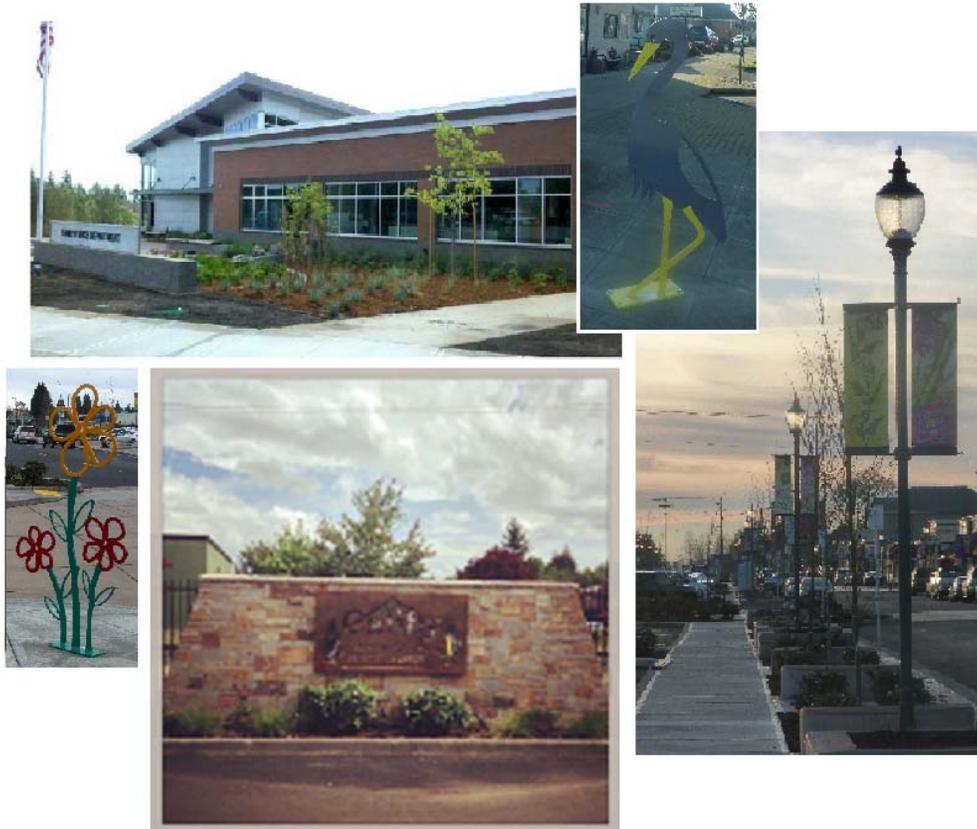


City of Canby Oregon



Adopted Budget 2013-2014

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City of Canby, Oregon

Budget Committee

June 30, 2013

Member	Term Ends
Elaina Canutt	June 30, 2016
Gwendolyn Polgar	June 30, 2016
OPEN	June 30, 2014
Ron Berg	June 30, 2014
Daniel Stearns	June 30, 2015
Jack Pendleton	June 30, 2015
Robert Fowke (Urban Renewal only)	June 30, 2015
Councilor Clint Coleman	December 31, 2014
Councilor Traci Hensley	December 31, 2016
Councilor Tim Dale, Chair	December 31, 2016
Councilor Richard Ares	December 31, 2014
Councilor Greg Parker	December 31, 2014
Councilor Ken Rider	December 31, 2016

Brian Hodson, Mayor

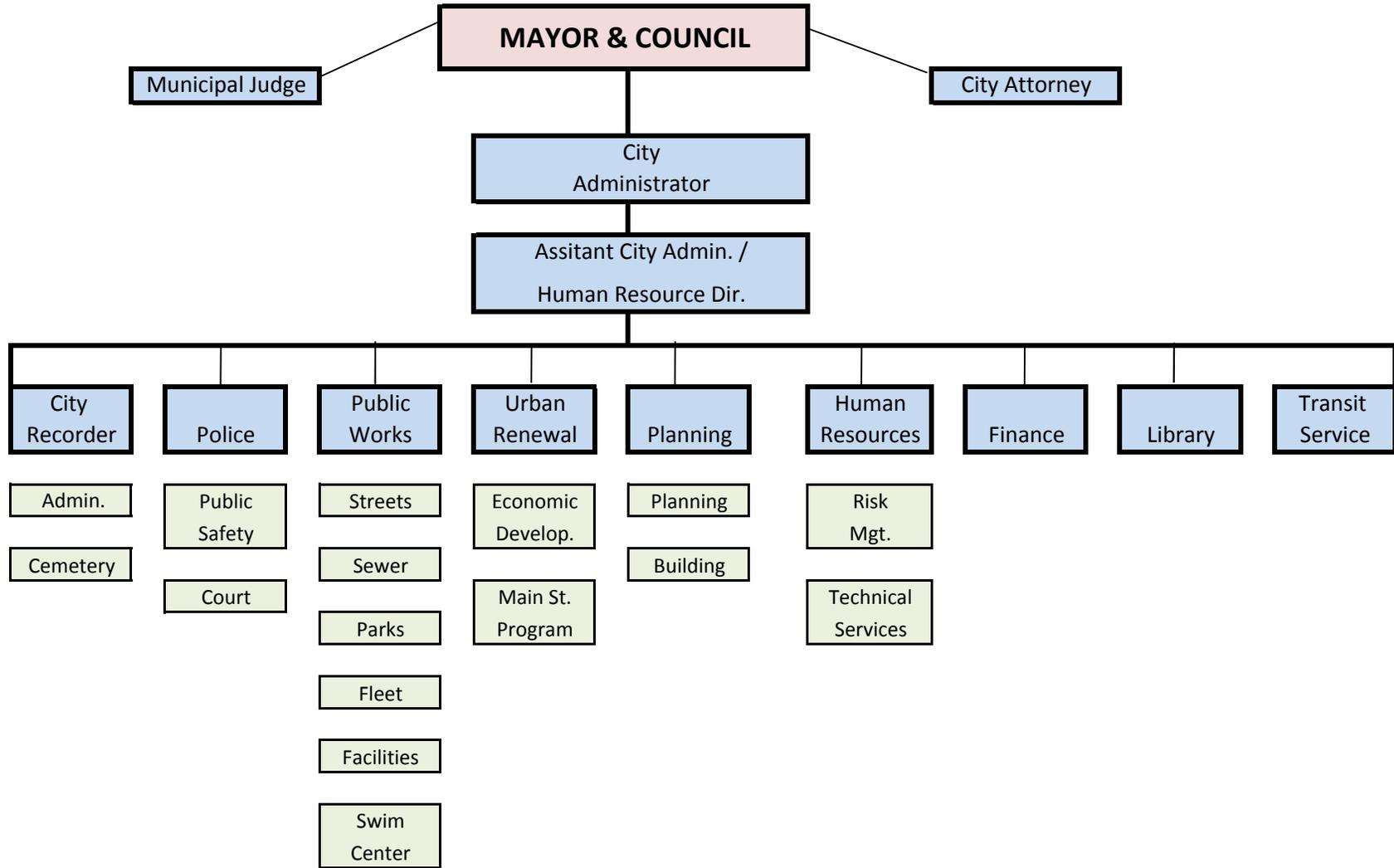
Greg Ellis, City Administrator

Haley Fish, Finance Director

City of Canby PO Box 930 Canby, OR 97013

503-266-4021 www.ci.canby.or.us

CITY OF CANBY ORGANIZATIONAL CHART - 2013-2014





City of Canby

City Council Goals

GOAL #1 - ECONOMIC AND COMMUNITY DEVELOPMENT

- To Stabilize the Economic Base of the City of Canby
 - Viable business community
 - ❖ Downtown and 99E
 - Fill industrial park
 - Prosperous downtown including businesses, residences, and government
 - Maintain Canby identity
 - Housing options
 - Comprehensive Plan

GOAL #2 - PUBLIC SERVICES AND SAFETY

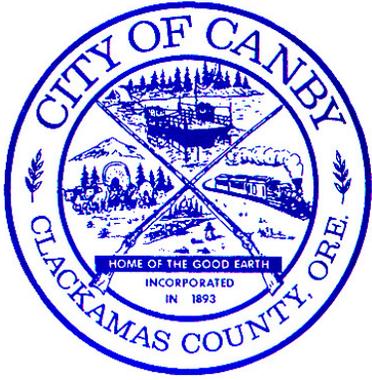
- To Improve City Infrastructure, Services, and Public Safety
 - Reduce crime rate and fear of crime
 - Civic facilities master plan which addresses:
 - ❖ Maintenance
 - ❖ Replacement
 - ❖ Funding
 - Parks, recreation facilities, and amenities development
 - Infrastructure in place to meet community needs
 - ❖ Water
 - ❖ Sewer
 - ❖ Streets
 - ❖ Storm water
 - Transit system
 - Library

GOAL #3 - FISCAL RESPONSIBILITY

- To Maintain Fiscal Responsibility in the Delivery of City Services
 - Fiscal plan – stable revenue sources
 - Regular review of cost recovery methods
 - ❖ Rate analysis
 - ❖ SDC's
 - ❖ Fees
 - Maximize personnel and financial resources
 - ❖ Technology
 - ❖ Organization structure
 - ❖ Systems
 - ❖ Asset management
 - Anticipate and prepare for demands on general fund
 - Implement best practices

GOAL #4 - COMMUNICATIONS AND CUSTOMER SERVICE

- To Build Trust and Credibility with Customers
 - Communication
 - ❖ Website
 - ❖ Newsletter
 - Customer service
 - Training and education
 - Promote citizen involvement citywide
 - ❖ Encourage participation
 - Increase community visibility of staff
 - Internal staff communication regarding projects and updates
 - Coordinate, influence, and communicate with county, state, and federal agencies
 - Collaborate with other community groups and special districts



City of Canby

May 14, 2013

Honorable Mayor and City Council
Budget Committee Members
PO Box 930
Canby, OR 97013

Dear Mayor, Councilors and Budget Committee:

This Budget Message shall serve as the official letter of transmittal for the Proposed Budget for Fiscal Year 2013-2014.

OVERVIEW

Pursuant to Oregon Budget Law, the budget message must contain certain information which assists the reader of the budget in understanding major differences in the proposed budget from the current year adopted budget.

For example, ORS 294.391 requires that the budget message accomplish the following:

- Explain the budget document
- Contain a brief description of proposed financial policies for the ensuing year
- Call out significant features of the proposed budget
- Explain any major changes in financial policy reflected in the proposed budget

The City Charter designates the City Administrator as the Budget Officer for the City and, as such, the responsibility for the 2013-2014 Proposed City Budget preparation rests with the City Administrator. However, it should be clearly noted that the vast bulk of the work in developing this proposed budget was done by the members of the City's Management Team and the Finance Department staff who conducted the financial analyses.

Expense Considerations

On the expense side of the budget equation, personnel costs in General Fund, consisting of salary and benefits, are increasing less than 1%. The small increase in personnel services can be attributed to several factors. Portions of the salaries and benefits for some employees were allocated to their true cost centers; retirement of long-term employees that were paid from the General Fund; consolidation and reassignment of duties.

There has been an increase of 24% in the General Fund Materials & Services line items. The overall increase in General Fund for Personal Services and Materials & Services is 5%. The large increase in General Fund Materials & Services is the result of two actions. First the 911 Fund was closed and the cost allocated to the Police Department. The second reason is the reallocation of the Police vehicle lease costs from the Debt Service Fund to the Police Department.

On average the City's PERS rates increased 50% or 4.44% of payroll as indicated in the 9/28/2012 actuary report. However in the Spring 2013 legislative session SB 822 passed; this bill is expected to have a favorable effect on rates. Since that effect is not known at this time, we recommend that the budget including rates as indicated be approved. This is a conservative approach as some of the recommendations in SB 822 do not reduce the outstanding liability but rather defer it to a later fiscal period. In addition to the increase in PERS rates the City has estimated a 15% increase in health insurance costs.

Revenue Considerations

On the revenue side of the budget equation, the City is experiencing a leveling or slight increase in most sources of revenue in the General Fund as indicated below.

- Property tax—slight increase....
- Cable franchise fees—slight increase...
- NW Natural Gas—trending down*
- Planning and Building fees—slight increase
- State shared revenues—slight increase

*Projected actual in 2012-13 fiscal year (FY) under budget due to credits issued therefore 2013-14 FY budget is above project FY 2012-13 actual but below budget for FY 2012-13 as gas prices are trending down.

Balanced Budget

The 2013-2014 Proposed City Budget is balanced throughout all funds and is comprised of total estimated expenses (net of internal transfers) in the amount of \$26,073,100 supported by estimated revenues of \$15,970,664 and the use of ending fund balances from previous years in the amount of \$10,102,437.

General Fund

The General Fund is primarily funded by property taxes, franchise fees and state revenue sharing. These revenues fund the operations of essential municipal services that don't have another dedicated revenue source. These include public safety, court, planning, building, parks and the cemetery.

The General Fund Contingency is budgeted at \$515,798 which is 7% of General Fund operating expense (materials and services plus personnel services less internal charges).

Canby Public Library Fund – Dedicated Source of Funding

Revenue from the Clackamas County Library District is expected to increase slightly from \$696,730 in 2012-13 FY to \$711,418 budgeted for the 2013-14 FY as provided by Clackamas County.

Sewer Combined Fund

The 2013-14 budget includes a 5% increase in sewer rates effective July 1, 2013.

Street Fund

FY13-14 revenues from state gas taxes (not Canby gas tax) are budgeted at \$890,000 which is a light increase over FY 2012-13. The Canby Gas Tax was once again allocated 20% to the Street Fund and 80% to the Street Reserve Fund.

FY 2013-14 Street Reserve Fund Projects:

Street Maintenance Fee/Canby Gas Tax Projects – FY13-14 includes \$650,000 to complete another portion of the maintenance projects defined in the 2007 Pavement Management Funding Analysis Study.

STATUTORY BUDGET INFORMATION

ORS 294.391 and ORS 294.401 require that the Budget Officer (City Administrator) deliver the budget document for public inspection and comment and provide the document to the Budget Committee for review and deliberation. In keeping with these requirements, a copy of the Proposed Budget for FY 2013-2014 is on file with the City Recorder and available for public inspection at City Hall. In addition, a copy of the document is available at the Canby Public Library.

Pursuant to ORS 294.401(1), the Budget Committee must hold at least one meeting to receive the budget document, hear the budget message and deliberate over its content prior to recommending the budget in its current or modified form to the City Council for adoption as set forth in ORS 204.406(1). It is during the Budget Committee meetings that department directors will present the detailed content of their budget proposals and answer specific questions from Committee members and the public. Finally, the City Council will provide an opportunity for the public to comment on the proposed budget prior to formal adoption.

Explanation of the Budget Document

The financial information presented in the budget document list the Budget Officer's recommendation under the 2013-2014 "Proposed by Officer" column. The final amount approved by the Budget Committee appears under the "Approved by Committee" column to include any changes made by the Budget Committee during their deliberations. The amount to be adopted by the City Council appears under the column entitled "Adopted by Governing Body." This amount would include any changes made by the City Council.

Finally, ORS 294.376 requires that we show the actual (audited) amounts for each budgeted item for the previous fiscal years (2010-2011 and 2011-2012). The adopted budget for FY 2012-2013 is also provided for comparison. The financial information is organized by specific funds which reflect a general or specific purpose (e.g. General Fund, Street Fund, Sewer Fund, Library Fund, etc.).

Description of Proposed Financial Policies for the Ensuing Year

The over-arching principle guiding the development of the proposed budget is adherence to the City Council's Adopted Goals. Revenue estimates for the proposed budget have been based on a conservative approach.

Summary of Significant Features and Changes in the Proposed Budget

- Closing of 911 Fund – Reallocation to General Fund Police Department
- Closing the Debt Service Fund - Reallocation of Police Vehicle Lease to General Fund Police Department, the Street Sweeper Lease to the Streets operating fund, and Logging Road debt principle and interest to the General Fund Administration Department.
- Closing of Capital Reserve Fund – Reallocation to General Fund.
- Closing the Library Endowment Fund to the Library Fund, restricting the funds to be used on the New Library Project.
- Cash Carryover in all funds, outside General Fund, of \$8,956,004.
- Closing the department specific Tech Services Reserves to the General Fund.
- The City Administrator is directly supervising the lead supervisors and operations of some departments therefore it was determined that a portion of the Administrator's salary and benefits should be directly allocated to those departments.
- A portion of planning staff salaries is now allocated to streets, parks, collections, and stormwater departments, as representative of the overall city planning work performed.
- Reclassified the Fleet and Technical Services Fund to Internal Service Funds as they provide a service to internal departments on a cost reimbursement basis, this resulted in their charges being budgeted as materials and services vs transfers; this change in expense classification on internal charges was also implemented for the Facilities Fund which was classified as an Internal Service Fund upon inception of the fund.
- The cost driver for the administration and finance allocation was changed from a subjective estimation of time spent to a % of operating budget (personal services plus materials and services); capital outlay and internal charges were excluded to enable a more consistent allocation over time.
- A 5% sewer rate increase effective July 1, 2013.

CONCLUSION AND ACKNOWLEDGEMENTS

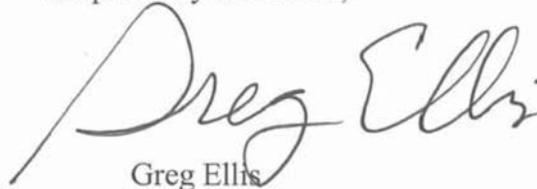
Staff is very proud of the fact that they have helped to develop a budget that reflects compliance with the Council's Goals of being fiscally conservative while at the same time providing the high level of service that the Citizens of Canby have come to expect. This budget reflects the commitment and hard work of all City of Canby Employees.

I want to express my gratitude to all of those who have contributed to the development of this proposed budget. It is a team effort and reflects the collective commitment of your City staff to develop a proposed budget that continues to provide an acceptable level of public service. Special thanks to the Finance Department – Director Haley Fish and her staff, Suzan Duffy and Sharon Tramel. Their professionalism and assistance contributed greatly to the development and production of this proposed budget document.

The professional staff looks forward to meeting with the Budget Committee to answer your questions and provide you with whatever information you may require to assist in your deliberations. During your review of the proposed budget, department directors and I are available to answer your direct calls should you have questions prior to the Budget Committee meetings.

I respectfully recommend you approve the Proposed FY2013-2014 City Budget as submitted.

Respectfully submitted,

A handwritten signature in black ink that reads "Greg Ellis". The signature is written in a cursive, flowing style.

Greg Ellis
City Administrator

CITY OF CANBY BUDGET SUMMARY 13-14

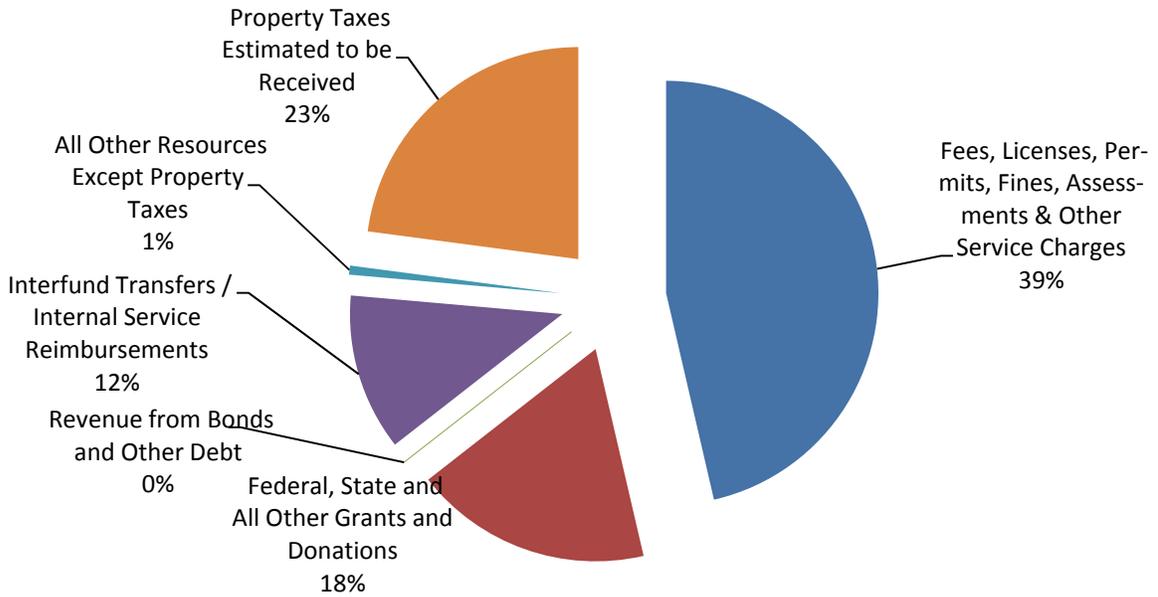
FY 2013-2014

		Personnel Services	Materials & Services	Contingency	Transfers	Capital	Debt Service	Unap FB	Total Budget
General Fund	FTE								0
Administration	5.04	571,916	576,011	505,798	70,000	98,700	73,259		1,895,684
Court	2.50	177,756	76,021						253,777
Planning	1.13	102,273	86,952						189,225
Parks	5.30	461,265	106,249						567,514
Building	0.83	77,890	9,857		19,197				106,944
Police	28.55	3,863,373	865,933			16,000			4,745,306
Cemetery	0.05	3,984	99,300						103,284
Finance	3.90	416,583	102,684						519,267
	47.30	5,675,040	1,923,007	505,798	89,197	114,700	73,259	0	8,381,001
Special Revenue Funds									
Library	8.83	658,334	166,455	59,662	1,260,934				2,145,385
Street	5.33	536,330	382,083	113,150	1,031,075	70,000			2,132,638
Cemetery Perp Care								859,649	859,649
Forfeiture			36,781						36,781
Transit	3.00	167,218	1,419,260	414,088	334,028	828,865			3,163,459
Swim Center Levy	8.87	478,949	130,735	238,634	77,600				925,918
	26.03	1,840,831	2,135,314	825,534	2,703,637	898,865	0	859,649	9,263,830
Capital Projects Funds									
Parks Development			5,000			931,661			936,661
Street Reserve						2,193,307			2,193,307
		0	5,000	0	0	3,124,968	0	0	3,129,968
Internal Services Funds									
Fleet Services	2.40	233,777	586,552	116,808		124,186			1,061,323
Facilities	0.90	99,504	163,500	39,001		24,000			326,005
Technical Services	1.15	111,939	173,095	56,610	94,806	82,969			519,419
	4.45	445,220	923,147	212,419	94,806	231,155	0	0	1,906,747
Enterprise Fund									
Sewer (WWTP)	5.48	636,835	751,145	313,361	405,528				2,106,869
Sewer Collections	3.38	325,207	103,034		45,863				474,104
Stormwater	3.38	343,479	50,522		29,073				423,074
Sewer Const Res			25,000			3,132,282			3,157,282
Sewer Debt							598,329		598,329
	12.24	1,305,521	929,701	313,361	480,464	3,132,282	598,329	0	6,759,658
									0
Total all funds	90.02	9,266,612	5,916,169	1,857,112	3,368,104	7,501,970	671,588	859,649	29,441,204

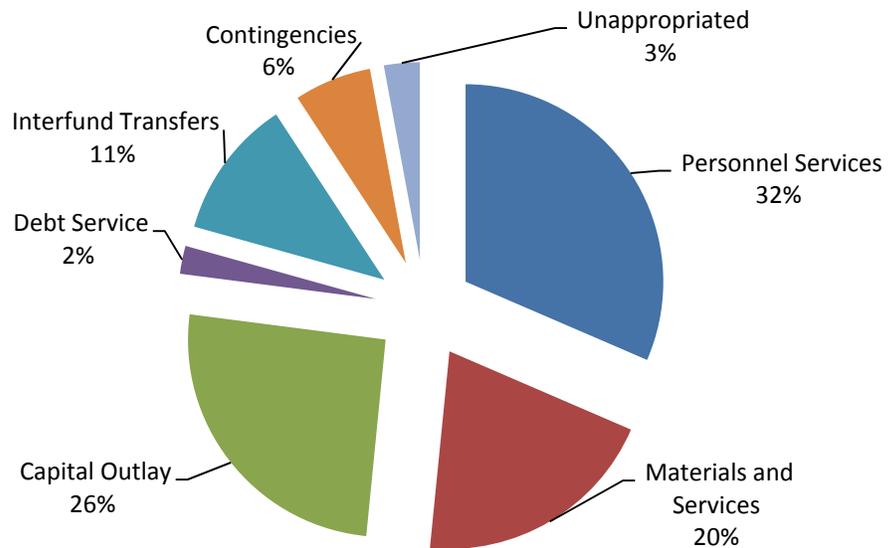
Less transfers

-3,368,104
26,073,100

2013-14 Budgeted Revenue - All Funds



2013-14 Budgeted Requirements - All Funds



GENERAL FUND

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GENERAL						
PROPERTY TAXES						
3,524,909	3,642,460	3,724,596	PROPERTY TAX CURRENT	3,765,263	3,765,263	3,765,263
154,193	80,018	105,101	PROPERTY TAX PRIOR	134,000	134,000	134,000
3,679,102	3,722,477	3,829,697	TOTAL PROPERTY TAXES	3,899,263	3,899,263	3,899,263
FRANCHISE FEES						
123,668	128,753	123,000	CABLE FRANCHISE FEE	139,256	139,256	139,256
93,167	65,931	66,500	TELEPHONE FRANCHISE FEE	57,810	57,810	57,810
61,885	106,318	100,000	SOLID WASTE FRANCHISE FEE	120,910	120,910	120,910
149,581	162,060	162,000	NATURAL GAS FRANCHISE FEE	153,405	153,405	153,405
428,300	463,062	451,500	TOTAL FRANCHISE FEES	471,381	471,381	471,381
INTERGOVERNMENTAL						
23,631	23,154	20,000	CIGARETTE TAX	20,900	20,900	20,900
178,995	202,100	195,000	LIQUOR REVENUE	222,800	222,800	222,800
125,629	135,456	135,000	STATE REVENUE SHARING	149,300	149,300	149,300
328,256	360,710	350,000	TOTAL INTERGOVERNMENTAL	393,000	393,000	393,000
IN LIEU OF TAXES						
544,103	576,813	570,000	CU IN LIEU OF TAXES	620,000	620,000	620,000
544,103	576,813	570,000	TOTAL IN LIEU OF TAXES	620,000	620,000	620,000
CHARGES FOR SERVICES						
7,920	10,160	9,000	TITLE LIEN SEARCH FEES	10,000	10,000	10,000
0	0	0	SDC COMPLIANCE COST FEE	4,610	4,610	4,610
0	0	0	MAIN STREET FEES	1,000	1,000	1,000
7,920	10,160	9,000	TOTAL CHARGES FOR SERVICES	15,610	15,610	15,610
PASS THRU REVENUE						
0	1,016	0	ECONOMIC IMPROVEMENT DISTRICT			0
0	0	0	PEG ACCESS FEES	54,100	54,100	54,100
137,029	93,249	0	AAA REVENUE TO ADULT CENTER			0
0	22,511	0	FEMA GRANT - CU			0
137,029	116,775	0	TOTAL PASS THRU REVENUE	54,100	54,100	54,100
SPECIAL ASSESSMENTS						
0	0	0	AFD 3 LRIP PHASE I PRIN/INT			0
0	0	0	AFD 4 LRIP PHASE I PRIN/INT			0
0	0	0	TOTAL SPECIAL ASSESSMENTS			0
MISCELLANEOUS REVENUE						
2,860	3,925	2,500	MISCELLANEOUS-INCOME	3,600	3,600	3,600
6,000	6,000	6,000	LEASE RECEIPTS (ADULT CENTER)	6,000	6,000	6,000
8,860	9,925	8,500	TOTAL MISCELLANEOUS REVENUE	9,600	9,600	9,600
INTEREST REVENUES						
9,348	10,339	8,400	INTEREST REVENUES	8,500	8,500	8,500
9,348	10,339	8,400	TOTAL INTEREST REVENUES	8,500	8,500	8,500

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
REVENUE TRANSFERS						
0	0	226,800	REVENUE TRANS FRANCHISE FEE	241,800	241,800	241,800
0	0	226,800	TOTAL REVENUE TRANSFERS	241,800	241,800	241,800
CASH CARRYOVER						
0	0	1,292,855	CASH CARRYOVER	1,146,433	1,146,433	1,146,433
0	0	1,292,855	TOTAL CASH CARRYOVER	1,146,433	1,146,433	1,146,433
ADMINISTRATION						
CHARGES FOR SERVICES						
52,314	58,100	57,050	BUSINESS LICENSES	55,200	55,200	55,200
52,314	58,100	57,050	TOTAL CHARGES FOR SERVICES	55,200	55,200	55,200
COURT						
CHARGES FOR SERVICES						
371,541	376,506	265,500	FINES AND BAIL	315,000	315,000	315,000
11,349	17,721	10,500	FINES / CIRCUIT	12,500	12,500	12,500
16,305	8,698	10,000	PAST DUE COLLECTIONS	5,000	5,000	5,000
105,807	63,827	65,000	TRAFFIC SAFETY	30,000	30,000	30,000
505,001	466,752	351,000	TOTAL CHARGES FOR SERVICES	362,500	362,500	362,500
PASS THRU REVENUE						
2,310	1,460	2,000	HELMETS & CARSEATS	2,000	2,000	2,000
2,310	1,460	2,000	TOTAL PASS THRU REVENUE	2,000	2,000	2,000
MISCELLANEOUS REVENUE						
24,276	18,462	13,500	COURT COSTS	13,500	13,500	13,500
11,707	12,474	8,250	CITY COSTS	11,000	11,000	11,000
10,594	7,057	4,425	ATTORNEY REIMBURSEMENTS	4,500	4,500	4,500
46,577	37,993	26,175	TOTAL MISCELLANEOUS REVENUE	29,000	29,000	29,000
PLANNING						
CHARGES FOR SERVICES						
21,426	27,290	15,000	LAND USE APPLICATIONS	17,000	17,000	17,000
12,850	5,050	12,000	TRAFFIC STUDIES	13,000	13,000	13,000
1,219	4,599	2,500	PLAN REVIEWS	3,000	3,000	3,000
2,500	0	4,000	ANNEXATIONS	4,350	4,350	4,350
37,995	36,939	33,500	TOTAL CHARGES FOR SERVICES	37,350	37,350	37,350
MISCELLANEOUS REVENUE						
99	746	100	MISCELLANEOUS-PLANNING	100	100	100
99	746	100	TOTAL MISCELLANEOUS REVENUE	100	100	100
PARKS						
CHARGES FOR SERVICES						
220	0	500	PARK RENTALS	500	500	500
220	0	500	TOTAL CHARGES FOR SERVICES	500	500	500
MISCELLANEOUS REVENUE						
3,074	232	0	MISCELLANEOUS-PARKS			0
3,074	232	0	TOTAL MISCELLANEOUS REVENUE			0

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DONATIONS						
0	0	0	DONATIONS-PARKS			0
0	0	0	TOTAL DONATIONS			0
BUILDING						
CHARGES FOR SERVICES						
47,584	129,336	13,500	BUILDING PERMITS	12,000	12,000	12,000
11,208	72,563	0	SCHOOL DISTRICT EXCISE TAX			0
15,316	20,767	1,500	MECHANICAL PERMITS			0
350	350	0	MOBILE HOME PERMITS			0
97,090	99,301	0	PLAN CHECK FEES-STRUCTURAL			0
2,486	796	250	GRADING PERMITS FEE			0
0	0	0	REINSPECTION FEES			0
174,033	323,113	15,250	TOTAL CHARGES FOR SERVICES	12,000	12,000	12,000
PASS THRU REVENUE						
7,930	17,746	0	BUILDING PERMIT SURCHARGE			0
30	30	0	MOBILE HOME SURCHARGE			0
7,960	17,776	0	TOTAL PASS THRU REVENUE			0
RESERVE TRANSFER						
78,430	0	0	RESERVE TRANS FROM TECH RES			0
78,430	0	0	TOTAL RESERVE TRANSFER			0
POLICE						
GRANT REVENUE						
0	29,938	0	GRANT - HOMELAND SECURITY			0
2,200	4,360	3,000	GRANTS - DUII	3,000	3,000	3,000
0	0	0	GRANTS-POLICETRAFFIC			0
5,136	4,280	3,000	GRANT - SEATBELT	3,000	3,000	3,000
0	1,485	1,000	GRANT - PEDESTIAN SAFETY			0
0	0	0	GRANT - EQUIPMENT			0
1,834	2,079	1,000	GRANT - OJP VEST PROGRAM	1,000	1,000	1,000
9,170	42,142	8,000	TOTAL GRANT REVENUE	7,000	7,000	7,000
CHARGES FOR SERVICES						
11,075	11,000	10,000	VEHICLE RELEASE/TOW FEES	10,000	10,000	10,000
6,974	11,525	8,000	ALARM PERMIT FEES	8,000	8,000	8,000
4,094	3,300	4,000	FINGER PRINTING FEES	4,000	4,000	4,000
2,520	1,780	1,500	REPORTS REVENUE	1,500	1,500	1,500
24,663	27,605	23,500	TOTAL CHARGES FOR SERVICES	23,500	23,500	23,500
PASS THRU REVENUE						
14,777	0	0	JUV DIVERSION PASS-THRU			0
14,777	0	0	TOTAL PASS THRU REVENUE			0
MISCELLANEOUS REVENUE						
341	624	0	MISCELLANEOUS-POLICE			0
111,178	58,004	60,188	CSD-SHARED SRO REIMBURSEMT	64,423	64,423	64,423
0	0	0	FEDERAL TASK FORCE REIMBURSEMT			0
0	0	0	COUNTY GREAT PGM REIMBURSEMEN			0
111,519	58,628	60,188	TOTAL MISCELLANEOUS REVENUE	64,423	64,423	64,423

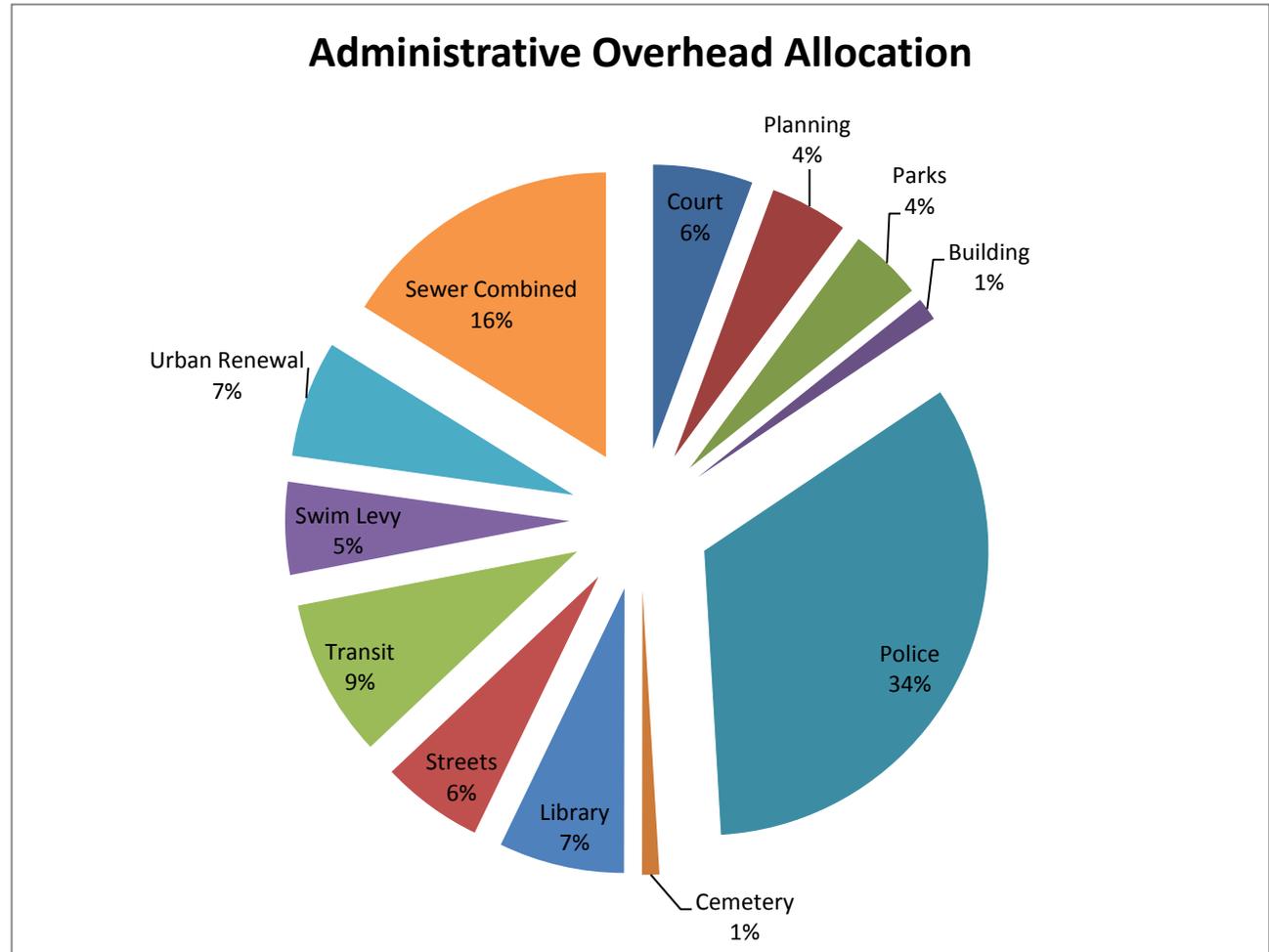
CITY OF CANBY
REVENUES

GENERAL FUND

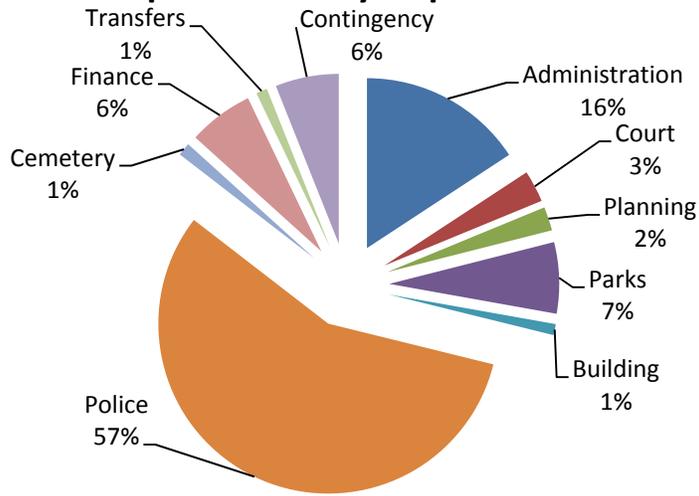
ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DONATIONS						
3,675	2,250	500	DONATIONS-POLICE	500	500	500
25	0	0	DONATIONS-CANINE			0
3,700	2,250	500	TOTAL DONATIONS	500	500	500
CEMETERY						
CHARGES FOR SERVICES						
8,550	9,450	6,750	GRAVE SALES	13,300	13,300	13,300
20,950	25,600	23,700	GRAVE OPEN & CLOSE	32,700	32,700	32,700
7,620	7,920	7,560	LINER SALES	10,100	10,100	10,100
4,538	1,830	2,000	MARKER & MONUMENTS	1,400	1,400	1,400
2,876	5,484	3,000	MAUSOLEUM NAME BARS	4,000	4,000	4,000
6,739	9,327	7,000	MAUSOLEUM SALES	5,600	5,600	5,600
1,870	2,570	2,000	MAUSOLEUM OPEN & CLOSE	3,100	3,100	3,100
53,143	62,181	52,010	TOTAL CHARGES FOR SERVICES	70,200	70,200	70,200
MISCELLANEOUS REVENUE						
3,075	4,050	2,400	MISCELLANEOUS-CEMETERY	4,800	4,800	4,800
3,075	4,050	2,400	TOTAL MISCELLANEOUS REVENUE	4,800	4,800	4,800
DONATIONS						
0	0	0	DONATIONS-CEMETERY			0
0	0	0	TOTAL DONATIONS			0
INTERNAL						
OPERATIONAL TRANSFERS IN						
40,948-	44,501	79,781	O/H FROM BUILDING	19,197	19,197	19,197
56,394	179,242	118,976	O/H FROM LIBRARY FUND	105,423	105,423	105,423
79,174	104,178	133,971	O/H FROM STREET	85,597	85,597	85,597
600	600	600	O/H FROM 911			0
12,771	0	0	O/H FROM LID			0
600	600	600	O/H FROM PARKS DEV			0
600	600	600	O/H FROM LIBRARY ENDOW			0
600	600	600	O/H FROM CPC			0
600	0	0	O/H FROM FORFEITURE			0
16,337	48,212	68,883	O/H FROM TRANSIT	132,985	132,985	132,985
49,931	88,764	97,624	O/H FROM SWIM LEVY	77,600	77,600	77,600
64,920	90,418	47,132	O/H FROM UR	97,969	97,969	97,969
102,297	121,452	160,050	O/H FROM WWTP	163,728	163,728	163,728
68,267	44,422	74,152	O/H FROM COLLECTIONS	45,863	45,863	45,863
0	48,108	75,393	O/H FROM STORMWATER	29,073	29,073	29,073
600	600	600	O/H FROM SEWER RESERVE			0
64,062	0	0	O/H FROM LOG ROAD			0
600	600	600	O/H FROM STREET RESERVE			0
600	0	0	O/H FROM CAPITAL RES			0
478,005	772,897	859,562	TOTAL OPERATIONAL TRANSFERS IN	757,435	757,435	757,435
INTERFUND TRANSFERS						
0	0	0	TRANSFER FROM CLOSED FUNDS			0
100,000	0	0	REVENUE TRANSFER FROM LIBRARY			0
4,000	75,000	0	RESERVE TRANS FROM TECH RES	94,806	94,806	94,806
104,000	75,000	0	TOTAL INTERFUND TRANSFERS	94,806	94,806	94,806
6,852,984	7,258,125	8,238,487	TOTAL FUND REVENUE	8,381,001	8,381,001	8,381,001

ADMINISTRATIVE OVERHEAD ALLOCATIONS 2013-2014

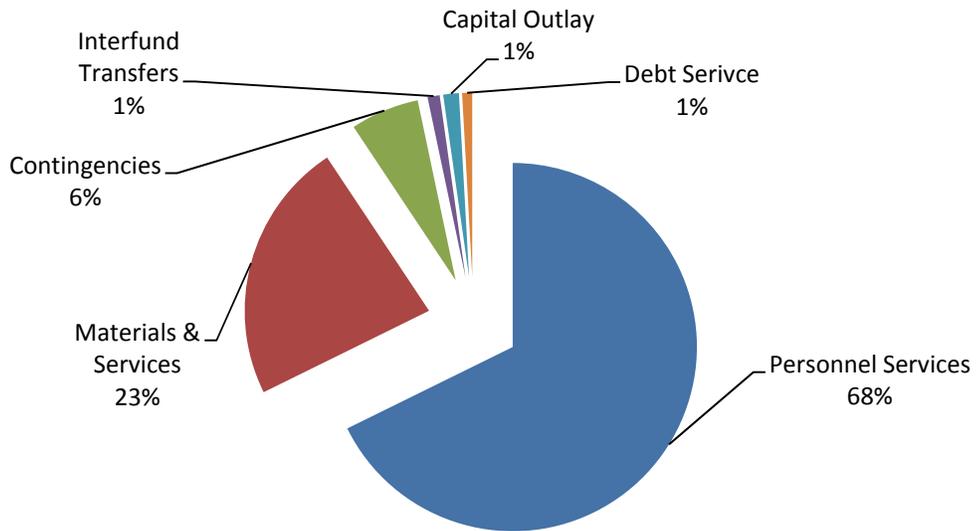
<u>Department</u>	<u>Administrative Overhead Allocation</u>
Court	83,802
Planning	65,572
Parks	61,721
Building	19,197
Police	494,419
Cemetery	14,457
Library	105,423
Streets	85,597
Transit	132,985
Swim Levy	77,600
Urban Renewal	97,969
Sewer Combined	238,664
Total	1,477,406



General Fund 2013-14 Budget Expenditures by Department



General Fund 2013-14 Budget Expenditures by Type



Department Description

This department provides a number of direct and support services for the City organization and City Council. In addition to the overall day-to-day management of all City departments and operations, the City Administrator supervises the City's participation in economic development activities.

Additional responsibilities of the department include Human Resources, administration of the City's Safety and Risk Management programs, and the office of the City Recorder. The department also provides legal counsel to the Mayor and City Council through the office of the City Attorney.

Department personnel provide clerical and staff support for the City Administrator and City Council. Responsibilities include the production and distribution of City Council agendas, packet materials and minutes, public records requests, along with correspondence, elections, records management, preparation of e-news, noise variance requests, issuing small animal permits, sidewalk vending permits, processing business and liquor licenses, municipal code codification, and assistance with citizen inquiries and concerns.

Noteworthy Changes for 2013-2014

- Liability Insurance is estimated to increase is 11% or \$37,450, in addition required appropriation of prior years' accrued deductibles of \$30,085 was budgeted. Calculation of estimated increase excluded the aggregate credit of \$15,000 to be conservative.
- Direct payment of Logging Road loans rather than transfer to the Debt Service Fund, as that fund is recommended for closure.
- Accrual and pass through of PEG capital access fees to OCTS, previously administered from the Capital Projects Reserve Fund which is recommended for closure.

Budget at a Glance

Personal Services - Includes wages and benefits for 5.04 FTEs. An FTE is a full-time equivalent employee.

Materials and Services - Includes office supplies, employee training, memberships in professional organizations for the City and its officers, insurance, contract professional services, printing and publishing costs, codification, and other miscellaneous costs of providing customer service.

Capital Outlay – Funds available to pass through to OCTS as requested for their capital needs.

Transfer - \$70,000 transfer to the Library Fund, amount consistent with prior year to maintain service hours.

Contingency – 7% of personnel services plus materials and services, a 1% increase from PY, transfers/internal charges are excluded as those respective funds have their own contingencies.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
ADMINISTRATION DEPT						
PERSONAL SERVICES:						
122,086	90,804	96,994	CITY ADMINISTRATOR	43,564	43,564	43,564
95,816	165,683	69,156	CITY ATTORNEY	70,188	70,188	70,188
0	90,090	102,286	ASSISTANT CITY ADMINISTRATOR	76,614	76,614	76,614
84,606	0	0	HR-DIRECTOR			0
63,986	56,878	62,618	CITY RECORDER	71,619	71,619	71,619
40,630	32,459	38,423	DEPUTY CITY RECORDER	41,237	41,237	41,237
9,700	9,550	9,600	MAYOR & COUNCIL	9,600	9,600	9,600
18,684	35,910	37,785	OFFICE SPECIALIST II	38,521	38,521	38,521
0	0	5,650	HR ASSISTANT	13,713	13,713	13,713
7,902	3,623	8,180	MAIN STREET PROJECT MGR	4,626	4,626	4,626
45,982	240	0	FACILITIES MAINTENANCE			0
23,567	1,816	3,255	PART TIME/OFFICE SPEC II	2,000	2,000	2,000
0	0	250	OVERTIME	250	250	250
0	0	30,000	RETIREMENT PAYOUT			0
221,150	203,388	207,496	EMPLOYEE BENEFITS	199,984	199,984	199,984
734,111	690,441	671,693	TOTAL PERSONAL SERVICES	571,916	571,916	571,916

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MATERIAL AND SERVICES:						
829	2,089	400	ELECTION			0
21,053	7,152	20,000	PROF/TECH SERVICES	2,000	2,000	2,000
9,858	8,657	8,000	HR-PROFESSIONAL SERVICES	5,200	5,200	5,200
36,000	16,000	26,000	OCTS	26,000	36,000	36,000
11,863	8,652	7,000	HR-LEGAL/LABOR NEGOTIATIONS	7,000	7,000	7,000
7,795	4,001	7,800	HR-RECRUIT/EMPLOY TESTING	7,300	7,300	7,300
2,708	1,481	1,690	CODIFICATION	2,500	2,500	2,500
3,262	0	0	CLEANING SERVICE			0
412	348	4,300	COPIER LEASE & MAINT	4,800	4,800	4,800
1,779	3	500	BUILDING MAINTENANCE			0
6,000	6,000	6,000	GROUND LEASE (ADULT CENTER)	6,000	6,000	6,000
77,787	103,330	186,550	LIABILITY INSURANCE	224,000	224,000	224,000
4,581	8,896	10,000	INSURANCE-PAY OUTS	10,000	10,000	10,000
0	17,026	9,916	LIAB INS DEDUCTIBLE ACCRUED	30,085	30,085	30,085
9,697	9,860	500	COMMUNICATIONS			0
339	254	250	PRINTING & BINDING	600	600	600
4,676	4,041	7,400	MAYOR & CITY COUNCIL	6,450	6,450	6,450
992	0	4,025	MAYOR & CC TRAVEL & TRAINING	4,025	4,025	4,025
415	118	190	MAYOR & CC MEMBERSHIP DUES	195	195	195
6,453	2,970	5,870	ADMIN STAFF TRAVEL & TRAINING	5,200	5,200	5,200
0	0	5,000	ATTORNEY TRAVEL & TRAINING	2,500	2,500	2,500
2,855	3,557	6,000	HR-TRAVEL & TRAINING	4,800	4,800	4,800
15,582	14,779	15,313	ADMIN MEMBERSHIP DUES & FEES	15,761	15,761	15,761
288	252	330	HR-MEMBERSHIP DUES & FEES	545	545	545
0	0	0	INTERNAL CHARGE-FLEET	4,165	4,165	4,165
0	0	0	INTERNAL CHARGE-FACILITIES	139,216	139,216	139,216
0	0	0	INTERNAL CHARGE-TECH SERVICES	23,584	23,584	23,584
10,145	7,569	7,700	SUPPLIES & SERVICES	7,700	7,700	7,700
1,592	0	0	FACILITIES SUPPLIES & SM TOOLS			0
3,507	3,687	5,000	HR-SUPPLIES & SERVICES	5,000	5,000	5,000
32	1,312	4,000	MAIN STREET SUPPLIES & SVCS	6,000	6,000	6,000
5,651	4,898	6,760	DOWNTOWN FLOWER BASKETS	7,800	7,800	7,800
0	0	1,000	VISIONING			0
3,802	0	0	UTILITIES			0
2,795	2,787	2,850	EMPLOYEE RECOGNITION	3,150	3,150	3,150
1,920	679	1,500	HR-RISK MGMT/SAFETY COMMITTEE	4,435	4,435	4,435
137,029	92,936	0	GRANT-AAA FUNDS TO ADULT CENTE			0
0	22,511	517,000	FEMA GRANT PASS-THRU (CU)			0
1,663	0	0	NEWSLETTER			0
393,362	353,218	878,844	TOTAL MATERIAL AND SERVICES	566,011	576,011	576,011
CAPITAL OUTLAY:						
0	0	0	CAPITAL - PEG ACCESS	98,700	98,700	98,700
0	0	0	TOTAL CAPITAL OUTLAY	98,700	98,700	98,700
DEBT:						
0	0	0	LOGGING ROAD PRINCIPLES PHS 1	45,351	45,351	45,351
0	0	0	LOGGING ROAD PRINCIPLE PHS 2	17,797	17,797	17,797
0	0	0	LOGGING ROAD INTEREST PHS 1	5,561	5,561	5,561
0	0	0	LOGGING ROAD INTEREST PHS 2	4,550	4,550	4,550
0	0	0	TOTAL DEBT	73,259	73,259	73,259

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
200,000	113,266	70,000	TRANSFER TO LIBRARY	70,000	70,000	70,000
6,206	5,874	8,300	OP TRANSFER TO FLEET			0
0	99,488	146,341	OP TRANSFER TO FACILITIES			0
0	3,160	0	TRANSFER TO FORFEITURE			0
18,672	13,316	19,132	OP TRANSFER TO TECHNICAL SVC.			0
50,000	0	0	TRANSFER TO TRANSIT			0
0	202,812	188,635	TRANSFER TO DEBT			0
0	10,939	0	TRANSFER TO SEWER RES (LID)			0
30,000	0	0	RESERVE TRANSFER TO FLEET			0
5,000	0	0	RESERVE TRANSFER TO COMPUTER			0
309,878	448,855	432,408	TOTAL TRANSFERS	70,000	70,000	70,000
1,437,350	1,492,514	1,982,945	TOTAL ADMINISTRATION DEPT	1,379,886	1,389,886	1,389,886
OTHER:						
0	0	346,264	CONTINGENCY	515,798	505,798	505,798
0	0	0	UNAPPROP ENDING FUND BALANCE			0
0	0	346,264	TOTAL OTHER	515,798	505,798	505,798

Department Description

The purpose of the Municipal Court Department is to provide effective and efficient application of the judicial process on a fair and equitable basis for the good of the community.

Canby Municipal Court has jurisdiction over all city and state law offenses committed within city limits other than felonies. These include: citations for traffic and parking violations, traffic crimes, misdemeanors, and City code violations directed to the Municipal Court. Court operations include violation and trial docketing; preparation of discovery materials; coordination of trial notices for officers and witnesses; processing collections and victim restitution; oversight of probation and diversion programs.

Staff collects all fines and state and county assessments, and funds are balanced and directed to the proper agency each month.

Noteworthy Changes for 2013-2014

- Court operations moved to Police department facility effective January 1, 2013. This involved a Court program supervision change.
- Due to a banking change, the costs of merchant services fees for accepting credit/debit cards is now shown as an expense rather than being netted against revenue as in previous years.

Budget at a Glance

Personal Services - Includes wages and fringe benefits for 2.50 FTEs. An FTE is a full-time equivalent employee.

Materials and Services - Includes office supplies, postage and forms; interpreter and court appointed attorney costs, employee training and travel, fees for jury, witness and discovery, internal charges for technical services and funding for the helmets and car seats program.

Capital Outlay – None.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
COURT DEPT						
PERSONAL SERVICES:						
2,435	0	0	FINANCE & COURT SRVC DIRECTOR			0
1,627	3,799	3,895	COURT SUPERVISOR	3,192	3,192	3,192
63,484	64,809	41,040	OFFICE SPEC IV			0
0	0	30,181	OFFICE SPEC III			0
41,328	42,336	45,558	MUNICIPAL JUDGE	45,558	45,558	45,558
43,291	29,968	37,965	OFFICE SPECIALIST II	76,590	76,590	76,590
5,692	5,161	7,000	PT COURT SERVICES OFFICER	7,000	7,000	7,000
61,707	49,395	66,460	EMPLOYEE BENEFITS	45,416	45,416	45,416
219,564	195,467	232,099	TOTAL PERSONAL SERVICES	177,756	177,756	177,756
MATERIAL AND SERVICES:						
1,356	1,189	1,450	SOFTWARE SUPPORT/MAINT	2,060	2,060	2,060
3,600	3,800	3,000	INTERPRETER	1,275	1,275	1,275
160	0	500	PROTEM JUDGE	500	500	500
37,800	37,800	41,400	COURT APPOINTED ATTORNEYS	41,400	41,400	41,400
2,830	2,965	3,000	TECHNICAL/ATTORNEY	3,200	3,200	3,200
438	438	0	COMMUNICATIONS	300	300	300
1,387	775	2,300	TRAINING/CONF/TRAVEL	3,180	3,180	3,180
60	120	300	JURY FEES	150	150	150
0	0	100	WITNESS FEES	50	50	50
0	0	0	INTERNAL CHARGE-TECH SERVICES	13,476	13,476	13,476
5,469	5,724	10,500	SUPPLIES & SERVICES	5,555	5,555	5,555
0	9	200	DISCOVERY EXPENSE	75	75	75
0	0	1,600	BANK CHARGES	2,800	2,800	2,800
3,698	0	0	BLDG MAINTENANCE & CLEANING			0
1,192	0	0	UTILITIES			0
1,452	986	2,000	HELMETS & CARSEATS	2,000	2,000	2,000
59,442	53,807	66,350	TOTAL MATERIAL AND SERVICES	76,021	76,021	76,021
CAPITAL OUTLAY:						
0	0	15,650	CAPITAL OFFICE EQUIPMENT			0
0	0	15,650	TOTAL CAPITAL OUTLAY			0
TRANSFERS:						
11,203	13,316	14,349	OP TRANSFER TO TECH SVC.			0
0	2,000	0	RESERVE TRANSFER TO COMPUTERS			0
11,203	15,316	14,349	TOTAL TRANSFERS			0
290,209	264,590	328,448	TOTAL COURT DEPT	253,777	253,777	253,777
OTHER:						
0	0	0	TOTAL OTHER			0

Department Description

The Planning Department works to maintain and improve the quality of the community and life of citizens who live in the community through the provision of land use planning and development services. This includes the dissemination of information and advice as it relates to development, maintenance, and administration of the Comprehensive Plan, other area specific master plans, the Land Development and Zoning Ordinance, coordination of the development review process, and enforcement of land use regulations.

Noteworthy Changes for 2013-2014

- A portion of planning staff salaries is now allocated to streets, parks, collections, and stormwater departments, as representative of the overall city planning work performed.
- Funds provided in professional services line item for consulting assisting with storm water management development review.
- Cash match provided for seeking grant to fund consultant led development of North Redwood Master Plan.

Budget at a Glance

Personal Services - Includes general fund wages and benefits equal to 1.13 FTEs. An FTE is a full-time equivalent employee.

Materials and Services - Includes office supplies, planning commission expenses, employee training, contract professional services, internal charges for technical services and revenue/expense neutral expenses such as annexation and traffic study expenses that are paid by the applicant.

Capital Outlay – none.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PLANNING DEPT						
PERSONAL SERVICES:						
69,362	73,069	86,101	PLANNING DIRECTOR	12,521	12,521	12,521
0	62,870	66,443	SENIOR PLANNER	7,544	7,544	7,544
21,307	15,498	18,031	OFFICE SPECIALIST II	8,103	8,103	8,103
58,184	0	0	PROJECT PLANNER			0
26,878	19,992	30,210	ASSOCIATE PLANNER	29,088	29,088	29,088
9,220	9,816	10,187	CODE ENFORCEMENT OFFICER	10,414	10,414	10,414
62,579	61,919	85,473	EMPLOYEE BENEFITS	34,603	34,603	34,603
247,530	243,163	296,445	TOTAL PERSONAL SERVICES	102,273	102,273	102,273
MATERIAL AND SERVICES:						
0	1,669	1,750	CONTRACT LABOR	750	750	750
2,920	2,281	4,000	ANNEXATION EXPENSES	2,500	2,500	2,500
38,093	8,428	51,500	PROF/TECH SERVICES	42,000	42,000	42,000
1,677	209	500	BUILDING MAINTENANCE			0
11,824	0	0	RENTAL LAND/BUILDING			0
1,653	1,695	315	COMMUNICATIONS	100	100	100
600	236	6,400	MAPPING	700	700	700
225	31	1,050	PLANNING COMMISS. EXPENSES	400	400	400
462	1,566	3,100	TRAVEL & TRAINING	2,100	2,100	2,100
415	551	985	FEES & DUES	900	900	900
0	0	0	INTERNAL CHARGE-TECH SERVICES	16,845	16,845	16,845
11,025	9,203	9,715	SUPPLIES & SERVICES	7,657	7,657	7,657
336	0	0	UTILITIES			0
9,264	7,739	12,000	TRAFFIC STUDY	13,000	13,000	13,000
78,494	33,607	91,315	TOTAL MATERIAL AND SERVICES	86,952	86,952	86,952
TRANSFERS:						
13,071	15,536	14,349	OP TRANSFER TO TECHNICAL SVC.			0
13,071	15,536	14,349	TOTAL TRANSFERS			0
339,095	292,306	402,109	TOTAL PLANNING DEPT	189,225	189,225	189,225
OTHER:						
0	0	0	TOTAL OTHER			0
OTHER:						
0	0	0	TOTAL OTHER			0

Department Description

The purpose of the Park Department is to provide safe, clean, well-maintained recreational facilities that serve the community-wide recreational and leisure activity needs for all ages.

The Park Department is actually a parks maintenance operation, currently funded to provide only the most basic care for existing facilities and the 30 properties that total over 200 acres.

Funding for park operations come from General Fund tax dollars and capital improvements for new park development comes from systems development charges (see Parks Development Fund).

Noteworthy Changes for 2013-2014

- A Senior Planner has been added to the personnel services section of the Parks Department. The Senior Planner spends approximately 624 hours annually on volunteer and parks capital improvement projects.
- A 2% cut was requested of the department's originally requested 13-14 budget. The cuts were taken out of the department's materials and services section and the overtime portion of the personnel services section. The \$10,651 reduction was required to help balance the General Fund budget.
- Anticipated development of Northwoods Park, Northwoods phase II housing development and Canby Dog Park will have implications for operations. Although capital development projects enhance the livability of our city they also take time away from day to day maintenance activities and work against the efforts to close the maintenance deficit gap.
- Work hours previously provided by Community Service crews have dwindled and none can be expected in the coming year. Continued partnerships with Canby Kids, service organizations and volunteers will be vital to the well-being of Canby's parks and open spaces.

Budget at a Glance

Personal Services - Includes wages and benefits for 5.3 FTEs. An FTE is a full-time equivalent employee.

Materials and Services - Includes grounds maintenance supplies, building maintenance supplies, tools, small equipment, internal charges for fleet and technical services and employee training.

Capital Outlay – None (see Parks Development fund for information on projects.)

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PARKS DEPT						
PERSONAL SERVICES:						
4,024	0	0	PUBLIC WORKS DIRECTOR			0
61,493	62,983	64,185	MAINT LEAD WORKER	65,604	65,604	65,604
0	22,061	72,190	PARK MAINTENANCE I	77,308	77,308	77,308
0	0	0	SENIOR PLANNER	22,633	22,633	22,633
86,885	59,675	48,873	PARK UTILITY MAINT II	50,808	50,808	50,808
51,642	52,710	54,001	PARK UTILITY MAINT III	55,176	55,176	55,176
2,584	1,033	5,000	OVERTIME	3,000	3,000	3,000
95,333	104,248	163,955	EMPLOYEE BENEFITS	184,736	184,736	184,736
1,600	1,900	2,000	CLOTHING ALLOWANCE	2,000	2,000	2,000
303,562	304,610	410,204	TOTAL PERSONAL SERVICES	461,265	461,265	461,265
MATERIAL AND SERVICES:						
394	906	1,250	CONTRACT SERVICES	2,500	2,500	2,500
10,252	7,529	10,500	PARKS GROUND MAINTENANCE	9,500	9,500	9,500
5,065	6,884	8,000	PARK BLDG MAINTENANCE	6,100	6,100	6,100
4,273	0	0	MAINT-ADULT CTR BLDG			0
839	4,685	5,000	VANDALISM REPAIR	3,141	3,141	3,141
1,091	1,807	1,775	COMMUNICATIONS	2,000	2,000	2,000
712	460	1,600	TRAINING/CONF/TRAVEL	2,450	2,450	2,450
0	0	0	INTERNAL CHARGE-FLEET	38,870	38,870	38,870
0	0	0	INTERNAL CHARGE-TECH SERVICES	6,738	6,738	6,738
10,455	7,100	11,100	SUPPLIES & SERVICES	10,950	10,950	10,950
9,379	8,024	10,000	PARK EQUIPMENT	8,000	8,000	8,000
17,761	14,020	16,000	UTILITIES	16,000	16,000	16,000
60,221	51,415	65,225	TOTAL MATERIAL AND SERVICES	106,249	106,249	106,249
CAPITAL OUTLAY:						
59,821	7,364	0	EQUIPMENT			0
0	34,739	0	PARK PAVING			0
59,821	42,103	0	TOTAL CAPITAL OUTLAY			0
TRANSFERS:						
59,988	60,229	51,000	OP TRANSFER TO FLEET			0
1,867	2,219	4,783	OP TRANSFER TO TECHNICAL SVC.			0
1,000	0	0	RESERVE TRANSFER TO COMPUTER			0
62,855	62,448	55,783	TOTAL TRANSFERS			0
486,458	460,576	531,212	TOTAL PARKS DEPT	567,514	567,514	567,514
OTHER:						
0	0	0	TOTAL OTHER			0

Department Description

The City of Canby maintains control and responsibility for the Building Inspection Program while contracting all day-to-day operational building permit and inspection functions and activities to Clackamas County through an intergovernmental agreement. The Clackamas County Building Codes Division continues to ensure that the life, health and safety of Canby citizens as they relate to the built environment are protected through the provision of building information and advice to citizens and the professional administration of construction code standards for the benefit of the community.

The Clackamas County Building Codes Division provides plan review, building inspection, grading, and all necessary permitting services – including the collection of fees, storage of building records, and pass through revenue collection of the local Canby school excise tax and the State building surcharge fee. The City of Canby Development Services (Planning & Building) office coordinates simultaneous zoning review and final authorization to the County for the issuance of all building permits to assure conformance with local Zoning and Land Development Code standards and compliance with applicable land use review conditions of approval for new construction and sign permits. Twelve percent of County collected building permit revenue returned to City to assist with coordinating permit activities.

The revenues and expenses of the Building Department are accounted for in the General Fund as required by Oregon law. Shortfalls are absorbed by the General Fund, but surpluses must be held in reserve for Building Department costs. Therefore, unlike other General Fund departments, the Building Department includes interfund transfer costs.

Noteworthy Changes for 2013-2014

- Closed out all but three existing active building permits and related inspections previously handled by the City before building program contracted with county in Dec. 2011 results in significantly reduced contract building inspection services.

Budget at a Glance

Personal Services - Includes wages and benefits for 0.83 FTEs. This staffing level is considered to be the minimum operating level necessary to retain program control, provide administrative oversight and coordination with in-house land use review and approval, and assist with local building code enforcement.

Materials and Services – Includes funds for basic office supplies and internal charges for services for facilities and technical services.

Transfers – To General Fund for administrative and finance overhead.

Capital Outlay – None

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
BUILDING DEPT						
PERSONAL SERVICES:						
17,262	18,045	9,567	PLANNING DIRECTOR	12,521	12,521	12,521
26,827	28,433	22,378	OFFICE SPECIALIST II	22,866	22,866	22,866
3,325	0	0	OFFICE SPEC III			0
75,394	44,855	0	BUILDING OFFICIAL			0
9,220	9,816	10,187	CODE ENFORCEMENT OFFICER	10,414	10,414	10,414
434	0	0	OVERTIME			0
50,325	46,265	26,342	EMPLOYEE BENEFITS	32,089	32,089	32,089
400	0	0	CLOTHING ALLOWANCE			0
183,187	147,413	68,474	TOTAL PERSONAL SERVICES	77,890	77,890	77,890
MATERIAL AND SERVICES:						
0	2,087	550	CONTRACT LABOR	749	749	749
2,237	32,980	4,000	CONTRACT BUILDING INSPECTIONS	750	750	750
648	0	1,000	COMPUTER HW/SW			0
1,493	0	300	BUILDING MAINTENANCE			0
9,917	0	0	RENTAL LAND/BUILDING			0
870	1,008	240	COMMUNICATIONS	100	100	100
782	0	300	TRAINING/CONF/TRAVEL			0
1,709	0	0	MEMBERSHIP DUES & FEES			0
7,670	17,621	0	BUILDING PERMIT SURCHARGE			0
10,759	69,660	0	SCHOOL DISTRICT EXCISE TAX			0
0	0	0	INTERNAL CHARGE-FACILITIES	370	370	370
0	0	0	INTERNAL CHARGE-TECH SERVICES	6,738	6,738	6,738
2,117	2,132	1,150	SUPPLIES & SERVICE	950	950	950
255	0	325	ARCHIVE COSTS	200	200	200
282	0	0	UTILITIES			0
38,738	125,488	7,865	TOTAL MATERIAL AND SERVICES	9,857	9,857	9,857
TRANSFERS:						
40,948	44,501	79,781	O/H TRANSFER TO GENERAL FUND	19,197	19,197	19,197
1,139	1,011	0	OP TRANSFER TO FLEET			0
0	1,906	389	OP TRANSFER TO FACILITIES			0
7,469	4,439	5,979	OP TRANSFER TO TECHNICAL SVC.			0
32,340	51,857	86,149	TOTAL TRANSFERS	19,197	19,197	19,197
189,584	324,758	162,488	TOTAL BUILDING DEPT	106,944	106,944	106,944
OTHER:						
0	0	0	BUILDING RESERVE FUNDS			0
0	0	0	TOTAL OTHER			0

Statement of Purpose

The purpose of the Police Department and each of its employees is to consistently enforce state and local laws, and to promote, preserve and deliver quality law enforcement services to our community in order to assure safety and security to all.

Department Description

The Canby Police Department provides the community with a full range of police services twenty-four hours a day, seven days a week. Emergency calls for service are received by Clackamas County Central Communications (CCOM) located in Oregon City and dispatched to our officers.

The mission of the Canby Police Department is to protect life and property; enhance community safety and improve quality of life by reducing crime and the fear of crime and to perform in such a manner that promotes the public's trust and confidence, sense of safety and security; while ensuring every member is in compliance with the professional standards established by the Oath of Office, Professional Code of Ethics and Department Policies and Directives.

This year's budget focuses on stabilizing and maintaining our current staffing and level of service. Due to budget constraints an entry level police officer position including salary and benefits has been and continues to be unfunded (Frozen) since the 2010-11 FY. This reduction changed our department's authorized strength of sworn police officers; from twenty-five to twenty-four positions.

Noteworthy Changes for 2013-2014

- Capital leases for police vehicles previously recorded in the debt service fund and subsidized by transfers from the general fund have been included in the police department for FY 13-14 and include the addition of 2 new patrol car leases with an approximate annual lease cost of \$25,000 per year for four years.
- The Canby School District plans to fund 50% of the School Resource Officer position for the fiscal year 2013 - 2014. Reimbursement for this position is valued at \$76,342, an approximate \$1,644 increase as compared to fiscal year 2012 - 2013. This position was last funded at 100% in the fiscal year 2010 – 2011.
- In the past, 911 funds were received by the city and deposited to its 911 Emergency Fund. An annual transfer from the Police Department to the 911 Emergency Fund was made in an amount sufficient to subsidize the cost of dispatch services provided by CCOM. However, with the passage of SB 1559 Enrolled, 911 distributions made after January 1, 2013, are required to be paid directly to CCOM. The Police Department is now responsible for paying what is billed for dispatch services which are estimated to be \$155,864 for FY 2013-14.
- The department specific Tech Service Reserves and Capital Reserve Fund are recommended for closure therefore the police department has added capital lines within their budget for Vehicle Mobil Data Computers and Police Bullet Proof Vests, CY expenditures were reduced by half the previous transfers, 10K and 6K respectively, and are not accumulated for future long term replacement.
- A 2% reduction of proposed budgets was required of all general fund departments due to budget constraints. This resulted in a 15% reduction in budgeted overtime over the FY 2012-13 adopted budget and a 13% reduction in materials and services over the FY 2012-13 adopted budget, approximately \$36,000 and \$34,000 respectively.

Budget at a Glance

Personal Services - Includes wages and fringe benefits for 28.55 FTEs. An FTE is a full-time equivalent employee.

Materials and Services - Includes office supplies, employee training, contracted dispatch services, crime prevention expenses, canine expenses, vehicle leases and internal charges for fleet and technical services.

Capital Outlay – Includes budget for Vehicle Mobil Data Computers and Police Bullet Proof Vests.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
POLICE DEPT						
PERSONAL SERVICES:						
112,694	115,029	117,840	POLICE CHIEF	120,432	120,432	120,432
105,315	107,484	110,119	LIEUTENANT	112,548	112,548	112,548
46,629	52,246	56,202	ADMINISTRATIVE ASSISTANT	60,650	60,650	60,650
86,424	81,339	85,268	RECORDS CLERK/OSII	87,291	87,291	87,291
27,661	29,447	30,562	CODE ENFORCEMENT OFFICER	31,241	31,241	31,241
332,168	357,438	361,523	SERGEANTS	372,772	372,772	372,772
559,997	706,580	699,297	PATROL OFFICERS	785,654	785,654	785,654
287,439	316,323	320,140	DETECTIVES	251,898	251,898	251,898
70,655	72,903	74,698	SCHOOL RESOURCE OFFICER	76,342	76,342	76,342
140,382	87,695	76,042	TRAFFIC SAFETY OFFICER	78,766	78,766	78,766
129,997	78,379	78,082	CANINE OFFICERS	79,798	79,798	79,798
64,672	71,424	74,400	GANG OFFICER	76,702	76,702	76,702
54,069	54,827	56,182	PROPERTY & EVIDENCE	57,406	57,406	57,406
10,380	0	0	TEMPORARY ASSISTANT			0
46,920	53,076	60,000	OVERTIME	48,000	48,000	48,000
25,098	32,892	30,000	COURT OVERTIME	25,000	25,000	25,000
30,714	33,744	38,000	HOLIDAY OVERTIME	38,000	38,000	38,000
40,307	54,499	35,000	SIU OVERTIME	32,000	32,000	32,000
41,699	37,477	40,000	TRAINING OVERTIME	30,000	30,000	30,000
3,512	7,267	12,000	TET TRAINING OT	10,000	10,000	10,000
2,433	3,027	10,000	SPECIAL EVENTS OVERTIME	5,000	5,000	5,000
7,896	11,142	10,000	CC SWAT OT	8,000	8,000	8,000
4,739	4,701	7,500	SUPERVISION OVERTIME	6,000	6,000	6,000
3,283	3,734	4,050	GRANT - DUII WAGES EXP	4,050	4,050	4,050
5,212	3,221	4,050	GRANT - SEATBELT WAGES EXP	4,050	4,050	4,050
852	0	1,350	GRANT - PEDESTRIAN/WAGES EXP	1,350	1,350	1,350
0	0	13,200	GRANT - ODOT			0
980,942	1,075,884	1,223,743	EMPLOYEE BENEFITS	1,440,773	1,440,773	1,440,773
13,525	13,225	13,800	UNIFORM CLEANING ALLOWANCE	13,800	13,800	13,800
2,850	2,550	2,400	CLOTHING ALLOWANCE	2,400	2,400	2,400
3,600	3,450	3,450	FOOTWEAR ALLOWANCE	3,450	3,450	3,450
3,242,063	3,471,003	3,648,898	TOTAL PERSONAL SERVICES	3,863,373	3,863,373	3,863,373

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MATERIAL AND SERVICES:						
0	1,385	4,000	PROFESSIONAL SERVICES			0
2,700	2,810	1,500	STORAGE FACILITY RENT			0
0	0	0	VEHICLE LEASE PAYMENTS	95,544	95,544	95,544
11,010	6,098	10,000	INVESTIGATION & INFO	8,000	8,000	8,000
960	1,320	1,000	PRISONERS BOARD & MEDICAL	1,000	1,000	1,000
930	927	1,000	CRIME PREVENTION	1,000	1,000	1,000
1,000	0	0	NEGOTIATIONS			0
28,568	33,705	23,000	COMMUNICATIONS	23,000	23,000	23,000
0	0	0	COUNTY DISPATCH FEES	155,864	155,864	155,864
3,500	2,500	3,500	JUVENILE DIVERSION SERVICES	2,500	2,500	2,500
39,342	31,300	35,000	TRAINING & TRAVEL	32,000	32,000	32,000
24,427	26,670	28,870	FIREARM EQUIPMENT	26,000	26,000	26,000
475	654	5,500	TRAFFIC SAFETY TRAINING	1,000	1,000	1,000
9,534	8,874	7,600	TACTICAL ENTRY TEAM EQUIPMENT	4,000	4,000	4,000
0	0	1,000	E.O.C.	500	500	500
3,107	2,623	12,600	DETECTIVE EQUIPMENT	11,000	11,000	11,000
1,491	1,270	1,500	MEMBERSHIP FEES & DUES	1,000	1,000	1,000
7,062	9,372	15,000	INFORMATION SYSTEM SERVICES	15,000	15,000	15,000
0	0	0	INTERNAL CHARGE-FLEET	264,750	264,750	264,750
0	0	0	INTERNAL CHARGE-TECH SERVICES	131,395	131,395	131,395
38,002	29,920	37,630	SUPPLIES & SERVICES	34,000	34,000	34,000
15,482	17,106	23,000	UNIFORMS & PATROL EQUIPMENT	20,000	20,000	20,000
12,813	0	0	BUILDING MAINT & CLEANING			0
1,862	1,011	1,800	EQUIPMENT REPAIR & MAINT	2,000	2,000	2,000
1,122	195	2,000	RADIO REPAIR	2,000	2,000	2,000
23,030	24,930	25,000	800 RADIO OPERATING FEE	26,830	26,830	26,830
2,239	4,343	4,200	CANINE EXPENSES	2,000	2,000	2,000
3,027	3,761	6,000	TRAFFIC SAFETY EQUIPMENT	4,000	4,000	4,000
5,398	0	0	UTILITIES			0
14,777	0	0	JUV DIVERSION PASS-THRU			0
2,264	1,891	500	DONATIONS-POLICE	500	500	500
1,050	1,050	2,550	ACCREDITATION	1,050	1,050	1,050
255,174	213,715	253,750	TOTAL MATERIAL AND SERVICES	865,933	865,933	865,933
CAPITAL OUTLAY:						
10,117	0	0	CAPITAL OFFICE EQUIPMENT			0
0	12,177	0	EQUIPMENT-800 MEG RADIO			0
0	5,000	0	LEDS SOFTWARE & EQUIPMENT			0
0	18,570	0	EQUIP-HOMELAND SECURITY GRANT			0
0	0	61,918	ODOT GRANT - EQUIPMENT			0
0	0	0	EQUIP - COMPUTER/SOFTWARE	10,000	10,000	10,000
0	0	0	EQUIP - VESTS	6,000	6,000	6,000
10,117	35,747	61,918	TOTAL CAPITAL OUTLAY	16,000	16,000	16,000
TRANSFERS:						
301,175	241,681	315,000	OP TRANSFER TO FLEET			0
50,000	0	72,000	OP TRANSFER TO 911			0
39,212	42,168	86,095	OP TRANSFER TO TECHNICAL SVC.			0
5,000	5,000	20,000	RESERVE TRANSFER TO COMPUTER			0
12,400	12,400	0	RESERVE TRANSFER TO CAPITAL			0
407,787	301,249	493,095	TOTAL TRANSFERS			0
3,915,141	4,021,715	4,457,661	TOTAL POLICE DEPT	4,745,306	4,745,306	4,745,306
OTHER:						

Department Description

Zion Memorial Cemetery is owned by the City and is currently operated by a contract sexton. KR Maintenance conducts all sales and burial services, maintains records on-site, provides and services all equipment, and does building maintenance for the Cemetery facilities. The sexton provides weekly mowing, edging, and trimming during the growing months. Turf maintenance and shrub and tree maintenance are done seasonally.

Noteworthy Changes for 2013-2014

- Cemetery recording duties are being transferred back to the City Recorder's office from the Finance Department.

Budget at a Glance

Personal Services – Includes wages and fringe benefits for 0.05 FTE for recording services. An FTE is a full time equivalent employee. The land maintenance and operation is provided by contract service.

Materials and Services - Includes the cost of contract services with KR Maintenance, miscellaneous small expenses and refunds. All maintenance and equipment costs are covered by the sexton's contract.

Capital Outlay – None.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CEMETERY DEPT						
PERSONAL SERVICES:						
2,850	3,056	3,223	OFFICE SPECIALIST IV			0
0	0	0	OFFICE SPECIALIST II	2,027	2,027	2,027
992	1,490	1,848	EMPLOYEE BENEFITS	1,957	1,957	1,957
3,842	4,545	5,071	TOTAL PERSONAL SERVICES	3,984	3,984	3,984
MATERIAL AND SERVICES:						
92,189	93,110	91,900	CONTRACTUAL AGREEMENT	94,800	94,800	94,800
557	225	1,000	MISCELLANEOUS	500	500	500
1,050	6,090	8,400	REFUNDS	4,000	4,000	4,000
93,796	99,425	101,300	TOTAL MATERIAL AND SERVICES	99,300	99,300	99,300
TRANSFERS:						
24,636	0	0	MAUSOLEUM PAYBACK			0
24,636	0	0	TOTAL TRANSFERS			0
122,274	103,970	106,371	TOTAL CEMETERY DEPT	103,284	103,284	103,284
OTHER:						
0	0	0	TOTAL OTHER			0

Department Description

The Finance Department manages the City's finances, and provides financial information to the Council, City Administrator, and Department Directors. The Finance Department is made up of the following accounting operations: general ledger, payroll, cash operations, fixed assets, accounts payable, accounts receivable, improvement districts, transit tax and utility billing, as well as ongoing financial analysis and investment as needed. The department prepares the annual budget and the Comprehensive Annual Financial Report (CAFR). Each year's CAFR is audited by a firm of independent CPAs.

Noteworthy Changes for 2012-2013

- None

Budget at a Glance

Personal Services - Includes wages and benefits for 3.9 FTEs whose work benefits all departments of the City. An FTE is a full-time equivalent employee. The cost of an additional 2.1 FTEs working in Finance are charged to Transit (tax collection), Streets/Sewer (utility billing), and Administration (HR).

Materials and Services - Includes office supplies and equipment, employee training, professional services, printing and binding, software maintenance agreements, bank service fees, internal charges for technical services and auditing.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FINANCE DEPT						
PERSONAL SERVICES:						
85,381	92,148	101,097	FINANCE DIRECTOR	89,083	89,083	89,083
54,708	58,057	61,246	OFFICE SPECIALIST IV	67,860	67,860	67,860
79,914	66,322	73,513	OFFICE SPECIALIST III	69,501	69,501	69,501
21,772	27,714	32,037	OFFICE SPECIALIST II	31,423	31,423	31,423
99,031	113,083	133,215	EMPLOYEE BENEFITS	158,716	158,716	158,716
340,806	357,324	401,108	TOTAL PERSONAL SERVICES	416,583	416,583	416,583
MATERIAL AND SERVICES:						
21,106	5,250	9,500	PROF/TECH SERVICE	7,000	7,000	7,000
3,920	4,050	4,000	PROF SRVTITLE LIEN SEARCH COST	4,000	4,000	4,000
26,975	29,603	30,300	AUDITING	28,000	28,000	28,000
12,559	9,737	14,200	SOFTWARE MAINTENANCE	13,590	13,590	13,590
955	490	1,350	REPAIRS & MAINTENANCE			0
3,519	3,485	3,500	COPIER LEASE & MAINT	3,500	3,500	3,500
0	525	0	COMMUNICATIONS			0
38	288	500	PUBLICATIONS/BOOKS	510	510	510
1,393	992	3,300	PRINTING & BINDING	2,000	2,000	2,000
1,021	2,633	5,500	TRAINING/CONF/TRAVEL	4,000	4,000	4,000
290	390	600	MEMBERSHIP DUES & FEES	1,500	1,500	1,500
0	0	0	INTERNAL CHARGE-TECH SERVICES	23,584	23,584	23,584
6,110	4,037	8,000	SUPPLIES & SERVICE	6,000	6,000	6,000
6,920	7,815	8,150	BANK CHARGES	8,000	8,000	8,000
35-	30	0	CASH OVER & SHORT			0
147	44	2,500	MISC OFFICE EQUIPMENT	1,000	1,000	1,000
2,580	154	250	BLDG MAINTENANCE & CLEANING			0
0	368	500	SOFTWARE			0
1,379	0	0	UTILITIES			0
88,876	69,890	92,150	TOTAL MATERIAL AND SERVICES	102,684	102,684	102,684
TRANSFERS:						
7,469	13,316	14,349	OP TRANSFER TO TECHNICAL SVC.			0
0	10,500	7,000	RESERVE TRANSFER TO COMPUTER			0
7,469	23,816	21,349	TOTAL TRANSFERS			0
437,150	451,031	514,607	TOTAL FINANCE DEPT	519,267	519,267	519,267
OTHER:						
0	0	0	TOTAL OTHER			0
7,217,262	7,411,459	8,832,105	TOTAL FUND EXPENDITURES	8,381,001	8,381,001	8,381,001

SPECIAL REVENUE FUNDS

Statement of Purpose

The purpose of the Library Fund is to provide dynamic, relevant, efficient and cost-effective library services to Canby residents of all ages.

Department Description

The Library Department provides a wealth of resources designed to address the community's educational, informational, cultural and recreational needs. In addition to offering free access to books, e-books, DVDs, audio books and online resources from the 13-member LINCC (Libraries in Clackamas County) network at www.lincc.org, the library also offers reference help, free internet access via WiFi and public computers, book groups, community forums and cultural events. Services to children and families include storytimes, family-oriented events, Summer Reading and a homework center. The library's service area is roughly equivalent to the boundaries of the Canby School District.

Funding for the library comes from the permanent library district Clackamas County voters approved in 2008, as well as the city's General Fund, donations from individuals and from the Friends of the Library.

Noteworthy Changes for 2013-14

- Revenue from the Clackamas County Library District is expected to increase from \$696,730 in FY12-13 to \$711,418, estimated revenue provided by Clackamas County.
- Cash Carryover includes restricted funds for the new library, including \$1 million from Clackamas County, funds transferred from the Library Endowment Fund and funds raised from individual donors and businesses thus far.

Budget at a Glance

Personal Services - Includes wages and benefits for 8.83 FTEs. An FTE is a full-time equivalent employee.

Materials and Services – Includes purchases of new library books and other materials, office supplies, building maintenance costs, employee training costs, internal charges for facilities and technical services and other expenses.

Transfers – Includes the cost of services provided by Administration and Finance. Restricted funds dedicated to the new library including grants and gifts already received are expected to be transferred to the project fund when needed in 2013-14.

Capital Outlay – None

Contingency – Is approximately 7% of personnel services plus materials and services.

CITY OF CANBY
REVENUES

LIBRARY FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
740,304	753,412	696,730	CC LIBRARY DISTRICT	711,418	711,418	711,418
740,304	753,412	696,730	TOTAL PROPERTY TAXES	711,418	711,418	711,418
GRANT REVENUE						
11,638	75,134	3,000	GRANTS-LIBRARY	3,000	3,000	3,000
11,638	75,134	3,000	TOTAL GRANT REVENUE	3,000	3,000	3,000
CHARGES FOR SERVICES						
2,046	2,371	2,000	LOST BOOK REVENUE	2,500	2,500	2,500
1,343	1,981	1,500	COPIER RECEIPTS	2,000	2,000	2,000
3,389	4,352	3,500	TOTAL CHARGES FOR SERVICES	4,500	4,500	4,500
MISCELLANEOUS REVENUE						
24,013	25,486	23,000	MISCELLANEOUS-LIBRARY	23,000	23,000	23,000
24,013	25,486	23,000	TOTAL MISCELLANEOUS REVENUE	23,000	23,000	23,000
INTEREST REVENUES						
1,513	1,125	400	INTEREST REVENUES	3,700	3,700	3,700
1,513	1,125	400	TOTAL INTEREST REVENUES	3,700	3,700	3,700
DONATIONS						
6,698	9,937	7,500	DONATIONS-LIBRARY	3,500	3,500	3,500
11,391	13,316	14,000	DONATIONS-FOL SPECIAL DRIVE	13,000	13,000	13,000
0	0	0	DONATIONS-NEW LIBRARY BUILDING			0
18,090	23,253	21,500	TOTAL DONATIONS	16,500	16,500	16,500
OPERATIONAL TRANSFERS IN						
200,000	113,266	70,000	TRANSFER FROM GENERAL FUND	70,000	70,000	70,000
200,000	113,266	70,000	TOTAL OPERATIONAL TRANSFERS IN	70,000	70,000	70,000
INTERFUND TRANSFERS						
0	0	0	TRANSFER FROM LIBRARY ENDOW			0
0	0	0	TOTAL INTERFUND TRANSFERS			0
CASH CARRYOVER						
0	0	206,061	CASH CARRYOVER	1,313,267	1,313,267	1,313,267
0	0	206,061	TOTAL CASH CARRYOVER	1,313,267	1,313,267	1,313,267
998,947	996,027	1,024,191	TOTAL FUND REVENUE	2,145,385	2,145,385	2,145,385
OTHER:						

CITY OF CANBY
EXPENDITURES

LIBRARY FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LIBRARY EXPENDITURES						
PERSONAL SERVICES:						
84,878	89,593	94,540	LIBRARY DIRECTOR	100,495	100,495	100,495
40,363	37,544	41,529	LIBRARY OFFICE SPEC I	42,105	42,105	42,105
118,593	130,099	136,201	OFFICE SPECIALIST II	142,524	142,524	142,524
63,494	64,809	66,398	LIBRARY COORDINATOR	67,860	67,860	67,860
83,246	81,665	44,756	TECH REF LIBRARIAN	45,732	45,732	45,732
0	16,108	50,998	REFERENCE/ACCESS LIBRARIAN	34,829	34,829	34,829
15,087	33,007	0	BILINGUAL LIBRARIAN			0
17,360	19,247	19,240	LIBRARY PAGE (SHELVERS)	19,500	19,500	19,500
139,325	172,093	177,716	EMPLOYEE BENEFITS	205,289	205,289	205,289
562,346	644,165	631,378	TOTAL PERSONAL SERVICES	658,334	658,334	658,334
MATERIAL AND SERVICES:						
6,929	1,141	0	COMPUTER HARDWARE/SOFTWARE	10,000	10,000	10,000
4,039	5,700	0	PROFESSIONAL SERVICES			0
11,169	0	0	BUILDING MAINTENANCE			0
3,238	2,610	0	COMMUNICATIONS			0
842	2,346	1,000	TRAVEL & TRAINING	1,000	1,000	1,000
0	0	0	INTERNAL CHARGE-FACILITIES	28,779	28,779	28,779
0	0	0	INTERNAL CHARGE-TECH SERVICES	13,476	13,476	13,476
14,887	19,726	18,600	SUPPLIES & SERVICES	13,000	13,000	13,000
18,252	18,466	8,000	AUDIO MATERIALS	6,500	6,500	6,500
18,656	19,897	15,000	VISUAL MATERIALS	11,000	11,000	11,000
0	0	10,000	ELECTRONIC MATERIALS	12,000	12,000	12,000
7,807	0	0	UTILITIES			0
20,051	0	0	MCNAUGHTONS (BEST SELLERS)			0
64,382	85,234	64,000	BOOKS	48,000	48,000	48,000
85	49	500	LOST BOOKS REFUNDS	500	500	500
3,448	2,487	3,000	PERIODICALS (MAGAZINES)	2,700	2,700	2,700
6,792	4,790	3,000	GRANTS-LIBRARY EXPENDED	3,000	3,000	3,000
0	6,004	0	STATE LIBRARY GRANT			0
76	974	7,500	DONATIONS-LIBRARY EXPENDED	3,500	3,500	3,500
9,779	12,297	14,000	DONATIONS EXPENDED FOL	13,000	13,000	13,000
190,432	181,721	144,600	TOTAL MATERIAL AND SERVICES	166,455	166,455	166,455
TRANSFERS:						
56,394	179,242	118,976	O/H TO GENERAL FUND	105,423	105,423	105,423
0	31,503	30,252	OP TRANSFER TO FACILITIES			0
21,286	11,097	7,175	OP TRANSFER TO TECH SVCS.			0
100,000	0	0	TRANSFER TO GENERAL FUND			0
0	0	0	TRANSFER TO BUILDING PROJECT	1,155,511	1,155,511	1,155,511
177,680	221,842	156,403	TOTAL TRANSFERS	1,260,934	1,260,934	1,260,934
930,458	1,047,728	932,381	TOTAL LIBRARY EXPENDITURES	2,085,723	2,085,723	2,085,723

CITY OF CANBY
EXPENDITURES

LIBRARY FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			OTHER:			
0	0	91,810	CONTINGENCY	59,662	59,662	59,662
0	0	0	UNAPPROP ENDING FUND BALANCE			0
0	0	91,810	TOTAL OTHER	59,662	59,662	59,662
930,458	1,047,728	1,024,191	TOTAL FUND EXPENDITURES	2,145,385	2,145,385	2,145,385

Department Description

The Street Department is responsible for street construction and maintenance, and all related aspects of the public streets, alleys and rights-of-way. Tasks include paving, oiling, chip sealing, overlaying, sweeping, patching, striping lanes and crosswalks, landscaping and spraying the rights-of-way, creating and repairing street signs and maintaining City parking lots. Streetlights are also serviced and maintained.

The primary funding source for this fund is State Highway apportionment. Street maintenance fee revenues are collected in this fund but are transferred, net of billing and collections costs, to the Street Reserve Fund. Local gas taxes are collected here as well; 20% is retained in the fund to be used for repairs, signage, and other costs of maintenance performed by staff, and 80% is transferred to the Street Reserve.

Noteworthy Changes for 2013-2014

- The cost of the street sweeper capital lease will now be paid directly from this fund rather than being transferred to the Debt Service fund which is being closed.
- The City Administrator is directly supervising the lead supervisor and operations of this department therefore it was determined that a portion of the Administrator's salary and benefits should be directly allocated to this department.
- A portion of planning staff salaries is now allocated to streets, parks, collections, and stormwater departments, as representative of the overall city planning work performed.

Budget at a Glance

Personal Services - Includes wages and benefits for 5.33 FTEs. An FTE is a full-time equivalent employee.

Materials and Services - Includes office supplies, street light utilities and repairs, cell phones, equipment rentals, street signs, consulting engineer, street preventive maintenance, curb/sidewalk repair, street and right-of-way maintenance supplies, materials and related services, training and education, , safety items, internal charges for fleet, facilities and technical services and other miscellaneous department expenses.

Transfers - Includes charges for finance and administrative services and transfers to the street reserve fund for capital projects.

Capital Outlay – \$70,000 is budgeted for new truck for the Streets crew. This vehicle would be equipped with a service body with bucket lift. The streets crew does not currently have a service truck. The vehicle would serve many purposes such as street light repair, tree pruning and street signs.

Contingency – Is 15% of personnel services plus materials and services less internal charges.

CITY OF CANBY
REVENUES

STREETS FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
INTERGOVERNMENTAL						
752,894	862,247	870,000	STATE HIGHWAY FUND	890,100	890,100	890,100
302,662	258,359	253,000	LOCAL GAS TAX	208,400	208,400	208,400
526,054	527,109	528,000	ST MAINT FEE	527,000	527,000	527,000
0	454,637	0	FEDERAL FUND EXCHANGE			0
10,685	9,740	7,198	CONSTRUCTION EXCISE TAX	33,600	33,600	33,600
1,592,294	2,112,091	1,658,198	TOTAL INTERGOVERNMENTAL	1,659,100	1,659,100	1,659,100
CHARGES FOR SERVICES						
100	0	500	STREET REPAIRS			0
2,716	3,113	3,000	EROSION CONTROL FEES	4,000	4,000	4,000
1,700	900	1,300	STREET EXCAVATION/OPENING FEE	1,300	1,300	1,300
4,516	4,013	4,800	TOTAL CHARGES FOR SERVICES	5,300	5,300	5,300
MISCELLANEOUS REVENUE						
2,995	1,859	1,200	MISCELLANEOUS REVENUE	400	400	400
2,995	1,859	1,200	TOTAL MISCELLANEOUS REVENUE	400	400	400
INTEREST REVENUES						
2,305	3,448	3,000	INTEREST REVENUES	3,700	3,700	3,700
2,305	3,448	3,000	TOTAL INTEREST REVENUES	3,700	3,700	3,700
CASH CARRYOVER						
0	0	601,393	CASH CARRYOVER	464,138	464,138	464,138
0	0	601,393	TOTAL CASH CARRYOVER	464,138	464,138	464,138
1,602,109	2,121,411	2,268,591	TOTAL FUND REVENUE	2,132,638	2,132,638	2,132,638
OTHER:						

CITY OF CANBY
EXPENDITURES

STREETS FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STREETS EXPENDITURES						
PERSONAL SERVICES:						
0	0	0	CITY ADMINISTRATOR	21,782	21,782	21,782
0	0	0	PLANNING DIRECTOR	25,041	25,041	25,041
20,122	0	0	PUBLIC WORKS MANAGER			0
0	0	0	SENIOR PLANNER	22,633	22,633	22,633
24,794	26,378	29,091	OFFICE SPECIALIST II	33,778	33,778	33,778
21,479	23,052	24,504	OFFICE SPECIALIST III	25,793	25,793	25,793
90,398	61,090	47,821	PUBLIC WORKS II	50,829	50,829	50,829
51,642	84,614	107,484	PUBLIC WORKS III	105,052	105,052	105,052
24,667	43,849	32,147	PUBLIC WORKS LEAD MAN	33,791	33,791	33,791
627	111	2,000	OVERTIME	2,000	2,000	2,000
118,551	134,745	157,905	EMPLOYEE BENEFITS	214,031	214,031	214,031
1,036	960	1,600	CLOTHING ALLOWANCE	1,600	1,600	1,600
353,315	374,798	402,552	TOTAL PERSONAL SERVICES	536,330	536,330	536,330
MATERIAL AND SERVICES:						
360	626	0	CONTRACT LABOR-UTILITY BILLING			0
9,789	3,591	8,000	CONSULTANT ENGINEER	12,000	12,000	12,000
0	1,013	2,700	SOFTWARE MAINTENANCE	1,700	1,700	1,700
960	0	1,500	CURB/SIDEWALK REPAIR	1,500	1,500	1,500
313	0	0	BUILDING MAINTENANCE			0
53,508	57,524	55,000	STREET LIGHTING & MAINT	60,000	60,000	60,000
24,670	16,472	18,000	STREET MAINTENANCE	18,000	18,000	18,000
0	161	1,500	EQUIPMENT RENTAL	1,500	1,500	1,500
2,587	0	0	SPACE COSTS-UTILITY BILLING			0
0	0	0	SWEEPER LEASE	42,455	42,455	42,455
818	784	800	COPIER LEASE & MAINT	800	800	800
35,839	34,376	35,950	STREET MAINT BILLING	36,000	36,000	36,000
6,590	9,288	8,000	STREET SIGNING	8,000	8,000	8,000
9,239	3,783	6,000	STREET MARKING & STRIPING	6,000	6,000	6,000
2,574	2,885	1,600	COMMUNICATIONS	2,000	2,000	2,000
0	0	300	PUBLICATIONS	300	300	300
525	635	2,500	TRAVEL & TRAINING	1,500	1,500	1,500
233	175	500	MEMBERSHIP DUES & FEES	500	500	500
0	0	0	INTERNAL CHARGE-FLEET	124,550	124,550	124,550
0	0	0	INTERNAL CHARGE-FACILITIES	22,683	22,683	22,683
0	0	0	INTERNAL CHARGE-TECH SERVICES	16,845	16,845	16,845
9,502	5,163	4,150	SUPPLIES & SERVICES	4,150	4,150	4,150
212	0	500	SNOW & ICE REMOVAL			0
1,995	1,591	2,000	SMALL TOOLS	3,000	3,000	3,000
274	240	0	UNIFORMS			0
1,191	18	150	CLEANING / SUPPLIES	150	150	150
1,149	553	950	SAFETY SUPPLIES	950	950	950
757	692	25,160	TREE REPLACEMENT	2,000	2,000	2,000
6,121	4,998	16,000	LANDSCAPING 2ND AVE	10,000	10,000	10,000
7,132	3,367	4,300	UTILITIES	5,500	5,500	5,500
830-	2,604	6,000	BAD DEBT EXPENSE			0
175,507	150,539	201,560	TOTAL MATERIAL AND SERVICES	382,083	382,083	382,083
CAPITAL OUTLAY:						
0	0	34,000	EQUIPMENT	70,000	70,000	70,000
0	1,144	0	SOFTWARE/COMPUTER EQUIP			0
0	1,144	34,000	TOTAL CAPITAL OUTLAY	70,000	70,000	70,000

CITY OF CANBY
EXPENDITURES

STREETS FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
79,174	104,178	133,971	O/H TRANSFER TO GENERAL FUND	85,597	85,597	85,597
119,657	110,598	145,500	OP TRANSFER TO FLEET			0
0	27,428	23,844	OP TRANSFER TO FACILITIES			0
5,602	7,768	10,762	OP TRANSFER TO TECHNICAL SVC.			0
0	42,455	42,455	TRANSFER TO DEBT SERVICE			0
0	0	328,000	RESERVE TRANSFER TO STREET	348,778	348,778	348,778
0	454,637	0	RES TRANS - FED FUND EX			0
441,580	443,964	437,000	RES TRANS - ST MAINT FEE	430,000	430,000	430,000
268,753	206,687	202,400	RES - CANBY GAS TAX	166,700	166,700	166,700
914,765	1,397,714	1,323,932	TOTAL TRANSFERS	1,031,075	1,031,075	1,031,075
1,443,588	1,924,194	1,962,044	TOTAL STREETS EXPENDITURES	2,019,488	2,019,488	2,019,488
OTHER:						
0	0	306,547	STREETS CONTINGENCY	113,150	113,150	113,150
0	0	0	UNAPPROP ENDING FUND BALANCE			0
0	0	306,547	TOTAL OTHER	113,150	113,150	113,150
1,443,588	1,924,194	2,268,591	TOTAL FUND EXPENDITURES	2,132,638	2,132,638	2,132,638

Special Revenue Fund

Cemetery Perpetual Care

Department Description

The Cemetery Perpetual Care Fund exists to provide for the future care of the Zion Memorial Park Cemetery once operational revenues from sales and activities cease.

Sources of revenue for the fund are charges for perpetual care fees, which are collected when cemetery property is sold, and interest. With Resolution 1109 in 2011, Council formalized commitment of the fund balance to the purposes and uses for which the fund was established.

Noteworthy Changes for 2013-2014

None

CITY OF CANBY
REVENUES

CEMETERY PERPETUAL CARE FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CHARGES FOR SERVICES						
13,750	15,505	10,600	PERPETUAL CARE: CURRENT SALES	21,000	21,000	21,000
13,750	15,505	10,600	TOTAL CHARGES FOR SERVICES	21,000	21,000	21,000
INTEREST REVENUES						
3,485	3,951	3,500	INTEREST REVENUES	4,600	4,600	4,600
3,485	3,951	3,500	TOTAL INTEREST REVENUES	4,600	4,600	4,600
DONATIONS						
75	0	0	DONATIONS			0
75	0	0	TOTAL DONATIONS			0
INTERFUND LOAN TRANSFERS						
24,636	24,636	24,636	TRNSFR MAUSOLEUM IF LOANS			0
24,636	24,636	24,636	TOTAL INTERFUND LOAN TRANSFERS			0
CASH CARRYOVER						
0	0	783,757	CASH CARRYOVER	834,049	834,049	834,049
0	0	783,757	TOTAL CASH CARRYOVER	834,049	834,049	834,049
41,946	44,092	822,493	TOTAL FUND REVENUE	859,649	859,649	859,649
OTHER:						

CITY OF CANBY
EXPENDITURES

CEMETERY PERPETUAL CARE FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CEMETERY PERPETUAL CARE EXPEND						
TRANSFERS:						
600	600	600	O/H TO GENERAL FUND			0
600	600	600	TOTAL TRANSFERS			0
600	600	600	TOTAL CEMETERY PERPETUAL CARE			0
OTHER:						
0	0	0	CONTINGENCY			0
0	0	821,893	UNAPPROP ENDING FUND BALANCE	859,649	859,649	859,649
0	0	821,893	TOTAL OTHER	859,649	859,649	859,649
600	600	822,493	TOTAL FUND EXPENDITURES	859,649	859,649	859,649

Special Revenue Fund

Forfeiture

Department Description

The Forfeiture Fund exists to accumulate and account for assets received by the Police Department as a result of Federal and State drug forfeitures.

Proceeds from the forfeiture of property due to drug arrests are placed into a Federal and State fund. These proceeds can only be used for drug enforcement and equipment. By law, only funds in hand can be budgeted. If additional funds are obtained during the course of the year, a supplemental budget would be required to appropriate the funds.

Noteworthy Changes for 2013-2014

- None

CITY OF CANBY
REVENUES

FORFEITURE FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
0	0	1,000	FORFEITURE FUNDS-FEDERAL			0
12,440	1,181	1,000	FORFEITURE FUNDS-STATE			0
12,440	1,181	2,000	TOTAL MISCELLANEOUS REVENUE			0
			INTEREST REVENUES			
20	24	20	INTEREST EARNED-FEDERAL			0
40	35	40	INTEREST EARNED-STATE			0
139	191	50	INTEREST EARNED-MISC			0
198	250	110	TOTAL INTEREST REVENUES			0
			TRANSFERS IN			
0	3,160	0	TRANSFER FROM GENERAL FUND			0
0	3,160	0	TOTAL TRANSFERS IN			0
			CASH CARRYOVER			
0	0	14,008	CASH CARRYOVER	36,781	36,781	36,781
0	0	14,008	TOTAL CASH CARRYOVER	36,781	36,781	36,781
12,638	4,591	16,118	TOTAL FUND REVENUE	36,781	36,781	36,781
			OTHER:			

CITY OF CANBY
EXPENDITURES

FORFEITURE FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FORFEITURE EXPENDITURES						
MATERIAL AND SERVICES:						
0	0	21,590	SUPPLIES & SERVICES-FEDERAL	11,876	11,876	11,876
12,653	1,915	37,528	SUPPLIES & SERVICE-STATE	24,905	24,905	24,905
12,653	1,915	59,118	TOTAL MATERIAL AND SERVICES	36,781	36,781	36,781
TRANSFERS:						
600	0	0	O/H TRANSFER TO GENERAL FUND			0
600	0	0	TOTAL TRANSFERS			0
13,253	1,915	59,118	TOTAL FORFEITURE EXPENDITURES	36,781	36,781	36,781
OTHER:						
0	0	0	TOTAL OTHER			0
13,253	1,915	59,118	TOTAL FUND EXPENDITURES	36,781	36,781	36,781

Statement of Purpose

The purpose of the Transit Department is to provide reliable transportation to the general public, elderly and disabled.

Department Description

The Transit Department is responsible for providing transit service within the City of Canby and to other selected areas. Other responsibilities of the Department include overseeing contract services, maintaining community relations, and participation in city planning efforts. The Transit Department directly addresses council goal #2 by providing a valuable public service. The Department also addresses goal #4 by providing a website presence (in English and Spanish), a strong focus on customer service; regular communication and coordination with county, state, and federal agencies; and collaboration with transit related community groups, organizations and special districts.

Noteworthy Changes for 2013-14

- Personal services costs include a .9 FTE for transit billing and collections and 2 FTE for transit management and administrative support.
- Transit management (Director Position) changed from personal services contract to an employee position.
- Bus Storage Rent line increased to cover lease/rent/housing expenses following the move from the existing office space.
- MV Transportation, Inc. (MV) began contract negotiation by proposing a 20% increase due to operating at a loss for the first 2 years of the contract. The contract covers the provision of transit services which includes: drivers, dispatchers and their supervision. As of the publication of the proposed budget contract negotiations were still in-process.

Budget at a Glance

Grants – Both operating grant funds and capital grant funds are provided through various Federal Transit Administration grant programs (5309, 5310 & 5311). Additionally, Oregon’s Special Transportation Fund provides an operating grant to provide transportation for the elderly and people with disabilities.

Personal Services - Includes wages and fringe benefits for 2.9 FTE’s. An FTE is a full-time equivalent employee.

Materials and Services - Includes the cost of office space and supplies, printing costs, marketing, internal charges for fleet, facilities and technical services, and the contract service that operates the buses.

Transfers - Includes charges for finance and administrative services and transfers to the Sewer Fund for repayment of an inter-fund loan.

Capital Outlay – Includes matching funds of 10.27% to 20% as required by Federal Transit Administration grants. The “vehicles” line includes funds for 2 heavy duty replacement vehicles and a minivan purchase scheduled for 2012-13 that was delayed. The “Bus Shelters” line includes funds for the installation of bus stop signs which was also scheduled for 2012-13 and was delayed.

Contingency – Is approximately 33% of personnel services plus materials and services less internal charges.

CITY OF CANBY
REVENUES

TRANSIT FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GRANT REVENUE						
158,952	139,052	132,664	GRANT - STF/STO	115,704	115,704	115,704
0	0	35,074	GRANT - 5309	15,924	15,924	15,924
234,590	232,243	255,467	GRANT - 5311	342,344	342,344	342,344
132,224	0	0	GRANT - ARRA 5311			0
0	145,714	0	GRANT - DEPT OF ENERGY			0
68,512	81,583	81,583	GRANT - JARC 5316			0
21,237	228,589	0	GRANT-JTA 5310			0
0	42,948	66,220	GRANT-STF DISCR-PREVENT MAINT	66,220	66,220	66,220
131,894	0	74,027	GRANT - DISCRETIONARY CAPITAL	684,856	684,856	684,856
0	50,000	56,959	GRANT -STF DISCRET OPER	55,000	55,000	55,000
747,409	920,129	701,994	TOTAL GRANT REVENUE	1,280,048	1,280,048	1,280,048
PAYROLL TAX						
849,806	935,734	875,000	TRANSIT ER PAYROLL TAX	930,000	930,000	930,000
0	10,664	0	PAYROLL TAX PENALTIES & INT	5,000	5,000	5,000
0	1,005	41,875	FARES	60,000	60,000	60,000
849,806	947,403	916,875	TOTAL PAYROLL TAX	995,000	995,000	995,000
MISCELLANEOUS REVENUE						
4,180	27,005	0	MISCELLANEOUS-INCOME	15,000	15,000	15,000
4,180	27,005	0	TOTAL MISCELLANEOUS REVENUE	15,000	15,000	15,000
INTEREST REVENUES						
6,708	1,337-	500	INTEREST REVENUES	2,000	2,000	2,000
6,708	1,337-	500	TOTAL INTEREST REVENUES	2,000	2,000	2,000
DONATIONS						
458	1,207	700	DONATIONS-TRANSIT	700	700	700
458	1,207	700	TOTAL DONATIONS	700	700	700
OPERATIONAL TRANSFERS IN						
50,000	0	0	TRANSFER FROM GENERAL FUND			0
50,000	0	0	TOTAL OPERATIONAL TRANSFERS IN			0
TRANSFER IN						
0	250,000	250,000	IF LOAN FROM SEWER			0
0	250,000	250,000	TOTAL TRANSFER IN			0
CASH CARRYOVER						
0	0	47,199	CASH CARRYOVER	870,711	870,711	870,711
0	0	47,199	TOTAL CASH CARRYOVER	870,711	870,711	870,711
1,658,562	2,144,407	1,917,268	TOTAL FUND REVENUE	3,163,459	3,163,459	3,163,459
OTHER:						

CITY OF CANBY
EXPENDITURES

TRANSIT FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSIT EXPENDITURES						
PERSONAL SERVICES:						
0	0	0	TRANSIT DIRECTOR	83,145	83,145	0
32,308	50,051	45,376	OFFICE SPEC III	52,175	52,175	52,175
39,443	42,433	44,761	OFFICE SPECIALIST II	45,732	45,732	45,732
159	292	6,000	PART TIME HELP	6,000	6,000	6,000
39,904	47,299	54,632	EMPLOYEE BENEFITS	94,999	94,999	63,311
111,814	140,075	150,769	TOTAL PERSONAL SERVICES	282,051	282,051	167,218
MATERIAL AND SERVICES:						
88,595	87,180	93,000	PROF/TECH SERVICES	13,000	13,000	127,833
895,198	665,400	701,500	CONTRACT SERVICES	817,000	817,000	817,000
2,343	0	0	JANITORIAL SERVICES & SUPPLIES			0
1,154	0	0	BLDG MAINTENANCE & SUPPLIES			0
4,081	3,723	6,000	TRANSIT CENTER MAINTENANCE	6,000	6,000	6,000
0	0	6,000	BUS STORAGE RENT	72,000	72,000	72,000
2,113	2,741	4,000	VEHICLE MAINTENANCE	4,000	4,000	4,000
970	275	5,000	VEHICLE (NON-INS) REPAIR	5,000	5,000	5,000
500	0	1,000	INSURANCE DEDUCTIBLE	1,000	1,000	1,000
3,109	8,639	6,300	COMMUNICATIONS	7,000	7,000	7,000
3,315	2,087	12,000	MARKETING	10,000	10,000	10,000
0	0	56,142	APPLICATIONS/GRANTS			0
4,395	703	3,000	PRINTING	4,000	4,000	4,000
22	116	1,000	TRAVEL & TRAINING	1,000	1,000	1,000
1,525	1,170	1,720	MEMBERSHIP DUES & FEES	5,300	5,300	5,300
0	0	0	INTERNAL CHARGE-FLEET	323,585	323,585	323,585
0	0	0	INTERNAL CHARGE-FACILITIES	2,258	2,258	2,258
0	0	0	INTERNAL CHARGE-TECH SERVICES	23,584	23,584	23,584
6,766	7,114	9,000	SUPPLIES & SERVICES	9,000	9,000	9,000
0	0	650	CHARITABLE DONATIONS	700	700	700
768	0	0	UTILITIES			0
1,014,856	779,149	906,312	TOTAL MATERIAL AND SERVICES	1,304,427	1,304,427	1,419,260
CAPITAL OUTLAY:						
98,907	0	0	TRANSIT CENTER PROJECT			0
1,397	254,877	240,337	VEHICLES	808,960	808,960	808,960
32,174	0	0	NON-VEHICLE EQUIPMENT			0
0	0	14,505	BUS SHELTERS	19,905	19,905	19,905
132,479	254,877	254,842	TOTAL CAPITAL OUTLAY	828,865	828,865	828,865
DEBT:						
89,475	0	0	LEASE PMT-PRINCIPAL/BUSSES			0
10,113	0	0	LEASE PMT-INTEREST/BUSSES			0
99,588	0	0	TOTAL DEBT			0

CITY OF CANBY
EXPENDITURES

TRANSIT FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
16,337	48,212	68,883	O/H TO GENERAL FUND	132,985	132,985	132,985
409,447	298,369	375,000	OP TRANSFER TO FLEET			0
0	2,472	2,374	OP TRANSFER TO FACILITIES			0
14,938	15,536	19,132	OP TRANSFER TO TECHNICAL SVC.			0
0	99,588	101,277	TRANSFER TO DEBT SERVICE			0
0	0	200,499	TRANSFER TO SEWER IF LOAN	201,043	201,043	201,043
440,722	464,177	767,165	TOTAL TRANSFERS	334,028	334,028	334,028
1,799,458	1,638,278	2,079,088	TOTAL TRANSIT EXPENDITURES	2,749,371	2,749,371	2,749,371
OTHER:						
0	0	123,471	CONTINGENCY	414,088	414,088	414,088
0	0	0	UNAPPROP ENDING FUND BALANCE			0
0	0	123,471	TOTAL OTHER	414,088	414,088	414,088
1,799,458	1,638,278	2,202,559	TOTAL FUND EXPENDITURES	3,163,459	3,163,459	3,163,459

Special Revenue Fund

Swim Center Levy

Statement of Purpose

The purpose of the Swim Center is to develop swimming skills and provide the knowledge for safe participation in and enjoyment of water activities to benefit the health, fitness and recreation of the community.

Department Description

The 40 plus-year-old Canby Swim Center is a year-round indoor swimming pool providing aquatic activities to Canby and the surrounding communities. The facilities include a 25-yard 6-lane pool with spectator area, dressing and shower facilities, and an office and lobby. The Canby Swim Center is open 90 hours per week, not counting rentals, which average another 10 hours per week. An estimated 50% of Canby Swim Center usage is from outside the City limits. Swim lessons, public swims, fitness swims and competitive swimming (Gators swim team and high school swim team) round out the programs offered.

The Canby Swim Center has traditionally been funded through a combination of property tax dollars and user fees. The current tax levy was approved in the November of 2011 election and is effective from July 1, 2012 through June 30, 2017. User fees are increased when needed to the extent that market forces will allow. Canby Swim Center must remain competitive with other swimming pools in the area in order to retain customers and revenue. The latest fee increase was made in the 2010-11 budget year.

Noteworthy Changes for 2013-2014

- This fall we have a three week closure scheduled as it is time to repaint the pool tank. We will ensure all equipment gets a check-up and the whole facility will get a fresh coat of paint.
- We are in the process of reviewing the Active Network an online based system that we have been using for our swimming lesson registration for the past couple of years. It has been very useful in streamlining the pass process and making it easy to look up information for the customers.

Budget at a Glance

Personal Services - Includes wages and benefits for 8.87 FTEs. An FTE is a full-time equivalent employee.

Materials and Services - Includes routine maintenance costs, pool chemicals, utilities etc.

Transfers - Includes charges for finance and administrative services.

Capital Outlay – None.

Contingency – Is approximately 40% of personnel services plus materials and services.

CITY OF CANBY
REVENUES

SWIM CENTER LEVY

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
418,390	438,725	522,715	PROPERTY TAX LEVY	514,489	514,489	514,489
18,282	9,536	8,500	PROPERTY TAX - PRIOR	16,000	16,000	16,000
436,672	448,261	531,215	TOTAL PROPERTY TAXES	530,489	530,489	530,489
CHARGES FOR SERVICES						
176,162	180,953	160,000	POOL REVENUE	165,000	165,000	165,000
10,975	10,294	10,300	POOL REVENUE-SCHOOL DISTRICT	10,300	10,300	10,300
186-	478-	300-	LESS: POOL REFUNDS	(500)	(500)	500-
3,087	2,714	2,600	POOL CONCESSIONS	2,600	2,600	2,600
190,038	193,482	172,600	TOTAL CHARGES FOR SERVICES	177,400	177,400	177,400
INTEREST REVENUES						
777	970	800	INTEREST REVENUES	800	800	800
777	970	800	TOTAL INTEREST REVENUES	800	800	800
DONATIONS						
0	50	0	POOL DONATIONS			0
0	50	0	TOTAL DONATIONS			0
CASH CARRYOVER						
0	0	157,430	CASH CARRYOVER	217,229	217,229	217,229
0	0	157,430	TOTAL CASH CARRYOVER	217,229	217,229	217,229
627,487	642,764	862,045	TOTAL FUND REVENUE	925,918	925,918	925,918
OTHER:						

CITY OF CANBY
EXPENDITURES

SWIM CENTER LEVY

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SWIM CENTER EXPENDITURES						
PERSONAL SERVICES:						
66,935	68,308	69,982	AQUATICS PROGRAM MANAGER	71,520	71,520	71,520
43,777	45,072	46,177	SWIM PROGRAM COORDINATOR	47,184	47,184	47,184
61,168	59,164	60,613	AQUATICS - FACILITY OPERATOR	61,944	61,944	61,944
115,528	122,757	129,784	GUARDS & INSTRUCTORS	133,389	133,389	133,389
3,014	5,106	5,800	OVERTIME	5,000	5,000	5,000
113,288	120,011	148,322	EMPLOYEE BENEFITS	159,912	159,912	159,912
403,710	420,419	460,678	TOTAL PERSONAL SERVICES	478,949	478,949	478,949
MATERIAL AND SERVICES:						
17,094	15,334	19,250	BLDG MAINTENANCE	22,500	22,500	22,500
14,000	14,000	14,000	GROUND LEASE	14,000	14,000	14,000
2,843	2,773	360	COMMUNICATIONS	3,560	3,560	3,560
4,150	4,964	5,000	ADVERTISING & MARKETING	5,000	5,000	5,000
2,601	2,579	4,250	TRAINING & TRAVEL	4,250	4,250	4,250
7,998	5,110	9,220	SUPPLIES & SERVICES	11,625	11,625	11,625
1,439	1,244	1,300	BANK CHARGES	1,300	1,300	1,300
11,083	9,269	12,500	POOL CHEMICALS	12,500	12,500	12,500
3,870	5,089	6,000	JANITORIAL SUPPLIES	6,000	6,000	6,000
2,418	1,648	2,500	POOL CONCESSION PURCHASES	2,500	2,500	2,500
30,215	28,527	35,000	UTILITY - GAS	33,000	33,000	33,000
2,917	2,535	3,500	UTILITY - WATER	4,000	4,000	4,000
9,175	9,985	10,500	UTILITY - ELECTRIC	10,500	10,500	10,500
109,804	103,057	123,380	TOTAL MATERIAL AND SERVICES	130,735	130,735	130,735
CAPITAL OUTLAY:						
14,458	34,181	14,065	BLDG IMPROVEMENTS >\$5K			0
23,882	0	0	POOL IMPROVEMENTS >\$5K			0
38,341	34,181	14,065	TOTAL CAPITAL OUTLAY			0
TRANSFERS:						
49,931	88,764	97,624	O/H TO GENERAL FUND	77,600	77,600	77,600
49,931	88,764	97,624	TOTAL TRANSFERS	77,600	77,600	77,600
601,786	646,420	695,747	TOTAL SWIM CENTER EXPENDITURES	687,284	687,284	687,284
OTHER:						
0	0	166,298	CONTINGENCY	238,634	238,634	238,634
0	0	0	UNAPPROP ENDING FUND BALANCE			0
0	0	166,298	TOTAL OTHER	238,634	238,634	238,634
601,786	646,420	862,045	TOTAL FUND EXPENDITURES	925,918	925,918	925,918

CAPITAL PROJECTS FUNDS

Statement of Purpose

The Parks Development Fund accumulates funds primarily from Park System Development Charges, and to a much lesser degree from grants and donations. Funds are used to implement planning, capital, and acquisition projects of the Parks Master Plan, Parks Acquisition Plan, Willamette Wayside Master Plan, and Canby's Community Vision aspirations for Parks and Recreation, thus enhancing community quality of life.

Department Description

This fund has been chiefly used for Park master planning activities and construction of Park and Recreation facilities related to the projects in the Parks Master Plan and Willamette Wayside Master Plan.

Money is accumulating toward future development of the Willamette Wayside properties, with particular focus towards developing a tertiary wetland area to treat storm water run off and provide educational opportunities for the public, and towards development of low impact recreation opportunities on these properties. A disc golf course is nearing completion on this site, thanks in large part to the dedication of a core group of volunteers.

Funds are also accumulating toward acquisition of additional park properties in order to meet the future park and recreational needs of the Canby Community as identified in the Park Master Plan, Park Acquisition Plan and Canby's Community Vision 2013.

Noteworthy Changes for 2013-2014

The Parks SDC revenue is anticipated to increase this year, due to an upward trend in construction. Two new parks are planned for construction: Northwoods Park, a small neighborhood park located between N Birch and N Grant, south of NE Territorial Road; and the Canby Dog Park, a fenced off-leash dog park located on City owned property north of Territorial Road adjacent to the City Shops driveway and just outside of Canby's Urban Growth Boundary.

CITY OF CANBY
REVENUES

PARKS DEVELOP FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GRANTS						
0	0	0	GRANTS - MISCELLANEOUS PARKS			0
0	0	0	TOTAL GRANTS			0
SPECIAL ASSESSMENTS-SDC'S						
15,555	58,657	152,620	SDC'S PARKS-IMPROVEMENT	60,000	60,000	60,000
15,555	58,657	152,620	TOTAL SPECIAL ASSESSMENTS-SDC'S	60,000	60,000	60,000
MISCELLANEOUS REVENUE						
800	600	0	MISCELLANEOUS-INCOME	500	500	500
800	600	0	TOTAL MISCELLANEOUS REVENUE	500	500	500
INTEREST REVENUES						
3,942	4,623	4,500	INTEREST REVENUES	5,200	5,200	5,200
3,942	4,623	4,500	TOTAL INTEREST REVENUES	5,200	5,200	5,200
DONATIONS						
0	0	5,000	DONATIONS PARKS	10,000	10,000	10,000
0	0	5,000	TOTAL DONATIONS	10,000	10,000	10,000
TRANSFER IN						
34,133	34,133	17,067	IF PRINCIPAL & INTEREST			0
34,133	34,133	17,067	TOTAL TRANSFER IN			0
CASH CARRYOVER						
0	0	886,555	CASH CARRYOVER	860,961	860,961	860,961
0	0	886,555	TOTAL CASH CARRYOVER	860,961	860,961	860,961
54,430	98,013	1,065,742	TOTAL FUND REVENUE	936,661	936,661	936,661
OTHER:						

CITY OF CANBY
EXPENDITURES

PARKS DEVELOP FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PARKS DEVELOP EXPENDITURES						
MATERIAL AND SERVICES:						
0	92	5,000	SUPPLIES & SERVICES	5,000	5,000	5,000
0	92	5,000	TOTAL MATERIAL AND SERVICES	5,000	5,000	5,000
CAPITAL OUTLAY:						
0	0	0	GRANTS EXPENDED			0
0	10,341	155,000	MOLALLA RRV PW/WILL. WAYSIDE	200,000	200,000	200,000
1,300	0	201,642	PARKS ACQUIRE & DEVELOPMENT			0
0	0	50,000	NW NEIGHBORHOOD PARK	31,661	31,661	31,661
0	3,638	325,000	NORTH WOODS ESTATES PARK	375,000	375,000	375,000
275	0	0	LOGGING RD TRAIL IMPROVEMENTS			0
0	0	25,000	LOGGING ROAD CORRIDOR PROJECT	25,000	25,000	25,000
0	0	300,000	COMMUNITY PARK EXPANSION	300,000	300,000	300,000
0	7,130	3,500	PARK SDC ENGINEER STUDY			0
1,575	21,108	1,060,142	TOTAL CAPITAL OUTLAY	931,661	931,661	931,661
TRANSFERS:						
600	600	600	O/H TO GENERAL FUND			0
600	600	600	TOTAL TRANSFERS			0
2,175	21,800	1,065,742	TOTAL PARKS DEVELOP EXPENDITUR	936,661	936,661	936,661
OTHER:						
0	0	0	TOTAL OTHER			0
2,175	21,800	1,065,742	TOTAL FUND EXPENDITURES	936,661	936,661	936,661

Statement of Purpose

The Street Reserve Fund exists to accumulate revenues from different sources in order to plan and implement large capital street projects.

Department Description

The Street Reserve Fund accumulates revenue from Transportation System Development Charges (SDCs), ODOT fund exchange revenue, transfers from the Street Fund (including local gas tax and street maintenance fees), and any other sources of funding that become available, including grants. These funding sources are dedicated to street and transportation projects.

Noteworthy Changes for 2013-2014

- \$650,000 is budgeted for street maintenance projects funded by local gas tax and the City of Canby street maintenance fee. The Street Maintenance Project for the year 2013 will include approximately 21 larger street resurfacing projects in differing areas throughout the City. The projects will cover approximately 3.5 miles and over 700,000 square feet of surface.
- \$464,000 is budgeted for the Street Improvements on NE 5th Avenue, N Juniper Street and NE 9th Avenue.
- \$369,000 is budgeted as matching funds for the South Ivy Sidewalk Project for which the City is in the process of applying for grants.
- \$630,307 is budgeted for other projects to be determined and executed at a future time.

CITY OF CANBY
REVENUES

STREET RESERVE FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GRANT REVENUE						
0	0	161,500	FEDERAL FUND EXCHANGE	185,000	185,000	185,000
0	0	161,500	TOTAL GRANT REVENUE	185,000	185,000	185,000
SPECIAL ASSESSMENTS-SDC'S						
0	0	0	AFD - IVY			0
0	0	0	AFD 7			0
465	0	0	SDC'S STORM IMPROVEMENT			0
242	0	0	SDC'S STORM REIMBURSEMENT			0
23,230	187,584	124,338	SDC'S TRANS IMPROVEMENT	189,026	189,026	189,026
2,020	16,311	10,718	SDC'S TRANS REIMBURSEMENT	36,883	36,883	36,883
25,957	203,895	135,056	TOTAL SPECIAL ASSESSMENTS-SDC'S	225,909	225,909	225,909
MISCELLANEOUS REVENUE						
0	9,311	0	MISCELLANEOUS REVENUE			0
0	9,311	0	TOTAL MISCELLANEOUS REVENUE			0
INTEREST REVENUES						
7,131	5,814	7,500	INTEREST REVENUES	2,600	2,600	2,600
7,131	5,814	7,500	TOTAL INTEREST REVENUES	2,600	2,600	2,600
RESERVE TRANSFERS IN						
0	0	328,000	RESERVE TRANSFER FROM STREETS	348,778	348,778	348,778
0	454,637	0	RES TRANS FED FUND EXCHANGE			0
441,580	443,964	437,000	RES TRANS STREET MAINT FEE	430,000	430,000	430,000
268,753	206,687	202,400	RES TRANS LOCAL GAS TAX	166,700	166,700	166,700
710,332	1,105,287	967,400	TOTAL RESERVE TRANSFERS IN	945,478	945,478	945,478
CASH CARRYOVER						
0	0	1,085,153	CASH CARRYOVER	834,320	834,320	834,320
0	0	1,085,153	TOTAL CASH CARRYOVER	834,320	834,320	834,320
743,420	1,324,307	2,356,609	TOTAL FUND REVENUE	2,193,307	2,193,307	2,193,307
OTHER:						

CITY OF CANBY
EXPENDITURES

STREET RESERVE FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STREET RESERVE EXPENDITURES						
CAPITAL OUTLAY:						
4,765	0	0	SDC TRANS PROJECT			0
1,640	0	0	SDC STORM PROJECT			0
0	19,201	80,000	SDC STORM PROJECT-1ST AVENUE			0
310	0	376,262	OTHER PROJECTS	630,307	630,307	630,307
732,152	718,985	650,000	STREET MAINT FEE PROJECTS	650,000	650,000	650,000
93,455-	0	0	KNIGHTS BRIDGE RD IMPROVEMENTS			0
26,400	0	0	99E MEDIAN IMPROVEMENT			0
28,694	626,032	0	WAIT PARK ST/SW RECONSTRUCTION			0
0	143,927	781,747	1ST AVENUE REDEVELOPMENT PROJ			0
0	343,767	0	NE 4TH AVE IMPROVEMENTS			0
0	0	30,000	POLICE ACCESS ROAD			0
0	0	0	N JUNIPER RECONSTRUC N IVY-9TH	464,000	464,000	464,000
0	0	0	ECO PARK FRONTAGE/SIDEWALK	80,000	80,000	80,000
21,268	260,810	0	NE 3RD & 4TH AVE CDBG/SDC			0
0	0	60,000	SE CANBY SIDEWALK CDBG/SDC			0
0	0	369,000	S IVY SIDEWALK PROJECT/SDC	369,000	369,000	369,000
0	6,105	9,000	SDC TRANS ENGINEER STUDY			0
721,774	2,118,827	2,356,009	TOTAL CAPITAL OUTLAY	2,193,307	2,193,307	2,193,307
TRANSFERS:						
600	600	600	O/H TRANSFER TO GENERAL FUND			0
600	600	600	TOTAL TRANSFERS			0
722,374	2,119,427	2,356,609	TOTAL STREET RESERVE EXPENDITUR	2,193,307	2,193,307	2,193,307
OTHER:						
0	0	0	TOTAL OTHER			0
722,374	2,119,427	2,356,609	TOTAL FUND EXPENDITURES	2,193,307	2,193,307	2,193,307

INTERNAL SERVICE FUNDS

Department Description

The Fleet Services Department facilitates the purchase, outfitting, maintenance and repair of all City rolling stock and most machinery owned by the City to maximize safety and minimize equipment downtime.

The department provides maintenance and repair services for all City rolling stock and other departmental equipment. The age and type of the rolling stock varies considerably. Everything from dump trucks to weed eaters is maintained in good order by this department for safe, efficient, and effective use by City employees in the performance of their duties. This fund contains the budget for the operation of Fleet Maintenance as well as a Fleet Reserve where funds can be accumulated for the acquisition or replacement of Fleet maintenance equipment (diagnostic equipment, lifts, etc.) and for the acquisition, or replacement of departmental vehicles and equipment. This department also provides repair services to the Adult Center van which is billed to them.

Noteworthy Changes for 2013-2014

- None

Budget at a Glance

Personal Services - Includes wages and benefits for 2.40 FTE's. An FTE is a full-time equivalent employee.

Materials and Services - Includes office supplies, contract repair labor, vehicle and equipment materials, parts, employee training, tools and equipment, gasoline and diesel fuels, lubricants, charges for services provided by the Facilities and Technical Services Funds and other miscellaneous expenses.

Capital Outlay – Capital projects for the Fleet Services scheduled for this fiscal year:

\$11,500 for replacement boom mower assembly

\$35,000 for a 2014 one ton flatbed truck with 12' platform (replacement for 1975 Ford F350 flatbed truck)

\$57,186 reserved for future capital expenditures

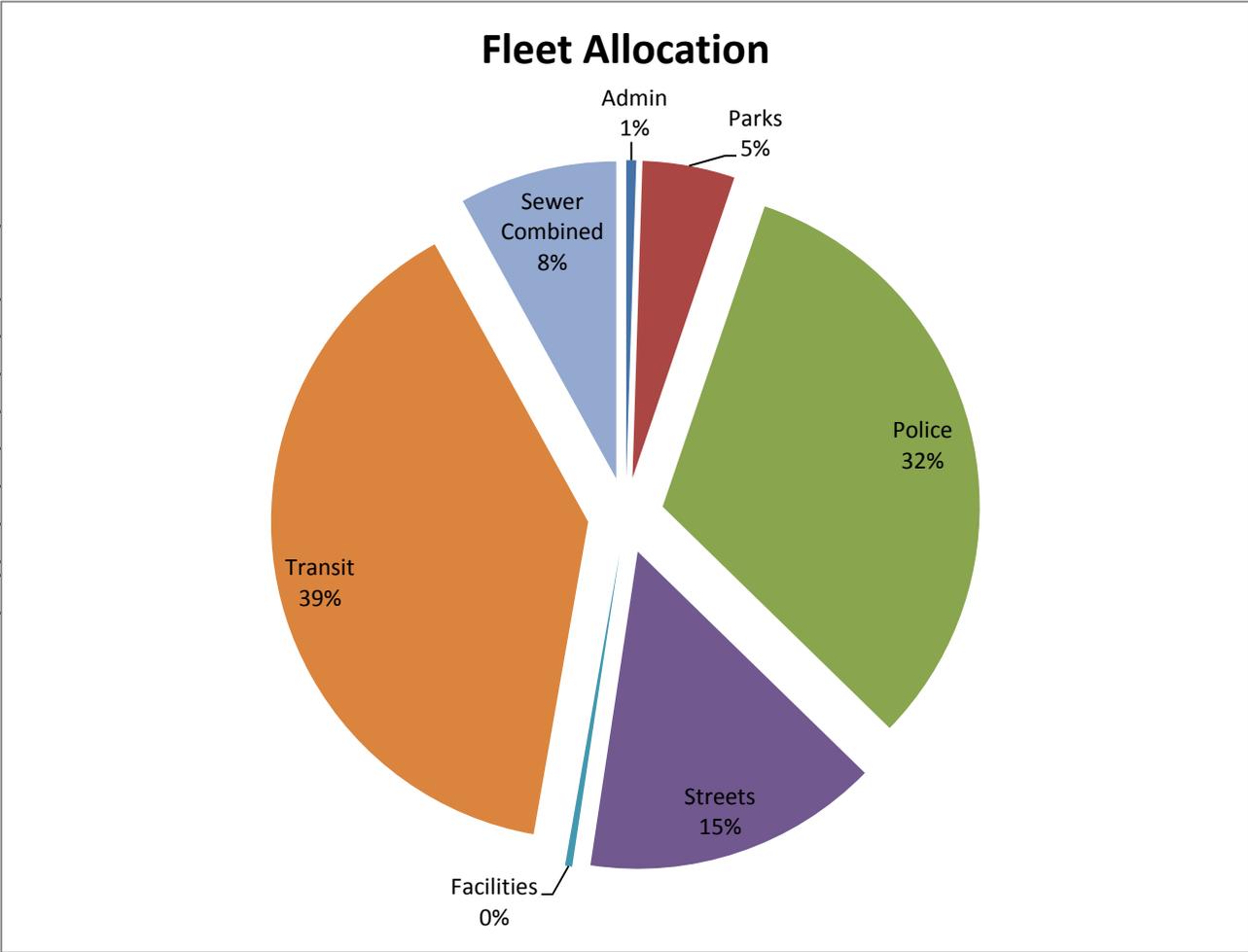
\$20,500 for improvements to shop buildings: install mud room and restroom in the newly enclosed west parking bay

Contingency – A contingency equal to 15% of operating expenses (personal services plus materials and services) is proposed.

FLEET INTERNAL SERVICE CHARGES ALLOCATIONS 2013-2014

Department	Fleet Allocation*
Admin	4,165
Parks	38,870
Police	264,750
Streets	124,550
Facilities	3,000
Transit	323,585
Sewer Combined	66,335
Total	825,255

*Budget allocation is converted to 12-month actual in March each year



CITY OF CANBY
REVENUES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			CHARGES FOR SERVICES			
103,510	74,899	90,000	LEASE PROCEEDS			0
103,510	74,899	90,000	TOTAL CHARGES FOR SERVICES			0
			MISCELLANEOUS REVENUE			
2,422	2,635	3,300	MISCELLANEOUS-INCOME			0
2,422	2,635	3,300	TOTAL MISCELLANEOUS REVENUE			0
			INTEREST REVENUES			
1,163	2,049	800	INTEREST REVENUES	2,500	2,500	2,500
1,163	2,049	800	TOTAL INTEREST REVENUES	2,500	2,500	2,500
			CASH CARRYOVER			
0	0	331,859	CASH CARRYOVER	223,068	223,068	223,068
0	0	331,859	TOTAL CASH CARRYOVER	223,068	223,068	223,068
			CHARGES FOR SERVICES			
9,133	8,744	15,500	CANBY ADULT CENTER	10,500	10,500	10,500
9,133	8,744	15,500	TOTAL CHARGES FOR SERVICES	10,500	10,500	10,500
			INTERNAL CHARGES FOR SERVICES			
0	0	0	INTERNAL REVENUE-FLEET	825,255	825,255	825,255
0	0	0	TOTAL INTERNAL CHARGES FOR SERV	825,255	825,255	825,255
			OPERATIONAL TRANSFERS IN			
6,206	5,874	8,300	OP TRANSFER FROM ADMIN			0
59,988	60,229	51,000	OP TRANSFER FROM PARKS			0
1,139	1,011	0	OP TRANSFER FROM BUILDING			0
301,175	241,681	315,000	OP TRANSFER FROM POLICE			0
119,657	110,598	145,500	OP TRANSFER FROM STREETS			0
0	2,000	3,000	OP TRANSFER FROM FACILITIES			0
409,447	298,369	375,000	OP TRANSFER FROM TRANSIT			0
33,095	21,009	26,250	OP TRANSFER FROM SEWER			0
64,261	36,828	60,500	OP TRANSFER FROM WW COLL			0
994,968	777,600	984,550	TOTAL OPERATIONAL TRANSFERS IN			0
			RESERVE TRANSFERS IN			
30,000	0	0	RESERVE TRANSFER FROM ADMIN			0
30,000	0	0	TOTAL RESERVE TRANSFERS IN			0
1,141,195	865,927	1,426,009	TOTAL FUND REVENUE	1,061,323	1,061,323	1,061,323
			OTHER:			

CITY OF CANBY
EXPENDITURES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FLEET EXPENDITURES						
PERSONAL SERVICES:						
8,049	0	0	PW DIRECTOR			0
61,376	62,650	64,185	MECHANIC SENIOR	65,604	65,604	65,604
12,875	13,106	13,427	OFFICE SPECIALIST II	13,720	13,720	13,720
109,864	68,788	58,673	MECHANIC	59,964	59,964	59,964
0	0	5,641	PART TIME HELP	5,772	5,772	5,772
513	21	5,000	OVERTIME	2,500	2,500	2,500
90,261	69,654	75,616	EMPLOYEE BENEFITS	85,417	85,417	85,417
1,200	1,200	800	CLOTHING ALLOWANCE	800	800	800
284,137	215,418	223,342	TOTAL PERSONAL SERVICES	233,777	233,777	233,777
MATERIAL AND SERVICES:						
5,557	2,007	4,000	CONTRACT SERVICES-SHOP	3,500	3,500	3,500
19,537	16,529	26,500	CONTRACT SERVICES-VEHICLES	20,700	20,700	20,700
11,665	10,026	27,500	CAT CONTRACT SERVICES	27,500	27,500	27,500
0	1,000	5,000	DEDUCTIBLES/SELF-INSURE REPAIR	8,000	8,000	8,000
950	0	0	BLDG REPAIR & MAINTENANCE			0
71,494	0	0	POLICE CAR LEASES			0
42,455	0	0	SWEEPER LEASE			0
7,285	0	0	LEASE - VEHICLE LIFTS			0
588	563	575	COPIER LEASE & MAINT	625	625	625
745	1,444	15,500	ADULT CENTER MAINTENANCE	1,735	1,735	1,735
41,907	37,841	58,250	CANBY AREA TRANSIT EXPENSES	46,275	46,275	46,275
1,283	1,741	1,670	COMMUNICATIONS	2,000	2,000	2,000
1,993	708	2,000	TRAVEL & TRAINING	2,000	2,000	2,000
360	330	1,250	MEMBERSHIP DUES & FEES	1,500	1,500	1,500
518	1,585	1,500	DEQ/DMV	1,800	1,800	1,800
0	0	0	INTERNAL CHARGE-FACILITIES	31,502	31,502	31,502
0	0	0	INTERNAL CHARGE-TECH SERVICES	10,107	10,107	10,107
69,010	66,925	130,000	SUPPLIES & SERVICES	121,000	121,000	121,000
14,664	16,039	25,000	TIRES	25,000	25,000	25,000
9,612	2,942	20,500	TIRES-TRANSIT	25,000	25,000	25,000
4,271	3,753	3,500	MISC SHOP SUPPLIES	4,573	4,573	4,573
3,200	4,124	5,608	TOOLS AND EQUIPMENT	7,500	7,500	7,500
2,866	0	0	UTILITIES			0
225,413	221,514	350,350	GASOLINE/FUEL	237,435	237,435	237,435
2,802	2,399	4,000	OIL-GENERAL	2,450	2,450	2,450
2,032	2,820	4,250	OIL-TRANSIT	1,500	1,500	1,500
608	527	650	SAFETY EQUIPMENT	850	850	850
0	0	7,000	FLEET VEHICLES OP COST	4,000	4,000	4,000
540,812	394,815	694,603	TOTAL MATERIAL AND SERVICES	586,552	586,552	586,552
TRANSFERS:						
0	34,484	33,114	OP TRANSFER TO FACILITIES			0
9,336	11,097	9,566	OP TRANSFER TO TECHNICAL SVC.			0
0	7,285	0	TRANSFER TO DEBT SERVICE			0
0	0	150,000	RES TRANS TO CAPITAL RESERVE			0
9,336	52,866	192,680	TOTAL TRANSFERS			0
834,285	663,099	1,110,625	TOTAL FLEET EXPENDITURES	820,329	820,329	820,329
OTHER:						
0	0	122,595	FLEET CONTINGENCY	116,808	116,808	116,808

CITY OF CANBY
EXPENDITURES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FLEET RESERVES						
CAPITAL OUTLAY:						
0	4,260-	0	GAIN/LOSS ON SALE OF EQUIP			0
0	0	30,000	EQUIPMENT	103,686	103,686	103,686
103,510	74,899	90,000	EQUIPMENT-POLICE			0
24,470	0	72,789	SHOP IMPROVEMENTS	20,500	20,500	20,500
127,980	70,639	192,789	TOTAL CAPITAL OUTLAY	124,186	124,186	124,186
127,980	70,639	192,789	TOTAL FLEET RESERVES	124,186	124,186	124,186
OTHER:						
0	0	0	TOTAL OTHER			0
962,265	733,739	1,426,009	TOTAL FUND EXPENDITURES	1,061,323	1,061,323	1,061,323

Fund Description

The Facilities Fund was established as of July 1, 2011. Its purpose is to provide for the maintenance and repair of all City-owned structures except the Swim Center and the Sewer facilities whose maintenance is provided by their respective funds. The costs of heating and cooling, cleaning, etc. that were formerly changed to individual departments and funds are now paid through the Facilities Fund. The establishment of this fund is in direct response to City Council policy that the City provide for the ongoing maintenance of City buildings. Funding comes from charges to other funds that receive services. The allocation is based on current square footages.

Noteworthy Changes for 2013-2014

- None

Budget at a Glance

Personal Services – Includes wages and benefits for .9 FTEs. An FTE is a full-time equivalent employee.

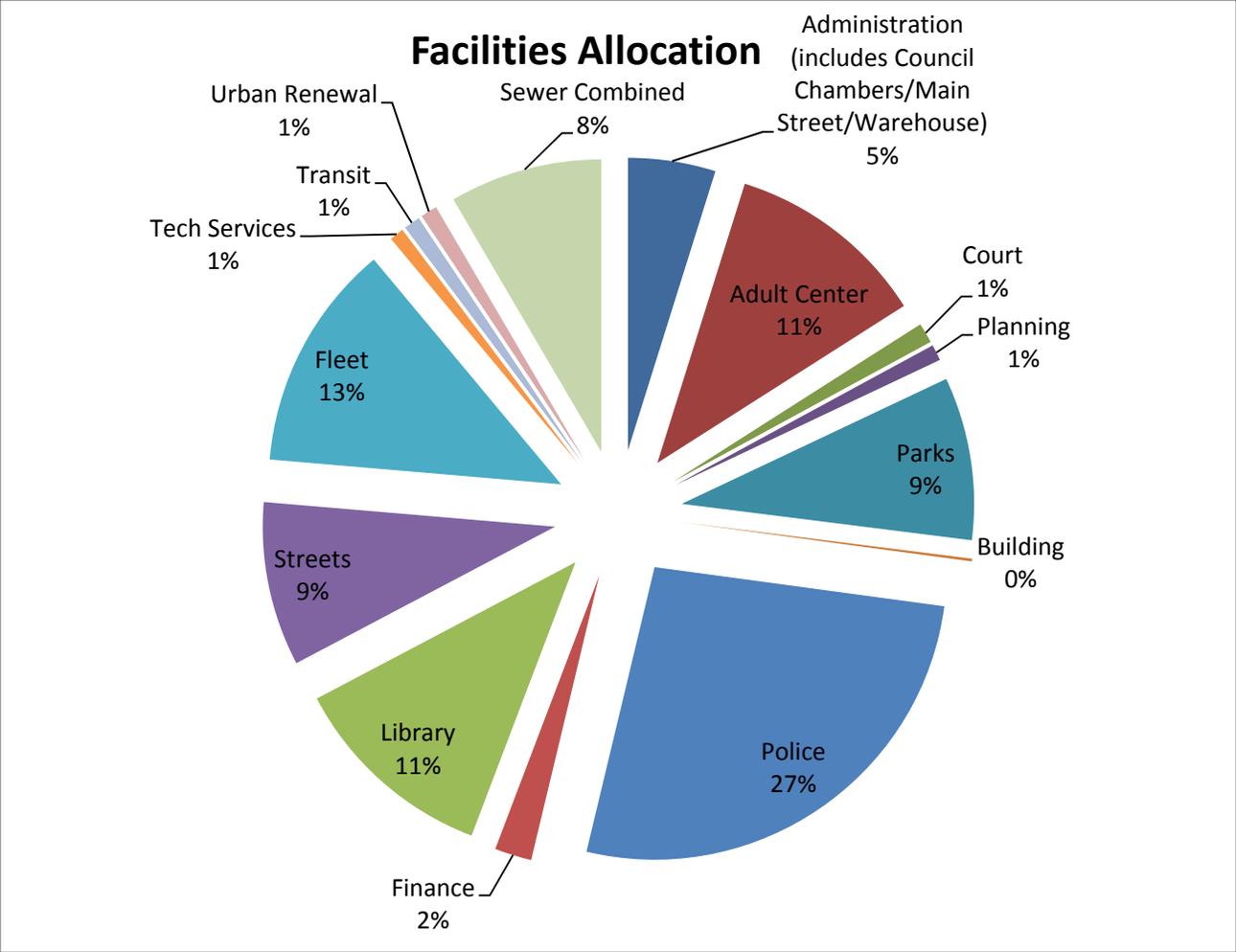
Materials and Services - Includes contract services for janitorial services and alarm system monitoring. This also covers supplies needed for building maintenance and repairs, HVAC maintenance for City facilities as well as the Adult Center, small tools and utilities.

Capital Outlay – Capital equipment funding for a scissor lift is requested in the amount of \$7,500. Signage for the current Library building that will be convertible for future use is requested at \$5,000. An additional \$11,500 is allocated to the Cemetery which is residual from a bequest several years ago. No specific expenditures are planned for this year, but funds are available in the event of a significant building or infrastructural need.

Contingency – A contingency equal to 15% of operating expenses (personal services plus materials and services) is proposed.

FACILITIES INTERNAL SERVICE CHARGES ALLOCATIONS 2013-2014

Department	Facilities Allocation
Administration (includes Council Chambers/Main Street/Warehouse)	12,105
Adult Center	27,884
Court	2,773
Planning	2,224
Parks	22,551
Building	370
Police	66,560
Finance	5,120
Library	28,779
Streets	22,683
Fleet	31,502
Tech Services	1,985
Transit	2,258
Urban Renewal	2,313
Sewer Combined	21,123
Total	250,230



CITY OF CANBY
REVENUES

FACILITIES FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
INTEREST REVENUES						
0	442	400	INTEREST REVENUES	500	500	500
0	442	400	TOTAL INTEREST REVENUES	500	500	500
CASH CARRYOVER						
0	0	75,695	CASH CARRYOVER	73,375	73,375	73,375
0	0	75,695	TOTAL CASH CARRYOVER	73,375	73,375	73,375
CHARGES FOR SERVICE						
0	1,315	1,800	CANBY UTILITY	1,900	1,900	1,900
0	1,315	1,800	TOTAL CHARGES FOR SERVICE	1,900	1,900	1,900
INTERNAL CHARGES FOR SERVICE						
0	0	0	INTERNAL REVENUE-FACILITIES	250,230	250,230	250,230
0	0	0	TOTAL INTERNAL CHARGES FOR SERV	250,230	250,230	250,230
OPERATIONAL TRANSFERS						
0	99,488	146,341	TRANSFER FROM GENERAL FUND			0
0	1,906	389	TRANSFER FROM BUILDING			0
0	31,503	30,252	TRANSFER FROM LIBRARY			0
0	27,428	23,843	TRANSFER FROM STREETS			0
0	34,484	33,114	TRANSFER FROM FLEET			0
0	2,173	2,087	TRANSFER FROM TECH SERVICES			0
0	2,472	2,374	TRANSFER FROM TRANSIT			0
0	2,880	2,432	TRANSFER FROM URBAN RENEWAL			0
0	0	1,134	TRANSFER FROM SEWER			0
0	16,457	10,535	TRANSFER FROM SEWERCOLLECTION			0
0	0	10,535	TRANSFER FROM STORMWATER			0
0	66,624	0	TRANSFER FROM CAPITAL RESERVE			0
0	285,415	263,036	TOTAL OPERATIONAL TRANSFERS			0
0	287,172	340,931	TOTAL FUND REVENUE	326,005	326,005	326,005
OTHER:						

CITY OF CANBY
EXPENDITURES

FACILITIES FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FACILITIES EXPENDITURES						
PERSONAL SERVICES:						
0	31,117	57,767	FACILITIES LEAD WORKER	59,044	59,044	59,044
0	232	1,000	OVERTIME	1,000	1,000	1,000
0	15,455	33,615	EMPLOYEE BENEFITS	39,060	39,060	39,060
0	400	400	CLOTHING ALLOWANCE	400	400	400
0	47,205	92,782	TOTAL PERSONAL SERVICES	99,504	99,504	99,504
MATERIAL AND SERVICES:						
0	914	3,700	CONTRACT SERVICES	3,000	3,000	3,000
0	38,125	46,454	JANITORIAL SERVICES & SUPPLIES	58,000	58,000	58,000
0	20,163	23,950	BUILDING REPAIRS & MAINTENANCE	28,500	28,500	28,500
0	0	0	INTERNAL CHARGE-FLEET	3,000	3,000	3,000
0	1,283	3,500	SUPPLIES AND SMALL TOOLS	4,000	4,000	4,000
0	33,232	53,000	UTILITIES	67,000	67,000	67,000
0	93,717	130,604	TOTAL MATERIAL AND SERVICES	163,500	163,500	163,500
TRANSFERS:						
0	2,000	3,000	OP TRANSFER TO FLEET			0
0	2,000	3,000	TOTAL TRANSFERS			0
0	142,921	226,386	TOTAL FACILITIES EXPENDITURES	263,004	263,004	263,004
OTHER:						
0	0	27,620	CONTINGENCY	39,001	39,001	39,001
0	0	0	UNAPPROP ENDING FUND BALANCE			0
0	0	27,620	TOTAL OTHER	39,001	39,001	39,001

CITY OF CANBY
EXPENDITURES

FACILITIES FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FACILITIES RESERVES						
CAPITAL OUTLAY:						
0	0	0	CAPITAL EQUIPMENT	7,500	7,500	7,500
0	4,962	3,400	CAPITAL EXP- CITY HALL COMPLEX			0
0	2,772	0	CAPITAL EXP - TRANSIT/FIN BLDG			0
0	8,311	59,400	CAPITAL EXP - LIBRARY BLDG	5,000	5,000	5,000
0	0	0	CAPITAL EXP - POLICE BLDG			0
0	28,037	2,400	CAPITAL EXP - SHOPS COMPLEX			0
0	0	6,725	CAPITAL EXP - ADULT CENTER BLD			0
0	3,330	0	CAPITAL EXP - PLANNING BLDG			0
0	0	15,000	CAPITAL EXP - CEMETERY	11,500	11,500	11,500
0	47,412	86,925	TOTAL CAPITAL OUTLAY	24,000	24,000	24,000
0	47,412	86,925	TOTAL FACILITIES RESERVES	24,000	24,000	24,000
OTHER:						
0	0	0	TOTAL OTHER			0
0	190,334	340,931	TOTAL FUND EXPENDITURES	326,005	326,005	326,005

Internal Service Fund

Technical (*Tech*) Services

Statement of Purpose

The purpose of the Technical Services Department is to provide reliable phone services and computer-based informational systems and services for all city staff.

Department Description

The computer system represents the basic infrastructure for all office operations and is fundamental to efficient staff performance. It is important to the work done by all departments that this infrastructure continues to be well maintained. The Technical Services Department operates on a cost reimbursement basis through charges to departments serviced.

Noteworthy Changes for 2013-14

- The City contracts with KinTechnology to provide IT services. There is no increase over the contract costs for last fiscal year, although KinTech added a part time tech employee at approximately 10-12 hours a week.
- Computer replacement, financial software, and network expenses are now included in the Tech Services budget; including web filtration system, anti-spam services, computer purchases, SSL Certificates, etc. for all servers and departments.
- Department specific reserves have been closed and non-routine capital purchases specific to departments above the basic infrastructure will be budgeted and purchased out of the respective departments budgets.
- A new hosted phone system was completed in 12-13. The Tech Services budget includes monthly service fees, costs to add new phones, and any associated and necessary technical equipment to operate the citywide phone system. In addition, estimated costs are included to relocate staff during construction.
- \$8,000 is reserved for updates, continued development, and postings to the City website.

Budget at a Glance

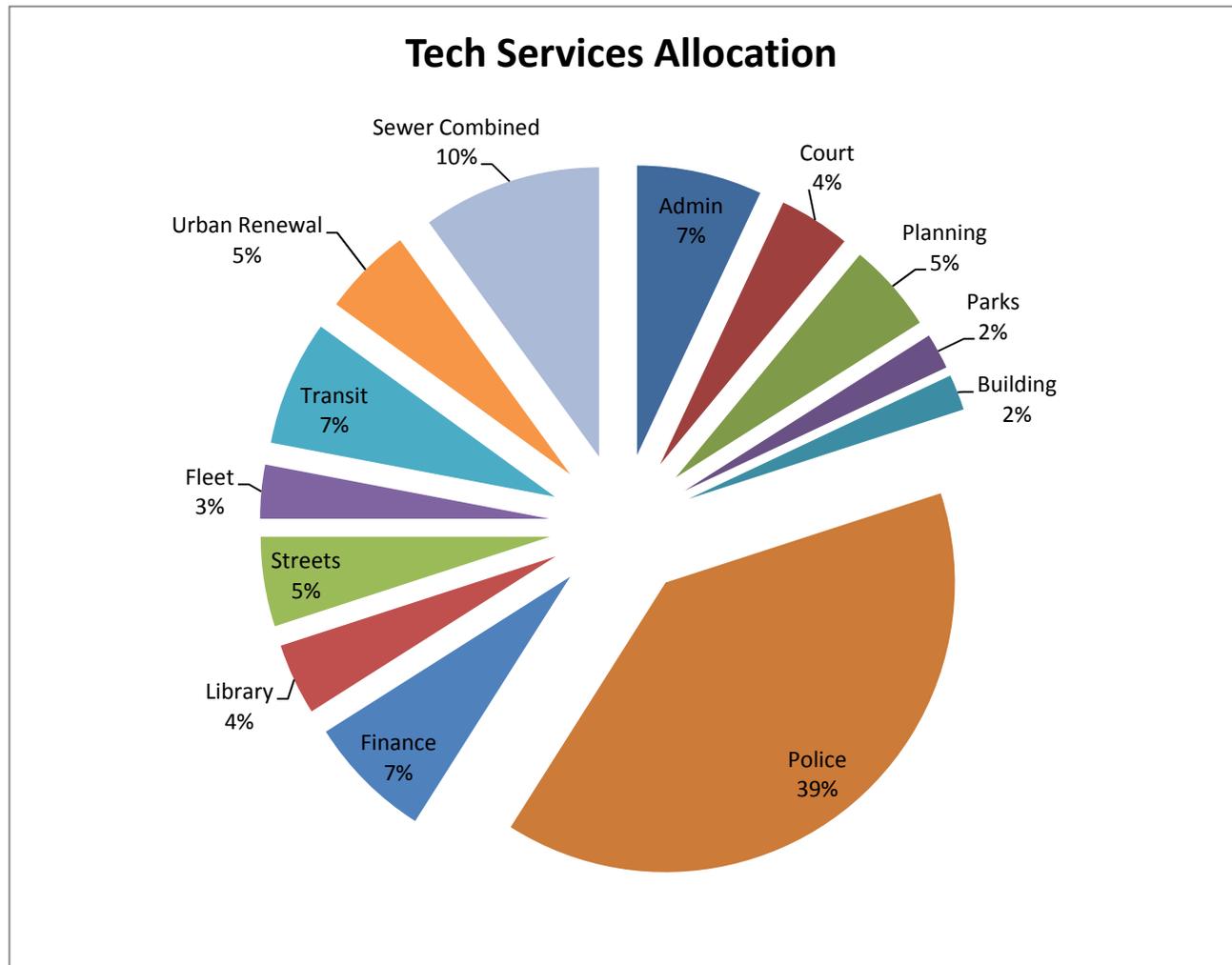
Personnel Service - Includes wages and benefits for a total of 1.15 FTE's. An FTE is a full-time equivalent employee.

Materials and Services - Includes office supplies, technical consultant contract services, computer and network cards, boards, switches, cables, servers, surge protectors and other associated parts, employee training and technical materials, and other incidental expenses. Software licenses, city web page maintenance and domain cost, and external cable access costs are also included.

Capital Outlay - Equipment replacement and system software may be paid for out of the reserve account if necessary due to equipment failure or obsolescence.

TECH SERVICES INTERNAL SERVICE CHARGES ALLOCATIONS 2013-2014

<u>Department</u>	<u>Tech Allocation</u>
Admin	23,584
Court	13,476
Planning	16,845
Parks	6,738
Building	6,738
Police	131,395
Finance	23,584
Library	13,476
Streets	16,845
Fleet	10,107
Transit	23,584
Urban Renewal	16,845
Sewer Combined	33,691
Total	336,908



CITY OF CANBY
REVENUES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
INTEREST REVENUES						
1,679	1,477	1,200	INTEREST REVENUES	900	900	900
1,679	1,477	1,200	TOTAL INTEREST REVENUES	900	900	900
CASH CARRYOVER						
0	0	223,798	CASH CARRYOVER	181,611	181,611	181,611
0	0	223,798	TOTAL CASH CARRYOVER	181,611	181,611	181,611
INTERNAL CHARGES FOR SERVICES						
0	0	0	INTERNAL REVENUE-TECH SERVICES	336,908	336,908	336,908
0	0	0	TOTAL INTERNAL CHARGES FOR SERV	336,908	336,908	336,908
OPERATIONAL TRANSFERS IN						
18,672	13,316	19,132	OP TRANSFER FROM ADMIN			0
11,203	13,316	14,349	OP TRANSFER FROM COURT			0
13,071	15,536	14,349	OP TRANSFER FROM PLANNING			0
1,867	2,219	4,783	OP TRANSFER FROM PARKS			0
7,469	4,439	5,979	OP TRANSFER FROM BUILDING			0
39,212	42,168	86,095	OP TRANSFER FROM POLICE			0
7,469	13,316	14,349	OP TRANSFER FROM FINANCE			0
21,286	11,097	7,175	OP TRANSFER FROM LIBRARY FUND			0
5,602	7,768	10,763	OP TRANSFER FROM STREETS			0
9,336	11,097	9,566	OP TRANSFER FROM FLEET			0
14,938	15,536	19,132	OP TRANSFER FROM TRANSIT			0
18,672	12,207	20,328	OP TRANSFER FROM SEWER			0
3,734	4,439	4,782	OP TRANSFER FROM SEWER COLL			0
7,469	6,658	8,370	OP TRANSFER FROM UR			0
180,000	173,112	239,152	TOTAL OPERATIONAL TRANSFERS IN			0
RESERVE TRANSFERS IN						
5,000	0	0	RESERVE TRANSFER FROM ADMIN			0
0	2,000	0	RESERVE TRANSFER FROM COURT			0
1,000	0	0	RESERVE TRANSFER FROM PARKS			0
5,000	5,000	20,000	RESERVE TRANSFER FROM POLICE			0
0	10,500	9,000	RESERVE TRANSFER FROM FINANCE			0
11,000	17,500	29,000	TOTAL RESERVE TRANSFERS IN			0
192,679	192,089	493,150	TOTAL FUND REVENUE	519,419	519,419	519,419
OTHER:						

CITY OF CANBY
EXPENDITURES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TECH SERVICE EXPENDITURES						
PERSONAL SERVICES:						
0	0	0	FINANCE & COURT SRVC DIRECTOR			0
0	15,898	18,098	ASSISTANT CITY ADMINISTRATOR	17,680	17,680	17,680
14,930	0	0	HUMAN RESOURCES DIR			0
18,618	37,807	44,756	OFFICE SPEC II	45,732	45,732	45,732
19,871	33,612	42,531	EMPLOYEE BENEFITS	48,527	48,527	48,527
53,420	87,318	105,385	TOTAL PERSONAL SERVICES	111,939	111,939	111,939
MATERIAL AND SERVICES:						
80,101	80,612	90,630	TECHNICAL CONSULTANT	93,550	93,550	93,550
293	1,320	51,300	COMMUNICATIONS	57,500	57,500	57,500
1,954	1,576	2,000	CABLE BILLING			0
2,664	6,200	11,400	WEB PAGE	8,900	8,900	8,900
24	0	1,000	TRAVEL & TRAINING	1,000	1,000	1,000
2,360	692	28,750	FEES & DUES	3,460	3,460	3,460
0	0	0	INTERNAL CHARGE-FACILITIES	1,985	1,985	1,985
2,233	2,939	13,400	SUPPLIES & SERVICES	6,700	6,700	6,700
89,629	93,339	198,480	TOTAL MATERIAL AND SERVICES	173,095	173,095	173,095
TRANSFERS:						
78,430	0	0	RES TRANSFER TO BUILDING DEPT			0
4,000	0	0	RES TRANSFER TO FINANCE DEPT			0
0	2,173	2,087	OP TRANSFER TO FACILITIES			0
0	75,000	0	RES TRANSFER TO GENERAL FUND	94,806	94,806	94,806
82,430	77,173	2,087	TOTAL TRANSFERS	94,806	94,806	94,806
225,479	257,829	305,952	TOTAL TECH SERVICE EXPENDITURES	379,840	379,840	379,840
OTHER:						
0	0	15,103	CONTINGENCY	56,610	56,610	56,610
0	0	15,103	TOTAL OTHER	56,610	56,610	56,610

CITY OF CANBY
EXPENDITURES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TECH RESERVE						
CAPITAL OUTLAY:						
4,855	589	31,000	COMPUTER EQUIPMENT	82,969	82,969	82,969
0	2,127	9,084	COMPUTER EQUIP-ADMIN			0
0	2,111	9,889	COMPUTER EQUIP-COURT			0
3,236	0	8,500	COMPUTER EQUIP-PLANNING			0
18,500	0	0	COMPUTER EQUIP-LIBRARY			0
1,022	0	3,978	COMPUTER EQUIP-PARKS			0
8,485	5,000	20,000	COMPUTER EQUIP-POLICE			0
1,112	0	35,000	COMPUTER EQUIP-BUILDING			0
10,827	18,020	7,000	COMPUTER EQUIP-FINANCE			0
1,755	0	644	COMPUTER EQUIP-FLEET			0
0	2,360	30,000	COMPUTER EQUIP-PHONE SYSTEM			0
0	0	15,000	WEB PAGE UPGRADE			0
49,792	30,208	170,095	TOTAL CAPITAL OUTLAY	82,969	82,969	82,969
49,792	30,208	170,095	TOTAL TECH RESERVE	82,969	82,969	82,969
OTHER:						
0	0	0	TOTAL OTHER			0
275,271	288,037	491,150	TOTAL FUND EXPENDITURES	519,419	519,419	519,419

ENTERPRISE FUND

Statement of Purpose

The purpose of the Sewer Combined Fund is to facilitate protection of the environment and public health in the wastewater arena, through proper operation of the treatment facility, effective planning and design, community awareness, and public education. As well as provide excellent customer service and maximize operating efficiency to maintain reasonable rates for customers.

Department Description

Efficiently operate and maintain the wastewater treatment plant to meet Oregon Department of Environmental Quality (DEQ) requirements for collection, treatment, and discharge of wastewater.

Noteworthy Changes for 2013-2014

- The wastewater treatment staff has implemented several water and electrical conservation strategies that have proven to be a great savings this last year. We will continue to look for other areas of conserving utilities and materials throughout the year.
- The new biosolids dryer's lack of performance and continuous breakdowns has resulted in a lawsuit against the manufacturer of the equipment which continues to be in litigation. Sludge is still being hauled to landfill and other opportunities are still being explored for a more cost effective resolution during this time.

Budget at a Glance

Personal Services - Includes wages and benefits for 5.48 FTE's. An FTE is a full time equivalent employee.

Materials and Services - Includes office supplies, employee training, internal charges for fleet, facilities and technical services, consulting engineer, utilities, communications, safety items, parts and materials, equipment and tools, lab testing, billing and collections costs, lime, chemicals, polymer, permit fees, and other miscellaneous supplies, materials and equipment.

Transfers - Includes charges for finance and administrative services and a 7% franchise fee on sewer rate revenue paid to the General Fund.

Capital Outlay – See Sewer Reserve.

Contingency – Is 15% of personal services plus materials and services less internal charges for the WWTP, Collections and Stormwater departments.

CITY OF CANBY
REVENUES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
3,587	7,720	0	MISCELLANEOUS-INCOME	2,500	2,500	2,500
3,587	7,720	0	TOTAL MISCELLANEOUS REVENUE	2,500	2,500	2,500
			INTEREST REVENUES			
8,615	11,043	10,000	INTEREST REVENUES	12,000	12,000	12,000
8,615	11,043	10,000	TOTAL INTEREST REVENUES	12,000	12,000	12,000
			CASH CARRYOVER			
0	0	2,338,131	CASH CARRYOVER	3,046,494	3,046,494	3,046,494
0	0	2,338,131	TOTAL CASH CARRYOVER	3,046,494	3,046,494	3,046,494
			CHARGES FOR SERVICES			
2,550,765	3,181,472	3,240,000	SERVICE CHARGE	3,417,015	3,417,015	3,417,015
2,550,765	3,181,472	3,240,000	TOTAL CHARGES FOR SERVICES	3,417,015	3,417,015	3,417,015
			SPECIAL ASSESSMENTS			
2,296	0	0	AFD - NORTH REDWOOD	4,200	4,200	4,200
5,764	10,284	23,667	SDC IMPROVEMENT (SEWER)	16,851	16,851	16,851
17,293	30,851	71,033	SDC REIMBURSEMENT (SEWER)	50,555	50,555	50,555
0	5,285	3,900	SDC IMPROVEMENT (STORM)	9,000	9,000	9,000
0	2,265	1,676	SDC REIMBURSEMENT (STORM)			0
25,353	48,685	100,276	TOTAL SPECIAL ASSESSMENTS	80,606	80,606	80,606
			INTERFUND LOAN TRANSFERS IN			
0	10,939	0	TRANSFER FROM GF FOR LID 0100			0
8,624	0	0	IF LOANTRANSFERS FROM LID 0100			0
0	0	0	IF LOAN FROM TRANSIT	201,043	201,043	201,043
0	0	101,277	IF PRINCIPAL & INTEREST			0
8,624	10,939	101,277	TOTAL INTERFUND LOAN TRANSFERS I	201,043	201,043	201,043
2,596,943	3,259,860	5,789,684	TOTAL FUND REVENUE	6,759,658	6,759,658	6,759,658
			OTHER:			
			OTHER:			

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER/WWTP EXPENDITURES						
PERSONAL SERVICES:						
0	0	0	CITY ADMINISTRATOR			0
0	0	0	PLANNING DIRECTOR			0
28,171	0	0	PUBLIC WORKS MANAGER			0
11,289	46,648	0	PLANT SUPERVISOR			0
0	21,407	45,830	ENVIRONMENTAL SERVICES MGR	46,824	46,824	46,824
7,856	8,793	11,189	OFFICE SPECIALIST II	11,433	11,433	11,433
0	0	0	SENIOR PLANNER			0
21,479	23,052	24,504	OFFICE SPECIALIST III	12,897	12,897	12,897
0	8,464	22,016	STORM/PRETREATMENT TECH	23,629	23,629	23,629
53,215	24,192	0	OPERATOR I			0
64,030	83,557	132,474	OPERATOR III	136,800	136,800	136,800
65,907	67,285	68,928	OPERATOR LEAD	70,440	70,440	70,440
58,503	75,458	60,717	OPERATOR II	62,508	62,508	62,508
6,482	2,247	6,000	OVERTIME	6,000	6,000	6,000
14,304	13,319	15,950	STAND BY	16,914	16,914	16,914
12,795	12,395	16,500	WEEKEND SURVEILLANCE	18,005	18,005	18,005
142,577	169,785	202,058	EMPLOYEE BENEFITS	229,385	229,385	229,385
1,600	1,600	2,000	CLOTHING ALLOWANCE	2,000	2,000	2,000
488,209	558,199	608,166	TOTAL PERSONAL SERVICES	636,835	636,835	636,835
MATERIAL AND SERVICES:						
360	626	0	CONTRACT LABOR-UTILITY BILLING			0
1,049	3,080	7,000	CONSULTANT ENGINEER	7,000	7,000	7,000
0	48,394	200,000	CONTRACT SERVICES	170,000	170,000	170,000
36,589	86,797	132,000	DISPOSAL SERVICES	150,396	150,396	150,396
51	0	1,500	STREET REPAIRS	1,750	1,750	1,750
43,099	39,494	51,600	MAINTENANCE OPERATIONS	48,700	48,700	48,700
0	1,364	22,400	PUMP AND MOTOR REPAIR	22,400	22,400	22,400
797	809	800	GROUPS MAINT	1,235	1,235	1,235
2,587	0	0	SPACE COSTS-UTILITY BILLING			0
35,839	34,388	35,950	SEWER BILLING	36,000	36,000	36,000
20,643	16,075	22,000	EFFLUENT TESTING	22,000	22,000	22,000
5,975	2,674	7,200	SLUDGE TESTING	7,200	7,200	7,200
1,053	725	4,000	PRETREATMENT TESTING	5,000	5,000	5,000
4,674	4,736	2,600	COMMUNICATIONS	5,760	5,760	5,760
1,437	1,868	4,500	TRAVEL & TRAINING	4,500	4,500	4,500
1,926	2,224	2,200	MEMBERSHIP DUES & FEES	2,670	2,670	2,670
12,018	12,347	13,300	NPDES PERMIT FEES	13,640	13,640	13,640
0	0	0	INTERNAL CHARGE-FLEET	24,385	24,385	24,385
0	0	0	INTERNAL CHARGE-FACILITIES	1,080	1,080	1,080
0	0	0	INTERNAL CHARGE-TECH SERVICES	23,584	23,584	23,584
5,429	3,944	5,900	SUPPLIES & SERVICES	7,055	7,055	7,055
2,222	1,366	2,650	SAFETY SUPPLIES	2,525	2,525	2,525
454	452	500	TOOLS & EQUIPMENT	615	615	615
1,665	175	8,700	COMPUTER SUPPLIES	15,700	15,700	15,700
0	0	0	UNIFORMS	2,000	2,000	2,000
4,738	4,993	6,400	BLDG CLEANING SERVICE	6,900	6,900	6,900
9,844	10,068	15,350	LAB EQUIPMENT & CHEMICALS	18,850	18,850	18,850
14,002	16,187	20,000	BULK CHEMICALS	20,000	20,000	20,000
38,608	33,917	42,000	LIME	42,000	42,000	42,000
8,585	9,452	12,000	POLYMER	12,000	12,000	12,000
101,432	88,703	90,200	UTILITIES	76,200	76,200	76,200
55,878	59,271	40,000	BAD DEBT EXPENSE			0
410,954	484,128	750,750	TOTAL MATERIAL AND SERVICES	751,145	751,145	751,145

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
102,297	121,452	160,050	O/H TRANSFER TO GENERAL FUND	163,728	163,728	163,728
33,095	21,009	26,250	OP TRANSFER TO FLEET			0
0	0	1,134	OP TRANSFER TO FACILITIES			0
18,672	12,207	20,328	OP TRANSFER TO TECHNICAL SVC.			0
0	250,000	250,000	IF LOAN TO TRANSIT			0
0	0	226,800	REVENUE TRANS FRANCHISE FEE	241,800	241,800	241,800
154,064	404,668	684,562	TOTAL TRANSFERS	405,528	405,528	405,528
1,053,227	1,446,995	2,043,478	TOTAL SEWER/WWTP EXPENDITURES	1,793,508	1,793,508	1,793,508
OTHER:						
0	0	236,825	CONTINGENCY	313,361	313,361	313,361
0	0	236,825	TOTAL OTHER	313,361	313,361	313,361

Sewer Combined Fund:

Sewer Collections & Stormwater

Department Description

The objective of the Sewer Collections and Stormwater departments is to meet Oregon Department of Environmental Quality (DEQ) requirements for sewer collections and stormwater systems including catch basins and underground main lines.

Noteworthy Changes for 2013-2014

- Budgeted staffing allocations have been adjusted to reflect the proper split between stormwater and collections duties.
- The City Administrator is directly supervising the lead supervisor and operations of these departments therefore it was determined that a portion of the Administrator's salary and benefits should be directly allocated to these departments.
- A portion of planning staff salaries is now allocated to streets, parks, collections, and stormwater departments, as representative of the overall city planning work performed.

Budget at a Glance

Personal Services - Includes wages and benefits for 6.76 FTE's. An FTE is a full-time equivalent employee.

Material and Services - Includes supplies and services, small tools and equipment, consulting engineer, internal charges for fleet, facilities and technical services and other maintenance costs.

Transfers – Includes charges for finance and administrative services.

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER COLLECTIONS EXPENDITURES						
PERSONAL SERVICES:						
0	0	0	CITY ADMINISTRATOR	21,782	21,782	21,782
0	0	0	PLANNING DIRECTOR	25,041	25,041	25,041
20,122	0	0	PUBLIC WORKS DIRECTOR	9,365	9,365	9,365
0	4,281	9,166	ENVIRONMENTAL SERVICES MGR			0
12,921	6,464	6,713	OFFICE SPECIALIST II	10,912	10,912	10,912
0	0	0	SENIOR PLANNER	7,544	7,544	7,544
0	0	0	ASSOCIATE PLANNER	14,544	14,544	14,544
0	26,508	37,136	UTILITY WORKER I	42,272	42,272	42,272
46,070	73,401	48,327	UTILITY MAINT WORKER II	25,404	25,404	25,404
35,012	9,025	52,400	UTILITY WORKER III	27,588	27,588	27,588
7,756	22,694	16,876	PUBLIC WORKS LEAD MAN	17,716	17,716	17,716
3,567	7,261	6,000	OVERTIME	6,500	6,500	6,500
72,544	77,277	97,729	EMPLOYEE BENEFITS	115,339	115,339	115,339
941	439	1,200	CLOTHING ALLOWANCE	1,200	1,200	1,200
198,933	227,350	275,547	TOTAL PERSONAL SERVICES	325,207	325,207	325,207
MATERIAL AND SERVICES:						
3,303	788	2,500	CONSULTANT ENGINEER	2,500	2,500	2,500
0	1,013	1,700	SOFTWARE MAINT	1,700	1,700	1,700
329	0	0	BUILDING MAINTENANCE			0
3,081	4,312	6,000	LATERAL REPAIR	4,000	4,000	4,000
4,087	9,385	10,000	LIFT STATION MAINT	10,000	10,000	10,000
2,391	4,664	28,000	LIFT STATION TELEMTRY			0
14,252	0	0	STORM SYSTEM MAINTENANCE			0
7,032	5,490	17,400	COLLECTION SYSTEM MAINT	6,000	6,000	6,000
0	15	250	EQUIPMENT RENTAL	250	250	250
1,278	689	700	COPIER LEASE & MAINT	700	700	700
1,167	0	0	STORM WATER ANALYSIS			0
377	1,628	1,890	COMMUNICATIONS	1,890	1,890	1,890
0	0	150	PUBLICATIONS	150	150	150
1,434	963	2,250	TRAVEL & TRAINING	1,500	1,500	1,500
525	34	250	MEMBERSHIP DUES & FEES	250	250	250
0	0	0	INTERNAL CHARGE-FLEET	41,950	41,950	41,950
0	0	0	INTERNAL CHARGE-FACILITIES	10,022	10,022	10,022
0	0	0	INTERNAL CHARGE-TECH SERVICES	10,107	10,107	10,107
4,614	3,386	4,090	SUPPLIES & SERVICES	4,090	4,090	4,090
75	541	800	SMALL TOOLS	2,000	2,000	2,000
259	261	0	UNIFORMS			0
715	0	150	CLEANING/SUPPLIES	150	150	150
499	950	600	SAFETY SUPPLIES	400	400	400
2,512	0	0	UTILITIES			0
5,079	5,280	7,400	UTILITIES-LIFT STATIONS	5,375	5,375	5,375
0	0	5,000	GPS MAPPING PROJECT			0
53,009	39,398	89,130	TOTAL MATERIAL AND SERVICES	103,034	103,034	103,034
TRANSFERS:						
68,267	44,422	74,152	O/H TRANSFER TO GENERAL FUND	45,863	45,863	45,863
64,261	36,828	60,500	OP TRANSFER TO FLEET			0
0	16,457	10,535	OP TRANSFER TO FACILITIES			0
3,734	4,439	4,782	OP TRANSFER TO TECHNICAL SVCS.			0
136,262	102,146	149,969	TOTAL TRANSFERS	45,863	45,863	45,863
388,204	368,894	514,646	TOTAL SEWER COLLECTIONS EXPENDI	474,104	474,104	474,104

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STORMWATER EXPENDITURES						
PERSONAL SERVICES:						
0	0	0	CITY ADMINISTRATOR	14,521	14,521	14,521
0	0	0	PLANNING DIRECTOR	25,041	25,041	25,041
0	17,125	36,664	ENVIRONMENTAL SERVICES MGR	37,459	37,459	37,459
0	0	0	OFFICE SPECIALIST III	12,897	12,897	12,897
0	6,641	6,713	OFFICE SPECIALIST II	10,912	10,912	10,912
0	0	0	SENIOR PLANNER	7,544	7,544	7,544
0	0	6,230	ASSOCIATE PLANNER	14,544	14,544	14,544
0	8,464	22,016	STORM/PRETREATMENT TECH	23,629	23,629	23,629
0	0	0	UTILITY MAINT WORKER II	25,404	25,404	25,404
0	0	0	UTILITY WORKER III	27,588	27,588	27,588
0	22,800	18,480	PUBLIC WORKS LEAD MAN	19,356	19,356	19,356
0	0	2,500	OVERTIME	500	500	500
0	26,747	50,945	EMPLOYEE BENEFITS	124,084	124,084	124,084
0	81,777	143,548	TOTAL PERSONAL SERVICES	343,479	343,479	343,479
MATERIAL AND SERVICES:						
0	3,171	4,000	CONSULTANT ENGINEER	4,000	4,000	4,000
0	0	1,000	SOFTWARE MAINT	1,000	1,000	1,000
0	7,780	8,000	CATCH BASIN REPAIR	6,000	6,000	6,000
0	20,425	20,000	BMP DEVICES			0
0	7,045	20,000	STORM SYSTEM MAINTENANCE	20,000	20,000	20,000
0	0	500	EQUIPMENT RENTAL	250	250	250
0	686	700	COPIER LEASE & MAINT	700	700	700
0	1,406	7,500	STORM WATER ANALYSIS			0
0	496	500	COMMUNICATIONS	1,500	1,500	1,500
0	0	150	PUBLICATIONS	150	150	150
0	1,390	2,500	TRAVEL & TRAINING	500	500	500
0	525	600	MEMBERSHIP DUES & FEES	600	600	600
0	0	3,000	UIC PERMITTING			0
0	0	0	INTERNAL CHARGE-FACILITIES	10,022	10,022	10,022
0	2,883	2,500	SUPPLIES & SERVICES	2,500	2,500	2,500
0	877	600	SMALL TOOLS	2,000	2,000	2,000
0	0	200	CLEANING/SUPPLIES	50	50	50
0	505	600	SAFETY SUPPLIES	600	600	600
0	371	5,000	GPS MAPPING PROJECT	650	650	650
0	47,559	77,350	TOTAL MATERIAL AND SERVICES	50,522	50,522	50,522
TRANSFERS:						
0	48,108	75,393	O/H TRANSFER TO GENERAL FUND	29,073	29,073	29,073
0	0	10,535	OP TRANSFER TO FACILITIES			0
0	48,108	85,928	TOTAL TRANSFERS	29,073	29,073	29,073
0	177,444	306,826	TOTAL STORMWATER EXPENDITURES	423,074	423,074	423,074
OTHER:						
0	0	0	TOTAL OTHER			0

Statement of Purpose

The purpose of the Sewer Debt section of the Sewer Combined Fund is to accumulate resources to pay principal and interest due on the long term debt of the fund. The current obligation is scheduled for payoff in December 2017.

Noteworthy Changes for 2013-2014

- None

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER DEBT						
DEBT:						
225,000	235,000	240,000	SEWER BOND PRINC-08	250,000	250,000	250,000
71,872	63,534	54,925	SEWER BOND INT-08	46,044	46,044	46,044
0	0	270,000	SEWER BOND RES	302,285	302,285	302,285
296,872	298,534	564,925	TOTAL DEBT	598,329	598,329	598,329
296,872	298,534	564,925	TOTAL SEWER DEBT	598,329	598,329	598,329
OTHER:						
0	0	0	TOTAL OTHER			0

Statement of Purpose

The Sewer Reserve accumulates funds to be used on future capital needs of the wastewater treatment plant and sewer/storm collections system.

Department Description

The Sewer Reserve fund receives most of its revenue from sewer rates and system development charges. As the City grows, plans for expansion of the wastewater treatment plant and the sewer and storm collection infrastructure will be implemented using Sewer Reserve funds. SDC funds are tracked separately and can only be used for capacity increasing capital improvements, whereas carryover funds from the rates can be accumulated in the reserve and used for capacity increasing, maintenance and equipment needs.

Noteworthy Changes for 2013-2014

- See planned projects below under capital outlay.

Budget at a Glance

Materials and Services – Includes the cost of a biosolids feasibility study.

Capital Outlay – Includes significant improvement to the WWTP headworks, effluent diffuser, pump station and building; the 34th Street lift station rehabilitation; replacement of the 1999 vector truck and a new sewer push camera. After projects outlined herein a balance of approximately 1.5 million remains to fund unexpected repairs or future capital projects.

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER RESERVE						
MATERIAL AND SERVICES:						
21,874	10,626	0	SEWER RATE STUDY			0
0	1,416	4,950	STORMWATER MANAGEMENT PLAN			0
0	0	100,000	STORMWATER MASTER PLAN			0
0	0	0	BIOSOLIDS FEASIBILITYSTUDY/SDC	25,000	25,000	25,000
21,874	12,042	104,950	TOTAL MATERIAL AND SERVICES	25,000	25,000	25,000
CAPITAL OUTLAY:						
0	6,774	10,000	BUILDING	15,800	15,800	15,800
0	0	50,000	WWTP EFFLUENT DIFFUSER	50,000	50,000	50,000
0	0	0	WWTP PUMP STATION/SDC	65,000	65,000	65,000
0	0	0	HEADWORDS IMPROVEMENTS/SDC	800,000	800,000	800,000
1,311,582	32,065	86,974	PHASE III	99,909	99,909	99,909
11,605	9,157	18,000	EQUIPMENT	18,000	18,000	18,000
0	0	15,000	POLICE ACCESS ROAD			0
0	0	0	34TH PUMP STATION REHAB/SDC	130,000	130,000	130,000
0	0	0	PUMP STATION PLC/SCADA IMP/SDC			0
0	0	0	MULINO PUMP STATION/SDC			0
0	0	15,000	UIC DECOMMISSIONING			0
34,970	0	0	KNIGHTS BRIDGE RD LIFT STATION			0
0	46,262	258,000	1ST AVENUE REDEVELOPMENT PROJ			0
9,670	12,891	12,000	NON-CAPITALIZED EQUIPMENT			0
0	111,260	0	TV TRUCK EQUIP REPLACEMENT			0
0	0	0	VACTOR TRUCK	400,000	400,000	400,000
0	0	0	SEWER PUSH CAMERA	14,000	14,000	14,000
0	4,052	0	NON-CAPITALIZED COMPUTERS			0
469	0	1,552,460	SEWER PROJECT RESERVE	1,539,573	1,539,573	1,539,573
1,368,295	222,461	2,017,434	TOTAL CAPITAL OUTLAY	3,132,282	3,132,282	3,132,282
TRANSFERS:						
600	600	600	O/H TRANSFER TO GENERAL FUND			0
600	600	600	TOTAL TRANSFERS			0
1,390,769	235,103	2,122,984	TOTAL SEWER RESERVE	3,157,282	3,157,282	3,157,282
OTHER:						
0	0	0	TOTAL OTHER			0
3,129,072	2,526,971	5,789,684	TOTAL FUND EXPENDITURES	6,759,658	6,759,658	6,759,658

CLOSED FUNDS

Special Revenue Fund

911 Emergency

Department Description

In the past, the city received distribution of state 9-1-1 excise tax directly into its 911 Emergency Fund. An annual transfer from the Police Department to the 911 Emergency Fund was made in an amount sufficient to subsidize the cost of dispatch services provided by CCOM. However, with the passage of SB 1559, 911 distributions made after January 1, 2013, will be made directly to CCOM. The Police Department is now responsible for paying what is billed for dispatch services therefore this fund is recommended for closure.

CITY OF CANBY
REVENUES

911 EMERGENCY FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTERGOVERNMENTAL			
77,317	77,388	76,000	911 EXCISE TAX			0
77,317	77,388	76,000	TOTAL INTERGOVERNMENTAL			0
			INTEREST REVENUES			
434	214	20	INTEREST REVENUES			0
434	214	20	TOTAL INTEREST REVENUES			0
			OPERATIONAL TRANSFERS IN			
50,000	0	72,000	OP TRANSFER IN FROM POLICE			0
50,000	0	72,000	TOTAL OPERATIONAL TRANSFERS IN			0
			CASH CARRYOVER			
0	0	23,081	CASH CARRYOVER			0
0	0	23,081	TOTAL CASH CARRYOVER			0
127,751	77,603	171,101	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

911 EMERGENCY FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
911 EMERGENCY EXPENDITURES						
MATERIAL AND SERVICES:						
145,077	152,197	167,860	CENTRAL DISPATCH			0
0	0	2,641	911 RESERVE			0
145,077	152,197	170,501	TOTAL MATERIAL AND SERVICES			0
TRANSFERS:						
600	600	600	O/H TRANSFER TO GENERAL			0
600	600	600	TOTAL TRANSFERS			0
145,677	152,797	171,101	TOTAL 911 EMERGENCY EXPENDITURE			0
OTHER:						
0	0	0	TOTAL OTHER			0
145,677	152,797	171,101	TOTAL FUND EXPENDITURES			0

Special Revenue Fund

LID #100

Statement of Purpose

The Local Improvement District Fund (LID) #100 Fund was established to account for the accumulation of resources for the payment of general long-term debt principal and interest.

Department Description

The LID #0100 Fund received payments from property owners assessed their proportionate amount of project costs at the 3rd and Baker location. This special revenue fund was created on February 20, 2002, per Resolution No. 781. The final assessments were adopted in Ordinance 1088. All monies collected into this fund were transferred to the Sewer Construction Reserve Fund and the Finance Department in accordance with Resolutions 785-786 and Ordinance 1088. All debt related to the 3rd and Baker project has been retired. In the future, when the single remaining payment due is received, it will be paid directly to the Sewer Fund.

This fund was closed by City Council resolution June 2011.

CITY OF CANBY
REVENUES

LID #0100 FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS			
9,261	0	0	LID 1 PROPERTY OWNER REVENUE			0
9,261	0	0	TOTAL SPECIAL ASSESSMENTS			0
			INTEREST REVENUES			
646	0	0	INTEREST LID 100			0
646	0	0	TOTAL INTEREST REVENUES			0
9,907	0	0	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

LID #0100 FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LID EXPENDITURES						
TRANSFERS:						
12,771	0	0	ADMTRANSFER TO GENERAL FUND			0
8,624	0	0	OP TRANSFER TO SEWER RESERVE			0
21,395	0	0	TOTAL TRANSFERS			0
21,395	0	0	TOTAL LID EXPENDITURES			0
OTHER:						
0	0	0	TOTAL OTHER			0
21,395	0	0	TOTAL FUND EXPENDITURES			0

Special Revenue Fund

Library Endowment

Statement of Purpose

The purpose of the Library Endowment Fund is to accumulate funds from transfers and donations that can be used to improve the facilities and services of the Canby Public Library.

Department Description

The Endowment Fund was set by Ordinance and appears in Chapter 3.16 of the Canby Municipal Code. Fund principal may only be used for capital expenditures such as a new or remodeled facility, remodeling or repair of the present facility, purchase of new furnishings or shelving of direct benefit to the Canby Public Library. Principal funds may be used only after the Library Board has so recommended.

At the time of this publication it is expected that this fund will be closed to the Library Fund per the Library Board recommendation in April 2013 that the funds will be restricted to use on the new Library facility. Future endowment gifts will go to the newly formed Library Foundation.

CITY OF CANBY
REVENUES

LIBRARY ENDOWMENT FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTEREST REVENUES			
651	696	650	INTEREST REVENUES			0
651	696	650	TOTAL INTEREST REVENUES			0
			CASH CARRYOVER			
0	0	135,365	CASH CARRYOVER			0
0	0	135,365	TOTAL CASH CARRYOVER			0
651	696	136,015	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

LIBRARY ENDOWMENT FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LIBRARY ENDOWMENT EXPENDITURES						
CAPITAL OUTLAY:						
0	0	135,415	IMPROVEMENTS OTHER THAN BUILD			0
0	0	135,415	TOTAL CAPITAL OUTLAY			0
TRANSFERS:						
600	600	600	O/H TRANSFER TO GENERAL FUND			0
0	0	0	TRANSFER TO LIBRARY			0
600	600	600	TOTAL TRANSFERS			0
600	600	136,015	TOTAL LIBRARY ENDOWMENT EXPEND			0
OTHER:						
0	0	0	TOTAL OTHER			0
600	600	136,015	TOTAL FUND EXPENDITURES			0

Special Revenue Fund

Debt Service

Department Description

The Debt Service Fund was created to combine all non-bond debt into one fund. This created added layers of transfers between funds and it was deemed more efficient and transparent to show debt payments from the departments that incurred the obligation, therefore this fund is recommended for closure.

CITY OF CANBY
REVENUES

DEBT SERVICE FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS			
0	1,079	0	AFD 3 LRIP PHASE I PRIN/INT			0
0	0	0	AFD 4 LRIP PHASE I PRIN/INT			0
0	1,079	0	TOTAL SPECIAL ASSESSMENTS			0
			INTEREST REVENUES			
0	60-	100	INTEREST REVENUES			0
0	60-	100	TOTAL INTEREST REVENUES			0
			OPERATIONAL TRANSFERS IN			
0	202,812	188,635	TRANSFER FROM GENERAL FUND			0
0	42,455	42,455	TRANSFER FROM STREETS			0
0	7,285	0	TRANSFER FROM FLEET			0
0	99,588	101,277	TRANSFER FROM TRANSIT			0
0	352,140	332,367	TOTAL OPERATIONAL TRANSFERS IN			0
			CASH CARRYOVER			
0	0	4,830	CASH CARRYOVER			0
0	0	4,830	TOTAL CASH CARRYOVER			0
0	353,158	337,297	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

DEBT SERVICE FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DEBT EXPENDITURES						
MATERIAL AND SERVICES:						
0	69,970	72,842	POLICE CAR LEASES			0
0	42,455	42,455	SWEEPER LEASE			0
0	7,285	0	VEHICLE LIFT LEASE			0
0	99,588	0	BUS LEASE			0
0	219,298	115,297	TOTAL MATERIAL AND SERVICES			0
DEBT:						
0	40,507	42,861	LOGGING ROAD PRINCIPLES PHS 1			0
0	12,536	17,664	LOGGING ROAD PRINCIPLE PHS 2			0
0	10,403	8,051	LOGGING ROAD INTEREST PHS 1			0
0	6,070	5,444	LOGGING ROAD INTEREST PHS 2			0
0	0	5,000	RESERVE FOR DEBT			0
0	69,517	79,020	TOTAL DEBT			0
TRANSFERS:						
0	0	0	TRANSFER TO GENERAL FUND			0
0	34,133	17,067	IF LOAN TO PARKS DEVELOPMENT			0
0	24,636	24,636	IF LOAN TO CEM PERPETUAL CARE			0
0	0	101,277	IF LOAN TO SEWER			0
0	58,769	142,980	TOTAL TRANSFERS			0
0	347,583	337,297	TOTAL DEBT EXPENDITURES			0
OTHER:						
0	0	0	TOTAL OTHER			0
0	347,583	337,297	TOTAL FUND EXPENDITURES			0

Capital Project Fund

Logging Road Industrial Park

Department Description

The Logging Road Industrial Park Fund accumulated and accounted for funds dedicated to the implementation of the Logging Road Industrial Park project located along South Redwood Street. Original funding sources included advance financing, interest revenues and cash. The OEDD loans related to the advanced financing were also serviced from this fund. As the project is complete and funding sources are not sufficient to service the remaining debt outstanding, the debt is now being paid by the General Fund.

This fund was closed by City Council resolution in June 2011.

CITY OF CANBY
REVENUES

LOG ROAD IND PARK FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS			
0	0	0	ADVANCE FINANCING			0
0	0	0	ADVANCED FINANCING 2			0
0	0	0	TOTAL SPECIAL ASSESSMENTS			0
			INTEREST REVENUES			
433	0	0	INTEREST REVENUES			0
433	0	0	TOTAL INTEREST REVENUES			0
			CASH CARRYOVER			
0	0	0	CASH CARRYOVER			0
0	0	0	TOTAL CASH CARRYOVER			0
433	0	0	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

LOG ROAD IND PARK FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LOG ROAD IND PARK EXPENDITURES						
CAPITAL OUTLAY:						
0	0	0	IMPROVEMENTS-ROAD & BRIDGE			0
0	0	0	TOTAL CAPITAL OUTLAY			0
DEBT:						
38,284	0	0	LOGGING ROAD PRINCIPLE PHS 1			0
12,416	0	0	LOGGING ROAD PRINCIPLE PHS 2			0
12,627	0	0	LOGGING ROAD INTEREST PHS 1			0
6,690	0	0	LOGGING ROAD INTEREST PHS 2			0
70,017	0	0	TOTAL DEBT			0
TRANSFERS:						
64,062	0	0	O/H TRANSFER TO GENERAL FUND			0
64,062	0	0	TOTAL TRANSFERS			0
134,079	0	0	TOTAL LOG ROAD IND PARK EXPENDIT			0
OTHER:						
0	0	0	TOTAL OTHER			0
134,079	0	0	TOTAL FUND EXPENDITURES			0

Capital Project Fund

Capital Reserve

Department Description

Historically, the Capital Reserve Fund receives transferred amounts from General Fund departments, as well as interest revenue. Capital expenditures from this fund were used for items that do not fit into Facilities, Fleet or Technical Services purchases. For example, the Police Department had used this fund to save for protective vests and replacement police dogs. PEG fees for capital equipment were also collected and distributed from this fund.

It is recommended that this fund be closed to the General Fund at this time. The funds accumulated for Police needs have been spent. Future needs will be expended directly from the General Fund department budgets. Accumulated PEG fees will be moved to the General Fund and disbursed through the Administration department. Accounting of these restricted funds will be maintained by the Finance department.

CITY OF CANBY
REVENUES

CAPITAL RESERVE FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
23,948	13,474	53,631	PEG ACCESS FEES			0
23,948	13,474	53,631	TOTAL MISCELLANEOUS REVENUE			0
			INTEREST REVENUES			
541	234	400	INTEREST REVENUES			0
541	234	400	TOTAL INTEREST REVENUES			0
			RESERVE TRANSFERS IN			
12,400	12,400	0	RESERVE TRANSFER FROM POLICE			0
0	0	150,000	RESERVE TRANSFER FROM FLEET			0
12,400	12,400	150,000	TOTAL RESERVE TRANSFERS IN			0
			CASH CARRYOVER			
0	0	71,647	CASH CARRYOVER			0
0	0	71,647	TOTAL CASH CARRYOVER			0
36,889	26,109	275,678	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

CAPITAL RESERVE FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CAPITAL RESERVE EXPENDITURES						
CAPITAL OUTLAY:						
3,195	0	150,600	FACILITIES			0
18,862	0	0	FACILITIES - ADULT CENTER BLDG			0
0	1,647	100,278	CAPITAL - PEG ACCESS			0
0	0	24,800	CAPITAL - POLICE			0
22,057	1,647	275,678	TOTAL CAPITAL OUTLAY			0
TRANSFERS:						
600	0	0	O/H TRANSFER TO GENERAL FUND			0
0	66,624	0	TRANSFER TO FACILITIES			0
34,133	0	0	IF PRINCIPAL & INTEREST			0
34,733	66,624	0	TOTAL TRANSFERS			0
56,790	68,271	275,678	TOTAL CAPITAL RESERVE EXPENDITURE			0
OTHER:						
0	0	0	TOTAL OTHER			0
56,790	68,271	275,678	TOTAL FUND EXPENDITURES			0

REQUIRED FILINGS

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Clackamas County

FORM LB-50 2013-2014

Check here if this is an amended form.

▪ Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Canby District Name has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Clackamas County Name County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>PO Box 930</u> <small>Mailing Address of District</small>	<u>Canby</u> <small>City</small>	<u>OR</u> <small>State</small>	<u>97013</u> <small>ZIP code</small>	<u>6/30/13</u> <small>Date</small>
<u>Haley Fish</u> <small>Contact Person</small>	<u>Finance Director</u> <small>Title</small>	<u>503-266-0725</u> <small>Daytime Telephone</small>	<u>fishh@ci.canby.or.us</u> <small>Contact Person E-Mail</small>	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
 The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.435.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits Rate -or- Dollar Amount	
1.	Rate/Amount levied (within permanent rate limit)	3.4886	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2.	Local option operating tax	0.49	
3.	Local option capital project tax		
4.	Levy for pension and disability obligations		
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.	
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	6	3.4886
7.	Election date when your new district received voter approval for your permanent rate limit	7	
8.	Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

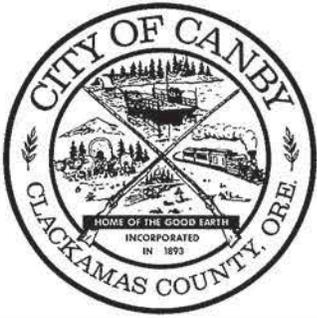
Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First year levied	Final year to be levied	Tax amount -or- rate authorized per year by voters
mixed	11/8/2011	2012-2013	2016-2017	0.49

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)



Office of the Mayor

Proclamation

“Measure 3-385 Election Results”

WHEREAS, the City of Canby, County of Clackamas, Oregon, placed a measure on the Special Election ballot on November 8, 2011, to consider the following measure:

MEASURE NO. 3-385

SHALL THE CITY IMPOSE \$0.49 PER \$1,000 OF ASSESSED PROPERTY VALUE FOR FIVE YEARS, 2012-2017, FUNDING SWIM CENTER OPERATIONS?

WHEREAS, the Clackamas County Elections Department offers the following as an official count of votes for the Special Election on November 8, 2011.

YES - 2,081

NO - 1,557

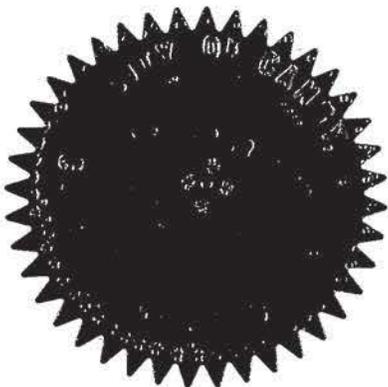
Blank - 1

Over Votes - 0

Under Votes - 44

NOW, THEREFORE, I, Randy Carson, Mayor of the City of Canby, Oregon, do hereby proclaim the foregoing to be a true and accurate accounting as presented by the Clackamas County Election Division dated November 21, 2011.

Dated this 7th day of December, 2011.



Randy Carson
Mayor

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Canby City Council will be held on June 19, 2013 at 7:30 p.m at the Council Chambers, 155 NW 2nd Avenue, Canby, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Canby Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 182 N Holly Street, Canby, between the hours of 8:00 a.m. and 5:00 p.m., or on the city's website at www.ci.canby.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Haley Fish, Finance Director

Telephone: 503-266-0725

Email: fishh@ci.canby.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2011-12	Adopted Budget This Year 2012-13	Approved Budget Next Year 2013-14
Beginning Fund Balance/Net Working Capital	10,584,733	8,278,817	10,102,437
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	6,651,059	7,218,441	8,967,764
Federal, State and All Other Grants, Gifts, Allocations and Donations	4,654,061	3,509,916	3,497,266
Revenue from Bonds and Other Debt	250,000	90,000	0
Interfund Transfers / Internal Service Reimbursements	3,757,485	4,584,847	2,310,562
All Other Resources Except Property Taxes	142,372	111,468	133,423
Property Taxes Estimated to be Received	4,170,738	4,360,912	4,429,752
Total Resources	30,210,449	28,154,401	29,441,204

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	8,210,690	8,734,044	9,381,445
Materials and Services	3,753,529	5,276,563	5,801,336
Capital Outlay	2,809,714	6,613,044	7,501,970
Debt Service	368,052	643,945	671,588
Interfund Transfers	3,657,529	4,526,913	3,368,104
Contingencies	0	1,537,999	1,857,112
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	0	821,893	859,649
Total Requirements	18,799,515	28,154,401	29,441,204

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program			
FTE for that unit or program			
Administration	1,492,514	2,329,209	1,895,684
FTE	5.59	5.64	5.04
Court	264,590	328,448	253,777
FTE	2.25	3.50	2.50
Planning	292,306	402,109	189,225
FTE	2.90	3.00	1.13
Parks	460,576	531,212	567,514
FTE	4.13	5.00	5.30
Building	324,758	162,488	106,944
FTE	2.03	0.80	0.83
Police	4,021,715	4,394,243	4,745,306
FTE	28.60	28.60	28.55
Cemetery	103,970	106,371	103,284
FTE	0.05	0.05	0.05
Finance	451,031	514,607	519,267
FTE	3.90	4.00	3.90
Library Fund	1,047,728	1,024,191	2,145,385
FTE	10.33	9.20	8.83
Streets Fund	1,924,194	2,268,591	2,132,638
FTE	5.29	4.53	5.33

Fleet Services Fund	663,099	1,426,009	1,061,323
FTE	3.43	2.40	2.40
911 Emergency Fund	152,797	171,101	0
FTE	0.00	0.00	0.00
Parks Development Fund	21,800	1,065,742	936,661
FTE	0.00	0.00	0.00
Library Endowment Fund	600	136,015	0
FTE	0.00	0.00	0.00
Cemetery Perpetual Care Fund	600	822,493	859,649
FTE	0.00	0.00	0.00
Facilities Fund	190,334	340,931	326,005
FTE	0.50	0.90	0.90
Forfeiture Fund	1,915	16,118	36,781
FTE	0.00	0.00	0.00
Tech Services Fund	288,037	491,150	519,419
FTE	1.15	1.15	1.15
Transit Fund	1,638,278	2,002,060	3,163,459
FTE	2.00	1.90	3.00
Swim Center Levy	646,420	862,045	925,918
FTE	8.68	8.68	8.87
Debt Service Fund	347,583	337,297	0
FTE	0.00	0.00	0.00
Sewer Combined Fund	2,276,971	5,789,684	6,759,658
FTE	10.94	10.71	12.24
Street Reserve Fund	2,119,427	2,356,609	2,193,307
FTE	0.00	0.00	0.00
Capital Reserve Fund	68,271	275,678	0
FTE	0.00	0.00	0.00
Total Requirements	18,799,515	28,154,401	29,441,204
Total FTE	91.75	90.06	90.02

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

A 5% sewer rate increase effective July 1, 2013.
Internal Funds (Tech, Facilities, Fleet) charges for services have been classified as materials and services vs transfers.

PROPERTY TAX LEVIES

	Rate or Amount Approved	Rate or Amount Approved	Rate or Amount Approved
Permanent Rate Levy (rate limit 3.4886 per \$1,000)	3.4886	3.4886	3.4886
Local Option Levy	0.4200	0.4900	0.4900
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$26,625,000	\$0
Other Borrowings	\$2,392,663	\$0
Total	\$29,017,663	\$0

RESOLUTION NO. 1162

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAX FOR THE 2013-2014 FISCAL YEAR

WHEREAS, a public hearing for the 2013-2014 City Budget was duly and regularly advertised and held on June 19, 2013; and be it resolved that the City Council of the City of Canby hereby adopts the budget approved by the Budget Committee and amended by the City Council in accordance with ORS 294.456; and

WHEREAS, the City Council of Canby proposes to levy the taxes provided for in the adopted budget at the permanent rate of 3.4886 per \$1,000 and a local option levy of 0.49 per \$1,000 of assessed property value and that these taxes be levied upon all taxable property within the district as of July 1, 2013; and

WHEREAS, the following allocation and categorization subject to the limits of section 11, Article XI of the Oregon Constitution make up the above aggregate levy; now therefore:

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Canby hereby adopts the budget for fiscal year 2013-14 in the total of \$29,441,204. This budget is now on file at City Hall, 182 N. Holly St., Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2013, and for the purposes shown below are hereby appropriated:

GENERAL FUND

ADMINISTRATION	1,319,886
COURT	253,777
PLANNING	189,225
PARKS	567,514
BUILDING	87,747
POLICE	4,745,306
CEMETERY	103,284
FINANCE	519,267
TRANSFERS	89,197
CONTINGENCY	505,798
TOTAL	8,381,001

OTHER FUNDS

LIBRARY FUND

PERSONAL SERVICES	658,334
MATERIALS & SERVICES	166,455
TRANSFERS	1,260,934
CONTINGENCY	59,662
TOTAL	2,145,385

STREET FUND

PERSONAL SERVICES	536,330
MATERIALS & SERVICES	382,083
CAPITAL OUTLAY	70,000
TRANSFERS	1,031,075
CONTINGENCY	113,150
TOTAL	2,132,638

FLEET SERVICES FUND

PERSONAL SERVICES	233,777
MATERIALS & SERVICES	586,552
CAPITAL OUTLAY	124,186
CONTINGENCY	116,808
TOTAL	1,061,323

PARKS DEVELOPMENT FUND

MATERIALS & SERVICES	5,000
CAPITAL OUTLAY	931,661
TOTAL	936,661

FACILITIES FUND

PERSONAL SERVICES	99,504
MATERIALS & SERVICES	163,500
CAPITAL OUTLAY	24,000
CONTINGENCY	39,001
TOTAL	326,005

FORFEITURE FUND

MATERIALS & SERVICES	36,781
TOTAL	36,781

TECH SERVICES FUND

PERSONAL SERVICES	111,939
MATERIALS & SERVICES	173,095
CAPITAL OUTLAY	82,969
TRANSFERS	94,806
CONTINGENCY	56,610
TOTAL	519,419

TRANSIT FUND

PERSONAL SERVICES	167,218
MATERIALS & SERVICES	1,419,260
CAPITAL OUTLAY	828,865
TRANSFERS	334,028
CONTINGENCY	414,088
TOTAL	3,163,459

SWIM CENTER LEVY FUND

PERSONAL SERVICES	478,949
MATERIALS & SERVICES	130,735
TRANSFERS	77,600
CONTINGENCY	238,634
TOTAL	925,918

SEWER COMBINED FUND

PERSONAL SERVICES	1,305,521
MATERIALS & SERVICES	929,701
CAPITAL OUTLAY	3,132,282
DEBT SERVICE	598,329
TRANSFERS	480,464
CONTINGENCY	313,361
TOTAL	6,759,658

STREET RESERVE

CAPITAL OUTLAY	2,193,307
TOTAL	2,193,307

TOTAL APPROPRIATIONS, ALL FUNDS	\$28,581,555
TOTAL UNAPPROPRIATED AMOUNTS, ALL FUNDS	\$ 859,649
TOTAL ADOPTED BUDGET	\$29,441,204

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for the tax year 2013-2014 upon the assessed value of all taxable property within the district:

- (1) At the rate of \$3.4886 per \$1,000 of assessed value for permanent rate tax;
- (2) At the rate of \$0.4900 per \$1,000 of assessed value for local option tax; and
- (3) In the amount of \$ 0 for debt service for general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of article XI section 11b as:

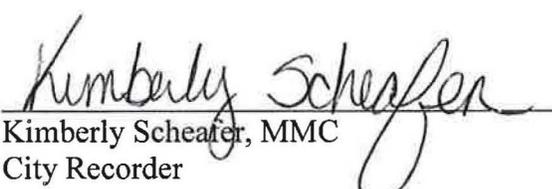
General Government Limitation	Excluded from Limitation
Permanent Rate Tax	\$ 3.4886/\$1,000
Local Option Tax.....	\$ 0.4900/\$1,000
General Obligation Debt Service Fund.....	\$ 0

The above resolution statements were approved and declared adopted on this 19th day of June 2013.



 Brian Hodson
 Mayor

ATTEST:



 Kimberly Scheafer, MMC
 City Recorder

RESOLUTION NO. 1161

A RESOLUTION VERIFYING THAT THE CITY OF CANBY HAS MET THE REQUIREMENTS TO RECEIVE STATE-SHARED REVENUE MONEY.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services and:

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760,

NOW, THEREFORE, BE IT RESOLVED, that the City of Canby, Clackamas County, Oregon hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

1. Police protection
2. Street construction, maintenance and lighting
3. Sanitary sewers
4. Storm sewers
5. Planning, zoning and subdivision control

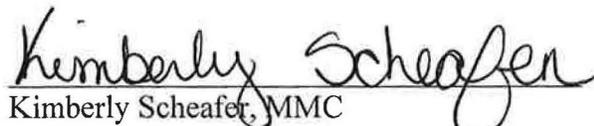
This Resolution shall take effect on June 19, 2013.

ADOPTED this 19th day of June 2013 by the Canby City Council..



Brian Hodson
Mayor

ATTEST:



Kimberly Scheafer, MMC
City Recorder

RESOLUTION NO. 1166

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2013-2014.

WHEREAS, a public hearing for the use of state revenue sharing funds was held before the Budget Committee on May 29, 2013 and before City Council on June 19, 2013; now therefore,

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1 Pursuant to ORS 221.770, the City of Canby hereby elects to receive state revenues for fiscal year 2013-2014.

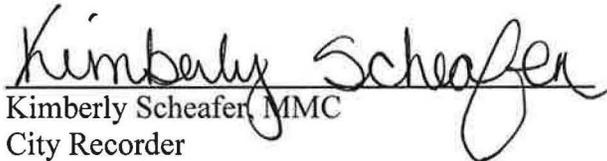
This Resolution shall take effect on June 19, 2013.

ADOPTED this 19th day of June 2013 by the Canby City Council.



Brian Hodson
Mayor

ATTEST:



Kimberly Scheafer, MMC
City Recorder

URBAN RENEWAL

May 22, 2013

Chairman Ares, Urban Renewal Agency Committee
Urban Renewal Agency Budget Committee Members

This Budget Message shall serve as the official letter of transmittal for the Proposed Budget for The Canby Urban Renewal District for Fiscal Year 2013-2014.

Canby Urban Renewal Agency
Agency Director's Budget Message for Fiscal Year 2013-2014

To the Urban Renewal Budget Committee:

Following is the proposed budget for the Canby Urban Renewal Agency for the 2013-2014 Fiscal Year. The proposed budget is balanced, as required by state law. Projected revenues include \$12,308,629 in cash carryover from FY 20012-2013, \$1,155,511 in dedicated project revenue from the City and \$2,432,888 from property taxes, LID payments, grants loan repayments and interest. Expenditures include \$388,895 for contract (City) personnel, \$13,384,671 for projects, materials & services, and contingency, and \$2,123,462 in debt service.

Background

The Urban Renewal Agency is considered a separate entity from the City in relation to local budget law; separate funds are maintained for accounting purposes. The budget development process mirrors the City's, but the Agency Budget Committee is a separate entity from the City's Budget Committee, although the membership is similar (the Agency's Budget Committee has one additional member). Agency budgeting and Budget Committee deliberations are subject to all the same laws regarding open meetings, auditing standards, and fund accounting as is the City's budget.

The Canby Urban Renewal Agency's Board includes the Mayor and six members of the City Council. The proposed budget includes projects prioritized for inclusion by the Urban Renewal Agency.

Under Oregon Urban Renewal Law, financing of projects, administration, and activities of the Agency must be funded through debt, consisting of long-term and short-term debt from internal or external sources.

Funds

The Urban Renewal District has two separate funds, as required by law. Tax increment revenues and debt payments are accounted for in the Debt Service Fund. The Urban Renewal General Fund receives proceeds from debt issuance and transfers of tax increment revenue from the Debt Service Fund and expends those funds on projects, administration contracts, and contracts for other services and supplies.

The Agency is dependent on the City to provide personnel and most required materials and services. In addition, the Agency at times contracts with outside experts, including financial consultants, engineers, and an attorney specializing in Urban Renewal law. Total contract costs for all of these functions are projected at \$408,326. In addition the Agency also pays for operational overhead in the amount of \$97,969.

Revenues

Collectible tax increment revenue is estimated at \$2,254,367 in FY 2013-2014.

Expenditures

In addition to administrative personnel and other services contracted from the City the Agency materials and services expense include the following:

- Materials and Services Contracts: \$57,448 for legal counsel, general Urban Renewal project consultants, staff training, other miscellaneous expenses.
- Main Street Program: \$89,487 for funding the city Main Street program includes salary and benefits for a full time staff member that coordinates committee volunteers to complete projects for downtown for the purpose of drawing to visitors and customers to downtown businesses; the Main Street Manager is split 90/10 Agency/City respectively. Budget also includes expenses for local, state, and national trainings to learn best practices for business development and recruitment leading to new businesses and new jobs, design programs to enhance the aesthetic of downtown, and how to implement successful businesses and community promotional events on limited budgets and staff. Staff will continue to use social media and an online presence, in addition to printed material, to spread the message of this Agency program and its goals and encourage public participation in decision making and work plan implementation.

Agency Goal #1: To diversify economic base and family wage jobs within the district.

Agency Goal #3: Improve and retain existing businesses.

Agency Goal #4: To improve attractive visual amenities for customers and community members throughout the district.

Council Goal #1 – Economic and Community Development

To stabilize the economic base of the City of Canby,

- . *Viable business community (Downtown and 99E)*
- . *Prosperous downtown including businesses, residences, and government*
- . *Maintain Canby Identity*

Council Goal #4- Communications and Customer Service:

To build trust and credibility with customers:

- . *Communication, Website, Newsletter*
- . *Training and Education*
- . *Promote citizen involvement citywide*
- . *Encourage Participation*
- . *Increase community visibility of staff*
- . *Collaborate with other community groups and special districts*

Agency Goal #3: Improve and retain existing businesses.

Agency Goal #4: To improve attractive visual amenities for customers and community members throughout the district.

Council Goal #1 – Economic and Community Development

To stabilize the economic base of the City of Canby,

- . *Viable business community (Downtown and 99E)*
- . *Prosperous downtown including businesses, residences, and government*
- . *Maintain Canby Identity*

Agency capital expenses for 2013-2014 will include two major projects this year as well as ongoing economic development projects including:

- The New Library/Council Chambers/City Administration Building: \$7,017,640 budget to continue this project which the City of Canby's Urban Renewal Agency approved in August, 2012, to create a new downtown civic center complex including a new library, renovation of the existing city hall into council chambers and the renovation of the existing library into consolidated city offices for occupation in 2015. In December 2012 bonds were issued in the amount \$8.5 million to fund the project; additional funding including a \$1 million capital grant from Clackamas County and \$1 million in fundraising by the Library funds the remaining \$2 million in the \$10.5 million total project budget.

Agency Goal #3: Improve and retain existing businesses.

Agency Goal #4: To improve attractive visual amenities for customers and community members throughout the district.

Council Goal #1 – Economic and Community Development

To stabilize the economic base of the City of Canby,

. *Viable business community (Downtown and 99E)*

. *Prosperous downtown including businesses, residences, and government*

Council Goal #2 – Public Services and Safety

To improve city infrastructure, services, and public safety

. *Reduce crime rate and fear of crime.*

. *Library*

- Sequoia Parkway Extension to 13th Avenue: \$3,500,000 budgeted to complete the project which will extend the last segment of Sequoia Parkway through the remainder of the Canby Pioneer Industrial Park. The new parkway will also provide all utilities to 13th Avenue and will fund construction of a bridge over the Oregon Pacific Railroad line. The extension would open approximately 48 acres of the third phase of the industrial park for future development. Planning for the project complete, funds have been committed and bonds were issued for construction. The extension will begin construction this spring and planned for completion scheduled in Fall 2013.

Potential to meet any and all Agency goals.

Council Goal #1: Economic and Community Development

Goal #2: Public Services and Safety.

- Revolving Loan Fund: \$200,000 to provide assistance to businesses for capital projects such as building expansions, new construction, building code upgrades and fixtures.
- Beautification and Marketing: \$25,000 towards beautification and Art Program, and Marketing efforts for Economic Development. A portion of the fund will help create a new mural and art program, with the anticipation of telling the story of the tie between Canby and agriculture to once again emphasize the Garden Spot identity.

Agency Goal #4: To improve attractive visual amenities for customers and community members throughout the district.

Council Goal #1 – Economic and Community Development

To stabilize the economic base of the City of Canby,

. *Viable business community (Downtown and 99E)*

. *Prosperous downtown including businesses, residences, and government*

. *Maintain Canby Identity*

- Façade Improvement Program: \$150,000 for an enhanced façade improvement program would continue a 3 year phased program to create the most dramatic impact on the visual appearance of downtown Canby. We are in to Phase 3 of the Façade Improvement Program which will focus on properties throughout downtown that are the most visual to customers and those with historical significance. All projects would require that properties receiving matching funds of over \$10,000 to conduct an energy efficiency audit through Clackamas County Main Street Energy Efficiency program and Canby Utility.
- Other URD projects: \$197,581 including funds available to consider potential commercial or industrial partnerships, public facilities, or other infrastructure projects; the redevelopment grant program expense, completion of the 1st Ave redevelopment project and funds for the wait and community park projects including pond aeration and terraces.
- Railroad Quiet Zone: \$50,000 in improvements to eliminate dangerous crossings at 3 downtown intersections and to reduce or eliminate the need for warning horns.

Conclusion

The Urban Renewal District is fully capable of funding the projects and expenses described above. City staff is ready to answer any questions you may have about this budget or activities funded by the Agency.

Respectfully submitted,


Greg Ellis
City Administrator / Agency Director

Urban Renewal Funds

Statement of Purpose

The purpose of the Canby Urban Renewal Agency is to administer the statutory tax increment revenues for funding of the goals and objectives of the Canby Urban Renewal Plan through designated projects within the Urban Renewal District.

Department Description

The Canby Urban Renewal Agency, composed of the Mayor and City Councilors, began operating under the Oregon Urban Renewal Laws and the adopted Canby Urban Renewal Plan on December 24, 1999. The Urban Renewal Agency will be working on programs to carry out the goals and objectives of the Canby Urban Renewal Plan:

- 1) To diversify economic base and family wage jobs within the district;
- 2) To maintain effective, efficient and safe traffic system for vehicular and pedestrian users;
- 3) To improve and retain existing businesses and
- 4) To improve attractive visual amenities for customers and community members throughout the district.

Budget at a Glance

Urban Renewal General Fund:

Materials and Services – Includes contracted wages and benefits for 3.41 FTE's. An FTE is a full-time equivalent employee; all employees are employees of the City not the Agency. Other materials and services include the Main Street Program, office and meeting supplies, employee training, contract professional services, and charges for services for facilities, administration and technical services.

Capital Outlay – Includes the New Library/Council Chambers/City Administration Building Project, the Sequoia Parkway Extension to 13th Avenue, the Façade Improvement Program, Beautification and Marketing, Redevelopment Grant Program, completion of the 1st Ave Redevelopment Project and the Wait and Community Park Projects.

Urban Renewal Debt Service Fund:

Debt Service – Principle and interest to pay outstanding obligations of the Agency.

Transfers – To the Urban Renewal General Fund to pay contract expenses directly from tax increment in excess of require debt service.

CITY OF CANBY
REVENUES

URBAN RENEWAL GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DEBT PROCEEDS						
417,927	0	0	DEBT PROCEEDS-WALNUT ST.			0
2,430,631	0	0	DEBT PROCEEDS-1ST AVENUE			0
0	9,000,000	0	DEBT PROCEEDS-POLICE STATION			0
0	0	1,860,000	DEBT PROCEEDS-LOCAP			0
0	0	0	DEBT PROCEEDS-2012 BOND ISSUE			0
2,848,558	9,000,000	1,860,000	TOTAL DEBT PROCEEDS			0
GRANT REVENUE						
171,946	0	0	URD GRANTS	11,030	11,030	11,030
171,946	0	0	TOTAL GRANT REVENUE	11,030	11,030	11,030
SPECIAL ASSESSMENTS						
0	0	0	REVOLVING LOAN INCOME	6,000	6,000	6,000
0	0	0	TOTAL SPECIAL ASSESSMENTS	6,000	6,000	6,000
MISCELLANEOUS REVENUE						
0	0	0	MISCELLANEOUS-INCOME			0
300	62	100	CITY LOGO PRODUCT SALES	60	60	60
300	62	100	TOTAL MISCELLANEOUS REVENUE	60	60	60
INTEREST REVENUES						
10,085	42,937	10,000	INTEREST REVENUE	30,000	30,000	30,000
10,085	42,937	10,000	TOTAL INTEREST REVENUES	30,000	30,000	30,000
OPERATIONAL TRANSFERS IN						
1,500,000	1,000,000	522,000	OP TRANSFER IN FROM UR DEBT	500,000	500,000	500,000
1,500,000	1,000,000	522,000	TOTAL OPERATIONAL TRANSFERS IN	500,000	500,000	500,000
INTERFUND TRANSFERS						
0	0	0	TRANSFER FROM LIBRARY	1,155,511	1,155,511	1,155,511
0	0	0	TOTAL INTERFUND TRANSFERS	1,155,511	1,155,511	1,155,511
CASH CARRYOVER						
0	0	2,937,281	CASH CARRYOVER	12,070,965	12,070,965	12,070,965
0	0	2,937,281	TOTAL CASH CARRYOVER	12,070,965	12,070,965	12,070,965
4,530,890	10,042,999	5,329,381	TOTAL FUND REVENUE	13,773,566	13,773,566	13,773,566
OTHER:						

CITY OF CANBY
EXPENDITURES

URBAN RENEWAL GENERAL FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
URD EXPENDITURES						
PERSONAL SERVICES:						
0	0	0	EMPLOYEE BENEFITS			0
0	0	0	TOTAL PERSONAL SERVICES			0
MATERIAL AND SERVICES:						
238,533	340,058	372,123	PERSONAL SERVICE CONTRACT	388,895	388,895	388,895
60,030	47,706	56,515	MAT & SVC CONTRACT	57,443	57,443	57,443
0	0	264,063	BOND ISSUANCE COSTS			0
35,096	34,254	32,615	MAIN STREET PROJECT	29,865	29,865	29,865
1,060	0	300	CITY LOGO PRODUCTS	100	100	100
72,389	99,956	57,934	DUE TO CITY	117,127	117,127	117,127
407,107	521,974	783,550	TOTAL MATERIAL AND SERVICES	593,430	593,430	593,430
CAPITAL OUTLAY:						
0	19,000	0	RARE PROGRAM			0
0	117,886	4,285,000	SEQUOIA/13TH AVE CONNECTION	3,500,000	3,500,000	3,500,000
54,019	695,567	2,082,376	1ST AVENUE REDEVELOPMENT	83,581	83,581	83,581
85,737	29,750	41,242	URD PROJECTS	70,000	70,000	70,000
89,749	10,047	0	OFFICE BUILDING RENOVATION			0
600,448	0	0	URD PROJECT-RAILROAD PROPERTY			0
29,360	13,362	8,900,000	URD PROJECT-LIBRARY/CITY HALL	7,017,640	7,017,640	7,017,640
472,874	7,348,787	1,605,051	URD PROJECT-POLICE STATION			0
22,253	1,485	25,000	BEAUTIFICATION & MARKETING	25,000	25,000	25,000
91,158	0	785,000	GATEWAY PROJECTS			0
3,398	0	0	SIGN CODE PROJECT			0
37,609	91,468	130,000	FACADE IMP. PROGRAM	150,000	150,000	150,000
0	0	15,000	REDEVELOP. GRT PROGRAM	6,000	6,000	6,000
1,775	5,422	0	WALNUT ST. IMP.			0
0	1,300	7,000	WAIT AND COMMUNITY PARK	38,000	38,000	38,000
0	0	675,000	RAILROAD QUIET ZONE	50,000	50,000	50,000
0	0	50,000	REVOLVING LOAN FUND	200,000	200,000	200,000
1,488,379	8,334,074	18,600,669	TOTAL CAPITAL OUTLAY	11,140,221	11,140,221	11,140,221
TRANSFERS:						
0	0	2,212,856	TRANSFER TO URD DEBT SVC			0
0	0	2,212,856	TOTAL TRANSFERS			0
1,895,486	8,856,048	21,597,075	TOTAL URD EXPENDITURES	11,733,651	11,733,651	11,733,651
OTHER:						
0	0	139,875	CONTINGENCY	2,039,915	2,039,915	2,039,915
0	23,749	0	OTHER FINANCING USE			0
0	23,749	139,875	TOTAL OTHER	2,039,915	2,039,915	2,039,915
1,895,486	8,879,797	21,736,950	TOTAL FUND EXPENDITURES	13,773,566	13,773,566	13,773,566

CITY OF CANBY
REVENUES

URBAN RENEWAL DEBT SVC. FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
1,800,042	1,881,761	1,950,000	TAX INCREMENT	2,187,967	2,187,967	2,187,967
70,051	36,864	33,000	TAX INCREMENT - PRIOR	66,400	66,400	66,400
1,870,093	1,918,624	1,983,000	TOTAL PROPERTY TAXES	2,254,367	2,254,367	2,254,367
SPECIAL ASSESSMENTS						
248,632	41,115	33,920	LID WALNUT ST PRINC	33,850	33,850	33,850
7,352	7,799	8,274	LID HAZEL DELL WAY PRINC	8,778	8,778	8,778
255,984	48,914	42,194	TOTAL SPECIAL ASSESSMENTS	42,628	42,628	42,628
INTEREST REVENUES						
1,943	2,675	1,200	INTEREST REVENUES	2,400	2,400	2,400
13,583	26,475	23,570	LID WALNUT ST INT.	19,966	19,966	19,966
4,620	4,172	3,697	LID HAZEL DELL WAY-INTEREST	3,193	3,193	3,193
31,256	66,578	64,932	BOND INTEREST REBATE (ARRA)	63,244	63,244	63,244
51,402	99,899	93,399	TOTAL INTEREST REVENUES	88,803	88,803	88,803
OPERATIONAL TRANSFERS IN						
0	0	0	TRANS FROM URBAN RENEWAL GENER			0
0	0	0	TOTAL OPERATIONAL TRANSFERS IN			0
CASH CARRYOVER						
0	0	145,210	CASH CARRYOVER	237,664	237,664	237,664
0	0	145,210	TOTAL CASH CARRYOVER	237,664	237,664	237,664
2,177,479	2,067,438	2,263,803	TOTAL FUND REVENUE	2,623,462	2,623,462	2,623,462
OTHER:						

CITY OF CANBY
EXPENDITURES

URBAN RENEWAL DEBT SVC. FUND

ACTUAL PRECEEDING YR 2010-2011	ACTUAL PRECEEDING YR 2011-2012	ADOPTED BUDGET YR 2012-2013	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2013-2014		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
URBAN RENEWAL DEBT EXPENDITURE						
DEBT:						
55,424	55,438	891,840	DEBT PAYMENTS-SEQUOIA PKWY			0
44,563	44,806	758,578	DEBT PAYMENTS-HAZELDELL WAY			0
39,519	39,734	672,701	DEBT PAYMENTS-SEQ & SE 4TH			0
67,334	72,704	73,085	DEBT PMTS-SEQUOIA ST 5 & 6	78,543	78,543	78,543
180,000	240,000	300,000	DEBT PAY-NW 2ND/LOT (CINEMA)	335,000	335,000	335,000
0	41,062	35,281	DEBT PAY-WALNUT ST	37,045	37,045	37,045
0	40,000	45,000	DEBT PAY-POLICE BUILDING			0
0	95,000	100,000	DEBT PAY-1ST AVE REDEV	100,000	100,000	100,000
0	0	0	DEBT PAY-2012 BOND PRINCIPAL	145,000	145,000	145,000
41,872	40,043	46,389	DEBT PAY-SEQUOIA PKWY INT			0
33,100	31,651	44,354	DEBT PAYMTS-HAZELDELL INTEREST			0
29,353	28,068	39,333	DEBT PAY-SEQUOIA & SE 4TH INT			0
83,866	81,846	79,666	DEBT PAY-SEQUOIA 5 & 6 INT	77,108	77,108	77,108
43,783	36,188	26,353	DEBT PAY-NW2ND/LOT INT (CINEMA)	13,903	13,903	13,903
0	13,061	18,844	DEBT PAY-WALNUT ST INT	17,080	17,080	17,080
0	346,699	426,638	DEBT PAY-POLICE BUILDING INT	425,738	425,738	425,738
69,459	147,950	144,294	DEBT PAY-1ST AVE REDEV INT	140,544	140,544	140,544
0	0	220,017	DEBT PAY-2012 BOND INT	489,788	489,788	489,788
0	0	30,115	LOAN PAYMENT RESERVE	72,213	72,213	72,213
0	0	191,500	SERIES 2008 BOND RESERVE	191,500	191,500	191,500
688,272	1,354,252	4,143,988	TOTAL DEBT	2,123,462	2,123,462	2,123,462
TRANSFERS:						
1,500,000	1,000,000	522,000	OP TRANSFER TO UR GENERAL	500,000	500,000	500,000
1,500,000	1,000,000	522,000	TOTAL TRANSFERS	500,000	500,000	500,000
2,188,272	2,354,252	4,665,988	TOTAL URBAN RENEWAL DEBT EXPEN	2,623,462	2,623,462	2,623,462
OTHER:						
0	0	0	TOTAL OTHER			0
2,188,272	2,354,252	4,665,988	TOTAL FUND EXPENDITURES	2,623,462	2,623,462	2,623,462

• Submit two (2) copies to county assessor by July 15.

Check here if this is an amended form.

Notification

Canby Urban Renewal District authorizes its 2013-2014 ad valorem tax increment amounts
(Agency Name)

by plan area for the tax roll of Clackamas County.
(County Name)

Haley Fish 503-266-4021 June 30, 2013
(Contact Person) (Telephone Number) (Date)

PO Box 930, Canby, OR 97013 fishh@ci.canby.or.us
(Agency's Mailing Address) (Contact Person's E-mail Address)

Part 1: Option One Plans (Reduced Rate). For definition of Option One plans, see ORS 457.435(2)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax	Special Levy Amount**
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$

Part 2: Option Three Plans (Standard Rate). For definition of Option Three plans, see ORS 457.435(2)(c)

Plan Area Name	Increment Value to Use***	Amount from Division of Tax***	Special Levy Amount****
	\$ Or		
	\$ Or		
	\$ Or		

Part 3: Other Standard Rate Plans. For definition of standard rate plans, see ORS 457.010(4)(b)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*
Canby Urban Renewal District	\$ Or	Yes <u>X</u>
	\$ Or	Yes ___

Part 4: Other Reduced Rate Plans. For definition of reduced rate plans, see ORS 457.010(4)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*
	\$ Or	Yes ___

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2012-2013, permanently increase frozen value to:

Plan Area Name	New frozen value \$
Plan Area Name	New frozen value \$

* **All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100% Or check "Yes" to receive 100% of division of tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".

** If an **Option One plan** enters a Special Levy Amount, you MUST check "Yes" and NOT enter an amount of Increment to Use.

*** **Option Three plans** enter EITHER an amount of Increment Value to Use to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the Amount from Division of Tax stated in the ordinance, NOT both.

**** If an **Option Three plan** requests both an amount of Increment Value to Use that will raise less than the amount of division of tax stated in the 1998 ordinance and a Special Levy Amount, the Special Levy Amount cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Canby Urban Renewal Agency will be held on June 19, 2013 at 8pm after the Canby City Council meeting at the Council Chambers, 155 NW 2nd Avenue, Canby, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the Canby Urban Renewal Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 182 N Holly Street, Canby, between the hours of 8:00 a.m. and 5:00 p.m., or on the city's website at www.ci.canby.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Haley Fish, Finance Director Telephone: 503-266-0725 Email: fishh@ci.canby.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2011-12	Adopted Budget This Year 2012-13	Approved Budget Next Year 2013-14
Beginning Fund Balance/Net Working Capital	3,458,481	4,313,548	12,308,629
Federal, State and All Other Grants	0	0	11,030
Revenue from Bonds and Other Debt	9,000,000	17,039,712	0
Interfund Transfers	1,000,000	2,734,856	500,000
All Other Resources Except Division of Tax & Special Levy	191,812	145,693	1,323,002
Revenue from Division of Tax	1,918,625	2,169,129	2,254,367
Revenue from Special Levy	0	0	0
Total Resources	15,568,918	26,402,938	16,397,028

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	0	0	0
Materials and Services	545,723	783,550	593,430
Capital Outlay	8,334,074	18,600,669	11,140,221
Debt Service	1,354,251	4,143,988	2,123,462
Interfund Transfers	1,000,000	2,734,856	500,000
Contingencies	0	139,875	2,039,915
All Other Expenditures and Requirements	0	0	0
Unappropriated Ending Balance	0	0	0
Total Requirements	11,234,048	26,402,938	16,397,028

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program			
FTE for that unit or program			
Urban Renewal General Fund	8,879,797	21,736,950	13,773,566
FTE	4.15	3.65	3.41
Urban Renewal Debt Service Fund	2,354,251	4,665,988	2,623,462
FTE	0.00	0.00	0.00
Total Requirements	11,234,048	26,402,938	16,397,028
Total FTE	4.15	3.65	3.41

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

Capital grants and donations received for the Library project, received in fiscal year 2013 in the Library Fund to be transferred to the Urban Renewal General Fund as needed for the project.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$25,605,000	\$0
Other Borrowings	\$2,042,534	\$0
Total	\$27,647,534	\$0

Canby Urban Renewal District

Resolution URR 13-005

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby adopts the budget for fiscal year 2013-2014 in the total of \$16,397,028 now on file at the City of Canby, 182 N Holly St. Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2013 and for the purpose shown below are hereby appropriated:

URD General Fund

Materials & Services.....	593,430
Capital Outlay.....	11,140,221
Contingency.....	2,039,915
Total	<hr/> 13,773,566

URD Debt Service Fund

Debt Service.....	2,123,462
Transfers.....	500,000
Total	<hr/> 2,623,462

DECLARATION OF TAX INCREMENT

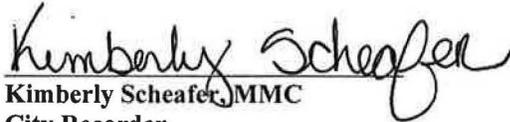
BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby resolves to certify to the county assessor for the Canby Urban Renewal Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article XI of the Oregon Constitution and ORS Chapter 457.

The above resolution statements are approved and declared adopted on this 19th day of June 2013 and take effect July 1, 2013.



Richard Ares, Chairman

ATTEST:



**Kimberly Scheafer, MMC
City Recorder**

APPENDIX

City of Canby

Financial Policies & Operating Guidelines

Statement of Purpose

The City of Canby, like other political subdivisions in the State of Oregon continues to face increasing financial challenges in light of voter approved property tax limitations and the on-going, natural increased cost of service delivery. While the City Administrator has previously incorporated a number of financial strategies in the budget development process, given the uncertainty of Oregon's public finance landscape and the need for the City to sustain an appropriate level of fiscal integrity, the role of the Budget Committee should be enhanced to more than an annual review of estimated revenues and expenditures within a 12 month time frame.

The Budget Committee has recommended to the City Council specific public policy recommendations that are focused on achieving and maintaining some fiscal stability. We want to note that many of these policies have been put in practice by the professional staff of the City. The City Council's formal adoption of these policies on September 18, 2002 provide reinforcement of their value in the City's financial management activities.

Periodic Review of Financial Policies

In adopting these financial policies, the City Council has also asked that they be reviewed by the Budget Committee on a regular basis and that the Budget Committee met throughout the year to discuss not only these policies but other issues that have an impact on the City's long-term financial health. For example, such topics as PERS, the State of Oregon's fiscal crisis as related to such things as state shared revenues and State Revenue Sharing should be discussed at some time prior to the actual deliberations on the annual budget. Such discussions provide a strong foundation of information and understanding of the factors influencing the development of the budget and the manner in which it will be implemented throughout the fiscal year.

Organization of Council-Adopted Financial Policies

The City's financial policies have been placed into major categories - Expenditure Control, Revenue Enhancement and Long-term Financial Health.

Expenditure Control

- > Efficiency measures should be utilized whenever possible to reduce costs and/or improve productivity in the organization. Care should be given not to reduce costs and/or funding to such a level that the particular service or program can no longer be delivered without an acknowledgment by the City Council that the particular service or program is officially discontinued.**
- > No new personnel or program will be added to the City organization without a corresponding revenue source identified and a complete analysis of the current and ongoing fiscal impact on that funding source.**
- > The Finance Director will be responsible for maintaining an expenditure control system to ensure strict adherence to the adopted budget. Reports will be developed for the Budget Committee and Council on a quarterly basis identifying expenditure trends, actual revenues vs. expenditures, and other information deemed necessary to evaluate the City's operating performance in fiscal resource management.**

The City will take immediate corrective action if, at any time, during the fiscal year, the Finance Director determines expenditures and revenue re-estimates are such that an operating deficit is projected at fiscal year-end. Corrective actions to be taken are at the discretion of the City Administrator and may include hiring freezes, expenditure reductions, recommended increases to fees/charges, and/or a recommendation to the Council for the use of contingency funds. Expenditure deferrals into the following fiscal year, short-term external or inter-fund loans and/or use of one-time sources of revenue will be avoided.

Revenue Enhancement

- > The City will continue efforts to expand its revenue base through new sources of revenue.**
- > The City will, on an annual basis, review the existing fees and charges for discretionary services. The Cost of Service Study and Fee Analysis will be the basis for such fees and charges and recommendations for adjustments to fees and charges will be anchored in the philosophy of "cost recovery."**

Long-term Financial Health

- > For cash-flow purposes, the cash balance in the General Fund at the beginning of the fiscal year should be sufficient to cover operational expenses until such time as property tax revenue is collected in November.**
- > The General Fund must remain intact. As a source of funding it realizes the smallest rate of growth and the largest rate of expenditure. Transfers from the General Fund are discouraged to preserve the financial health of the fund.**
- > Contributions to the General Fund reserves should be made whenever possible with a goal to achieve a level in reserve to sustain six months of General Fund supported City operations (excludes capital and equipment replacement reserves and contingency fund)**
- > No future capital improvements will be funded from City or Urban Renewal Agency funds unless accompanied by an analysis of all related ongoing annual maintenance and operational costs associated with the capital improvement and the City/Agency's capacity to fund those future costs.**
- > The Finance Director will take steps to ensure that the City's investment policies and cash management practices will achieve maximum investment earnings potential. Funds will be invested as authorized by the Oregon Revised Statutes and investment in stocks, speculative ventures, futures or options will be avoided.**
- > The City's enterprise operations will be self-supporting through appropriate rates and charges to be reviewed on a regular basis. Rate setting of these activities will be based on cost recovery.**
- > The City will maintain vehicle and equipment replacement schedules based upon recognized, industry-standards for the useful life of such assets. Replacement accounts should be funded to a level to implement those established replacement schedules.**

Adopted by the City Council on September 18, 2002

**City of Canby FY 13-14
Allocated Salaries**

Position	Department	%
<i>City Administrator/URD Director</i>	Administration	30%
	Urban Renewal	30%
	Collections	15%
	Stormwater	10%
	Streets	15%
	Total	<u>100%</u>
<i>City Recorder</i>	GF Administration	90%
	Urban Renewal	10%
	Total	<u>100%</u>
<i>Deputy City Recorder</i>	GF Administration	75%
	Urban Renewal	25%
	Total	<u>100%</u>
<i>Assistant City Administrator/HR Director</i>	GF Administration	25%
	HR	40%
	Tech Services	15%
	Urban Renewal	20%
	Total	<u>100%</u>
<i>Main Street Manager</i>	Administration	10%
	Urban Renewal	90%
	Total	<u>100%</u>
<i>Planning Director</i>	GF Planning	13%
	GF Building	13%
	Collections	25%
	Stormwater	25%
	Streets	25%
	Total	<u>100%</u>
<i>Senior Planner</i>	Planning	10%
	Urban Renewal	10%
	Collections	10%
	Parks	30%
	Stormwater	10%
	Streets	30%
Total	<u>100%</u>	
<i>Office Specialist II</i>	Building	50%
	Streets	25%
	Sewer	25%
	Total	<u>100%</u>

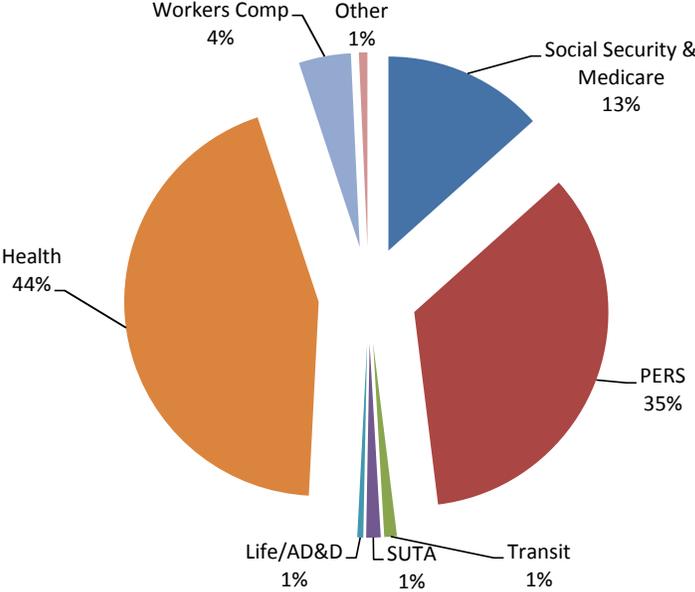
**City of Canby FY 13-14
Allocated Salaries**

Position	Department	%
<i>Code Enforcement Officer</i>	Police	60%
	Planning	20%
	Building	20%
	Total	<u>100%</u>
<i>Office Specialist II</i>	GF Planning	20%
	Urban Renewal	50%
	Collections	10%
	Stormwater	10%
	Streets	10%
	Total	<u>100%</u>
<i>Office Specialist II</i>	GF Cemetery	5%
	Admin	95%
	Total	<u>100%</u>
<i>Office Specialist III</i>	Streets	45%
	Sewer	23%
	Finance	10%
	Stormwater	23%
	Total	<u>100%</u>
<i>Office Specialist III</i>	Transit	90%
	Finance	10%
	Total	<u>100%</u>
<i>Pre-Treatment Tech</i>	WWTP	50%
	Stormwater	50%
	Total	<u>100%</u>
<i>Office Specialist II</i>	Streets	40%
	Fleet Services	30%
	Collections	15%
	Stormwater	15%
	Total	<u>100%</u>
<i>Public Works Lead</i>	Collections	25%
	Stormwater	25%
	Streets	50%
	Total	<u>100%</u>
<i>Environmental Services Manager</i>	Collections	10%
	Stormwater	40%
	WWTP	50%
	Total	<u>100%</u>

**City of Canby FY 13-14
Allocated Salaries**

Position	Department	%
<i>Public Works Lead</i>	Facilities	90%
	Collections	3%
	Stormwater	5%
	Streets	3%
	Total	<u>100%</u>
<i>Administrative Assistant</i>	Police	95%
	Court	5%
	Total	<u>100%</u>
<i>Associate Planner</i>	GF Planning	50%
	Stormwater	25%
	Collections	25%
	Total	<u>100%</u>
<i>Office Specialist II</i>	Finance	70%
	Admin-HR	30%
	Total	<u>100%</u>
<i>Maintenance Worker III</i>	Stormwater	50%
	Collections	50%
	Total	<u>100%</u>
<i>Maintenance Worker II</i>	Stormwater	50%
	Collections	50%
	Total	<u>100%</u>

City of Canby Employee Benefits by Type - 13/14 Budget



Social Security & Medicare	PERS	Transit	SUTA	Life/AD&D	Health	Workers Comp	Other	Total
456,468	1,183,360	35,800	41,446	17,431	1,506,364	148,813	24,638	3,414,320