelters, buildings and landscape beds. The activity enhances and beautifies parks and other public places such as the 2.5 acres of green space located throughout the City. The Parks Division also prepares parks for special events, picnics, weddings and parties. Staff activities include: customer services, turf managements, landscape maintenance, inspections, contract monitoring, repairs, Tree City USA activities, vandalism repair and overseeing undeveloped parklands.

FY'10 Anticipated Accomplishments:

Parks staff will provide maintenance and customer service at all park sites. Phase II of Redwood park will be completed in the summer 2009. Due to reductions in the Parks budget, court areas and the Skate Park concrete improvements will be reduced. Staff will continue to provide support for volunteer park projects. A new twenty year comprehensive Parks Master Plan will be completed.

FY'10 Performance Measurements:

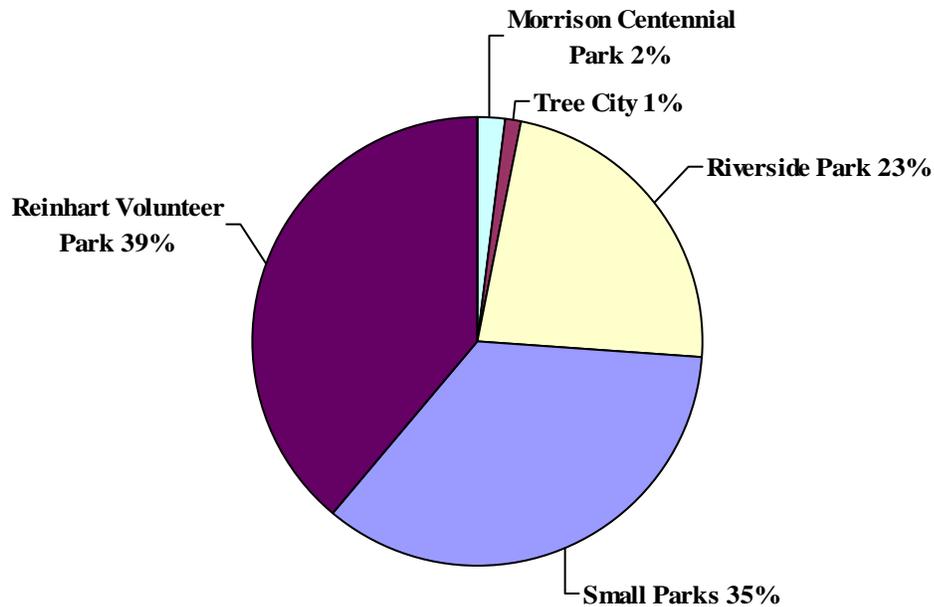
- Graffiti will be removed and vandalism repairs initiated within 24 hours on weekdays in all parks.
- Sports field turf will be fertilized three times per year and aerated two times per year.
- Safety - Trees in high use areas in all City parks will continue to be evaluated according to the City's Hazard Tree Policy, documented and mitigated as necessary to address potential hazards

Budget Highlights:

- Additional trail and overlook areas will be maintained.
- New additions to park land (undeveloped) will be maintained.
- Twenty year Parks Master Plan will be completed.

Program: Parks – Park Maintenance Services

Allocation of Park Maintenance Funds



Actual Assignment of Funds during FY'09

FY'09 Activity Review:

Maintenance of all trails and overlooks continued. The Urban Forest Canopy in Grants Pass was increased by 127 trees. Phase II of Redwood Park construction was started. The installation of "Hands Free" flush and lavatory valves was continued.

FY'09 Performance Indicators:

- Graffiti will be removed and vandalism repairs initiated within 24 hours on weekdays, in all parks. **Goal#V Target met 90% of the time.**
- Sports field turf will be fertilized three times a year and aerated two times a year. **Goal#V Target met.**
- Trees in high use areas in all City parks will be evaluated according to the City's Hazard Tree Policy. Tree inspections will be documented and mitigated as necessary to address potential hazards. **Goal#V Target met.**

Program: Parks – Park Maintenance Services

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
State Grants	4,000	4,000	4,000	4,000	4,000	4,000
Facility Rents	21,956	27,150	22,400	19,900	19,900	19,900
Other Revenue	7,838	14,030	15,975	11,125	11,125	11,125
Transfer from Room Tax	<u>158,398</u>	<u>158,500</u>	<u>158,834</u>	<u>149,138</u>	<u>149,138</u>	<u>149,138</u>
Total Current Resources	192,192	203,680	201,209	184,163	184,163	184,163
General Support	<u>1,026,072</u>	<u>1,107,296</u>	<u>1,321,639</u>	<u>1,210,652</u>	<u>1,212,652</u>	<u>1,212,652</u>
Total Resources	<u>1,218,264</u>	<u>1,310,976</u>	<u>1,522,848</u>	<u>1,394,815</u>	<u>1,396,815</u>	<u>1,396,815</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	442,710	496,245	595,821	537,264	537,264	537,264
Materials & Supplies	85,378	92,389	94,050	88,950	90,950	90,950
Contractual/Prof Services	531,891	555,699	625,150	593,617	593,617	593,617
Direct Charges	31,034	32,237	35,341	40,683	40,683	40,683
Capital Outlay	12,061	15,233	29,500	7,500	7,500	7,500
Indirect Charges	109,190	119,173	137,986	126,801	126,801	126,801
Transfers Out	<u>6,000</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>1,218,264</u>	<u>1,310,976</u>	<u>1,522,848</u>	<u>1,394,815</u>	<u>1,396,815</u>	<u>1,396,815</u>

Program: Parks – Park Maintenance Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Parks & Recreation Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Urban Forester	0.00	1.00	1.00	1.00*	1.00*	1.00*
Parks Maintenance Worker**	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00*</u>	<u>5.00*</u>	<u>5.00*</u>
Subtotal	6.00	8.00	8.00	8.00	8.00	8.00
Parks and Comm. Service Director						
From: Property Mgmt	0.25	0.20	0.35	0.35	0.35	0.35
Parks & Recreation Superintendent						
To: Aquatics	0.00	(0.15)	(0.05)	(0.05)	(0.05)	(0.05)
To: Recreation	(0.05)	(0.05)	(0.15)	(0.15)	(0.15)	(0.15)
Support Specialist-Administrative						
From: Garage	0.10	0.15	0.15	0.15	0.15	0.15
Property Management Coordinator						
From: Property Mgmt	0.20	0.05	0.05	0.05	0.05	0.05
Parks Maintenance Worker**						
To: Aquatics	(0.15)	(0.20)	(0.25)	(0.25)	(0.25)	(0.25)
Office Assistant II						
From: Property Management	0.10	0.50	0.50	0.50	0.50	0.50
Urban Forester						
To: Streets	<u>0.00</u>	<u>(0.50)</u>	<u>(0.50)</u>	<u>(0.50)*</u>	<u>(0.50)*</u>	<u>(0.50)*</u>
Subtotal	0.45	0.00	0.10	0.10	0.10	0.10
Total Positions	<u>6.45</u>	<u>8.00</u>	<u>8.10</u>	<u>8.10</u>	<u>8.10</u>	<u>8.10</u>
Total Un-Funded Positions	0.00	0.00	0.00	(1.50)	(1.50)	(1.50)
Total Funded Positions	<u>6.45</u>	<u>8.00</u>	<u>8.10</u>	<u>6.60</u>	<u>6.60</u>	<u>6.60</u>
Part Time/Seasonal Hours	<u>4,060</u>	<u>4,060</u>	<u>4,060</u>	<u>4,060</u>	<u>4,060</u>	<u>4,060</u>

* These positions have not been funded for FY10: Parks Maintenance Worker (1.0), Urban Forester (0.5), 210 hours of part time help.

**This position is identified as Municipal Service Worker in the Compensation Study, adoption is pending labor negotiations.

Capital Outlay/By Item:

No hands flush valves	5,000	5,000	5,000	5,000
Computers and software	2,500	500	500	500
Heart at RVP/Gilbert Ck Restrooms	2,000	2,000	2,000	2,000
Skate Park Maintenance	10,000	0	0	0
Chairs/Picnic Tables/Trash Receptacles	10,000	0	0	0
Remodeling/Renovation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay		<u>29,500</u>	<u>7,500</u>	<u>7,500</u>

Program: Parks – Aquatic Services

Services Delivered:

This activity manages Caveman Pool and associated grounds. The City provides pool use to School District 7. The YMCA, under City contract, runs the summer recreation pool program. The Grants Pass Aquatic Club and swim team use the pool under a subcontract with the YMCA.

FY'10 Anticipated Accomplishments:

The Pool shall continue to be painted on a rotating basis, weather permitting. Drain covers will be installed at the deep end of the pool.

FY'10 Performance Measurements:

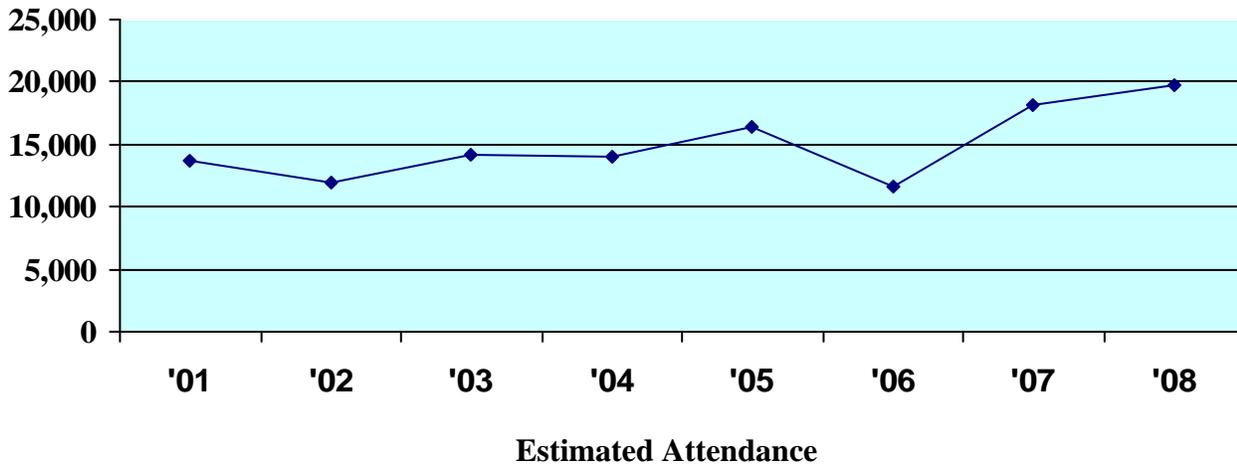
- The pool shall be covered nightly.
 - Effectiveness Target: 95%
- The Net Cash Flow for the Pool as calculated under our agreement with the YMCA shall be positive.
 - Effectiveness Target: 100%
- The chemical balance will be monitored on a bi-hourly basis.
 - Effectiveness Target: 90%

Budget Highlights:

- One parks staff member will be sent to Aquatic Facilities Operators training.
- The bleacher shade structure will be renovated.
- Restroom fixtures will be replaced.

Program: Parks – Aquatic Services

Caveman Pool



FY'09 Activity Review:

A new pool pump was purchased and installed.

FY'09 Performance Indicators:

- The pool shall be covered nightly.
 - Effectiveness Target: 95%. **Goal#V Target met.**
- The YMCA provided pool program will break even.
 - Effectiveness Target: 100%. **Goal#V Target met.**
- The chemical balance shall be monitored on a bi-hourly basis when the pool is open.
 - Effectiveness Target: 90%. **Goal#V Target met.**

Program: Parks – Aquatic Services

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
Facility Rents	0	4,807	0	0	0	0
Other Revenue	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	6	4,807	0	0	0	0
General Support	<u>81,340</u>	<u>67,872</u>	<u>124,633</u>	<u>116,457</u>	<u>116,457</u>	<u>116,457</u>
Total Resources	<u>81,346</u>	<u>72,679</u>	<u>124,633</u>	<u>116,457</u>	<u>116,457</u>	<u>116,457</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	12,804	14,347	28,862	29,389	29,389	29,389
Materials & Supplies	21,892	20,019	19,800	20,300	20,300	20,300
Contractual/Prof Services	39,255	29,665	50,641	47,182	47,182	47,182
Capital Outlay	0	2,040	14,000	9,000	9,000	9,000
Indirect Charges	<u>7,395</u>	<u>6,608</u>	<u>11,330</u>	<u>10,586</u>	<u>10,586</u>	<u>10,586</u>
Total Expenses	<u>81,346</u>	<u>72,679</u>	<u>124,633</u>	<u>116,457</u>	<u>116,457</u>	<u>116,457</u>

Program: Parks – Aquatic Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Parks & Recreation Superintendent From: Park Maintenance	0.00	0.05	0.05	0.05	0.05	0.05
Property Management Coordinator From: Property Mgmt	0.15	0.05	0.05	0.05	0.05	0.05
Parks Maintenance Worker** From: Park Maintenance	<u>0.15</u>	<u>0.20</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Total Positions	<u>0.30</u>	<u>0.30</u>	<u>0.35</u>	<u>0.35</u>	<u>0.35</u>	<u>0.35</u>
Part Time/Seasonal Hours	<u>38</u>	<u>248</u>	<u>248</u>	<u>38*</u>	<u>38*</u>	<u>38*</u>

*210 hours of part time help have not been funded for FY10.

** This position is identified as Municipal Service Worker in the Compensation Study, adoption is pending labor negotiations.

Capital Outlay/By Item:

Pool Epoxy	9,000	9,000	9,000	9,000
Building Renovation/Maintenance	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>14,000</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>

Program: Parks – Recreation Services

Services Delivered:

The Grants Pass Recreation Program facilitates opportunities for citizens to participate in recreation as a life-enriching element of our community. The program provides all park and recreation facility scheduling and works with local school districts to maximize school recreation facility use. This service also works closely with park personnel, schedules all park activities, reserves shelters, coordinates use of public facilities by leagues and community groups, issues tree permits, and reserves banner space for 6th and 7th Streets and Riverside Park. The Grants Pass Recreation Program sponsors an adult basketball league, youth tennis program, drop-in volleyball, and table tennis at local gyms. The Grants Pass Recreation Program is also responsible for developing and maintaining the Park Department section of the City's website.

Due to the economic downturn and reduced funding "Take a Walk on the Rogue" celebration will be eliminated. Recreation is looking to move the "Pedestrian Bridge Art Show" to Riverside Park.

The Recreation Program works with the Downtown Visitor staff to provide a substantial increase in office hours for the center. This Program also provides support for downtown activities such as the Christmas Lighting and Parade, and the Downtown clean-up day.

FY'10 Anticipated Accomplishments:

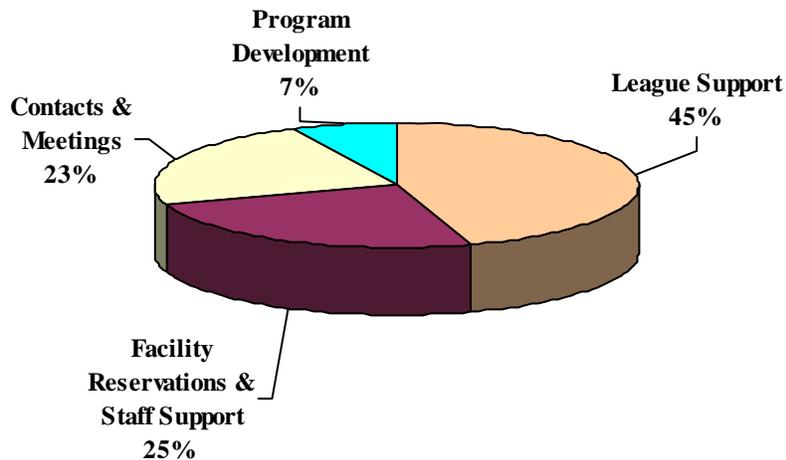
This program will continue to provide program coordination, league support and park and field reservation services. This service is currently provided by contract.

FY'10 Performance Measurements:

- Follow up on complaints within two working days.
 - Efficiency target: 95%.
- Prepare and distribute four seasonal recreation schedules.
 - Workload target: 100%.
- Facilitate four meetings of user groups to discuss issues and seek means to coordinate and improve customer service.
 - Workload target: 100%.
- Continue to maintain and improve Park and Recreation web pages.
 - Workload target: 100%.
- Promote activities and agencies servicing seniors.

Program: Parks – Recreation Services

Recreation Components



FY'09 Activity Review:

Recreation staff met with officials from Little League, Grants Pass Soccer Club, Grants Pass Softball Association, Senior Softball Leagues, American Legion Baseball, Babe Ruth Baseball, Grants Pass High School, ASA Girls Fastpitch, Mens Fastpitch League, and YMCA on several occasions to discuss current programs and opportunities to facilitate future needs.

FY'09 Performance Measurements:

- Follow up on complaints within two working days.
 - Efficiency target: 95%. **Goal#VI Target met.**
- Prepare and distribute four seasonal recreation schedules.
 - Workload target: 100%. **Goal#V Target met.**
- Facilitate four meetings of user groups to discuss issues and seek means to coordinate and improve customer service.
 - Workload target: 100%. **Goal#VI Target met.**
- Continue to maintain and improve Park and Recreation web pages.
 - Workload target: 100%. **Goal#VI Target met.**
- Expand recreation schedule promoting activities and agencies servicing seniors – currently two pages. **Goal#V Target met.**

Program: Parks – Recreation Services

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
Other Revenue	<u>903</u>	<u>946</u>	<u>1,025</u>	<u>1,025</u>	<u>1,025</u>	<u>1,025</u>
Total Current Resources	903	946	1,025	1,025	1,025	1,025
General Support	<u>123,223</u>	<u>128,291</u>	<u>151,546</u>	<u>152,579</u>	<u>137,579</u>	<u>137,579</u>
Total Resources	<u>124,126</u>	<u>129,237</u>	<u>152,571</u>	<u>153,604</u>	<u>138,604</u>	<u>138,604</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	3,127	7,762	12,636	13,567	13,567	13,567
Contractual/Prof Services	104,915	104,921	120,985	120,994	105,994	105,994
Direct Charges	4,800	4,805	5,080	5,080	5,080	5,080
Indirect Charges	<u>11,284</u>	<u>11,749</u>	<u>13,870</u>	<u>13,963</u>	<u>13,963</u>	<u>13,963</u>
Total Expenses	<u>124,126</u>	<u>129,237</u>	<u>152,571</u>	<u>153,604</u>	<u>138,604</u>	<u>138,604</u>

Program: Parks – Recreation Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Parks & Recreation Superintendent From: Park Maintenance	<u>0.05</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>
Total Positions	<u>0.05</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>

WHERE THE ROGUE RIVER RUNS



© City of Grants Pass

DEVELOPMENT

ACTIVITIES

***Planning Services**

***Building Services**

***Economic Development Services**

***Downtown Development Services**

***Tourism Promotion Services**

DESCRIPTION

This program includes those activities associated with the long range and short term planning and development needed for the maintenance and orderly growth of the City.

The budget will continue to support the Council goals of Economic Development and Growth management. It will continue to support the development of our downtown and tourism industry.

	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Program Generated Resources	3,407,585	2,939,755	2,541,239	1,749,381	1,749,381	1,749,381
General Support	<u>687,472</u>	<u>860,850</u>	<u>1,025,558</u>	<u>899,837</u>	<u>869,837</u>	<u>869,837</u>
Total Resources	<u>4,095,057</u>	<u>3,800,605</u>	<u>3,566,797</u>	<u>2,649,218</u>	<u>2,619,218</u>	<u>2,619,218</u>
Requirements						
Planning Services	864,548	820,106	910,072	788,314	788,314	788,314
Building Services	2,629,244	2,240,380	1,852,004	1,119,000	1,119,000	1,119,000
Economic Development Services	80,877	134,891	171,474	161,361	131,361	131,361
Downtown Development Services	218,530	287,483	324,712	289,714	289,714	289,714
Tourism Promotion Services	<u>301,858</u>	<u>317,745</u>	<u>308,535</u>	<u>290,829</u>	<u>290,829</u>	<u>290,829</u>
Total Requirements	<u>4,095,057</u>	<u>3,800,605</u>	<u>3,566,797</u>	<u>2,649,218</u>	<u>2,619,218</u>	<u>2,619,218</u>

Program: Development – Planning Services

Services Delivered:

The Planning Division provides a combination of current and long range planning services inside the City limits and the unincorporated areas within the Urban Growth Boundary (UGB). Planning staff works closely with the general public and development community to provide information on the Comprehensive Plan, Development Code, Municipal Code, land use policies and Statewide Planning Goals. These plans and policies are implemented through the review and processing of various land use applications and City wide plans. The Planning Division provides coordination among local, state and federal agencies to ensure compliance with local policies and applicable laws. This division provides staffing for the Historical Buildings and Sites Commission, the Urban Area Planning Commission and City Council on a variety of planning applications. Planning staff work closely with citizen and technical steering committees for projects such as the Urban Growth Boundary expansion and Urban Forestry. It recommends revisions to existing plans and codes as needed to achieve City Council goals and to remain current with changing conditions and regulations. Other responsibilities include preparing annexation proposals, conducting site inspections, pursuing grants that help fund public projects and community plans and coordinating with code enforcement to ensure compliance with zoning regulations and correction of zoning violations.

FY '10 Anticipated Accomplishments:

The division will accomplish the following: 1) meet timeline targets established by the City Council for the sorting, reviewing, tracking and issuing of all building permits and processing land use applications, 2) propose amendments to the Comprehensive Plan and Development Code to implement elements of the City Council work plan, 3) work on outlined tasks in the work program for the expansion of the Urban Growth Boundary.

FY '10 Performance Measurements:

- Continue to work on outlined tasks associated with the Urban Growth Boundary expansion evaluation
- Continue to work on outlined tasks associated with the Urban Forestry Framework Plan
- Propose a minimum of three (3) Development Code text amendments
- Adopt the new digital format Flood Insurance Rate Map (FIRM) maps and make any necessary revisions to the flood plain management ordinance.

Program: Development – Planning Services

Budget Highlights:

The projected revenues are lower than previous years due to a decrease in the number of anticipated building permits and planning applications. Expenditures account for the five (5) existing budgeted positions with six (6) positions to remain vacant and unfunded.

Activity Review:

During calendar year 2008, the division received 136 land use applications within the City and the urbanizing area, including: 7 text amendments, 7 partitions, 27 site plan reviews, 8 site plan modifications, 3 tentative plans, 7 final subdivision and PUD plats, 2 major home occupations, 9 variances, 11 lot line adjustments, 3 lot line vacations, 11 appeals, 2 Code interpretations, 1 performance parking and 7 historic reviews.

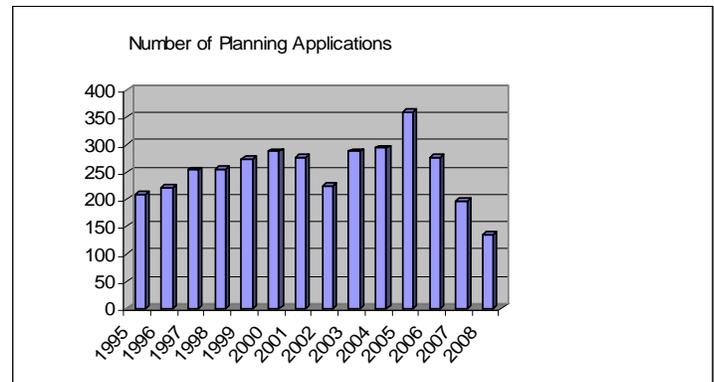
Staff also worked with applicants on 31 pre-applications, a service designed to assist the developer in the preparation of project proposals that reflect code requirements.

In addition to those reviews, the division issued Development Permits and reviewed construction drawings for projects that advanced to construction. The activity also reviewed permits for 82 single-family dwellings, 1 manufactured home, 4 duplexes and multi-family units, and 95 commercial additions and remodels. 82 sign permits were reviewed and issued. Other administrative applications included review of 4 System Development Charge appeals, 2 Sign Code Appeals, 9 Minor Home Occupation permits, and 4 Sidewalk Café permits.

Long range planning projects accomplished included completion and final decision on the Downtown River District Plan, adoption of the Urban Forestry Framework Plan, and updated Public Facilities Plan. The year included continued progress on the evaluation of the Urban Growth Boundary expansion (which resulted in the adoption of the Population, Economic, and Housing Elements). Several new Development Code Text Amendments were also adopted this year.

FY'09 Performance Indicators:

- Continue to work on outlined tasks for the evaluation of the expansion of the Urban Growth Boundary. **Goal#1 Ongoing.** *As noted above, three (3) new elements of the Comprehensive Plan have been adopted and the UGB Steering Committee continues to work on outlined tasks.*
- Complete annual certification in the NFIP/CRS flood insurance discount program. **Goal#1 Target met.** *The City submitted the necessary documents, was recertified and holds a rating of 8.*
- Propose a minimum of three Development Code text amendments. **Goal#1 Target met.** *Four (4) text amendments were submitted for review and approval to the review bodies.*



Program: Development – Planning Services

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
Sign Permits	15,322	11,406	11,500	10,150	10,150	10,150
GP Redevelopment Agency	132	0	0	0	0	0
Solid Waste Agency	2,971	2,086	2,000	2,200	2,200	2,200
Planning Fees	187,113	111,045	106,000	77,000	77,000	77,000
Other Revenues	<u>2,330</u>	<u>3,276</u>	<u>2,150</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total Current Resources	207,868	127,813	121,650	91,350	91,350	91,350
General Support	<u>656,680</u>	<u>692,293</u>	<u>788,422</u>	<u>696,964</u>	<u>696,964</u>	<u>696,964</u>
Total Resources	<u>864,548</u>	<u>820,106</u>	<u>910,072</u>	<u>788,314</u>	<u>788,314</u>	<u>788,314</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	607,875	534,838	591,995	485,802	485,802	485,802
Materials & Supplies	5,765	127	350	285	285	285
Contractual/Prof Services	52,187	65,649	60,372	40,555	40,555	40,555
Direct Charges	120,126	145,537	162,621	185,007	185,007	185,007
Indirect Charges	78,595	73,955	82,734	71,665	71,665	71,665
Transfers Out	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total Expenses	<u>864,548</u>	<u>820,106</u>	<u>910,072</u>	<u>788,314</u>	<u>788,314</u>	<u>788,314</u>

Program: Development – Planning Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Principal Planner	0.00	0.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	2.00*	2.00*	2.00*	2.00*
Planner III	0.00	1.00	0.00	0.00	0.00	0.00
Associate Planner	3.00	4.00	4.00*	4.00*	4.00*	4.00*
Code Analyst	1.00	1.00	0.00	0.00	0.00	0.00
Assistant Planner	2.00	3.00	3.00*	3.00*	3.00*	3.00*
Department Support Technician	0.00	0.00	1.00	1.00	1.00	1.00
Permit Tech	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Positions	<u>8.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
Total Un-Funded Positions	0.00	0.00	(4.00)	(6.00)	(6.00)	(6.00)
Total Funded Positions	<u>8.00</u>	<u>11.00</u>	<u>7.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

*These positions have not been funded for:

<u>FY'09 Adopted</u>	<u>FY'10 Recommended</u>
Planner III (1)	Senior Planner (1)
Associate Planner (1)	Associate Planner (2)
Assistant Planner (2)	Assistant Planner (3)

Program: Development – Building Services

Services Delivered:

The Building and Safety Division of the Community Development Department enforces the Oregon State Building, Mechanical, Plumbing, Fire, and Electrical Codes through review of plans for the building permits and inspection of those projects. In addition, the division provides information, education and enforcement of codes to tenants, builders and property owners as a public service.

FY'10 Anticipated Accomplishments:

The Building Division will continue to work towards excellent performance in the areas of code compliance and enforcement as well as timeline efficiency in meeting the needs and goals of both the community and City Council. Although the staff level has been reduced, the remaining staff is trained to handle residential and commercial plan review and inspections. All accurately submitted projects will be reviewed, permitted and inspected in a timely manner.

The Building Division has virtually eliminated overtime and all out-sourced plan reviews keeping revenue in the division and providing better quality and consistency in the review process.

FY'10 Performance Measurements:

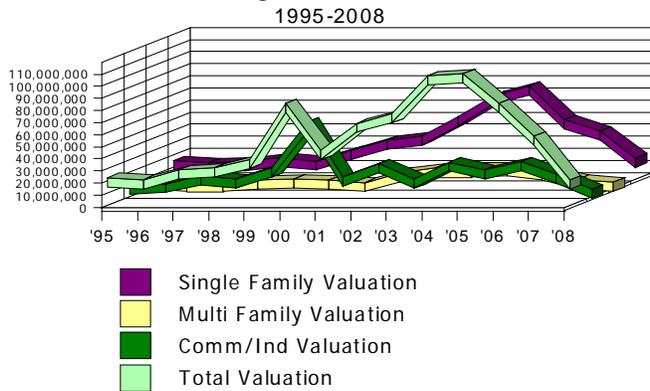
- Provide staffing to ensure full service to the community.
- Improve on customer service and public outreach.
- Meet permit processing timelines identified in the 3 track system.
- Maintain staff certifications as required by the State Building Codes Division.

Budget Highlights:

The City of Grants Pass has experienced a downturn in permit activities, which has directly affected the Building Division. Budgeted expenses have been cut approximately 37% from projected FY'10 in response to decreased revenues. Decreased revenues have resulted in approximately a \$286,000 dependency on reserve funds. This budget maintains 2 existing funded positions with 5 positions to remain vacant and unfunded.

Program: Development – Building Services

New Building Construction Valuation



Construction Valuations= Building construction class (commercial v. residential, wood v. masonry, fire rating) x square footing*

*Rates from the States of Oregon Structural Specialty Code Building Valuation Table

FY'09 Activity Review:

The division experienced a downturn in the number of permits issued and work performed compared to the previous year. In calendar year 2008, we permitted 82 new homes and a total of 92 “dwelling units”, compared to 235 homes and a total of 270 “dwelling units” in 2007.

FY'09 Performance Indicators:

- Fully staffed with trained and certified employees to ensure full service to the community. **Goal#I Target met.**
- Improve on customer service and public outreach. **Goal#VI Target met.**
- Meet permit processing timelines identified in the 3 track system. **Goal#I Target met.**

Program: Development – Building Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>1,660,794</u>	<u>1,585,777</u>	<u>1,232,004</u>	<u>805,000</u>	<u>805,000</u>	<u>805,000</u>
Current Resources						
Activity Generated						
Building Permits	329,489	217,655	198,000	107,000	107,000	107,000
Plumbing Permits	133,353	90,745	90,000	40,000	40,000	40,000
Mechanical Permits	41,273	30,562	26,000	24,000	24,000	24,000
Sewer Permits	22,139	17,026	16,000	9,000	9,000	9,000
Electrical Permits	122,014	88,290	85,000	40,000	40,000	40,000
Development Charges	255,531	133,996	144,000	80,000	80,000	80,000
Interest on Investments	64,592	65,088	61,000	14,000	14,000	14,000
Miscellaneous Revenue	<u>59</u>	<u>11,241</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	968,450	654,603	620,000	314,000	314,000	314,000
General Support	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>2,629,244</u>	<u>2,240,380</u>	<u>1,852,004</u>	<u>1,119,000</u>	<u>1,119,000</u>	<u>1,119,000</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	461,955	420,368	394,018	232,631	232,631	232,631
Materials & Supplies	4,740	5,332	7,100	3,250	3,250	3,250
Contractual/Prof Services	177,073	148,655	136,769	102,876	102,876	102,876
Direct Charges	263,716	300,135	268,853	207,092	207,092	207,092
Capital Outlay	1,529	850	1,500	500	500	500
Contingencies	0	0	150,000	80,000	80,000	80,000
Indirect Charges	90,901	86,103	80,824	54,635	54,635	54,635
Transfers Out	43,553	46,400	24,000	0	0	0
Ending Balance	<u>1,585,777</u>	<u>1,232,537</u>	<u>788,940</u>	<u>438,016</u>	<u>438,016</u>	<u>438,016</u>
Total Expenses	<u>2,629,244</u>	<u>2,240,380</u>	<u>1,852,004</u>	<u>1,119,000</u>	<u>1,119,000</u>	<u>1,119,000</u>

Program: Development – Building Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector I	1.00	1.00	1.00*	1.00*	1.00*	1.00*
Residential Building Inspector	1.00	1.00	1.00*	1.00*	1.00*	1.00*
Plans Examiner II	2.00	2.00	2.00*	2.00*	2.00*	2.00*
Office Assistant II	<u>0.00</u>	<u>1.00</u>	<u>1.00*</u>	<u>1.00*</u>	<u>1.00*</u>	<u>1.00*</u>
Total Positions	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Total Un-Funded Positions	0.00	0.00	(3.00)	(5.00)	(5.00)	(5.00)
Total Funded Positions	<u>6.00</u>	<u>7.00</u>	<u>4.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Part Time/Seasonal Hours	<u>1,040</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

*These positions have not been funded for:

FY'09 Adopted	FY'10 Recommended
Building Inspector I (1)	Building Inspector I (1)
	Residential Building Inspector (1)
Plans Examiner II (1)	Plans Examiner II (2)
Office Assistant II (1)	Office Assistant II (1)

Capital Outlay/By Item:

Office Equipment	<u>1,500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total Capital Outlay	<u>1,500</u>	<u>500</u>	<u>500</u>	<u>500</u>

Program: Development – Economic Development Services

Services Delivered:

This activity encourages and supports the diversification and growth of the local economy. The primary goal is the creation and retention of quality jobs, new investment attraction and the creation of a healthier business climate. The program focuses on the retention and expansion of existing local businesses and coordinates the marketing of various business development tools, such as the Industrial Loan Fund, Transportation SDC Incentive and the Grants Pass Area Enterprise Zone.

Recruitment from outside the area is primarily the responsibility of SOREDI and the Oregon Economic & Community Development Department (OECDD).

FY'10 Anticipated Accomplishments:

This program directly implements the Council Goal of **Economic Development: With emphasis on small business, we diversify the local economy and create quality jobs for our residents.** The Enterprise Zone, Transportation SDC Incentive, revolving loan program, Grants Pass Business Development Program and Small Business Technical Assistance Program allow a number of local incentives to be used to support business expansion and retention efforts. This activity has a specific target of assisting with the expansion or retention of three businesses.

This activity will look for opportunities to partner with Josephine County, SOREDI, State of Oregon or the private sector provide services and training that will allow our local businesses to be more successful. In Fiscal year 08 this will include an energy forum targeting operational and tax savings for local businesses.

This activity is particularly important when the community and the State are experiencing the downturn in economic growth.

FY'10 Performance Measurements:

- Assist in the expansion or retention of three businesses.
- Contact at least three targeted local businesses each month.
- Develop easy to use data base for business recruitment that includes the land and infrastructure inventory of industrial land in the U.G.B.
- Complete the virtual building program for new businesses.

Program: Development – Economic Development Services

Budget Highlights:

The FY'10 budget reflects revenues generated from the City's Transient Room Tax and General Fund revenue support. In terms of expenditures, the FY 10 budget maintains the service level that has been provided to our business community with a small reduction in the professional services for technical evaluation.

FY'09 Activity Review:

The one position in the Economic Development Services Activity was an active partner within our region. It works closely with Chamber of Commerce, SOREDI, Job Council and the Small Business Development Center. In addition, the job was restructured to focus on working directly with local and potentially local businesses.

In FY'09, the City was a full partner in the Business Retention and Expansion survey.

FY'09 Performance Indicators:

- Assist in the expansion or retention of three businesses. **Goal#II Target met.**
- Contact at least three targeted local businesses each month. **Goal#II Target met.**
- In partnership with other agencies or businesses, provide two opportunities for business training. **Goal#II Target met.**
- Begin the development of a new tax increment financing plan. **Goal#VI Target not met as plan was withdrawn.**

Program: Development – Economic Development Services

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
GP Redevelopment Agency	825	0	200	0	0	0
Transfer from Room Tax	118,798	118,875	119,125	111,854	111,854	111,854
Transfer from Industrial Loans	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total Current Resources	124,623	123,875	124,325	116,854	116,854	116,854
General Support	<u>(43,746)</u>	<u>11,016</u>	<u>47,149</u>	<u>44,507</u>	<u>14,507</u>	<u>14,507</u>
Total Resources	<u>80,877</u>	<u>134,891</u>	<u>171,474</u>	<u>161,361</u>	<u>131,361</u>	<u>131,361</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	30,392	69,383	84,502	90,136	90,136	90,136
Materials & Supplies	359	1,048	1,300	200	200	200
Contractual/Prof Services	39,033	39,655	62,428	49,788	19,788	19,788
Direct Charges	3,740	12,542	7,214	4,888	4,888	4,888
Indirect Charges	<u>7,353</u>	<u>12,263</u>	<u>16,030</u>	<u>16,349</u>	<u>16,349</u>	<u>16,349</u>
Total Expenses	<u>80,877</u>	<u>134,891</u>	<u>171,474</u>	<u>161,361</u>	<u>131,361</u>	<u>131,361</u>

Program: Development – Economic Development Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Economic Development Project Specialist	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Positions	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

Program: Development – Downtown Development Services

Services Delivered:

Grants Pass has a viable and healthy downtown. This activity is responsible for maintaining an economically vibrant, clean, safe, and aesthetically pleasing downtown environment through three major services: Support for a Main Street Program, Maintenance of Public Infrastructure, and Parking Regulation and Enforcement.

Beginning in October, 2009, the City contracted with Recreation NW to provide the Downtown Liaison and Visitor Services program. Staff members of the Recreation Program and the Downtown Liaison and Visitor Services Program are located in the downtown welcome center building.

The program is responsible for capital improvements, contracts, maintenance and enhancement of the downtown infrastructure, landscape maintenance, parking lot maintenance, signage, lampposts, benches and trash containers. Downtown contracts include refuse removal, sidewalk sweeping and maintenance, landscaping and street tree care, and ongoing responses to damage or problems with public amenities.

The final major element of the downtown program is parking. This program is responsible for the parking enforcement personnel and the leasing and oversight of all long-term parking.

FY'10 Anticipated Accomplishments:

Enhancement of the downtown physical environment is an ongoing project. We will work with Recreation NW and the Towne Center Association to ensure prompt communication on maintenance and service issues. The flower basket program will be maintained at the current level. Information will be provided to groups and individuals planning events in the downtown in regards to the City's new event application process. This will assist with coordination and communication between the City, merchants and event planners.

FY'10 Performance Measurements:

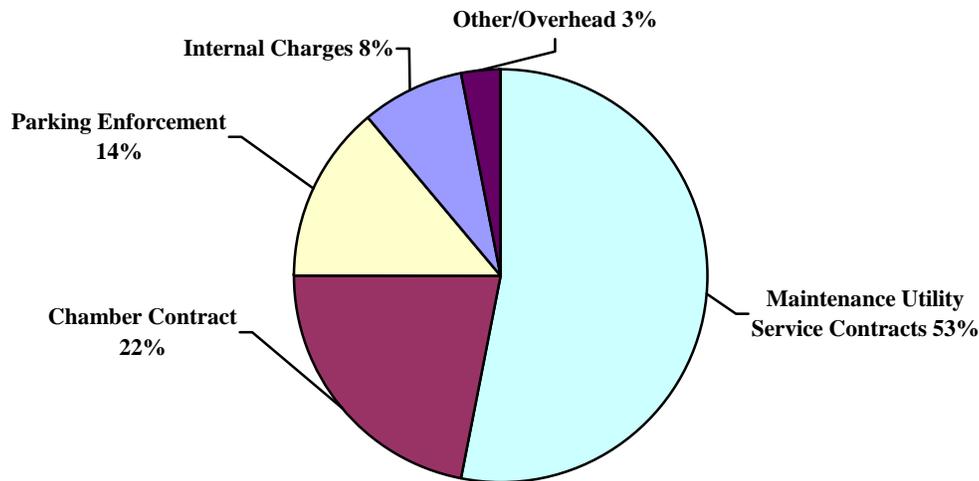
- Landscaping, street lighting, street furniture and other public amenities in the downtown area will be maintained and repaired within 5 working days when damage is reported.
- Parking enforcement methods will be monitored with the goal being a viable balance between merchant and customer satisfaction.
- Communication methods with business owners will be evaluated for effectiveness.
- Cleanup improvements, such as power washing sidewalks, gum busting, etc. will be coordinated to enhance the downtown.
- Downtown forums will be planned as needed by Recreation NW to allow proactive discussions of issues with merchants.

Budget Highlights:

The FY'10 budget revenues include transient room tax, general fund and funds collected from parking fines. The Transient Room Tax provides the budget's primary financial resource.

Program: Development – Downtown Development Services

Expenditures By Major Function



Actual Expenditures FY'08

FY '09 Activity Review:

The Downtown Liaison and Visitor Services contract was awarded to Recreation NW. With the change of contractors near the holiday season, City Staff stepped in to ensure the key lighting elements were installed. The Downtown Liaison staff put together a successful parade and coordinated other festive events with the Towne Center Association and Evergreen Bank. Evergreen sponsored, Summer season programs continued to be successful, along with Art Along the Rogue and other promotions. Additional historic lighting on H Street between 5th and 6th Streets was installed. Additionally, cleanup improvements, such as power washing sidewalks, gum busting, enhanced the downtown public areas. Parking management continued to be a challenge, attempting to strike a balance between business desires, fair and consistent enforcement and collections.

FY '09 Performance Indicators:

- Landscaping, street lighting, street furniture and other public amenities in the downtown area will be maintained and repaired within 5 working days of notice of damage. **Goal#II Target Met.**
- Parking enforcement methods will be monitored with the goal being a viable balance between merchant and customer satisfaction. **Goal#II Target Met.**
- Communication methods with business owners will be evaluated for effectiveness. **Goal#VI Target Met (survey).**
- Cleanup improvements, such as power washing sidewalks, gum busting, etc. will be coordinated to enhance the downtown. **Goal#II Target Met.**

Program: Development – Downtown Development Services

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Current Resources						
Activity Generated						
Parking Lot Permits	7,320	7,160	7,000	7,000	7,000	7,000
Reserved Parking Permits	1,200	1,300	1,200	1,200	1,200	1,200
Parking Violations	7,210	10,003	6,500	10,000	10,000	10,000
Other Revenue	913	1,153	900	1,200	1,200	1,200
Transfer from Room Tax Fund	<u>118,798</u>	<u>118,875</u>	<u>119,125</u>	<u>111,854</u>	<u>111,854</u>	<u>111,854</u>
Total Current Resources	135,441	138,491	134,725	131,254	131,254	131,254
General Support	<u>83,089</u>	<u>148,992</u>	<u>189,987</u>	<u>158,460</u>	<u>158,460</u>	<u>158,460</u>
Total Resources	<u>218,530</u>	<u>287,483</u>	<u>324,712</u>	<u>289,714</u>	<u>289,714</u>	<u>289,714</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	48,911	88,153	94,179	97,857	97,857	97,857
Materials & Supplies	17,402	15,088	18,075	14,325	14,325	14,325
Contractual/Prof Services	124,751	146,181	168,416	140,473	140,473	140,473
Direct Charges	7,600	7,600	6,323	9,722	9,722	9,722
Capital Outlay	0	4,365	8,200	1,000	1,000	1,000
Indirect Charges	<u>19,866</u>	<u>26,096</u>	<u>29,519</u>	<u>26,337</u>	<u>26,337</u>	<u>26,337</u>
Total Expenses	<u>218,530</u>	<u>287,483</u>	<u>324,712</u>	<u>289,714</u>	<u>289,714</u>	<u>289,714</u>

Program: Development – Downtown Development Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Community Service Officer						
From: Public Safety Field	0.50	0.50	0.50	0.50	0.50	0.50
From: Public Safety Field	0.50	0.50	0.50	0.50	0.50	0.50
Tourism/Downtown Coordinator						
From Tourism	0.00	0.25	0.25	0.25	0.25	0.25
Property Management Coordinator						
From: Property Management	0.00	0.15	0.15	0.15	0.15	0.15
Parks and Comm. Service Director						
From: Property Management	<u>0.00</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Total Positions	<u>1.00</u>	<u>1.45</u>	<u>1.45</u>	<u>1.45</u>	<u>1.45</u>	<u>1.45</u>
Part Time/Seasonal Hours	<u>0</u>	<u>210</u>	<u>210</u>	<u>0*</u>	<u>0*</u>	<u>0*</u>

*210 hours of part time help have not been funded for FY10.

Capital Outlay/By Item:

Streetscape	8,200	1,000	1,000	1,000
Total Capital Outlay	<u>8,200</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>

Program: Development – Tourism Promotion Services

Services Delivered:

This activity is responsible for marketing the Grants Pass area and providing tourism and visitor services. It includes outreach advertising, event promotion, industry training and attraction development. The visitor services effort seeks to increase the economic impact of the tourism industry. Staff carries out most program functions. The Visitor Center is staffed both by the City's tourism marketing staff and the Chamber of Commerce. By contract, the Chamber directly provides telephone, fulfillment, and greeting support to our outreach program. This program provides internal services to community residents and businesses and external/outreach marketing to potential Grants Pass visitors. Internal marketing includes industry training, familiarization tours, public relations and improved informational materials.

FY'10 Anticipated Accomplishments:

We continue to emphasize development of "shoulder seasons" to include convention marketing and key promotions, such as Amazing May, the annual Art Along the Rogue Art and Music Festival planned for October. The contract with the Chamber of Commerce was renewed in 2009 and continues to emphasize the overall goal of providing quality visitor services through annual Hospitality Training, quarterly volunteer meetings and monthly meetings with their staff. Efforts will continue to make the most of marketing opportunities through Southern Oregon Visitors Association (SOVA) and Travel Oregon via each of their cooperative advertising programs. Local event sponsorship and advertising opportunities remain a strategy of the program, based on available funding. Resources continue to gradually shift towards increasing the level of website marketing. Social networking (twitter, Facebook, YouTube, etc) will continue to increase. Web design will continue to be maintained and updated as a primary marketing tool for the tourism program.

FY'10 Performance Measurements:

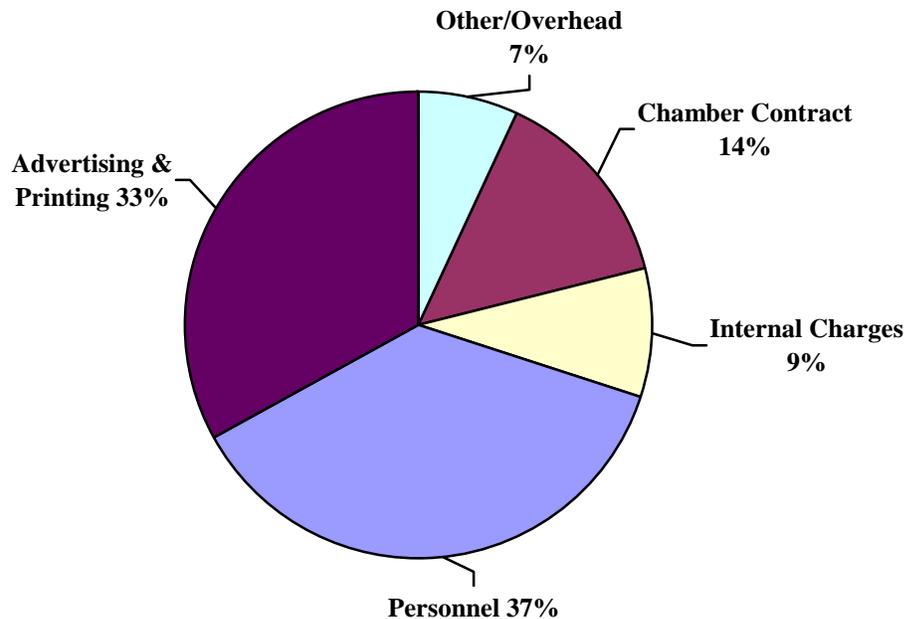
- The tourism program will receive positive satisfaction ratings from at least 80% of local lodging providers.
- The length and frequency of website visitation will increase by 3% annually.

Budget Highlights:

The structure of the FY' 10 budget is little changed from previous budgets; however the overall projected budget was reduced by 6% due to tourism industry forecasts. This program is revenue driven; the program's expenses are set based on the anticipated room tax collections and independent revenue generated in any given fiscal year.

Program: Development – Tourism Promotion Services

Budget Allocations



Actual Expenditures FY'08

FY'09 Activity Review:

Art Along the Rogue, our fall “shoulder” season event, was successful in spite of a showery day on Saturday. The enthusiasm and spirit of both the artists and attendees was very encouraging. Several brochures and rack cards continued to be updated and produced to encourage additional activities for all seasons and encouraged longer stays such as ‘Area Sights.’ All brochures are available in a PDF format on the website to provide another communication avenue. Extensive time and thought is spent on the tourism website (www.visitgrantspass.org) to keep it up to date, fresh and interesting through the creation of new pages which highlight activities and local events; the outcome has been very positive. To increase our sales efforts and media exposure, the bureau renewed the contract with Southern Oregon Marketing Consultants for an additional year. Staff is the liaison to the Grants Pass Arts Advisory Committee which keeps the office up to date on arts related activities.

FY'09 Performance Indicators:

- The tourism program will receive positive satisfaction ratings from at least 80% of local lodging providers. **Goal#VI Target met.**
- Room tax revenues will increase by 2% per year. **Goal#II Target not met.**
- Increase website visits by 3% per year. **Goal#II Target met.**

Program: Development – Tourism Promotion Services

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
Sales	3,681	2,296	1,500	2,500	2,500	2,500
Transfer from Room Tax	305,394	305,679	306,235	287,623	287,623	287,623
Other Revenue	<u>1,334</u>	<u>1,221</u>	<u>800</u>	<u>800</u>	<u>800</u>	<u>800</u>
Total Current Resources	310,409	309,196	308,535	290,923	290,923	290,923
General Support	<u>(8,551)</u>	<u>8,549</u>	<u>0</u>	<u>(94)</u>	<u>(94)</u>	<u>(94)</u>
Total Resources	<u>301,858</u>	<u>317,745</u>	<u>308,535</u>	<u>290,829</u>	<u>290,829</u>	<u>290,829</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	113,808	116,091	124,581	131,911	131,911	131,911
Materials & Supplies	4,244	4,776	5,700	5,200	5,200	5,200
Contractual/Prof Services	156,364	167,444	147,781	127,279	127,279	127,279
Direct Charges	0	0	424	0	0	0
Capital Outlay	0	1,308	2,000	0	0	0
Indirect Charges	<u>27,442</u>	<u>28,126</u>	<u>28,049</u>	<u>26,439</u>	<u>26,439</u>	<u>26,439</u>
Total Expenses	<u>301,858</u>	<u>317,745</u>	<u>308,535</u>	<u>290,829</u>	<u>290,829</u>	<u>290,829</u>

Program: Development – Tourism Promotion Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Tourism/Downtown Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	2.00	2.00	2.00	2.00	2.00	2.00
Parks and Comm. Service Director						
From: Property Management	0.00	0.05	0.05	0.05	0.05	0.05
Office Assistant II						
From: Property Management	0.00	0.05	0.05	0.05	0.05	0.05
Tourism/Downtown Coordinator						
To: Downtown	<u>0.00</u>	<u>(0.25)</u>	<u>(0.25)</u>	<u>(0.25)</u>	<u>(0.25)</u>	<u>(0.25)</u>
Subtotal	0.00	(.15)	(.15)	(.15)	(.15)	(.15)
Total Positions	<u>2.00</u>	<u>1.85</u>	<u>1.85</u>	<u>1.85</u>	<u>1.85</u>	<u>1.85</u>

Capital Outlay/By Item:

Computer Equipment	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

WHERE THE ROGUE RIVER RUNS



© City of Grants Pass

TRANSPORTATION

ACTIVITIES

***Street and Drainage Maintenance**

***Customer Service**

***General Program Operations**

***Capital Construction**

DESCRIPTION

Funding for transportation related activities is derived from three sources: the state gas tax, a monthly street utility fee, and a system development charge for new construction. This fund provides for street resurfacing and other major street maintenance, safety improvements such as sidewalks, bike lanes and traffic signs, and major street construction and overlays. Routine street and drainage maintenance are also included in the transportation program.

	ACTUAL FY'07	ACTUAL FY'08	BUDGET FY'09	MANAGER RECOMMEND FY'10	COMMITTEE APPROVED FY'10	COUNCIL ADOPTED FY'10
	\$	\$	\$	\$	\$	\$
Program Generated Resources	10,987,495	13,664,413	13,674,837	13,246,333	13,246,333	13,246,333
Total Resources	<u>10,987,495</u>	<u>13,664,413</u>	<u>13,674,837</u>	<u>13,246,333</u>	<u>13,246,333</u>	<u>13,246,333</u>
Requirements						
Street & Drainage Maintenance	943,540	954,132	1,211,060	1,189,817	1,189,817	1,189,817
Customer Services	35,902	58,335	106,064	111,066	111,066	111,066
General Program Operations	1,323,878	1,445,845	987,528	1,191,262	1,191,262	1,191,262
Capital Construction	<u>8,684,175</u>	<u>11,206,101</u>	<u>11,370,185</u>	<u>10,754,188</u>	<u>10,754,188</u>	<u>10,754,188</u>
Total Requirements	<u>10,987,495</u>	<u>13,664,413</u>	<u>13,674,837</u>	<u>13,246,333</u>	<u>13,246,333</u>	<u>13,246,333</u>

Program: Transportation/Street Utility

Mission Statement:

The Transportation Program's mission is to provide safe, well-maintained street, bike, pedestrian and drainage systems through a systematic and cost-effective maintenance program.

Services Delivered:

Funding is derived from two sources: a monthly street utility fee and state gas tax. This fund provides resources to:

- Repave streets and conduct other major street maintenance.
- Install safety improvements such as sidewalks, bike lanes and traffic signs.
- Address bottleneck capacity issues.
- Build connecting streets near new developments.

Funding provides a major infusion into re-construction and overlaying (repaving) of existing streets.

The Street and Drainage Maintenance Division is included in this program. It is through this activity that the mission of the transportation program is accomplished. This Division also provides right-of-way vegetation management for safety, community aesthetics and drainage.

The "Customer Service and General Operations Activities" are support functions of the Street Utility.

Program: Transportation/Street Utility

Program Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>117,322</u>	<u>140,976</u>	<u>38,650</u>	<u>327,515</u>	<u>327,515</u>	<u>327,515</u>
Current Resources						
Activity Generated						
Gas Tax Allocation	1,369,267	1,361,919	1,388,630	1,336,890	1,336,890	1,336,890
Interest	13,121	10,206	5,000	3,500	3,500	3,500
Permit Fees	30,502	17,465	20,000	15,000	15,000	15,000
Revenue from Other Agencies	9,898	80,370	80,340	80,340	80,340	80,340
Transportation Fees	746,475	765,585	767,032	726,200	726,200	726,200
Other Revenue	16,735	81,791	5,000	2,700	2,700	2,700
Capital Construction	<u>8,684,175</u>	<u>11,206,101</u>	<u>11,370,185</u>	<u>10,754,188</u>	<u>10,754,188</u>	<u>10,754,188</u>
Total Current Resources	<u>10,870,173</u>	<u>13,523,437</u>	<u>13,636,187</u>	<u>12,918,818</u>	<u>12,918,818</u>	<u>12,918,818</u>
Total Resources	<u>10,987,495</u>	<u>13,664,413</u>	<u>13,674,837</u>	<u>13,246,333</u>	<u>13,246,333</u>	<u>13,246,333</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Streets and Drainage Maintenance	943,540	954,132	1,206,060	1,189,817	1,189,817	1,189,817
Customer Services	35,902	58,335	106,064	111,066	111,066	111,066
General Operations	268,990	286,652	267,355	282,086	282,086	282,086
Capital Construction	8,684,175	11,206,101	11,370,185	10,754,188	10,754,188	10,754,188
Contingencies	0	0	65,392	106,912	106,912	106,912
Indirect Charges	124,843	129,450	158,375	160,319	160,319	160,319
Transfers Out	789,069	831,096	501,406	483,065	483,065	483,065
Ending Balance	140,976	198,647	0	157,052	157,052	157,052
Debt Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,828</u>	<u>1,828</u>	<u>1,828</u>
Total Expenses	<u>10,987,495</u>	<u>13,664,413</u>	<u>13,674,837</u>	<u>13,246,333</u>	<u>13,246,333</u>	<u>13,246,333</u>

Program: Transportation/Street Utility – Street and Drainage Maintenance

Services Delivered:

The Street and Drainage Maintenance Division activity maintains systems related to vehicle, bicycle and pedestrian traffic. This activity is also responsible for the repair and maintenance of surface and subsurface drainage systems within the city. Maintenance functions include: road surface repairs, sign fabrication and installation, curb and gutter repair, storm drain installation and repair, sidewalk repair, street sweeping and vegetation control along City rights-of-way.

FY'10 Anticipated Accomplishments:

The Street Division will continue major street maintenance preparation and repairs, including crack sealing, digout and repair of failed pavement and continue its role in inspections of utility cuts in existing streets. The Street Division will continue to maintain and improve signage, drainage and sidewalk systems and continue its role in erosion and sedimentation inspections. Sweeping will continue to be provided by contract. Specifically the overlay and reconstruction program will continue, 120 signs will be repaired or replaced, crack sealing will be completed on a minimum of 25 street segments and repairs of failed street sub-grade and surface will be completed on 20 segments.

FY'10 Performance Measurements:

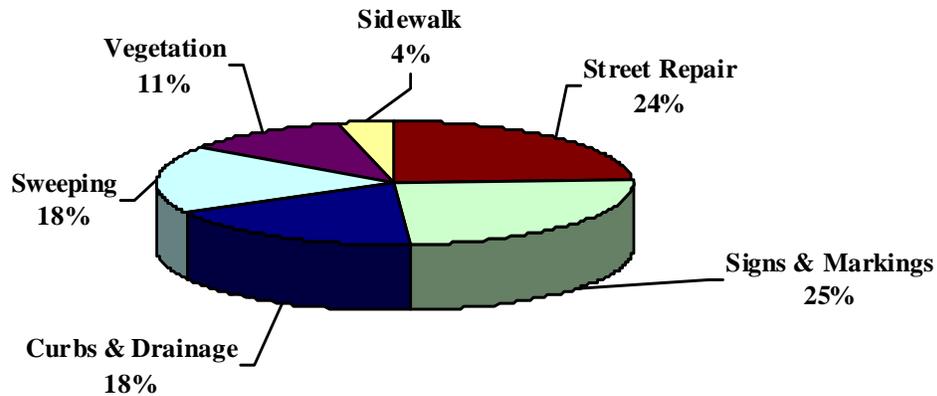
- **Digouts and Skin Patching**
 - Repairs of failed street sub-grade and surface will be completed on 20 segments.
Effectiveness target ■ 90%.
 - Twenty-two square feet of asphalt repairs will be completed per man-hour.
Efficiency target ■ 75%.
 - Repairs of asphalt will meet City standards one year after completion.
Effectiveness target ■ 95%.
- **Crack Sealing**
 - Twenty-five segments of crack sealing will be completed.
Effectiveness target ■ 80%.
 - Forty linear feet of roadway will be sealed per man-hour.
Efficiency target ■ 80%.
- **Crosswalks and Signs**
 - Repaint all the school crosswalks before first day of school yearly.
Efficiency target ■ 100%.
 - Inspect 20% of signs yearly to maintain readability and reflectivity.
Efficiency target ■ 90%.

Budget Highlights:

The FY'10 budget includes \$22,100 for contracted street repairs and \$38,500 for curb, gutter and other drainage repairs and improvements. The budget includes \$16,750 for sign fabrication, \$8,000 for ramp installation, \$25,200 for traffic painting and markings, \$15,000 for alley maintenance and \$127,720 for street sweeping.

Program: Transportation/Street Utility – Street and Drainage Maintenance

Street and Drainage Activities



Actual Expenditures FY'09

FY'09 Activity Review:

Digouts and skin patches were completed on 18 street segments to date. Crack sealing was completed on 41 segments, chip sealing was completed on four alleys and five new pedestrian access ramps were installed. Several drainage issues were addressed, including a new curb inlet at 7th and Voorhies, installation of 430' of new drain line and two inlets on Donna Dr., a new valley gutter at Prospect and Midland and replacement of multiple sections of damaged curb and gutter. Installed pavement markings and striping on many streets throughout the City. Also continued field investigations of storm drain lines and manholes to upgrade the existing drain maps. Installed 108 new street signs and 370 were repaired, replaced or cleaned. Continued enforcement of street cuts standards within the right-of way continues to improve the quality of repairs.

FY'09 Performance Indicators:

- Digouts and Skin Patching.
 - Repair of failed street sub grade and surface completed on 20 segments. **Goal#I Target exceeded.** Repairs were completed on 25 segments.
 - Twenty-two square feet of asphalt repairs were completed per man-hour. Efficiency target ■ 75%. **Goal#I Target met.** Average square feet repaired per man-hour was 25.18. Efficiency target of 22 square feet per hour was met 82% of the time.
 - Repairs of asphalt will meet City standards one year after completion. Effectiveness target ■ 95%. **Goal#I Target exceeded.** Effectiveness ■ 100%.
- Crack sealing.
 - Twenty-five segments of crack sealing will be completed. **Goal#I Target exceeded.** Crack sealing was completed on 41 segments.
 - Forty linear feet of roadway will be sealed per man-hour. Effectiveness target ■ 80%. **Goal#I Target met.** Average linear feet sealed per man-hour for the year was 50.62. Effectiveness ■ 80%.
- Crosswalks and Signs.
 - Repaint all school crosswalks before first day of school yearly. Efficiency target ■ 100%. **Goal#I Target met.**
 - Inspect 20% of signs yearly to maintain readability and reflectivity. Efficiency target ■ 100%. **Goal#I Target met.**

Program: Transportation/Street Utility – Street and Drainage Maintenance

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	492,691	487,165	639,886	635,527	635,527	635,527
Materials & Supplies	50,088	51,373	58,797	58,982	58,982	58,982
Contractual/Prof Services	388,904	415,631	488,911	490,848	490,848	490,848
Direct Charges	0	0	2,000	2,000	2,000	2,000
Capital Outlay	11,857	(37)	16,466	2,460	2,460	2,460
Transfers Out	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>943,540</u>	<u>954,132</u>	<u>1,211,060</u>	<u>1,189,817</u>	<u>1,189,817</u>	<u>1,189,817</u>

Program: Transportation/Street Utility – Street and Drainage Maintenance

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Street Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Services Worker	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Subtotal	6.00	6.00	7.00	7.00	7.00	7.00
Public Works Director						
From: Water Treatment Services	0.00	0.06	0.23	0.23	0.23	0.23
Parks and Comm. Service Director						
From: Property Mgmt	0.35	0.00	0.00	0.00	0.00	0.00
Property Management Coordinator						
From: Property Mgmt	0.10	0.00	0.10	0.10	0.10	0.10
Admin. Support Specialist						
From: Garage	0.15	0.00	0.00	0.00	0.00	0.00
Office Assistant II						
From: Property Mgmt	0.10	0.00	0.00	0.00	0.00	0.00
Office Assistant I						
From: Water Treatment Services	0.00	0.20	0.23	0.23	0.23	0.23
Urban Forester						
From: Parks	<u>0.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50*</u>	<u>0.50*</u>	<u>0.50*</u>
Subtotal	0.70	0.76	1.06	1.06	1.06	1.06
Total Positions	<u>6.70</u>	<u>6.76</u>	<u>8.06</u>	<u>8.06</u>	<u>8.06</u>	<u>8.06</u>
Total Un-Funded Positions	0.00	0.00	0.00	(0.50)	(0.50)	(0.50)
Total Funded Positions	<u>6.70</u>	<u>6.76</u>	<u>8.06</u>	<u>7.56</u>	<u>7.56</u>	<u>7.56</u>
Part Time/Seasonal Hours	<u>6,520</u>	<u>6,336</u>	<u>3,168</u>	<u>3,168</u>	<u>3,168</u>	<u>3,168</u>

* These position(s) have not been funded for FY10: Urban Forester (0.5)

Capital Outlay/By Item:

Computers/Office Equipment	4,466	460	460	460
Upgrade Signal Heads – 4 th & E	12,000	0	0	0
Arrow Board for Vehicle	0	2,000	2,000	2,000
Paint Sprayer	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay		<u>16,466</u>	<u>2,460</u>	<u>2,460</u>

Program: Transportation/Street Utility – Customer Services

Services Delivered:

This activity includes the billing and collection services provided by the Administrative Services Department.

FY'10 Anticipated Accomplishments:

The Street Utility Fee will be billed to an estimated 11,850 customers monthly. Records will be maintained, including the discontinuation and re-connection of municipal utility service, prompting a similar change in the Street Utility Fee.

FY'10 Performance Measurements:

- Billings of the Street Utility Fee for newly established utility service accounts and for newly signed Service and Annexation Agreements will begin within 30 days of service 100% of the time.
- All payments will be processed and updated daily.

Budget Highlights:

In addition to the maintenance of accounts, billing, and collection for this major transportation revenue source, the pro-rate share of paper stock and postage expenses have been reallocated between all utilities based upon number of accounts.

FY'09 Activity Review:

Annual audit on street utility customers was conducted.

FY'09 Performance Indicators:

- Billings of the Street Utility Fee for newly established utility service accounts will begin within 30 days of services 100% of the time. **Goal#VI Target met.**
- All payments will be processed and updated daily. **Goal#VI Target met.**

Program: Transportation/Street Utility – Customer Services

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	9,101	11,381	35,790	37,278	37,278	37,278
Direct Charges	<u>26,801</u>	<u>46,954</u>	<u>70,274</u>	<u>73,788</u>	<u>73,788</u>	<u>73,788</u>
Total Expenses	<u>35,902</u>	<u>58,335</u>	<u>106,064</u>	<u>111,066</u>	<u>111,066</u>	<u>111,066</u>

Program: Transportation – General Program Operations

Services Delivered:

This activity accounts for expense that is not directly allocated to any single street activity. The contingency is appropriated in this activity, along with transfers to capital projects, payment of administrative costs for the fund, and ending fund balances.

FY'10 Anticipated Accomplishments:

The contingency funds available in General Program Operations are utilized only with direct City Council authorization. The ending fund balance appropriation may not be altered during the fiscal year. The appropriations for projects are transferred to the capital projects funds as soon as they are available.

Program: Transportation – General Programs Operations

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	1,497	1,640	1,700	1,700	1,700	1,700
Direct Charges	267,493	285,012	265,655	280,386	280,386	280,386
Contingencies	0	0	65,392	106,912	106,912	106,912
Indirect Charges	124,843	129,450	158,375	160,319	160,319	160,319
Transfers Out	789,069	831,096	496,406	483,065	483,065	483,065
Debt service	0	0	0	1,828	1,828	1,828
Ending Balance	<u>140,976</u>	<u>198,647</u>	<u>0</u>	<u>157,052</u>	<u>157,052</u>	<u>157,052</u>
Total Expenses	<u>1,323,878</u>	<u>1,445,845</u>	<u>987,528</u>	<u>1,191,262</u>	<u>1,191,262</u>	<u>1,191,262</u>

Program: Transportation – Transportation Capital Construction

Basic Functions

This activity accounts for new street and sidewalk construction and major maintenance such as street overlays and seals.

Activity Highlights

The Transportation Capital Program includes several projects identified in the Council work plan:

- Widen Darneille Lane.
- Widen West Park Street.
- Develop plan to improve failing intersections.
- Install historic lights downtown.
- Update Master Transportation Plan.

Traditionally this activity has continued a sidewalk infill program and the street overlay program. It will also include projects to upgrade existing roads or construct new roadways.

Budget Highlights

Funding sources for this activity include funds from gas taxes, monthly street utility fees, transportation system development charges, the Grants Pass Redevelopment Agency, the State, Josephine County and grants.

A list of projects for FY'07, FY'08, FY'09 & FY'10 is shown on the following page.

The History through FY'07 column shows project costs through June 30, 2007. The FY'07 and FY'08 Actual columns show actual expenditures for the fiscal years July 1, 2006 through June 30, 2008. The Budget FY'09 and Adopted FY'10 columns reflect the total amount of resources available or expected to be available to the project during the respective fiscal years.

Program: Transportation – Transportation Capital Construction

FY'07, FY'08, FY'09 & FY'10 PROJECTS

		Expense Actual FY'07	Expense Through FY'07	Expense Actual FY'08	Resource Budget FY'09	Resource Adopted FY'10
TR1050	Miscellaneous Storm Drain Projects	0	46,724	138	56,869	78,717
TR4138	Lewis Avenue Realignment	68,072	1,795,770	226,618	45,980	(2,029)
TR4358	Allen Creek Road Improvements	71,711	304,251	35,559	111,102	127,896
TR4359	Redwood Avenue LID (619)	65,768	170,158	1,948,351	60,712	2,261
TR4546	GPID Trail Easements	5,452	9,985	2,070	16,710	8,589
TR4554	Decorative Lights and Climate Sign	1,223	14,816	204,746	70,528	41,747
TR4566	South Y Concept	0	0	127	(84)	0
TR4675	Washington Boulevard Reconstruction	62,133	81,040	733,624	1,110	(483)
TR4676	West Park Widening	27,353	53,038	23,890	1,809,172	1,669,677
TR4707	Harbeck East LID (619)	0	0	0	1,171	23,043
TR4719	Fruitdale Trail	15,941	18,097	4,195	34,964	110,435
TR4723	Riverside "Off Ramp"	0	0	0	50,000	26,373
TR4724	Rogue River Hwy. Pedestrian Improvements	66,944	158,158	1,193,605	465,025	(866)
TR4728	Traffic Calming 2006/2007	3,104	12,291	1,379	34,116	(4)
TR4785	Florer Drive LID (619)	572	572	5,039	75,928	137,395
TR4820	Darneille Lane LID (619)	37,053	50,223	3,617	77,639	869,872
TR4836	L Street Parking Lot	264	264	161	(47)	(73)
TR4837	Signal at Willow Ln & Redwood Ave	30,060	30,060	528,812	(105,000)	(30,347)
TR4839	Safety Zone Sidewalk LID 6 (619)	64	64	3,294	10,129	637
TR4917	W. Harbeck Pedestrian Crossing (613)	0	0	2,206	1,506	691
TR4918	Cloverlawn Multi Purpose Path (613)	0	0	71	25,000	615
TR4919	Bicycle Route Signage (613)	0	0	0	15,615	0
TR4920	Allen Creek Underpass (613)	0	0	0	0	0
TR4921	Landscaping Highway 199	132	5,168	2,943	449,985	902,441
TR4922	Underground Utility lines	0	0	0	0	0
TR4924	Hubbard Lane Widening	0	0	0	480,000	695,019
TR4925	Hubbard Lane Signal	0	0	0	30,000	16,648
TR4927	Fry Street Paving	530	530	834	226,000	(47)
TR4928	Ramsey Pedestrian/Bike Crossing (613)	0	0	5,969	31,230	(398)
TR4929	Overlays & Slurry Seals FY'2008	0	0	56,076	45,000	0
TR4931	Hybrid Vehicles	0	0	0	430	10,000
TR4932	Parks Sidewalks	0	0	0	56,306	7,308
TR4934	Redwood Ave:Dowell to Hubbard	0	0	0	0	914,700
TR5008	Rogue River Highway Phase 2	4,203	4,203	66,723	738,046	200,177
TR5013	Foothill Blvd LID (Sidewalk LID 7) (619)	0	0	3,662	49,000	105,393
TR5014	Midland Ave LID (Sidewalk LID 8) (619)	0	0	3,516	0	17,852
TR5020	Signal at Meridian & Hwy 238	0	0	23,140	550,000	566,922
TR5021	Mill Street Area Traffic Plan	0	0	664	356	578

Continued on next page

Program: Transportation – Transportation Capital Construction

FY'07, FY'08, FY'09 & FY'10 PROJECTS CONTINUED

		Expense Actual FY'07	Expense Through FY'07	Expense Actual FY'08	Resource Budget FY'09	Resource Adopted FY'10
TR5022	Master Transportation Plan Targeted Update	0	0	0	200,000	270,824
TR5023	Redwood Area Safety Priorities	0	0	19,529	0	798
TR5024	Hawthorne Sidewalk LID	58	58	69,582	(3,058)	820
TR5025	Right of Way	1,468	1,468	5,169	0	73,085
TR5051	Transit Shelters	0	0	2,992	125,000	344,054
TR5069	Rogue River Hwy Ph 3	0	0	0	400,000	125,000
TR5083	Traffic Calming 09-10	0	0	0	20,000	67,494
TR5084	Downtown Streetscape	0	0	0	40,000	45,000
TR5085	Sidewalk LID 10	0	0	0	90,000	110,000
TR5086	Sidewalk LID 11	0	0	0	0	0
TR5087	Sidewalk LID 12	0	0	0	0	0
TR5088	Sidewalk LID 13	0	0	0	0	0
TR5089	Overlays 2009-10	0	0	0	275,000	452,103
TR5090	Sign Machine	0	0	0	25,000	0
TR5091	G Street Rail Crossing	0	0	0	50,000	0
TR5092	Dimmick Crossing	0	0	0	0	50,000
TR6009	Overlays	0	0	0	2,000	15,000
TR6025	"F" Street Pedestrian crossing	0	0	0	0	0
TR6028	Bike Lane Striping	0	0	0	0	50,000
TR6029	Oak Street Sidewalks	0	0	0	0	200,000
TR6031	Overlays FY'10/FY'11	0	0	0	0	80,000
TR8412	Sidewalk Infill Program FY'07/08	7,309	7,309	16,355	43,189	0
TR8413	Sidewalk Infill Program FY'09/10	0	0	0	25,000	32,507
TR9700	Miscellaneous Projects - Bike Paths	54,149	597,676	3,209	82,229	91,105
Fund 612	Miscellaneous Projects - General	328,821	14,107,683	12,492	392,892	536,539
Fund 619	Miscellaneous Projects - LID's	214,214	6,173,954	55,647	22,351	23,544
Fund 614	Miscellaneous Projects - SDC's	0	376,006	0	4,066,084	1,685,576
	Total Projects	<u>1,066,598</u>	<u>24,019,566</u>	<u>5,266,004</u>	<u>11,370,185</u>	<u>10,754,188</u>

Program: Transportation – Transportation Capital Construction

Financial Summary

	<u>Actual FY'07</u>	<u>Actual FY'08</u>	<u>Budget FY'09</u>	<u>Manager Recommended FY'10</u>	<u>Committee Approved FY'10</u>	<u>Council Adopted FY'10</u>
Beginning Fund Balance	<u>5,890,536</u>	<u>7,617,577</u>	<u>6,311,965</u>	<u>7,390,123</u>	<u>7,390,123</u>	<u>7,390,123</u>
Resources						
Grant-CMAQ-Federal	0	0	220,000	0	0	0
Grant - LCDDC (state)	0	0	300,000	0	0	0
Grants - Or Economic Dev A	0	0	0	0	0	0
FAU Exchange	0	0	55,000	0	0	0
Grant - ODOT (state)	0	0	610,000	1,285,000	1,285,000	1,285,000
Grant-Regional Strategies	0	0	100,000	0	0	0
Grant - Public Works	0	0	0	0	0	0
Tri Met Local Govt Exch	0	0	0	0	0	0
Grant-Storm Drain Master Plan(SOREDI)	0	0	0	0	0	0
Josephine County	0	0	0	0	0	0
Josephine County, Street Maint	0	0	0	0	0	0
Parkway Redevelopment Agency	124,355	1,362,793	665,000	0	0	0
Transportation SDC Revenue	1,292,541	964,790	1,300,000	900,000	900,000	900,000
Redwood Signal SDC Revenue	32,238	14,483	20,000	10,000	10,000	10,000
Sidewalk Reimb.Program (only in TR8410)	0	0	0	0	0	0
Interest Income	343,435	327,314	13,814	79,000	79,000	79,000
General Fund - Policy & Leg	86,250	295,634	325,000	0	0	0
State Gas Tax from 230-Project Demand	606	3,347	154,196	100,065	100,065	100,065
State Gas Tax TO FUND 613	68,463	68,096	72,210	73,000	73,000	73,000
Street Utility Fee-Project Demand	244,000	319,653	272,000	310,000	310,000	310,000
Special Assessment(Debt Service/Bancr)	11,674	11,503	340,000	470,000	470,000	470,000
Sand Creek Storm Water SDC	205,000	60,000	25,000	0	0	0
Park SDC's in Lands & Bldgs	0	0	10,000	10,000	10,000	10,000
Lands & Buildings(ROOM TAX)	25,000	50,000	25,000	25,000	25,000	25,000
Lands & Buildings(Tree Refund Program)			0	15,000	15,000	15,000
Wastewater Fund	150,000	0	0	0	0	0
Water Fund(General Program Op)	197,000	66,000	536,000	0	0	0
Water Fund(Improve SDC for cap. expand)			0	72,000	72,000	72,000
Equipment Replacement	10,000	0	0	0	0	0
Contributions	0	0	15,000	15,000	15,000	15,000
Contributions/Donations-misc donations	0	260	0	0	0	0
Transportation AFD	0	44,571	0	0	0	0
Developer Agreement(DDA contrib. sidewalks)	0	0	0	0	0	0
Advance Financing Valley View/Laurel Ridge	3,077	0	0	0	0	0
Other	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>2,793,639</u>	<u>3,588,524</u>	<u>5,058,220</u>	<u>3,364,065</u>	<u>3,364,065</u>	<u>3,364,065</u>
Total Resources	<u>8,684,175</u>	<u>11,206,101</u>	<u>11,370,185</u>	<u>10,754,188</u>	<u>10,754,188</u>	<u>10,754,188</u>
Requirements						
Capital Outlay	1,066,598	5,266,004	4,753,664	7,729,308	7,723,308	7,723,308
Transfers Out	0	0	0	0	0	0
Ending Fund Balance	<u>7,617,577</u>	<u>5,940,097</u>	<u>6,616,521</u>	<u>3,024,880</u>	<u>3,030,880</u>	<u>3,030,880</u>
Total Requirements	<u>8,684,175</u>	<u>11,206,101</u>	<u>11,370,185</u>	<u>10,754,188</u>	<u>10,754,188</u>	<u>10,754,188</u>

WHERE THE ROGUE RIVER RUNS



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STORM WATER AND OPEN SPACE

ACTIVITIES

*Storm Water Maintenance

*Customer Service

*General Program Operations

*Capital Construction

DESCRIPTION

This has been proposed to be a new utility program for the City. Storm drain maintenance had been combined with the Street maintenance in past years. Funding has been inadequate to actively address increased flooding and drainage problems. A previous City Council had resolved to implement a Stormwater Utility including a new Master Plan and funding resources. Funds for this activity were to be derived from a monthly utility fee, and a system development charge for new construction. Collection of monthly fees and SDC's will only occur after formal adoption of the utility.

	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Program Generated Resources	812,907	630,988	615,643	516,486	516,486	516,486
Total Resources	<u>812,907</u>	<u>630,988</u>	<u>615,643</u>	<u>516,486</u>	<u>516,486</u>	<u>516,486</u>
Requirements						
Storm Water Maintenance	0	18,328	0	0	0	0
Customer Services	14,038	39,760	0	0	0	0
General Program Operations	40,962	(35,137)	0	10,563	10,563	10,563
Capital Construction	<u>757,907</u>	<u>608,037</u>	<u>615,643</u>	<u>505,923</u>	<u>505,923</u>	<u>505,923</u>
Total Requirements	<u>812,907</u>	<u>630,988</u>	<u>615,643</u>	<u>516,486</u>	<u>516,486</u>	<u>516,486</u>

Program: Utilities/Storm Water Program

Mission Statement:

The Storm water Program's mission is to provide a safe, well-maintained drainage system through a systematic and cost-effective maintenance and capital program.

Services Delivered:

Funding will be derived from two sources: a monthly utility fee and a system development charge. This fund will provide resources to: actively maintain the existing storm water collection system, correct existing deficiencies in the system and provide for new system capacity needed for future development.

Funding in the past has been able to provide little more than responding to immediate problem areas and emergency flooding situations. Funding for the new utility will provide for a proactive program of cleaning and maintenance of the existing system as well as correcting existing bottle necks and deficiencies plus install system improvements necessary for future growth.

Program: Utilities/Storm Water Program

Program Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>0</u>	<u>22,951</u>	<u>0</u>	<u>10,563</u>	<u>10,563</u>	<u>10,563</u>
Current Resources						
Activity Generated						
Other Revenue	55,000	0	0	0	0	0
Capital Construction	<u>757,907</u>	<u>608,037</u>	<u>615,643</u>	<u>505,923</u>	<u>505,923</u>	<u>505,923</u>
Total Current Resources	<u>812,907</u>	<u>608,037</u>	<u>615,643</u>	<u>505,923</u>	<u>505,923</u>	<u>505,923</u>
Total Resources	<u>812,907</u>	<u>630,988</u>	<u>615,643</u>	<u>516,486</u>	<u>516,486</u>	<u>516,486</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Storm Water Maintenance	0	18,328	0	0	0	0
Customer Services	14,038	39,760	0	0	0	0
General Operations	17,776	30,105	0	0	0	0
Capital Construction	<u>757,907</u>	<u>608,037</u>	<u>615,643</u>	<u>505,923</u>	<u>505,923</u>	<u>505,923</u>
Indirect Charges	0	12,936	0	0	0	0
Debt Service	235	2,464	0	0	0	0
Ending Balance	<u>22,951</u>	<u>(80,642)</u>	<u>0</u>	<u>10,563</u>	<u>10,563</u>	<u>10,563</u>
Total Expenses	<u>812,907</u>	<u>630,988</u>	<u>615,643</u>	<u>516,486</u>	<u>516,486</u>	<u>516,486</u>

Program: Utilities/Storm Water – Maintenance Services

Services Delivered:

The Storm Water Maintenance activity maintains systems related to the collection, conveyance and water quality issues related to storm water runoff. Maintenance functions include: repairs, vegetation control, operation of water quality structures, inlets, catch basins, manholes and underground piping systems.

FY'10 Anticipated Accomplishments:

The Storm Water Division will continue the immediate maintenance and repair work as previously provided through the Transportation/Street Utility – Street and Drain Maintenance Program for FY'10. Staff and program expansions will occur following the adoption of the formal storm water utility.

FY'10 Performance Measurements:

- Respond to immediate maintenance needs throughout the storm drainage system as quickly as possible. Return phone messages or respond to written requests for service within 24 hours. This may not mean needed repair/maintenance work is complete in that time frame, but that parties have been notified of their request and it will be evaluated.
- Review and clean catch basins with historic drainage problems before the rainy season starts at the end of October.
- Record the locations and recommend repairs/improvements to correct the drainage problems identified in #2 above.

Budget Highlights:

The Storm Water Maintenance budget will not show direct expenses until the two year budget cycle following formal adoption of the storm water utility.

Program: Utilities/Storm Water – Maintenance Services

FY'09 Activity Review:

This will be a new program budget following adoption of the storm water utility. FY'09 storm drainage activities have been provided in the Transportation/Street Operating budget.

FY'09 Performance Indicators:

- Respond to immediate maintenance needs throughout the storm drainage system as quickly as possible. Return phone messages or respond to written requests for service within 24 hours. This may not mean needed repair/maintenance work is complete in that time frame, but that parties have been notified of their request and it will be evaluated. **Goal #IV Target met through the Transportation/Street Utility – Street and Drain Maintenance.**
- Review and clean catch basins with historic drainage problems before the rainy season starts at the end of October. **Goal #IV Target met through the Transportation/Street Utility – Street and Drain Maintenance.**
- Record the locations and recommend repairs/improvements to correct the drainage problems identified above. **Goal #IV Target met through the Transportation/Street Utility – Street and Drain Maintenance.**

Program: Utilities/Storm Water – Maintenance Services

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	0	18,311	0	0	0	0
Materials & Supplies	0	13	0	0	0	0
Contractual/Prof Services	<u>0</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>0</u>	<u>18,328</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Utilities/Storm Water – Maintenance Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Parks & Community Svc's Director						
From: Property Management	<u>0.00</u>	<u>0.15</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Positions	<u>0.00</u>	<u>0.15</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Part Time/Seasonal Hours	<u>0</u>	<u>1,768</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Utilities/Storm Water – Customer Services

Services Delivered:

This activity includes the billing and collection services provided by the Administrative Services Department.

FY'10 Anticipated Accomplishments:

The Stormwater Utility is not expected to be established this Fiscal Year by action of the City Council. Implementation would require Administrative Services to create a new billing and collection system for customers of this Utility.

Budget Highlights:

There will be significant “Start up” costs to provide this service which may exceed the “normal” costs to run and maintain financial support for this program in the future.

Program: Utilities/Storm Water – Customer Service

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Direct Charges	<u>14,038</u>	<u>39,760</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>14,038</u>	<u>39,760</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Utilities/Storm Water – General Program Operations

Services Delivered:

This activity accounts for expense that is not directly allocated to any single storm drain activity. The contingency is appropriated in this activity, along with transfers to capital projects, payment of administrative costs, and ending fund balances.

FY'10 Anticipated Accomplishments:

No activity is expected this year.

Program: Utilities/Storm Water – General Program Operations

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Direct Charges	17,776	30,105	0	0	0	0
Indirect Charges	0	12,936	0	0	0	0
Debt Service	235	2,464	0	0	0	0
Ending Balance	<u>22,951</u>	<u>(80,642)</u>	<u>0</u>	<u>10,563</u>	<u>10,563</u>	<u>10,563</u>
Total Expenses	<u>40,962</u>	<u>(35,137)</u>	<u>0</u>	<u>10,563</u>	<u>10,563</u>	<u>10,563</u>

Program: Utilities/Storm Water – Capital Construction

Basic Functions

Storm Water and Open Space systems are required infrastructure to protect our community against flooding, assure the quality of water returned to the Rogue River, and allow managed growth. The Storm Water and Open Space SDC is an incurred charge for the planning, acquisition and capital development of facilities to accommodate and control storm water runoff. This is a new program to protect the capacity for current and future users of this system.

The capital improvement plan required by state law as the basis for expending revenues from the improvement fees portion of the Storm Water and Open Space System Development Charge shall include the update to the Storm Water and Open Space Master Plan, implementation of the storm water management program, and creation of a regional wetland/storm facility north of Redwood Avenue. The General Fund will also contribute funds to allow for the construction of improvements necessary to address a major drainage problem in the southwest portion of the Redwood area.

Implemented by Council action in February of 2004, two distinct SDC fees were adopted. The Storm Water and Open Space master plan fee charged to all new developments is now \$422 per development. These monies will be used to pay for the planning, acquisition and capital development of facilities to accommodate and control storm water runoff, directly associated open space, and water quality control facilities to clean surface water runoff prior to natural surface water conveyances. The second SDC fee is being collected for storm water construction in the Sand Creek sub-basin area and the charge is currently \$12,439 per acre. Both these charges will be collected at the time of the building or development permit until a new stormwater utility and System Development Charges are adopted by the City Council.

Activity Highlights

Projects in this activity are related to the Council Goal of “**Environment.**” The stormwater master plan, utility ordinance, fees and rates will proceed at the direction of City Council.

Budget Highlights

A list of projects for FY’07, FY’08, FY’09 & FY’10 is shown on the following page.

The History through FY’07 column shows project costs through June 30, 2007. The FY’07 and FY’08 Actual columns show actual expenditures for the fiscal years July 1, 2006 through June 30, 2008. The Budget FY’09 and Adopted FY’10 columns reflect the total amount of resources available or expected to be available to the project during the respective fiscal years.

Program: Utilities/Storm Water – Capital Construction

FY'07, FY'08, FY'09 & FY'10 PROJECTS

		Expense	Expense	Expense	Resource	Resource
		Actual	Through	Actual	Budget	Adopted
		FY'07	FY'07	FY'08	FY'09	FY'10
DO4711	Sand Creek Wetland	0	19,011	0	140,989	140,989
DO4715	Storm Water Master Plan	36,072	329,488	0	70,000	24,998
DO4748	Sand Creek Basin Construction	0	0	0	0	0
DO4957	Storm Water Implementation	75,693	79,392	61,614	40,608	3,994
DO4958	Redwood Pond Storm Line	0	0	0	65,000	0
DO5039	Sackett Storm Drain (Hubbard	0	0	56,269	0	0
DO5068	Redwood Wetland Enhancements	0	0	0	15,000	0
DO5074	Major Redwood Storm Project	0	0	0	172,500	250,000
DO6007	Clara Ave Storm Drain	0	0	0	0	0
Fund 648	Miscellaneous Projects - 648	0	0	0	38,384	0
Fund 642	Miscellaneous Projects - SDC's	<u>205,000</u>	<u>400,000</u>	<u>60,000</u>	<u>73,163</u>	<u>85,942</u>
	Total Projects	<u>316,765</u>	<u>827,891</u>	<u>177,883</u>	<u>615,644</u>	<u>505,923</u>

Program: Utilities/Storm Water – Capital Construction

Financial Summary

	<u>Actual FY'07</u>	<u>Actual FY'08</u>	<u>Budget FY'09</u>	<u>Manager Recommended FY'10</u>	<u>Committee Approved FY'10</u>	<u>Council Adopted FY'10</u>
Beginning Fund Balance	<u>585,004</u>	<u>441,142</u>	<u>337,144</u>	<u>414,923</u>	<u>414,923</u>	<u>414,923</u>
Resources						
Storm Water & Open Space SDC's	91,786	67,547	65,000	65,000	65,000	65,000
Sand Creek Storm & Open Sp.SDC's	54,418	29,176	25,000	25,000	25,000	25,000
Investment Interest	11,784	6,600	500	500	500	500
Investment Interest	13,559	11,500	500	500	500	500
SDC Loan interest	1,321	2,072	0	0	0	0
General Fund - Policy and Legislation	0	0	0	0	0	0
General Fund - Policy and Legislation	0	50,000	187,500	0	0	0
Parks SDC's	0	0	0	0	0	0
Sand Creek Storm Project Demand	100,000	6,500	0	0	0	0
Sand Creek Storm to Projects	(100,000)	(6,500)	0	0	0	0
Misc revenue	<u>35</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>172,903</u>	<u>166,895</u>	<u>278,500</u>	<u>91,000</u>	<u>91,000</u>	<u>91,000</u>
Total Resources	<u>757,907</u>	<u>608,037</u>	<u>615,644</u>	<u>505,923</u>	<u>505,923</u>	<u>505,923</u>
Requirements						
Master Plan Capital Outlay	111,765	61,614	110,000	65,000	65,000	65,000
Sand Creek Capital Outlay	0	56,269	480,000	250,000	250,000	250,000
General Expenses (incl. .Financing)	0	0	0	0	0	0
Transfer Out	205,000	60,000	25,000	0	0	0
Ending Fund Balance	<u>441,142</u>	<u>430,154</u>	<u>644</u>	<u>190,923</u>	<u>190,923</u>	<u>190,923</u>
Total Requirements	<u>757,907</u>	<u>608,037</u>	<u>615,644</u>	<u>505,923</u>	<u>505,923</u>	<u>505,923</u>

WATER

ACTIVITIES

- *Water Treatment Services
- *Water Distribution Services
- *Water Customer Service
- *Water System Debt Service
- * Water – General Program
- *Water – Capital Construction

DESCRIPTION

This program includes the operation, planning, engineering, production, and delivery of water to each customer connection. Water services are made available for industrial, commercial, domestic, and fire protection uses.

	ACTUAL FY'07	ACTUAL FY'08	BUDGET FY'09	MANAGER RECOMMEND FY'10	COMMITTEE APPROVED FY'10	COUNCIL ADOPTED FY'10
	\$	\$	\$	\$	\$	\$
Program Generated Resources	<u>9,486,648</u>	<u>8,992,289</u>	<u>9,549,965</u>	<u>9,540,688</u>	<u>9,540,688</u>	<u>9,540,688</u>
Total Resources	<u>9,486,648</u>	<u>8,992,289</u>	<u>9,549,965</u>	<u>9,540,688</u>	<u>9,540,688</u>	<u>9,540,688</u>
Requirements						
Water Treatment	1,191,614	1,221,583	1,452,529	1,476,079	1,476,079	1,476,079
Water Distribution	956,823	1,033,954	1,165,319	1,213,393	1,213,393	1,213,393
Customer Services	395,635	392,512	382,569	396,955	396,955	396,955
Debt Services	415,324	416,989	424,083	424,123	424,123	424,123
General Program Operations	1,949,507	1,956,731	2,011,394	2,226,221	2,226,221	2,226,221
Water Debt Reserve Fund	408,000	408,000	408,000	408,000	408,000	408,000
Capital Construction	<u>4,169,745</u>	<u>3,562,520</u>	<u>3,706,071</u>	<u>3,395,917</u>	<u>3,395,917</u>	<u>3,395,917</u>
Total Requirements	<u>9,486,648</u>	<u>8,992,289</u>	<u>9,549,965</u>	<u>9,540,688</u>	<u>9,540,688</u>	<u>9,540,688</u>

Program: Utilities/Water Program

Mission:

The mission of the Water Program is to meet the expanding service area's current and future drinking water and fire flow needs.

Services Delivered:

The municipal water system withdraws raw water from the Rogue River, removes suspended particulates, removes and inactivates pathogens, and produces, pumps and stores a non-corrosive, palatable water according to Federal and State drinking water regulations. The water system includes the water filtration plant, reservoirs, booster pumping stations, distribution piping, and support service systems. The utility is an enterprise fund, with all costs of the system borne by ratepayers.

Major repairs and improvements to the water system are financed through capital expenditures. Minor repairs and ongoing operational needs are financed through the operating budgets. The budget is structured in seven (7) major activities:

Water Treatment	Water Distribution
Customer Service	Debt Service
General Program Operations	Debt Service Reserve
Capital Improvements	

This Program provides services to approximately 10,500 system accounts.

FY'09 Activity Review:

- Design work for the Hilltop pump station improvements was completed.
- Leonard Road waterline loop #1 was completed.
- Waterlines were extended in Williams Highway and Rogue River Highway.

FY'10 Anticipated Accomplishments:

- The Hilltop pump station will be modified to improve fire flow and provide standby power.
- Leonard Road waterline loop #2 is expected to be completed.
- Design Water Filtration Plant Solids Handling improvements to increase sedimentation basin performance and capacity.

Program: Utilities/Water Program

Program Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>629,371</u>	<u>771,123</u>	<u>1,029,474</u>	<u>1,303,320</u>	<u>1,303,320</u>	<u>1,303,320</u>
Current Resources						
Activity Generated						
Property Taxes	0	1	0	0	0	0
Sale of Water	4,123,777	4,095,246	4,320,920	4,330,091	4,330,091	4,330,091
Direct Charges to:						
Solid Waste Operations	9,232	11,753	10,000	10,000	10,000	10,000
Interest	45,774	57,602	15,000	30,000	30,000	30,000
Other Revenue	100,749	86,044	60,500	63,360	63,360	63,360
Debt Service Reserve Fund	408,000	408,000	408,000	408,000	408,000	408,000
Capital Construction	<u>4,169,745</u>	<u>3,562,520</u>	<u>3,706,071</u>	<u>3,395,917</u>	<u>3,395,917</u>	<u>3,395,917</u>
Total Current Resources	<u>8,857,277</u>	<u>8,221,166</u>	<u>8,520,491</u>	<u>8,237,368</u>	<u>8,237,368</u>	<u>8,237,368</u>
Total Resources	<u>9,486,648</u>	<u>8,992,289</u>	<u>9,549,965</u>	<u>9,540,688</u>	<u>9,540,688</u>	<u>9,540,688</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Water Treatment	1,176,614	1,206,583	1,452,529	1,476,079	1,476,079	1,476,079
Water Distribution	955,323	1,022,954	1,165,319	1,213,393	1,213,393	1,213,393
Customer Services	395,635	392,512	382,569	396,955	396,955	396,955
General Program Operations	540	400	20,500	20,500	20,500	20,500
Capital Construction	<u>4,169,745</u>	<u>3,562,520</u>	<u>3,706,071</u>	<u>3,395,917</u>	<u>3,395,917</u>	<u>3,395,917</u>
Contingency	0	0	252,822	323,198	323,198	323,198
Indirect Charges	294,344	301,189	301,961	309,799	309,799	309,799
Debt Service	415,324	416,989	424,083	424,123	424,123	424,123
Transfers Out	900,000	576,000	728,557	605,166	605,166	605,166
Ending Balance	771,123	1,105,142	707,554	967,558	967,558	967,558
Water Debt Reserve Fund	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>
Total Expenses	<u>9,486,648</u>	<u>8,992,289</u>	<u>9,549,965</u>	<u>9,540,688</u>	<u>9,540,688</u>	<u>9,540,688</u>

Program: Utilities/Water – Water Treatment Services

Services Delivered:

This activity is responsible for the operations and maintenance of the City's Water Filtration Plant and thirteen remote pumping stations including their radio telemetry systems. Water is pumped from the Rogue River and treated at the Water Filtration Plant. After treatment, water is pumped through the distribution system into a network of reservoirs located at various elevations throughout our community. This activity also supplies water to the North Valley Industrial Park and the area surrounding the Merlin Landfill through a pump station and reservoir dedicated for that purpose. All water produced in this activity meets or exceeds all State and Federal standards for drinking water quality.

FY'10 Anticipated Accomplishments:

One influent pump and one "high-head" discharge pump will be rebuilt. Staff will update and distribute the Consumer Confidence Report. Staff will continue to remove solids from the log pond. Additional security measures will be implemented to comply with the Treatment Plants Vulnerability Assessment. Minor upgrades will be made to the treatment plant SCADA system that will improve system redundancy and disaster recovery capabilities.

FY'10 Performance Measurements:

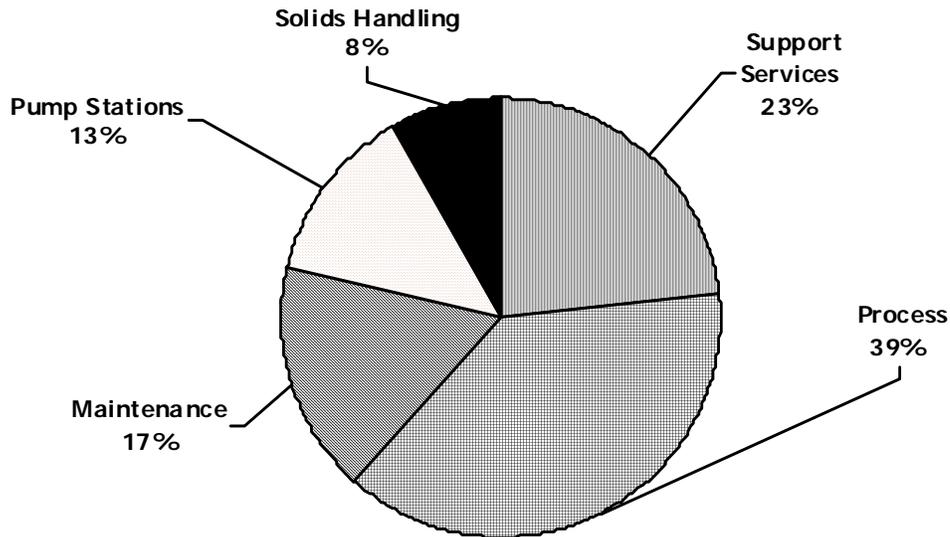
- Treated water will meet ALL State and Federal Standards 100% of the time.
- The O & M cost of treated water will be \$550 per 1,000,000 gallons produced.
- Water Booster Station outages will be repaired and placed back into service in less than three hours.

Budget Highlights:

This activity will continue to supplement personnel services through the use of part-time temporary and contract employees which enables the plant to run twenty-four hours a day during the peak summer months and assists plant staff with completing specific projects like dredging operations, blackberry abatement, painting, filter maintenance and basin cleaning. Staff will continue to look for ways to streamline plant processes and reduce the overall cost to produce its final product.

Program: Utilities/Water – Water Treatment Services

Water Treatment Programs



FY'09 Activity Review:

During the fiscal year 2008, 2.02 billion gallons of water was pumped into the distribution system by this activity; it is projected that just over 1.94 billion will be pumped in FY'09. Plant staff utilized the newly installed upgrades to the Plants solids handling facilities, which allowing for less staff intervention and better process control. This project has enabled the water treatment division to spend more time developing a long term solution to this pressing issue. Plant staff further developed laboratory procedures designed to aid in tracking the formation of disinfection by-products as well as improving treatment throughout the entire treatment train.

FY'09 Performance Indicators:

- Treated water will meet ALL State and Federal Standards 100% of the time. **Goal#IV Target met.**
- The operating & maintenance (O & M) cost of treated water will be less than \$550.00 per 1,000,000 gallons produced. **Goal#VI Target met.** *The cost was \$497.79 per 1,000,000 gallons – This performance measure has been revised to reflect the true cost of treatment only. Previously the measure also included the cost of operating the pump stations and reservoirs and was not inline with nationally recognized performance indicators.*
- Water Booster Station outages will be repaired and placed back into service in less than three hours. **Goal#III Target met.**

Program: Utilities/Water – Water Treatment Services

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	457,253	522,357	617,340	652,340	652,340	652,340
Materials & Supplies	239,197	234,691	249,500	257,700	257,700	257,700
Contractual/Prof Services	432,581	419,269	535,967	516,717	516,717	516,717
Direct Charges	14,186	15,853	16,672	16,072	16,072	16,072
Capital Outlay	33,397	14,413	33,050	33,250	33,250	33,250
Transfers Out	<u>15,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>1,191,614</u>	<u>1,221,583</u>	<u>1,452,529</u>	<u>1,476,079</u>	<u>1,476,079</u>	<u>1,476,079</u>

Program: Utilities/Water – Water Treatment Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Utility Plant Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Treatment Plant Specialist	2.00	4.00	5.00	5.00	5.00	5.00
Office Assistant I	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	5.00	7.00	8.00	8.00	8.00	8.00
Public Works Director						
TO: Water Distribution	(0.23)	(0.23)	(0.15)	(0.15)	(0.15)	(0.15)
TO: Wastewater Collection	(0.23)	(0.24)	(0.08)	(0.08)	(0.08)	(0.08)
TO: Wastewater Treatment	(0.23)	(0.24)	(0.23)	(0.23)	(0.23)	(0.23)
TO: Streets	0.00	(0.06)	(0.23)	(0.23)	(0.23)	(0.23)
TO: Jo-Gro™	(0.06)	0.00	(0.03)	(0.03)	(0.03)	(0.03)
TO: Engineering	(0.00)	0.00	0.00	0.00	0.00	0.00
TO: Solid Waste Field Operations	(0.01)	0.00	(0.05)	(0.05)	(0.05)	(0.05)
Treatment Plant Spec - Operations						
FROM: Wastewater Treatment	0.50	0.50	0.00	0.00	0.00	0.00
Treatment Plant Spec – Maintenance						
FROM: Wastewater Treatment	0.40	0.00	0.00	0.00	0.00	0.00
Office Assistant I						
TO: Water Distribution	(0.25)	(0.20)	(0.15)	(0.15)	(0.15)	(0.15)
TO: Wastewater Collection	(0.25)	(0.20)	(0.08)	(0.08)	(0.08)	(0.08)
TO: Wastewater Treatment	(0.25)	(0.20)	(0.23)	(0.23)	(0.23)	(0.23)
TO: Streets	0.00	(0.20)	(0.23)	(0.23)	(0.23)	(0.23)
TO: Solid Waste Field Operations	0.00	0.00	(0.05)	(0.05)	(0.05)	(0.05)
TO: Jo-Gro™	<u>0.00</u>	<u>0.00</u>	<u>(0.03)</u>	<u>(0.03)</u>	<u>(0.03)</u>	<u>(0.03)</u>
Subtotal	(0.61)	(1.07)	(1.54)	(1.54)	(1.54)	(1.54)
Total Positions	<u>4.39</u>	<u>5.93</u>	<u>6.46</u>	<u>6.46</u>	<u>6.46</u>	<u>6.46</u>
Part Time/Seasonal Hours	<u>1,200</u>	<u>1,300</u>	<u>5,415</u>	<u>5,415</u>	<u>5,415</u>	<u>5,415</u>

Capital Outlay/By Item:

Computers/Software/Office/Lab Equip.	7,450	15,750	15,750	15,750
Electric Crane Hoist	0	9,000	9,000	9,000
Improvements to Plant Drain Sump	0	3,500	3,500	3,500
Ultrasonic/radar Level Measuring Device	5,000	0	0	0
Alkalinity Meter	6,000	0	0	0
Electric Truck Hoists/Lift Gate	5,000	0	0	0
Pump Station Equip. Replace/Upgrade	<u>9,600</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total Capital Outlay		<u>33,050</u>	<u>33,250</u>	<u>33,250</u>

Program: Utilities/Water – Water Distribution Services

Services Delivered:

Water Distribution is responsible for ensuring a consistently dependable supply of quality water for both domestic consumption and fire service protection. The services delivered in this activity are administered through the performance of distinct programs consisting of customer service, water quality, service installation and maintenance, system maintenance, main and hydrant installation, and general operations.

The duties encompassed in these programs include water sampling, water system flushing, meter replacement, water service installation and repair, fire hydrant repair and inspection, backflow prevention inspection, water main repair, and customer concerns and requests. In addition, this activity provides support to both contractors involved in new construction and other City departments during their normal course of business.

FY'10 Anticipated Accomplishments:

Excellence in customer service and water quality shall remain the highest priorities in this activity. The annexation of one additional private water system in the Redwood area shall occur during the period. The fire hydrant maintenance program shall continue. The meter replacement program shall also continue during the period. The installation of new water services combined with the replacement, adjustment, and relocation of existing water services, fire hydrants, and valve boxes during public road projects, such as the West Park Street and Darneille Lane Road Improvement Projects, shall also continue.

FY'10 activities shall include the water system flushing in various levels of the distribution system. A utility administered contract for the testing and minor repair of single-family residential backflow devices shall continue in FY'10. Substandard galvanized and low flow copper water services shall be replaced when encountered. Contract cleaning of water reservoirs will continue in FY'10.

FY'10 Performance Measurements:

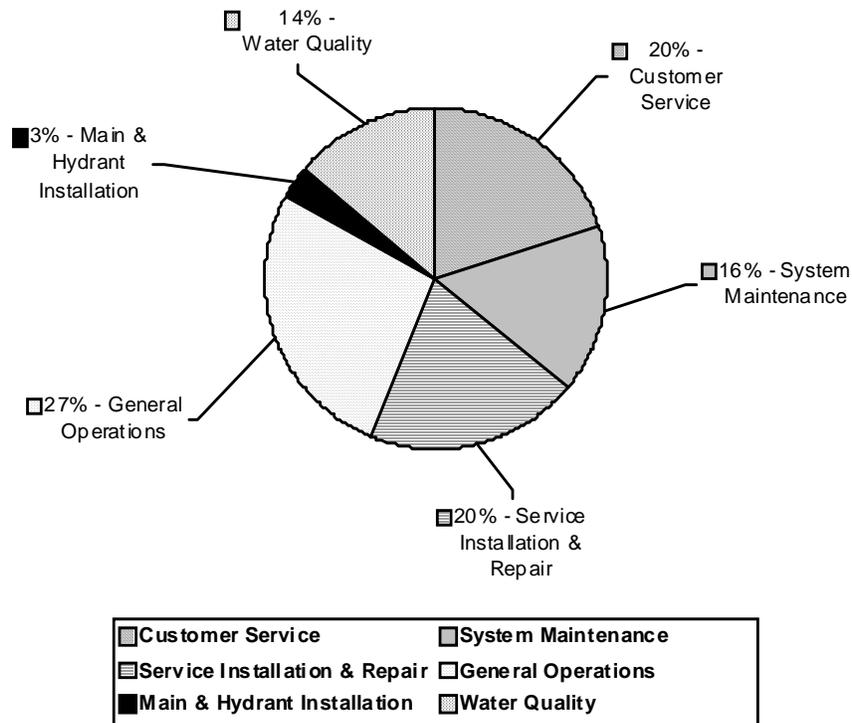
- Percentage of unaccounted water less than or equal to 8%.
- Feet of pipeline flushed per labor hour – 650 ft/hr.
- Average time for water service outage during emergency repairs – 1 hour.

Budget Highlights:

Funding continues for a utility administered contract for single-family residential backflow testing and minor repair. Financial aid for backflow device and pressure regulator installations for homeowners within newly acquired systems shall continue. Funds for the replacement of residential and commercial water meters continue in the Customer Service Program. The Water Quality Program contains continued funding for contract reservoir cleaning. The System Maintenance Program contains funding for contract fire hydrant painting. The FY'10 capital budget contains continued funding for new water services.

Program: Utilities/Water – Water Distribution Services

Program Allocations



FY'09 Activity Review:

Goals related to water system flushing were not reached during the period due to a shortage of temporary summer labor. The installation of new water services remained brisk at the beginning of FY'09 due to in part to upcoming street improvements on both Williams and Rogue River Highways. Distribution crews also remained busy adjusting existing water services, fire hydrants, and public mainlines during Phase 2 of the Rogue River Highway Reconstruction Project. The installation of over 20 new water services also occurred prior to the Williams Highway Reconstruction Project. Goals related to the replacement of residential water meters were met for the period. The residential backflow testing program successfully continued. New water services as of April 1, 2009 totaled 117, with 65 being installed by City crews. Water service replacements for the same period totaled 8. Water main repairs totaled 16 for the same period.

FY'09 Performance Indicators:

- Percentage of unaccounted water projected at 8 %. **Goal#IV Target met.**
- 1000 feet of pipeline flushed per labor hour. **Goal#IV Target not met. Flushing did not occur.**
- 1 hour average time for service outage during emergency repairs. **Goal#III Target met.**

Program: Utilities/Water – Water Distribution Services

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	559,388	598,859	647,901	699,522	699,522	699,522
Materials & Supplies	86,285	106,736	141,216	121,247	121,247	121,247
Contractual/Prof Services	158,068	240,732	265,593	284,773	284,773	284,773
Direct Charges	35,735	37,099	42,609	42,851	42,851	42,851
Capital Outlay	115,847	39,528	68,000	65,000	65,000	65,000
Transfers Out	<u>1,500</u>	<u>11,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>956,823</u>	<u>1,033,954</u>	<u>1,165,319</u>	<u>1,213,393</u>	<u>1,213,393</u>	<u>1,213,393</u>

Program: Utilities/Water – Water Distribution Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Utility Field Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Specialist*	1.00	1.00	1.00	1.00	1.00	1.00
Utilities Worker*	7.00	7.00	7.00	7.00	7.00	7.00
Office Assistant I	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	10.00	10.00	10.00	10.00	10.00	10.00
Public Works Director						
FROM: Water Treatment	0.23	0.23	0.15	0.15	0.15	0.15
Utility Field Superintendent						
TO: Wastewater Collection	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
Municipal Service Worker						
TO: Wastewater Collection	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
Office Assistant I						
TO: Waste Water Collection	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
Office Assistant I						
FROM: Water Treatment	<u>0.25</u>	<u>0.20</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>
Subtotal	(1.02)	(1.07)	(1.20)	(1.20)	(1.20)	(1.20)
Total Positions	<u>8.98</u>	<u>8.93</u>	<u>8.80</u>	<u>8.80</u>	<u>8.80</u>	<u>8.80</u>
Part Time/Seasonal Hours	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>

*Municipal Specialist has been identified as a Utilities Specialist and Municipal Service Worker has been identified as Utilities Worker in the Compensation Study. Adoption of titles is pending labor negotiations.

Capital Outlay/By Item:

Steel Trench Cover Plates	5,000	0	0	0
Reservoir #7 Land Payment	1,000	1,000	1,000	1,000
New Water Services	55,000	60,000	60,000	60,000
Computers	<u>7,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Total Capital Outlay	<u>68,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>

Program: Utilities/Water – Customer Services

Services Delivered:

This activity includes billing services provided by the Finance Department and Engineering Services from the Community Development Department.

FY'10 Anticipated Accomplishments:

The Customer Services activity will bill about 10,108 customers monthly in FY'10 and maintain timely records on all accounts. Information regarding water line locations, new service requests, local improvement district financing and other data regarding the overall system will be provided to customers through this activity.

FY'10 Performance Measurements:

The City of Grants Pass Council has not formally adopted goals thus performance measurements have been generated based on the previous councils adopted goals.

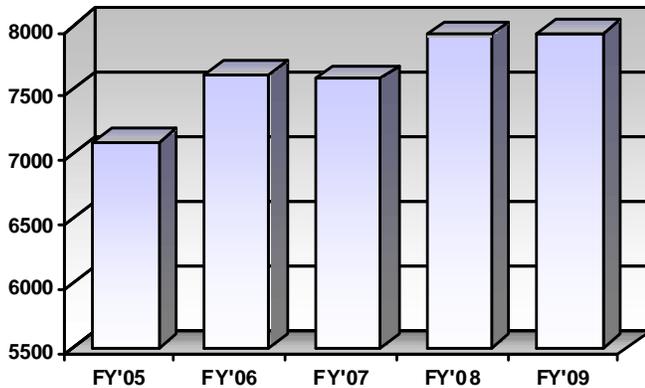
- A Water Quality Report will be issued to all water consumers.
- Fees and charges applicable to delinquent accounts will be reviewed for recovery of cost and recommendations presented to council.
- Ensure timely notification of potential service interruptions relating to the construction projects throughout the community.

Budget Highlights:

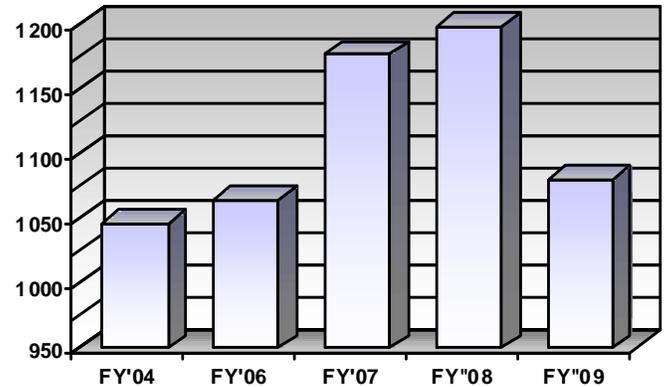
The FY'10 budget increases are a reflection of the increased costs associated with postage and contractual meter reading services. The overall projected budget for FY'10 does reflect a 6% decrease in annual expenditures.

Program: Utilities/Water – Customer Services

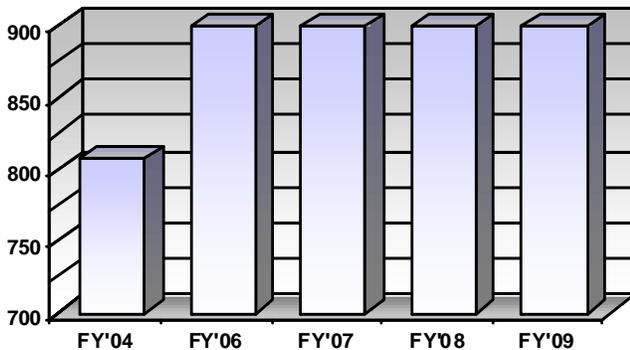
Number of RESIDENTIAL Customers



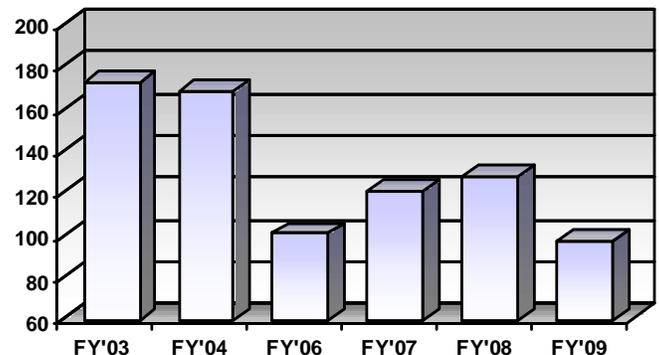
Number of COMMERCIAL Customers



Number of MULTIFAMILY Customers



Number of PUBLIC AGENCY Customers



FY'09 Performance Indicators:

- A Water Quality Report will be issued to all water consumers. **Goal#IV Target met.**
- Ensure that customers receive timely and accurate information involving their water utility service during the construction phases of utility improvement projects. **Goal#I Target met.**
- Fees and charges applicable to delinquent accounts will be reviewed for recovery of cost and recommendations presented to council. **Goal#VI Target not met.**
- Review and update the delinquency processing procedures to ensure accurate and timely notification of property owners. **Goal#VI Target met.**

Program: Utilities/Water – Customer Services

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	41,197	37,064	28,050	29,210	29,210	29,210
Direct Charges	<u>354,438</u>	<u>355,448</u>	<u>354,519</u>	<u>367,745</u>	<u>367,745</u>	<u>367,745</u>
Total Expenses	<u>395,635</u>	<u>392,512</u>	<u>382,569</u>	<u>396,955</u>	<u>396,955</u>	<u>396,955</u>

Program: Utilities/Water – Customer Services

Program: Utilities/Water – Debt Service

Services Delivered:

This activity accounts for the repayment of water bonds that were sold.

Budget Highlights:

The Debt Service schedule is in Appendix P.

The Water Bond payment schedule is:

	<u>FY'05</u>	<u>FY'06</u>	<u>FY'07</u>	<u>FY'08</u>	<u>FY'09</u>	<u>FY'10</u>
August 1998 Issue						
Principal	280,000	295,000	305,000	320,000	340,000	355,000
Interest	<u>135,875</u>	<u>124,115</u>	<u>111,430</u>	<u>98,163</u>	<u>83,083</u>	<u>69,123</u>
	415,875	419,115	416,430	418,163	423,083	424,123
Total	<u>\$415,875</u>	<u>\$419,115</u>	<u>\$416,430</u>	<u>\$418,163</u>	<u>\$423,083</u>	<u>\$424,123</u>

The budget debt service differs from this schedule due to accruals.

Program: Utilities/Water – Debt Service

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Debt Service	<u>415,324</u>	<u>416,989</u>	<u>424,083</u>	<u>424,123</u>	<u>424,123</u>	<u>424,123</u>
Total Expenses	<u>415,324</u>	<u>416,989</u>	<u>424,083</u>	<u>424,123</u>	<u>424,123</u>	<u>424,123</u>

Program: Utilities/Water – General Program Operations

Services Delivered:

This activity accounts for expenses not associated specifically with any single water activity. It includes administrative overhead, transfers to capital projects, and a contingency.

Program: Utilities/Water – General Program Operations

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Materials & Supplies	0	0	100	100	100	100
Contractual/Prof Services	540	400	20,400	20,400	20,400	20,400
Contingencies	0	0	252,822	323,198	323,198	323,198
Indirect Charges	294,344	301,189	301,961	309,799	309,799	309,799
Transfers Out	883,500	550,000	728,557	605,166	605,166	605,166
Ending Balance	<u>771,123</u>	<u>1,105,142</u>	<u>707,554</u>	<u>967,558</u>	<u>967,558</u>	<u>967,558</u>
Total Expenses	<u>1,949,507</u>	<u>1,956,731</u>	<u>2,011,394</u>	<u>2,226,221</u>	<u>2,226,221</u>	<u>2,226,221</u>

Program: Utilities/Water – Debt Service Reserve Fund

Services Delivered:

This activity accounts for the reserve requirement mandated by the covenants of the General Revenue Bond sale completed August 1998. Ten percent of the bond sale proceeds, \$408,000, must be held in reserve for the life of the debt. Interest earnings on the reserved monies are available for general operations and will be applied to the semi-annual debt service payments.

Program: Utilities/Water – Debt Service Reserve Fund

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>
Total Resources	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Ending Balance	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>
Total Expenses	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>	<u>408,000</u>

Program: Utilities/Water – Capital Construction

Basic Functions:

This activity includes planning, engineering and all construction of major water system improvements.

Activity Highlights:

The water system includes the treatment plant, eight reservoirs, thirteen pump stations, and 105 miles of water mains. Major repairs and improvements to the water system are financed through this capital budget. The minor repairs to the system are financed through the operating activities.

This budget sets aside funds to provide City funding for extension and over-sizing of lines required by the water system in excess of individual development project needs, as well as major rehabilitation of the water treatment plant, pump stations, water storage reservoirs and the distribution system.

Budget Highlights:

A list of projects for FY'07, FY'08, FY'09 & FY'10 is shown on the following page.

The History through FY'07 column shows project costs through June 30, 2007. The FY'07 and FY'08 Actual columns show actual expenditures for the fiscal years July 1, 2006 through June 30, 2008. The Budget FY'09 and Adopted FY'10 columns reflect the total amount of resources available or expected to be available to the project during the respective fiscal years.

Program: Utilities/Water – Capital Construction

FY'07, FY'08, FY'09, & FY'10 PROJECTS

		Expense Actual FY'07	Expense Through FY'07	Expense Actual FY'08	Resource Budget FY'09	Resource Adopted FY'10
WA3080	Partnership Extension Program	1,655	779,421	1,320	0	0
WA4258	Fire Hydrant New Install	0	50,601	6,530	19,399	7,869
WA4526	Starlite Pump Station Upgrade	2,518	33,070	4,622	166,930	152,308
WA4693	Booster Station Pump and Motor Rebuilds	30,362	37,344	3,827	22,656	33,829
WA4739	Foothill Zone 2 Loop - Ament Road	0	0	0	205,000	69,000
WA4742	Meadow Wood Reservoir No. 16 Site Purchase	5,777	5,777	10,187	129,223	134,036
WA4841	Small Main Replacement	0	0	0	100,000	150,000
WA4863	Hilltop Fire Pump Station Upgrade	52,585	54,685	18,123	351,315	282,192
WA4965	WTP Solids Handling	23,137	23,137	259,453	876,863	717,410
WA4966	Water Conservation & Mgmt Plan Updt	0	0	0	70,000	80,000
WA4967	Plant Landscaping	0	0	0	95,000	95,000
WA4968	Influent Pump VFD's	0	0	0	140,000	110,000
WA4969	Reservoir N0.3 Valve House/Overflow Renov.	0	0	0	50,000	45,000
WA4971	Meadow Wood Reservoir No. 16	0	0	0	50,000	300,000
WA5026	Leonard Road Water Line Loop 1	0	0	9,854	230,000	146
WA5027	Leonard Road Water Line Loop 2	0	0	7,733	100,000	37,267
WA5028	Water Main on Private Property	0	0	0	0	20,000
WA5059	Williams Hwy. Waterline Fill In	0	0	36,486	466,000	0
WA5093	West Harbeck Overlay	0	0	0	100,000	0
WA5094	Water Distribution System Master Plan Update	0	0	0	25,000	75,000
WA5095	Source Water Protection Plan	0	0	0	0	50,000
WA5096	WTP Structural Repairs	0	0	0	50,000	105,000
WA5097	Feasibility of On-Site CHL2 Generation	0	0	0	0	10,000
WA5098	Air Scour in Filters	0	0	0	400,000	400,000
WA5099	Bulk Water Station	0	0	0	140,000	0
WA6000	MSA Task Order #1	0	0	3,522	20,000	36,478
WA6001	Water Main Looping	0	0	0	0	10,000
WA6002	WTP Facility Plan Update	0	0	0	20,000	20,000
Fund 758	Miscellaneous Water Projects - General	1,702,063	6,570,057	175,216	(563,402)	4,770
Fund 759	Miscellaneous Water Projects - LID's	0	12,581	0	0	930
Fund 752	Miscellaneous Water Projects - SDC's	0	0	0	441,182	449,490
Fund 755	Miscellaneous Water Projects - AFD's	0	0	0	905	192
	Total Projects	<u>1,818,097</u>	<u>7,566,673</u>	<u>536,873</u>	<u>3,706,071</u>	<u>3,395,917</u>

Program: Utilities/Water – Capital Construction

Financial Summary

	Actual FY'07	Actual FY'08	Budget FY'09	Manager Recommended FY'10	Committee Approved FY'10	Council Adopted FY'10
Beginning Fund Balance	<u>2,557,642</u>	<u>2,351,648</u>	<u>2,742,514</u>	<u>1,936,751</u>	<u>1,936,751</u>	<u>1,936,751</u>
Resources						
Federal Grant-Econ. Dev. Admin.	0	0	0	0	0	0
State Grant-Old Growth Diverse	0	0	0	0	0	0
State Grant-Oregon Energy Trust	0	0	0	50,000	50,000	50,000
SORED I GRANT-RCC Tech Park	0	0	0	0	0	0
SDC REVENUES	0	20,668	35,250	35,250	35,250	35,250
SDC - Improvement Fee	271,232	207,766	305,000	305,000	305,000	305,000
SDC - Admin Fee	11,113	7,230	11,500	11,500	11,500	11,500
SDC - various	63,838	26,590	12,750	12,750	12,750	12,750
Investment Interest	114,714	131,752	1,500	34,500	34,500	34,500
SDC Reimbursement Fee	356,761	263,038	350,000	350,000	350,000	350,000
1998 Water Bond	0	0	0	0	0	0
General Program Ops- Policy&Legislation	0	0	0	0	0	0
Lands & Buildings Cap Projects	0	0	0	0	0	0
General Program - Water	678,999	429,000	192,557	605,166	605,166	605,166
Water Treatment	15,000	15,000	0	0	0	0
Sale of assets (Land)	0	45,000	0	0	0	0
Contributions RCC, Farmers, Other	0	0	0	0	0	0
Advance Finance Revenues	100,446	64,828	55,000	55,000	55,000	55,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>1,612,103</u>	<u>1,210,872</u>	<u>963,557</u>	<u>1,459,166</u>	<u>1,459,166</u>	<u>1,459,166</u>
Total Resources	<u>4,169,745</u>	<u>3,562,520</u>	<u>3,706,071</u>	<u>3,395,917</u>	<u>3,395,917</u>	<u>3,395,917</u>
Requirements						
Capital Outlay	1,818,097	536,873	3,212,930	2,018,459	2,018,459	2,018,459
Transfer Out	0	0	0	72,000	72,000	72,000
Ending Fund Balance	<u>2,351,648</u>	<u>3,025,647</u>	<u>493,141</u>	<u>1,305,458</u>	<u>1,305,458</u>	<u>1,305,458</u>
Total Requirements	<u>4,169,745</u>	<u>3,562,520</u>	<u>3,706,071</u>	<u>3,395,917</u>	<u>3,395,917</u>	<u>3,395,917</u>

WASTEWATER

ACTIVITIES

- *Wastewater Collection Services
- *Wastewater Treatment Services
- *Jo-Gro™
- *Wastewater Customer Service
- *Wastewater System Debt Service
- *Wastewater – General Program
- *Wastewater – Capital Construction

DESCRIPTION

This program includes the treatment plant, co-composting facility, pumping stations, collection piping system, and support services systems that collectively provide wastewater services to the enterprise's customers.

	ACTUAL FY'07	ACTUAL FY'08	BUDGET FY'09	MANAGER RECOMMEND FY'10	COMMITTEE APPROVED FY'10	COUNCIL ADOPTED FY'10
	\$	\$	\$	\$	\$	\$
Program Generated Resources	<u>12,478,977</u>	<u>12,666,511</u>	<u>8,837,488</u>	<u>9,118,065</u>	<u>9,118,065</u>	<u>9,118,065</u>
Total Resources	<u>12,478,977</u>	<u>12,666,511</u>	<u>8,837,488</u>	<u>9,118,065</u>	<u>9,118,065</u>	<u>9,118,065</u>
Requirements						
Wastewater Collection	453,184	535,541	647,594	651,601	651,601	651,601
Wastewater Treatment	1,366,989	1,387,752	1,555,776	1,576,493	1,576,493	1,576,493
Jo-Gro™	451,598	494,695	723,828	558,004	558,004	558,004
Customer Services	260,595	261,379	269,688	279,607	279,607	279,607
Debt Services	492,206	492,101	495,250	495,250	495,250	495,250
General Program Operations	2,012,059	1,901,629	1,599,452	1,813,943	1,813,943	1,813,943
SRF Debt Reserve	500,899	500,899	500,899	500,899	500,899	500,899
Capital Construction	<u>6,941,447</u>	<u>7,092,515</u>	<u>3,045,001</u>	<u>3,242,268</u>	<u>3,242,268</u>	<u>3,242,268</u>
Total Requirements	<u>12,478,977</u>	<u>12,666,511</u>	<u>8,837,488</u>	<u>9,118,065</u>	<u>9,118,065</u>	<u>9,118,065</u>

Program: Utilities/Wastewater Program

Mission:

The mission of the Wastewater Program is to meet the area's current and future wastewater collection and treatment needs, protecting human health, welfare and the environment.

Services Delivered:

The process of collection, treatment and disposal of wastewater is one of the basic functions of our City. With primary focus on public safety and the environment, this utility collects wastewater from customers, conveys to the City's Water Restoration Plant for treatment, and ultimately discharges a treated effluent to the Rogue River. Solids removed during the treatment phase are trucked to Jo-Gro™ and composted with greenwaste to create a co-compost material for sale to the public.

System goals are to protect the river, assure a healthy and safe community environment, and provide capacity for community growth and economic prosperity. At the Water Restoration Plant, the wastewater of our community is treated to a level that is compatible with the Rogue River into which it discharges. The wastewater program works within strict environmental standards established by the Federal Water Quality Act through the National Pollutant Discharge Elimination System (NPDES), with oversight by the Oregon Department of Environmental Quality (DEQ).

The wastewater system includes the treatment plant, co-composting facility, pumping stations, collection system piping, and support service systems. The utility is an enterprise fund, with all costs of the system borne by ratepayers. The budget is structured in eight (8) major activities:

Wastewater Collection Services	Debt Service
Wastewater Treatment	Debt Service Reserve
Jo-Gro™ Co-composting	General Program Operations
Customer Service	Capital Improvements

This program provides services to approximately 10,600 system accounts.

FY'09 Activity Review:

- Design work for Bridge Street Pump Station improvements was completed.
- 2nd Street sewer rehabilitation project was completed.
- Jo-Gro™ Diesel tank pad and septic holding tank was completed.

FY'10 Anticipated Accomplishments:

- Bridge Street Pump station improvements to increase pumping capacity expected to be completed.
- I Street to J Street alley sewer improvement project expected to be constructed.
- Replace the Collection System TV van.

Program: Utilities/Wastewater Program

Program Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>292,035</u>	<u>343,018</u>	<u>425,493</u>	<u>672,046</u>	<u>672,046</u>	<u>672,046</u>
Current Resources						
Activity Generated						
Sewage Fees	4,393,594	4,410,115	4,569,180	4,371,512	4,371,512	4,371,512
Redwood Sewer District	232,982	234,998	237,000	255,000	255,000	255,000
Solid Waste Agency	11,330	0	0	0	0	0
Direct Charges	0	7,460	11,540	11,540	11,540	11,540
Revenue from Other Agencies	12,107	12,710	12,200	21,200	21,200	21,200
Interest	20,863	11,384	8,000	6,000	6,000	6,000
Other Revenue	73,720	53,412	28,175	37,600	37,600	37,600
Debt Service Reserve	500,899	500,899	500,899	500,899	500,899	500,899
Capital Construction	<u>6,941,447</u>	<u>7,092,515</u>	<u>3,045,001</u>	<u>3,242,268</u>	<u>3,242,268</u>	<u>3,242,268</u>
Total Current Resources	<u>12,186,942</u>	<u>12,323,493</u>	<u>8,411,995</u>	<u>8,446,019</u>	<u>8,446,019</u>	<u>8,446,019</u>
Total Resources	<u>12,478,977</u>	<u>12,666,511</u>	<u>8,837,488</u>	<u>9,118,065</u>	<u>9,118,065</u>	<u>9,118,065</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Wastewater Collection	453,184	535,541	617,594	621,601	621,601	621,601
Wastewater Treatment	1,366,989	1,367,752	1,555,776	1,576,493	1,576,493	1,576,493
Customer Services	260,595	261,379	269,688	279,607	279,607	279,607
Jo-Gro™	451,598	494,695	563,828	558,004	558,004	558,004
General Program Operations	33,712	72,381	51,003	49,579	49,579	49,579
Capital Construction	6,941,447	7,092,515	3,045,001	3,242,268	3,242,268	3,242,268
Contingency	0	0	305,058	368,902	368,902	368,902
Indirect Charges	305,829	316,602	324,656	314,701	314,701	314,701
Debt Service	492,206	492,101	495,250	495,250	495,250	495,250
Transfers Out	1,329,500	1,150,000	1,056,644	1,017,834	1,017,834	1,017,834
Ending Balance	343,018	382,646	52,091	92,927	92,927	92,927
Debt Service Reserve	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>
Total Expenses	<u>12,478,977</u>	<u>12,666,511</u>	<u>8,837,488</u>	<u>9,118,065</u>	<u>9,118,065</u>	<u>9,118,065</u>

Program: Utilities/Wastewater – Wastewater Collection

Services Delivered:

This activity is responsible for ensuring the safe, uninterrupted operation of sanitary sewer lines within the community, meeting state and federal standards. The services delivered are administered through distinct programs: customer service, inspection services, system maintenance and general operations. The duties encompassed in these programs include sewer main repair and cleaning, manhole repair, clean-out repair, TV inspection of new and existing sewer lines, easement maintenance, and emergency service calls. The collection division provides support to both contractors involved in new construction and water distribution during their normal course of business. In addition, this activity provides contract services to the Redwood Sanitary Sewer Service District (RSSSD) in the areas of sewer line cleaning, forced main maintenance, utility location, and collection record management.

FY'10 Anticipated Accomplishments:

The safe uninterrupted operation of sanitary sewer lines within the community remains the primary goal of this activity. Cleaning of areas containing root and grease problems shall continue every 6 months. Routine cleaning of other segments of the sewer system shall continue on a rotating four-year basis. All new sewer lines, manholes, and clean-outs will continue to be inspected prior to system inclusion. Sewer line failures shall be promptly repaired with minimum impact to the public. Increased attention shall continue to be devoted to the re-inspection of existing public sewer lines utilizing “tilt and pan” camera technology to improve departmental records and monitor system defects. Focused dye testing, manhole replacement, and mainline repairs shall also continue. Contract services to the RSSSD system shall continue in the areas of TV inspection and routine cleaning.

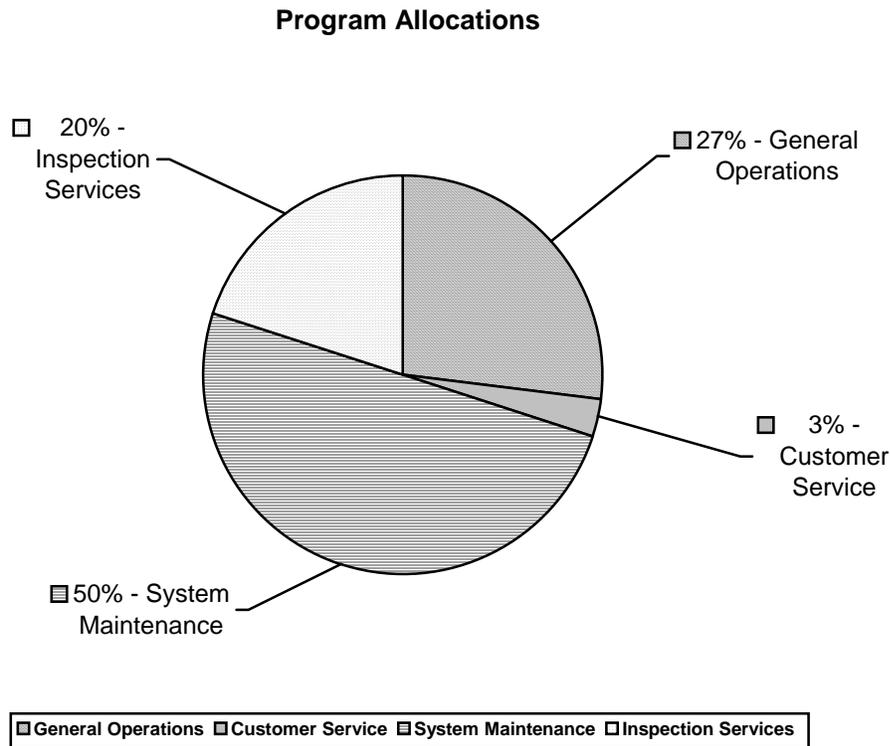
FY'10 Performance Measurements:

- No public sewer system overflows.
- 410 feet of sewer line cleaned per labor hour.
- 240 feet of sewer line TV inspected per hour.
- 1 hour average response time for sewer blockages.

Budget Highlights:

Growth of the collection system's service area is anticipated to remain slow during FY'10. However, the slowing of new development continues to provide the department with the opportunities to focus on existing system maintenance. The FY'10 budget contains continued funding for emergency contract sewer line repairs. The capital budget contains continued funding for new sewer manholes to improve access. The transfer of funds to fleet also continues during FY'10 for the replacement of the departments aging TV van.

Program: Utilities/Wastewater – Wastewater Collection



FY'09 Activity Review:

Crews provided TV inspection services during the replacement of aging concrete sewer mains on NW 2ND Street for the conclusion of the Pine Street Sewer Replacement Project. While cleaning and TV inspection services of new sewer lines and manholes remained slow during FY'09, routine cleaning of the existing collection system increased during the period. Re-inspection of existing sewer lines, to document changes in pipeline conditions, continued at an increased pace, utilizing "tilt-and-pan camera technology". Contract routine cleaning services for the RSSSD system continued during FY'09. Other services for the district, such as utility locates and forced sewer line maintenance, also continued during the period.

FY'09 Performance Indicators:

- No public sewer system overflows. **Goal#IV Target met.**
- 410 feet of sewer line cleaned per labor hour. **Goal#IV Target exceeded.** *751 feet of sewer line cleaned per labor hour.*
- 240 feet of sewer line TV inspected per hour. **Goal#IV Target exceeded.** *342 feet of sewer line TV inspected per labor hour.*
- 1 hour average response time for sewer blockages. **Goal#IV Target met.**

Program: Utilities/Wastewater – Wastewater Collection

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	305,527	390,581	398,575	429,068	429,068	429,068
Materials & Supplies	9,566	11,401	17,728	18,194	18,194	18,194
Contractual/Prof Services	80,811	80,735	108,177	108,846	108,846	108,846
Direct Charges	48,685	50,389	51,778	53,737	53,737	53,737
Capital Outlay	8,595	2,435	41,336	11,756	11,756	11,756
Transfers Out	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
Total Expenses	<u>453,184</u>	<u>535,541</u>	<u>647,594</u>	<u>651,601</u>	<u>651,601</u>	<u>651,601</u>

Program: Utilities/Wastewater – Wastewater Collection

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Utilities Worker*	4.00	4.00	4.00	4.00	4.00	4.00
Subtotal	4.00	4.00	4.00	4.00	4.00	4.00
Public Works Director						
From: Water Treatment	0.23	0.23	0.08	0.08	0.08	0.08
Utility Field Superintendent						
From: Water Distribution	0.50	0.50	0.50	0.50	0.50	0.50
Municipal Service Worker*						
From: Water Distribution	0.50	0.50	0.50	0.50	0.50	0.50
Office Assistant I						
From: Water Distribution	0.50	0.50	0.50	0.50	0.50	0.50
Office Assistant I						
From: Water Treatment	0.25	0.20	0.08	0.08	0.08	0.08
Subtotal	1.98	1.93	1.66	1.66	1.66	1.66
Total Positions	<u>5.98</u>	<u>5.93</u>	<u>5.66</u>	<u>5.66</u>	<u>5.66</u>	<u>5.66</u>

*Municipal Service Worker identified as Utilities Worker in Compensation Study, adoption by this group is pending labor negotiations.

Capital Outlay/By Item:

Replacement Jet Rodder Tubes	1,000	0	0	0
Sewer TV & Tractor Transport System	25,000	0	0	0
Manholes	7,500	7,500	7,500	7,500
Computers	7,836	4,256	4,256	4,256
Total Capital Outlay	<u>41,336</u>	<u>11,756</u>	<u>11,756</u>	<u>11,756</u>

Program: Utilities/Wastewater – Wastewater Treatment

Services Delivered:

This activity provides for the processing and safe disposal of collected wastewater as required to meet State and Federal standards, ensuring no harmful effects on the community or the environment. These services are delivered through six programs: support services, operations, maintenance, solids disposal, lift stations and pretreatment. In addition, this activity provides contract services to the Redwood Sanitary Sewer Service District and the Merlin Landfill for operation and maintenance services.

FY'10 Anticipated Accomplishments:

Treating the community's wastewater to meet State and Federal standards will remain the main objective of this activity. Continue to update the Pretreatment Program manual and Sewer Use Ordinance to comply with new EPA regulations. Work with Rogue Valley Council of Governments to create a TMDL implementation plan to submit to DEQ. Staff is working with the Oregon Energy Trust to replace old lighting systems within the plant to reduce energy costs.

FY'10 Performance Measurements:

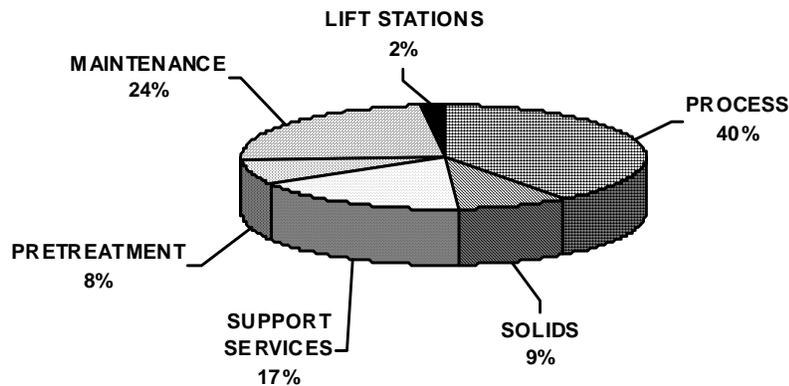
- Treated wastewater will meet or exceed State and Federal standards.
- Target operating and maintenance costs will be \$715 per million gallons treated.
- Target operating and maintenance costs will be 47 cents per pound of BOD treated.
- Target operating and maintenance costs for Biosolids disposal will be 10 cents per pound.

Budget Highlights:

The FY'10 operations budget includes funds for a vacant Treatment Plant Specialist position. Prior to FY'09 this position was allocated 50 percent to the Wastewater Treatment Plant and 50 percent to the Water Treatment Plant. The allocation was increased in FY'09 to meet the workload increase due to additional wastewater sampling and laboratory analysis required by EPA and DEQ to meet the conditions of our wastewater pretreatment program. In addition, with the completion of the Rogue River TMDL we are going to be required to conduct more Stream and River bacteria and temperature monitoring.

Program: Utilities/Wastewater – Wastewater Treatment

PERCENT OF TOTAL BUDGET



FY'09 Activity Review:

During the 2009 budget year, this activity will treat an estimated 1.93 billion gallons of wastewater and transport an estimated 1.8 million pounds of Biosolids to the Jo-Gro™ Co-Composting facility.

FY'09 Performance Indicators:

- Treated wastewater will meet or exceed State and Federal effluent standards 100 percent of the time.
Goal#III Target met.
- Operation and maintenance costs per million gallons of wastewater treated will be 715 dollars.
Goal#III Target will be met. *Estimated costs are \$702 per million gallons.*
- Operation and maintenance costs per pound of BOD treated will be 47 cents.
Goal#III Target will not be met. *Actual costs are estimated to be 52 cents.*
- Operation and maintenance costs for Biosolids disposal will be 10 cents per pound.
Goal#III Target will be met. *Actual costs are estimated to be seven cents per pound.*

Program: Utilities/Wastewater – Wastewater Treatment

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	591,381	553,013	695,797	729,663	729,663	729,663
Materials & Supplies	199,192	206,200	208,080	207,450	207,450	207,450
Contractual/Prof Services	553,898	580,475	613,959	622,239	622,239	622,239
Direct Charges	15,268	16,975	15,240	17,141	17,141	17,141
Capital Outlay	7,250	11,089	22,700	0	0	0
Transfers Out	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>1,366,989</u>	<u>1,387,752</u>	<u>1,555,776</u>	<u>1,576,493</u>	<u>1,576,493</u>	<u>1,576,493</u>

Program: Utilities/Wastewater – Wastewater Treatment

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Utility Plant Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Treatment Plant Specialist	5.00	5.00	5.00	5.00	5.00	5.00
Municipal Specialist*	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Service Worker*	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Subtotal	10.00	10.00	10.00	10.00	10.00	10.00
Public Works Director						
From: Water Treatment	0.23	0.23	0.23	0.23	0.23	0.23
Utility Plants Superintendent						
To: Jo-Gro™	(0.25)	(0.25)	(0.25)	(0.25)	(0.25)	(0.25)
Trmt. Plant Spec – Operations						
From/To: Water Treatment	(0.50)	0.00	0.00	0.00	0.00	0.00
Trmt. Plant Spec – Operations						
From/To: Jo-Gro™	0.00	(0.30)	(0.30)	(0.30)	(0.30)	(0.30)
Trmt. Plant Spec – Maintenance						
To: Jo-Gro™	(0.10)	0.00	0.00	0.00	0.00	0.00
To: Water Treatment	(0.40)	(0.50)	0.00	0.00	0.00	0.00
Municipal Service Worker*						
To: Jo-Gro™	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
Office Assistant I						
From: Water Treatment	<u>0.25</u>	<u>0.20</u>	<u>0.23</u>	<u>0.23</u>	<u>0.23</u>	<u>0.23</u>
Subtotal	(1.27)	(1.12)	(0.59)	(0.59)	(0.59)	(0.59)
Total Positions	<u>8.73</u>	<u>8.88</u>	<u>9.41</u>	<u>9.41</u>	<u>9.41</u>	<u>9.41</u>

*Municipal Service Worker identified as Utilities Worker and Municipal Specialist identified as Utilities Specialist in Compensation Study, adoption by this group is pending labor negotiations.

Capital Outlay/By Item:

Replace Lab Scales	10,000	0	0	0
Two Portable Samplers	10,000	0	0	0
Repair/Upgrade Equipment	0	0	0	0
Computers	<u>2,700</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>22,700</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Utilities/Wastewater – JO-GRO™

Services Delivered:

This activity accepts greenwaste from the community and grinds the greenwaste to create a product that can be composted with wastewater bio-solids from the City's Water Restoration Plant. The Co-Compost material is screened after 6-8 weeks of curing to produce an "Exceptional quality class A" Co-Compost for resale to the public. This activity also collects construction wood waste material from the community that is recycled by BioMass One for energy production.

FY'10 Anticipated Accomplishments:

Processing the City's wastewater bio-solids with greenwaste to produce an "Exceptional quality" Co-Compost will continue to be the primary goal of this activity. Complete site improvements to meet storm water discharge permit requirements.

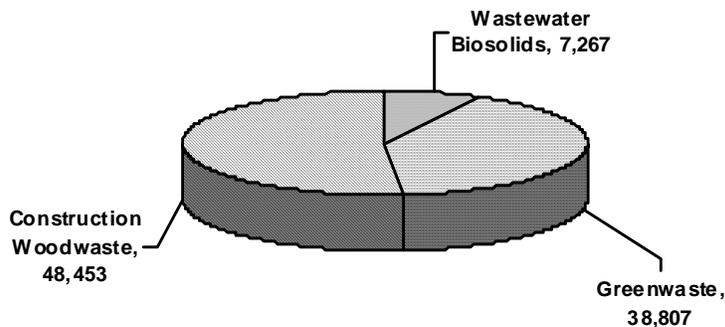
FY'10 Performance Measurements:

- The Jo-Gro™ facility will process the City's wastewater bio-solids 100 percent of the time.
- The finished Co-Compost will meet or exceed State and Federal standards for an "Exceptional quality class A" product 100 percent of the time.
- Greenwaste received will be processed into compost 100 percent of the time.
- Sell 100 percent of the finished Co-Compost material produced.

Budget Highlights:

The FY'10 budget includes funds for a vacant Municipal Service Aide position. \$10,000 was moved from contractual repairs to equipment parts. Wastewater Treatment plant mechanics are performing more of the routine equipment service and repairs.

**CUBIC YARDS OF MATERIALS
RECEIVED FY'08**



FY'09 Activity Review:

This activity will process an estimated 37,000 cubic yards of loose greenwaste material, 8,000 cubic yards of wastewater bio-solids and sell an estimated 7,500 cubic yards of finished compost during the FY'09 budget year. In addition, an estimated 35,000 cubic yards of Construction wood waste will be recycled by BioMass One.

FY'09 Performance Indicators:

- The Jo-Gro™ facility will process 100 percent of the City's wastewater solids. **Goal#III Target met.**
- The finished co-compost will meet or exceed State and Federal standards 100 percent of the time. **Goal#III Target met.**
- Market 100 percent of the finished compost material produced. **Goal#VI Target met.**
- Greenwaste received will be processed into compost 100 percent of the time. **Goal#III Target met.**

Program: Utilities/Wastewater – JO-GRO™

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	221,943	272,663	274,110	299,170	299,170	299,170
Materials & Supplies	57,557	64,505	73,450	85,450	85,450	85,450
Contractual/Prof Services	170,052	156,578	215,929	173,045	173,045	173,045
Direct Charges	949	949	339	339	339	339
Capital Outlay	1,097	0	0	0	0	0
Transfers Out	<u>0</u>	<u>0</u>	<u>160,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>451,598</u>	<u>494,695</u>	<u>723,828</u>	<u>558,004</u>	<u>558,004</u>	<u>558,004</u>

Program: Utilities/Wastewater – JO-GRO™

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Utilities Specialist	0.00	0.00	1.00	1.00	1.00	1.00
Municipal Services Worker*	2.00	2.00	1.00	1.00	1.00	1.00
Municipal Services Aide*	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	3.00	3.00	3.00	3.00	3.00	3.00
Public Works Director						
From: Water Treatment	0.06	0.00	0.03	0.03	0.03	0.03
Utility Plant Superintendent						
From: Wastewater Treatment	0.25	0.25	0.25	0.25	0.25	0.25
Utilities Worker						
From: Wastewater Treatment	0.50	0.50	0.50	0.50	0.50	0.50
Trmt. Plant Spec. – Maintenance						
From: Wastewater Treatment	0.10	0.30	0.30	0.30	0.30	0.30
Office Assistant						
From: Water Treatment	<u>0.00</u>	<u>0.00</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>
Subtotal	0.91	1.05	1.11	1.11	1.11	1.11
Total Positions	<u>3.91</u>	<u>4.05</u>	<u>4.11</u>	<u>4.11</u>	<u>4.11</u>	<u>4.11</u>

* Municipal Service Worker identified as Utilities Worker and Municipal Service Aide identified as Municipal Service Worker in Compensation Study, adoption by this group is pending labor negotiations.

Capital Outlay/By Item:

N/A	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Utilities/Wastewater – Customer Service

Services Delivered:

Customer Service provides for the billing and collections of customer charges, legal services and engineering required for wastewater activities.

FY'10 Anticipated Accomplishments:

The activity provides for direct customer services and engineering support for developers. This activity focuses on the City Council goals of **Positive Communication** and **Growth Management**, with extensive work with individual customers paying bills, establishing accounts and assisting with or planning for service modifications to their property. The engineering costs are those associated with customer service for developers, real estate agents and property owners in Community Development.

The Customer Service activity will bill about 10,546 customers monthly and maintain timely records on all accounts. Information regarding sewer line locations, new service requests, local improvement district financing and other data regarding the overall system will be provided to customers through this activity.

FY'10 Performance Measurements:

The City of Grants Pass Council has not formally adopted goals thus performance measurements have been generated based on the previous councils adopted goals.

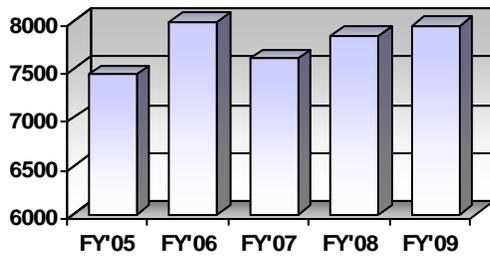
- Review and update the delinquency processing procedures to ensure accurate and timely notification of property owners.
- Ensure timely notification of potential service interruptions relating to the construction projects throughout the community.
- Delinquent sewer only accounts will be turned over to the County Assessor for processing as liens through property tax collection.

Budget Highlights:

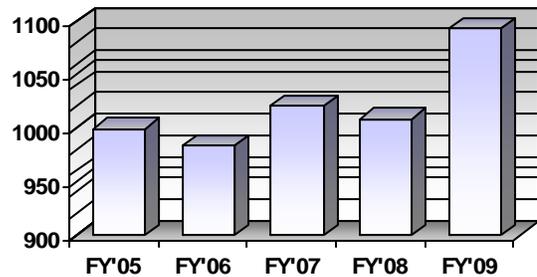
The FY'10 budget increases are a reflection of the increased costs associated with postage and contractual bill mailing services. The overall projected budget for FY'10 does reflect a 6% decrease in annual expenditures.

Program: Utilities/Wastewater – Customer Service

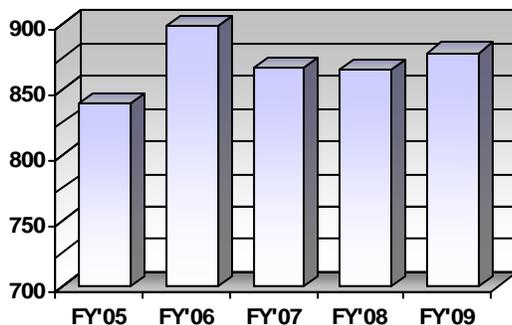
Number of RESIDENTIAL Customers



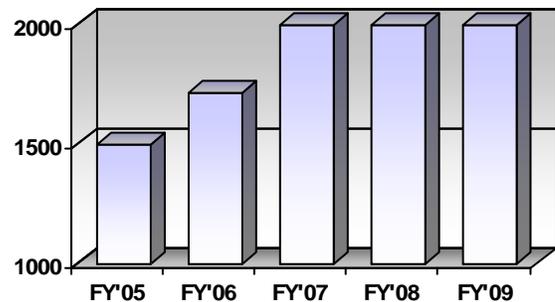
Number of COMMERCIAL Customers



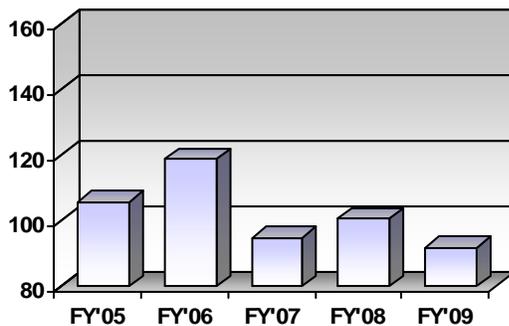
Number of MULTIFAMILY Customers



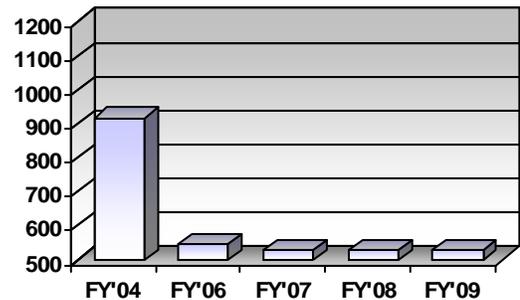
Number of Redwood Sanitary Sewer Services Customers



Number of PUBLIC AGENCY Customers



Number of HARBECK-FRUITDALE Customers



Note: (1.) Harbeck-Fruitdale numbers decline as properties are annexed and moved into appropriate class groups.

FY'09 Performance Indicators:

- Review and update the delinquency processing procedures to ensure accurate and timely notification of property owners. **Goal#VI Target met.**
- An audit of all sewer permits will be performed in order to ensure proper billing of all City sewer services. **Goal#VI Target met.**
- Delinquent sewer only accounts will be turned over to the County Assessor for processing as liens through property tax collection. **Goal#VI Target met.**

Program: Utilities/Wastewater – Customer Service

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	33,672	34,513	34,500	35,660	35,660	35,660
Direct Charges	<u>226,923</u>	<u>226,866</u>	<u>235,188</u>	<u>243,947</u>	<u>243,947</u>	<u>243,947</u>
Total Expenses	<u>260,595</u>	<u>261,379</u>	<u>269,688</u>	<u>279,607</u>	<u>279,607</u>	<u>279,607</u>

Program: Utilities/Wastewater – Customer Service

Program: Utilities/Wastewater – Debt Service

Services Delivered:

This activity accounts for the repayment of debt incurred by the Wastewater Utility. A total of \$7,000,000 of State Revolving Loan Fund (SRF) monies were made available to the City for expansion of the Wastewater Treatment Plant and related projects. The City's commitment for these monies was made in the fall of 2001 with the first draw occurring in the fall of 2002, commensurate with construction.

FY'10 Anticipated Accomplishments:

With the final draw of SRF monies in July of 2004 and the formal acceptance by SRF, semi-annual interest payments began in March of FY'05.

Budget Highlights:

The new SRF loan will be payable over twenty years at an interest rate of 3.43%. Payment of principle began in FY'06.

The Debt Service schedule is in Appendix P.

The SRF loan payment schedule is:

	<u>FY'07</u>	<u>FY'08</u>	<u>FY'09</u>	<u>FY'10</u>
Loan Agreement R38671 December 31, 2004				
Principal	266,249	275,460	284,989	294,848
Interest	<u>229,001</u>	<u>219,790</u>	<u>210,261</u>	<u>200,402</u>
Total	<u>495,250</u>	<u>495,250</u>	<u>495,250</u>	<u>495,250</u>

Program: Utilities/Wastewater – Debt Service

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Debt Service	<u>492,206</u>	<u>492,101</u>	<u>495,250</u>	<u>495,250</u>	<u>495,250</u>	<u>495,250</u>
Total Expenses	<u>492,206</u>	<u>492,101</u>	<u>495,250</u>	<u>495,250</u>	<u>495,250</u>	<u>495,250</u>

Program: Utilities/Wastewater – General Program Operations

Services Delivered:

This activity accounts for expense that is not directly allocated to any single wastewater activity. The contingency is appropriated in this activity, along with transfers to capital projects, payment of administrative overhead, ending fund balances and debt issuance costs.

FY'10 Anticipated Accomplishments:

The contingency funds available in General Program Operations are utilized only with direct City Council authorization. The ending fund balance appropriation may not be altered during the fiscal year. The appropriated funds for capital projects are transferred as soon as they are available.

Program: Utilities/Wastewater – General Program Operations

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Contractual/Prof Services	33,712	72,381	51,003	49,579	49,579	49,579
Contingencies	0	0	305,058	368,902	368,902	368,902
Indirect Charges	305,829	316,602	324,656	314,701	314,701	314,701
Transfers Out	1,329,500	1,130,000	866,644	987,834	987,834	987,834
Ending Balance	<u>343,018</u>	<u>382,646</u>	<u>52,091</u>	<u>92,927</u>	<u>92,927</u>	<u>92,927</u>
Total Expenses	<u>2,012,059</u>	<u>1,901,629</u>	<u>1,599,452</u>	<u>1,813,943</u>	<u>1,813,943</u>	<u>1,813,943</u>

Program: Utilities/Wastewater – Debt Service Reserve Fund

Services Delivered:

This activity accounts for the reserve requirement mandated by the covenants of the SRF loan accepted in 2001 for the expansion of the Wastewater Treatment Plant.

Budget Highlights:

The reserve will be held until September 2024 when the loan is fully paid thereby releasing these funds. Annual interest earnings on the reserve funds are credited to General Operations and available for annual debt service.

Program: Utilities/Wastewater – Debt Service Reserve Fund

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Beginning Balance	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>
Total Resources	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Ending Balance	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>
Total Expenses	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>

Program: Utilities/Wastewater – Capital Construction

Basic Functions:

This activity provides for the planning, engineering and construction of sewer lines, pumping stations and treatment facilities for the Wastewater Program.

Activity Highlights:

This portion of the Wastewater system receives financing from System Development Charge revenues and transfers from wastewater operations. The Wastewater system includes the treatment plant, three pump stations and the collection system. Major repairs and improvements are financed through this capital budget.

This budget sets aside funds to provide for the major rehabilitation of the treatment plant and pump stations and replacement of deteriorated sewer piping within the collection system.

Budget Highlights:

A list of projects for FY'07, FY'08, FY'09 & FY'10 is shown on the following page.

The History through FY'07 column shows project costs through June 30, 2007. The FY'07 and FY'08 Actual columns show actual expenditures for the fiscal years July 1, 2006 through June 30, 2008. The Budget FY'09 and Adopted FY'10 columns reflect the total amount of resources available or expected to be available to the project during the respective fiscal years.

Program: Utilities/Wastewater – Capital Construction

FY'07, FY'08, FY'09 & FY'10 PROJECTS

	Expense Actual FY'07	Expense Through FY'07	Expense Actual FY'08	Resource Budget FY'09	Resource Adopted FY'10
SE4161 Accelerated Maintenance	0	147,842	2,954	133,799	90,845
SE4745 WRP Equipment Improvement	0	0	22,478	150,000	127,522
SE4835 I to J Alley Sewer Relocation	1,838	1,838	8,643	249,162	221,357
SE4913 Jo-Gro™ Storm Water Improvements	33,926	35,661	32	70,339	3,968
SE4960 Jo-Gro™ Miscellaneous Upgrades	9,554	9,554	45,080	100,000	100,366
SE4962 Bridge Street Pump Station Improve.	79,993	79,993	41,450	257,007	108,550
SE4963 Update WRP Facility Plan	0	0	0	150,000	100,000
SE4964 WRP Phase 2 Expansion	0	0	0	416,000	1,072,000
SE4998 Pretreatment Program Update	44,739	44,739	70,961	65,261	29,039
SE5048 Gilbert Creek SS Crossing Repair	0	0	17,487	15,000	7,513
SE5060 Update Coll. Sys Master Plan	0	0	321	15,000	29,679
SE5066 Judson Sewer LID (729)	0	0	1,766	45,000	8,232
SE5071 Grit Disposal Pad	0	0	1,529	0	0
SE5079 2nd Street Sewer Replacement	0	0	0	700,000	0
SE5080 WRP Structural Repairs	0	0	0	50,000	100,000
SE5081 Collection System Master Plan Update	0	0	0	0	10,000
SE5082 Plant Drain Pump Evaluation	0	0	0	0	20,000
Fund 728 Miscellaneous Projects - General	1,974,379	15,199,853	5,191,195	412,105	673,691
Fund 722 Miscellaneous Projects - SDC Funds	0	0	0	216,328	537,645
Fund 725 Miscellaneous Projects - AFD Funds	0	80,940	0	0	1,861
Total Projects	<u>2,144,429</u>	<u>15,600,420</u>	<u>5,403,896</u>	<u>3,045,001</u>	<u>3,242,268</u>

Program: Utilities/Wastewater – Capital Construction

Financial Summary

	<u>Actual FY'07</u>	<u>Actual FY'08</u>	<u>Budget FY'09</u>	<u>Manager Recommended FY'10</u>	<u>Committee Approved FY'10</u>	<u>Council Adopted FY'10</u>
Beginning Fund Balance	<u>4,603,334</u>	<u>4,797,018</u>	<u>1,466,012</u>	<u>1,567,089</u>	<u>1,567,089</u>	<u>1,567,089</u>
Resources						
SRLF Loan	0	0	0	0	0	0
System Dev. Chgs. (SDCs)Revenue	10,260	5,368	0	0	0	0
Redwood SSS District SDC's	0	0	0	0	0	0
SDC Reimb.Fee COLLECTION	74,598	65,213	69,300	69,300	69,300	69,300
SDC Improvement Fee	580,311	492,990	535,500	535,500	535,500	535,500
SDC Admin Fee COLLECTION	20,711	17,463	19,545	19,545	19,545	19,545
Sewer Surcharges	0	0	0	0	0	0
Investment Interest	233,460	84,655	41,000	51,000	51,000	51,000
SDC Loan Interest	8,859	6,667	7,000	7,000	7,000	7,000
Redwood SSS District	0	0	0	0	0	0
Street Utility Fee (From fund 230)	225,000	440,000	0	0	0	0
Special Assessment	0	0	35,000	0	0	0
General Program - Sewer	1,172,000	1,130,000	866,644	987,834	987,834	987,834
Water Utility - General Program Ops	0	50,000	0	0	0	0
Contribution-Developer Agreement	0	0	0	0	0	0
Advance Financing/Interest Revenue	12,914	3,139	5,000	5,000	5,000	5,000
Other Revenue	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>2,338,113</u>	<u>2,295,497</u>	<u>1,578,989</u>	<u>1,675,179</u>	<u>1,675,179</u>	<u>1,675,179</u>
Total Resources	<u>6,941,447</u>	<u>7,092,515</u>	<u>3,045,001</u>	<u>3,242,268</u>	<u>3,242,268</u>	<u>3,242,268</u>
Requirements						
Capital Outlay	2,144,429	5,403,896	1,926,769	956,907	956,907	956,907
Transfers Out	0	0	0	0	0	0
Ending Fund Balance	<u>4,797,018</u>	<u>1,688,619</u>	<u>1,118,232</u>	<u>2,285,361</u>	<u>2,285,361</u>	<u>2,285,361</u>
Total Requirements	<u>6,941,447</u>	<u>7,092,515</u>	<u>3,045,001</u>	<u>3,242,268</u>	<u>3,242,268</u>	<u>3,242,268</u>

SOLID WASTE

ACTIVITIES

- *Field Operations
- *Post-Closure Operations
- *General Program Operations
- *Capital Construction

DESCRIPTION

The Solid Waste Program provides for limited support for the municipal portions of franchise management for the two solid waste franchises in Grants Pass. The City now works through the Josephine County Solid Waste Agency for direct franchise administration, the development of recycling opportunities, and solid waste regulation. Historically, the City operated the Merlin Landfill which stopped accepting waste as of December 31, 2000. Under the Merlin Consent Order, entered into by the City with the DEQ, the City now directs the remediation of environmental and groundwater issues. The construction of the landfill's final cover was completed at end of 2001. The landfill has entered into its post-closure maintenance and monitoring period, which is required for at least the next 30 years.

The post-closure monitoring and maintenance of the Merlin Landfill is covered by an insurance policy from American International Group (AIG). This policy was purchased in FY'02 to cover the cost of the landfill's final cover and its post-closure monitoring and maintenance for a total coverage limit of \$13,000,000. In addition, the City purchased property damage (including natural resource damage) and bodily harm insurance policy with a total coverage limit of \$10,000,000 for the landfill.

Previously, revenues for the Solid Waste Program were generated largely from the disposal rates at the Merlin Landfill. With the closure of the landfill, that revenue source has ceased.

The primary issues in the solid waste fund involve three primary areas:

- Completion of the required remediation actions at the Merlin Landfill as contained in the final Record of Decision.
- Fuels reduction, reforestation and land management at the Merlin Landfill site.
- Payment of debt for the Marlsan Landfill Cover on behalf of the Solid Waste Agency.

	ACTUAL FY'07	ACTUAL FY'08	BUDGET FY'09	MANAGER RECOMMEND FY'10	COMMITTEE APPROVED FY'10	COUNCIL ADOPTED FY'10
	\$	\$	\$	\$	\$	\$
Program Generated Resources	<u>3,854,593</u>	<u>3,912,800</u>	<u>3,971,850</u>	<u>3,542,939</u>	<u>3,542,939</u>	<u>3,542,939</u>
Total Resources	<u>3,854,593</u>	<u>3,912,800</u>	<u>3,971,850</u>	<u>3,542,939</u>	<u>3,542,939</u>	<u>3,542,939</u>
Requirements						
Solid Waste Field Operations	18,963	19,003	37,104	26,716	26,716	26,716
Solid Waste General Operations	384,795	377,119	306,193	596,137	596,137	596,137
Post-Closure Operations	86,728	74,774	107,893	113,664	113,664	113,664
Capital Construction	<u>3,364,107</u>	<u>3,441,904</u>	<u>3,520,660</u>	<u>2,806,422</u>	<u>2,806,422</u>	<u>2,806,422</u>
Total Requirements	<u>3,854,593</u>	<u>3,912,800</u>	<u>3,971,850</u>	<u>3,542,939</u>	<u>3,542,939</u>	<u>3,542,939</u>

Program: Utilities/Solid Waste – Solid Waste Program

Services Delivered:

This activity meets the goals of the City of Grants Pass by providing safe and efficient management of solid waste. Operational programs within this activity include management of franchise collection services for solid waste, environmental remediation at the Merlin Landfill, development of companion programs for recycling and hazardous waste collection, yard and leaf debris collection, administration of the open burning ordinance and planning and development for future disposal opportunities. The program also now accounts for a debt authorized to assist the Grants Pass/Josephine County Solid Waste Agency.

The Solid Waste Program addresses the Council goal of protecting and enhancing the environment. By providing solid waste disposal and recycling opportunities, the service provides an environmentally responsible method for handling the community's solid waste. The ongoing environmental investigations and remediation work also protect the community surrounding the landfill.

FY '10 Anticipated Accomplishments:

The Merlin Landfill is a "closed" landfill. The final Record of Decision (ROD) requires the construction of a municipal water line to supply residents adjacent to the landfill site, and the acquisition of limited properties. Each of these activities continues to be managed through the capital appropriation for remediation.

The solid waste program will remain responsible for assuring the ongoing monitoring of the closed Merlin Landfill. The ongoing monitoring requirements are all reimbursed; however, the program must assure all required actions are completed, including ongoing groundwater monitoring, maintenance of the final cover, and the completion of all required remediation activities.

This program will also invest in the continued creation of a reforested site. The existing forested property is under a program for fuels reduction for fire management. A portion of the borrow areas will be replanted, with remaining planting needed in future years.

Program: Utilities/Solid Waste – Solid Waste Program

Program Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>56,665</u>	<u>38,325</u>	<u>86,136</u>	<u>132,868</u>	<u>132,868</u>	<u>132,868</u>
Current Resources						
Activity Generated						
Burn Permits	2,600	3,070	2,000	1,500	1,500	1,500
AIG Reimbursements	85,729	83,607	116,803	108,653	108,653	108,653
Solid Waste Agency	333,506	295,276	196,001	439,596	439,596	439,596
Interest	(14)	541	250	300	300	300
Transfers	0	38,000	38,000	38,000	38,000	38,000
Other Revenue	12,000	12,077	12,000	15,600	15,600	15,600
Capital Construction	<u>3,364,107</u>	<u>3,441,904</u>	<u>3,520,660</u>	<u>2,806,422</u>	<u>2,806,422</u>	<u>2,806,422</u>
Total Current Resources	<u>3,797,928</u>	<u>3,874,475</u>	<u>3,885,714</u>	<u>3,410,071</u>	<u>3,410,071</u>	<u>3,410,071</u>
Total Resources	<u>3,854,593</u>	<u>3,912,800</u>	<u>3,971,850</u>	<u>3,542,939</u>	<u>3,542,939</u>	<u>3,542,939</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Field Operations	18,963	19,003	37,104	26,716	26,716	26,716
Post Closure Operations	86,944	82,240	96,015	97,630	97,630	97,630
General Program Operations	0	100	6,680	6,666	6,666	6,666
Capital Construction	<u>3,364,107</u>	<u>3,441,904</u>	<u>3,520,660</u>	<u>2,806,422</u>	<u>2,806,422</u>	<u>2,806,422</u>
Contingency	0	0	13,169	13,169	13,169	13,169
Indirect Charges	14,287	39,690	27,614	25,538	25,538	25,538
Debt Service	331,967	294,420	123,177	366,772	366,772	366,772
Ending Balance	<u>38,325</u>	<u>35,443</u>	<u>147,431</u>	<u>200,026</u>	<u>200,026</u>	<u>200,026</u>
Total Expenses	<u>3,854,593</u>	<u>3,912,800</u>	<u>3,971,850</u>	<u>3,542,939</u>	<u>3,542,939</u>	<u>3,542,939</u>

Program: Utilities/Solid Waste – Field Operations

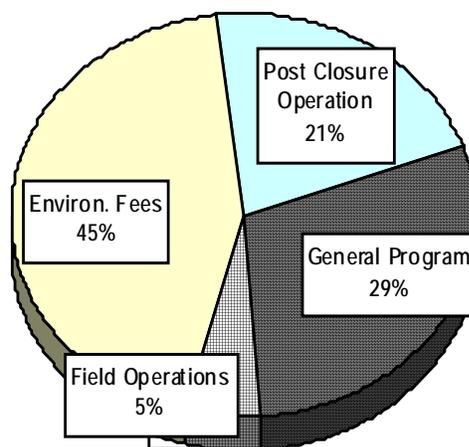
Services Delivered:

The activity provides for safe and efficient management of the City of Grants Pass's portion of solid waste disposal, collection, and alternatives to disposal. The primary activities are those associated with management of the solid waste collection franchises, management of the landfill post-closure maintenance and monitoring, the oversight of work necessary on the remediation, and the administration of the limited open burning ordinance. The solid waste franchise agreements, now administered by the Josephine County-City of Grants Pass Solid Waste Agency, have placed the following responsibilities on the solid waste haulers: operation of the transfer station and reload station, specialty waste streams (such as household hazardous waste, etc.), recycling, yard and leaf debris collection, and the spring cleanup day.

FY'10 Anticipated Accomplishments:

The activity provides for the use of contracted technical and engineering consulting services to support activities for the solid waste program and activities at and around the landfill not considered part of post-closure maintenance and monitoring. It also provides for maintenance of properties adjacent to the landfill secured by the City in order to create the necessary buffer zone and to maintain access to our monitoring wells located on the properties.

FY'10 Budget Allocations



Program: Utilities/Solid Waste – Field Operations

Budget Highlights:

The FY'10 budget reflects revenues from the beginning balance, the transfer station lease, interest on those funds, and burn permits. This activity provides for solid waste activities not associated with the landfill property itself, contracted professional services, and a contingency.

FY'09 Activity Review:

The Merlin Landfill is in the post-closure period. The City and County created the Josephine County-City of Grants Pass Solid Waste Agency to oversee the solid waste program throughout the County and City, and the City issued debt to support the solid waste post-closure activities at the Marlsan Landfill.

Program: Utilities/Solid Waste – Field Operations

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Expenses						
Operating Expenses						
Personal Services	0	178	3,130	3,110	3,110	3,110
Materials & Supplies	0	0	185	200	200	200
Contractual/Prof Services	18,963	18,336	31,870	21,600	21,600	21,600
Direct Charges	0	489	1,709	1,706	1,706	1,706
Capital Outlay	<u>0</u>	<u>0</u>	<u>210</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Expenses	<u>18,963</u>	<u>19,003</u>	<u>37,104</u>	<u>26,716</u>	<u>26,716</u>	<u>26,716</u>

Program: Utilities/Solid Waste – Field Operations

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Utility Director						
From: Water Treatment	0.00	0.00	0.05	0.05	0.05	0.05
Office Assistant I						
From: Water Treatment	<u>0.00</u>	<u>0.00</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Total Positions	<u>0.00</u>	<u>0.00</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>

Program: Utilities/Solid Waste – Post Closure Operations

Services Delivered:

This activity provides for the post-closure maintenance and monitoring of the Merlin Landfill and the costs reimbursed by AIG insurance. Activities include maintenance and monitoring of the final cover, gas collection system, leachate collection and hauling, storm water system, groundwater monitoring, and permit compliance.

FY'10 Anticipated Accomplishments:

Public Works staff from the JO-GRO™ facility, Water Restoration Plant and Water Distribution Division will complete the majority of the activities, with major contracts in place for groundwater monitoring.

Budget Highlights:

The costs reflect the monitoring and maintenance of the landfill to be reimbursed by AIG plus a contingency for any unexpected costs.

FY'09 Activity Review:

The Merlin Landfill's final cover and gas collection system operation were monitored through this period. We have transferred this responsibility to new personnel to insure the quality of continued operations.

Program: Utilities/Solid Waste – Post Closure Operations

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Expenses						
Materials & Supplies	75	0	3,000	2,750	2,750	2,750
Contractual/Prof Services	66,307	62,967	71,475	73,340	73,340	73,340
Direct Charges	20,562	19,273	21,540	21,540	21,540	21,540
Contingencies	0	0	10,169	10,169	10,169	10,169
Indirect Charges	8,694	8,355	10,619	9,763	9,763	9,763
Ending Balance	<u>(8,910)</u>	<u>(15,821)</u>	<u>(8,910)</u>	<u>(3,898)</u>	<u>(3,898)</u>	<u>(3,898)</u>
Total Expenses	<u>86,728</u>	<u>74,774</u>	<u>107,893</u>	<u>113,664</u>	<u>113,664</u>	<u>113,664</u>

Program: Utilities/Solid Waste – General Program Operations

Services Delivered:

This activity provides for expense which is not directly allocated to the field operations for solid waste or for the post closure activities. The contingency is appropriated in this activity, along with the debt repayment for the full faith and credit obligation issued by the City of Grants Pass to support the Josephine County/City of Grants Pass Solid Waste Agency. The debt instrument is repaid from the environmental program fees (EPF) paid by solid waste franchises to both the City and County, consolidated in the Agency, and paid to the City to allow repayment of the obligation to the issuer of the note.

FY'10 Anticipated Accomplishments:

This activity will assure payment on outstanding debt.

Program: Utilities/Solid Waste – General Program Operations

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Expenses						
Operating Expenses						
Personal Services	0	100	6,680	6,666	6,666	6,666
Contingencies	0	0	3,000	3,000	3,000	3,000
Indirect Charges	5,593	31,335	16,995	15,775	15,775	15,775
Debt Service	331,967	294,420	123,177	366,772	366,772	366,772
Ending Balance	<u>47,235</u>	<u>51,264</u>	<u>156,341</u>	<u>203,924</u>	<u>203,924</u>	<u>203,924</u>
Total Expenses	<u>384,795</u>	<u>377,119</u>	<u>306,193</u>	<u>596,137</u>	<u>596,137</u>	<u>596,137</u>

Program: Utilities/Solid Waste – Capital Construction

Basic Functions:

This activity provides for the planning, engineering and construction of solid waste facilities.

Activity Highlights:

This fiscal year will continue to implement the Record of Decision (ROD) and continue to monitor the remediation programs.

Budget Highlights:

A list of projects for FY'07, FY'08, FY'09 & FY'10 is shown on the following page.

The History through FY'07 column shows project costs through June 30, 2007. The FY'07 and FY'08 Actual columns show actual expenditures for the fiscal years July 1, 2006 through June 30, 2008. The Budget FY'09 and Adopted FY'10 columns reflect the total amount of resources available or expected to be available to the project during the respective fiscal years.

Program: Utilities/Solid Waste – Capital Construction

FY'07, FY'08, FY'09 & FY'10 PROJECTS

		Expense	Expense	Expense	Resource	Resource
		Actual	Through	Actual	Budget	Adopted
		FY'07	FY'07	FY'08	FY'09	FY'10
LA2640	Remediation	52,129	1,969,602	96,982	1,026,044	267,062
LA4691	Clean Up Program	20,518	64,609	20,000	1,713,139	1,723,639
LA0000	Miscellaneous Projects	<u>0</u>	<u>1,211,529</u>	<u>0</u>	<u>781,477</u>	<u>815,721</u>
	Total Projects	<u>72,647</u>	<u>3,245,740</u>	<u>116,982</u>	<u>3,520,660</u>	<u>2,806,422</u>

Program: Utilities/Solid Waste – Capital Construction

Financial Summary

	Actual FY'07	Actual FY'08	Budget FY'09	Manager Recommended FY'10	Committee Approved FY'10	Council Adopted FY'10
Beginning Fund Balance	<u>3,201,960</u>	<u>3,291,460</u>	<u>3,398,960</u>	<u>2,730,922</u>	<u>2,730,922</u>	<u>2,730,922</u>
Resources						
AIG Reimbursements	0	0	0	0	0	0
Investment Interest	69,889	79,143	75,500	75,500	75,500	75,500
Interest Pmt/Bancroft Fund	92,258	71,301	46,200	0	0	0
Interest Pmt/Lands & Bldgs.	0	0	0	0	0	0
Solid Waste Operations	0	0	0	0	0	0
Transfer from post closure	0	0	0	0	0	0
Transfer from closure	0	0	0	0	0	0
Lands & Bldgs. LB4731	0	0	0	0	0	0
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>162,147</u>	<u>150,444</u>	<u>121,700</u>	<u>75,500</u>	<u>75,500</u>	<u>75,500</u>
Total Resources	<u>3,364,107</u>	<u>3,441,904</u>	<u>3,520,660</u>	<u>2,806,422</u>	<u>2,806,422</u>	<u>2,806,422</u>
Requirements						
Capital Outlay	52,647	58,982	0	62,000	62,000	62,000
Transfer Out	20,000	58,000	62,000	68,000	68,000	68,000
Ending Fund Balance	<u>3,291,460</u>	<u>3,324,922</u>	<u>3,458,660</u>	<u>2,676,422</u>	<u>2,676,422</u>	<u>2,676,422</u>
Total Requirements	<u>3,364,107</u>	<u>3,441,904</u>	<u>3,520,660</u>	<u>2,806,422</u>	<u>2,806,422</u>	<u>2,806,422</u>

ADMINISTRATIVE SERVICES

ACTIVITIES

- *Management Services
- *Finance Services
- *Legal Services
- *Human Resources
- *General Program Operations

DESCRIPTION

This program provides direct and indirect administrative services to the various programs and activities.

The revenues for the activities are based upon the application of an administrative charge. A fixed rate of 8% is applied to all operating activities and 2% is applied to construction of capital projects. These rates have remained unchanged for the past twenty-one years.

	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Program Generated Resources	<u>2,892,910</u>	<u>3,459,698</u>	<u>3,764,291</u>	<u>3,686,313</u>	<u>3,686,313</u>	<u>3,686,313</u>
Total Resources	<u>2,892,910</u>	<u>3,459,698</u>	<u>3,764,291</u>	<u>3,686,313</u>	<u>3,686,313</u>	<u>3,686,313</u>
Requirements						
Management Services	573,513	743,789	789,036	787,079	787,079	787,079
Finance Services	1,398,103	1,110,197	1,431,256	1,438,514	1,438,514	1,438,514
Legal Services	181,769	224,093	381,276	349,328	349,328	349,328
Human Resources	0	385,966	418,877	391,076	391,076	391,076
General Program Operations	<u>739,525</u>	<u>995,653</u>	<u>743,846</u>	<u>720,316</u>	<u>720,316</u>	<u>720,316</u>
Total Requirements	<u>2,892,910</u>	<u>3,459,698</u>	<u>3,764,291</u>	<u>3,686,313</u>	<u>3,686,313</u>	<u>3,686,313</u>

Program: Administrative Services – Program Summary

Mission Statement:

The mission of the Administrative Services Department is to provide efficient and effective administration and management services for the City Council, City Departments and Programs, City Staff, and the Citizens of Grants Pass.

Services Delivered:

This program is responsible for administrative and fiscal management of the City. This includes management services, financial services, legal services, human resource services, and general services which include postage, telecommunications, filing and copying services.

This program supports all of the Council's goals throughout the entire City organization with particular emphasis on the Council's goal of Management. In support of the Council Goal number VI, **Management**, enhanced utilization of technology will continue to be a focus for increasing efficiencies.

Program: Administrative Services– Program Summary

Program Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>274,619</u>	<u>512,325</u>	<u>624,788</u>	<u>642,806</u>	<u>642,806</u>	<u>642,806</u>
Current Resources						
Activity Generated						
Redwood Sewer District	11,664	7,913	0	47,720	47,720	47,720
GP Redevelopment Agency	22,976	21,937	10,750	5,750	5,750	5,750
Revenue from Other Agencies	16,000	11,200	3,500	2,300	2,300	2,300
Interest	33,380	43,828	20,550	8,750	8,750	8,750
Other Revenue	1,003	2,128	100	0	0	0
Administrative Charges	2,009,737	2,327,878	2,524,051	2,370,718	2,370,718	2,370,718
Direct Charges	<u>523,531</u>	<u>532,489</u>	<u>580,552</u>	<u>608,269</u>	<u>608,269</u>	<u>608,269</u>
Total Current Resources	<u>2,618,291</u>	<u>2,947,373</u>	<u>3,139,503</u>	<u>3,043,507</u>	<u>3,043,507</u>	<u>3,043,507</u>
Total Resources	<u>2,892,910</u>	<u>3,459,698</u>	<u>3,764,291</u>	<u>3,686,313</u>	<u>3,686,313</u>	<u>3,686,313</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Management Services	550,853	698,847	753,427	763,205	763,205	763,205
Finance Services	1,341,945	1,055,677	1,354,676	1,387,032	1,387,032	1,387,032
Legal Services	178,431	216,435	368,991	341,783	341,783	341,783
Human Resources	0	380,132	393,871	380,070	380,070	380,070
General Program Operations	179,868	169,195	223,425	182,925	182,925	182,925
Direct Charges	111,136	137,399	153,163	129,367	129,367	129,367
Capital Outlay	18,352	29,841	62,000	25,500	25,500	25,500
Contingencies	0	0	454,738	476,431	476,431	476,431
Ending Balance	<u>512,325</u>	<u>772,172</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>2,892,910</u>	<u>3,459,698</u>	<u>3,764,291</u>	<u>3,686,313</u>	<u>3,686,313</u>	<u>3,686,313</u>

Program: Administrative Services – Management Services

Services Delivered:

This activity provides professional leadership in the administration of the goals and policies formulated by the Council. The Manager also coordinates and directs all City operations. In this capacity, the City Manager is the official purchasing agent, personnel officer, superintendent of the utility system and budget officer for the City. The City Manager is responsible for the coordination of all operations of the City, including capital investments and support for all operating divisions.

FY'10 Anticipated Accomplishments:

This activity will continue to promote Council goals within the City organization and throughout the community. The implementation of all Council goals and the adopted work plan is the responsibility of the manager. The goals of **Citizen Engagement, Economic Resilience, Infrastructure, and all of the Governance Goals** receive particular emphasis by the City Manager.

FY'09 Performance Measurements:

- Conduct community workshops on issues.
- Prepare the Council packet material by the Friday noon prior to the Council meeting 95% of the time.
- Submit at least six grant requests to fund operations and capital needs.
- Meet regularly with County Commissioners and District #7 representatives.

Budget Highlights:

There are no major shifts in the budget. There are no new employees; two employees will be reducing hours. The budget is approximately 8% below the anticipated budget for FY' 10.

Program: Administrative Services – Management Services

FY'09 Activity Review:

The City made major headway on the Work Plan adopted by the Council for 2006 to 2008. Among some of the significant accomplishments were capital construction projects (water lines in Williams Highway and Rogue river Highway, street improvements on Rogue river Highway, sidewalks on Hawthorne and Madrone, historic streets lights downtown and on the 7th Street Bridge, completion of one of the two new Public Safety stations).

Management assisted Council in the development of a new process and new regulations for reimbursement districts as well as several new ordinances regarding signage and telecommunication agreements.

Management Services managed the Redevelopment Agency projects, the utilities, 911 Agency, work with School District #7, as well as other activities.

FY'09 Performance Indicators:

- Conduct community workshops on issues. **Goal#VI Target met.** *Major community workshop on the recommendation for the Downtown River District Plan.*
- Prepare the Council packet material by the Friday noon prior to the Council meeting 95% of the time. **Goal#VI Target met.**
- Submit at least six grant requests to fund operations and capital needs. **Goal#VI Target met.** *Grants submitted for the purchase of property for Reinhart Volunteer Park, breathing apparatus for the Fire Division, vehicles for the Fire Division, hybrid vehicles for the Organization, transportation improvements on Rogue River Highway, and improvements on Highway 238.*
- Meet regularly with County Commissioners and District #7 representatives. **Goal#VI Target met.**

Program: Administrative Services – Management Services

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	522,098	669,505	700,433	724,514	724,514	724,514
Materials & Supplies	4,104	7,120	6,600	6,650	6,650	6,650
Contractual/Prof Services	24,651	22,222	46,394	32,041	32,041	32,041
Direct Charges	19,604	26,692	27,109	22,874	22,874	22,874
Capital Outlay	<u>3,056</u>	<u>18,250</u>	<u>8,500</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Expenses	<u>573,513</u>	<u>743,789</u>	<u>789,036</u>	<u>787,079</u>	<u>787,079</u>	<u>787,079</u>

Program: Administrative Services – Management Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	0.00	1.00	1.00	1.00	1.00	1.00
Grant Specialist	0.00	0.00	0.80	0.80	0.80	0.80
Grant Administrator	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	6.00	7.00	6.80	6.80	6.80	6.80
Office Assistant I/II						
To: Workers Comp	(0.05)	(0.05)	0.00	0.00	0.00	0.00
To: General Insurance	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Code Enforcement	0.00	0.00	0.00	0.00	0.00	0.00
To: Legal	<u>0.00</u>	<u>0.00</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>	<u>(0.05)</u>
Subtotal	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
Total Positions	<u>5.90</u>	<u>6.90</u>	<u>6.70</u>	<u>6.70</u>	<u>6.70</u>	<u>6.70</u>
Part Time/Seasonal Hours	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>

Capital Outlay/By Item:

Office Furniture/Equipment	7,000	1,000	1,000	1,000
Computers	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>8,500</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>

Program: Administrative Services – Finance Services

Mission Statement:

“The Finance Department will provide fiscal integrity and efficient service through communication, technology and teamwork.”

Services Delivered:

This activity is responsible for fiscal management of the City. This includes utility billing, accounting and record keeping; payroll, accounts payable and receivable; licensing, business and occupancy tax administration, cash and debt management; and planning, controlling and reporting City finances. Other fiscal responsibilities include coordination and compilation of the budget document and preparation of the annual financial report. This activity has elections responsibilities and provides oversight and management of the record retention systems.

FY’10 Anticipated Accomplishments:

In support of the Council Goal **Management**, enhanced utilization of technology will continue to be a focus for increasing efficiencies of routine and labor intensive processes. These include exploring alternative methods to in-house processing of utility payments and utilizing software enhancements to produce routine as well as specialized reports.

FY’10 Performance Measurements:

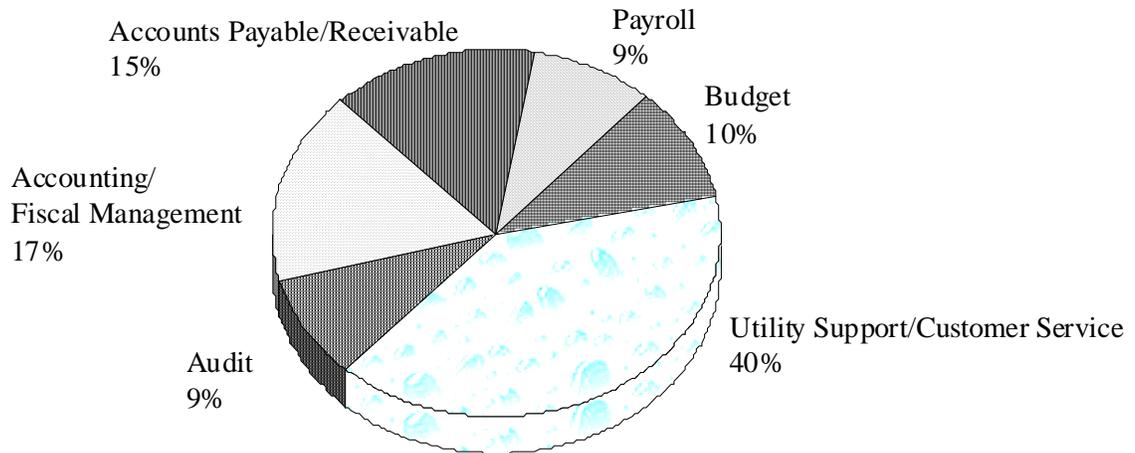
- The Budget document and Comprehensive Annual Financial Report (CAFR) will be submitted to the Government Finance Officers Association (GFOA) awards program.
- Maintain an unqualified opinion of the Comprehensive Annual Financial Report.
- Research and provide alternatives for the Harbeck/Fruitdale Sewer District assumption/transfer/merger/dissolution to streamline budgeting, accounting and operations.
- Financial reports and information will be provided to Council and staff within agreed to time lines.
- Prepare a set of formal financial policies and update the investment policy for City Council consideration.
- Prepare a comprehensive City-wide fee schedule for Council consideration.
- Complete a banking services RFP and research new services in order to potentially streamline the process and cost involved in regular banking transactions.

Budget Highlights:

FY’ 10 changes consist of personal costs, largely benefits, normal salary progressions and a full year’s application of the City’s compensation and classification study implemented in FY08-09. Due to lower revenue expectations for the Administrative Services Fund, the Finance Department has chosen to leave one staff position unfunded.

Program: Administrative Services – Finance Services

Services Provided



FY'09 Activity Review:

The Finance Department saw many personnel changes in FY'09 including: the replacement of an Assistant Finance Director, the promotion of a Department Support Technician, filling a number of positions such as the Analyst position and an Accounting Technician, and there remains one other vacancy. The personnel changes and additional time required to provide Council and Management with the proper level of financial information (due to the initial failure of the Public Safety levy in November of 2008) caused a strain on staff's ability to implement non-essential projects during the year.

FY'09 Performance Indicators:

- The Budget document and Comprehensive Annual Financial Report (CAFR) will be submitted to the Government finance Officers Association (GFOA) awards program. **Goal#VI Target met.**
- Research and provide alternatives for the Harbeck/Fruitdale Sewer District assumption/transfer/merger/dissolution to streamline budgeting, accounting and operations. **Goal#VI Target not met.** *This goal will be carried forward to next year because action on this item will require an election within the District.*
- Financial reports and information will be provided to Council and staff within agreed to time lines. **Goal#VI Target met.**
- Prepare a set of formal financial policies for City Council consideration. **Goal#VI Target not met.** *Due to staffing shortages and changes, available time for this project was limited.*
- Maintain an unqualified opinion of the Comprehensive Annual Financial Report. **Goal#VI Target met.**

Program: Administrative Services – Finance Services

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	1,003,209	852,859	1,069,412	1,123,561	1,123,561	1,123,561
Materials & Supplies	13,266	12,494	12,770	10,480	10,480	10,480
Contractual/Prof Services	325,470	190,324	272,494	252,991	252,991	252,991
Direct Charges	48,901	52,023	63,580	43,482	43,482	43,482
Capital Outlay	<u>7,257</u>	<u>2,497</u>	<u>13,000</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Total Expenses	<u>1,398,103</u>	<u>1,110,197</u>	<u>1,431,256</u>	<u>1,438,514</u>	<u>1,438,514</u>	<u>1,438,514</u>

Program: Administrative Services – Finance Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Finance Director	0.00	0.00	1.00	1.00	1.00	1.00
Administrative Services Director	1.00	1.00	0.00	0.00	0.00	0.00
Assistant Finance Director	0.00	0.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	0.00	0.00	0.00	0.00
Cust. Svc.- Utility Billing Supvr.	1.00	1.00	1.00	1.00	1.00	1.00
Finance Office Manager	1.00	0.00	0.00	0.00	0.00	0.00
Accounting Analyst	1.00	0.00	0.00	0.00	0.00	0.00
Financial Analyst	0.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	0.00	0.00	0.00	0.00	0.00
Department Support Technician	1.00	2.00	1.00	1.00	1.00	1.00
Finance Support Specialist	0.00	0.00	2.00	2.00	2.00	2.00
Department Support Specialist	0.00	1.00	0.00	0.00	0.00	0.00
Accounting Technician	6.00	7.00	8.00	8.00*	8.00*	8.00*
Dept. Support Tech - Payroll	1.00	1.00	0.00	0.00	0.00	0.00
Office Assistant I	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	15.00	18.00	16.00	16.00	16.00	16.00
Total Positions	<u>15.00</u>	<u>18.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>	<u>16.00</u>
Total Un-Funded Positions	0.00	0.00	0.00	(1.00)	(1.00)	(1.00)
Total Funded Positions	<u>15.00</u>	<u>18.00</u>	<u>16.00</u>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>
Part Time/Seasonal Hours	<u>2,240</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>

* These positions have not been funded for:
FY'09 Adopted FY'10 Recommended
Accounting Technician (1)

Capital Outlay/By Item:

Office Equipment	3,000	4,000	4,000	4,000
Computers	<u>10,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Total Capital Outlay	<u>13,000</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>

Program: Administrative Services – Legal Services

Services Delivered:

The legal staff provides services to the municipal corporation including the Council, the City Manager, the Urban Area Planning Commission (UAPC), City committees, department directors and staff. The legal staff also provides advice to the executive management team, drafts ordinances and resolutions, reviews and prepares contracts, researches legal questions which arise on a wide variety of topics and interprets the Municipal Code and State statutes.

The legal staff is often the first resource used by staff to field citizen questions and issues.

The legal staff maintains a basic understanding of a wide variety of legal areas including land use, condemnation, liability, constitutional law, contract law, telecommunications, tort law and civil rights. In addition, the legal staff is charged with the responsibility of supervising the City's Risk Management Program, Workers' Compensation Program, and the City's Code Enforcement Program.

FY'10 Anticipated Accomplishments:

The legal staff will continue to support operations on a daily basis, facilitating activities of each department through assistance to line staff as well as management.

FY'10 Performance Indicators:

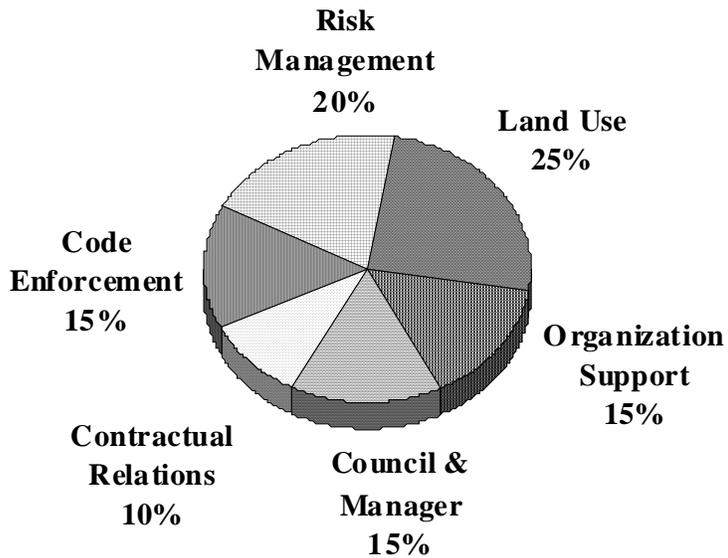
- One training session will be conducted for new Councilors.
- One training session will be conducted for the UAPC.

Budget Highlights:

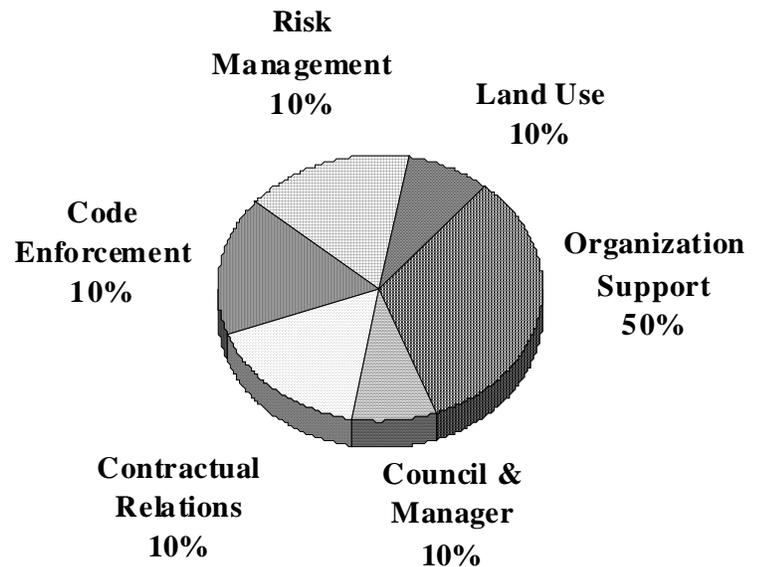
Budget costs will represent a modest increase based on the need to hire specialized legal services in areas of environmental law and land use litigation.

Program: Administrative Services – Legal Services

**Services Provided
Full Time Attorney**



**Services Provided
Half Time Attorney**



FY'09 Activity Review:

During FY'09 the legal department has focused on increased internal legal service to all City departments. The legal staff has coordinated with other departments in revising some Municipal Code provisions and addressing many areas of legal concern. City Attorney provides management of Code Enforcement Department with legal support from Deputy City Attorney.

FY'09 Performance Indicators:

- One training session will be conducted for new Councilors. **Goal#VI Target met.**
- One training session will be conducted for the UAPC. **Goal#VI Target met.**
- Nine homes will be painted in the 20th year of Paint Your Heart Out. **Goal#I Target met.**

Program: Administrative Services – Legal Services

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	150,442	186,348	291,265	268,913	268,913	268,913
Materials & Supplies	7,147	5,115	12,500	9,000	9,000	9,000
Contractual/Prof Services	20,842	24,972	65,226	63,870	63,870	63,870
Direct Charges	2,722	6,662	12,285	7,545	7,545	7,545
Capital Outlay	<u>616</u>	<u>996</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>181,769</u>	<u>224,093</u>	<u>381,276</u>	<u>349,328</u>	<u>349,328</u>	<u>349,328</u>

Program: Administrative Services – Legal Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Land Acquisition Specialist	0.00	0.00	0.80	0.80	0.80	0.80
Office Assistant II	<u>0.00</u>	<u>0.00</u>	<u>0.85</u>	<u>0.85</u>	<u>0.85</u>	<u>0.85</u>
Subtotal	1.00	1.00	2.65	2.65	2.65	2.65
City Attorney						
To: Workers Comp	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: General Ins.	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Code Enforcement	(0.05)	(0.05)	(0.15)	(0.15)	(0.15)	(0.15)
Office Assistant II						
To: Workers Comp	0.00	0.00	(0.125)	(0.125)	(0.125)	(0.125)
To: General Ins.	0.00	0.00	(0.125)	(0.125)	(0.125)	(0.125)
Office Assistant II						
From: Management	<u>0.00</u>	<u>0.00</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Subtotal	(0.25)	(0.25)	(0.55)	(0.55)	(0.55)	(0.55)
Total Positions	<u>0.75</u>	<u>0.75</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>	<u>2.10</u>
Part Time/Seasonal Hours	<u>928</u>	<u>**3,692</u>	<u>**1,040</u>	<u>**1,040</u>	<u>**1,040</u>	<u>**1,040</u>

*Should have been plus .05 not (.05) for actual FTE of .75

**Deputy City Attorney (Previously included Office Assistant II and Property Coordinator whose part-time fte is now included in total positions).

Capital Outlay/By Item:

Computers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Administrative Services – Human Resources

Mission:

“The Human Resources Department is committed to working strategically with all City Departments to provide equitable administration of policies and procedures. The department will strive to attract and hire qualified personnel and foster a positive work environment.”

Services Delivered:

The activity is responsible for the administration of personnel policies, classification and compensation plans, maintaining records; directing negotiations; and providing for employee development. Recruitment of qualified employees and administration of benefits as well as adherence to State and Federal personnel regulations. Guidance and direction regarding employee performance and direction provided to all departments.

FY’10 Anticipated Accomplishments:

In the last quarter of FY’09, the Grants Pass Employee’s Association became affiliated with the American Federation of State, County and Municipal Employees (AFSCME). In FY’10, the City will be in contract negotiations with AFSCME, along with Teamsters and IAFF, whose contracts expire December 31, 2009.

FY’10 Performance Measurements:

- Commence negotiations with the International Association of Firefighters (IAFF) and the Teamsters Local Union No.223.
- Continue (or commence) negotiations with the American Federation of State, County and Municipal Employees (AFSCME).
- Update and revise the Personnel Rules and Regulations.
- Develop a supervisory training plan.
- Create a committee to evaluate and update current evaluation system.
- Develop a Wellness Program.

Program: Administrative Services – Human Resources

Budget Highlights:

In the FY'09 budget, a Projected FY'10 budget was also presented. This Projected budget has been reduced by approximately 7% to account for the lower than anticipated revenues in FY'10. This decrease is not seen in legal and negotiation costs due to the three contracts being negotiated in FY'10.

FY'09 Activity Review:

The salary schedule that came out of the Compensation Study completed in FY'08 was implemented in the first quarter of FY'09. Successful negotiations were completed with the Grants Pass Police Association for a two year contact. Recruitment activity was minimal due to the economic downturn.

FY'09 Performance Indicators:

- Implementation and creation of policies for the Classification and Compensation Study. **Goal#VI Target met.**
- Commencing negotiations with the International Association of Firefighters (IAFF) and the Grants Pass Police Association (GPPA) will commence during FY'09. **Goal#VI Target met.** *Negotiations with the GPPA were successfully completed. The IAFF signed an MOU to extend their contract one more year.*
- Updating and revising of the Personnel Rules and Regulations. **Goal#VI Target not met.** *In the process of updating. One section taken to Council and approved.*
- Developing a supervisory training plan. **Goal#VI Target not met.** *This goal will be continued into next year.*

Program: Administrative Services – Human Resources

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	0	238,977	235,119	257,229	257,229	257,229
Materials & Supplies	0	1,321	8,550	2,650	2,650	2,650
Contractual/Prof Services	0	139,834	150,202	120,191	120,191	120,191
Direct Charges	0	5,834	11,006	11,006	11,006	11,006
Capital Outlay	<u>0</u>	<u>0</u>	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>0</u>	<u>385,966</u>	<u>418,877</u>	<u>391,076</u>	<u>391,076</u>	<u>391,076</u>

Program: Administrative Services – Human Resources

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Human Resources Director	0.00	1.00	1.00	1.00	1.00	1.00
Personnel Analyst	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	0.00	2.00	2.00	2.00	2.00	2.00
Total Positions	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Part Time/Seasonal Hours		<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>

Capital Outlay/By Item:

Computers/Software	14,000	0	0	0
Total Capital Outlay	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Administrative Services – General Program Operations

Services Delivered:

This activity provides for those expenditures that do not fall within a single activity, yet provide service to the entire organization and its staff. As an Administrative Services activity, it recovers costs through the 8% fixed overhead charge to all operating divisions and 2% charge on all capital project expenditures.

FY'10 Anticipated Accomplishments:

The activity provides internal support services organization wide through this budget. This support includes the purchase of office supplies, postage used by the entire organization and major copiers. This budget provides the education programs reimbursement and employee recognition important for the teamwork and morale in an organization. It provides memberships such as the League of Oregon Cities and R.V.C.O.G.

FY'10 Performance Measurements: Not Applicable

Budget Highlights:

The FY'09 budget reflects reductions throughout the various line items. The most significant are in Contractual services which have dropped by nearly \$35,000. The reductions include employee recognition postage, and professional development. Improvements to the telephone system were reduced.

Program: Administrative Services – General Program Operations

Financial Summary

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	15,535	8,671	19,000	16,000	16,000	16,000
Materials & Supplies	35,385	33,860	38,100	30,100	30,100	30,100
Contractual/Prof Services	128,948	126,664	166,325	136,825	136,825	136,825
Direct Charges	39,909	46,188	39,183	44,460	44,460	44,460
Capital Outlay	7,423	8,098	26,500	16,500	16,500	16,500
Contingencies	0	0	454,738	476,431	476,431	476,431
Ending Balance	<u>512,325</u>	<u>772,172</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>739,525</u>	<u>995,653</u>	<u>743,846</u>	<u>720,316</u>	<u>720,316</u>	<u>720,316</u>

Capital Outlay/By Item:

Telecommunications	15,000	5,000	5,000	5,000
Office Furniture/Equipment	1,500	1,500	1,500	1,500
Other Capital Outlay	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Capital Outlay	<u>26,500</u>	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>

WHERE THE ROGUE RIVER RUNS



© City of Grants Pass

SUPPORT SERVICES

ACTIVITIES

*Community Development Management Services

*Engineering Services

*Property Management Services

*Information Technology Services

*Garage Operations

*Equipment Replacement

*Insurance Fund

DESCRIPTION

This program provides the services that directly support other activities. It provides vehicles for rent or lease, office or shop space, as well as various insurance, engineering and information technology services.

The Support Services are primarily provided as a direct, billable service which is charged by the hour (engineering), by the square foot (property management), by the mile (garage), by the employee (insurance), or a percentage of expenditures (information technology).

	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Program Generated Resources	11,001,118	12,341,031	14,175,566	9,435,438	9,435,438	9,435,438
General Support	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources	<u>11,001,118</u>	<u>12,341,031</u>	<u>14,175,566</u>	<u>9,435,438</u>	<u>9,435,438</u>	<u>9,435,438</u>
Requirements						
Community Development Mgmt.	552,066	638,545	679,916	732,567	732,567	732,567
Engineering Services	1,028,227	1,471,933	1,383,167	1,034,834	1,034,834	1,034,834
Property Management Services	573,333	663,412	617,935	615,546	615,546	615,546
Garage Services	604,209	731,609	846,278	917,504	917,504	917,504
Equipment Replacement Services	2,980,988	3,056,085	4,141,992	2,504,025	2,504,025	2,504,025
Information Technology	574,809	619,758	629,754	601,924	601,924	601,924
Insurance	<u>4,687,486</u>	<u>5,159,689</u>	<u>5,876,524</u>	<u>3,029,038</u>	<u>3,029,038</u>	<u>3,029,038</u>
Total Requirements	<u>11,001,118</u>	<u>12,341,031</u>	<u>14,175,566</u>	<u>9,435,438</u>	<u>9,435,438</u>	<u>9,435,438</u>

Program: Support Services – Community Development Management Services

Mission Statement:

“The mission of the Community Development Department Management Services Team is to provide a solid and respectful foundation of management, information processing, technical support, and customer service to the community and our colleagues.”

Services Delivered:

This activity provides the overall management, coordination and fiscal accountability of the Building, Engineering, and Planning functions from plan review through construction. It assists with private development such as homes and businesses as well as public development such as new streets and water lines. It assists customers at the public information counter and on the telephone with development processes and permit issuance. Additionally, it provides support services for activities of the Public Works Department.

FY’10 Anticipated Accomplishments:

Over the next year, this activity will continue to provide the support necessary for the operating divisions to function. This includes management services provided by the Community Development Director and Business Operations Supervisor, customer service, permit issuance, technical assistance, inspection program scheduling, file and data base maintenance, GIS program maintenance, research, statistical reporting, purchasing, website information services, lien searches, financial accounting and internal audits, archiving and record-keeping, clerical support, and preparation and facilitation for public meetings and workshops.

FY’10 Budget Highlights:

FY’10 changes consist of non-funding of one OA1 position by reduction in force due to economic downturn in the construction industry, and the transfer of one Project Specialist position from the Engineering budget into the CD Management Services budget due to the primary assignment of that position as a GIS project specialist.

In the capital budget for FY’10 is planned expenditure for aerial photography for the Geographical Information System (GIS). Historically, aerial photography has been shot for our community every three years and provides invaluable current and reference data for information sharing and decision making related to land development. This line item has been moved to the CD Management budget from the Engineering Division this year so that costs of the program are appropriately shared.

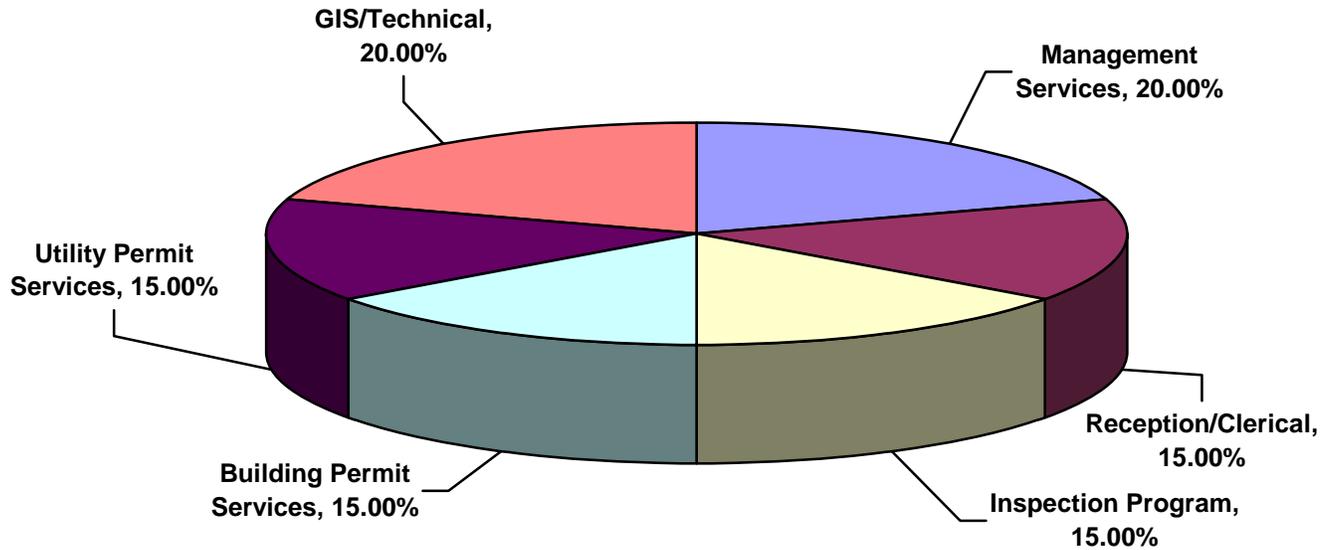
FY’10 Performance Indicators:

- Reception and general information services will be provided during all working days between 8:00 AM and 5:00 PM.

Within 2 working days of the division’s acceptance of building plans for a single-family home, duplex or residential remodel, plans will be logged in and distributed for review 90% of the time.

Program: Support Services – Community Development Management Services

Allocation of Staff Time for FY'10



FY'09 Activity Review:

In Calendar Year 2008 this activity processed 2,162 building and utility permits, scheduled 8,225 inspections, and provided telephone and front counter reception service for 9 hours every working day.

FY'09 Performance Indicators:

- Reception services will be provided during all working days between 8:00 AM and 5:00 PM.
Goal#1 Target met.
- Within 2 working days of the division's acceptance of building plans for a single-family home, duplex or residential remodel, the plans will be logged in and distributed for review 90% of the time.
Goal#1 Target met.

Program: Support Services – Community Development Management Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>321</u>	<u>334</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
Redwood Sewer District	20,638	23,366	24,829	26,961	26,961	26,961
Direct Charges from:						
Building & Safety/Planning	375,754	435,873	421,574	397,875	397,875	397,875
Transportation	12,899	14,604	15,518	17,477	17,477	17,477
Wastewater	25,797	29,208	27,932	31,792	31,792	31,792
Water	20,638	23,366	27,932	31,792	31,792	31,792
Engineering	90,915	107,199	162,131	226,670	226,670	226,670
Other Revenue	<u>5,104</u>	<u>4,595</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>551,745</u>	<u>638,211</u>	<u>679,916</u>	<u>732,567</u>	<u>732,567</u>	<u>732,567</u>
Total Resources	<u>552,066</u>	<u>638,545</u>	<u>679,916</u>	<u>732,567</u>	<u>732,567</u>	<u>732,567</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	436,844	512,186	516,428	577,092	577,092	577,092
Materials & Supplies	4,775	5,201	6,200	4,001	4,001	4,001
Contractual/Prof Services	17,930	21,702	26,972	28,058	28,058	28,058
Direct Charges	80,521	98,374	84,299	73,416	73,416	73,416
Capital Outlay	11,662	1,082	16,000	50,000	0	0
Contingencies	0	0	30,017	0	0	0
Ending Balance	<u>334</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>50,000</u>
Total Expenses	<u>552,066</u>	<u>638,545</u>	<u>679,916</u>	<u>732,567</u>	<u>732,567</u>	<u>732,567</u>

Program: Support Services – Community Development Management Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00
Business Operations Supervisor	0.00	0.00	1.00	1.00	1.00	1.00
Community Dev. Coordinator	1.00	1.00	0.00	0.00	0.00	0.00
Project Specialist	0.00	0.00	0.00	1.00	1.00	1.00
Office Assistant II	0.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	2.00	2.00	2.00	2.00*	2.00*	2.00*
Permit Technician	1.00	1.00	0.00	0.00	0.00	0.00
Department Support Technician	1.00	1.00	1.00	1.00	1.00	1.00
Database Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Positions	<u>7.00</u>	<u>8.00</u>	<u>7.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Total Un-Funded Positions	0.00	0.00	0.00	(1.00)	(1.00)	(1.00)
Total Funded Positions	<u>7.00</u>	<u>8.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Part Time/Seasonal Hours	<u>680</u>	<u>680</u>	<u>680</u>	<u>0*</u>	<u>0*</u>	<u>0*</u>

* These positions have not been funded for:

FY'09 Adopted	FY'10 Recommended
Office Assistant I (1)	
Part Time/Seasonal Hrs.	

Capital Outlay/By Item:

Computers	12,000	0	0	0
PC Software/License	1,000	0	0	0
Office Furniture	2,000	0	0	0
Office Equipment	1,000	0	0	0
Aerial Photos for GIS Data Base	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>
Total Capital Outlay		<u>16,000</u>	<u>50,000</u>	<u>0</u>

Program: Support Services – Engineering Services

Services Delivered:

“Quality Engineering Today for a Reliable Tomorrow.” This activity assists with orderly development of our community by ensuring compliance with adopted facility plans and development standards. Working with other activities, the Division participates in site plan review, design, plan checking and inspection of new public facilities.

Services are provided to other City divisions and to customers at the Community Development counter with information from over 6,000 plans and “as-built” drawings. Engineering developed and maintains the mapping portion of our Geographic Information System (GIS).

The Engineering Division creates and keeps current engineering standards to be used in design and construction of public facilities. These standards include, but are not limited to, water, sewer, street, and other items related to work within the right-of-way.

The Engineering Division administers capital projects. The role of the division is to facilitate projects with preliminary estimates used for budgeting, designing in-house or administering design contracts, creating specifications and bidding documents, providing inspection services, processing pay requests, and closing out projects.

FY’10 Anticipated Accomplishments:

Engineering is also involved in a number of capital improvements including the design, construction and inspection of Darnielle Lane, STIP sidewalks, STIP overlays, overlays from federal stimulus funding, West Park Street, and multiple water line and sewer line projects. Engineering is also involved with the preliminary budgeting of Hubbard Lane.

Josephine County is anticipating the expenditure of approximately \$400,000 on County streets. The County has asked Engineering to administer the design and construction contracts so that the improvements meet our standards. These improvements need to be completed by December 31, 2009. Ultimately, these streets will be transferred to the City.

FY’10 Performance Measurements:

- Capital projects will be completed within the authorized budget year for completion, unless the schedule is changed.
- Within 10 working days of the division’s actual receipt of construction plans, contact will be made, 90% of the time, informing the applicant of the status of the plan review, whether it is completed, still under review, or additional information is needed to complete the review. (Contact may be made in person, over the phone, in writing or electronically.)
- Engineering Division will provide Site Plan Review comments to the Planning Division in time for the scheduled land use report and decision. This includes review of the development’s Traffic Impact Analysis.

Program: Support Services – Engineering Services

FY'10 Budget Highlights:

The projected revenues for FY '10 are lower than previous years due to the recent downturn in both private and internal investments. Two positions will remain vacant and unfunded. As a result of the loss of revenues for the Engineering Division, three highlights will occur:

- The Division will have to rely on a \$30,000 contribution from the General Fund. This is the first time in recent history the Division will not be self-reliant.
- The estimated unspent contingency will reduce from \$147,746 in FY'10 to \$16,853 in FY'11.

FY'09 Activity Review:

The Engineering Division assisted in a number of new development in our community this year, including: Redwood and Parkdale Public Safety Stations, Judson Sewer LID, West Park Street Parking Lot, Fruitdale Creek Trail, Rogue River Highway Improvements, Madrone Street Sidewalks, Rogue River Highway Water Line, and Williams Highway Water Line.

At least 20 private developments were (or still are) in the plan checking, construction, or final platting process during this same time period. A few examples are: Summerfield Estates Subdivision, Scenic Bayou P.U.D., Agness Avenue Mini Storage, Paradise Ranch Waterline, Lee's Mini Storage, Gilbert Park Professional Center, and Home Valley Bank.

FY'09 Performance Indicators:

- Capital projects will be completed within authorized budget estimates 90% of the time. **Goal#VI Target met 63% of the time.**
- Capital projects will be completed within authorized schedule 90% of the time. **Goal#VI Target met.**
- Within 10 working days of the division's actual receipt of construction plans, contact will be made, 90% of the time, informing the applicant of the status of the plan review, whether it is completed, still under review, or additional information is needed to complete the review. **Goal#I Target met.** *Note that plan reviews can take more time during summer months when construction activities require everyone participate in field inspections.*

Program: Support Services – Engineering Services

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Beginning Balance	<u>(43,231)</u>	<u>94,496</u>	<u>205,192</u>	<u>147,746</u>	<u>147,746</u>	<u>147,746</u>
Current Resources						
Activity Generated						
Grants Pass Parkway Agency	1,140	3,910	0	1,000	1,000	1,000
Engineering Fees	210,064	113,023	155,600	88,954	88,954	88,954
Sale of publications	5,409	660	3,000	5,000	5,000	5,000
Interest	(1,452)	10,063	10,000	10,000	10,000	10,000
Other Revenue	4,242	21,413	2,000	1,000	1,000	1,000
Loan Proceeds	125,000	0	0	0	0	0
Direct Charges To:						
General Fund	6,000	3,000	17,900	11,450	11,450	11,450
Transportation	207,018	223,406	195,000	200,000	200,000	200,000
Wastewater Operations	55,949	86,594	60,000	60,000	60,000	60,000
Storm Water Operations	16,887	28,599	0	0	0	0
Solid Waste Operations	0	465	0	0	0	0
Water Operations	92,272	85,850	90,000	90,000	90,000	90,000
Administrative Services	8,516	14,149	13,500	43,080	43,080	43,080
Transportation Projects	136,653	352,976	226,100	240,000	240,000	240,000
Lands & Buildings Projects	24,604	24,347	30,000	15,000	15,000	15,000
Wastewater Projects	29,815	88,755	110,000	21,000	21,000	21,000
Water Projects	34,719	91,331	107,000	26,000	26,000	26,000
GIS Fees	<u>114,622</u>	<u>228,896</u>	<u>157,875</u>	<u>74,604</u>	<u>74,604</u>	<u>74,604</u>
Total Current Resources	<u>1,071,458</u>	<u>1,377,437</u>	<u>1,177,975</u>	<u>887,088</u>	<u>887,088</u>	<u>887,088</u>
Total Resources	<u>1,028,227</u>	<u>1,471,933</u>	<u>1,383,167</u>	<u>1,034,834</u>	<u>1,034,834</u>	<u>1,034,834</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Personal Services	737,956	886,887	983,577	697,715	697,715	697,715
Materials & Supplies	20,947	24,547	32,300	6,900	6,900	6,900
Contractual/Prof Services	43,308	59,722	76,105	52,223	52,223	52,223
Direct Charges	90,915	107,199	162,131	226,670	226,670	226,670
Capital Outlay	40,071	26,148	2,500	2,600	2,600	2,600
Contingencies	0	0	126,554	48,726	48,726	48,726
Debt Service	534	128,753	0	0	0	0
Ending Balance	<u>94,496</u>	<u>238,677</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>1,028,227</u>	<u>1,471,933</u>	<u>1,383,167</u>	<u>1,034,834</u>	<u>1,034,834</u>	<u>1,034,834</u>

Program: Support Services – Engineering Services

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Utility Engineer	1.00	1.00	1.00	1.00*	1.00*	1.00*
City Surveyor	1.00	1.00	1.00	1.00	1.00	1.00
Project Supervisor			1.00	1.00	1.00	1.00
Lead Engineering Tech	1.00	1.00	0.00	0.00	0.00	0.00
Department Support Technician	1.00	1.00	1.00	1.00	1.00	1.00
Project Specialist	0.00	0.00	5.00	4.00*	4.00*	4.00*
Engineering Tech II	3.00	4.00	0.00	0.00	0.00	0.00
Engineering Tech I	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	9.00	10.00	10.00	9.00	9.00	9.00
Total Positions	<u>9.00</u>	<u>10.00</u>	<u>10.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
Total Un-Funded Positions	0.00	0.00	0.00	(2.00)	(2.00)	(2.00)
Total Funded Positions	<u>9.00</u>	<u>10.00</u>	<u>10.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Part Time/Seasonal Hours	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>

* These positions have not been funded for:
FY'09 Adopted FY'10 Recommended
Utility Engineer
Project Specialist (1)

Capital Outlay/By Item:

Aerial Photos for GIS Data Base	0	0	0	0
Office Equipment	<u>2,500</u>	<u>2,600</u>	<u>2,600</u>	<u>2,600</u>
Total Capital Outlay	<u>2,500</u>	<u>2,600</u>	<u>2,600</u>	<u>2,600</u>

Program: Support Services – Property Management

Services Delivered:

This activity provides management and maintenance of buildings and properties. Services include building improvements and renovations, office improvements, meeting set-ups, rentals, storage, work space, janitorial services, grounds maintenance and utilities. This fund also provides management of vacant lands for parks and the general fund.

FY'10 Anticipated Accomplishments:

Space at the Municipal Building will be re-allocated and staff and furniture moved accordingly. All recurring maintenance contracts shall be reviewed and renegotiated or eliminated as deemed necessary to accommodate budget shortfalls. Property Management will review all alarm system contracts.

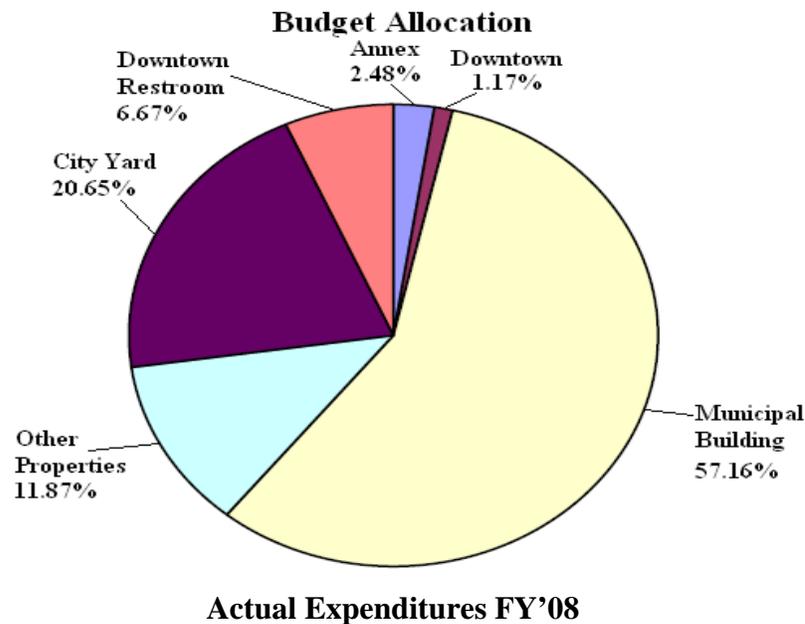
FY'10 Performance Measurements:

- Property Management will respond to maintenance and repair needs as necessary to minimize long term costs.
- Two City buildings will be analyzed and a five year maintenance plan shall be developed.

Budget Highlights:

- We will continue to focus on fiscally responsible ways to be environmentally friendly.
- We will use summer temporary help to repaint parts of the Municipal Building.
- Upgrades, renovations and maintenance will continue.

Program: Support Services – Property Management



FY'09 Activity Review:

- Property Management continued to replace carpet at the Municipal Building on a limited basis.
- Property Management did not take on the old Parkway Fire Station after the new fire station opened as planned.
- Recycling levels of paper, cans, and glass were increased and other methods such as empty aerosol can recycling were added.
- The municipal building boiler was replaced.
- The old Woodson Reservoirs are scheduled to be demolished.
- The River Road Reserve property was maintained by contract.

FY'09 Performance Indicators:

- Three janitorial contracts shall be put out to bid. **Goal#VI Target met.**
- Two additional light poles will be installed in the Municipal Parking lot to facilitate safety. **Goal#III Target met.**
- Property Management will respond to all service requests within two business days 95% of the time. **Goal#VI Target met.**

Program: Support Services – Property Management

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Beginning Balance	<u>107,380</u>	<u>141,592</u>	<u>102,663</u>	<u>111,790</u>	<u>111,790</u>	<u>111,790</u>
Current Resources						
Activity Generated						
Direct Charges to:						
General Fund	118,442	119,617	107,403	110,166	110,166	110,166
Transportation	48,260	48,260	53,838	62,909	62,909	62,909
Wastewater Operations	39,104	39,106	40,679	43,146	43,146	43,146
Water Operations	29,283	29,586	31,243	38,133	38,133	38,133
Fleet Operations	2,649	20,651	26,800	31,404	31,404	31,404
Community Develop. Mgmt	80,521	98,374	84,299	69,044	69,044	69,044
Administrative Services	113,543	143,299	155,236	138,342	138,342	138,342
Interest	7,097	10,047	4,000	1,592	1,592	1,592
Rent of Assets	26,945	12,880	11,774	9,020	9,020	9,020
Other Revenue	<u>109</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>465,953</u>	<u>521,820</u>	<u>515,272</u>	<u>503,756</u>	<u>503,756</u>	<u>503,756</u>
Total Resources	<u>573,333</u>	<u>663,412</u>	<u>617,935</u>	<u>615,546</u>	<u>615,546</u>	<u>615,546</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Personal Services	105,501	106,277	143,475	119,029	119,029	119,029
Materials & Supplies	27,540	29,657	20,415	26,675	26,675	26,675
Contractual/Prof Services	225,796	259,183	254,911	325,101	325,101	325,101
Capital Outlay	29,109	22,979	85,832	56,500	6,500	6,500
Contingencies	0	0	41,967	25,511	25,511	25,511
Indirect Charges	38,795	41,534	50,464	52,730	52,730	52,730
Transfers Out	5,000	50,000	20,871	10,000	10,000	10,000
Ending Balance	<u>141,592</u>	<u>153,782</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>50,000</u>
Total Expenses	<u>573,333</u>	<u>663,412</u>	<u>617,935</u>	<u>615,546</u>	<u>615,546</u>	<u>615,546</u>

Program: Support Services – Property Management

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Parks and Community Service Director	1.00	1.00	1.00	1.00	1.00	1.00
Property Management Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	3.00	3.00	3.00	3.00	3.00	3.00
Parks and Community Service Director						
To: Downtown	0.00	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Park Maintenance	(0.25)	(0.20)	(0.35)	(0.35)	(0.35)	(0.35)
To: Street Maintenance	(0.35)	0.00	0.00	0.00	0.00	0.00
To: Storm Water	0.00	(0.15)	0.00	0.00	0.00	0.00
To: Garage Operations	0.00	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Tourism	0.00	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Information Technology	(0.10)	(0.20)	(0.20)	(0.20)	(0.20)	(0.20)
To: Equipment Replacement	(0.10)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
Admin. Support Specialist						
From: Garage Operations	0.10	0.10	0.15	0.15	0.15	0.15
Property Management Coordinator						
To: Park Maintenance	(0.20)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Aquatics	(0.15)	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Downtown	0.00	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)
To: Garage operations	0.00	(0.10)	0.00	0.00	0.00	0.00
To: Street Maintenance	(0.10)	0.00	(0.10)	(0.10)	(0.10)	(0.10)
Office Assistant II						
To: Garage Operations	(0.20)	0.00	0.00	0.00	0.00	0.00
To: Information Technology	(0.50)	0.00	0.00	0.00	0.00	0.00
To: Park Maintenance	(0.10)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
To: Street Maintenance	(0.10)	0.00	0.00	0.00	0.00	0.00
To: Equipment Replacement	(0.05)	0.00	0.00	0.00	0.00	0.00
To: Tourism	0.00	(0.05)	(0.05)	(0.05)	(0.05)	(0.05)
To: Information Technology	<u>0.00</u>	<u>(0.15)</u>	<u>(0.15)</u>	<u>(0.15)</u>	<u>(0.15)</u>	<u>(0.15)</u>
Subtotal	(2.10)	(1.75)	(1.70)	(1.70)	(1.70)	(1.70)
Total Positions	<u>.90</u>	<u>1.25</u>	<u>1.30</u>	<u>1.30</u>	<u>1.30</u>	<u>1.30</u>
Part Time/Seasonal Hours	<u>400</u>	<u>400</u>	<u>400</u>	<u>0*</u>	<u>0*</u>	<u>0*</u>

*400 hours of Part Time/Seasonal hours have not been funded for FY10

Capital Outlay/By Item

Remodeling/Renovation	82,832	55,000	5,000	5,000
Office Furniture/Equipment/Computers	<u>3,000</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Capital Outlay	<u>85,832</u>	<u>56,500</u>	<u>6,500</u>	<u>6,500</u>

Program: Support Services – Information Technology

Mission Statement:

The mission of the Information Technology Division is to support the City's overall mission and enhance organizational value through effective administration of the City's information technologies.

Services Delivered:

Information Technology (IT) Division administers City network systems, maintains a physical network infrastructure and offers desktop support to authorized internal users of City information systems. The IT staff also administers and supports the organization's internal telephone and voicemail systems.

The IT Division oversees web page development, enhancement, and content management for the City's Website. This far reaching Internet resource is a powerful and convenient public communication medium as well as a tool to help enhance City staff productivity.

The IT Division develops standards for City's computer hardware, software and telephone technology. In accordance with these standards, the Division assists the organization in procuring computer hardware, software and required licensing. The IT staff also assists in the selection of department specific software.

FY'10 Anticipated Accomplishments:

- All prescribed upgrades to the HTE software will be performed.
- Network intrusion detection will be enhanced with monitoring and reporting.
- Regular information system and computer-use training will be held to improve City staff effectiveness and productivity.
- Continued expansion of the City's electronic record and document management systems is anticipated.
- A formal Information Technology Disaster Recovery Plan will be documented.

FY'10 Performance Measurements:

- When fully staffed and trained, Help Desk requests will be acknowledged within 8 business hours of receipt.
- The City's Local Area Network (LAN) will be available to all users 99% of the time.
- A minimum of two training opportunities will be offered on standard software systems to enhance staff productivity.
- The City's Wide Area Network (WAN) will be available to all users 98% of the time.
- The AS400/HTE system will be available 99% of the time to authorized users.

Program: Support Services – Information Technology

Budget Highlights:

- We are planning to improve network protection through greater isolation from the Internet and other networks outside the City.
- We will improve the intrusion detection capabilities of the City's network.
- We will begin preparing for a migration from Novell GroupWise to Microsoft Exchange.

FY'09 Activity Review:

- New IT division goals and objectives were set.
- A move to a Microsoft Active Directory Domain was completed.
- City Email systems were moved to newer hardware.
- Centralized virus and operating system update mechanisms were implemented.
- Content management activities for the City Website were monitored and supervised by the IT staff.
- The City Website enhancements were facilitated by IT. These were:
 - Online Bill paying.
 - Improved access to Online Forms.
- Workstations were systematically categorized according to age and upcoming operating system standards. Typical hardware lifecycle ratings were established and recommendations surrounding equipment replacement and/or upgrades were distributed to the departments.
- Developed and delivered six multi-topic computer user training sessions.
- Delivered fourteen new user orientation training sessions.
- Developed and delivered two training sessions on the topic of News Items and eNotification, to the City's Web contributor team.
- The City's second Storage Area Network (SAN) device was installed and configured for network data storage.
- All of the City's primary network data volumes were moved to a network SAN Device providing improved reliability and disaster recovery options.
- The Microsoft Hyper-V virtual server environment was evaluated and adopted as a cost-saving, server-consolidation measure. Five virtual production servers were installed on a single hardware server.
- An LTO4 tape library was installed and configured for improved data protection.

FY'09 Performance Indicators:

- Help Desk requests will be acknowledged within 8 hours of being received. **Goal#VI Target met.**
- The City's LAN will be available to authorized users 99% of the time. **Goal#VI Target met.**
- A minimum of three training opportunities will be offered on standard software systems to enhance staff productivity. **Goal#VI Target not met.**
- The City's WAN will be available to all users 98% of the time. **Goal#VI Target met.**
- The City's AS400 will be available 99% of the time to authorized users. **Goal#VI Target met.**

Program: Support Services – Information Technology

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>94,491</u>	<u>113,257</u>	<u>47,376</u>	<u>48,259</u>	<u>48,259</u>	<u>48,259</u>
Current Resources						
Activity Generated						
Interest	6,177	6,764	3,900	1,900	1,900	1,900
Other Revenue	0	0	17,596	0	0	0
Information Tech Charges	<u>474,141</u>	<u>499,737</u>	<u>560,882</u>	<u>551,765</u>	<u>551,765</u>	<u>551,765</u>
Total Current Resources	<u>480,318</u>	<u>506,501</u>	<u>582,378</u>	<u>553,665</u>	<u>553,665</u>	<u>553,665</u>
Total Resources	<u>574,809</u>	<u>619,758</u>	<u>629,754</u>	<u>601,924</u>	<u>601,924</u>	<u>601,924</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	229,847	301,565	324,003	361,138	361,138	361,138
Materials & Supplies	4,029	4,079	4,500	4,561	4,561	4,561
Contractual/Prof Services	144,391	181,827	202,412	164,776	164,776	164,776
Direct Charges	5,611	15,428	14,427	19,310	19,310	19,310
Capital Outlay	77,674	48,799	36,153	17,000	17,000	17,000
Contingencies	0	0	48,259	35,139	35,139	35,139
Ending Balance	<u>113,257</u>	<u>68,060</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>574,809</u>	<u>619,758</u>	<u>629,754</u>	<u>601,924</u>	<u>601,924</u>	<u>601,924</u>

Program: Support Services – Information Technology

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Information System Supervisor	0.00	1.00	1.00	1.00	1.00	1.00
Information System Technician	1.00	1.00	0.00	0.00	0.00	0.00
Computer Services Technician	<u>1.00</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00*</u>	<u>3.00*</u>	<u>3.00*</u>
Subtotal	2.00	4.00	4.00	4.00	4.00	4.00
Parks and Comm. Service Director						
From: Property Management	0.10	0.20	0.20	0.20	0.20	0.20
Office Assistant II						
From: Property Management	0.50	0.15	0.15	0.15	0.15	0.15
Admin Support Specialist						
From: Garage	<u>0.05</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Subtotal	0.65	0.45	0.45	0.45	0.45	0.45
Total Positions	<u>2.65</u>	<u>4.45</u>	<u>4.45</u>	<u>4.45</u>	<u>4.45</u>	<u>4.45</u>
Total Un-Funded Positions	0.00	0.00	0.00	(1.00)	(1.00)	(1.00)
Total Funded Positions	<u>2.65</u>	<u>4.45</u>	<u>4.45</u>	<u>3.45</u>	<u>3.45</u>	<u>3.45</u>
Part Time/Seasonal Hours	<u>**1,040</u>	<u>**1,040</u>	<u>**1,040</u>	<u>**1,040</u>	<u>**1,040</u>	<u>**1,040</u>

* These positions have not been funded for:
FY'09 Adopted FY'10 Recommended
Computer Services Tech. (1)

** Equal to Web Master 0.50 FTE

Capital Outlay/By Item:

Office Furniture	5,500	0	0	0
Local Area Network	3,000	3,000	3,000	3,000
Computers	5,100	4,000	4,000	4,000
Info. Tech. Infrastructure Hardware	22,553	10,000	10,000	10,000
Total Capital Outlay	<u>36,153</u>	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>

Program: Support Services – Garage Operations

Services Delivered:

This activity maintains vehicles and equipment for all departments. Departments are charged on a mileage or hourly basis for vehicle use. The budget includes costs for fuel, insurance, preventative maintenance and repairs. The City mechanics work out of the City Fleet facility performing repair and maintenance on all City owned vehicles and equipment including the City Fire equipment.

FY'10 Performance Measurements:

- All vehicle user rates will be reviewed in FY' 10 to insure rates cover actual expenses.
Effectiveness target: 100%
- Satisfaction of customer service to be rated by users.
Effectiveness target: 100%
- Within 24 hours notice, a motor pool car or equivalent will be available for checkout.
Effectiveness target: 95%
- Emergency Vehicle Technicians certificates to be held by both mechanics.
Effectiveness target: 100%

Budget Highlights:

Rising fuel and related petroleum costs, increased vehicle usage due to annexations will continue to impact the vehicle maintenance rates charged to City departments.

Program: Support Services – Garage Operations

FY'09 Activity Review:

During FY'09 all vehicle rates were reviewed to insure rates covered all anticipated expenses. Training for both mechanics to obtain EVT certificates is ongoing; testing to be completed in FY '10.

FY'09 Performance Indicators:

- A new fleet garage will be built to meet the requirements to the larger vehicles
Effectiveness target: 100% **Goal#VI Target not met.**
- All vehicle user rates will be reviewed in FY'09 to insure rates cover actual expenses.
Effectiveness target: 100% **Goal#VI Target met.**
- Satisfaction of customer service to be rated by users.
Effectiveness target: 100% **Goal#VI Target not met.**
- Within 24 hours notice, a motor pool car will be available for checkout.
Effectiveness target: 95% **Goal#VI Target exceeded.**

Program: Support Services – Garage Operations

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Beginning Balance	<u>63,105</u>	<u>98,900</u>	<u>0</u>	<u>27,613</u>	<u>27,613</u>	<u>27,613</u>
Current Resources						
Activity Generated						
Internal Billings	528,816	542,277	836,278	879,546	879,546	879,546
Interest	1,658	(366)	0	345	345	345
Other Revenue	10,630	55,783	10,000	10,000	10,000	10,000
Petroleum Antitrust	0	15	0	0	0	0
Distribution						
Trans. from Equipment Replace.	<u>0</u>	<u>35,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>541,104</u>	<u>632,709</u>	<u>846,278</u>	<u>889,891</u>	<u>889,891</u>	<u>889,891</u>
Total Resources	<u>604,209</u>	<u>731,609</u>	<u>846,278</u>	<u>917,504</u>	<u>917,504</u>	<u>917,504</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Personal Services	27,604	208,950	232,669	263,448	263,448	263,448
Materials & Supplies	163,888	307,669	351,000	416,750	378,250	378,250
Contractual/Prof Services	265,799	136,394	92,744	107,390	102,390	102,390
Direct Charges	0	12,381	15,000	15,000	13,000	13,000
Capital Outlay	2,081	28,713	10,000	0	0	0
Contingencies	0	0	74,724	35,353	35,353	35,353
Indirect Charges	45,937	67,866	70,141	79,563	75,063	75,063
Ending Balance	<u>98,900</u>	<u>(30,364)</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>50,000</u>
Total Expenses	<u>604,209</u>	<u>731,609</u>	<u>846,278</u>	<u>917,504</u>	<u>917,504</u>	<u>917,504</u>

Program: Support Services – Garage Operations

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Admin. Support Specialist	0.00	1.00	1.00	1.00	1.00	1.00
Lead Fleet Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Mechanic	0.00	1.00	1.00	1.00	1.00	1.00
Department Support Technician	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	1.00	4.00	4.00	4.00	4.00	4.00
Parks and Comm. Service Director						
From: Property Mgmt	0.00	0.10	0.10	0.10	0.10	0.10
Prop/Project Coordinator						
From: Property Mgmt	0.00	0.10	0.00	0.00	0.00	0.00
Admin. Support Specialist						
To: Park Maintenance	(0.10)	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)
To: Street Maintenance	(0.15)	0.00	0.00	0.00	0.00	0.00
To: Property Mgmt	(0.10)	(0.10)	(0.15)	(0.15)	(0.15)	(0.15)
To: Information Technology	(0.05)	(0.10)	(0.10)	(0.10)	(0.10)	(0.10)
To: Equipment Replacement	(0.30)	(0.20)	(0.20)	(0.20)	(0.20)	(0.20)
Dept. Support Technician						
To: Equipment Replacement	0.00	(0.15)	(0.15)	(0.15)	(0.15)	(0.15)
Office Assistant II						
From: Property Mgmt	0.20	0.00	0.00	0.00	0.00	0.00
Lead Fleet Mechanic						
To: Equipment Replacement	(0.10)	(0.10)	(0.15)	(0.15)	(0.15)	(0.15)
Mechanic						
To: Equipment Replacement	<u>0.00</u>	<u>(0.10)</u>	<u>(0.15)</u>	<u>(0.15)</u>	<u>(0.15)</u>	<u>(0.15)</u>
Subtotal	(0.60)	(0.70)	(0.95)	(0.95)	(0.95)	(0.95)
Total Positions	<u>0.40</u>	<u>3.30</u>	<u>3.05</u>	<u>3.05</u>	<u>3.05</u>	<u>3.05</u>
Part Time/Seasonal Hours	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Capital Outlay/By Item:

High Lift Transmission Jack	10,000	0	0	0
Brake Lathe	0	0	0	0
Equip New City Garage	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Support Services – Equipment Replacement

Services Delivered:

This activity provides for the replacement of City vehicles and fleet equipment. Each department is charged a monthly depreciation fee which is amortized over the projected life of the vehicle. Payment and account balances are kept on each vehicle with the accumulated funds paying for replacement of the equipment at the end of its useful life. Actual replacement decisions are made after reviewing age, maintenance costs and reliability of each piece of equipment.

FY'10 Anticipated Accomplishments:

- Complete final evaluation before replacing budgeted vehicles and equipment.
Effectiveness target: 100%

Budget Highlights:

The FY'10 budget includes funds for replacing two patrol cars, a detective vehicle for Public Safety and a midsize truck for Streets. With accrued funds we will also look at replacing one front-end loader, two compressors, crack sealer, TV cube van, and a small A.T.V. for parks. When possible, new vehicles will be purchased through the Oregon State Purchasing System. Late model used vehicles will be purchased when deemed good values.

Monthly amortization payments for most vehicles were recalculated on a straight line cost reimbursement basis. This will reduce the charges element of vehicle replacement.

Congestion Mitigation and Air Quality grant money was recognized; ten hybrid or electric vehicles were purchased. We are planning on purchasing two electric golf carts for Parks and a hybrid SUV for Utilities, Water Treatment with CMAQ money in Fiscal Year 2010.

FY'09 Activity Review:

During FY'09 a total of seven vehicles and five pieces of equipment were evaluated for replacement. Leases for two patrol cars were negotiated. New pickups were purchased for Fire and Sewer Treatment, and a mid-size work truck was purchased for Water Distribution.

Program: Support Services – Equipment Replacement

FY'09 Performance Indicators:

- Evaluate six vehicles and four pieces of miscellaneous equipment for replacement.
Effectiveness target: 100% **Goal#VI Target exceeded.**
- Purchase replacement vehicles and equipment as indicated.
Effectiveness target: 100% **Goal#VI Target met.**
- Execute leases for three new patrol vehicles to replace current leased patrol vehicles.
Effectiveness target: 66% **Goal#VI Target met.** *Public Safety reduced leased vehicles by one.*
- Acquire two new vehicles for City use.
Effectiveness target: 100% **Goal#VI Target exceeded.**

Program: Support Services – Equipment Replacement

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>2,346,859</u>	<u>2,430,264</u>	<u>2,719,857</u>	<u>1,715,866</u>	<u>1,715,866</u>	<u>1,715,866</u>
Current Resources						
Activity Generated						
Revenue from Other Agencies	0	0	498,035	235,803	235,803	235,803
Internal Billings	446,047	430,470	543,400	490,908	490,908	490,908
Interest	107,495	114,351	82,700	21,448	21,448	21,448
Transfer from General Fund	64,560	50,000	98,000	0	0	0
Transfer from Street Utility Fund	0	0	5,000	0	0	0
Transfer from Wastewater Fund	0	20,000	190,000	30,000	30,000	30,000
Transfer from Water Fund	1,500	11,000	0	0	0	0
Transfer from Property Services	0	0	5,000	0	0	0
Other Revenue	<u>14,527</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Current Resources	<u>634,129</u>	<u>625,821</u>	<u>1,422,135</u>	<u>788,159</u>	<u>788,159</u>	<u>788,159</u>
Total Resources	<u>2,980,988</u>	<u>3,056,085</u>	<u>4,141,992</u>	<u>2,504,025</u>	<u>2,504,025</u>	<u>2,504,025</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	34,741	38,919	54,260	63,864	63,864	63,864
Materials & Supplies	84	484	350	1,000	1,000	1,000
Contractual/Prof Services	50,145	56,516	66,862	47,295	47,295	47,295
Direct Charges	2,649	8,270	16,565	16,562	16,562	16,562
Capital Outlay	427,253	146,906	1,161,035	600,303	600,303	600,303
Contingencies	0	0	300,000	300,000	50,000	50,000
Indirect Charges	25,852	16,474	34,084	24,718	24,718	24,718
Transfers Out	10,000	35,000	500,000	0	0	0
Ending Balance	<u>2,430,264</u>	<u>2,753,516</u>	<u>2,008,836</u>	<u>1,450,283</u>	<u>1,700,283</u>	<u>1,700,283</u>
Total Expenses	<u>2,980,988</u>	<u>3,056,085</u>	<u>4,141,992</u>	<u>2,504,025</u>	<u>2,504,025</u>	<u>2,504,025</u>

Program: Support Services – Equipment Replacement

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Parks/Community Svcs. Director						
From: Property Mgmt	0.10	0.05	0.05	0.05	0.05	0.05
Dept. Support Technician						
From: Garage	0.00	0.15	0.15	0.15	0.15	0.15
Admin. Support Specialist						
From: Garage	0.30	0.20	0.20	0.20	0.20	0.20
Office Assistant II						
From: Property Mgmt	0.05	0.00	0.00	0.00	0.00	0.00
Lead Fleet Mechanic						
From: Garage	0.10	0.10	0.15	0.15	0.15	0.15
Mechanic						
From: Garage	<u>0.00</u>	<u>0.10</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>
Total Positions	<u>0.55</u>	<u>0.60</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>
Part Time/Seasonal Hours	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Capital Outlay/By Item:

TV Truck	0	74,000	74,000	74,000
Hybrid Setup	0	50,000	50,000	50,000
Garage Setup	0	14,000	14,000	14,000
Automobiles	7,500	7,500	7,500	7,500
Scanner/Computers	2,000	2,000	2,000	2,000
Cat Loader	0	95,000	95,000	95,000
Police Vehicles	93,000	90,000	90,000	90,000
Pick-Up Trucks	95,500	28,000	28,000	28,000
Bucket Truck	39,000	0	0	0
Front End Loader/Heavy Equipment	395,000	0	0	0
Air Compressors	21,000	24,000	24,000	24,000
Crackpot – Streets	0	30,000	30,000	30,000
Other/ CMAQ Grant		<u>508,035</u>	<u>185,803</u>	<u>185,803</u>
Total Capital Outlay		<u>1,161,035</u>	<u>600,303</u>	<u>600,303</u>

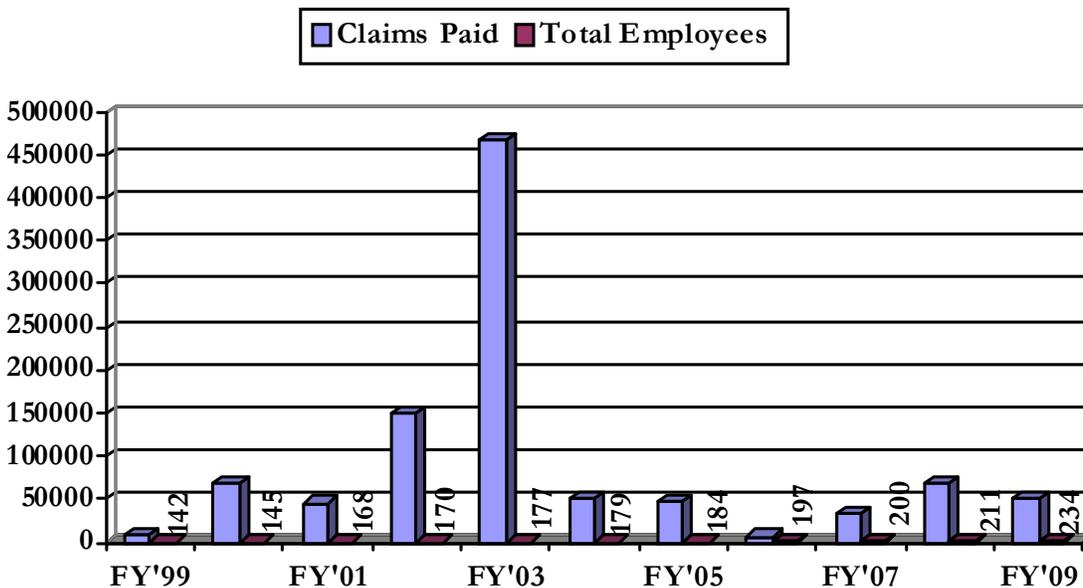
Program: Support Services – Workers’ Compensation Insurance

Services Delivered:

This activity administers the City’s self-insurance program for workers’ compensation. The operating divisions are charged based on 100% of state rates. Losses are paid directly to the claimants from this reserve. Insurance for excess coverage (individual claims in excess of \$400,000 and aggregate claims of \$1,000,000 over a 2 year period), accounts payable, and administration are also paid by this activity.

FY’10 Anticipated Accomplishments:

- CPR and Defibrillator training will be offered to employees.
- Twelve Safety Committee meetings will be held this year.
- Exposure Control training will be conducted.



Program: Support Services – Workers’ Compensation Insurance

Budget Highlights:

Risk Management with the assistance of the City’s Safety Committee has been able to contain losses during this budget cycle. An extraordinary claim in our Public Safety Department from 2003 generated significant costs. Workers’ Compensation rates will increase by only 3% per annum which is less than the rate of inflation and is consistent with our commitment to the 2 year budget cycle.

FY’09 Performance Indicators:

- CPR and Defibrillator training will be offered to employees. **Goal#VI Target met.**
- Twelve Safety Committee meetings will be held this year. **Goal#VI Target met.**
- Exposure Control training will be conducted. **Goal#VI Target met.**

Program: Support Services – Workers’ Compensation Insurance

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>596,413</u>	<u>632,567</u>	<u>830,043</u>	<u>786,622</u>	<u>786,622</u>	<u>786,622</u>
Current Resources						
Activity Generated						
Internal Billings	256,547	296,241	300,000	300,000	300,000	300,000
Interest	34,801	44,450	30,000	10,000	10,000	10,000
Loan Repayments	15,616	0	0	0	0	0
Other Revenue	<u>0</u>	<u>4,414</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>306,964</u>	<u>345,105</u>	<u>330,000</u>	<u>310,000</u>	<u>310,000</u>	<u>310,000</u>
Total Resources	<u>903,377</u>	<u>977,672</u>	<u>1,160,043</u>	<u>1,096,622</u>	<u>1,096,622</u>	<u>1,096,622</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	38,476	38,482	28,151	24,388	24,388	24,388
Materials & Supplies	12,224	1,713	16,500	6,750	6,750	6,750
Contractual/Prof Services	216,983	159,118	335,450	343,525	343,525	343,525
Direct Charges	2,722	2,683	1,305	744	744	744
Capital Outlay	404	0	0	0	0	0
Contingencies	0	0	250,000	250,000	250,000	250,000
Ending Balance	<u>632,568</u>	<u>775,676</u>	<u>528,637</u>	<u>471,215</u>	<u>471,215</u>	<u>471,215</u>
Total Expenses	<u>903,377</u>	<u>977,672</u>	<u>1,160,043</u>	<u>1,096,622</u>	<u>1,096,622</u>	<u>1,096,622</u>

Program: Support Services – Workers’ Compensation Insurance

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
City Attorney						
From: Legal Services	0.10	0.10	0.10	0.10	0.10	0.10
Office Assistant II						
From: Legal Services	0.00	0.00	0.00	0.125	0.125	0.125
Office Assistant I						
From: Mgmt Services	<u>0.05</u>	<u>0.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Positions	<u>0.15</u>	<u>0.15</u>	<u>0.10</u>	<u>0.225</u>	<u>0.225</u>	<u>0.225</u>
Part Time/Seasonal Hours	<u>780</u>	<u>988</u>	<u>780</u>	<u>52</u>	<u>52</u>	<u>52</u>

Capital Outlay/By Item:

Computers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Support Services – General Insurance

Services Delivered:

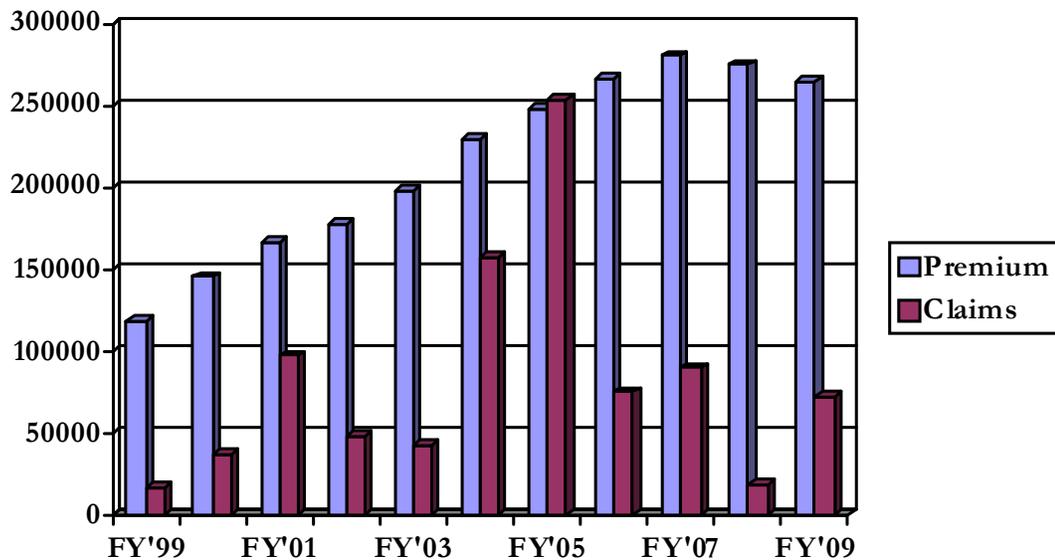
The activity accounts for general insurance excluding workers' compensation. Charges to Departments have been specifically adjusted to represent costs on a pro-rate basis using premium costs from City County Insurance Services as the primary emphasis. Costs to manage this activity have been paid from the fund balance. That fund balance has reduced significantly and charges to Departments will again include at least some portion of these management costs.

FY'10 Anticipated Accomplishments:

- Work with City County Insurance Services to reduce liability exposures.

Budget Highlights:

Increases in the value of insured property and increases in the number of employees will continue to result in increased general insurance costs. The City continues to use City County Insurance Services to ensure long-term insurance viability. CIS will not be able to provide final premium costs prior to budget preparation. However, preliminary figures from CIS are estimated to result in the rates to remain stable for property damage and liability.



Program: Support Services – General Insurance

FY'09 Activity Review:

During FY'09 this activity worked with a CIS Risk Management Consultant to reduce liability exposures through the following actions: 1) Established a process to track insurance certificates for contracts with the City. 2) Established a process for special events which includes verifying that the event is covered by insurance. 3) Land use training to UAPC and City Council. The increase in the FY'09 claims is due to the Morrison Park arson fire. CIS is working to recover our loss which currently totals \$57,000.

FY'09 Performance Indicator:

- Work with City County Insurance Services to reduce liability exposures. **Goal#VI Target met.**

Program: Support Services – General Insurance

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Beginning Balance	<u>317,006</u>	<u>321,466</u>	<u>329,268</u>	<u>465,624</u>	<u>465,624</u>	<u>465,624</u>
Current Resources						
Activity Generated						
Internal Billings	365,683	389,216	464,576	475,812	475,812	475,812
Interest	15,567	11,115	11,251	11,251	11,251	11,251
Redwood Sewer District	23,000	25,300	2,282	2,164	2,164	2,164
Loan Repayments	<u>235</u>	<u>2,464</u>	<u>56,650</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>404,485</u>	<u>428,095</u>	<u>534,759</u>	<u>489,227</u>	<u>489,227</u>	<u>489,227</u>
Total Resources	<u>721,491</u>	<u>749,561</u>	<u>864,027</u>	<u>954,851</u>	<u>954,851</u>	<u>954,851</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Personal Services	25,653	24,815	34,662	28,871	28,871	28,871
Materials & Supplies	408	4,739	8,500	1,250	1,250	1,250
Contractual/Prof Services	370,838	323,137	436,244	441,473	441,473	441,473
Direct Charges	2,722	2,683	3,916	2,338	2,338	2,338
Capital Outlay	404	0	0	0	0	0
Contingencies	0	0	75,000	75,000	75,000	75,000
Ending Balance	<u>321,466</u>	<u>394,187</u>	<u>305,705</u>	<u>405,919</u>	<u>405,919</u>	<u>405,919</u>
Total Expenses	<u>721,491</u>	<u>749,561</u>	<u>864,027</u>	<u>954,851</u>	<u>954,851</u>	<u>954,851</u>

Program: Support Services – General Insurance

Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
City Attorney						
From: Legal Services	0.10	0.10	0.10	0.10	0.10	0.10
Office Assistant II						
From: Legal Services	0.00	0.00	0.00	0.125	0.125	0.125
Office Assistant I						
From: Mgmt Services	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Total Positions	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.275</u>	<u>0.275</u>	<u>0.275</u>
Part Time/Seasonal Hours	<u>260</u>	<u>208</u>	<u>624</u>	<u>52</u>	<u>52</u>	<u>52</u>

Capital Outlay/By Item:

Computers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Support Services – Benefits Administration

Services Delivered:

This activity accounts for the Wellness Program and PERS collections and payments.

FY'10 Anticipated Accomplishments:

A Health Insurance Committee comprised of two employees from each of the bargaining groups, formed in 2002, will reconvene in summer of 2009 to assist in the evaluation of and availability of a health package with tolerable cost increases. In conjunction with this endeavor, a health care package will be renegotiated for calendar year 2010, as the existing contract expires December 31, 2009.

FY'10 Performance Measurements:

- Employee Health Committee will review and evaluate alternative health insurance policies and plan design concepts.

Budget Highlights:

An accounting change has been made in fiscal year 2010 in the Benefits Administration Fund. The line items in revenue reflecting the receipts from the direct billing to the individual departments for insurance (medical with prescription, vision, dental and life) and the offsetting line items in expenses have been transferred to liability account numbers. This better reflects accounting practices for this type of fund and improves the reconciliation process.

FY'09 Activity Review:

The Health Insurance Committee reconvened and worked with our Agents of Record reviewing proposals and options from several providers. The committee recommended to management the renewal of the health care contract with PacificSource, now including vision as part of the medical premium, for calendar year 2009. The contract with Pacific Source was renewed with a dual choice option for medical with some changes to the Option 1 plan. In order to keep the increase in insurance rates down, the Option 1 plan was changed to a \$200 deductible/\$20 co-pay plan.

The Health Reimbursement Account (HRA), introduced as an option for 2007, continues to be offered and showed a marked increase in 2009. Approximately 68% of the employees covered by PacificSource chose this option. Including the employees in the Teamsters union, 92% of the Cities' employees are now participating in an HRA/VEBA account. The committee also recommended to management the renewal of the dental plans through Advantage Dental and Willamette Dental Service. These contracts were renewed with no increase in premium.

FY'09 Performance Indicators:

- Employee Health Committee will review and evaluate alternative health insurance policies.
Goal #VI Target met.

Program: Support Services – Benefits Administration

Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Beginning Balance	<u>809,669</u>	<u>610,301</u>	<u>709,154</u>	<u>792,904</u>	<u>792,904</u>	<u>792,904</u>
Current Resources						
Activity Generated						
Internal Billings	2,147,282	2,584,827	3,041,600	174,661	174,661	174,661
Interest	38,946	35,595	22,500	10,000	10,000	10,000
Interfund Loan Repayments	534	128,753	0	0	0	0
Other Revenue	<u>66,187</u>	<u>72,980</u>	<u>79,200</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>2,252,949</u>	<u>2,822,155</u>	<u>3,143,300</u>	<u>184,661</u>	<u>184,661</u>	<u>184,661</u>
Total Resources	<u>3,062,618</u>	<u>3,432,456</u>	<u>3,852,454</u>	<u>977,565</u>	<u>977,565</u>	<u>977,565</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Personal Services	24,623	23,956	34,000	32,400	32,400	32,400
Materials & Supplies	0	0	2,400	2,400	2,400	2,400
Contractual/Prof Services	2,427,694	2,507,223	3,023,150	12,000	12,000	12,000
Contingencies	0	0	200,000	25,000	25,000	25,000
Ending Balance	<u>610,301</u>	<u>901,277</u>	<u>592,904</u>	<u>905,765</u>	<u>905,765</u>	<u>905,765</u>
Total Expenses	<u>3,062,618</u>	<u>3,432,456</u>	<u>3,852,454</u>	<u>977,565</u>	<u>977,565</u>	<u>977,565</u>

WHERE THE ROGUE RIVER RUNS



© City of Grants Pass

AUXILIARY SERVICES

ACTIVITIES

- *Transient Room Tax Fund
- *Debt Service Fund/Bancroft Bonds
- *Debt Service Fund/General Obligation Bonds
- *Industrial Loan Fund
- *Community Development Block Grant Fund
- *Environmental Waste Fees Fund
- *Agency Fund

DESCRIPTION

This program accounts for funds that are generated through non-traditional sources (grants) or special sources which require segregated accounting treatment. Funds are transferred from the activities in this program to activities where they will be expensed.

	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Program Generated Resources	<u>1,539,905</u>	<u>4,750,545</u>	<u>5,346,357</u>	<u>5,697,463</u>	<u>5,697,463</u>	<u>5,697,463</u>
Total Resources	<u>1,539,905</u>	<u>4,750,545</u>	<u>5,346,357</u>	<u>5,697,463</u>	<u>5,697,463</u>	<u>5,697,463</u>
Requirements						
Transient Room Tax Fund	1,046,935	1,034,301	1,036,560	975,002	975,002	975,002
Bancroft Bond Fund	(1,905,478)	246,544	548,000	640,000	640,000	640,000
General Obligation Bond Fund	0	1,062,614	1,124,994	963,351	963,351	963,351
Industrial Loan Fund	941,882	982,696	969,282	1,027,982	1,027,982	1,027,982
C D Block Grant Fund	921,886	871,036	900,970	1,647,128	1,647,128	1,647,128
Environmental Fees	256,229	228,519	238,000	224,000	224,000	224,000
Trust Fund	<u>278,451</u>	<u>324,835</u>	<u>528,551</u>	<u>220,000</u>	<u>220,000</u>	<u>220,000</u>
Total Requirements	<u>1,539,905</u>	<u>4,750,545</u>	<u>5,346,357</u>	<u>5,697,463</u>	<u>5,697,463</u>	<u>5,697,463</u>

Program: Auxiliary Services – Transient Room Tax Fund

Services Delivered:

This activity accounts for revenues collected from the Transient Room Tax. Of the 7% base tax, sixty percent of the funds support the Economic Development, Tourism and Downtown activities. The remaining forty percent is used to fund Park Maintenance and Public Safety programs that support tourism.

In December 2000 the Council revised the room tax ordinance, declaring a 1% increase effective January 1, 2001 and 2002 respectively, bringing the total tax to 9%. Revenues generated by the incremental increase are dedicated specifically, with 30% going to the Tourism program and 70% targeted to the development of parks.

Budget Highlights:

The revenue estimate for Transient Room Tax in the FY'10 Budget reflects approximately 6% less than what was budgeted in FY09 due to economic trends the City is currently experiencing and actual tax receipts during FY09. With the dramatically fluctuating nationwide economic activity, it is difficult to predict the impact on travel and tourism in our area.

Program: Auxiliary Services – Transient Room Tax Fund

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>0</u>	<u>9,870</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
Transient Occupancy Tax	<u>1,046,935</u>	<u>1,024,431</u>	<u>1,036,560</u>	<u>975,002</u>	<u>975,002</u>	<u>975,002</u>
Total Current Resources	<u>1,046,935</u>	<u>1,024,431</u>	<u>1,036,560</u>	<u>975,002</u>	<u>975,002</u>	<u>975,002</u>
Total Resources	<u>1,046,935</u>	<u>1,034,301</u>	<u>1,036,560</u>	<u>975,002</u>	<u>975,002</u>	<u>975,002</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	2,280	2,872	2,965	3,060	3,060	3,060
Direct Charges	16,805	12,500	12,812	13,197	13,197	13,197
Transfers Out	1,017,980	1,018,929	1,020,783	958,745	958,745	958,745
Ending Balance	<u>9,870</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>1,046,935</u>	<u>1,034,301</u>	<u>1,036,560</u>	<u>975,002</u>	<u>975,002</u>	<u>975,002</u>

Program: Auxiliary Services – Debt Service/Bancroft Bonds

Services Delivered:

This activity accounts for funds received from property owners to satisfy assessments against their property for improvement projects such as street construction and water line installation. The activity also accounts for the payment of Bancroft Bonds sold to finance those improvements.

The projects are often completed through Local Improvement Districts. These districts are formed, generally, at the request of the property owners who will benefit from the project. The City manages the construction of the improvement, usually funding the costs of construction with internal borrowings.

Once a project is complete, the property owners are assessed for the costs. Property assessments may be paid in full when the improvements are completed and billed; or the property owner may choose to have a lien placed on his/her property and pay the assessment in semi-annual installments. This process is known as Bancrofting.

The user signed Bancroft liens are used as collateral to issue bonds and retire the short term debt. The long-term, bonded debt is paid through the payments made by the property owners in the various local improvement districts.

FY'10 Anticipated Accomplishments:

Dependent upon LID activity, largely the result of street and water infrastructure improvements, funding through the sale of bonds or a bank loan may be financially sought during FY'10.

Budget Highlights:

Recent LID activities have not been large enough in dollar volume to warrant the issuing of bonded debt. Financing costs coupled with the relatively small size of the potential bond issue has made it more practical to self-finance or potentially seek a bank loan. Since LID projects are consumer initiated and cannot be fully anticipated, an appropriation for bond sales is budgeted so as not to preclude citizen initiated action.

FY'09 Activity Review:

All bond debt was extinguished in FY'03 and the remaining debt has been self-financed via internal borrowings.

Program: Auxiliary Services – Debt Service/Bancroft Bonds

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>(2,966,514)</u>	<u>(2,935,626)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
Interest	9,409	4,634	0	0	0	0
Assessment Principal	963,460	163,736	140,000	130,000	130,000	130,000
Assessment Interest	88,167	38,800	33,000	30,000	30,000	30,000
Bond & Loan Proceeds	<u>0</u>	<u>2,975,000</u>	<u>375,000</u>	<u>480,000</u>	<u>480,000</u>	<u>480,000</u>
Total Current Resources	<u>1,061,036</u>	<u>3,182,170</u>	<u>548,000</u>	<u>640,000</u>	<u>640,000</u>	<u>640,000</u>
Total Resources	<u>(1,905,478)</u>	<u>246,544</u>	<u>548,000</u>	<u>640,000</u>	<u>640,000</u>	<u>640,000</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	148,474	71,301	42,900	95,000	95,000	95,000
Direct Charges	10,000	10,000	10,000	10,000	10,000	10,000
Contingencies	0	0	100	700	700	700
Debt Service	860,000	0	120,000	64,300	64,300	64,300
Transfers Out	11,674	11,503	375,000	470,000	470,000	470,000
Ending Balance	<u>(2,935,626)</u>	<u>153,740</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>(1,905,478)</u>	<u>246,544</u>	<u>548,000</u>	<u>640,000</u>	<u>640,000</u>	<u>640,000</u>

Program: Auxiliary Services – Debt Service/General Obligation Bonds

Services Delivered:

This activity accounts for property tax collections levied and used to retire debt for bonds sold to construct two new fire and police facilities. These funds have been used to pay capital construction and improvement costs for a new fire/police station located on land owned by the City on East Park Street, a new fire/police station on land the City acquired on Leonard Road, a replacement for existing, condemned multi-story tower used for fire and police training at the Hillcrest Fire Station, three fire trucks, road, water, and site improvements for the fire/police stations, and bond issuing costs. The voter approved bond was issued in a principal amount of \$9,875,000 and the annual levy is not expected to exceed .51/\$1000 assessed value.

FY'10 Anticipated Accomplishments:

Beginning in November of 2007, taxes were levied at an estimated rate of .51/\$1000 of assessed value. The principal payments are to be made in June and December of each year with the expiration of payments in 2019.

Budget Highlights:

Debt repayments have been budgeted based upon an estimated debt schedule of twelve years. See the Appendix debt tables for a detailed schedule.

FY'09 Activity Review:

Tax collections and debt service payments followed the long-term schedule during the year.

Program: Auxiliary Services – Debt Service/General Obligation Bonds

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>0</u>	<u>0</u>	<u>14,033</u>	<u>37,994</u>	<u>37,994</u>	<u>37,994</u>
Current Resources						
Activity Generated						
Property Taxes	0	1,060,951	1,108,961	924,357	924,357	924,357
Interest	<u>0</u>	<u>1,663</u>	<u>2,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Current Resources	<u>0</u>	<u>1,062,614</u>	<u>1,110,961</u>	<u>925,357</u>	<u>925,357</u>	<u>925,357</u>
Total Resources	<u>0</u>	<u>1,062,614</u>	<u>1,124,994</u>	<u>963,351</u>	<u>963,351</u>	<u>963,351</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Debt Service	0	1,020,445	1,087,000	919,000	919,000	919,000
Ending Balance	<u>0</u>	<u>42,169</u>	<u>37,994</u>	<u>44,351</u>	<u>44,351</u>	<u>44,351</u>
Total Expenses	<u>0</u>	<u>1,062,614</u>	<u>1,124,994</u>	<u>963,351</u>	<u>963,351</u>	<u>963,351</u>

Program: Auxiliary Services – Industrial and Downtown Loan Fund

Services Delivered:

This activity accounts for the industrial development and downtown building renovation loans made by the City and the repayment of those loans. The City utilizes a three-member loan review committee to provide professional loan review expertise and advisory services. This activity responds to the needs expressed through the application process and utilizes the loan funds to assist small businesses.

FY'10 Anticipated Accomplishments:

It is anticipated that all original loans and the subsequent recycling of the repayments into new loans will help the development of the economy and the Council's **Economic Development** goal of **“With emphasis on small business, we diversify the local economy and create quality jobs for our residents.”**

FY'09 Performance Measurements:

- All existing loan payments will remain current.
- Two loan applications will be processed.

Budget Highlights:

All anticipated loan repayments, with the exception of the \$5,000 to be used for the technical assistance program, are budgeted to be available for new loans in FY'10.

FY'09 Activity Review:

No new loans were processed in FY'09.

FY'09 Performance Indicators:

- All existing loan payments will remain current. **Goal#II Target met.**
- One partnership program with a private lender will be developed. **Goal#II Target not met.**
- Two loan applications will be processed. **Goal#II Target not met.**

Program: Auxiliary Services – Industrial and Downtown Loan Fund

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>841,056</u>	<u>936,882</u>	<u>910,582</u>	<u>969,282</u>	<u>969,282</u>	<u>969,282</u>
Current Resources						
Activity Generated						
Interest	43,039	42,644	45,000	45,000	45,000	45,000
Loan Repayments	57,787	3,170	13,550	13,550	13,550	13,550
Other Revenue	<u>0</u>	<u>0</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>
Total Current Resources	<u>100,826</u>	<u>45,814</u>	<u>58,700</u>	<u>58,700</u>	<u>58,700</u>	<u>58,700</u>
Total Resources	<u>941,882</u>	<u>982,696</u>	<u>969,282</u>	<u>1,027,982</u>	<u>1,027,982</u>	<u>1,027,982</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	0	0	200,000	200,000	200,000	200,000
Contingencies	0	0	100,000	100,000	100,000	100,000
Transfers Out	5,000	5,000	5,000	5,000	5,000	5,000
Ending Balance	<u>936,882</u>	<u>977,696</u>	<u>664,282</u>	<u>722,982</u>	<u>722,982</u>	<u>722,982</u>
Total Expenses	<u>941,882</u>	<u>982,696</u>	<u>969,282</u>	<u>1,027,982</u>	<u>1,027,982</u>	<u>1,027,982</u>

Program: Auxiliary Services – Community Development Block Grant Fund

Services Delivered:

This activity accounts for the receipt and disbursement of funds received through the Community Development Block Grant Program. Several of the City's prior grants were for the purpose of making low or no interest housing rehabilitation loans. The repayments from these loans are also accounted for in this fund.

FY'10 Anticipated Accomplishments:

An application will be prepared for a Community Block Grant with the understanding the City is receiving a grant for Microenterprise services for \$100,000 in FY'10. The City will also begin work to prepare for another major grant.

This activity does not include funding for Paint Your Heart Out as it has in the past.

Budget Highlights:

The FY'09 budget reflects the loan activity on the low or no interest housing rehabilitation loans.

FY'09 Activity Review:

The grant for the Microenterprise services was successful. This is a partnership grant with the Small Business Development Center. The City is now able to apply for a new grant.

Program: Auxiliary Services – Community Development Block Grant Fund

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>792,487</u>	<u>827,816</u>	<u>855,112</u>	<u>802,820</u>	<u>802,820</u>	<u>802,820</u>
Current Resources						
Activity Generated						
Community Dev. Block Grant	84,579	0	0	800,000	800,000	800,000
Loan Fees	50	0	200	200	200	200
Interest	31,556	38,903	32,350	30,800	30,800	30,800
Loan Repayments	<u>13,214</u>	<u>4,317</u>	<u>13,308</u>	<u>13,308</u>	<u>13,308</u>	<u>13,308</u>
Total Current Resources	<u>129,399</u>	<u>43,220</u>	<u>45,858</u>	<u>844,308</u>	<u>844,308</u>	<u>844,308</u>
Total Resources	<u>921,886</u>	<u>871,036</u>	<u>900,970</u>	<u>1,647,128</u>	<u>1,647,128</u>	<u>1,647,128</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	16,129	9,466	98,150	101,000	101,000	101,000
Capital Outlay	77,938	0	0	800,000	800,000	800,000
Contingencies	0	0	200,000	350,000	350,000	350,000
Ending Balance	<u>827,819</u>	<u>861,570</u>	<u>602,820</u>	<u>396,128</u>	<u>396,128</u>	<u>396,128</u>
Total Expenses	<u>921,886</u>	<u>871,036</u>	<u>900,970</u>	<u>1,647,128</u>	<u>1,647,128</u>	<u>1,647,128</u>

Program: Auxiliary Services – Environmental Waste Fees Fund

Services Delivered:

The Solid Waste Franchise Agreements with Grants Pass Sanitation and Southern Oregon Sanitation provide for an Environmental Program Fee (EPF) to be charged for each ton of refuse collected by the haulers and at the Transfer Station and paid to the City. This EPF is held in a separate account and must be used for environmental cleanups at solid waste sites and other solid waste program activities. Josephine County has implemented a similar EPF paid by the haulers to the County.

The City and County formed an intergovernmental Solid Waste Agency in order to coordinate the expenditures of the EPF funds for cleanup sites and other solid waste programs throughout the City and County. The monies recorded by the City are passed through to the Josephine County/City of Grants Pass Solid Waste Agency.

Program: Auxiliary Services – Environmental Waste Fees Fund

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>121</u>	<u>121</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Current Resources						
Activity Generated						
Landfill Fees	<u>256,108</u>	<u>228,398</u>	<u>238,000</u>	<u>224,000</u>	<u>224,000</u>	<u>224,000</u>
Total Current Resources	<u>256,108</u>	<u>228,398</u>	<u>238,000</u>	<u>224,000</u>	<u>224,000</u>	<u>224,000</u>
Total Resources	<u>256,229</u>	<u>228,519</u>	<u>238,000</u>	<u>224,000</u>	<u>224,000</u>	<u>224,000</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	256,108	228,398	238,000	224,000	224,000	224,000
Ending Balance	<u>121</u>	<u>121</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>256,229</u>	<u>228,519</u>	<u>238,000</u>	<u>224,000</u>	<u>224,000</u>	<u>224,000</u>

Program: Auxiliary Services – Agency Fund

Services Delivered:

This activity accounts for funds on deposit with the City for future application and includes prepayments, and general deposits. Receipts for this activity are dependent entirely on the amount of funds placed into trust from various City operations. In FY'05, an accounting change was made in the trust fund. Balances for the various line items in the fund were transferred to liability account numbers on the balance sheet. This better reflects the rollover nature of the balances and improves the reconciliation process for this fund. Investment interest and direct charges remain as budgeted items in the Agency Fund.

Program: Auxiliary Services – Agency Fund

Financial Summary

Resources	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Beginning Balance	<u>177,241</u>	<u>276,788</u>	<u>408,551</u>	<u>210,000</u>	<u>210,000</u>	<u>210,000</u>
Current Resources						
Activity Generated						
Interest	<u>101,210</u>	<u>48,047</u>	<u>120,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Current Resources	<u>101,210</u>	<u>48,047</u>	<u>120,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total Resources	<u>278,451</u>	<u>324,835</u>	<u>528,551</u>	<u>220,000</u>	<u>220,000</u>	<u>220,000</u>

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	0	0	0	50,000	50,000	50,000
Direct Charges	5,800	6,100	6,100	6,100	6,100	6,100
Ending Balance	<u>272,651</u>	<u>318,735</u>	<u>522,451</u>	<u>163,900</u>	<u>163,900</u>	<u>163,900</u>
Total Expenses	<u>278,451</u>	<u>324,835</u>	<u>528,551</u>	<u>220,000</u>	<u>220,000</u>	<u>220,000</u>

WHERE THE ROGUE RIVER RUNS



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CAPITAL IMPROVEMENT PROJECTS

ACTIVITIES

* Lands & Buildings Projects

DESCRIPTION

This Lands & Buildings Capital Improvement Projects program accounts for the purchase of property, construction of buildings and major repair and replacement projects for the City's park land and facilities.

	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Program Generated Resources						
Capital Construction	14,457,828	15,118,500	7,607,502	7,878,038	7,908,038	7,908,038
Total Resources	<u>14,457,828</u>	<u>15,118,500</u>	<u>7,607,502</u>	<u>7,878,038</u>	<u>7,908,038</u>	<u>7,908,038</u>
Requirements						
Capital Construction	14,457,828	15,118,500	7,607,502	7,878,038	7,908,038	7,908,038
Total Requirements	<u>14,457,828</u>	<u>15,118,500</u>	<u>7,607,502</u>	<u>7,878,038</u>	<u>7,908,038</u>	<u>7,908,038</u>

Program: Capital Construction - Lands & Buildings Projects

Basic Functions

This activity accounts for the purchase of property, construction or major repair of buildings, major repair and replacement projects for the City's park land and facilities, and special projects that support Council Goals.

Activity Highlights

The Lands and Buildings Capital program includes several projects identified in the council work plan:

- Develop options for River Road property.
- Improvements at Redwood Wetland.
- Complete Parks Master Plan.
- Building Stimulus Program.
- Performance Audits.

Budget Highlights

Projects in FY'09 included the payment of park land for Redwood, Tussing and Fruitdale Creek Parks, the construction of phase 1 of Redwood Park, improvements at Baker Park, the construction of the two fire/police stations and major planning projects.

Projects in FY'10 include consideration of the purchase of the Forestry property; phase 2 of the Redwood Park development; construction of the Riverfront trails; completion of Parks Master Plan; C D B G Grant and concept design of New Hope Park (off Williams Highway).

Sources of revenue include proceeds from sale of real property, a percentage of Transient Room Tax receipts, transfers from General Fund operations, General Support, grants and donations, Parks System Development Charges, and Grants Pass Redevelopment Agency contributions.

A list of projects for FY'07, FY'08, FY'09 & FY'10 is shown on the following page.

The History through FY'07 column shows project costs through June 30, 2007. The FY'07 and FY'08 Actual columns show actual expenditures for the fiscal years July 1, 2006 through June 30, 2008. The Budget FY'09 and Adopted FY'10 columns reflect the total amount of resources available or expected to be available to the project during the respective fiscal years.

Program: Capital Construction - Lands & Buildings Projects

FY'07, FY'08, FY'09 & FY'10 PROJECTS

		Expense Actual FY'07	Expense Through FY'07	Expense Actual FY'08	Resource Budget FY'09	Resource Adopted FY'10
LB4245	Property Acquisition for Muni Parking	0	0	0	109,365	113,985
LB4261	Tussing Park Development	0	137,724	0	306,072	252,331
LB4376	Entryway Improvements	525	19,611	(926)	87,685	1,345
LB4377	Municipal Building Land Fund	0	2,124	0	729,868	579,268
LB4380	Street Lighting Expansion	316	32,143	151	45,753	32,382
LB4382	Industrial Financial Incentive Program	85,616	276,520	0	152,808	229,549
LB4383	Non-Profit Infrastructure Incentive Prog.	0	59,785	0	52,128	66,740
LB4391	Transit System	0	209,208	56,000	79,603	24,195
LB4392	Allen Crk Trail Sys/New Hope-Ramsey	42,502	217,175	4,203	5,581	(0)
LB4394	Redwood Park Property Purchase	0	686,057	0	(125,547)	(23,320)
LB4455	Stormwater Detention Site I	0	0	0	217,553	227,263
LB4458	Rogue Path Construction	14,618	105,841	27,195	75,661	35,270
LB4460	Downtown River District	689	792	3,863	54,631	130
LB4476	Tussing Park Expansion	0	1	0	0	0
LB4539	Allen Creek Park Property Purchase	0	607,842	0	145,024	11,445
LB4549	North I-5 Property Concept	196	29,206	0	(1,210)	0
LB4559	Review Municipal Code Dev. Code	0	0	0	27,251	0
LB4564	City Service Center Shop Renovations	887	887	9,977	74,292	67,312
LB4710	Fruitdale Creek Park	31,875	675,284	30,673	(272,033)	(268,180)
LB4712	Eastside Park	0	0	0	26,569	1,639
LB4713	New Hope Park	1,387	1,117,705	630	(371,449)	(343,527)
LB4716	Riverside Park Major Elements	9,091	28,998	32,512	80,622	(9)
LB4717	All Sports Park Enhancements	18,088	20,137	26,369	104,863	228
LB4718	River Storm Quality Improvement	0	0	0	72,068	54,941
LB4729	Baker Park Expansion	0	0	0	300,000	285,412
LB4730	Council Chamber Renovation	15,108	15,108	8,429	(561)	492
LB4733	North Entry - Building Demolition	0	2,631	0	(131)	0
LB4822	North End Property Sale	0	1,982	6,385	3,000	30
LB4832	River Road Reserve Property Purch.	188,019	2,994,282	191,687	(511,373)	417,764
LB4833	Urban Growth Boundary Planning	45,123	45,123	64,771	81,048	67,134
LB4899	Debo Park Development	7,225	34,964	0	1,957	0
LB4910	Fruitdale Basketball Court	0	0	26,959	45,394	51,036
LB4911	Ramsey@ Nebraska Property Sale	0	1,159	2,318	18,841	18,378
LB4912	Ramsey Property Sale	4,608	5,767	3,257	0	0
LB4923	Downtown Park/Parking	0	0	1,251	304,784	183,342
LB4936	Tree Canopy Program	5,275	5,275	4,572	4,725	5,560
LB4938	Tax Increment District Planning	0	0	0	0	0
LB4940	Phone System Expansion	11,322	11,322	0	608,018	71,899
LB4947	Forestry Property Purchase	0	0	0	160,000	923,820
LB4948	Fire/Police Stations	367,677	367,677	5,442,214	1,754,952	275,903
LB4950	Beacon Park Development	527	527	7,450	14,473	443

Continued on next page

Program: Capital Construction - Lands & Buildings Projects

FY'07, FY'08, FY'09 & FY'10 PROJECTS CONTINUED

	Expense Actual FY'07	Expense Through FY'07	Expense Actual FY'08	Resource Budget FY'09	Resource Adopted FY'10
LB4951 South River Parking Property	2,702	2,702	(2,702)	217	436
LB4952 River Road Reserve Interim Mgmt	34,644	34,644	20,495	39,195	48,589
LB4953 Fairgrounds Parking Lot	0	0	0	35,000	35,240
LB4954 Allen Creek Trail:Newhope to Wms Hwy	0	0	0	76,500	107,232
LB4955 Allen Creek Trail:Ramsey to Hwy 199	0	0	471	108,559	112,914
LB5011 Parks Master Plan Update	0	0	141	100,000	25,374
LB5017 Demolition of Reservoir	169	169	0	89,831	45,579
LB5033 Office Relocation	0	0	0	0	781
LB5034 Redwood Park Phase 2	0	0	17,480	380,000	123,873
LB5035 Wireless Technology	0	0	0	0	0
LB5036 Saddleback Trail	0	0	0	5,000	5,034
LB5067 Tree Refund Program	0	0	0	17,000	30,994
LB5070 CDBG Project 2009	0	0	0	5,000	100,000
LB5072 Fish Study Report: ODFW Match	0	0	325	5,000	1,706
LB5075 Fleet Maintenance Building	0	0	0	500,000	0
LB5076 New Hope Park Development	0	0	0	15,000	41,643
LB5077 Re-Vegetation Program	0	0	0	17,000	99,737
LB6011 Reinhart Park River Vista	0	0	0	0	25,000
LB6030 Building Permit Stimulus	0	0	0	0	30,000
LB6032 Dog Park Development	0	0	0	0	9,000
LB6033 Redwood Wetland Park	0	0	0	0	65,000
LB6034 Performance Audits	0	0	0	0	65,000
LB6035 Charter Review	0	0	0	0	20,000
LB6036 Long Term Funding for Public Safety	0	0	0	0	15,000
LB6037 Inventory for Business	0	0	0	0	6,000
LB6038 Downtown Parking Plan	0	0	0	0	5,000
LB6039 River Road Reserve Plan	0	0	0	0	37,000
LB6040 Economic Stimulus	0	0	0	0	30,000
LB6041 Food Bank Remediation & Dev.	0	0	0	0	1,500,000
LB8420 Parkway Landscaping-Visual	0	33,512	0	(0)	10,995
LB8580 Izaak Walton Building Replacement	0	43,544	0	307,839	321,311
LB8870 Reinhart Volunteer Park	11,197	3,110,888	830	100,000	100,000
LB0000 691 Miscellaneous Projects - General	1,623,502	13,785,570	1,192,428	1,301,644	1,416,436
LB0000 692 Miscellaneous Projects - SDC's	0	75,000	0	(11,501)	53,781
LB0000 693 Miscellaneous Projects - Room Tax	25,000	25,000	50,000	98,934	37,183
LB0000 694 Miscellaneous Projects - Dev. SDC's	<u>0</u>	<u>0</u>	<u>0</u>	<u>(45,000)</u>	<u>18,000</u>
Total Projects	<u>2,547,888</u>	<u>24,823,887</u>	<u>7,229,408</u>	<u>7,607,503</u>	<u>7,908,038</u>

Program: Capital Construction - Lands & Buildings Projects

Financial Summary

	Actual FY'07	Actual FY'08	Budget FY'09	Manager Recommended FY'10	Committee Approved FY'10	Council Adopted FY'10
Beginning Fund Balance	<u>2,158,813</u>	<u>11,909,940</u>	<u>4,004,501</u>	<u>3,704,070</u>	<u>3,704,070</u>	<u>3,704,070</u>
Resources						
Grant: Federal	0	0	0	1,480,000	1,480,000	1,480,000
Grant: LCDC STATE GRANT	0	26,000	0	0	0	0
Grant: State CDBG / CDBG Fund	0	0	5,000	100,000	100,000	100,000
Grant: State of Or.Parks & Rec	398,285	49,266	125,000	752,330	752,330	752,330
Grant: State of Or DEQ	0	0	0	385,000	385,000	385,000
Parkway Redevelop. Agency	8,299	362,685	375,000	0	0	0
Tree Refund Program-Trust	0	28,500	3,000	500	500	500
Riverside West ASP Committee	15,587	23,316	100,000	100,000	100,000	100,000
Centennial Park Committee	2,677	0	0	0	0	0
Investment Interest	89,779	511,261	71,000	45,000	45,000	45,000
Bond Proceeds	9,998,031	0	0	0	0	0
General Fund - Policy & Leg	950,000	653,373	487,500	0	30,000	30,000
General Fund - Public Safety-Field	6,000	0	0	0	0	0
General Fund - Parks	6,000	0	0	0	0	0
Transportation Gas Tax to LB Project	96,000	0	0	0	0	0
Street Utility Fees / Maintenance	155,000	0	0	0	0	0
Bikeway fund	50,000	0	0	0	0	0
Wastewater Fund/Gen Prog Op	7,500	0	0	0	0	0
Water Fund	7,500	5,000	0	0	0	0
Equipment Replacement	0	0	500,000	0	0	0
Property Management	5,000	50,000	15,871	10,000	10,000	10,000
Rental Income	6,456	5,420	0	0	0	0
Sale of Assets, Sale of Land	0	878,942	925,000	925,000	925,000	925,000
Contributions, Donations	0	4,600	0	20,000	20,000	20,000
Other, Misc Rev. / Insurance Fund	10	78,200	412,000	12,000	12,000	12,000
Parks Land Activ.SDCs Revenue	338,697	247,957	275,000	100,000	100,000	100,000
Park Development SDC's	0	125,540	150,000	95,000	95,000	95,000
Transient Room Tax	<u>158,194</u>	<u>158,500</u>	<u>158,630</u>	<u>149,138</u>	<u>149,138</u>	<u>149,138</u>
Total Current Revenues	<u>12,299,015</u>	<u>3,208,560</u>	<u>3,603,001</u>	<u>4,173,968</u>	<u>4,203,968</u>	<u>4,203,968</u>
Total Resources	<u>14,457,828</u>	<u>15,118,500</u>	<u>7,607,502</u>	<u>7,878,038</u>	<u>7,908,038</u>	<u>7,908,038</u>
Requirements						
Capital Outlay	2,522,888	7,179,408	6,760,671	4,769,993	4,799,993	4,799,993
Transfer Out	25,000	50,000	35,000	50,000	50,000	50,000
Ending Fund Balance	<u>11,909,940</u>	<u>7,889,092</u>	<u>811,831</u>	<u>3,058,045</u>	<u>3,058,045</u>	<u>3,058,045</u>
Total Requirements	<u>14,457,828</u>	<u>15,118,500</u>	<u>7,607,502</u>	<u>7,878,038</u>	<u>7,908,038</u>	<u>7,908,038</u>

WHERE THE ROGUE RIVER RUNS



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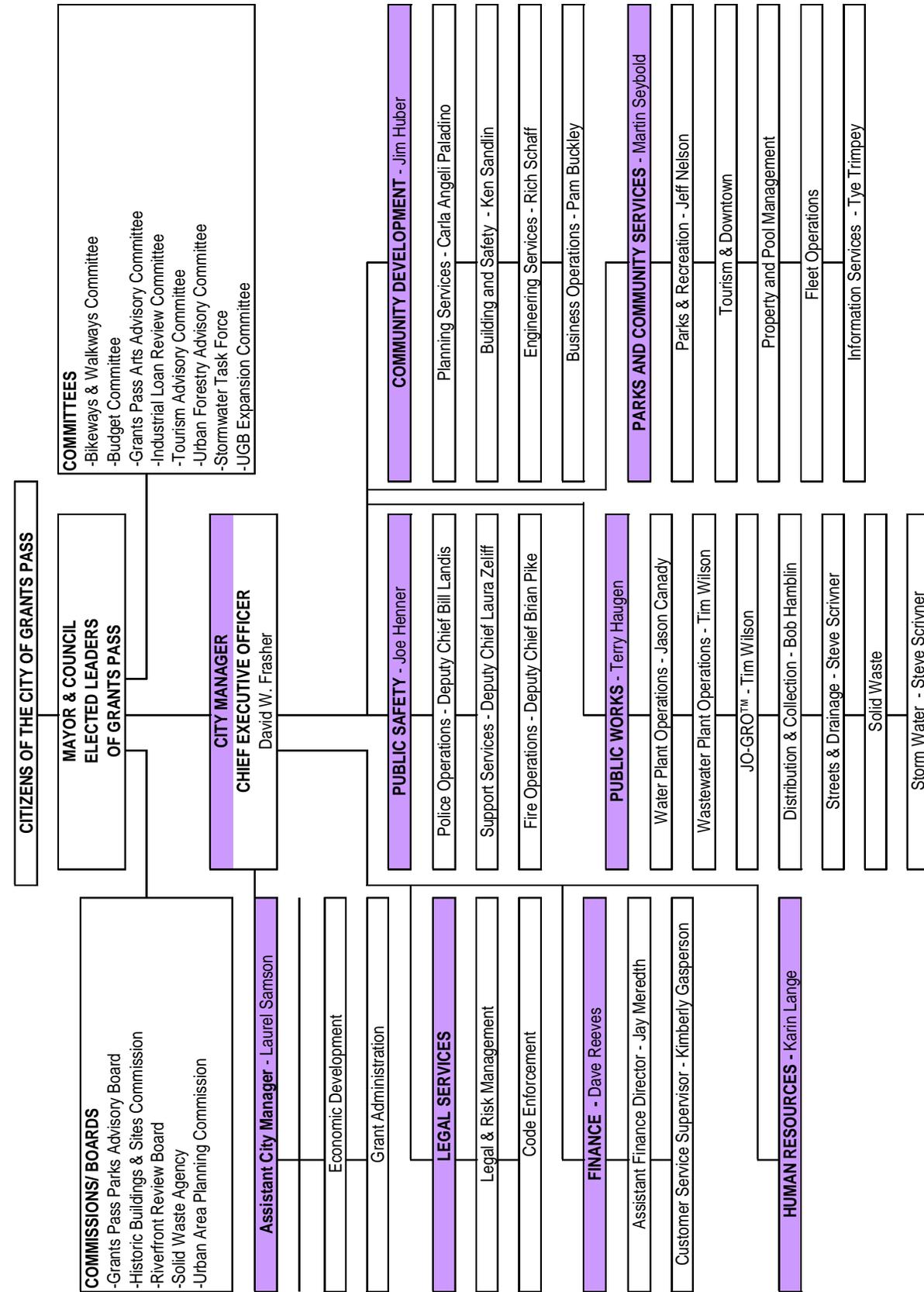
ORGANIZATION CHART

The Organization Chart for the City of Grants Pass displays the full-time personnel and the methods of reporting for the City organization. Your local government is a broad mix of services. We operate three independent utilities: Solid Waste, Water, and Wastewater. The governmental side of our organization is dominated by Public Safety, delivering a range of law enforcement, fire, and preventive services. The management of growth and development is vested in our Community Development Department. Street maintenance and drainage systems are provided by Public Works. Park maintenance, together with the downtown and tourism programs, is administered by Parks and Community Services. The third part of our community promotional system, Economic Development, is located in the City Manager's office.

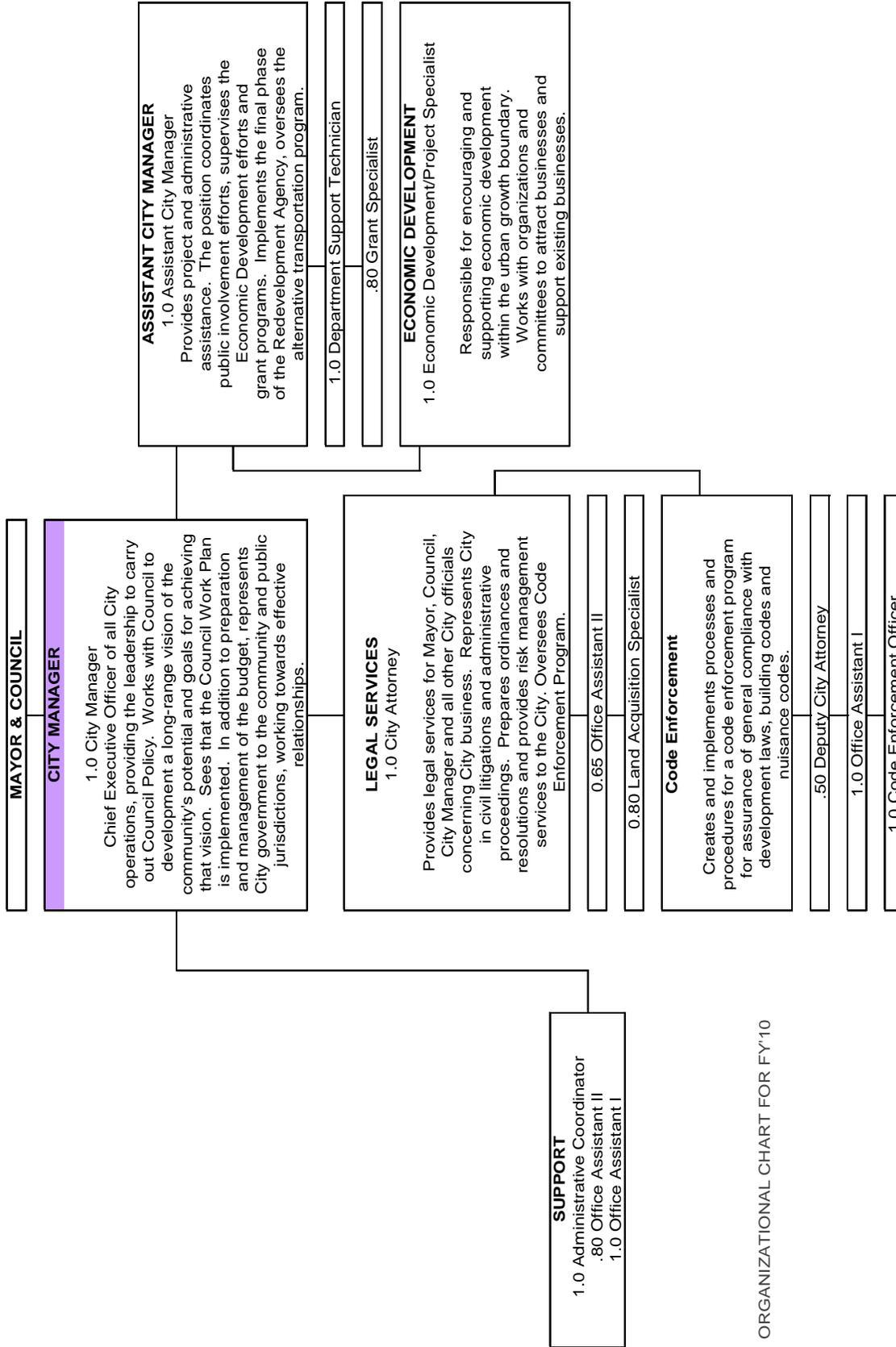
The organization is divided into five major divisions; Public Safety, Administrative Services, Community Development, Parks and Community Services, and Public Works. The directors for these major responsibilities, along with the City Attorney, Assistant City Manager and the City Manager, constitute the Executive Management team for the City. The City Manager and this team meet routinely to coordinate the delivery of services and analyze issues for the City Council's decision making.

The following organization charts show each department and its full-time personnel. We extensively use volunteers, contractors, and part-time personnel that are not shown in the organization chart. A great example is Public Safety where dozens of full-time job equivalents are created in the many services provided by the department through firefighting interns, part-time personnel for office and dispatching services, on call dispatch personnel and countless hours of volunteer support for the Public Safety Academy and Auxiliary Services.

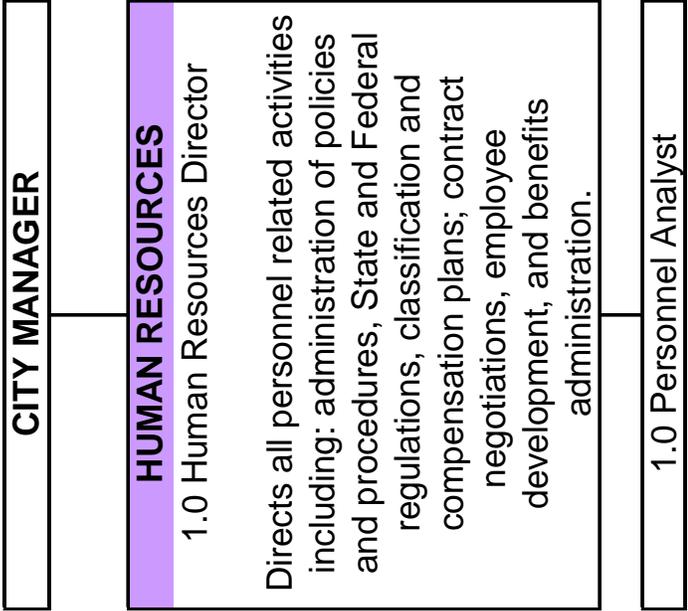
The City of Grants Pass is a dynamic organization. We are constantly working to develop better ways to coordinate services and assure our residents the best possible services delivered in a way that makes sense and meets the needs of most of our citizens.



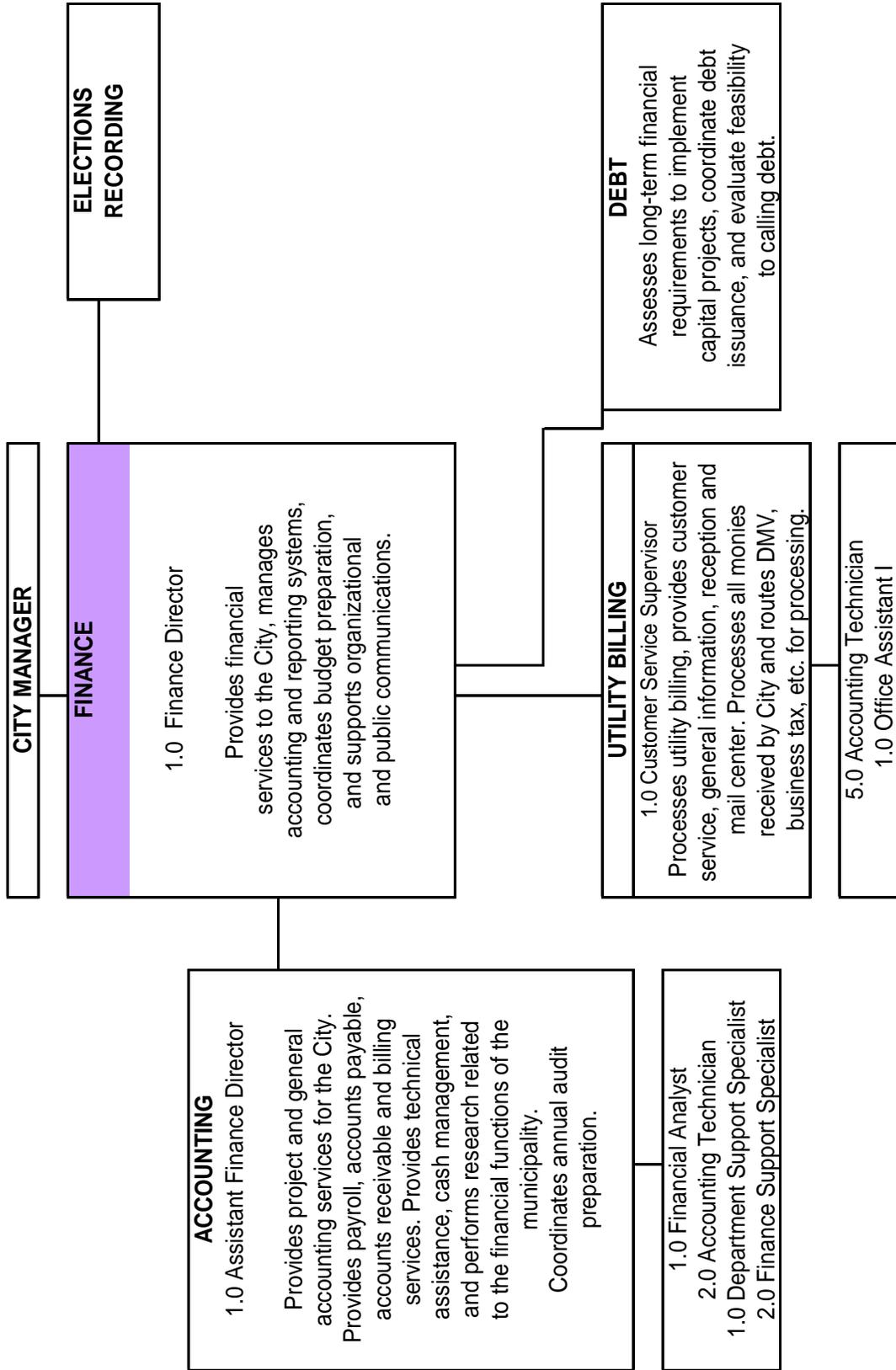
ORGANIZATIONAL CHART FY'10



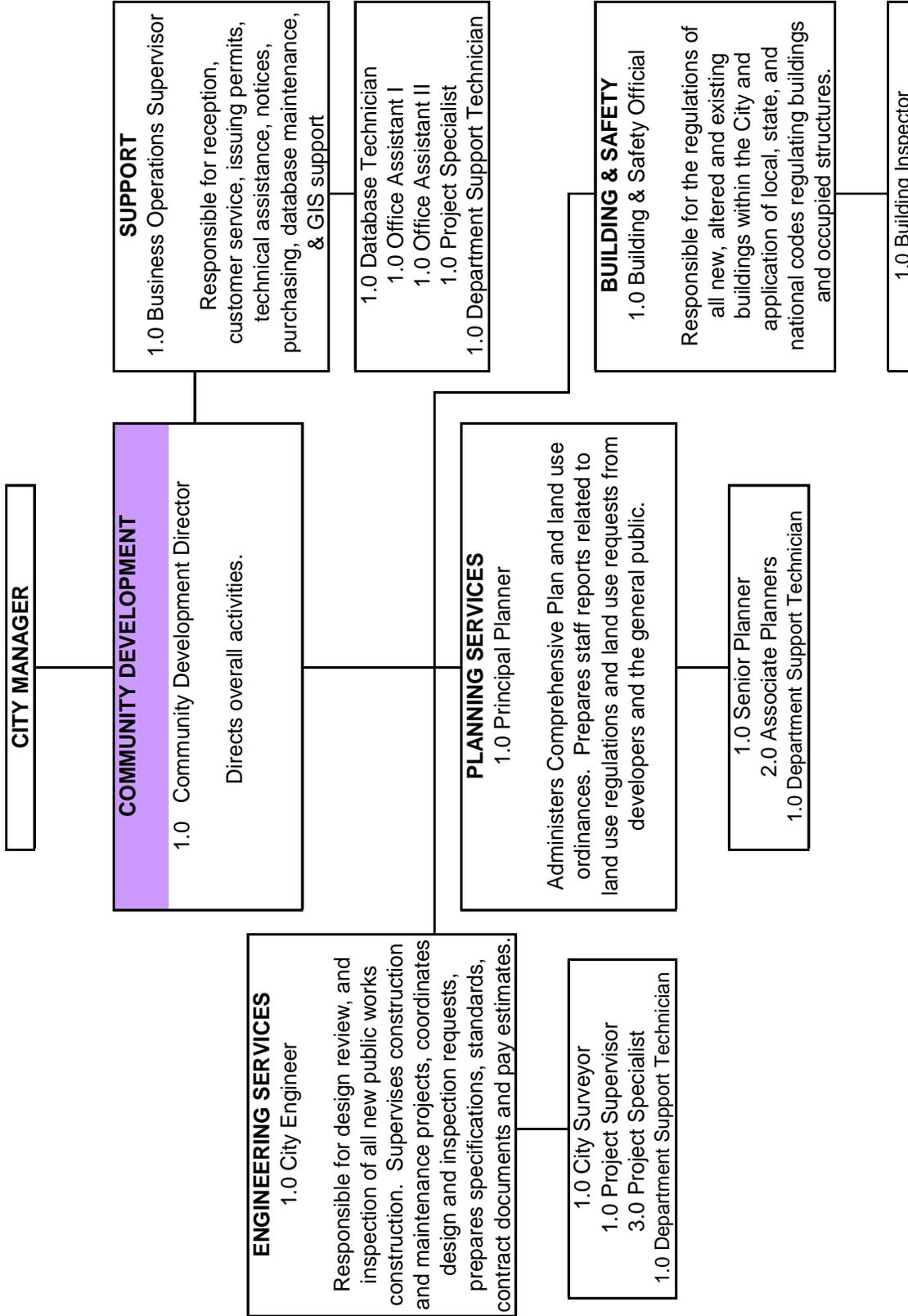
ORGANIZATIONAL CHART FOR FY'10

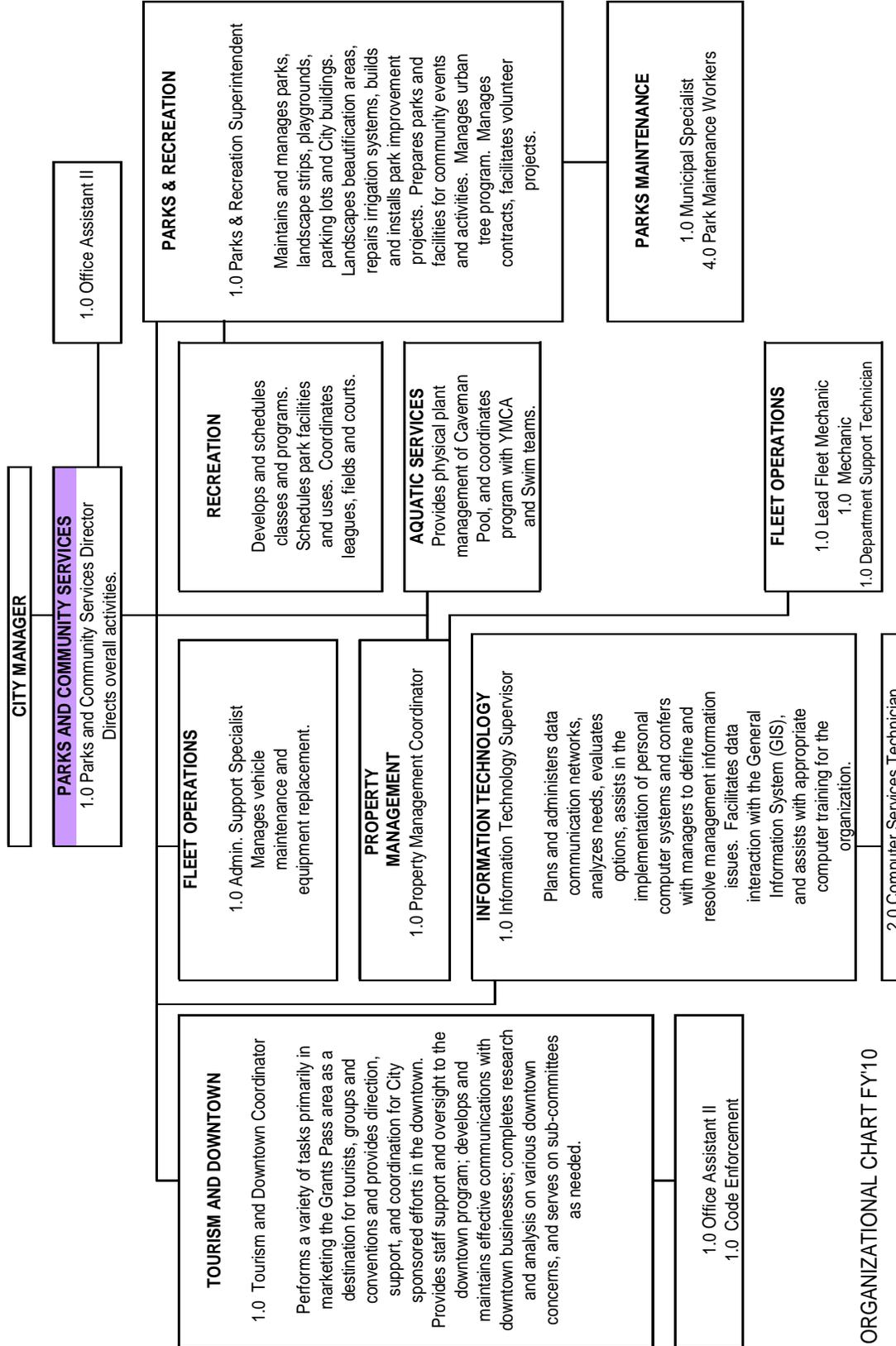


ORGANIZATIONAL CHART FY'10

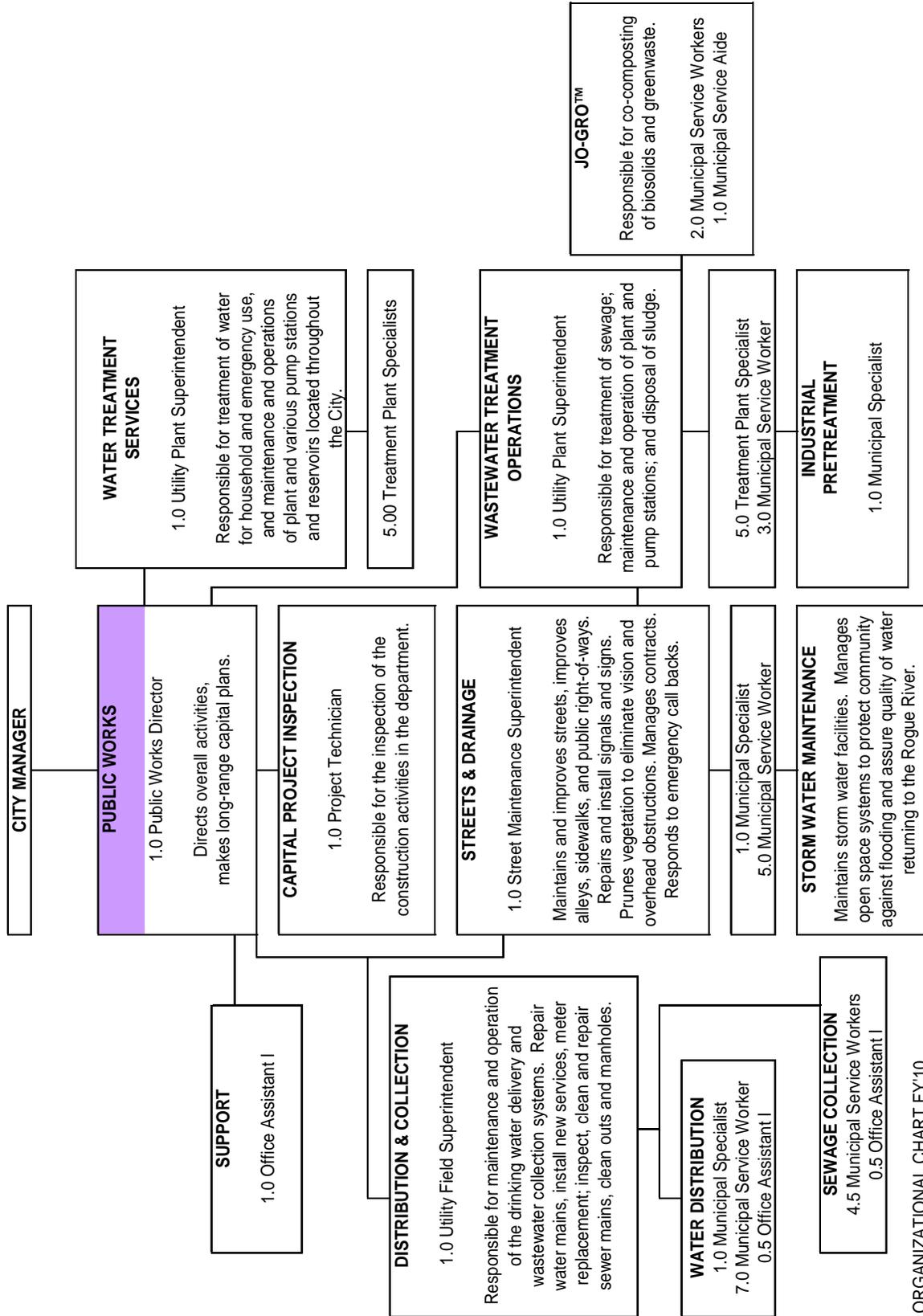


ORGANIZATIONAL CHART FY'10

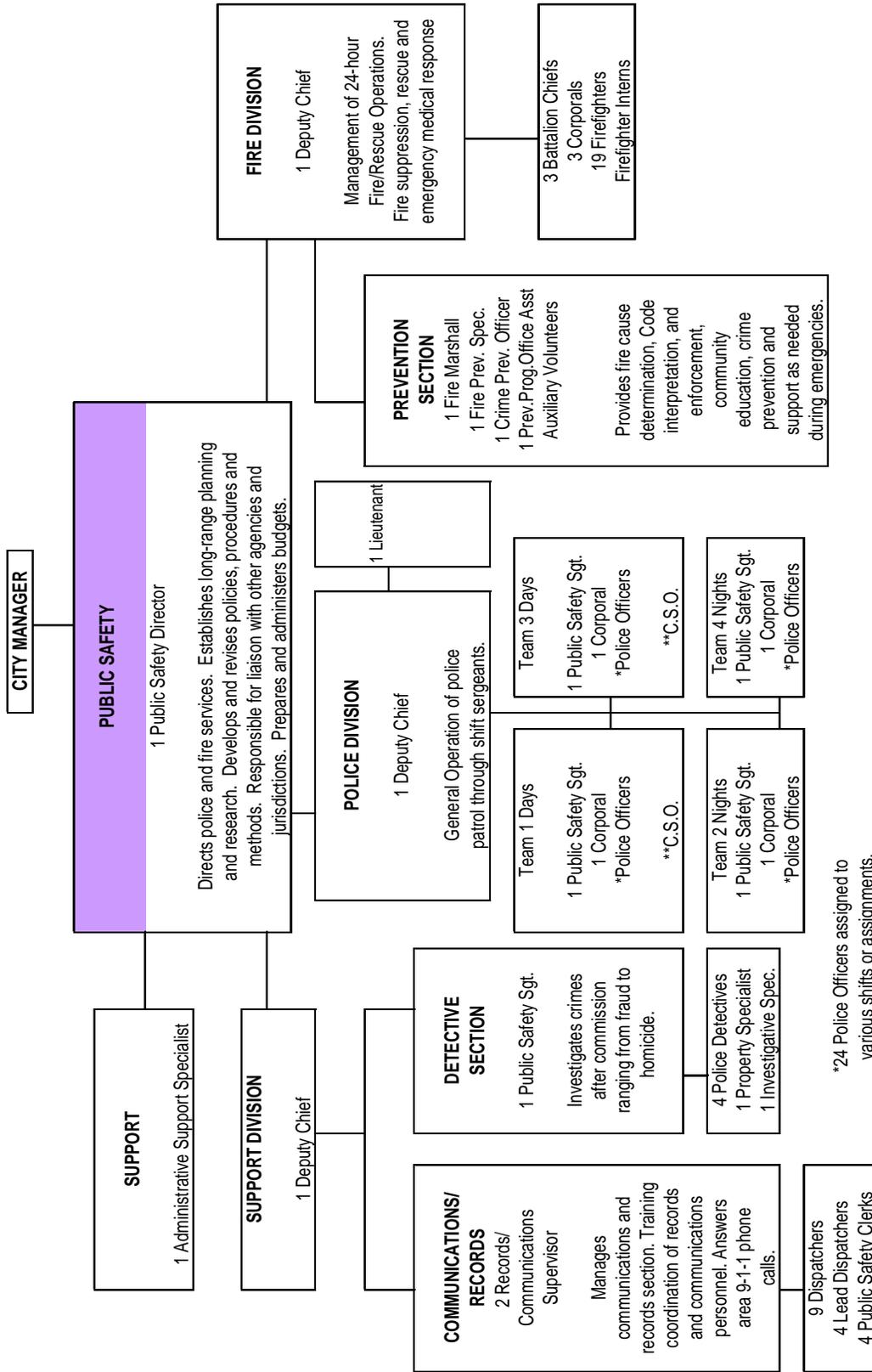




ORGANIZATIONAL CHART FY'10



ORGANIZATIONAL CHART FY'10



*24 Police Officers assigned to various shifts or assignments.

** 2 Full-time Community Service Officers

ORGANIZATIONAL CHART FY'10

WHERE THE ROGUE RIVER RUNS



© City of Grants Pass

PROFILE OF THE CITY OF GRANTS PASS



Grants Pass is located in the “Sun Belt” of Southern Oregon astride the banks of the Rogue River, one of America’s premier white water rivers. Nestled among a series of mountains giving the valley a scenic backdrop, Grants Pass is situated in Southwestern Oregon on the Interstate 5. With a current population of 32,290, it is the county seat of Josephine County and serves as the major commercial center for the county population of more than 82,390.

Grants Pass and its surrounding valleys had a colorful past forged by the Native Americans, trappers, loggers, gold panners, celebrities, and writers who were attracted to the river and contributed to its legends. The first inhabitants of the region were the Takilma and Shasta tribes, frequently referred to by Hudson Bay trappers as "The Rogues" because of their willingness to fight for their rights. Josephine County was named for Josephine Rollins Ort, who came to the Illinois Valley with her father in 1851 and was credited with the first discovery of gold in Southern Oregon. This event was the catalyst for a major migration to Southern Oregon. The promise of gold caused Grants Pass, named to honor

General Ulysses S. Grant's success at Vicksburg, to grow quickly. Farming began in order to meet the miner’s needs. Besides the gold, timber was a major product of the county. From cigars and bricks, to pine needles, industry in Grants Pass started to boom. Well established by the 1900’s, the commercial salmon fleets added one more reason to draw people, even to this day, to the area.

The community is very volunteer oriented as evidenced by its selection in May 1997 as one of thirty national finalists in the All America City competition. Public and private enterprise working in unison with citizens completed a ten-year project of building a 50-acre community park “for all ages.” Named the Reinhart Volunteer Park, this complex boasts baseball diamonds, soccer fields, horseshoes pits, basketball and tennis courts, passive trails, viewing ponds, playgrounds, and picnic and shelter areas created through thousands of volunteer hours and donated services. This volunteer spirit continued with the 8.37 acre Morrison Centennial Park. This park, dedicated in February 2005, was created by volunteers on donated land. Volunteers continue to work on both new and older projects such as Redwood Park and adding adjacent property to Reinhart Volunteer Park. These projects, along with many others too numerous to list; exemplify the pride of the local citizens.



Once a timber based community, manufacturing, tourism, recreation, and service industries now provide the major sources of employment. Josephine County’s reliance on logging and timber products manufacturing has decreased over the past two decades. And, while the county’s industrial base has diversified to include high technology, medical care, tourism, retirement services, retail trade and other service and manufacturing sectors, the wood products industry is still a major force in the county. In fact, a state economist has determined Josephine County to rank highest among non-metro Oregon counties in terms of economic diversification.

Grants Pass has not been immune to the current economic crisis affecting the country and world as a whole. Most major industries lost workers over the last year, with the exception of Government and

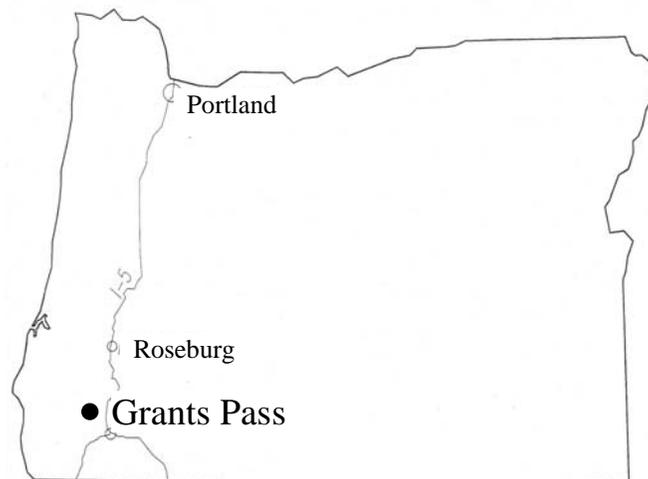
PROFILE OF THE CITY OF GRANTS PASS

Mining/Logging. Since March of 2008 Josephine County, in the smallest regional study area that includes Grants Pass, has seen a loss of 970 jobs and an increase in the unadjusted unemployment percentage from 9% in March 2008 to 16.6% in March of 2009. Josephine County also saw an increase in the Civilian Labor Force from 34,789 in March of 2008 to 36,491 in March of 2009. This, along with a drop in employment from 31,667 in March of 2008 to 30,423 in March of 2009 lead to a total unemployment number of 6,068 in March of 2009 compared to 3,122 in March of 2008.

Our mild climate, lower cost of living and proximity to California attracts many retirees, making our community's percentage of population over age 65 among the highest in Oregon. The Grants Pass/Josephine County Chamber of Commerce Business Retention and Expansion Survey, completed in March of 2008, showed that 45% of the 78 businesses surveyed planned to expand or remodel in the near future. For a majority of these companies expansion plans have been put off until the economy stabilizes. Even in these hard economic times some companies did expand their footprint. For example, Rivertown Auto expanded from their 1.07 acre site on F Street to a 3.2 acre site on Redwood Highway. Rogue Pro Industrial also moved from their home in Rogue River to the Spalding Industrial Park. Also, the Guild Complex finished construction on the final two buildings of its four building complex. Finally, two local companies are in the process of adding new buildings that will increase their work flow. This should happen by the end of 2010.

Rogue Community College, a two year accredited public community college, provides excellent educational opportunities to all in the community. It boasts a student population of more than 10,000 full or part-time, catering not only to transfer programs but also offering technical and vocational programs, adult basic education, and recreational learning. Southern Oregon University, one of nine state university campuses, is located just 40 miles south of Grants Pass in Ashland. School District #7, serving students in the city limits, provides education to 5,710 students at ten school sites made up of six elementary, two middle, one high school and one alternative school. There are also over 20 private and parochial schools.

The recreational opportunities of the Rogue River are many: jet-boat trips, rafting, kayaking, fishing, water skiing, swimming, hiking, or gold panning. In addition to the world famous Rogue River, nearby mountains provide high-mountain recreational experience, including snow skiing at Mt. Ashland. Cultural activities center around the Oregon Shakespeare Festival in Ashland and the historic town of Jacksonville. Other scenic attractions include: Crater Lake National Park, Oregon Caves National Monument, and the Redwoods that stretch from San Francisco to Southern Oregon.



COMMUNITY PROFILE DETAIL

Location:

Southern Oregon off of I-5, Exit No. 55 & No. 58, 68 miles south of Roseburg and 6 miles north of Rogue River, 240 miles south of Portland and 407 miles north of San Francisco.

Date of Incorporation: 1887

Elevation: 960'

Climate:

Average Temperature:	<u>High</u>	<u>Low</u>
July	92°	59°
January	47°	38°
Annual Precipitation 2007	27.40"	

Education:

Grants Pass School District #7 (April, 2008)	
Attendance centers	10
Student/Teacher ratio	18:1
Total enrollment	5,710

Population:

<u>Year</u>	<u>Amount</u>	<u>% Increase</u>
2008	32,290	1.7
2007	31,740	2.6
2006	30,930	18.6
2005	26,085	2.6
2004	25,423	3.9
2003	24,470	2.5
2002	23,870	.9
2001	23,670	2.2
2000	23,170	32.4
1990	17,503	16.5
1980	15,032	20.7
1970	12,455	23.1
1960	10,118	

Elections (November 2008):

Registered voters	19,095
Ballots cast	13,884
Percentage voted	72.71%

Fire Protection:

Stations	3
Employees	30
Interns	9

Police Protection:

Employees (sworn)	45
Volunteers (Auxiliary)	24
Volunteer hours 2007	4,287

Taxes:

Sales tax	None
Consolidated property tax rate (per \$1,000 assessed value)	\$14.03

Recreation and Culture:

Parks	17
Green Spaces	7
Museums	2
Swimming Pool	1

Assessed Property Value:

(In thousands of dollars)

2009	\$2,318,500
2008	\$2,207,029
2007	2,065,308
2006	1,728,992
2005	1,446,214
2004	1,350,701
2003	1,253,169

COMMUNITY PROFILE DETAIL

2000 Census Information

Age Composition*:

Under 5 years	1,613	(7.0%)
5 to 19 years	4,986	(21.7%)
20 to 44 years	7,180	(31.3%)
45 to 64 years	4,760	(20.6%)
65+ years	4,464	(19.4%)

*Based on population of 23,003 -
Census 2000 Demographic
Profiles

Median Age:

2000	38
1990	37
1980	32
1970	36
1960	34

2000 Housing Occupancy:

Total housing units:	9,885
Occupied units	9,376
Rental vacancy rate	4.7%

Housing Units:

Year	Amount	% Increase
2000	9,885	32
1990	7,480	22
1980	6,117	36
1970	4,491	

2000 Housing Tenure:

Occupied housing units:	9,376
Owner occupied	4,986
Renter occupied	4,390

Income in 1999:

Median Household Income	\$29,197
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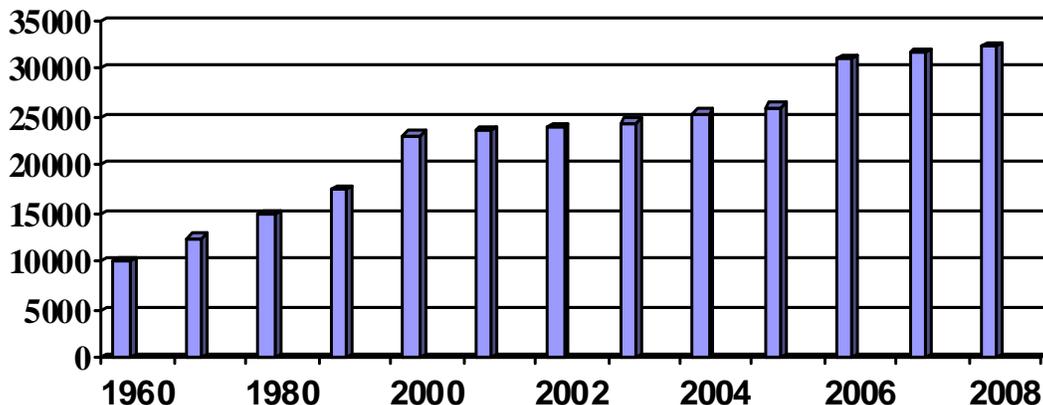
Mortgage:

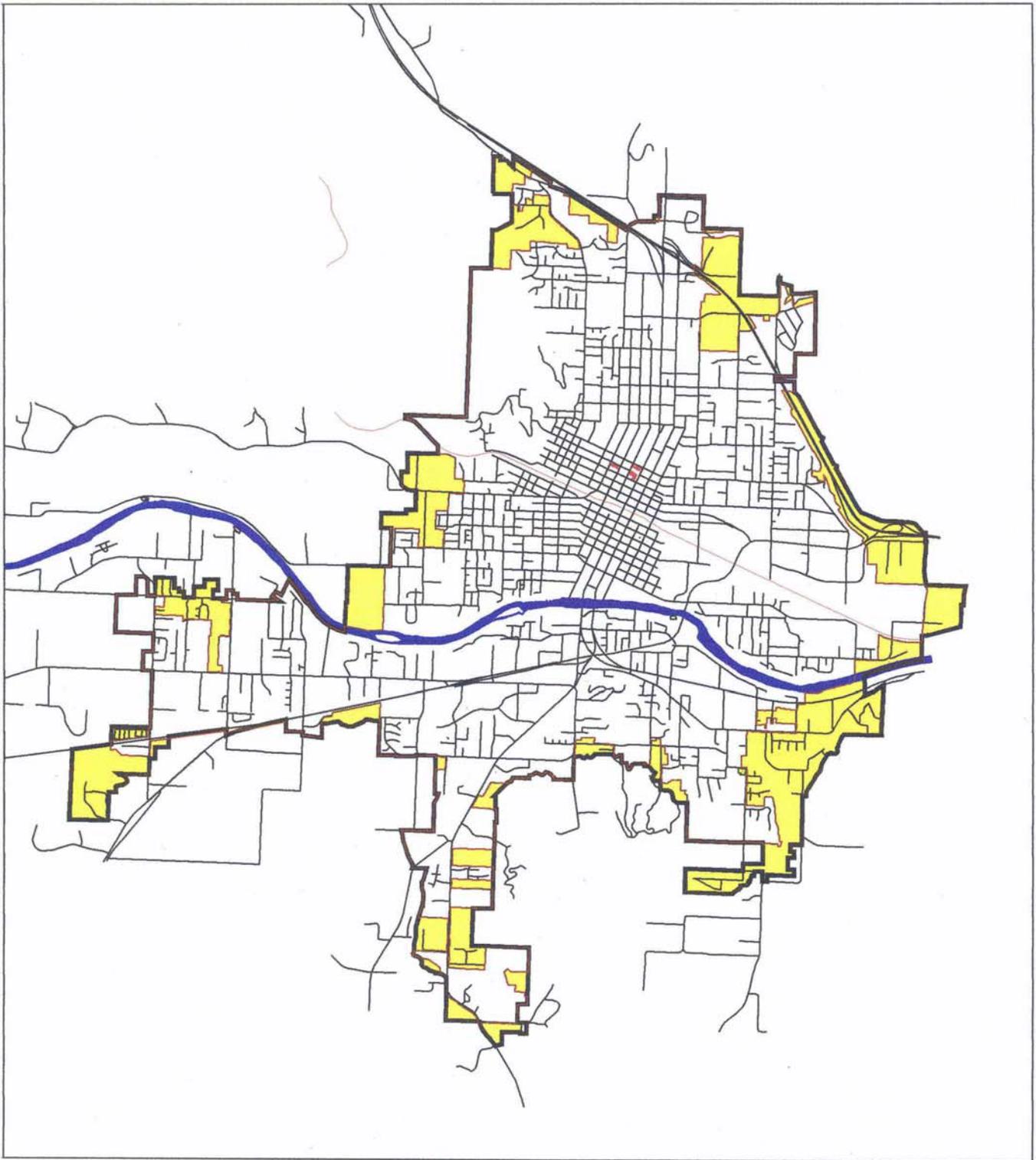
Median Monthly Owner Costs	\$861
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Gross Rent:

Median Gross Rent	\$531
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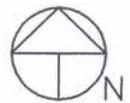
Population Growth





LEGEND

-  CITY LIMITS
-  URBAN GROWTH BOUNDARY
-  AREA BETWEEN UGB & CITYLIMITS



1" = 5000'

WHERE THE ROGUE RIVER RUNS



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APPENDIX

Appendix A

Summary of Resources by Fund & Source for Fiscal Year 2010 Adopted

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Property Taxes	13,593,071	0	924,357	0	0	0	0	14,517,428
Taxes Other than Property	3,185,076	975,002	0	0	0	0	0	4,160,078
Licenses & Permits	244,341	16,500	0	0	0	0	0	260,841
Fines & Forfeitures	232,144	0	0	0	0	0	0	232,144
Revenue From Other Agencies	1,906,663	2,656,826	0	4,002,330	326,200	321,698	0	9,213,717
Use of Assets	164,000	155,100	1,000	1,050,000	128,500	75,286	10,000	1,583,886
Fees & Charges	431,877	726,400	0	1,195,000	10,051,988	88,954	0	12,494,219
Other Revenue	83,250	153,961	640,000	147,500	160,960	35,020	224,000	1,444,691
Direct Charges for Service	0	0	0	0	10,000	4,909,080	0	4,919,080
Administrative Charges	0	0	0	0	0	2,922,483	0	2,922,483
Transfers In	849,607	38,000	0	1,264,203	1,593,000	30,000	0	3,774,810
Total Current Resources	20,690,029	4,721,789	1,565,357	7,659,033	12,270,648	8,382,521	234,000	55,523,377
Beginning Resources	3,034,563	4,973,970	37,994	11,509,116	6,388,105	4,739,230	210,000	30,892,978
Total Resources	23,724,592	9,695,759	1,603,351	19,168,149	18,658,753	13,121,751	444,000	86,416,355

Summary of Expenditures by Fund & Major Object for Fiscal Year 2010 Adopted

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Personal Services	12,805,062	645,303	0	0	2,809,763	4,558,162	0	20,818,290
Materials and Supplies	450,085	61,932	0	0	690,141	490,667	0	1,692,825
Contractual Services	3,718,716	928,826	95,000	0	1,840,469	2,122,759	274,000	8,979,770
Direct Charges for Services	541,884	392,617	10,000	0	741,832	481,407	6,100	2,173,840
Capital Outlay	372,150	3,540,982	0	19,118,149	6,676,191	651,903	0	30,359,375
Indirect Charges	1,754,336	185,857	0	0	624,500	152,511	0	2,717,204
Operating Expenses	19,642,233	5,755,517	105,000	19,118,149	13,382,896	8,457,409	280,100	66,741,304
Other Requirements								
Contingencies	830,000	570,081	700	0	692,100	1,021,160	0	3,114,041
Debt Service	199,284	368,600	983,300	0	919,373	0	0	2,470,557
Transfers Out	35,000	1,514,810	470,000	50,000	1,695,000	10,000	0	3,774,810
Total Other Requirements	1,064,284	2,453,491	1,454,000	50,000	3,306,473	1,031,160	0	9,359,408
Reserve for Capital	0	0	0	0	0	0	0	0
Ending Balance	3,018,075	1,486,751	44,351	0	1,969,384	3,633,182	163,900	10,315,643
Total Requirements	23,724,592	9,695,759	1,603,351	19,168,149	18,658,753	13,121,751	444,000	86,416,355

Summary of Resources by Fund & Source for Fiscal Year 2010 Approved

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Funds	Total
Property Taxes	13,593,071	0	924,357	0	0	0	0	14,517,428
Taxes Other than Property	3,185,076	975,002	0	0	0	0	0	4,160,078
Licenses & Permits	244,341	16,500	0	0	0	0	0	260,841
Fines & Forfeitures	232,144	0	0	0	0	0	0	232,144
Revenue From Other Agencies	1,906,663	2,656,826	0	4,002,330	326,200	321,698	0	9,213,717
Use of Assets	164,000	155,100	1,000	1,050,000	128,500	75,286	10,000	1,583,886
Fees & Charges	431,877	726,400	0	1,195,000	10,051,988	88,954	0	12,494,219
Other Revenue	83,250	153,961	640,000	147,500	160,960	35,020	224,000	1,444,691
Direct Charges for Service	0	0	0	0	10,000	4,909,080	0	4,919,080
Administrative Charges	0	0	0	0	0	2,922,483	0	2,922,483
Transfers In	849,607	38,000	0	1,264,203	1,593,000	30,000	0	3,774,810
Total Current Resources	20,690,029	4,721,789	1,565,357	7,659,033	12,270,648	8,382,521	234,000	55,523,377
Beginning Resources	3,034,563	4,973,970	37,994	11,509,116	6,388,105	4,739,230	210,000	30,892,978
Total Resources	23,724,592	9,695,759	1,603,351	19,168,149	18,658,753	13,121,751	444,000	86,416,355

Summary of Expenditures by Fund & Major Object for Fiscal Year 2010 Approved

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Personal Services	12,805,062	645,303	0	0	2,809,763	4,558,162	0	20,818,290
Materials and Supplies	450,085	61,932	0	0	690,141	490,667	0	1,692,825
Contractual Services	3,718,716	928,826	95,000	0	1,840,469	2,122,759	274,000	8,979,770
Direct Charges for Services	541,884	392,617	10,000	0	741,832	481,407	6,100	2,173,840
Capital Outlay	372,150	3,540,982	0	19,118,149	6,676,191	651,903	0	30,359,375
Indirect Charges	1,754,336	185,857	0	0	624,500	152,511	0	2,717,204
Operating Expenses	19,642,233	5,755,517	105,000	19,118,149	13,382,896	8,457,409	280,100	66,741,304
Other Requirements								
Contingencies	830,000	570,081	700	0	692,100	1,021,160	0	3,114,041
Debt Service	199,284	368,600	983,300	0	919,373	0	0	2,470,557
Transfers Out	35,000	1,514,810	470,000	50,000	1,695,000	10,000	0	3,774,810
Total Other Requirements	1,064,284	2,453,491	1,454,000	50,000	3,306,473	1,031,160	0	9,359,408
Reserve for Capital	0	0	0	0	0	0	0	0
Ending Balance	3,018,075	1,486,751	44,351	0	1,969,384	3,633,182	163,900	10,315,643
Total Requirements	23,724,592	9,695,759	1,603,351	19,168,149	18,658,753	13,121,751	444,000	86,416,355

Appendix C

Summary of Resources by Fund & Source for Fiscal Year 2010 Recommend

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Property Taxes	13,593,071	0	924,357	0	0	0	0	14,517,428
Taxes Other than Property	3,185,076	975,002	0	0	0	0	0	4,160,078
Licenses & Permits	244,341	16,500	0	0	0	0	0	260,841
Fines & Forfeitures	232,144	0	0	0	0	0	0	232,144
Revenue From Other Agencies	1,906,663	2,656,826	0	4,002,330	326,200	321,698	0	9,213,717
Use of Assets	164,000	155,100	1,000	1,050,000	128,500	75,286	10,000	1,583,886
Fees & Charges	431,877	726,400	0	1,195,000	10,051,988	88,954	0	12,494,219
Other Revenue	48,250	153,961	640,000	147,500	160,960	35,020	224,000	1,409,691
Direct Charges for Service	0	0	0	0	10,000	4,909,080	0	4,919,080
Administrative Charges	0	0	0	0	0	2,922,483	0	2,922,483
Transfers In	849,607	38,000	0	1,234,203	1,593,000	30,000	0	3,744,810
Total Current Resources	20,655,029	4,721,789	1,565,357	7,629,033	12,270,648	8,382,521	234,000	55,458,377
Beginning Resources	3,034,563	4,973,970	37,994	11,509,116	6,388,105	4,739,230	210,000	30,892,978
Total Resources	23,689,592	9,695,759	1,603,351	19,138,149	18,658,753	13,121,751	444,000	86,351,355

Summary of Expenditures by Fund & Major Object for Fiscal Year 2010 Recommend

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Personal Services	12,805,062	645,303	0	0	2,809,763	4,558,162	0	20,818,290
Materials and Supplies	448,085	61,932	0	0	690,141	529,167	0	1,729,325
Contractual Services	3,752,716	928,826	95,000	0	1,840,469	2,127,759	274,000	9,018,770
Direct Charges for Services	541,884	392,617	10,000	0	741,832	483,407	6,100	2,175,840
Capital Outlay	372,150	3,540,982	0	19,088,149	6,676,191	751,903	0	30,429,375
Indirect Charges	1,754,336	185,857	0	0	624,500	157,011	0	2,721,704
Operating Expenses	19,674,233	5,755,517	105,000	19,088,149	13,382,896	8,607,409	280,100	66,893,304
Other Requirements								
Contingencies	830,000	570,081	700	0	692,100	1,271,160	0	3,364,041
Debt Service	199,284	368,600	983,300	0	919,373	0	0	2,470,557
Transfers Out	5,000	1,514,810	470,000	50,000	1,695,000	10,000	0	3,744,810
Total Other Requirements	1,034,284	2,453,491	1,454,000	50,000	3,306,473	1,281,160	0	9,579,408
Reserve for Capital	0	0	0	0	0	0	0	0
Ending Balance	2,981,075	1,486,751	44,351	0	1,969,384	3,233,182	163,900	9,878,643
Total Requirements	23,689,592	9,695,759	1,603,351	19,138,149	18,658,753	13,121,751	444,000	86,351,355

Summary of Resources by Fund & Source for Fiscal Year 2009 Budget

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Property Taxes	12,534,003	0	1,108,961	0	0	0	0	13,642,964
Taxes Other than Property	3,312,457	1,036,560	0	0	0	0	0	4,349,017
Licenses & Permits	442,400	22,000	0	0	0	0	0	464,400
Fines & Forfeitures	276,500	0	0	0	0	0	0	276,500
Revenue From Other Agencies	1,785,910	1,664,971	0	2,455,000	249,200	539,396	0	6,694,477
Use of Assets	169,900	204,300	2,000	1,010,814	72,500	184,901	120,000	1,764,415
Fees & Charges	509,307	767,232	0	1,835,000	10,240,485	155,600	0	13,507,624
Other Revenue	691,121	160,811	548,000	530,000	148,675	180,320	238,000	2,496,927
Direct Charges for Service	0	0	0	0	10,000	7,928,366	0	7,938,366
Administrative Charges	0	0	0	0	0	3,084,933	0	3,084,933
Transfers In	927,153	38,000	0	3,108,907	1,094,201	298,000	0	5,466,261
Total Current Resources	20,648,751	3,893,874	1,658,961	8,939,721	11,815,061	12,371,516	358,000	59,685,884
Beginning Resources	5,767,274	5,289,440	14,033	10,653,609	6,572,392	5,568,341	408,551	34,273,640
Total Resources	26,416,025	9,183,314	1,672,994	19,593,330	18,387,453	17,939,857	766,551	93,959,524

Summary of Expenditures by Fund & Major Object for Fiscal Year 2009 Budget

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Personal Services	12,830,180	649,696	0	0	2,633,723	4,666,454	0	20,780,053
Materials and Supplies	563,399	61,982	0	0	690,074	520,685	0	1,836,140
Contractual Services	6,019,159	930,861	42,900	0	1,873,578	5,215,491	238,000	14,319,989
Direct Charges for Services	572,846	373,990	10,000	0	726,345	450,806	6,100	2,140,087
Capital Outlay	402,978	3,475,336	0	19,533,330	6,916,158	1,373,520	0	31,701,322
Indirect Charges	1,709,679	185,989	0	0	626,617	154,689	0	2,676,974
Operating Expenses	22,098,241	5,677,854	52,900	19,533,330	13,466,495	12,381,645	244,100	73,454,565
Other Requirements								
Contingencies	650,000	378,561	100	0	547,880	1,601,259	0	3,177,800
Debt Service	15,281	123,177	1,207,000	0	919,333	0	0	2,264,791
Transfers Out	1,134,000	1,589,189	375,000	60,000	1,785,201	520,871	0	5,464,261
Total Other Requirements	1,799,281	2,090,927	1,582,100	60,000	3,252,414	2,122,130	0	10,906,852
Reserve for Capital	0	0	0	0	0	0	0	0
Ending Balance	2,518,503	1,414,533	37,994	0	1,668,544	3,436,082	522,451	9,598,107
Total Requirements	26,416,025	9,183,314	1,672,994	19,593,330	18,387,453	17,939,857	766,551	93,959,524

Appendix E

Summary of Resources by Fund & Source for Fiscal Year 2008 Actual

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Property Taxes	11,368,301	0	1,060,951	0	1	0	0	12,429,253
Taxes Other than Property	3,259,664	1,024,431	0	0	0	0	0	4,284,095
Licenses & Permits	471,839	20,535	0	0	0	0	0	492,374
Fines & Forfeitures	253,766	0	0	0	0	0	0	253,766
Revenue From Other Agencies	1,574,757	1,737,565	0	1,800,744	247,708	93,626	0	5,454,400
Use of Assets	350,939	242,738	6,297	1,743,109	337,060	275,847	48,047	3,004,037
Fees & Charges	502,879	765,585	0	1,449,493	9,619,147	113,023	0	12,450,127
Other Revenue	1,897,498	184,962	3,177,536	179,527	207,425	306,085	228,398	6,181,431
Direct Charges for Service	0	0	0	0	11,753	7,113,031	0	7,124,784
Administrative Charges	0	0	0	0	0	2,827,615	0	2,827,615
Transfers In	931,829	38,000	0	1,791,106	2,064,000	116,000	0	4,940,935
Total Current Resources	20,611,472	4,013,816	4,244,784	6,963,979	12,487,094	10,845,227	276,445	59,442,817
Beginning Resources	3,081,631	5,268,280	(2,935,626)	19,968,659	9,171,706	4,955,502	276,909	39,787,061
Total Resources	23,693,103	9,282,096	1,309,158	26,932,638	21,658,800	15,800,729	553,354	99,229,878

Summary of Expenditures by Fund & Major Object for Fiscal Year 2008 Actual

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Personal Services	11,478,164	505,754	0	0	2,337,473	4,098,397	0	18,419,788
Materials and Supplies	373,841	51,386	0	0	623,533	437,999	0	1,486,759
Contractual Services	2,735,607	522,297	71,301	0	1,622,147	4,208,838	228,398	9,388,588
Direct Charges for Services	581,576	434,093	10,000	0	703,579	384,417	6,100	2,119,765
Capital Outlay	121,278	58,945	0	12,563,295	6,008,234	304,468	0	19,056,220
Indirect Charges	1,481,164	182,076	0	0	617,791	125,874	0	2,406,905
Operating Expenses	16,771,630	1,754,551	81,301	12,563,295	11,912,757	9,559,993	234,498	52,878,025
Other Requirements								
Contingencies	0	0	0	0	0	0	0	0
Debt Service	15,280	296,884	1,020,445	0	909,090	128,753	0	2,370,452
Transfers Out	1,095,407	1,913,025	11,503	110,000	1,726,000	85,000	0	4,940,935
Total Other Requirements	1,110,687	2,209,909	1,031,948	110,000	2,635,090	213,753	0	7,311,387
Reserve for Capital	0	0	0	0	0	0	0	0
Ending Balance	5,810,786	5,317,636	195,909	14,259,343	7,110,953	6,026,983	318,856	39,040,466
Total Requirements	23,693,103	9,282,096	1,309,158	26,932,638	21,658,800	15,800,729	553,354	99,229,878

Summary of Resources by Fund & Source for Fiscal Year 2007 Actual

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Property Taxes	10,662,931	0	0	0	0	0	0	10,662,931
Taxes Other than Property	3,108,886	1,046,935	0	0	0	0	0	4,155,821
Licenses & Permits	678,420	33,102	0	0	0	0	0	711,522
Fines & Forfeitures	233,887	0	0	0	0	0	0	233,887
Revenue From Other Agencies	1,423,520	1,797,250	0	530,939	256,419	95,418	0	4,103,546
Use of Assets	393,831	249,849	9,409	466,334	423,670	243,669	101,210	1,887,972
Fees & Charges	623,405	746,525	0	1,809,680	9,906,195	210,064	0	13,295,869
Other Revenue	77,120	240,465	1,051,627	10,019,417	287,829	275,541	256,108	12,208,107
Direct Charges for Service	0	0	0	0	9,232	5,952,766	0	5,961,998
Administrative Charges	0	0	0	0	0	2,483,878	0	2,483,878
Transfers In	928,340	0	0	2,439,187	2,090,999	66,060	0	5,524,586
Total Current Resources	18,130,340	4,114,126	1,061,036	15,265,557	12,974,344	9,327,396	357,318	61,230,117
Beginning Resources	1,938,485	5,009,490	(2,966,514)	8,634,353	8,991,281	4,566,632	177,362	26,351,089
Total Resources	20,068,825	9,123,616	(1,905,478)	23,899,910	21,965,625	13,894,028	534,680	87,581,206

Summary of Expenditures by Fund & Major Object for Fiscal Year 2007 Actual

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Construction Funds	Enterprise Funds	Intergov. Service Funds	Trust Fund	Total
Personal Services	10,089,747	492,691	0	0	2,135,492	3,352,529	0	16,070,459
Materials and Supplies	349,228	50,163	0	0	591,797	293,797	0	1,284,985
Contractual Services	3,305,890	503,181	148,474	0	1,504,531	4,262,795	256,108	9,980,979
Direct Charges for Services	507,468	363,475	10,000	0	696,184	296,276	5,800	1,879,203
Capital Outlay	182,286	142,442	0	3,701,251	4,128,712	607,010	0	8,761,701
Indirect Charges	1,415,742	139,130	0	0	600,173	110,584	0	2,265,629
Operating Expenses	15,850,361	1,691,082	158,474	3,701,251	9,656,889	8,922,991	261,908	40,242,956
Other Requirements								
Contingencies	0	0	0	0	0	0	0	0
Debt Service	15,280	332,202	860,000	0	907,530	534	0	2,115,546
Transfers Out	1,121,553	1,832,049	11,674	230,000	2,229,500	15,000	0	5,439,776
Total Other Requirements	1,136,833	2,164,251	871,674	230,000	3,137,030	15,534	0	7,555,322
Reserve for Capital	0	0	0	0	0	0	0	0
Ending Balance	3,081,631	5,268,283	(2,935,626)	19,968,659	9,171,706	4,955,503	272,772	39,782,928
Total Requirements	20,068,825	9,123,616	(1,905,478)	23,899,910	21,965,625	13,894,028	534,680	87,581,206

Summary of Requirements by Fund and Activity

	ACTUAL FY'07	ACTUAL FY'08	REVISED BUDGET FY'09	MANAGER RECOMMEND FY'10	COMMITTEE APPROVED FY'10	COUNCIL ADOPTED FY'10
General Fund						
Mayor and Council	137,463	139,676	190,937	177,817	188,817	188,817
Development						
Planning	864,548	820,106	910,072	788,314	788,314	788,314
Building and Safety	2,629,244	2,240,380	1,852,004	1,119,000	1,119,000	1,119,000
Economic Development	80,877	134,891	171,474	161,361	131,361	131,361
Tourism Promotion	301,858	317,745	308,535	290,829	290,829	290,829
Downtown Development	218,530	287,483	324,712	289,714	289,714	289,714
Total Development	4,095,057	3,800,605	3,566,797	2,649,218	2,619,218	2,619,218
Parks						
Parks Maintenance	1,218,264	1,310,976	1,522,848	1,394,815	1,396,815	1,396,815
Aquatics	81,346	72,679	124,633	116,457	116,457	116,457
Recreation	124,126	129,237	152,571	153,604	138,604	138,604
Total Parks	1,423,736	1,512,892	1,800,052	1,664,876	1,651,876	1,651,876
Public Safety						
Crisis Support Services	35,000	38,500	39,848	41,242	41,242	41,242
Field Operations	8,425,974	9,080,743	10,908,940	11,595,055	11,595,055	11,595,055
Support Services	3,038,263	3,094,238	3,537,808	3,462,116	3,462,116	3,462,116
Street Lighting	224,075	250,985	250,500	305,500	305,500	305,500
Code Enforcement	175,494	181,784	245,299	220,425	220,425	220,425
Total Public Safety	11,898,806	12,646,250	14,982,395	15,624,338	15,624,338	15,624,338
General Program Operations	2,513,763	5,593,680	5,875,844	3,573,343	3,640,343	3,640,343
Total General Fund	20,068,825	23,693,103	26,416,025	23,689,592	23,724,592	23,724,592
Management Services	573,513	743,789	789,036	787,079	787,079	787,079
Administrative Services	1,398,103	1,110,197	1,431,256	1,438,514	1,438,514	1,438,514
Legal Services	181,769	224,093	381,276	349,328	349,328	349,328
Human Resources	0	385,966	418,877	391,076	391,076	391,076
General Program Operations	739,525	995,653	743,846	720,316	720,316	720,316
Total Administrative Fund	2,892,910	3,459,698	3,764,291	3,686,313	3,686,313	3,686,313
Transient Room Tax	1,046,935	1,034,301	1,036,560	975,002	975,002	975,002
Community Dev Block Grant	921,886	871,036	900,970	1,647,128	1,647,128	1,647,128
Housing & Economic Dev.	941,882	982,696	969,282	1,027,982	1,027,982	1,027,982
Total Special Revenue Funds	2,910,703	2,888,033	2,906,812	3,650,112	3,650,112	3,650,112
Debt Service - General Obligation	0	1,062,614	1,124,994	963,351	963,351	963,351
Debt Service - Bancroft	(1,905,478)	246,544	548,000	640,000	640,000	640,000
Total Debt Service Funds	(1,905,478)	1,309,158	1,672,994	1,603,351	1,603,351	1,603,351
Lands & Buildings Projects	14,457,828	15,118,500	7,607,502	7,878,038	7,908,038	7,908,038
Total Construction Funds	14,457,828	15,118,500	7,607,502	7,878,038	7,908,038	7,908,038
Environmental Waste Fees Fund	256,229	228,519	238,000	224,000	224,000	224,000
Agency Fund	278,451	324,835	528,551	220,000	220,000	220,000
Total Agency Funds	534,680	553,354	766,551	444,000	444,000	444,000

Summary of Requirements by Fund and Activity

	ACTUAL FY'07	ACTUAL FY'08	REVISED BUDGET FY'09	MANAGER RECOMMEND FY'10	COMMITTEE APPROVED FY'10	COUNCIL ADOPTED FY'10
Water Treatment	1,191,614	1,221,583	1,452,529	1,476,079	1,476,079	1,476,079
Water Distribution	956,823	1,033,954	1,165,319	1,213,393	1,213,393	1,213,393
Customer Service	395,635	392,512	382,569	396,955	396,955	396,955
Debt Service	415,324	416,989	424,083	424,123	424,123	424,123
General Program Operations	1,949,507	1,956,731	2,011,394	2,226,221	2,226,221	2,226,221
Water Debt Reserve Fund	408,000	408,000	408,000	408,000	408,000	408,000
Water Construction Projects	4,169,745	3,562,520	3,706,071	3,395,917	3,395,917	3,395,917
Total Water Fund	9,486,648	8,992,289	9,549,965	9,540,688	9,540,688	9,540,688
Wastewater Collection	453,184	535,541	647,594	651,601	651,601	651,601
Wastewater Treatment	1,366,989	1,387,752	1,555,776	1,576,493	1,576,493	1,576,493
Jo-Gro	451,598	494,695	723,828	558,004	558,004	558,004
Customer Service	260,595	261,379	269,688	279,607	279,607	279,607
Debt Service	492,206	492,101	495,250	495,250	495,250	495,250
General Program Operations	2,012,059	1,901,629	1,599,452	1,813,943	1,813,943	1,813,943
Wastewater Debt Reserve Fund	500,899	500,899	500,899	500,899	500,899	500,899
Wastewater Construction	6,941,447	7,092,515	3,045,001	3,242,268	3,242,268	3,242,268
Total Wastewater Fund	12,478,977	12,666,511	8,837,488	9,118,065	9,118,065	9,118,065
Solid Waste Field Operations	18,963	19,003	37,104	26,716	26,716	26,716
Post Closure Operations	86,728	74,774	107,893	113,664	113,664	113,664
General Program Operations	384,795	377,119	306,193	596,137	596,137	596,137
Solid Waste Construction	3,364,107	3,441,904	3,520,660	2,806,422	2,806,422	2,806,422
Total Solid Waste Fund	3,854,593	3,912,800	3,971,850	3,542,939	3,542,939	3,542,939
Street & Drainage Maintenance	943,540	954,132	1,211,060	1,189,817	1,189,817	1,189,817
Customer Service	35,902	58,335	106,064	111,066	111,066	111,066
General Program Operations	1,323,878	1,445,845	987,528	1,191,262	1,191,262	1,191,262
Transportation Projects	8,684,175	11,206,101	11,370,185	10,754,188	10,754,188	10,754,188
Total Streets Utility Fund	10,987,495	13,664,413	13,674,837	13,246,333	13,246,333	13,246,333
Storm Water Maintenance	0	18,328	0	0	0	0
Customer Service	14,038	39,760	0	0	0	0
General Program Operations	40,962	(35,137)	0	10,563	10,563	10,563
Stormwater & Open Space Projects	757,907	608,037	615,643	505,923	505,923	505,923
Total Storm Water Utility Fund	812,907	630,988	615,643	516,486	516,486	516,486
Garage	604,209	731,609	846,278	917,504	917,504	917,504
Equipment Replacement	2,980,988	3,056,085	4,141,992	2,504,025	2,504,025	2,504,025
Information Technology	574,809	619,758	629,754	601,924	601,924	601,924
Property Management	573,333	663,412	617,935	615,546	615,546	615,546
Engineering	1,028,227	1,471,933	1,383,167	1,034,834	1,034,834	1,034,834
Community Development Mgmt.	552,066	638,545	679,916	732,567	732,567	732,567
Insurance	4,687,486	5,159,689	5,876,524	3,029,038	3,029,038	3,029,038
Total Support Services Funds	11,001,118	12,341,031	14,175,566	9,435,438	9,435,438	9,435,438
Total All Funds	87,581,206	99,229,878	93,959,524	86,351,355	86,416,355	86,416,355

OVERVIEW OF FUND BALANCES

Governmental Type Funds				
<i>Fund Name</i>	<i>FY'09 Actual Beginning Fund Balance</i>	<i>FY'10 Estimated Beginning Fund Balance *</i>	<i>FY'10 Estimated Ending Fund Balance *</i>	<i>Brief Explanation for Change Within Fiscal Year '10 If greater than 10%</i>
General Fund				
General - unrestricted	\$ 4,578,249	\$ 2,229,563	\$ 2,580,059	Increase fund balance to align with State guidelines on un-appropriated ending fund balances
General - restricted	1,232,537	805,000	438,016	Building Fee and Permit revenues are restricted to administering and enforcing state codes. Operating costs will draw on reserves due to the dramatic decline in construction activity.
Special Revenue Funds				
Industrial and Downtown Loans	977,696	969,282	722,982	Budget anticipates receiving loan application(s) and granting same
Community Development Block Grant	861,570	802,820	396,128	Budget anticipates making loans for downtown businesses and issuing design grants
Solid Waste	51,264	132,868	203,924	Declines in closure costs and annual debt service payments contributed to the increased balance
Transportation Operations	198,647	327,515	157,052	Declines in revenue eroding fund balance and slightly higher contingency

** For the Governmental Type funds, the budgeted Fund Balance represents the difference between assets and liabilities. Inventory values and long-term obligations are not included. Contingencies are appropriated as an expense in each fund and available for authorization by the governing body to spend. If not spent those resources become part of the new fiscal year's beginning balance; yet from a budgetary standpoint they decrease the budgeted ending fund balance.*

OVERVIEW OF FUND BALANCES

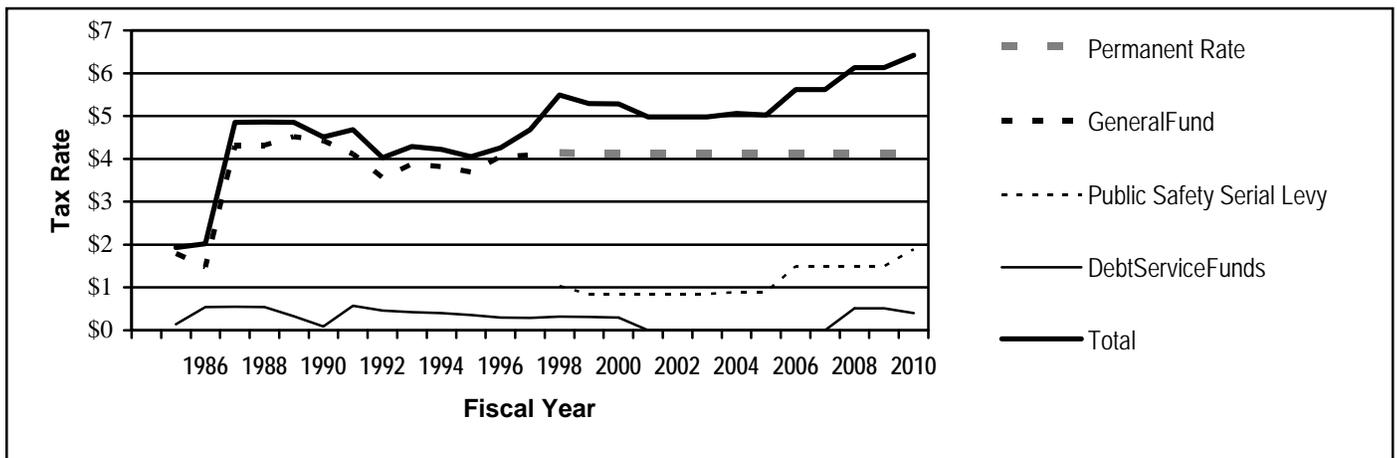
Proprietary Type Funds				
<i>Fund Name</i>	<i>FY'09 Beginning Fund Balance</i>	<i>FY'10 Estimated Beginning Fund Balance **</i>	<i>FY'10 Estimated Ending Fund Balance **</i>	<i>Brief Explanation for Change Within Fiscal Year '10 If greater than 10%</i>
Enterprise Funds				
Water Operations	\$ 1,105,142	\$ 1,303,320	\$ 967,558	Need for transfers to capital projects for infrastructure improvements, and decline in operating margins due to roll back of COLA rate adjustments
Wastewater Operations	382,646	672,046	92,927	Decline in revenue and roll back of COLA rate adjustments eroding fund balance and transfers to capital projects for infrastructure improvements
Internal Service Funds				
Administrative Services	772,172	642,806	0	**See contingency footnote
Information Technology	68,060	48,259	0	**See contingency footnote
Equipment Replacement	2,753,516	1,715,866	1,700,283	Planned vehicle & equipment replacements reduced balance
Garage Operations	(30,364)	27,613	50,000	**See contingency footnote
General Insurance	394,187	465,624	405,919	**See contingency footnote
Insurance/Benefits Administration	901,277	792,904	905,765	PERS employer rate to increase dramatically in two years. Increased fund balance to offset higher premiums in the future
Workers' Compensation Insurance	775,676	786,622	471,215	Anticipated claim settlements reduced balance along with \$250,000 contingency

****** *The budgeted fund balance for proprietary type funds represents the difference between assets and liabilities less the net value of fixed assets, long-term debt and any required debt reserves. Contingencies are appropriated as an expense in each fund and available for authorization by the governing body to spend. If not spent those resources become part of the new fiscal year's beginning balance; yet from a budgetary standpoint they decrease the budgeted ending fund balance.*

HISTORY OF PROPERTY TAX RATES

Property Taxes (Per \$1,000 of Assessed Value):

<i>Fiscal Year Ended June 30.</i>	<i>Permanent Rate</i>	<i>General Fund</i>	<i>Public Safety Serial Levy</i>	<i>Debt Service Funds</i>	<i>Total</i>
1985		1.79		.14	1.93
1986		1.48		.54	2.02
1987		4.30		.55	4.85
1988		4.32		.54	4.86
1989		4.52		.33	4.85
1990		4.42		.09	4.51
1991		4.11		.57	4.68
1992		3.57		.46	4.03
1993		3.87		.42	4.29
1994		3.82		.40	4.22
1995		3.69		.36	4.05
1996		4.06		.30	4.26
1997		4.09		.29	4.38
1998	4.14	0	1.03	.32	5.49
1999	4.13		.85	.31	5.29
2000	4.13		.85	.30	5.28
2001	4.13		.85	.00	4.98
2002	4.13		.85	.00	4.98
2003	4.13		.85	.00	4.98
2004	4.13		.89	.00	5.02
2005	4.13		.89	.00	5.02
2006	4.13		1.49	.00	5.62
2007	4.13		1.49	.00	5.62
2008	4.13		1.49	.51	6.13
2009	4.13		1.49	.51 est.	6.13
2010	4.13		1.79 est.	.40 est.	6.32 est.



HISTORY OF LEVIES AND ASSESSED VALUES

<i>Fiscal Year Ended June 30</i>	<i>Real Property Assessed Value</i>	<i>Permanent Tax Rate Certification</i>	<i>Public Safety Levy</i>	<i>Water Bond Debt</i>	<i>Public Safety Bonded Debt</i>
1998	1,032,610,737	3,912,541	999,393	310,000	0
1999	1,068,703,948	4,129,932	850,000	310,000	0
2000	1,129,100,398	4,344,821	893,476	309,984	0
2001	1,180,905,168	4,538,254	933,232	0	0
2002	1,253,169,191	4,823,901	991,992	0	0
2003	1,350,701,461	5,185,692	1,066,369	0	0
2004	1,446,214,463	5,514,561	1,287,132	0	0
2005	1,579,311,858	6,014,968	1,405,588	0	0
2006	1,728,922,043	6,592,207	2,576,094	0	0
2007	2,065,307,699	7,931,607	3,077,307	0	0
2008	2,207,029,376	8,478,617	3,288,475	0	1,124,923
2009	2,318,499,838	9,583,520	3,454,566	0	1,159,947
2010 ^{est.}	2,403,744,000	9,935,877	4,302,702	0	961,498

HISTORY OF GENERAL SUPPORT RESOURCES

<i>Description</i>	<i>ACTUAL FY'07</i>	<i>ACTUAL FY'08</i>	<i>REVISED FY'09</i>	<i>ADOPTED FY'10</i>
Beg. Fund Balance	\$277,691	\$1,495,854	\$4,535,270	\$2,229,563
Business Taxes	302,958	317,638	320,000	308,731
Franchise Taxes:				
PP&L	1,125,196	1,255,385	1,283,710	1,273,694
Qwest	219,694	200,134	200,000	176,628
Charter	203,875	212,515	204,000	218,293
Avista	535,759	563,852	566,500	524,657
Allied Waste	188,624	197,186	190,000	182,577
So. Or. Sanitation	26,031	25,390	30,000	25,627
Solid Waste Transfer	50,077	26,526	41,000	22,595
Other Telecom.	1,989	3,629	3,200	4,444
Other Taxes	2,145	2,775	2,900	2,417
Fees in Lieu of Franchise	452,538	454,658	471,147	445,413
Licenses	6,310	7,695	7,700	5,991
State Rev. Sharing	211,092	262,848	287,000	264,681
State Cigarette Tax	53,585	51,541	52,250	45,852
State Liquor Tax	313,068	334,417	382,300	378,116
Other Misc.	48,394	894,400	16,280	341,735
Investment Interest	329,239	285,851	108,900	150,000
TOTAL	<u>\$4,348,265</u>	<u>\$6,592,294</u>	<u>\$8,702,157</u>	<u>\$6,601,014</u>

MAJOR REVENUE SOURCES

Major Resources					
Fund	Program	Description	Dollar Amount	% of Program Revenues	Basis of Revenue Estimates
General	Public Safety	Property Taxes	\$13,593,071	89.5%	5 year historical trends, assessed values for newly annexed properties together with information from Josephine County Assessors office
General	Development	Permits & Licenses	238,350	25.2%	Estimated # of residential, industrial and commercial building permits issued
General	Policy & Legislation	Taxes other than Property (franchise & business)	2,739,663	62.7%	Historical trends together with growth projections and rate increases approval by state. Also refer to Appendix K.
Transportation	Transportation	State Gas Tax	1,336,890	61.8%	Historical growth trends together with per capita revenue projections received from state
Transportation	Transportation	Street Utility Fees	726,200	33.5%	Historical growth in utility accounts
Water	Water	User Fees	4,330,091	89.4%	Historical growth in # of accounts and utilization, together with projected housing starts
Wastewater	Wastewater	User Fees	4,371,512	84.0%	Historical growth in # of accounts together with projected housing starts

STAFF ALLOCATION BY ACTIVITY

<i>Department/Activity</i>	Actual '04	Actual '05	Actual '06	Actual '07	Actual '08	Adopted '09	Revised '09	Adopted '10
Administration								
Management	5.90	5.90	5.90	5.90	6.90	6.90	6.70	6.70
Human Resources	0.00	0.00	0.00	0.00	2.00	2.00	2.00	2.00
Information Technology	2.00	3.00	3.55	0.00	0.00	0.00	0.00	0.00
Finance	13.00	14.00	15.00	15.00	16.00	16.00	16.00	16.00
Legal	0.80	0.80	0.80	0.75	0.75	0.70	2.10	2.10
Risk Insurance	0.30	0.30	0.30	0.30	0.30	0.25	0.50	0.50
Economic Development	1.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00
Tourism Development	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00
Downtown	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00
	<u>25.50</u>	<u>27.50</u>	<u>28.55</u>	<u>21.95</u>	<u>26.95</u>	<u>26.85</u>	<u>28.30</u>	<u>28.30</u>
Community Development								
Management	6.00	7.00	7.00	7.00	8.00	7.00	7.00	8.00
Engineering	8.00	8.00	9.19	9.00	10.00	10.00	10.00	9.00
Planning	7.00	7.00	9.00	8.00	11.00	11.00	11.00	11.00
Building & Safety	5.00	7.00	6.00	6.00	7.00	7.00	7.00	7.00
	<u>26.00</u>	<u>29.00</u>	<u>31.19</u>	<u>30.00</u>	<u>36.00</u>	<u>35.00</u>	<u>35.00</u>	<u>35.00</u>
Parks & Community Svc's					-			
Information Services	0.00	0.00	0.00	2.65	4.45	4.45	4.45	4.45
Park Maintenance	6.30	6.40	6.40	6.45	8.00	8.10	8.10	8.10
Property Management	1.20	1.00	1.05	0.90	1.25	1.30	1.30	1.30
Aquatics	0.25	0.30	0.35	0.30	0.30	0.35	0.35	0.35
Street Maintenance	6.45	7.50	6.60	0.00	0.00	0.00	0.00	0.00
Recreation	0.05	0.05	0.05	0.05	0.15	0.15	0.15	0.15
Garage Operations	0.40	0.35	0.55	0.40	3.30	3.05	3.05	3.05
Equipment Repair	0.35	0.40	0.45	0.55	0.60	0.70	0.70	0.70
Tourism Promotion	2.00	2.00	2.00	2.00	1.85	1.85	1.85	1.85
Downtown	0.50	0.50	0.00	1.00	1.45	1.45	1.45	1.45
	<u>15.00</u>	<u>16.00</u>	<u>17.45</u>	<u>14.30</u>	<u>21.35</u>	<u>21.40</u>	<u>21.40</u>	<u>21.40</u>
Public Works								
Water Treatment	5.40	5.40	5.17	4.39	5.94	6.46	6.46	6.46
Water Distribution	8.00	8.00	8.44	8.98	8.93	8.80	8.80	8.80
Wastewater Collection	4.00	4.00	4.44	5.98	5.94	5.66	5.66	5.66
Wastewater Treatment	8.25	8.75	8.84	8.73	8.88	9.41	9.41	9.41
JO-GRO™	3.35	3.85	3.91	3.91	4.05	4.11	4.11	4.11
Capital Projects	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Solid Waste	0.00	0.00	0.00	0.01	0.00	0.10	0.10	0.10
Storm Water	0.00	0.00	0.00	0.00	0.15	0.00	0.00	0.00
Street Maintenance	0.00	0.00	0.00	6.70	6.76	8.06	8.06	8.06
Landfill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>30.00</u>	<u>31.00</u>	<u>31.80</u>	<u>39.70</u>	<u>41.65</u>	<u>43.60</u>	<u>43.60</u>	<u>43.60</u>
Public Safety								
Field Operations	54.50	54.50	59.00	57.00	68.00	71.00	71.00	71.00
Support Operations	26.00	26.00	28.00	29.00	31.00	31.00	31.00	31.00
Code Enforcement	0.00	0.00	1.00	3.05	2.05	2.15	2.15	2.15
	<u>80.50</u>	<u>80.50</u>	<u>86.00</u>	<u>89.055</u>	<u>101.05</u>	<u>104.15</u>	<u>104.15</u>	<u>104.15</u>
Total	<u>177.00</u>	<u>184.00</u>	<u>192.00</u>	<u>195.00</u>	<u>227.00</u>	<u>231.00</u>	<u>232.45</u>	<u>232.45</u>
<i>Memo: Total Unfunded Positions</i>						<u>(11.00)</u>	<u>(11.00)</u>	<u>(18.00)</u>

MONTHLY SALARY SCHEDULE

<u>Positions</u>	<u>Entry*</u>	<u>Top*</u>
Municipal Services Aide	1,777	2,160
Clerk Aid	1,771	2,261
Office Assistant I/II	2,136	3,122
Accounting Technician	2,313	3,122
Lead Accounting Technician	2,852	3,527
Department Support Technician/Database Technician/Webmaster	2,571	3,599
Community Service Officer	2,224	2,839
Code Enforcement Officer	2,741	3,837
Parks Maintenance Worker (Municipal Services Worker - Parks)	2,598	3,158
Prevention Program Office Assistant	2,570	3,280
Municipal Services Worker/Park Maintenance Worker II/Utilities Worker	2,714	3,300
Public Safety Clerk	2,681	3,422
Municipal Specialist/Utilities Specialist	2,850	3,465
Administrative Support Spec./Finance Support Spec./Mechanic/Personnel Tech.	2,741	3,837
Lead Mechanic/Projects Specialist	2,741	4,385
Investigative Specialist	2,797	3,570
Property Specialist	2,881	3,677
Tourism and Downtown Coordinator/Computer Services Technician	2,911	4,075
Treatment Plant Specialist	3,022	3,674
Administrative Coordinator	3,123	4,373
Assistant Planner/Building Inspector-Plans Examiner	3,379	4,730
Public Safety Dispatcher	3,090	4,241
Lead Public Safety Dispatcher	3,245	4,448
Grants Specialist	3,468	5,028
Associate Planner/Business Op Sup./Analyst/Projects Sup./Urban Forester	3,632	5,266
Customer Service Sup/Economic Dev. Spec./Land Acquisition Spec.	3,632	5,266
Civilian Public Safety Supervisor/Projects Supervisor/Property Mgmt Coord.	3,632	5,266
City Surveyor/Superintendents/Utility Engineer	3,796	5,504
Firefighter	3,973	5,428
Police Officer	3,936	5,375
Battalion Chief/Fire Marshal/Public Safety Sergeant	4,001	5,802
Information Technology Supervisor/Senior Planner	4,001	5,802
Fire Prevention Specialist I	4,126	5,629
Fire Prevention Specialist II	4,267	5,817
Police Corporal	4,354	5,657
Fire Inspector	4,481	5,718
Fire Corporal	4,507	6,146
Assistant Finance Director/Building Official/Principal Planner	4,248	6,160
Deputy Chief/City Engineer/Deputy City Attorney	4,622	6,934
Human Resources Director	5,057	7,839
Finance Director/Parks & Community Services Director	5,242	8,125
Community Development Director/Public Safety Director/Public Works Director	5,334	8,268
Assistant City Manager/City Attorney	5,426	8,411

* As of January 1, 2008 Note: PERS employee contribution paid by City on July 1, 2007.

REPRESENTATIVE ANNUAL SALARY AND FRINGE BENEFITS

As of January 1, 2009

	<i>Office Asst. I</i>	<i>Municipal Specialist Streets</i>	<i>Parks Maintenance Worker</i>	<i>Municipal Services Worker</i>	<i>Treatment Plant Specialist Water/Sewer</i>	<i>Fire Fighter</i>	<i>Police Officer</i>
Salary (top step)	34,618	41,556	37,896	39,600	46,620	65,136	66,221
Certification +	<u>0</u>	<u>180</u>	<u>684</u>	<u>1,260</u>	<u>3,024</u>	<u>2,340</u>	<u>3,050</u>
Sub-Total	34,618	41,736	38,580	40,860	49,644	67,476	69,271
Legislated Benefits:							
Workers Comp	52	3,018	1,400	1,761	2,140	1,714	2,577
PERS	5,017	6,048	5,590	5,921	7,193	11,983	10,037
Social Security	2,648	3,193	2,951	3,126	3,798	5,162	5,299
PERS 6%	2,077	2,504	2,315	2,452	2,979	4,049	4,156
Elective Benefits:							
Health Ins.	13,263	13,263	13,263	13,263	13,263	13,263	13,263
Life Ins.	84	100	93	98	118	159	163
Long Term Dis. Ins.	<u>93</u>	<u>111</u>	<u>103</u>	<u>109</u>	<u>131</u>	<u>175</u>	<u>180</u>
Total Benefits	23,234	28,237	25,715	26,730	29,622	36,505	35,675
Total Salary & Benefits							
	<u>57,852</u>	<u>69,973</u>	<u>64,295</u>	<u>67,590</u>	<u>79,266</u>	<u>103,981</u>	<u>104,946</u>
% Ratio of:							
Benefits/Salary	67%	68%	67%	65%	60%	54%	52%

+ Varies with the individual.

COMPUTATION OF LEGAL DEBT MARGIN

As of June 30, 2009

The issuance of bonds by local governmental units in Oregon is limited by the provisions of the City's charter, local law and provisions of the Oregon Revised Statutes (ORS). No City can issue bonds exceeding the lesser of 3% of its' assessed value or the limitations as defined by local charter or law. The City of Grants Pass Charter does not identify any such bonding limitation; thus, the 3% assessed value limitations apply to the local municipality.

Exclusions, as defined by ORS, from the limitation include bonds issued for water, sanitary or storm sewers, and special assessment improvements. The calculations presented below substantiates that all the current bonded debt of the City meets the defined exclusions, showing compliance with the legal debt limitation.

Total Real Market Value as of June 30, 2009	\$ 3,817,384,012
Less Non-Profit Housing	<u>- 2,416,800</u>
**Total	<u>\$ 3,814,967,212</u>
Debt limit, 3% of total real market value - ORS 287.004(2)	\$ 114,449,016

Amount of debt applicable to debt limit

Total bonded debt, including special assessments bond and public safety general obligation bonds	\$ 10,030,000
Less:	
Assets in debt service funds available for payment of principal	\$ 0
Other deduction allowed by law	0
Special assessment and revenue bonds	<u>\$ 1,540,000</u>
Total Deductions	<u>\$ 1,540,000</u>
Total amount of debt applicable to debt limit	\$ <u>8,490,000</u>
Legal debt margin	\$ 105,959,016

* Total Real Market Value as defined in ORS 308.207

** Source: Josephine County Assessor's office

SCHEDULE OF FUTURE DEBT SERVICE

As of June 30, 2009

Bonded Debt

YEAR OF MATURITY	REVENUE SUPPORTED BONDS	
	<i>Total</i>	
	<i>Requirements</i>	
	<i>Principal</i>	<i>Interest</i>
2009-2010	355,000	69,123
2010-2011	375,000	53,325
2011-2012	395,000	36,450
2012-2013	415,000	18,675
2013-2014		
	<u>\$1,540,000</u>	<u>\$177,573</u>

Bonded Debt

General Obligation Bonds
Public Safety Facilities

	<i>Principal</i>	<i>Interest</i>
2009-2010	560,000	359,000
2010-2011	630,000	336,600
2011-2012	685,000	311,400
2012-2013	740,000	284,000
2013-2014	800,000	254,400
2014-2015	865,000	222,400
2015-2016	930,000	187,800
2016-2017	1,010,000	141,300
2017-2018	1,095,000	90,800
2018-2019	<u>1,175,000</u>	<u>47,000</u>
	<u>\$8,490,000</u>	<u>\$2,234,700</u>

Non-Bonded Debt

Interagency Loan to Josephine County/City of
Grants Pass Solid Waste Agency

	General Fund	
	<i>Principal</i>	<i>Interest</i>
2009-2010	100,000	12,080
2010-2011	105,000	8,082
2011-2012	110,000	3,889
2012-2013	<u>44,737</u>	<u>872</u>
	<u>\$359,737</u>	<u>\$24,923</u>

SCHEDULE OF FUTURE DEBT SERVICE

As of June 30, 2009

Non-Bonded Debt – Capital Projects

CLEAN WATER STATE REVOLVING FUND LOAN

Wastewater Fund

	<i>Principal</i>	<i>Interest</i>
2009-2010	294,848	200,402
2010-2011	305,049	190,201
2011-2012	315,601	179,649
2012-2013	326,520	168,730
2013-2014	337,814	157,436
2014-2015	349,500	145,750
2015-2024	<u>3,986,373</u>	<u>717,700</u>
	<u>\$5,915,705</u>	<u>\$1,759,868</u>

OECD SPECIAL PUBLIC WORKS FUND (Loan for Fire Mountain Gems Project TR4445)

General Fund

	<i>Principal</i>	<i>Interest</i>
2009-2010	190,566	8,717
	<u>\$190,566</u>	<u>\$8,717</u>

Non-Bonded Debt – Property

<i>DESCRIPTION</i>	<i>ORIGINAL PURCHASE PRICE</i>	<i>DATE OF PURCHASE</i>	<i>ACTUAL</i>		<i>INTEREST PAYMENT RATE</i>	<i>PAYMENT AMOUNT</i>	<i>PAYMENT SCHEDULE</i>	<i>ANTICIPATED COMPLETION</i>	<i>SOURCE OF FUNDING</i>	<i>FUND NUMBER</i>
			<i>PRINCIPAL BALANCE 06/30/09</i>							
Henner Property 2190 Hamilton Ln.	\$225,000 *	May 13, 2005	\$90,000		4.50%	\$22,500 \$430	Annual Month	June 2014	Parks System Development Charges	691
TOTAL	\$225,000		\$90,000			\$27,660 for FY' 10				

* A lump sum payment of \$225,000 was made at the time of purchase in addition to the note for \$202,500. After paying closing costs of \$1,838.42, the title company held a credit and returned \$200,661.68 to the City, leaving a principal balance of \$202,500 to be paid over time.

TEN LARGEST TAXPAYERS WITHIN CITY LIMITS

<i>Name</i>	<i>Type of Business</i>	<i>City Taxable Base Value</i>	<i>Percentage of Total Assessed Value</i>
Masterbrand Cabinets Inc.	Industrial	\$22,362,260	0.96%
Auerbach Grants Pass LLC & Freeman Grants Pass LLC	Commercial	\$15,745,640	0.68%
Wal-Mart Stores Inc.	Commercial	\$15,248,163	0.66%
Spring Village LLC & Spring Village Retirement LLC	Commercial	\$14,800,521	0.64%
Qwest Corporation	Utility	\$14,992,100	0.65%
Lynn-Ann Development LLC	Developer	\$12,845,625	0.55%
Grants Pass FMS LLC	Commercial	\$12,579,470	0.54%
Albertson's Inc.	Commercial	\$10,565,259	0.46%
TP Grants Pass LLC	Industrial	\$9,705,080	0.42%
Johnson, Carl	Developer	\$8,362,360	0.36%
Sub-total of top taxpayers:		<u>\$137,206,478</u>	<u>5.92%</u>
Other taxpayers:		<u>\$2,183,517,100</u>	<u>94.08%</u>
Total all taxpayers:		<u>\$2,320,723,578</u>	<u>100.00%</u>

Source: Josephine County Assessor - October 10, 2008

SYSTEM DEVELOPMENT CHARGE REVENUES

FY'09 System Development Charge Revenues					
<i>Capital Improvement Type</i>	<i>S D C Fund Number</i>	<i>Balance July 1, 2009</i>	<i>FY'10 SDC Revenue Budget</i>	<i>FY'10 Allocations</i>	<i>Est. Balance June 30, 2010</i>
Parks Land Acquisition	692	76,745	112,500	140,000	49,245
Parks Development	694	2,356	95,000	86,540	10,816
Storm Water & Open Space	642	63,142	91,000	30,000	124,142
Transportation	614	2,608,900	970,000	1,851,700	1,727,200
Transportation: Signal SDC	614	5,917	10,000	10,000	5,917
Water	752	107,578	722,500	422,000	408,078
Wastewater	722	17,967	672,345	450,000	240,312
FY'09 Allocation of System Development Charge Revenues To Capital Projects					
<i>Project #</i>	<i>Project Name</i>	<i>Description</i>	<i>\$ Allocated</i>		
<u>Parks Land Acquisition SDC to Lands & Building Capital Projects</u>					
LB 4394	Redwood Park	Park land acquisition	50,000		
LB 4710	Fruitdale Creek Park Property	Park land acquisition	50,000		
LB 4713	New Hope Park	Park land acquisition	25,000		
LB 4947	Forestry Property	Park land acquisition	15,000		
Total			<u>140,000</u>		
<u>Parks Development SDC to Lands&Building & Transportation Capital Projects</u>					
LB 5076	New Hope Park Development	Preliminary work for neighborhood park	26,540		
LB 4954	Allen Crk Trail-Newhope > Williams Hwy	Purchase land & install trail	10,000		
LB 5011	Parks Master Plan	Update Parks Master Plan	20,000		
LB 5034	Redwood Park Phase 2	Install irrigation, landscaping, paths & playgrounds	20,000		
TR 4719	Fruitdale Trail	Construct park and multi-use trail	10,000		
Total			<u>86,540</u>		
<u>Storm Water and Open Space SDC to Capital Projects</u>					
DO 4715	Storm Wtr & Open Space Master Plan	Develop a master plan	30,000		
Total			<u>30,000</u>		
<u>Transportation SDC to Capital Projects</u>					
TR 4921	Landscaping Highway 199	Landscape highway	150,000		
TR 4924	Hubbard Lane	Widen roadway	300,000		
TR 4934	Redwood Avenue LID (2)	Widen highway, add sidewalks and bike lanes	911,700		
TR 5008	Rogue River Hwy Phase 2	Design improvements to highway	90,000		
TR 5022	Transportation Plan Update	Major review to address urbanizing area	100,000		
TR 5069	Rogue River Hwy. Phase 3	Extend bicycle & pedestrian facilities	125,000		
TR 5092	Dimmick Crossing	Design rail crossing options	50,000		
TR 6029	Oak Street Sidewalks	Install sidewalks	125,000		
Total			<u>1,851,700</u>		
<u>Transportation Signal SDC to Capital Projects</u>					
TR 4837	Signal @ Willow Lane & Redwood	Install traffic signal	10,000		
Total			<u>10,000</u>		
<u>Water SDC to Water and Transportation Capital Projects</u>					
WA 4965	WTP Solids Handling	Implement WTP solids handling process	100,000		
WA 4971	MeadowWood Reservoir #16	Build water reservoir	250,000		
TR 5008	Rogue River Highway Phase 2	New water lines	72,000		
Total			<u>422,000</u>		
<u>Wastewater SDC to Capital Projects</u>					
SE 4964	WRP Phase 2 Expansion	Expand aeration basin capacity, etc	450,000		
Total			<u>450,000</u>		

THE BUDGET FORMAT

The Budget is divided into programs and activities. The Budget format is to display each program with the revenues dedicated to the program and the appropriations for planned expenditures in the activities that constitute each program area. We further group the program by the nature of its purpose – General Government and Business activities, respectively. Oregon Local Budget Law establishes standard procedures, citizen involvement, and public disclosure. Adopted no later than June 30 for the ensuing fiscal year, the budget must disclose each fund and show requirements and resources balanced.

The City Council groups the programs generally as follows:

General Government Activities

The General Fund Group

This group includes Policy and Legislation, Public Safety, Parks, Development and the Solid Waste programs. The general fund group is funded through dedicated and non-dedicated revenue sources. All property taxes in the City are dedicated to Public Safety. The non-dedicated revenue sources, including franchise fees, general licenses and permits, state-shared revenues and miscellaneous general revenues, provide funding for the other activities of the General Fund Group.

The Capital Projects supporting the General Fund Group are all contained in the Capital Budget. The reader is alerted to the interaction of fund groups in the Capital Projects fund. Transfers and allocations from Support, Auxiliary, General Fund and outside sources combine to undertake identified capital projects.

Business Activities

The Enterprise Group

The Enterprise Group includes Water Utility, Wastewater Utility, Storm Water and Open Space and the Transportation programs. Our historic utilities rely on revenues generated from user fees to pay costs of programs. Although the Street Utility and Storm Water and Open Space Funds are technically special revenue funds and are audited as special revenue, they are included in the Enterprise Group as they are funded through user rates. All capital outlay projects are included within each enterprise program in a separate capital projects fund specific to the utility.

The Street Utility was created in FY'02. The utility combines funds from the State gasoline tax with anticipated user fees on residential, commercial, and industrial properties in the City. The Street Utility utilizes a fund transfer from general resources to augment capital investments in transportation systems.

THE BUDGET FORMAT

Non-Operating and Support Activities

The Internal Service Group

Administrative Services is a group of activities funded from an 8% overhead on all operating activities and a 2% fee on capital project construction, and includes management, administrative services, legal services and general program operations. The internal service group costs are all contained in the base operating costs of the City, and are not independently analyzed in this message.

Support Services is a group of activities that directly bill operating activities for support. These include community development management, property management, garage operations, equipment replacement, insurance, and information systems. Information systems is funded by a 2% overhead on all operating activities. These costs are restatements of costs in the operating budget, and are not restated in this analysis.

Auxiliary Services include transient room tax, debt service, community development block grants, environment fees and trust funds.

Capital outlay for each of these groups is contained directly in the fund or transferred to the General Capital Projects Fund.

FINANCIAL POLICIES

AS ADOPTED BY COUNCIL JUNE 21, 1989

These policies have been developed to:

1. Provide financial stability for the city;
2. Ensure that the financial system is administered fairly; and
3. Provide for the interests of both present and future Citizens of our community.

REVENUE POLICIES

Flexibility

1. The City will maintain a diversified income base in order to minimize the short run impact of fluctuations in any one-income source.

Discussion: A diversified revenue base will protect the City from over dependence on any single revenue source. Any one revenue source can be subject to economic fluctuations, voter attitudes, or user preference. A diversified revenue base, therefore, provides stability in both the short and long term.

2. The City will seek to utilize income sources that are available for general expenditures and will not normally designate income sources for specific purposes. The Council may, however, choose to earmark certain income for specific purposes after determining that such action would serve a public policy purpose that is more important than the loss of fiscal flexibility.

Discussion: Designating (earmarking) revenues limits flexibility. Although, occasionally, public policy will dictate that this be done, it is more appropriate to keep as many revenue sources as possible available for all types of legitimate general expenditures rather than for special purposes.

Financial Burden

3. The City will consider the overlapping tax burden created by multiple taxing jurisdictions on City property owners when it establishes property tax levels.

Discussion: The City wishes to continue to be responsible in its requests for property tax funding, cognizant that City property owners pay taxes to other local jurisdictions and that City services are only a part of the total tax supported service package.

4. The City will provide for an equitable sharing of the costs of services by charging the direct beneficiaries fees, which will recover all or a portion of the costs to provide those services. These fees will be reviewed periodically to ensure that they remain equitable, as appropriate.

Discussion: Many City services directly benefit selected individuals. When these services are subsidized by tax dollars, those resources are not available for general City services. With discretionary services, the customer has the opportunity to determine the level of services desired, and part of his/her decision could be made through the market pricing system.

5. The City will use non-recurring income for capital projects and other one-time expenses so that no long-term financial burden is placed on the organization.

Discussion: Revenue from outside sources should not be used to build programs that the City will not be able to support if that revenue should cease to exist. Rather, such funds should be used for projects that can be rapidly halted without severe disruption if the source should disappear.

FINANCIAL POLICIES

BUDGETARY POLICIES

Goals and Services

6. The City organization will carry out the Council's goals and policies through a service delivery system financed through the Operating and Capital Budgets.

Discussion: The Council has the authority and responsibility to adopt City goals. The City organization is committed to implementing the Council goals through the budgeting process.

7. The City will routinely evaluate its service delivery system in terms of established efficiency and effectiveness criteria to determine whether a service or project should be provided by City staff or by contract.

Discussion: A number of the services performed by the City can also be provided by the private sector. The decision regarding whether to perform a service with City staff or by contract involves evaluating cost, quality of service, continuity of service, response time, conformance with regulatory requirements and a variety of other considerations. The City routinely tests the market to determine if a service can and should be provided through a contractor rather than through the use of City staff.

Financial Planning

8. The City will estimate operating income and expenses over a three-year horizon and update those projections annually.

Discussion: Long term financial planning is a tool which can aid the City organization in making more informed decisions which can affect the community's future and the City's ability to provide services on a long term basis.

9. Each fund will maintain a contingency account to meet unanticipated requirements during the fiscal year, as appropriate.

Discussion: The Budget is prepared 6 to 18 months prior to implementation. The range of City services and the environment in which they are delivered make it difficult to anticipate every expenditure requirement. Therefore, contingency funds are established to meet emergency requirements necessary to maintain the service delivery system. Amounts provided in contingency will depend upon the size and expenditure characteristics of each fund.

DEBT MANAGEMENT POLICIES

10. Debt incurred to finance capital improvements will be repaid within the useful life of the project.

Discussion: Debt is most appropriately used when large capital facilities with long lives are financed to spread the costs over the period in which future residents will use those facilities. Today's taxpayers (or rate payer) need not pay for benefits enjoyed by others in the future, nor should current residents burden their successors with costs for facilities that have outlived their usefulness.

11. General obligation debt issued by the City will not exceed 3% of the total assessed value of property in the City.

Discussion: This is consistent with State law. Compliance ensures that the City will not be overburdened with long-term debt.

FINANCIAL POLICIES

12. Debt will not be used to pay current operating expenses, unless borrowed funds can be obtained at an interest rate that is lower than the City could earn on its own invested funds (arbitrage).

Discussion: Debt should not be used to finance on-going operations, a sign that the City is financially over committed. However, borrowing when financial market conditions are favorable can be considered financially prudent.

13. The City will maintain good communication with bond rating agencies about its financial condition in order to maintain and improve its ability to borrow money at favorable interest rates.

Discussion: To maintain and improve its bond rating, the City will follow a policy of full disclosure to Bond Rating Agencies. All significant financial reports affecting the City will be forwarded to the Rating Agencies.

CAPITAL IMPROVEMENT POLICIES

14. The City will prepare a five-year Capital Improvements Plan and a one-year Capital Improvements Budget.

Discussion: Multi-year capital improvement plans ensure that financing programs for capital construction are in place.

15. The Operating Budget will provide for adequate maintenance and the regular replacement of capital plant and equipment.

Discussion: Deferring maintenance on the City's assets causes accelerated deterioration. This is more expensive in the long term and adversely affects the City's productivity.

FINANCIAL MANAGEMENT POLICIES

16. The City will maintain an accounting system that is consistent with generally accepted accounting practices for local governments in order to (1) promote an atmosphere of trust in its financial management system and to (2) provide full disclosure of its financial condition.

Discussion: The City maintains a financial information system to monitor and report on income and expenditures for all municipal programs. Regular financial reports are given to the Council and management staff.

17. Each year, an independent public accounting firm will perform an audit and issue an opinion and recommendations regarding the financial practices of the City. Staff will prepare a response to nay recommendations made by the auditor and provide progress reports on any actions regarding those recommendations.

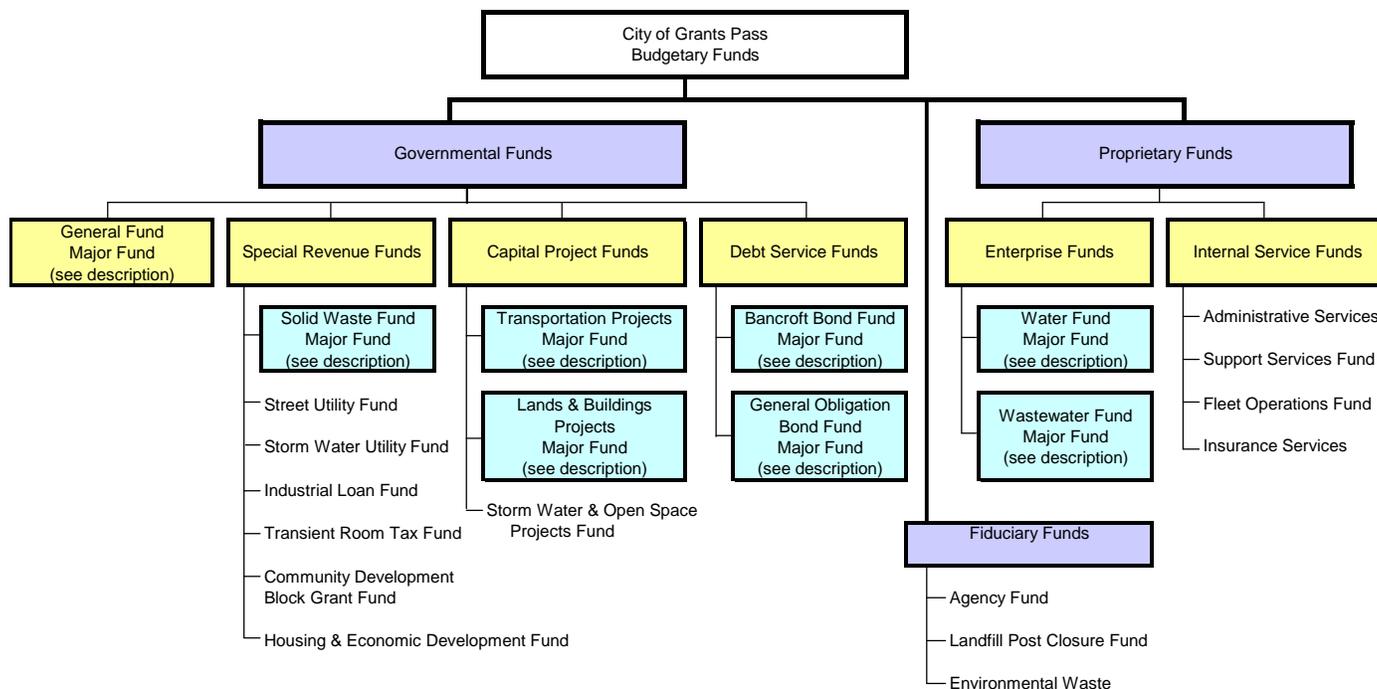
Discussion: An independent audit of City financial records is a State requirement. In addition, the City will use the expertise of the independent audit firm to improve financial operations.

Investments

18. The City's investments will be authorized and controlled by written investment policies that address diversification, liquidity, maturity, return and staff capabilities.

Discussion: The City has and will maintain an investment policy approved by the State Treasurer's Office to guide investment decisions. Quarterly reports will be prepared for the Council to measure the portfolio performance against the investment policy.

FUND STRUCTURE AND ACCOUNTING METHODS



A key function of fund accounting is to segregate resources. With governments having too many funds to include information on each individual fund, GAAP has required that governmental fund data be presented separately for each individual *major* governmental fund (definition of major fund is found in the glossary). By definition, the general fund is always considered a major fund. The City’s audited financial statement also considers the Solid Waste Fund, the Bancroft Fund, the Transportation Projects Fund (found in the Street Utility Fund), and the Lands and Buildings Projects Fund major governmental funds.

Individual funds are described below by fund type. The definition of each major governmental fund has been included in the appropriate fund type.

General Fund

This fund accounts for all financial resources except those to be accounted for in another fund. Resources include beginning fund balance, taxes, licenses and permits, intergovernmental revenue, fines and forfeitures, charges for services, interest on investments, miscellaneous revenues, and inter-fund transfers. Expenditures are for the programs of Policy & Legislation, Public Safety, Parks and Development. Activities include: Mayor & Council, Public Safety Field Operations, Public Safety Support Services, Crisis Support, Street Lighting, Code Enforcement, Park Maintenance, Aquatics, Recreation, Planning, Building and Safety, Economic Development, Tourism, and Downtown. This fund uses the modified accrual method of accounting.

FUND STRUCTURE AND ACCOUNTING METHODS

Special Revenue Funds

Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Special revenue funds account for transactions using the modified accrual method of accounting.

Community Development Block Grant Fund. This fund was created in the nineteen-seventies to account for Block Grants, both HUD and State funded, and related expenditures.

Housing and Economic Development Fund. This fund accounts for the activity of the Industrial Loan and Downtown Loan programs.

Solid Waste Fund. This fund accounts for the administration of franchise collection service for solid waste, planning, development and oversight responsibilities for closure and post-closure activities at the landfill, and recycling programs.

Storm Water Utility Fund. This new fund accounts for revenues anticipated from a yet to be adopted storm water utility fee. Expenditures initially are for implementation and administration costs associated with the billing and collection of fees. By FY'09 revenues are anticipated to be sufficient to provide for maintenance and repair of storm drain facilities.

Street Utility Fund. Formerly called State Gas Tax, this fund accounts for revenues from the state road tax, street utility fees, charges for services, and miscellaneous sources. Expenditures are for the maintenance, repair, and surfacing of streets, and administrative costs associated with the billing and collecting of fees.

Transient Room Tax Fund This fund was created in 1982 to account for the receipt and disbursement of room tax revenues.

Capital Projects Funds

Capital improvement funds are established to account for financial resources that are used for the acquisition or construction of major capital facilities (other than those financed by enterprise funds, internal service funds, special assessment funds, and trust funds). Capital projects funds use the modified accrual method of accounting.

Lands and Building Projects Fund. This fund accounts for the purchase of property, construction of buildings, and major repair and replacement projects for the City's parkland and facilities. Revenues are derived from grants, donations, sale of assets and transfers from various funds.

Transportation Projects Fund. This fund accounts for the new construction and major repair and maintenance of road surfaces, sidewalks, traffic control devices and bike paths. Revenues are dependent upon the street utility fees and state gas tax, as well as system development charges, grants and transfers from various funds.

FUND STRUCTURE AND ACCOUNTING METHODS

Storm Water and Open Space Projects Fund. This fund accounts for the planning, acquisition and capital development of facilities to accommodate and control storm water runoff. Revenues will be derived from anticipated system development charges and storm water utility fees.

Debt Service Funds

The Debt Service Fund accounts for the accumulation of receipts from property owners to satisfy assessments against their property for improvement projects such as street construction and water line installation. Expenditures and revenues are accounted for on the modified accrual method of accounting.

Bancroft Bonds. These revenues come from Bancroft (Local Improvement District) bonded assessments. They are expended for the retirement of local improvement district bonded debt principal and interest until such debts have been fulfilled.

General Obligation Bonds. These revenues come from levied property taxes. They are expended for the retirement of general obligation bonded debt principal and interest until such debts have been fulfilled.

Enterprise Funds

Enterprise Funds account for operations: (a) that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes. Enterprise funds use full accrual basis of accounting for financial statement presentations. However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

Water Fund. This fund accounts for water operations. Revenues are from sales of water, system development charges, other charges for services and miscellaneous sources. Expenditures are for water treatment, water distribution, customer service, debt service, and general operations. In addition, the Water Capital Projects Fund is included in this presentation.

Wastewater Fund. This fund accounts for wastewater treatment and collection, JO-GROTM, customer service, debt retirement, and general program operations. Revenues are from charges for services, interest on investments, fees and miscellaneous sources. System development fees are shown separately in the Wastewater Capital Projects Fund.

FUND STRUCTURE AND ACCOUNTING METHODS

Internal Service Funds

Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. Internal service funds use full accrual accounting methods for financial statement presentations as well as for budgetary purposes.

Administrative Services Fund. This fund is divided into Management, Legal, Finance, Human Resources, and General Program operations. Expenditures are for personnel, materials, services and capital outlay for these activities. These functions are supported by a fixed administrative charge of 8% on all operating activities and 2% on all capital projects construction.

Insurance Services Funds. These funds account for the payment of workers' compensation, general insurance and health insurance premiums to insurers and for the fees charged for those services to other City activities.

Fleet Operation Funds. These funds accounts for the maintenance and operation of City equipment and the collection of user charges for services received. A portion of the user fees is used to build a reserve for equipment replacement.

Support Services Funds. These funds account for direct management services provided to planning, developing, operating and maintaining City facilities, and for the collection of charges for services for those activities. Activities include the maintenance of eleven buildings, eleven parking lots, and maintenance of the downtown core area. In addition, engineering and project administration are accounted for in this fund. Information Technology is supported in this fund by a 2% charge on all operating activities.

Fiduciary Funds

Fiduciary funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or governmental units, and/or other funds. These include (a) expendable trust funds, (b) non-expendable trust funds, (c) pension trust funds, and (d) agency funds. Fiduciary funds use the modified accrual basis of accounting.

Agency Fund. This fund accounts for funds received which are held in trust pending final disposition. Revenue sources include: retainage on capital construction projects, grants, and deposits.

Landfill - Post-Closure Fund. This fund accounts for monies being accumulated and held in reserve for anticipated costs for the monitoring and maintenance requirements of the landfill for at least thirty years following closure.

Environmental Waste Fees Fund. This fund accounts for fees received from the Environmental Program Fee (EPF) and must be used for environmental cleanups at solid waste sites and other solid waste program activities.

FUND STRUCTURE AND ACCOUNTING METHODS

Component Units

The audited financial statements of the City include all of the above mentioned funds in addition to several component units, entities for which the City is considered to be financially accountable. Component units are legally separate entities. Each conducts a budget process similar to the City, identifying resources and needs adopting its own budget. The blended component units are:

Harbeck-Fruitdale Sewer District. This fund accounts for the revenues and capital expenditures related to construction of an expanded collection system specifically funded by the Harbeck-Fruitdale Sewer District. Revenues were generated by grants, loans and user fees. It uses a modified accrual basis of accounting for budgetary purposes.

Redwood Sanitary Sewer Service District. This fund accounts for the revenues, operational costs and capital expenditures necessary to support this special sewer district. It uses a modified accrual basis of accounting for budgetary purposes.

Parkway Redevelopment Agency. This fund accounts for revenues and capital expenditures related to construction of various infrastructure projects specifically funded by the Redevelopment Agency in addition to the reserve requirements for bonded debt issued.

Property tax provides the major source of revenue. Shown as a capital project fund in the financial statements, this fund uses the modified accrual basis of accounting for budgetary purposes.

The discretely presented component units are:

Josephine County-City of Grants Pass Solid Waste Agency. This fund accounts for revenues and capital expenditures related to clean-up of former waste sites. Franchise fees and debt issuance are the primary source of revenue. It uses modified accrual basis of accounting for budgetary purposes.

Josephine County 9-1-1 Agency. This fund accounts for revenues and operating expenditures related to call taking. State excise taxes and user fees from agencies receiving dispatch services are the primary sources of revenue. It uses modified accrual basis of accounting for budgetary purposes.

REVENUE SOURCES

GENERAL SUPPORT RESOURCES: *are those revenues that can be allocated to any program according to need.*

Property Tax

Property Tax: is a tax levied against all taxable land and structures in the City. The tax requirement is based on the assessed value of the property. Approximately 93 percent of the tax levy is collected in the current fiscal year and the balance is collected over the next several years as delinquent taxes.

Delinquent Taxes: are those taxes that are not paid in the year in which they are levied.

Taxes Other Than Property

Franchise: is a tax collected from public service agencies for the use of the City owned right-of-way. The major franchise agreements are for electric, gas, cable television, garbage collection, and telephone.

Business License: a tax levied against all businesses operating within the City based on the number of employees.

Amusement: is a tax levied against those establishments with amusement devices including pool tables and pinball machines.

Licenses and Permits

Liquor License: a license required of all establishments serving alcoholic beverages.

Peddlers License: a license required of all retailers temporarily marketing goods and services in the city.

Revenue from Other Agencies

State Revenue sharing: a dedicated portion of state liquor tax, which is distributed to local governments to be used at their discretion. It is distributed on the bases of population and the local taxing effort.

Cigarette Tax: a state shared revenue collected through a state tax on the sale of cigarettes. It is distributed to cities on the basis of population.

Liquor Tax: a state shared revenue collected through a state tax on the sale of alcoholic beverages. It is distributed to cities on the basis of population.

Use of Assets

Interest: is earned on temporarily idle funds in accordance with the investment policy adopted by Council. These funds are made available when the income is received before it needs to be dispersed.

Fees and Charges

Business License Transfer Fee: is charged to businesses that are transferring their business license to another location or business name.

Environmental Program Fee: is paid by the Solid Waste franchise haulers on each ton of refuse collected to be used for environmental clean-up.

Other Revenue

These revenues are ones not appropriately charged elsewhere.

REVENUE SOURCES

PROGRAM GENERATED RESOURCES: *are those revenues that are directly attributable to programs, efforts or activities. They are allocated to that program.*

Taxes: are those property taxes which are collected and allocated for a specific program. This includes special levies, bonded debt and other program taxes.

Licenses and Permits: are those fees required by programs. A majority are for the various building permits.

Fines and forfeitures: are those fines collected by programs, primarily parking and court fines.

Revenue from other Agencies: are those revenues collected for services to other agencies, primarily "9-1-1" and the Josephine County Sheriff.

Use of Assets: are the revenues from rent or sale of city property, and interest on funds.

Fees and charges: are the charges for services provided by programs. A majority of these revenues are in the Water, Wastewater, Solid Waste, Streets and Storm Water Utility programs.

Other Revenues: are those revenues which can not be appropriately charged elsewhere.

Direct Charges for Services: are the charges from one operating program to another program for services.

Transfers: are interfund accounting transactions made only on Council approval. Generally, they are transfers of resources from a special revenue fund to an operating fund.

GLOSSARY

Accrual basis of accounting: Method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows. Differs from GAAP Accrual Basis in that while capital outlays are recognized as expenditures, depreciation and amortization are not.

Activity: A subdivision of the city organization responsible for one or more specific functions. A combination of people, technology, supplies, methods and environment that produces a given product or service.

Activity generated revenues: Monies directly generated by activity efforts such as fees, licenses and permits, fines, rents or required to be allocated to specific activities such as special tax levies.

Adopted budget: The financial plan adopted by the Council.

Agency fund: Funds used to report resources held by the reporting government in a purely custodial capacity (assets equal liabilities). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations or other governments.

Annexation: The incorporation of land into an existing city with a resulting change in the boundaries of this city.

Appropriation: The legal authorization granted by the governing body to make expenditures for specific purposes.

Assessed Value: The value set by the County Assessor on real and personal taxable property as a basis for levying taxes. The value can only be raised three percent per year on existing property, or by new construction.

Assessment: Value set on real and personal taxable property as a basis for levying taxes. The County Assessor sets this value.

Basis of Accounting: The criteria governing the timing of the recognition of transactions and events. The City's budget for governmental type funds – General Fund, Special Revenue Funds, Debt Service and Capital Projects Funds are prepared using the modified accrual basis of accounting. For the proprietary funds – Water, Wastewater, and all the Internal Service Funds, the budget is prepared on a full accrual basis.

Beginning Balance: The amount of unexpended funds carried forward from one fiscal year to another.

Bonds: A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date in the future (called the maturity date) together with periodic interest at a specified rate.

GLOSSARY

Budget: A written report of the local government's comprehensive financial plan for one budget period. It must include a balanced statement of actual revenues and expenditure during each of the last two budget periods and estimated revenues and expenditures for the current and upcoming budget periods.

Budget Committee: The budget planning board of the City, consisting of 8 Councilors and 8 community members appointed by the Council to serve three-year terms.

Budget Phases: Local budget law and City procedures require that the adopted budgeted for each fiscal year be the result of a process that requires input by the City Council, management and citizens before final appropriations are authorized. These steps include:

- *Proposed Budget* – The document developed by City management based on requests for programs and appropriations from staff and reviewed by the Budget Committee in a public hearing.
- *Approved Budget* – The Proposed Budget is reviewed, modified and developed into the Approved Budget that is then submitted to the City for adoption following additional public hearing(s).
- *Adopted Budget* – The acceptance of the Approved Budget authorized actual appropriations. In addition the Budget Resolution, the Council adopts (in separate Resolutions) rates and charges and other actions relating to City operations.

C.D.B.G.: Community Development Block Grant providing low interest or no interest loans for housing.

Capacity depletion reserve: A special reserve account that includes funds collected through new service charges and surcharges to customers that will be used to expand the sewer system to accommodate additional customers.

Capital Improvement Projects: The plan or schedule of project expenditures for public facilities and infrastructure (buildings, roads, etc.) with estimated costs, sources of funding and timing of work over a fixed period of several future years.

Capital Outlay: Expenditures which result in the acquisition of, or addition to, fixed assets.

Charges for services: A charge from a city activity for services directly delivered to another activity.

Community Development Block Grant (CDBG): Funds originating with the federal government and distributed by the state, used to improve urban areas.

Contingency: An appropriation amount in a given fund to cover unforeseen events that occur during the budget year. Expenditure of the contingency fund does not require a supplemental budget or public hearing; however it does require City Council action by resolution to transfer the contingency to an appropriation level.

GLOSSARY

Contractual services: Services that the city hires from outside the city organization.

Customer: The recipient of a product or service provided by the City. Internal customers are usually City departments, employees, or officials who receive products or services provided by another City Department. External customers are usually citizens, neighborhoods, community organizations, businesses, or other public entities that receive products or services provided by a City Department.

D.A.R.E.: Drug Awareness Resistance Education.

Debt service: Expenses for interest and principal payment on borrowed funds.

Debt Service Reserve: Funds mandated to be set aside for the term of the obligation as stipulated by loan agreements or bond covenants at the onset of incurred debt. These monies serve as a reserve for principal payments, should other revenues be insufficient.

Direct charges: Charges for supervision, space rental, utility charges and finance services that are used by the activity.

DEQ: Department of Environmental Quality.

Employee Benefits: The non-salary part of an employee's total compensation. A typical benefit package includes such things as Social Security taxes, health insurance, retirement, and worker's compensation insurance.

Ending balance: The excess of the fund's assets and estimated revenues for the period over its liabilities and appropriations for the period, available for appropriation in the following year.

Enterprise Fund: A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. Enterprise funds are self-supporting.

Enterprise Zone: State-designated area within the City in which businesses can qualify for three to five years of property tax abatement on significant new plant and equipment investments.

Expenditures: The spending of money by the City for the programs and projects included within the adopted budget.

Fiduciary funds: Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs.

Fiscal year: The twelve-month period from July 1 to June 30 for which the annual budget of the City is prepared and adopted.

GLOSSARY

Fixed assets: Assets with a long-term character such as land, buildings, furniture and other equipment.

Franchise tax: A fee paid for a special privilege granted by a government permitting the use of public property, i.e., city streets, which usually includes regulation and monopoly.

FTE: Full Time Equivalent.

Fund: A division in the budget with independent fiscal and accounting requirements with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and changes in these assets and liabilities.

Fund Balance:

- **Governmental Type Funds**: The budgeted Fund Balance represents the difference between assets and liabilities. Inventory values and long-term obligations are not included. Contingencies are appropriated as an expense in each fund and available for authorization by the governing body to spend. If not spent those resources become part of the new fiscal year's beginning balance; yet from a budgetary standpoint they decrease the budgeted ending fund balance.
- **Proprietary Type Funds**: The budgeted fund balance represents the difference between assets and liabilities less the net value of fixed assets, long-term debt and any required debt reserves. Contingencies are appropriated as an expense in each fund and available for authorization by the governing body to spend. If not spent those resources become part of the new fiscal year's beginning balance; yet from a budgetary standpoint they decrease the budgeted ending fund balance.

G.A.S.B. 34: (Government Accounting Standards Board Pronouncement #34) A new reporting model for financial statements presented in the Comprehensive Annual Financial Report (CAFR) in order to reflect government activity in a manner similar to the private sector.

G.I.S.: Geographic Information System is an electronic tool, which integrates maps with tabular databases to produce information about properties or areas with specific characteristics. Data fields include land use, size, value, ownership, utilities, tax assessments and development.

G.R.I.P.: The Grants Pass Rural/Metro Interagency Program whereby the City contracts with Rural/Metro, a private fire protection firm, to provide personnel and resources for extra-ordinary emergency events.

General Fund: The major operating fund that includes policy and legislation, public safety, development and parks programs. It accounts for all revenues and expenditures not otherwise required to be accounted for in a specially design

General Obligation Debt: Long-term debt that is backed by the full faith and credit of the City's ratepayers based on the assessed value of real property.

Goal: A long-range desirable development attained by time phased objectives as outlined in the Work plan, designed to carry out a strategy.

GLOSSARY

Grant: A contribution by one governmental unit to another unit. The contribution is usually made to aid in the support of a specified function (for example wastewater plant expansion,) but it is sometimes also for general purposes.

Harbeck-Fruitdale Sewer Service District: This district, an independent entity, is responsible for the collection of deferred assessment liens for the initial hook-up to sewer services. All infrastructures serving the area is owned and maintained by the City.

ISTEA: Intermodal Surface Transportation Efficiency Act grant to encourage various types of transportation.

Indirect Charges: General administrative charges that cover overall management, personnel and legal services.

K-9: Police Officer assisted by a canine (Police Service dog).

Local Improvement District (LID): A funding district, initiated by property owners within an area, used to distribute costs for capital projects, which are deemed to primarily benefit those properties, evenly for all owners in the district.

Local Option Levy: A short-term levy (up to five years for operating purposes and up to ten years for capital improvements) outside of the permanent tax rate limit, which must be approved by the voters in a manner consistent with Measure 50 requirements.

Measure 5: A ballot measure approved by Oregon voters on November 6, 1990. The measure placed a declining rate limit on taxes for schools and a rate limit of \$10.00 per \$1,000 assessed valuation on the consolidated taxes of all other governments.

Measure 50: A ballot measure approved by Oregon voters at the special election held on May 20, 1997 and contained in Article XI, Section 11 of the Oregon Constitution. Measure 50 repeals a previously approved property tax reduction measure known as Measure 47 and replaces it with a new ad valorem property tax limitation. In short, Measure 50 cuts district levies, rolls back assessed values, limits future taxable value increases, establishes permanent tax rate limits, allows for local option levies, and retains Measure 5 limits.

Modified accrual basis of accounting: Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for the unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

O.E.D.D. Grant: A grant from the Oregon Economic Development Department.

GLOSSARY

OMEP: Oregon Manufacturing Extension Partnership.

Operating budget: That part of the budget that includes the main services of the City; public safety, policy, parks, development, transportation, water, wastewater and solid waste. The means by which the financing of acquisitions, spending, and service delivery activities of a government are controlled.

Oregon Revised Statute (ORS): Oregon laws established by the legislature.

Parkway Redevelopment Agency: This independent entity, totally funded by tax increment receipts, achieves its mission through the construction of capital projects, implementation of the job incentive program and recruitment to and expansion of business within the agency's boundaries.

Performance Indicators: Statistical measures which are collected to show impact of dollars on City services.

Performance Measurements: A management tool used to measure workload measures, efficiency measures, effectiveness measures and productivity measures for purposes of evaluating service delivery, recognizing achievements and identifying improvement areas.

Permanent Tax rate Limit: The rate per thousand dollars of Assessed Value that is the maximum that can be levied for government operations, as established by Measure 50.

Personnel Services: Costs for employees including salary, overtime, health and accident insurance premiums, social security and retirement premiums, unemployment insurance and other miscellaneous charges for employees.

Program: A group of related activities to accomplish a major service or function.

R.C.C.: Rogue Community College.

R.S.S.S.D.: The Redwood Sanitary Sewer Service District, an independent entity, provides sewer service to its district patrons. The district contracts with the City of Grants Pass for maintenance and operation of its collection and pumping system, and treatment of its solids.

Reserve funds: Established to accumulate money from one fiscal year to another for a specific purpose.

Resources: Total funds available which include the estimated balances on hand at the beginning of the fiscal year plus all revenues anticipated being collected during the year.

Revenue: Monies received or anticipated during the year through such sources as taxes, fines, fees, grants or service charges, which can be used to finance City services.

Revenue bonds: A type of bond for which the payments (principal and interest) are made from the earnings of the enterprise for which the bonds were issued.

GLOSSARY

Solid Waste Fund: A special revenue fund used to account for the proceeds and expenditures of the landfill general operation in addition to the reserves for closure and post-closure costs.

SOREDI: Southern Oregon Regional Economic Development Inc.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources that are restricted to expenditures for a specific purpose.

State Revolving Fund (SRF): A source of borrowing from the Oregon Department of Environmental Quality at interest rates lower than the open market specifically for water and wastewater facility enhancements and improvements.

Storm Water Utility Fund: A special revenue fund used to account for the proceeds and expenditures of the storm water and open space related operations.

Streets Utility Fund: A special revenue fund used to account for the proceeds and expenditures of the transportation related operations.

Supplemental budget: Prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. The supplemental budget cannot be used to increase a tax levy.

System Development Charge (SDC): A fee imposed at the time development occurs which is designed to finance the construction, extension, or enlargement of a street, community water supply, storm water or sewage disposal system, or public park. The objective is to charge new users an equitable share of the cost of services and to pay for improvements necessary as a result of increased development and demand on the City's infrastructure.

Tax Levy: Total amount of dollars raised in property taxes imposed by the City, permanent tax rate, local option levies, and bonded debt levies.

Transfer: Amounts distributed from one fund to finance activities in another fund. Shown as an expenditure requirement in the originating fund and a revenue in the receiving fund.

Trust fund: A fund to hold money aside for future use for a specific purpose.

UAPC: Urban Area Planning Commission.

UGB: Urban Growth Boundary.

Work Plan: A plan developed and adopted by the Council affirming the major goals for the organization and defining operational objectives for a specified period of time.