

City of Canby Oregon



Adopted Budget 2012-2013

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City of Canby, Oregon

Budget Committee

June 30, 2012

Member	Term Ends
Gary Potter	June 30, 2012
Daniel Stearns	June 30, 2012
Robert Fowke (Urban Renewal only)	June 30, 2012
Elaina Canutt	June 30, 2013
Gwendolyn Polgar	June 30, 2013
Ron Berg	June 30, 2014
Stephanie Boyce	June 30, 2014
Commissioner Randy Carson	December 31, 2012
Commissioner Walt Daniels	December 31, 2012
Commissioner Traci Hensley	December 31, 2012
Commissioner Tim Dale	December 31, 2012
Commissioner Richard Ares	December 31, 2014
Commissioner Brian Hodson	December 31, 2014
Commissioner Greg Parker	December 31, 2014

Randy Carson, Mayor

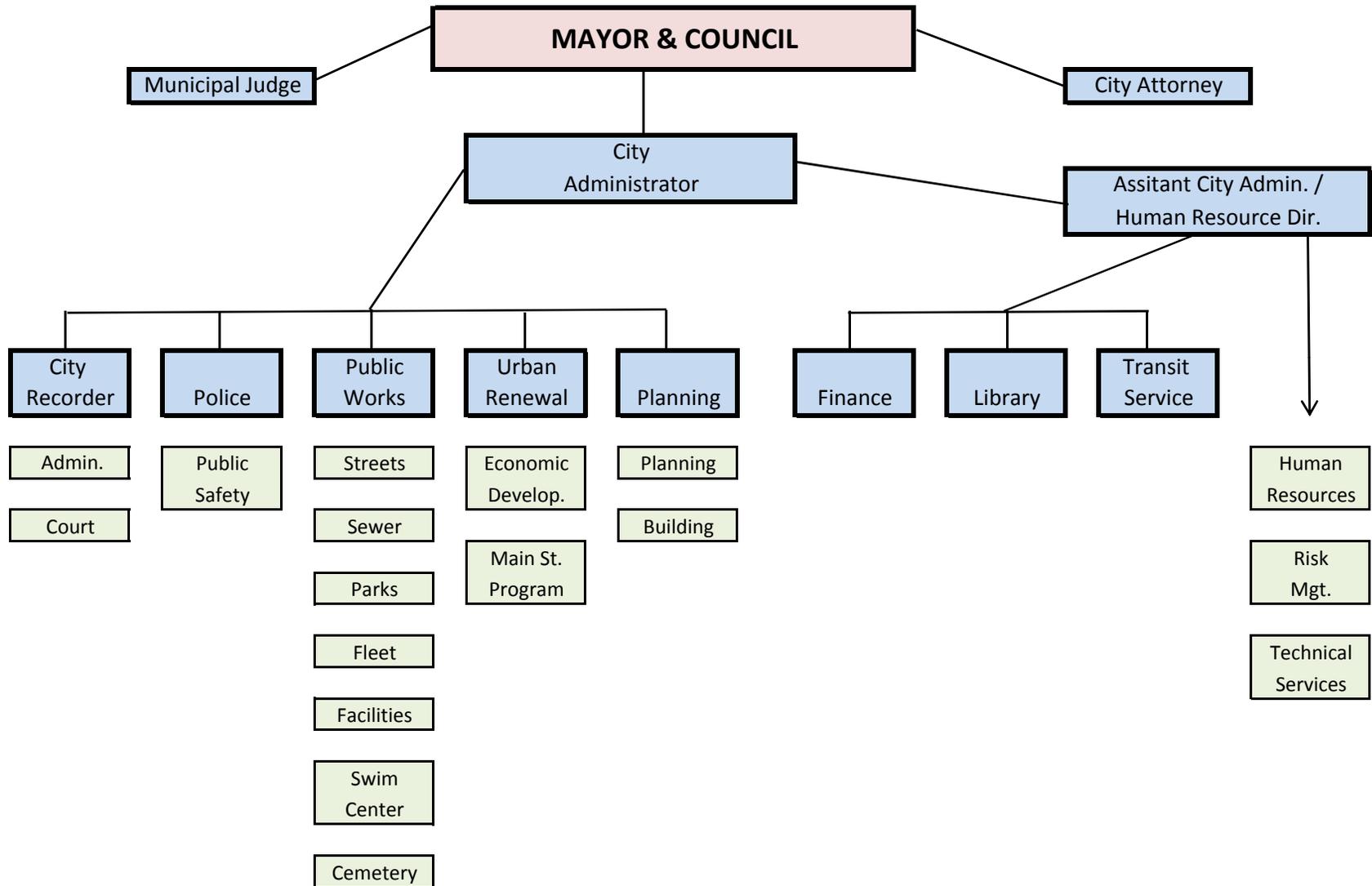
Greg Ellis, City Administrator

Sue Engels, Finance Director

City of Canby PO Box 930 Canby, OR 97013

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

CITY OF CANBY ORGANIZATIONAL CHART - 2012-2013



April 26, 2012

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 2012-2013.

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 designated the City Administrator as the Budget Officer for the City and, as such, the responsibility for the 2012-2013 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.

The 2012-2013 City Budget reflects the fact that our economy is still not as robust as we would all like. This is especially true in the housing industry which creates a great deal of the revenue the City relies on - particularly the General Fund.

To the extent possible staff is implementing organizational and operational changes that will increase efficiency and result in lower personal services costs. The main change is the elimination of Public Works Director and Public Works Supervisor. The position of Environmental Services Manager has been created that will combine the responsibility for future planning with the need to insure regulatory compliance in the area of storm water and wastewater. In addition we are looking at expanding the duties of two long term employees to include supervisory responsibilities over the day to day operation of streets, public works, wastewater, storm water, fleet and facilities.

In the 2011-2012 budget all departments were assessed an overhead cost which includes a facility, technology and administration component. That overhead cost has also been assessed in the current budget. In the 2011-2012 Budget Message I said that staff would be looking at ‘payment in-lieu-of taxes’ for certain departments. The 2012-13 budget reflects a ‘payment in-lieu-of franchise fees’ assessed on the Sewer Combined Fund.

The implementation of these organizational changes will position the City to maintain the service levels that citizens expect but in a more cost effective manner.

Expense Considerations

On the expense side of the budget equation, personnel costs in General Fund, consisting of salary and benefits, are only increasing 1.42%. There has been an increase of 7.23% in the General Fund Materials & Services line items. The overall increase in General Fund for Personal Services and Materials & Services is 2.19%.

Revenue Considerations

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

- Property tax—slight increase....
- State gas tax—up due to a 6% increase in the tax effective in 2011....
- Cable franchise fees—stable...
- NW Natural Gas—slight increase
- Planning and Building fees—down significantly due to lack of building activity
- System Development Charges (SDC’s)—down significantly due to lack of building activity
- State shared revenues—stable

Balanced Budget

The 2012-2013 Proposed City Budget is balanced throughout all funds and is comprised of total estimated expenses (net of internal transfers) in the amount of \$23,017,496 supported by estimated revenues of \$14,736,009 and the use of ending fund balances from previous years in the amount of \$8,281,487. The expenses indicated above (\$23,017,496) represent a drop in expenses of 1.62% from the 2011-12 fiscal year.

General Fund

The General Fund is comprised of those sources of revenue which support the most significant municipal services, including public safety. The Police Department expenses represent approximately 57% of all General Fund expenditures. Additions to the General Fund Personal Services include 1.0 FTE in the Parks Department, 0.25 FTE in Administration and 0.1 FTE in Finance.

An in-lieu-of franchise fee has been included in the proposed budget which will provide an estimated \$226,800 to the General Fund.

The General Fund Contingency is budgeted at \$500,000 which is 6.54% of General Fund.

Canby Public Library Fund – Dedicated Source of Funding

Revenue from the Clackamas County Library District has been reduced by approximately 8% which will mean a reduction in Personal Services of approximately \$73,000 and a reduction in Library operating hours from 51 hours to 40 hours per week.

Street Fund

FY12-13 revenues from state gas taxes (not Canby gas tax) are budgeted at \$870,000. The Canby Gas Tax was allocated 20% to the Street Fund and 80% to the Street Reserve Fund.

FY 2012-13 Street Reserve Fund Projects:

Street Maintenance Fee/Canby Gas Tax Projects – FY12-13 includes \$650,000 to complete some maintenance projects defined in the 2007 Pavement Management Funding Analysis Study.

Sewer Combined Fund

The 2012-2013 budget includes a 5% increase in sewer rates effective July 1, 2012.

A stormwater master plan is budgeted in 2012-2013 to create an updated strategy and plan to meet stricter state and federal regulations for stormwater management.

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 2012-2013 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 "2012-2013 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 "Approved by Governing Body." This amount would include any changes made by the City Council.

Finally, ORS 294.376 requires that we show the actual amounts for each budgeted item for the previous fiscal years (2009-2010 and 2010-2011). The adopted budget for FY 2011-2012 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

- The proposed budget allocates funding for a master plan update focusing on the City's Stormwater System.
- Street improvement projects are proceeding with funding from the City street fee and gas tax.
- Park planning projects and the development of safe public access to the Willamette Wayside Natural Area will proceed from the Parks Development Fund.
- Overall decrease in salary and benefits of 1.57%.
- Cash Carryover in all funds, outside General Fund, of \$6,988,632.
- A 5% sewer rate increase effective July 1, 2012.
- A 'payment in-lieu-of franchise fees' assessed on the Sewer Combined Fund.

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. A budget that reflects a 1.62% drop in overall spending and a 1.57% decrease in salary and benefits reflects the commitment and hard work of all 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 City staff to develop a proposed budget that continues to provide an acceptable level of public service. Special thanks to the Finance Department – Director Sue Engels and her staff Suzan Duffy and

Sharon Tramel. Their professionalism and assistance contributed greatly to the development and production of this proposed budget document.

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 the 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 FY2012-2013 City Budget as submitted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Greg Ellis". The signature is fluid and cursive, with the first name "Greg" and last name "Ellis" clearly distinguishable.

Greg Ellis
City Administrator

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 ay 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 BUDGET SUMMARY 12-13

FY 2012-2013

		Personnel Services	Materials & Services	Contingency	Transfers	Capital	Debt Service	Unap FB	Total Budget
General Fund	FTE								0
Administration	5.64	623,993	336,928	445,400	432,408				1,838,729
Court	3.50	231,259	59,595		14,349				305,203
Planning	3.00	288,420	99,065		14,349				401,834
Parks	5.00	410,204	65,225		55,783				531,212
Building	0.80	67,174	9,165		86,149				162,488
Police	28.60	3,635,698	252,250		493,095				4,381,043
Cemetery	0.05	4,971	101,400						106,371
Finance	4.00	401,108	87,150		23,349				511,607
	50.59	5,662,827	1,010,778	445,400	1,119,482	0	0	0	8,238,487
Special Revenues									
Library	9.20	631,378	144,600	91,810	156,403				1,024,191
Street	4.53	402,552	201,560	306,547	1,323,932	34,000			2,268,591
Fleet Services	2.40	223,342	694,603	122,595	192,680	192,789			1,426,009
911 Emergency			170,501		600				171,101
Parks Development			5,000		600	1,060,142			1,065,742
Library Endowment					600	135,415			136,015
Cemetery Perp Care					600			821,893	822,493
Facilities	0.90	92,482	106,954	55,695	3,000	82,800			340,931
Forfeiture			16,118						16,118
Technical Services	1.15	104,085	192,980	21,903	2,087	172,095			493,150
Transit	1.90	147,269	825,020	123,471	566,666	254,842			1,917,268
Swim Center Levy	8.68	435,178	123,380	205,863	97,624				862,045
Debt Service			115,297		142,980		79,020		337,297
Street Reserve					600	2,356,009			2,356,609
	28.76	2,036,286	2,596,013	927,884	2,488,372	4,288,092	79,020	821,893	13,237,560
Capital Projects									
Capital Reserve						275,678			275,678
	0.00	0	0	0	0	275,678	0	0	275,678
Business Type Activities									
Sewer (WWTP)	5.70	598,716	750,750	253,875	684,562				2,287,903
Sewer Collections	3.53	267,947	89,130		149,969				507,046
Stormwater	1.48	133,498	77,350		85,928				296,776
Sewer Const Res			115,000		600	2,017,434			2,133,034
Sewer Debt							564,925		564,925
	10.71	1,000,161	1,032,230	253,875	921,059	2,017,434	564,925	0	5,789,684
									0
Total all funds	90.06	8,699,274	4,639,021	1,627,159	4,528,913	6,581,204	643,945	821,893	27,541,409

Less transfers

4,528,913
23,012,496

CITY OF CANBY
2012-2013 SCHEDULE OF INTERFUND TRANSFERS

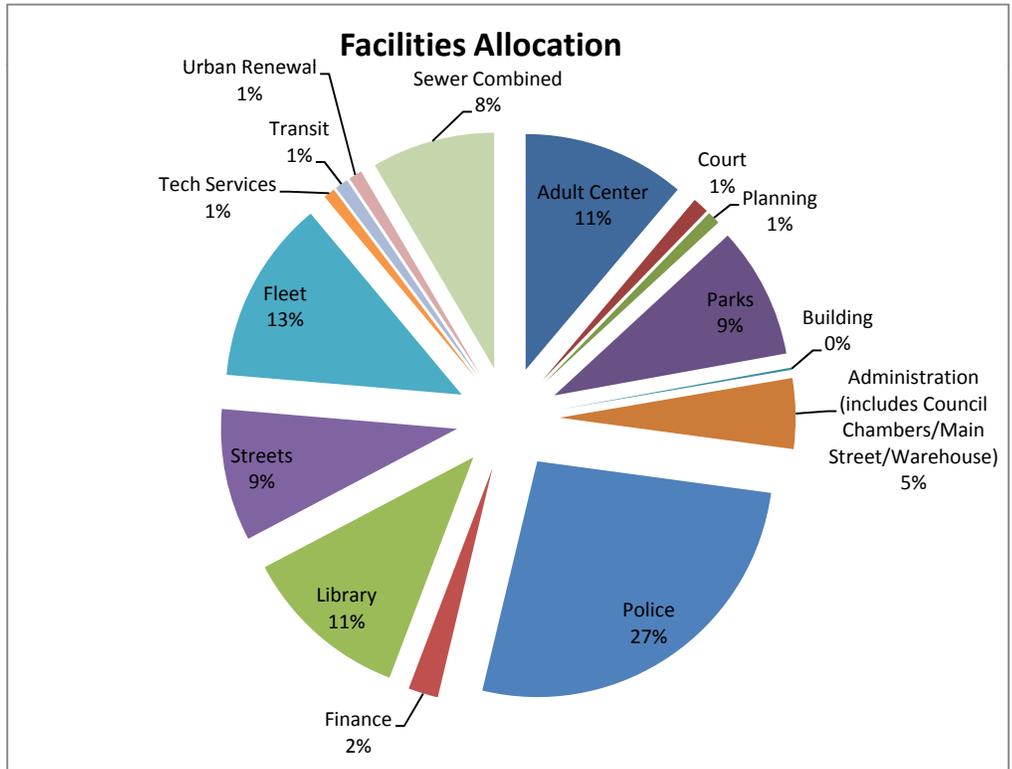
TRANSFERS IN (Recorded as Revenue)				TRANSFERS OUT (Recorded as Expense)			
Transfer TO	Transfer FROM	Amount	Subtotal	Transfer FROM	Transfer TO	Amount	Subtotal
General Fund				General Fund			
General Revenue	Revenue-Franchise Fee	226,800		Administration	Transfer to Library	70,000	
			226,800		Operations-Fleet Services	8,300	
					Operations-Facilities	146,341	
Finance	Operations-Building	79,781			Operations-Tech Services	19,132	
	Operations-Library Fund	118,976			Transfer to Debt Service	188,635	
	Operations-Streets	133,971					432,408
	Operations-911	600		Court	Operations-Tech Services	14,349	
	Operations-Parks Dev	600					14,349
	Operations-Library Endow	600		Planning	Operations-Tech Services	14,349	
	Operations-CPC	600					14,349
	Operations-Transit	68,883		Parks	Operations-Fleet Services	51,000	
	Operations-Swim Center	97,624			Operations-Tech Services	4,783	
	Operations-URD	47,132					55,783
	Operations-WWTP	160,050		Building	Operations-General Fund	79,781	
	Operations-Collections	74,152			Operations-Facilities	389	
	Operations-Stormwater	75,393			Operations-Tech Services	5,979	
	Operations-Sewer Reserve	600					86,149
	Operations-Street Reserve	600		Police	Operations-Fleet Services	315,000	
			859,562		Operations-911	72,000	
					Operations-Tech Services	86,095	
Library					Reserve-Computer Reserve	20,000	
	Transfer from General Fund	70,000					493,095
			70,000	Finance	Operations-Tech Services	14,349	
					Reserve-Computer Reserve	9,000	
Fleet Combined							23,349
	Operations-Admin	8,300		Library Fund			
	Operations-Parks	51,000			Operations-General Fund	118,976	
	Operations-Police	315,000			Operations-Facilities	30,252	
	Operations-Streets	145,500			Operations-Tech Services	7,175	
	Operations-Facilities	3,000					156,403
	Operations-Transit	375,000		Streets			
	Operations-WWTP	26,250			Operations-General Fund	133,971	
	Operations-Collections	60,500			Operations-Fleet Services	145,500	
			984,550		Operations-Facilities	23,844	
					Operations-Tech Services	10,762	
911 Emergency Fund					Transfer to Debt Service	42,455	
	Operations-Police	72,000			Transfer to Street Reserve	328,000	
			72,000		Reserve- St Maint Fee	437,000	
Parks Development					Reserve-Canby Gas Tax	202,400	
	Interfund Loan-Debt Service	17,067					1,323,932
			17,067	Fleet Combined Fund			
Perpetual Care Fund					Operations-Facilities	33,114	
	Interfund Loan-Mausoleums	24,636			Operations-Tech Services	9,566	
			24,636		Reserve-Capital Reserve	150,000	
Facilities							192,680
	Operations-General Fund	146,341		911 Emergency Fund			
	Operations-Building	389			Operations-General Fund	600	
	Operations-Library	30,252					600
	Operations-Streets	23,843		Parks Development			
	Operations-Fleet Services	33,114			Operations-General Fund	600	
	Operations-Tech Services	2,087					600
	Operations-Transit	2,374		Library Endowment			
	Operations-Urban Renewal	2,432			Operations-General Fund	600	
	Operations-Sewer	1,134					600
	Operations-Sewer Coll	10,535		Perpetual Care Fund			
	Operations-Stormwater	10,535			Operations-General Fund	600	
			263,036				600
Technical Services				Facilities Fund			
	Operations-Admin	19,132			Operations-Fleet Services	3,000	
	Operations-Court	14,349					3,000
	Operations-Planning	14,349		Tech Services			
	Operations-Parks	4,783			Operations-Facilities	2,087	
	Operations-Building	5,979					2,087
	Operations-Police	86,095		Transit			
	Operations-Finance	14,349			Operations-General Fund	68,883	
	Operations-Library	7,175			Operations-Fleet Services	375,000	

CITY OF CANBY
2012-2013 SCHEDULE OF INTERFUND TRANSFERS

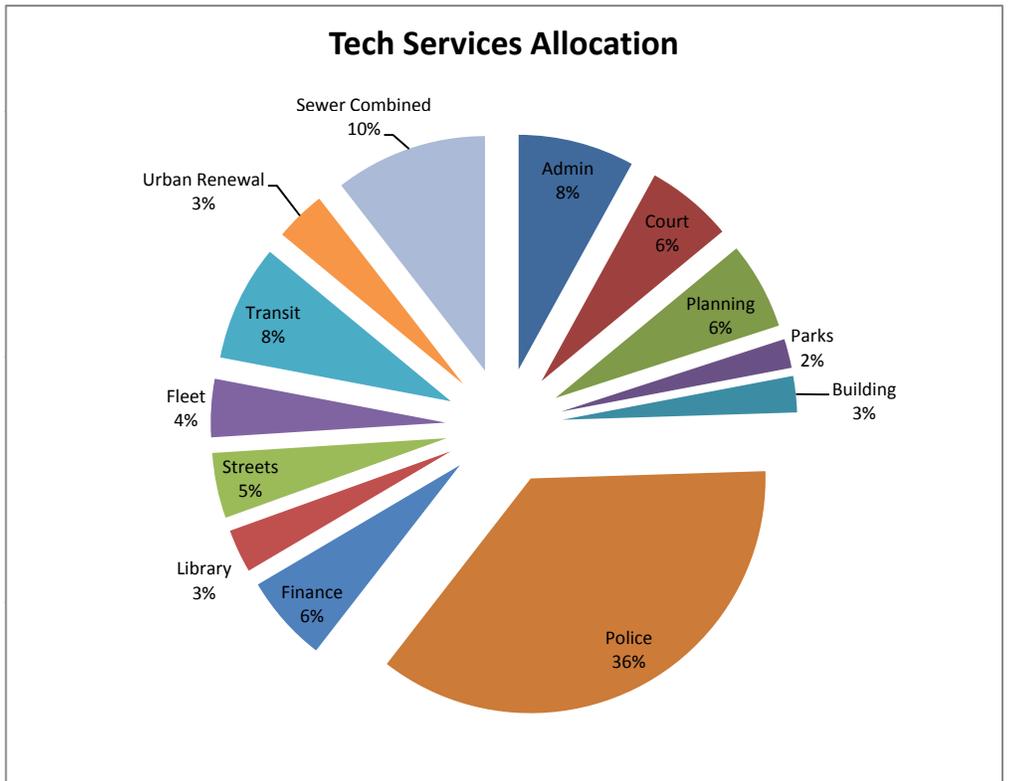
	Operations-Streets	10,763			Operations-Facilities	2,374	
	Operations-Fleet Services	9,566			Operations-Tech Services	19,132	
	Operations-Transit	19,132			Transfer to Debt Service	101,277	
	Operations-Sewer	20,328					566,666
	Operations-Sewer Coll	4,782		Swim Center			
	Operations-Urban Renewal	8,370			Operations-General Fund	97,624	
	Reserve-Police	20,000					97,624
	Reserve-Finance	9,000		Debt Service	Interfund Loan-Parks Dev	17,067	
			268,152		Interfund Loan-Cem Perp Care	24,636	
					Interfund Loan-Sewer	101,277	
Transit							142,980
	Interfund Loan from Sewer	250,000		Sewer Combined			
			250,000		Operations-General Fund (WWTP)	160,050	
Debt Service					Operations-Fleet Svcs (WWTP)	26,250	
	Debt-General Fund	188,635			Operations-Facilities (WWTP)	1,134	
	Debt-Streets	42,455			Operations-Tech Serv (WWTP)	20,328	
	Debt-Transit	101,277			IF Loan to Transit	250,000	
			332,367		Revenue-Franchsie Fee	226,800	
					Operations-General Fund (Coll)	74,152	
Sewer Combined					Operations-Fleet Svcs (Coll)	60,500	
	Interfund Loan-Transit	101,277			Operations-Facilities (Coll)	10,535	
			101,277		Operations-Tech Serv (Coll)	4,782	
					Operations-General Fund (Storm)	75,393	
Street Reserve					Operations-Facilities (Storm)	10,535	
	Transfer from Streets	328,000			Operations-General Fund (Res)	600	
	Reserve-Street Maint Fee	437,000					921,059
	Reserve-Streets Local Gas Tax	202,400		Street Reserve			
			967,400		Operations-General Fund	600	
							600
Capital Reserve				Urban Renewal			
	Reserve-Fleet	150,000			Due to City [OP/Tech/Fac]	57,934	
			150,000				57,934
Total			4,586,847	Total			4,586,847

OVERHEAD AND OPERATIONAL ALLOCATIONS 2012-2013

Department	Facilities Allocation
Administration (includes Council Chambers/Main Street/Warehouse)	12,723
Adult Center	29,311
Court	2,915
Planning	2,338
Parks	23,706
Building	389
Police	69,966
Finance	5,382
Library	30,252
Streets	23,843
Fleet	33,114
Tech Services	2,087
Transit	2,374
Urban Renewal	2,432
Sewer Combined	22,204
Total	250,313



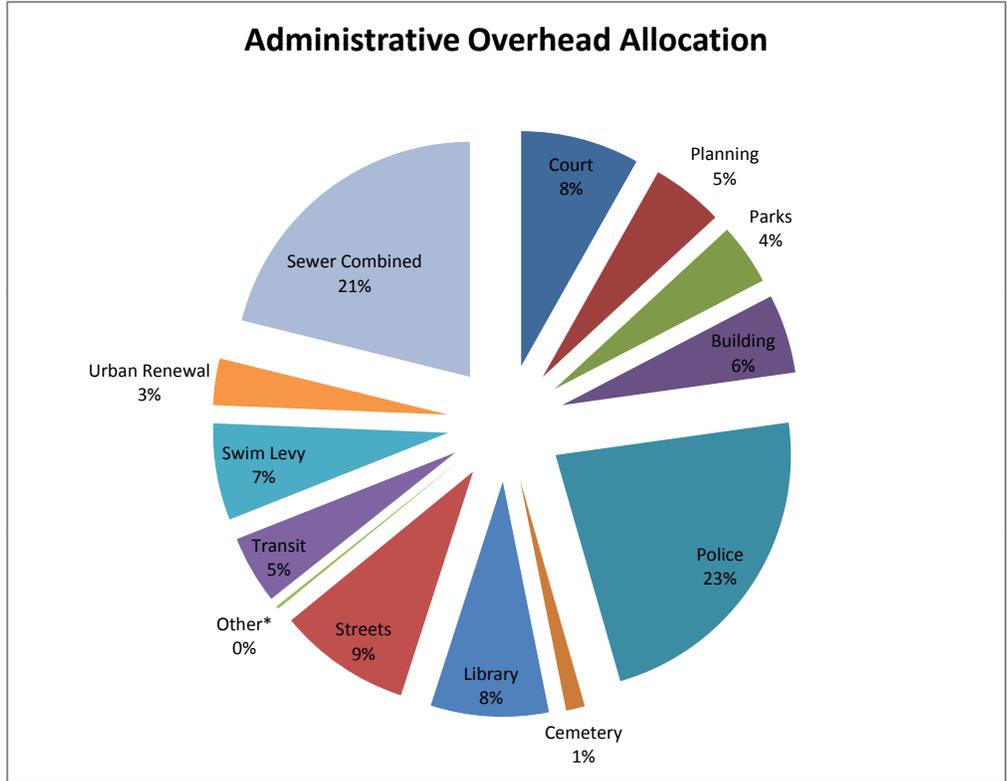
Department	Tech Allocation
Admin	19,132
Court	14,349
Planning	14,349
Parks	4,783
Building	5,979
Police	86,095
Finance	14,349
Library	7,175
Streets	10,763
Fleet	9,566
Transit	19,132
Urban Renewal	8,370
Sewer Combined	25,110
Total	239,152



OVERHEAD AND OPERATIONAL ALLOCATIONS 2012-2013

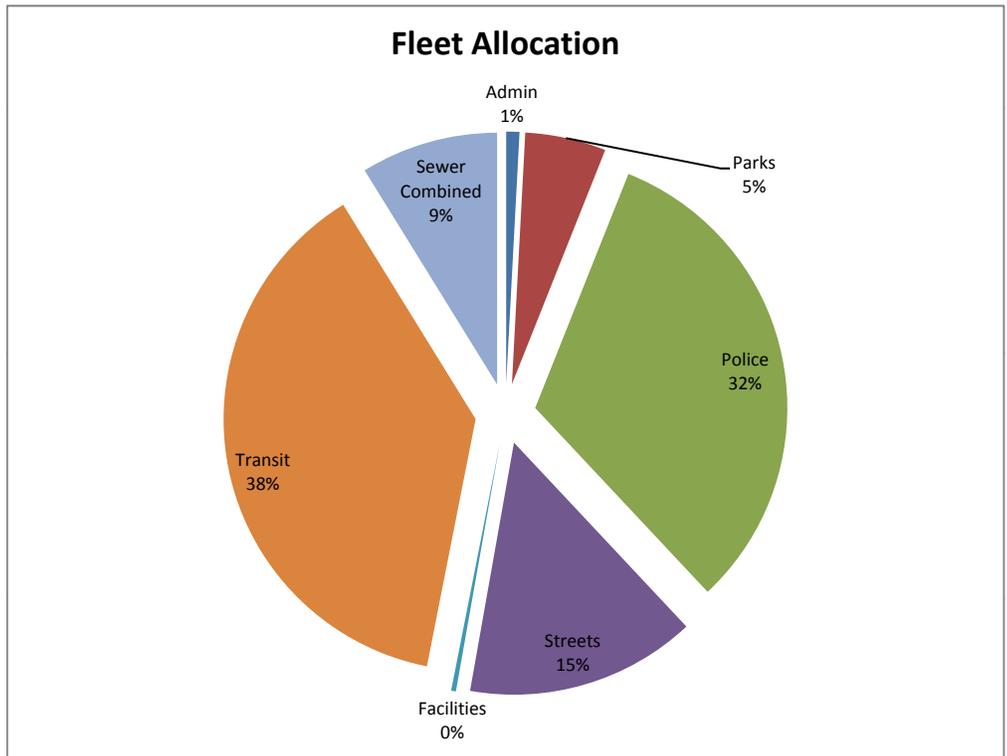
Department	Administrative Overhead Allocation
Court	119,741
Planning	72,741
Parks	61,960
Building	79,781
Police	334,378
Cemetery	18,972
Library	118,976
Streets	133,971
Other*	3,000
Transit	68,883
Swim Levy	97,624
Urban Renewal	47,132
Sewer Combined	310,195
Total	1,467,354

*\$600 flat charge to 911 Emergency Fund, Parks Development Fund, Library Endowment, Cemetery Perpetual Care and Street Reserve



Department	Fleet Allocation*
Admin	8,300
Parks	51,000
Police	315,000
Streets	145,500
Facilities	3,000
Transit	375,000
Sewer Combined	86,750
Total	984,550

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



GENERAL FUND REVENUES

CITY OF CANBY REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GENERAL						
PROPERTY TAXES						
3,593,431	3,524,909 154,193	3,636,545 142,000	PROPERTY TAX CURRENT PROPERTY TAX PRIOR	3,724,596 105,101	3,724,596 105,101	3,724,596 105,101
3,593,431	3,679,102	3,778,545	TOTAL PROPERTY TAXES	3,829,697	3,829,697	3,829,697
FRANCHISE FEES						
121,418	123,668	120,000	CABLE FRANCHISE FEE	123,000	123,000	123,000
86,203	93,167	82,000	TELEPHONE FRANCHISE FEE	66,500	66,500	66,500
	61,885	60,000	SOLID WASTE FRANCHISE FEE	100,000	100,000	100,000
186,121	149,581	150,000	NATURAL GAS FRANCHISE FEE	162,000	162,000	162,000
393,742	428,300	412,000	TOTAL FRANCHISE FEES	451,500	451,500	451,500
INTERGOVERNMENTAL						
22,242	23,631	20,000	CIGARETTE TAX	20,000	20,000	20,000
171,602	178,995	180,000	LIQUOR REVENUE	195,000	195,000	195,000
115,453	125,629	100,000	STATE REVENUE SHARING	135,000	135,000	135,000
309,296	328,256	300,000	TOTAL INTERGOVERNMENTAL	350,000	350,000	350,000
IN LIEU OF TAXES						
531,505	544,103	540,000	CU IN LIEU OF TAXES	570,000	570,000	570,000
531,505	544,103	540,000	TOTAL IN LIEU OF TAXES	570,000	570,000	570,000
CHARGES FOR SERVICES						
	7,920	7,000	TITLE LIEN SEARCH FEES	9,000	9,000	9,000
	7,920	7,000	TOTAL CHARGES FOR SERVICES	9,000	9,000	9,000
PASS THRU REVENUE						
2,813			ECONOMIC IMPROVEMENT DISTRICT			
115,323	137,029	130,000	AAA REVENUE TO ADULT CENTER			
		539,298	FEMA GRANT - CU			
118,136	137,029	669,298	TOTAL PASS THRU REVENUE			
MISCELLANEOUS REVENUE						
7,042	2,860	1,500	MISCELLANEOUS-INCOME	2,500	2,500	2,500
	6,000	6,000	LEASE RECEIPTS (ADULT CENTER)	6,000	6,000	6,000
7,042	8,860	7,500	TOTAL MISCELLANEOUS REVENUE	8,500	8,500	8,500
INTEREST REVENUES						
19,125	9,348	8,400	INTEREST REVENUES	8,400	8,400	8,400
19,125	9,348	8,400	TOTAL INTEREST REVENUES	8,400	8,400	8,400
REVENUE TRANSFERS						
			REVENUE TRANS FRANCHISE FEE	226,800	226,800	226,800
			TOTAL REVENUE TRANSFERS	226,800	226,800	226,800
CASH CARRYOVER						
		1,244,274	CASH CARRYOVER CASH CARRYOVER-FB	1,292,855	1,292,855	1,292,855
		1,244,274	TOTAL CASH CARRYOVER	1,292,855	1,292,855	1,292,855

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
ADMINISTRATION						
CHARGES FOR SERVICES						
51,120	52,314	51,000	BUSINESS LICENSES	57,050	57,050	57,050
51,120	52,314	51,000	TOTAL CHARGES FOR SERVICES	57,050	57,050	57,050
COURT						
CHARGES FOR SERVICES						
353,703	371,541	320,000	FINES AND BAIL	265,500	265,500	265,500
23,699	11,349	11,000	FINES / CIRCUIT	10,500	10,500	10,500
26,115	16,305	15,000	PAST DUE COLLECTIONS	10,000	10,000	10,000
144,674	105,807	90,000	TRAFFIC SAFETY	65,000	65,000	65,000
548,191	505,001	436,000	TOTAL CHARGES FOR SERVICES	351,000	351,000	351,000
PASS THRU REVENUE						
2,544	2,310	2,000	HELMETS & CARSEATS	2,000	2,000	2,000
2,544	2,310	2,000	TOTAL PASS THRU REVENUE	2,000	2,000	2,000
MISCELLANEOUS REVENUE						
24,503	24,276	20,000	COURT COSTS	13,500	13,500	13,500
11,930	11,707	9,000	CITY COSTS	8,250	8,250	8,250
6,113	10,594	6,500	ATTORNEY REIMBURSEMENTS	4,425	4,425	4,425
42,547	46,577	35,500	TOTAL MISCELLANEOUS REVENUE	26,175	26,175	26,175
PLANNING						
CHARGES FOR SERVICES						
12,280	21,426	15,000	LAND USE APPLICATIONS	15,000	15,000	15,000
8,480			TITLE LIEN SEARCH FEES			
900	12,850	14,000	TRAFFIC STUDIES	12,000	12,000	12,000
2,472	1,219	2,000	PLAN REVIEWS	2,500	2,500	2,500
2,500	2,500	5,000	ANNEXATIONS	4,000	4,000	4,000
26,632	37,995	36,000	TOTAL CHARGES FOR SERVICES	33,500	33,500	33,500
MISCELLANEOUS REVENUE						
389	99	100	MISCELLANEOUS-PLANNING	100	100	100
389	99	100	TOTAL MISCELLANEOUS REVENUE	100	100	100
PARKS						
CHARGES FOR SERVICES						
210	220	300	PARK RENTALS	500	500	500
210	220	300	TOTAL CHARGES FOR SERVICES	500	500	500
MISCELLANEOUS REVENUE						
5,606	3,074		MISCELLANEOUS-PARKS			
5,606	3,074		TOTAL MISCELLANEOUS REVENUE			
DONATIONS						
DONATIONS-PARKS						
TOTAL DONATIONS						

CITY OF CANBY
REVENUES

GENERAL FUND

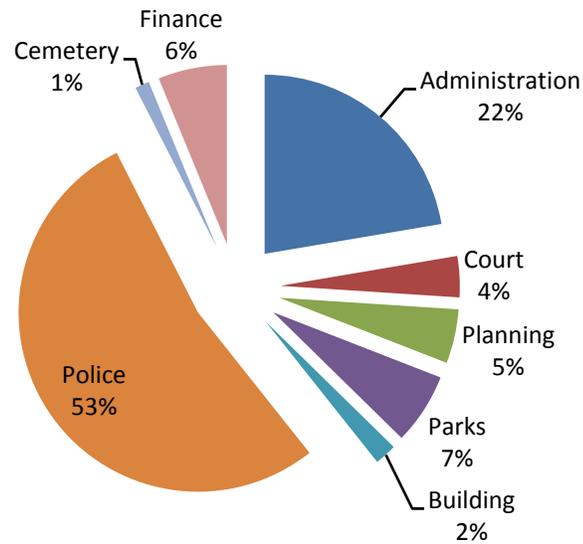
ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
BUILDING			CHARGES FOR SERVICES			
45,453	47,584	60,000	BUILDING PERMITS	13,500	13,500	13,500
2,667	11,208	69,203	SCHOOL DISTRICT EXCISE TAX			
16,245	15,316	17,500	MECHANICAL PERMITS	1,500	1,500	1,500
	350	3,850	MOBILE HOME PERMITS			
37,612	97,090	60,000	PLAN CHECK FEES-STRUCTURAL			
	2,486		GRADING PERMITS FEE	250	250	250
101,977	174,033	210,553	TOTAL CHARGES FOR SERVICES	15,250	15,250	15,250
			PASS THRU REVENUE			
7,217	7,930	16,598	BUILDING PERMIT SURCHARGE			
	30	330	MOBILE HOME SURCHARGE			
7,217	7,960	16,928	TOTAL PASS THRU REVENUE			
			RESERVE TRANSFER			
	78,430		RESERVE TRANS FROM TECH RES			
	78,430		TOTAL RESERVE TRANSFER			
POLICE			INTERGOVERNMENTAL			
311			CONSTRUCTION EXCISE TAX			
311			TOTAL INTERGOVERNMENTAL			
			GRANT REVENUE			
16,737		8,885	GRANT-FEDERAL JAG/COMPUTERS			
1,480	2,200	2,000	GRANT - HOMELAND SECURITY			
1,120			GRANTS - DUII	3,000	3,000	3,000
4,800	5,136	4,000	GRANTS-POLICETRAFFIC			
1,320		2,000	GRANT - SEATBELT	3,000	3,000	3,000
	1,834	1,000	GRANT - PEDESTIAN SAFETY	1,000	1,000	1,000
			GRANT - OJP VEST PROGRAM	1,000	1,000	1,000
25,457	9,170	17,885	TOTAL GRANT REVENUE	8,000	8,000	8,000
			CHARGES FOR SERVICES			
11,100	11,075	10,000	VEHICLE RELEASE/TOW FEES	10,000	10,000	10,000
7,050	6,974	7,500	ALARM PERMIT FEES	8,000	8,000	8,000
	4,094	4,500	FINGER PRINTING FEES	4,000	4,000	4,000
1,635	2,520	2,500	REPORTS REVENUE	1,500	1,500	1,500
19,785	24,663	24,500	TOTAL CHARGES FOR SERVICES	23,500	23,500	23,500
			PASS THRU REVENUE			
15,450	14,777		JUV DIVERSION PASS-THRU			
15,450	14,777		TOTAL PASS THRU REVENUE			
			MISCELLANOUS REVENUE			
1,242	341	100	MISCELLANOUS-POLICE			
52,640	111,178	58,004	CSD-SHARED SRO REIMBURSEMT	60,188	60,188	60,188
53,882	111,519	58,104	TOTAL MISCELLANOUS REVENUE	60,188	60,188	60,188

CITY OF CANBY
REVENUES

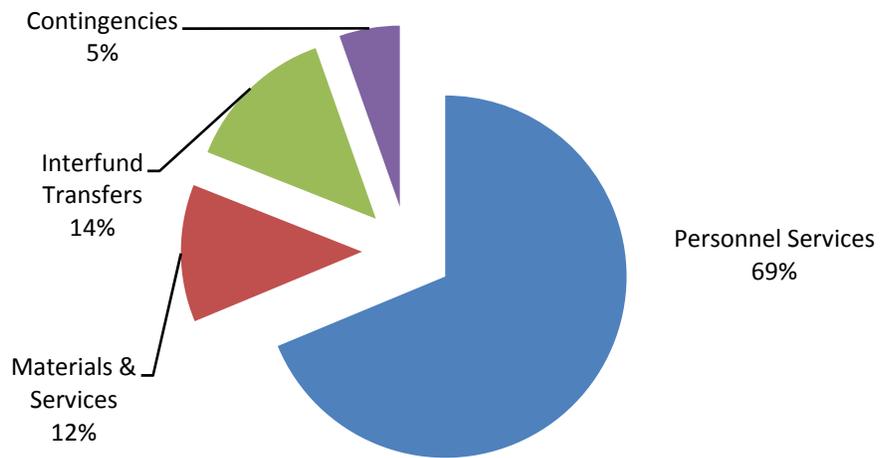
GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DONATIONS						
2,330	3,675		DONATIONS-POLICE	500	500	500
4,659	25		DONATIONS-CANINE			
6,989	3,700		TOTAL DONATIONS	500	500	500
CEMETERY						
CHARGES FOR SERVICES						
9,390	8,550	7,225	GRAVE SALES	6,750	6,750	6,750
24,875	20,950	21,100	GRAVE OPEN & CLOSE	23,700	23,700	23,700
10,140	7,620	7,920	LINER SALES	7,560	7,560	7,560
3,680	4,538	4,000	MARKER & MONUMENTS	2,000	2,000	2,000
2,854	2,876	2,000	MAUSOLEUM NAME BARS	3,000	3,000	3,000
17,277	6,739	10,550	MAUSOLEUM SALES	7,000	7,000	7,000
2,220	1,870	1,870	MAUSOLEUM OPEN & CLOSE	2,000	2,000	2,000
70,436	53,143	54,665	TOTAL CHARGES FOR SERVICES	52,010	52,010	52,010
MISCELLANEOUS REVENUE						
2,700	3,075	3,300	MISCELLANEOUS-CEMETERY	2,400	2,400	2,400
2,700	3,075	3,300	TOTAL MISCELLANEOUS REVENUE	2,400	2,400	2,400
DONATIONS						
DONATIONS-CEMETERY						
TOTAL DONATIONS						
TRANSFERS						
OPERATIONAL TRANSFERS IN						
24,220	(40,948)	44,501	O/H FROM BUILDING	79,781	79,781	79,781
35,700	56,394	179,242	O/H FROM LIBRARY FUND	118,976	118,976	118,976
57,765	79,174	104,178	O/H FROM STREET	133,971	133,971	133,971
42,750			O/H FROM FLEET			
1,000	600	600	O/H FROM 911	600	600	600
10,500	12,771		O/H FROM LID			
59,640	600	600	O/H FROM PARKS DEV	600	600	600
	600	600	O/H FROM LIBRARY ENDOW	600	600	600
2,000	600	600	O/H FROM CPC	600	600	600
1,000	600	600	O/H FROM FORFEITURE			
59,710	16,337	48,212	O/H FROM TRANSIT	68,883	68,883	68,883
58,040	49,931	88,764	O/H FROM SWIM LEVY	97,624	97,624	97,624
59,000	64,920	90,418	O/H FROM UR	47,132	47,132	47,132
242,750	102,297	121,452	O/H FROM WWTP	160,050	160,050	160,050
	68,267	44,422	O/H FROM COLLECTIONS	74,152	74,152	74,152
		48,108	O/H FROM STORMWATER	75,393	75,393	75,393
	600	600	O/H FROM SEWER RESERVE	600	600	600
5,630	64,062		O/H FROM LOG ROAD			
50,475	600	600	O/H FROM STREET RESERVE	600	600	600
1,320	600		O/H FROM CAPITAL RES			
711,500	478,005	773,497	TOTAL OPERATIONAL TRANSFERS IN	859,562	859,562	859,562
INTERFUND TRANSFERS						
200,000	100,000		REVENUE TRANSFER FROM LIBRARY			
	4,000	75,000	RESERVE TRANS FROM TECH RES			
200,000	104,000	75,000	TOTAL INTERFUND TRANSFERS			
6,865,220	6,852,984	8,762,349	TOTAL FUND REVENUE	8,238,487	8,238,487	8,238,487

General Fund 2012-13 Budget Expenditures by Department



General Fund 2012-13 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 newsletters, 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 2012-2013

- Grant funds for the Canby Adult Center are now going directly to them instead of being passed through the City.
- Addition of part-time HR Assistant (10-12 hours per week.)

Budget at a Glance

Personal Services - includes wages and fringe benefits for 5.64 FTEs. An FTE is a full-time equivalent employee. This is also the home account for the City Administrator and the City Attorney.

Materials and Services - includes office supplies, employee training, memberships in professional organizations for the City and its officers, telephone, insurance pass-through of grant funds (such as to the Adult Center), contract professional services, printing and publishing costs, codification, and other miscellaneous costs of providing customer service.

Transfers – are to Technical Services for the cost of internal and network services, Fleet Services for maintenance and operating costs for the Administration department's vehicles, and Facilities Fund for office space operating and maintenance costs.

Capital Outlay – none. A reserve for capital expenditures that was in the Capital Reserve Fund has been transferred to the Facilities Fund. Building or equipment replacement needs that arise during the year would be paid from that fund.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
ADMINISTRATION DEPT						
PERSONAL SERVICES:						
105,456	122,086	96,651	CITY ADMINISTRATOR	90,594	90,594	90,594
92,742	95,816	158,771	CITY ATTORNEY	69,156	69,156	69,156
		89,347	ASSISTANT CITY ADMINISTRATOR	95,186	95,186	95,186
86,140	84,606		HR-DIRECTOR			
61,308	63,986	56,848	CITY RECORDER	58,418	58,418	58,418
36,146	40,630	41,316	DEPUTY CITY RECORDER	38,423	38,423	38,423
9,182	9,700	9,600	MAYOR & COUNCIL	9,600	9,600	9,600
19,575	18,684	45,835	OFFICE SPECIALIST II	37,785	37,785	37,785
			HR ASSISTANT	5,650	5,650	5,650
1,706	7,902	3,039	MAIN STREET PROJECT MGR	8,180	8,180	8,180
60,695	45,982		FACILITIES MAINTENANCE			
25,733	23,567	3,165	PART TIME/OFFICE SPEC II	3,255	3,255	3,255
635		250	OVERTIME	250	250	250
203,673	221,150	232,596	EMPLOYEE BENEFITS	207,496	207,496	207,496
702,991	734,111	737,418	TOTAL PERSONAL SERVICES	623,993	623,993	623,993
MATERIAL AND SERVICES:						
98	829	2,089	ELECTION	400	400	400
	21,053	20,000	PROF/TECH SERVICES	20,000	20,000	20,000
12,484	9,858	7,000	HR-PROFESSIONAL SERVICES	8,000	8,000	8,000
16,000	36,000	16,000	OCTS	16,000	26,000	26,000
8,012	11,863	9,000	HR-LEGAL/LABOR NEGOTIATIONS	7,000	7,000	7,000
43,385	7,795	7,800	HR-RECRUIT/EMPLOY TESTING	7,800	7,800	7,800
2,881	2,708	1,690	CODIFICATION	1,690	1,690	1,690
3,216	3,262		CLEANING SERVICE			
446	412	500	REPAIR & MAINT/OFFICE EQUIP	4,300	4,300	4,300
2,095	1,779	1,000	BUILDING MAINTENANCE	500	500	500
	6,000	6,000	GROUND LEASE (ADULT CENTER)	6,000	6,000	6,000
152,029	77,787	103,330	LIABILITY INSURANCE	172,550	172,550	172,550
11,000	4,581	11,000	INSURANCE-PAY OUTS	10,000	10,000	10,000
20,000			LIAB INS DEDUCTIBLE ACCRUED			
9,967	9,697	10,200	COMMUNICATIONS	10,200	500	500
523	339	200	PRINTING & BINDING	250	250	250
7,209	4,676	7,200	MAYOR & CITY COUNCIL	7,400	7,400	7,400
1,657	992		MAYOR & CC TRAVEL & TRAINING	4,025	4,025	4,025
113	415	490	MAYOR & CC MEMBERSHIP DUES	190	190	190
5,260	6,453	5,880	ADMIN STAFF TRAVEL & TRAINING	5,870	5,870	5,870
			ATTORNEY TRAVEL & TRAINING	5,000	5,000	5,000
2,687	2,855	6,000	HR-TRAVEL & TRAINING	6,000	6,000	6,000
14,600	15,582	14,455	ADMIN MEMBERSHIP DUES & FEES	15,313	15,313	15,313
515	288	400	HR-MEMBERSHIP DUES & FEES	330	330	330
8,428	10,145	8,030	SUPPLIES & SERVICES	7,700	7,700	7,700
	1,592		FACILITIES SUPPLIES & SM TOOLS			
4,797	3,507	4,800	HR-SUPPLIES & SERVICES	5,000	5,000	5,000
2,640	32	3,000	MAIN STREET SUPPLIES & SVCS	4,000	4,000	4,000
	5,651	5,986	DOWNTOWN FLOWER BASKETS	6,760	6,760	6,760
3,921	3,802		UTILITIES			
2,632	2,795	3,300	EMPLOYEE RECOGNITION	2,850	2,850	2,850
2,356	1,920	1,500	HR-RISK MGMT/SAFETY COMMITTEE	1,500	1,500	1,500
115,323	137,029	130,000	GRANT-AAA FUNDS TO ADULT CENTE			
		539,298	FEMA GRANT PASS-THRU (CU)			
1,579	1,663		NEWSLETTER			
455,851	393,362	926,148	TOTAL MATERIAL AND SERVICES	336,628	336,928	336,928

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
337,109	200,000	113,266	TRANSFER TO LIBRARY		70,000	70,000
10,924	6,206	6,750	OP TRANSFER TO FLEET	8,300	8,300	8,300
		99,488	OP TRANSFER TO FACILITIES	146,341	146,341	146,341
		3,160	TRANSFER TO FORFEITURE			
12,067	18,672	13,316	OP TRANSFER TO TECHNICAL SVC.	19,132	19,132	19,132
	50,000		TRANSFER TO TRANSIT			
		202,812	TRANSFER TO DEBT	188,635	188,635	188,635
		10,936	TRANSFER TO SEWER RES (LID)			
	30,000		RESERVE TRANSFER TO FLEET			
162,000	5,000		RESERVE TRANSFER TO COMPUTER			
150,000			RESERVE TRANSFER TO CAPITAL			
672,100	309,878	449,728	TOTAL TRANSFERS	362,408	432,408	432,408
1,830,941	1,437,350	2,113,294	TOTAL ADMINISTRATION DEPT	1,323,029	1,393,329	1,393,329
OTHER:						
		423,041	CONTINGENCY	500,000	445,400	445,400
			UNAPPROP ENDING FUND BALANCE			
		423,041	TOTAL OTHER	500,000	445,400	445,400

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.

The Department is responsible for the control and processing of all citations issued by the Canby Police Department and directed to the Municipal Court. Parking citations, complaints, and code enforcement actions are also handled by this department. This includes docketing, establishment of files, trial docket, preparation of discovery materials, trial notices for officers and witnesses as needed.

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

Noteworthy Changes for 2012-2013

- Money has been budgeted to allow for overlap of personnel during the training period in preparation of a Court employee retirement.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 3.50 FTEs. An FTE is a full-time equivalent employee.

Materials and Services - include office supplies, interpreters, court appointed attorneys, employee training and travel, and traffic safety costs.

Transfers - pay the cost of internal computer services provided by the Technical Services Department.

Capital Outlay – None at this time.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
COURT DEPT						
PERSONAL SERVICES:						
6,100	2,435		FINANCE & COURT SRVC DIRECTOR			
	1,627	3,790	CITY RECORDER	3,895	3,895	3,895
62,277	63,484	64,590	OFFICE SPEC IV	38,731	38,731	38,731
			OFFICE SPEC III	32,336	32,336	32,336
38,688	41,328	43,392	MUNICIPAL JUDGE	45,558	45,558	45,558
41,920	43,291	32,654	OFFICE SPECIALIST II	37,965	37,965	37,965
4,479	5,692	7,000	PT COURT SERVICES OFFICER	7,000	7,000	7,000
144			POLICE COURT OVERTIME/TRAINING			
60,681	61,707	61,872	EMPLOYEE BENEFITS	65,774	65,774	65,774
214,290	219,564	213,298	TOTAL PERSONAL SERVICES	231,259	231,259	231,259
MATERIAL AND SERVICES:						
1,283	1,356	1,450	SOFTWARE SUPPORT/MAINT	1,450	1,450	1,450
4,000	3,600	3,500	INTERPRETER	3,000	3,000	3,000
	160		PROTEM JUDGE	500	500	500
34,200	37,800	38,600	COURT APPOINTED ATTORNEYS	41,400	41,400	41,400
2,710	2,830	2,900	TECHNICAL/ATTORNEY	3,000	3,000	3,000
478	438	450	COMMUNICATIONS	450		
255	1,387	1,000	TRAINING/CONF/TRAVEL	2,300	2,300	2,300
	60	300	JURY FEES	300	300	300
		100	WITNESS FEES	100	100	100
6,882	5,469	5,500	SUPPLIES & SERVICES	5,345	5,345	5,345
			DISCOVERY EXPENSE	200	200	200
3,393	3,698		BLDG MAINTENANCE & CLEANING			
1,113	1,192		UTILITIES			
591	1,452	2,000	HELMETS & CARSEATS	2,000	2,000	2,000
54,906	59,442	55,800	TOTAL MATERIAL AND SERVICES	60,045	59,595	59,595
TRANSFERS:						
10,344	11,203	13,316	OP TRANSFER TO TECH SVC.	14,349	14,349	14,349
		2,000	RESERVE TRANSFER TO COMPUTERS			
10,344	11,203	15,316	TOTAL TRANSFERS	14,349	14,349	14,349
279,540	290,209	284,414	TOTAL COURT DEPT	305,653	305,203	305,203
OTHER:						
TOTAL OTHER						

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 2012-2013

- Funds are included to cover for “temporary assistance” at the front counter should it be needed for unexpected absence of office specialists.
- Professional services includes departmental shared funding to secure a RARE Internship.
- Increased funds provided to facilitate City’s transition to new GIS mapping system.
- Consultant fees are included to assist staff with a Master Plan study of choice.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 3.1 FTEs. An FTE is a full-time equivalent employee. Department utilizes a half-time administrative assistant, half-time current planning assistant, a full-time long range planner, and the director.

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

Transfers – are to Technical Services, Operational Overhead, and the Facilities Fund.

Capital Outlay – none.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PLANNING DEPT						
PERSONAL SERVICES:						
52,074	69,362	72,280	PLANNING DIRECTOR	86,101	86,101	86,101
		62,748	SENIOR PLANNER	66,443	66,443	66,443
20,915	21,307	21,769	OFFICE SPECIALIST II	18,031	18,031	18,031
31,726	58,184		PROJECT PLANNER			
48,213	26,878	26,618	ASSOCIATE PLANNER	27,095	27,095	27,095
8,609	9,220	9,642	CODE ENFORCEMENT OFFICER	10,187	10,187	10,187
54,304	62,579	75,839	EMPLOYEE BENEFITS	80,563	80,563	80,563
215,843	247,530	268,896	TOTAL PERSONAL SERVICES	288,420	288,420	288,420
MATERIAL AND SERVICES:						
1,489	2,920	5,000	CONTRACT LABOR	1,750	1,750	1,750
12,737	38,093	26,800	ANNEXATION EXPENSES	4,000	4,000	4,000
4,330			PROF/TECH SERVICES	59,250	59,250	59,250
1,599	1,677	900	PROF SRVTITLE LIEN SEARCH COST			
13,107	11,824		BUILDING MAINTENANCE	500	500	500
1,458	1,653	1,500	RENTAL LAND/BUILDING			
200	600	1,300	COMMUNICATIONS	1,915	315	315
	225	1,100	MAPPING	6,400	6,400	6,400
1,334	462	2,000	PLANNING COMMISS. EXPENSES	1,050	1,050	1,050
360	415	1,015	TRAVEL & TRAINING	3,100	3,100	3,100
7,531	11,025	12,955	FEES & DUES	985	985	985
179	336		SUPPLIES & SERVICES	9,715	9,715	9,715
1,695	9,264	14,000	UTILITIES			
			TRAFFIC STUDY	12,000	12,000	12,000
46,018	78,494	66,570	TOTAL MATERIAL AND SERVICES	100,665	99,065	99,065
CAPITAL OUTLAY:						
2,326			CAPITAL OFFICE EQUIPMENT			
2,326			TOTAL CAPITAL OUTLAY			
TRANSFERS:						
10,344	13,071	15,536	OP TRANSFER TO TECHNICAL SVC.	14,349	14,349	14,349
10,344	13,071	15,536	TOTAL TRANSFERS	14,349	14,349	14,349
274,531	339,095	351,002	TOTAL PLANNING DEPT	403,434	401,834	401,834
OTHER:						
TOTAL OTHER						
OTHER:						
TOTAL OTHER						

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 properties. A maintenance deficit in terms of day to day tasks has plagued the department during these lean budget years, resulting in deferred maintenance in several areas. The small crew is used for park restoration and new park development projects as well as regular daily maintenance activities. The parks department has been asking for another staff member for the past four years. We have once again asked for this concession.

Noteworthy Changes for 2012-2013

- There will be an additional amount of maintenance activities for this fiscal year due to the development of the Northwoods Park, Vietnam Veterans Memorial on 99E and the landscape for the new Canby Police Department.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 4.125 FTEs. An FTE is a full-time equivalent employee. The department also receives 1,800 hours of help from Community Service crews annually.

Materials and Services - include office and janitorial supplies, grounds maintenance supplies, building maintenance supplies, tools and employee training.

Capital Outlay – The Parks Department will not be doing any Capital Outlay projects this year due to the lack of man power and focus more on providing basic care for existing facilities and properties. This is not to say that there is not Parks Development projects on the horizon.

Transfers - include payments to Fleet Services for maintenance of park equipment from weed eaters to trucks and mowers, and to Technical Services department for computer maintenance and replacement.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PARKS DEPT						
PERSONAL SERVICES:						
3,349	4,024	12,754	PUBLIC WORKS DIRECTOR			
42,210	61,493	62,436	MAINT LEAD WORKER	64,185	64,185	64,185
			PARK MAINTENANCE I	72,190	72,190	72,190
81,717	86,885	92,171	PARK UTILITY MAINT II	48,873	48,873	48,873
50,642	51,642	52,534	PARK UTILITY MAINT III	54,001	54,001	54,001
926	2,584	5,000	OVERTIME	5,000	5,000	5,000
82,516	95,333	117,828	EMPLOYEE BENEFITS	163,955	163,955	163,955
1,600	1,600	1,600	CLOTHING ALLOWANCE	2,000	2,000	2,000
262,959	303,562	344,323	TOTAL PERSONAL SERVICES	410,204	410,204	410,204
MATERIAL AND SERVICES:						
2,433	394	1,240	CONTRACT SERVICES	1,250	1,250	1,250
9,514	10,252	10,500	PARKS GROUND MAINTENANCE	10,500	10,500	10,500
6,509	5,065	8,000	PARK BLDG MAINTENANCE	8,000	8,000	8,000
4,506	4,273		MAINT-ADULT CTR BLDG			
3,207	839	5,000	VANDALISM REPAIR	5,000	5,000	5,000
			REFUNDS			
1,642	1,091	1,775	COMMUNICATIONS	1,875	1,775	1,775
532	712	1,600	TRAINING/CONF/TRAVEL	1,600	1,600	1,600
8,426	10,455	9,450	SUPPLIES & SERVICES	11,100	11,100	11,100
7,961	9,379	10,500	PARK EQUIPMENT	10,000	10,000	10,000
867			UNIFORMS			
17,763	17,761	15,800	UTILITIES	16,000	16,000	16,000
			DONATIONS - PARKS EXPENDED			
63,358	60,221	63,865	TOTAL MATERIAL AND SERVICES	65,325	65,225	65,225
CAPITAL OUTLAY:						
	59,821	9,200	EQUIPMENT			
		34,739	PARK PAVING			
	59,821	43,939	TOTAL CAPITAL OUTLAY			
TRANSFERS:						
56,302	59,988	63,261	OP TRANSFER TO FLEET	51,000	51,000	51,000
1,724	1,867	2,219	OP TRANSFER TO TECHNICAL SVC.	4,783	4,783	4,783
1,000	1,000		RESERVE TRANSFER TO COMPUTER			
59,026	62,855	65,480	TOTAL TRANSFERS	55,783	55,783	55,783
385,343	486,458	517,607	TOTAL PARKS DEPT	531,312	531,212	531,212
OTHER:						
TOTAL OTHER						

Department Description

The City of Canby maintains control and responsibility for the Building Inspection Program while contracting 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 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.

Noteworthy Changes for 2012-2013

- Implementation of an alternative building inspection program operational arrangement where the building permit and inspection functions are contracted by agreement with Clackamas County Building Codes Division.
- Twelve percent of County collected building plan review revenue is returned to the City to assist with coordinating activities.
- A significantly reduced Personal Services and Materials & Services budget reflects the limited building inspection operational activities provided by the City.
- The Tech Service reserve fund continues to hold funds to assist with possible future transitional needs related to the installation and implementation of State provided permitting software when and if operational aspects of the building inspections program returns to the City.

Budget at a Glance

The revenues and expenses of the Building Department are accounted for in the General Fund as required by Oregon law. Revenues collected which are not expected to be expended, are shown as “Building Reserve Funds”.

Personal Services - includes wages and fringe benefits for 0.80 FTEs. This is a 1.10 FTE staffing level reduction from last year to correspond with the new building inspection program choice and is considered to be the minimum operating level necessary to retain program control, coordination with in-house land use review and approve, and local code enforcement.

Materials and Services - include office supplies and related prorated offices expenses, and funds for final phase out of contract building inspections. Materials and services budget is less than 1/3 that of 2010-2011 level.

Transfers – are to Technical Services, operational overhead, and new facilities fund.

Capital Outlay – none

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
BUILDING DEPT						
PERSONAL SERVICES:						
20,029	17,262	18,070	PLANNING DIRECTOR	9,567	9,567	9,567
214	26,827	27,211	OFFICE SPECIALIST II	22,378	22,378	22,378
60,458	3,325		OFFICE SPEC III			
73,918	75,394	44,855	BUILDING OFFICIAL			
8,609	9,220	9,642	CODE ENFORCEMENT OFFICER	10,187	10,187	10,187
532	434		OVERTIME			
54,063	50,325	55,749	EMPLOYEE BENEFITS	25,042	25,042	25,042
400	400	400	CLOTHING ALLOWANCE			
218,222	183,187	155,927	TOTAL PERSONAL SERVICES	67,174	67,174	67,174
MATERIAL AND SERVICES:						
		2,087	CONTRACT LABOR	1,850	1,850	1,850
1,428	2,237	28,700	CONTRACT BUILDING INSPECTIONS	4,000	4,000	4,000
2,110	648	880	COMPUTER HW/SW	1,000	1,000	1,000
		2,600	PROF SVC (PLAN REVIEW/PERMITS)			
1,344	1,493	250	BUILDING MAINTENANCE	300	300	300
10,993	9,917		RENTAL LAND/BUILDING			
819	870	840	COMMUNICATIONS	1,140	240	240
2,125	782	1,500	TRAINING/CONF/TRAVEL	300	300	300
525	1,709	400	MEMBERSHIP DUES & FEES			
7,110	7,670	16,442	BUILDING PERMIT SURCHARGE			
2,590	10,759	75,435	SCHOOL DISTRICT EXCISE TAX			
3,827	2,117	2,430	SUPPLIES & SERVICE	1,150	1,150	1,150
1,128	255	350	ARCHIVE COSTS	325	325	325
150	282		UTILITIES			
34,149	38,738	131,914	TOTAL MATERIAL AND SERVICES	10,065	9,165	9,165
TRANSFERS:						
24,220	(40,948)	44,501	O/H TRANSFER TO GENERAL FUND	79,781	79,781	79,781
2,243	1,139	1,500	OP TRANSFER TO FLEET			
		1,906	OP TRANSFER TO FACILITIES	389	389	389
6,895	7,469	4,439	OP TRANSFER TO TECHNICAL SVC.	5,979	5,979	5,979
33,358	(32,340)	52,346	TOTAL TRANSFERS	86,149	86,149	86,149
285,729	189,584	340,187	TOTAL BUILDING DEPT	163,388	162,488	162,488
OTHER:						
		70,839	BUILDING RESERVE FUNDS			
		70,839	TOTAL OTHER			

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 located in Oregon City and dispatched to our officers.

The mission of the Canby Police Department is to work with all citizens to preserve life, maintain human rights, and protect property; to hold ourselves accountable to our community and to recognize industry standards; to reduce crime, and the fear of crime, by facilitating positive police-citizen contacts. It is critical that all Department personnel understand, accept, and be aligned with the responsibilities of this mission and the concept of quality public service.

Noteworthy Changes for 2012-2013

This year's budget focuses on stabilizing and maintaining our current staffing and level of service. Due to a reduction to the department's overall budget in the fiscal 2011 - 2012, one (1) vacant police officer position continues to be unfilled. This entry level police officer position includes salary and benefits. This reduction changed our department's authorized strength of sworn police officers; from twenty-five to twenty-four positions.

Other changes include:

- There is an increase (approx. 22%) in the transfer to fleet for overall operating costs due to anticipated increased costs for fuel, parts, and labor, to include the purchase of two patrol vehicles.
- There is an increased cost (approx. 25%) related to facility operating costs.
- There is an increased cost (approx. 49%) related to technology support / services.
- Computer Reserve Transfer (\$15,000 increase) for the replacement of Police Department desktop computers (\$10,000) and Mobil Data Computers (\$10,000).
- The police department increased in size by approximately 19,180 sq. ft. due to the construction of the new police facility.
- The Canby School District plans to fund 50% of the School Resource Officer position for the fiscal year 2012/2013. Reimbursement for this position is valued at \$74,698. This position was last funded at 100% in the fiscal year 2010 – 2011.
- Slight increases in personnel services due contractual obligations and increased insurance costs.
- 911 Fund Expenses (CCOM dispatch services) increased by approximately \$15,000.
- 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, when added to the 911 receipts, to cover 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

General Fund:

Police

CCOM. At that point, the city will be billed for any difference between the 911 receipts and the actual cost of the dispatch services.

- Department overall costs increased (approx. 9%) from fiscal year 2011 – 2012.
- It should be noted that with this year's budget proposal the following budget items have been removed from consideration:
 - Reserve Capital Transfer (same as last two years) – Ongoing purchase of vest replacement, Tactical Vests \$2,000 – replace three yearly = \$6,000; Patrol Vests \$600 – replace four yearly = \$2,400; for a yearly total of \$8,400.
 - Future canine purchases - \$2,000 per canine per year for future purchase of two canines (same as last two years), for a yearly total of \$4,000.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 28.6 FTEs, representing approximately 35% of the city's personnel. An FTE is a full-time equivalent employee.

Materials and Services - includes office supplies, employee training, contracted dispatch services, crime prevention expenses, canine expenses, utilities and building maintenance.

Transfers – includes transfers to Fleet Services for all vehicle-related expenses, Facilities, and to Technical Services for computer equipment maintenance.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
POLICE DEPT						
PERSONAL SERVICES:						
49,964	112,694	114,640	POLICE CHIEF	117,840	117,840	117,840
108,032	105,315	107,135	LIEUTENANT	110,119	110,119	110,119
60,066	46,629	52,081	ADMINISTRATIVE ASSISTANT	56,202	56,202	56,202
83,542	86,424	89,195	RECORDS CLERK/OSII	85,268	85,268	85,268
25,828	27,661	28,926	CODE ENFORCEMENT OFFICER	30,562	30,562	30,562
333,318	332,168	349,543	SERGEANTS	361,523	361,523	361,523
547,545	559,997	631,526	PATROL OFFICERS	699,297	699,297	699,297
263,013	287,439	310,887	DETECTIVES	320,140	320,140	320,140
68,731	70,655	72,540	SCHOOL RESOURCE OFFICER	74,698	74,698	74,698
130,462	140,382	144,426	TRAFFIC SAFETY OFFICER	76,042	76,042	76,042
145,538	129,997	75,826	CANINE OFFICERS	78,082	78,082	78,082
66,660	64,672	68,780	GANG OFFICER	74,400	74,400	74,400
50,044	54,069	54,555	PROPERTY & EVIDENCE	56,182	56,182	56,182
	10,380		TEMPORARY ASSISTANT			
58,516	46,920	60,000	OVERTIME	60,000	60,000	60,000
22,628	25,098	28,000	COURT OVERTIME	30,000	30,000	30,000
38,866	30,714	38,000	HOLIDAY OVERTIME	38,000	38,000	38,000
38,829	40,307	32,300	SIU OVERTIME	35,000	35,000	35,000
38,849	41,699	40,000	TRAINING OVERTIME	40,000	40,000	40,000
13,184	3,512	16,000	TET TRAINING OT	12,000	12,000	12,000
6,351	2,433	10,000	SPECIAL EVENTS OVERTIME	10,000	10,000	10,000
2,605	7,896	5,000	CC SWAT OT	10,000	10,000	10,000
11,235	4,739	7,500	SUPERVISION OVERTIME	7,500	7,500	7,500
3,156	3,283	2,000	GRANT - DUII WAGES EXP	4,050	4,050	4,050
5,428	5,212	4,000	GRANT - SEATBELT WAGES EXP	4,050	4,050	4,050
1,672	852	2,000	GRANT - PEDESTRIAN/WAGES EXP	1,350	1,350	1,350
952,829	980,942	1,161,502	EMPLOYEE BENEFITS	1,223,743	1,223,743	1,223,743
15,028	13,525	13,800	UNIFORM CLEANING ALLOWANCE	13,800	13,800	13,800
525	2,850	2,400	CLOTHING ALLOWANCE	2,400	2,400	2,400
	3,600	3,450	FOOTWEAR ALLOWANCE	3,450	3,450	3,450
3,142,444	3,242,063	3,526,012	TOTAL PERSONAL SERVICES	3,635,698	3,635,698	3,635,698

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MATERIAL AND SERVICES:						
			PROFESSIONAL SERVICES	4,000	4,000	4,000
2,700	2,700	2,700	STORAGE FACILITY RENT	1,500	1,500	1,500
6,935	11,010	7,500	INVESTIGATION & INFO	10,000	10,000	10,000
1,280	960	1,000	PRISONERS BOARD & MEDICAL	1,000	1,000	1,000
590	930	1,000	CRIME PREVENTION	1,000	1,000	1,000
	1,000		NEGOTIATIONS			
30,098	28,568	32,500	COMMUNICATIONS	35,000	23,000	23,000
	3,500	3,500	JUVENILE DIVERSION SERVICES	3,500	3,500	3,500
32,874	39,342	35,000	TRAINING & TRAVEL	35,000	35,000	35,000
22,898	24,427	25,000	FIREARM EQUIPMENT	28,870	28,870	28,870
1,303	475	2,000	TRAFFIC SAFETY TRAINING	5,500	5,500	5,500
9,986	9,534	9,000	TACTICAL ENTRY TEAM EQUIPMENT	7,600	7,600	7,600
		500	E.O.C.	1,000	1,000	1,000
	3,107	2,000	PATROL/DETECTIVE EQUIPMENT	12,600	12,600	12,600
1,237	1,491	1,500	MEMBERSHIP FEES & DUES	1,500	1,500	1,500
218			DMV FEES			
	7,062	9,000	INFORMATION SYSTEM SERVICES	15,000	15,000	15,000
40,852	38,002	31,915	SUPPLIES & SERVICES	37,630	37,630	37,630
16,643	15,482	17,000	UNIFORMS	23,000	23,000	23,000
13,254	12,813		BUILDING MAINT & CLEANING			
1,241	1,862	1,000	EQUIPMENT REPAIR & MAINT	1,800	1,800	1,800
2,739	1,122	2,000	RADIO REPAIR	2,000	2,000	2,000
22,695	23,030	25,000	800 RADIO OPERATING FEE	25,000	25,000	25,000
4,303	2,239	3,000	CANINE EXPENSES	4,200	4,200	4,200
7,553	3,027	3,500	TRAFFIC SAFETY EQUIPMENT	6,000	6,000	6,000
5,445	5,398		UTILITIES			
15,450	14,777		JUV DIVERSION PASS-THRU			
16,998			FED JAG GRANT-COMPUTERS			
60		2,000	GRANTS-PEDESTRIAN SAFETY			
9,150			DONATIONS - POLICE/CANINE EXP			
2,245	2,264		DONATIONS-POLICE	500	500	500
1,050	1,050	1,050	ACCREDITATION	1,050	1,050	1,050
269,796	255,174	218,665	TOTAL MATERIAL AND SERVICES	264,250	252,250	252,250
CAPITAL OUTLAY:						
	10,117		CAPITAL OFFICE EQUIPMENT			
		12,178	EQUIPMENT-800 MEG RADIO			
		5,000	LEDS SOFTWARE & EQUIPMENT			
		18,485	EQUIP-HOMELAND SECURITY GRANT			
	10,117	35,663	TOTAL CAPITAL OUTLAY			
TRANSFERS:						
250,781	301,175	241,682	OP TRANSFER TO FLEET	315,000	315,000	315,000
50,000	50,000		OP TRANSFER TO 911	72,000	72,000	72,000
68,952	39,212	42,168	OP TRANSFER TO TECHNICAL SVC.	86,095	86,095	86,095
	5,000	5,000	RESERVE TRANSFER TO COMPUTER	20,000	20,000	20,000
	12,400	12,400	RESERVE TRANSFER TO CAPITAL			
369,733	407,787	301,250	TOTAL TRANSFERS	493,095	493,095	493,095
3,781,973	3,915,141	4,081,590	TOTAL POLICE DEPT	4,393,043	4,381,043	4,381,043
OTHER:						
TOTAL 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 2012-2013

None

Budget at a Glance

Personal Services – includes wages and fringe benefits for 0.05 FTE for finance and 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. The contractor takes care of all maintenance and equipment costs under his contract.

Capital Outlay – None.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CEMETERY DEPT						
PERSONAL SERVICES:						
	2,850	3,041	OFFICE SPECIALIST IV	3,223	3,223	3,223
2,659			OFFICE SPECIALIST III			
941	992	1,565	EMPLOYEE BENEFITS	1,748	1,748	1,748
3,600	3,842	4,606	TOTAL PERSONAL SERVICES	4,971	4,971	4,971
MATERIAL AND SERVICES:						
93,628	92,189	99,900	CONTRACTUAL AGREEMENT	91,900	91,900	91,900
829	557	200	MISCELLANEOUS	1,000	1,000	1,000
4,130	1,050	10,500	REFUNDS	8,500	8,500	8,500
98,586	93,796	110,600	TOTAL MATERIAL AND SERVICES	101,400	101,400	101,400
TRANSFERS:						
24,636	24,636		MAUSOLEUM PAYBACK			
24,636	24,636		TOTAL TRANSFERS			
126,822	122,274	115,206	TOTAL CEMETERY DEPT	106,371	106,371	106,371
OTHER:						
TOTAL OTHER						

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 and cemetery management, 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

Proposed budgeted expenditures have increased 10.1% from the previous year.

- Personnel costs increased 11.5% due to a 2.9% cost-of-living allowance, step increases, a 15% increase in health insurance costs, and a reallocation back to Finance from Transit of 1/10 of an FTE.
- Materials & Services costs increased 7.7%.
- Transfers to Technical Services decreased 2.0%. These transfers cover charges for computer services, an upgrade to the Accounts Payable software module, and a small reserve for computer replacement.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 4 FTEs whose work benefits all departments of the City. An FTE is a full-time equivalent employee. The cost of an additional 1.7 FTEs working in Finance are charged to Transit, Streets and Sewer.

Materials and Services - includes office supplies and equipment, employee training, professional services, printing and binding, software maintenance agreements, bank service fees, auditing, and so forth.

Transfers - the cost of internal computer services provided by the Technical Services Department. Transfers to Technical Services reserves are for an accounting software upgrade and future computer replacement.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FINANCE DEPT						
PERSONAL SERVICES:						
65,017	85,381	93,679	FINANCE DIRECTOR	101,097	101,097	101,097
	54,708	57,782	OFFICE SPECIALIST IV	61,246	61,246	61,246
103,703	79,914	65,802	OFFICE SPECIALIST III	73,513	73,513	73,513
	21,772	29,918	OFFICE SPECIALIST II	32,037	32,037	32,037
68,112	99,031	112,682	EMPLOYEE BENEFITS	133,215	133,215	133,215
236,832	340,806	359,863	TOTAL PERSONAL SERVICES	401,108	401,108	401,108
MATERIAL AND SERVICES:						
7,350	21,106	6,000	PROF/TECH SERVICE	7,500	7,500	7,500
	3,920	4,000	PROF SRV/TITLE LIEN SEARCH COST	4,000	4,000	4,000
24,330	26,975	29,000	AUDITING	28,000	28,000	28,000
12,969	12,559	13,000	SOFTWARE MAINTENANCE	13,500	13,500	13,500
490	955	1,340	REPAIRS & MAINTENANCE	1,350	1,350	1,350
3,434	3,519	3,500	COPIER LEASE & MAINT	3,500	3,500	3,500
		250	COMMUNICATIONS	650		
142	38	600	PUBLICATIONS/BOOKS	500	500	500
856	1,393	2,400	PRINTING & BINDING	3,300	3,300	3,300
1,049	1,021	5,750	TRAINING/CONF/TRAVEL	5,500	5,500	5,500
1,075	290	390	MEMBERSHIP DUES & FEES	600	600	600
5,574	6,110	5,410	SUPPLIES & SERVICE	8,000	8,000	8,000
4,045	6,920	6,850	BANK CHARGES	8,150	8,150	8,150
(70)	(35)		CASH OVER & SHORT			
161	147	2,000	MISC OFFICE EQUIPMENT	2,500	2,500	2,500
2,439	2,580	500	BLDG MAINTENANCE & CLEANING	250	250	250
20		500	SOFTWARE	500	500	500
1,371	1,379		UTILITIES			
65,234	88,876	81,490	TOTAL MATERIAL AND SERVICES	87,800	87,150	87,150
TRANSFERS:						
6,895	7,469	13,316	OP TRANSFER TO TECHNICAL SVC.	14,349	14,349	14,349
		10,500	RESERVE TRANSFER TO COMPUTER	9,000	9,000	9,000
6,895	7,469	23,816	TOTAL TRANSFERS	23,349	23,349	23,349
308,961	437,150	465,169	TOTAL FINANCE DEPT	512,257	511,607	511,607
OTHER:						
TOTAL OTHER						
7,273,840	7,217,262	8,762,349	TOTAL FUND EXPENDITURES	8,238,487	8,238,487	8,238,487

Library Fund:

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 donations from individuals and the Friends of the Library.

Noteworthy Changes for 2012-13

- Revenue from the Clackamas County Library District has been reduced from \$753,317 in FY11-12 to \$696,730 in FY12-13. Due to this reduction, library open hours as of July will be reduced to 40 a week, which allows the library to meet the Oregon Library Association's threshold standards for a library serving a population of our size.
- Personal services (staffing and benefits) have been reduced from \$669,757 in FY11-12 to \$558,858 in FY12-13.
- Internal transfer to the General Fund for administrative services is \$118,976, reduced from \$179,242 in FY11-12.

Budget at a Glance

Personal Services - includes wages and benefits for 7.91 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, and other expenses.

Transfers – covers the cost of computer services provided by the Technical Services Fund, administrative services provided by the General Fund, and building maintenance, repairs and improvements provided by the Facilities Fund.

Capital Outlay – is not planned, although efforts to develop a plan for a new Canby Library will continue in 2012-13.

CITY OF CANBY
REVENUES

LIBRARY FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PROPERTY TAXES			
702,162	740,304	753,317	CC LIBRARY DISTRICT	696,730	696,730	696,730
702,162	740,304	753,317	TOTAL PROPERTY TAXES	696,730	696,730	696,730
			GRANT REVENUE			
6,094	11,638	75,134	GRANTS-LIBRARY	3,000	3,000	3,000
6,094	11,638	75,134	TOTAL GRANT REVENUE	3,000	3,000	3,000
			CHARGES FOR SERVICES			
2,744	2,046	2,000	LOST BOOK REVENUE	2,000	2,000	2,000
1,218	1,343	1,000	COPIER RECEIPTS	1,500	1,500	1,500
3,962	3,389	3,000	TOTAL CHARGES FOR SERVICES	3,500	3,500	3,500
			MISCELLANEOUS REVENUE			
23,008	24,013	20,000	MISCELLANEOUS-LIBRARY	23,000	23,000	23,000
23,008	24,013	20,000	TOTAL MISCELLANEOUS REVENUE	23,000	23,000	23,000
			INTEREST REVENUES			
1,445	1,513	1,000	INTEREST REVENUES	400	400	400
1,445	1,513	1,000	TOTAL INTEREST REVENUES	400	400	400
			DONATIONS			
8,614	6,698	10,000	DONATIONS-LIBRARY	7,500	7,500	7,500
10,466	11,391	15,000	DONATIONS-FOL SPECIAL DRIVE	14,000	14,000	14,000
19,080	18,090	25,000	TOTAL DONATIONS	21,500	21,500	21,500
			OPERATIONAL TRANSFERS IN			
337,109	200,000	113,266	TRANSFER FROM GENERAL FUND		70,000	70,000
337,109	200,000	113,266	TOTAL OPERATIONAL TRANSFERS IN		70,000	70,000
			CASH CARRYOVER			
		289,821	CASH CARRYOVER	206,061	206,061	206,061
		289,821	TOTAL CASH CARRYOVER	206,061	206,061	206,061
1,092,860	998,947	1,280,538	TOTAL FUND REVENUE	954,191	1,024,191	1,024,191
			OTHER:			

CITY OF CANBY
EXPENDITURES

LIBRARY FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LIBRARY EXPENDITURES						
PERSONAL SERVICES:						
62,340	84,878	89,301	LIBRARY DIRECTOR	94,540	94,540	94,540
38,194	40,363	65,629	LIBRARY OFFICE SPEC I	6,000	41,529	41,529
116,119	118,593	106,780	OFFICE SPECIALIST II	131,198	136,201	136,201
62,272	63,494	64,590	LIBRARY COORDINATOR	66,398	66,398	66,398
68,014	83,246	98,510	TECH REF LIBRARIAN	44,756	44,756	44,756
			REFERENCE/ACCESS LIBRARIAN	44,600	50,998	50,998
	15,087	36,639	BILINGUAL LIBRARIAN			
13,573	17,360	18,720	LIBRARY PAGE (SHELVERS)	14,560	19,240	19,240
112,732	139,325	184,696	EMPLOYEE BENEFITS	156,806	177,716	177,716
473,244	562,346	664,865	TOTAL PERSONAL SERVICES	558,858	631,378	631,378
MATERIAL AND SERVICES:						
	6,929		COMPUTER HARDWARE/SOFTWARE			
9,390	4,039	10,000	PROFESSIONAL SERVICES			
10,892	11,169		BUILDING MAINTENANCE			
2,698	3,238	2,700	COMMUNICATIONS	2,700		
1,067	842	1,000	TRAVEL & TRAINING	1,000	1,000	1,000
11,601	14,887	17,746	SUPPLIES & SERVICES	18,600	18,600	18,600
11,693	18,252	23,000	AUDIO MATERIALS	8,000	8,000	8,000
8,202	18,656	23,000	VISUAL MATERIALS	15,000	15,000	15,000
			ELECTRONIC MATERIALS	10,000	10,000	10,000
7,481	7,807		UTILITIES			
32,482	20,051	22,000	MCNAUGHTONS (BEST SELLERS)			
18,499	64,382	63,000	BOOKS	64,000	64,000	64,000
242	85	2,000	LOST BOOKS REFUNDS	500	500	500
2,483	3,448	3,500	PERIODICALS (MAGAZINES)	3,000	3,000	3,000
2,487	6,792	3,877	GRANTS-LIBRARY EXPENDED	3,000	3,000	3,000
		6,227	STATE LIBRARY GRANT			
8,290	76	10,000	DONATIONS-LIBRARY EXPENDED	7,500	7,500	7,500
9,906	9,779	15,000	DONATIONS EXPENDED FOL	14,000	14,000	14,000
137,414	190,432	203,050	TOTAL MATERIAL AND SERVICES	147,300	144,600	144,600
TRANSFERS:						
35,700	56,394	179,242	O/H TO GENERAL FUND	118,976	118,976	118,976
		31,503	OP TRANSFER TO FACILITIES	30,252	30,252	30,252
5,171	21,286	11,097	OP TRANSFER TO TECH SVCS.	7,175	7,175	7,175
200,000	100,000		TRANSFER TO GENERAL FUND			
20,000			RES TRANSFER TO TECH RESERVE			
260,871	177,680	221,842	TOTAL TRANSFERS	156,403	156,403	156,403
871,528	930,458	1,089,757	TOTAL LIBRARY EXPENDITURES	862,561	932,381	932,381
OTHER:						
		635	CONTINGENCY	91,630	91,810	91,810
		190,146	RESERVE FOR FUTURE EXPENDITURE UNAPPROP ENDING FUND BALANCE			
		190,781	TOTAL OTHER	91,630	91,810	91,810
871,528	930,458	1,280,538	TOTAL FUND EXPENDITURES	954,191	1,024,191	1,024,191

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 and patching streets, and mowing, landscaping and spraying the rights-of-way along city streets; and creating and repairing street signs. The street crew also stripes bike lanes, travel lanes, and crosswalks, and they paint speed limit markings throughout the City. Streetlights are also serviced and maintained. Responsibilities also include maintenance of City parking lots and street trees.

Noteworthy Changes for 2012-2013

- Street maintenance fee revenues, net of billing and collection costs, will be transferred to Streets Reserve.
- Local gas tax revenues will be allocated 80% to Streets Reserve, with 20% remaining in Streets Fund to be used for repairs, signage, and other costs of maintenance performed by staff.
- Transfer of one Utility Worker III (Jerry Nelzen) from the Collections budget to serve as the Public Works Lead Worker in Streets.

Budget at a Glance

Personal Services - includes wages and benefits for 4.53 FTEs. An FTE is a full-time equivalent employee.

Materials and Services - include office supplies, utilities, telephones, 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 and other miscellaneous department expenses.

Transfers - are the cost of interdepartmental services including administrative costs, Fleet Services, and Technical Services. Funds available above operating costs are transferred to the street reserve fund for specific project use.

Capital Outlay – \$35,000 Update street department's wood chipper.

CITY OF CANBY
REVENUES

STREETS FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
INTERGOVERNMENTAL						
631,527	752,894	850,000	STATE HIGHWAY FUND	870,000	870,000	870,000
328,785	302,662	314,000	LOCAL GAS TAX	253,000	253,000	253,000
521,956	526,054	520,000	ST MAINT FEE	528,000	528,000	528,000
		454,637	FEDERAL FUND EXCHANGE			
932	10,685	10,000	CONSTRUCTION EXCISE TAX	7,198	7,198	7,198
1,483,201	1,592,294	2,148,637	TOTAL INTERGOVERNMENTAL	1,658,198	1,658,198	1,658,198
CHARGES FOR SERVICES						
900	100	1,000	STREET REPAIRS	500	500	500
1,062	2,716	1,500	EROSION CONTROL FEES	3,000	3,000	3,000
300	1,700	1,500	STREET EXCAVATION/OPENING FEE	1,300	1,300	1,300
2,262	4,516	4,000	TOTAL CHARGES FOR SERVICES	4,800	4,800	4,800
MISCELLANEOUS REVENUE						
2,985	2,995	1,500	MISCELLANEOUS REVENUE	1,200	1,200	1,200
2,985	2,995	1,500	TOTAL MISCELLANEOUS REVENUE	1,200	1,200	1,200
INTEREST REVENUES						
1,886	2,305	2,000	INTEREST REVENUES	3,000	3,000	3,000
1,886	2,305	2,000	TOTAL INTEREST REVENUES	3,000	3,000	3,000
CASH CARRYOVER						
		426,694	CASH CARRYOVER	601,393	601,393	601,393
		426,694	TOTAL CASH CARRYOVER	601,393	601,393	601,393
1,490,333	1,602,109	2,582,831	TOTAL FUND REVENUE	2,268,591	2,268,591	2,268,591
OTHER:						

CITY OF CANBY
EXPENDITURES

STREETS FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STREETS EXPENDITURES						
PERSONAL SERVICES:						
16,441	20,122	25,508	PUBLIC WORKS MANAGER			
28,889			PW SUPERVISOR			
41,794	24,794	25,578	OFFICE SPECIALIST II	29,091	29,091	29,091
6,345			PROJECT PLANNER			
22,315	21,479	22,975	OFFICE SPECIALIST III	24,504	24,504	24,504
			PUBLIC WORKS I			
39,339	90,398	93,269	PUBLIC WORKS II	47,821	47,821	47,821
53,288	51,642	52,534	PUBLIC WORKS III	107,484	107,484	107,484
	24,667	56,956	PUBLIC WORKS LEAD MAN	32,147	32,147	32,147
127	627	2,000	OVERTIME	2,000	2,000	2,000
89,465	118,551	167,986	EMPLOYEE BENEFITS	157,905	157,905	157,905
1,007	1,036	1,600	CLOTHING ALLOWANCE	1,600	1,600	1,600
299,010	353,315	448,406	TOTAL PERSONAL SERVICES	402,552	402,552	402,552
MATERIAL AND SERVICES:						
643	360		CONTRACT LABOR-UTILITY BILLING			
9,463	9,789	8,000	CONSULTANT ENGINEER	8,000	8,000	8,000
938		1,000	SOFTWARE MAINTENANCE	2,700	2,700	2,700
1,159	960	1,500	CURB/SIDEWALK REPAIR	1,500	1,500	1,500
1,056	313	500	BUILDING MAINTENANCE			
53,418	53,508	55,000	STREET LIGHTING & MAINT	55,000	55,000	55,000
27,766	24,670	30,000	STREET MAINTENANCE	18,000	18,000	18,000
		500	EQUIPMENT RENTAL	1,500	1,500	1,500
2,810	2,587		SPACE COSTS-UTILITY BILLING			
699	818	800	COPIER LEASE & MAINT	800	800	800
34,522	35,839	31,975	STREET MAINT BILLING	35,950	35,950	35,950
9,153	6,590	6,000	STREET SIGNING	8,000	8,000	8,000
14,799	9,239	10,000	STREET MARKING & STRIPING	6,000	6,000	6,000
3,270	2,574	3,200	COMMUNICATIONS	2,800	1,600	1,600
		300	PUBLICATIONS	300	300	300
2,597	525	2,500	TRAVEL & TRAINING	2,500	2,500	2,500
233	233	300	MEMBERSHIP DUES & FEES	500	500	500
13,066	9,502	12,000	SUPPLIES & SERVICES	4,150	4,150	4,150
	212	800	SNOW & ICE REMOVAL	500	500	500
2,517	1,995	2,000	SMALL TOOLS	2,000	2,000	2,000
815	274	500	UNIFORMS			
1,385	1,191	300	CLEANING / SUPPLIES	150	150	150
1,447	1,149	1,200	SAFETY SUPPLIES	950	950	950
187	757	800	TREE REPLACEMENT	25,160	25,160	25,160
27	6,121	8,000	LANDSCAPING 2ND AVE	16,000	16,000	16,000
6,438	7,132	6,000	UTILITIES	4,300	4,300	4,300
		1,000	GPS MAPPING PROJECT			
5,575	(830)	5,600	BAD DEBT EXPENSE	6,000	6,000	6,000
193,981	175,507	189,775	TOTAL MATERIAL AND SERVICES	202,760	201,560	201,560
CAPITAL OUTLAY:						
1,355		3,000	EQUIPMENT	34,000	34,000	34,000
		1,500	SOFTWARE/COMPUTER EQUIP			
1,355		4,500	TOTAL CAPITAL OUTLAY	34,000	34,000	34,000

CITY OF CANBY
EXPENDITURES

STREETS FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
57,765	79,174	104,178	O/H TRANSFER TO GENERAL FUND	133,971	133,971	133,971
144,668	119,657	103,000	OP TRANSFER TO FLEET	145,500	145,500	145,500
		27,428	OP TRANSFER TO FACILITIES	23,844	23,844	23,844
5,171	5,602	7,768	OP TRANSFER TO TECHNICAL SVC.	10,762	10,762	10,762
		42,455	TRANSFER TO DEBT SERVICE	42,455	42,455	42,455
			RESERVE TRANSFER TO STREET		328,000	328,000
10,000			RES TRANS - CAP RESERVE - ROOF			
		454,637	RES TRANS - FED FUND EX			
389,395	441,580	422,450	RES TRANS - ST MAINT FEE	437,000	437,000	437,000
256,000	268,753	284,000	RES - CANBY GAS TAX	202,400	202,400	202,400
862,999	914,765	1,445,916	TOTAL TRANSFERS	995,932	1,323,932	1,323,932
1,357,345	1,443,588	2,088,597	TOTAL STREETS EXPENDITURES	1,635,244	1,962,044	1,962,044
OTHER:						
		257,517	STREETS CONTINGENCY	633,347	306,547	306,547
		236,717	UNAPPROP ENDING FUND BALANCE			
		494,234	TOTAL OTHER	633,347	306,547	306,547
1,357,345	1,443,588	2,582,831	TOTAL FUND EXPENDITURES	2,268,591	2,268,591	2,268,591

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 are accumulating for the acquisition, maintenance, and/or replacement of Fleet maintenance equipment (diagnostic equipment, lifts, etc.) and for the acquisition, maintenance and/or replacement of departmental vehicles and equipment.

Replacement of aging equipment continues to be accomplished as funding and opportunity allow, consistent with the Vehicle Replacement Policy identified in the adopted Financial Policies for the City of Canby. This department also provides repair services to the Adult Center van through Ride Connection billed per instance.

Noteworthy Changes for 2012-2013

- \$150,000 will be transferred to Capital Reserve to save for future purchase of Canby Utilities share of shop building.
- \$72,789 is budgeted for improvements to shop buildings: enclosing two parking bays, professional floor coating, bulk oil delivery system and tire storage container.
- \$30,000 in equipment reserve is for future replacement of Administration vehicles.

Budget at a Glance

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

Materials and Services - include office supplies, contract repair labor, vehicle and equipment materials and parts, employee training, tools and equipment, outside service agency costs, gasoline and diesel fuels, lubricants, utilities, and other miscellaneous expenses.

Transfers – the cost of internal computer services provided by the Technical Services Department. General Fund.

Capital Outlay – There are no Capital projects for the fleet services scheduled for this fiscal year.

CITY OF CANBY
REVENUES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			CHARGES FOR SERVICES			
192,649	103,510	75,450	LEASE PROCEEDS	90,000	90,000	90,000
192,649	103,510	75,450	TOTAL CHARGES FOR SERVICES	90,000	90,000	90,000
			MISCELLANOUS REVENUE			
828	2,422	1,500	MISCELLANEOUS-INCOME	3,300	3,300	3,300
828	2,422	1,500	TOTAL MISCELLANOUS REVENUE	3,300	3,300	3,300
			INTEREST REVENUES			
897	1,163	800	INTEREST REVENUES	800	800	800
897	1,163	800	TOTAL INTEREST REVENUES	800	800	800
			CASH CARRYOVER			
		141,885	CASH CARRYOVER	331,859	331,859	331,859
		141,885	TOTAL CASH CARRYOVER	331,859	331,859	331,859
			CHARGES FOR SERVICES			
4,314	9,133	8,000	CANBY ADULT CENTER	15,500	15,500	15,500
4,314	9,133	8,000	TOTAL CHARGES FOR SERVICES	15,500	15,500	15,500
			OPERATIONAL TRANSFERS IN			
10,924	6,206	6,750	OP TRANSFER FROM ADMIN	8,300	8,300	8,300
56,302	59,988	45,500	OP TRANSFER FROM PARKS	51,000	51,000	51,000
2,243	1,139	1,500	OP TRANSFER FROM BUILDING			
250,781	301,175	258,375	OP TRANSFER FROM POLICE	315,000	315,000	315,000
144,668	119,657	103,000	OP TRANSFER FROM STREETS	145,500	145,500	145,500
		2,000	OP TRANSFER FROM FACILITIES	3,000	3,000	3,000
307,008	409,447	309,385	OP TRANSFER FROM TRANSIT	375,000	375,000	375,000
41,894	33,095	23,000	OP TRANSFER FROM SEWER	26,250	26,250	26,250
54,623	64,261	55,000	OP TRANSFER FROM WW COLL	60,500	60,500	60,500
868,442	994,968	804,510	TOTAL OPERATIONAL TRANSFERS IN	984,550	984,550	984,550
			RESERVE TRANSFERS IN			
	30,000		RESERVE TRANSFER FROM ADMIN			
	30,000		TOTAL RESERVE TRANSFERS IN			
1,067,129	1,141,195	1,032,145	TOTAL FUND REVENUE	1,426,009	1,426,009	1,426,009
			OTHER:			

CITY OF CANBY
EXPENDITURES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FLEET EXPENDITURES						
PERSONAL SERVICES:						
10,352	8,049	12,754	PW DIRECTOR			
60,185	61,376	62,436	MECHANIC SENIOR	64,185	64,185	64,185
3,210			PW SUPERVISOR			
6,295	12,875	13,061	OFFICE SPECIALIST II	13,427	13,427	13,427
106,453	109,864	113,878	MECHANIC	58,673	58,673	58,673
			PART TIME HELP	5,641	5,641	5,641
	513	5,000	OVERTIME	5,000	5,000	5,000
86,556	90,261	110,713	EMPLOYEE BENEFITS	75,616	75,616	75,616
1,551			MECHANIC OT			
1,084	1,200	1,200	CLOTHING ALLOWANCE	800	800	800
275,685	284,137	319,042	TOTAL PERSONAL SERVICES	223,342	223,342	223,342
MATERIAL AND SERVICES:						
15,527	5,557	7,500	CONTRACT SERVICES-SHOP	4,000	4,000	4,000
9,920	19,537	25,000	CONTRACT SERVICES-VEHICLES	26,500	26,500	26,500
5,470	11,665	7,250	CAT CONTRACT SERVICES	27,500	27,500	27,500
		5,000	DEDUCTIBLES/SELF-INSURE REPAIR	5,000	5,000	5,000
551	950		BLDG REPAIR & MAINTENANCE			
67,074	71,494		POLICE CAR LEASES			
48,061	42,455		SWEEPER LEASE			
	7,285		LEASE - VEHICLE LIFTS			
574	588	575	COPIER LEASE & MAINT	575	575	575
611	745	8,000	ADULT CENTER MAINTENANCE	15,500	15,500	15,500
48,688	41,907	48,000	CANBY AREA TRANSIT EXPENSES	58,250	58,250	58,250
1,632	1,283	2,020	COMMUNICATIONS	1,670	1,670	1,670
5,786	1,993	3,000	TRAVEL & TRAINING	2,000	2,000	2,000
180	360	1,000	MEMBERSHIP DUES & FEES	1,250	1,250	1,250
659	518	1,500	DEQ/DMV	1,500	1,500	1,500
92,926	69,010	82,500	SUPPLIES & SERVICES	130,000	130,000	130,000
15,096	14,664	20,000	TIRES	25,000	25,000	25,000
20,584	9,612	17,500	TIRES-TRANSIT	20,500	20,500	20,500
5,730	4,271	2,650	MISC SHOP SUPPLIES	3,500	3,500	3,500
2,576	3,200	3,484	TOOLS AND EQUIPMENT	5,608	5,608	5,608
2,390	2,866		UTILITIES			
188,102	225,413	279,000	GASOLINE/FUEL	350,350	350,350	350,350
1,423	2,802	5,000	OIL-GENERAL	4,000	4,000	4,000
3,150	2,032	2,000	OIL-TRANSIT	4,250	4,250	4,250
270	608	900	SAFETY EQUIPMENT	650	650	650
		6,500	FLEET VEHICLES OP COST	7,000	7,000	7,000
536,980	540,812	528,379	TOTAL MATERIAL AND SERVICES	694,603	694,603	694,603
TRANSFERS:						
42,750		34,484	O/H TRANSFER TO GENERAL FUND	33,114	33,114	33,114
8,619	9,336	11,097	OP TRANSFER TO FACILITIES	9,566	9,566	9,566
		7,285	OP TRANSFER TO TECHNICAL SVC.			
10,000			TRANSFER TO DEBT SERVICE	150,000	150,000	150,000
			RES TRANS TO CAPITAL RESERVE			
61,369	9,336	52,866	TOTAL TRANSFERS	192,680	192,680	192,680
874,034	834,285	900,287	TOTAL FLEET EXPENDITURES	1,110,625	1,110,625	1,110,625
OTHER:						
		56,408	FLEET CONTINGENCY	122,595	122,595	122,595

CITY OF CANBY
EXPENDITURES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FLEET RESERVES						
CAPITAL OUTLAY:						
(4,919)			GAIN/LOSS ON SALE OF EQUIP			
8,275			EQUIPMENT	30,000	30,000	30,000
192,649			EQUIPMENT-STREET			
	103,510	75,450	EQUIPMENT-POLICE	90,000	90,000	90,000
12,443	24,470		SHOP IMPROVEMENTS	72,789	72,789	72,789
208,447	127,980	75,450	TOTAL CAPITAL OUTLAY	192,789	192,789	192,789
208,447	127,980	75,450	TOTAL FLEET RESERVES	192,789	192,789	192,789
OTHER:						
TOTAL OTHER						
1,082,482	962,265	1,032,145	TOTAL FUND EXPENDITURES	1,426,009	1,426,009	1,426,009

Department Description

The purpose of the 911 Emergency Fund is to provide emergency communications in support of quality law enforcement services and activities to members of our community. Revenue for this fund comes from the Oregon State Police and from a transfer from the Police Department operating fund.

The Police Department provided basic 911 communications for the greater Canby Area from 1982 until July 1990, when the department implemented the Enhanced 911 System with its additional features and capabilities. At the time of implementation Canby was one of six jurisdictions in Oregon with the Enhanced System.

In 1997, in response to budget impacts resulting from Measure 50, the City contracted with Clackamas County for its emergency communication services. The Clackamas County Communication Center now serves as the Public Safety Answering Point (PSAP) for the City of Canby. The fund continues to be used to contract with Clackamas County Communications for dispatch services.

CITY OF CANBY
REVENUES

911 EMERGENCY FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTERGOVERNMENTAL			
76,749	77,317	75,000	911 EXCISE TAX	76,000	76,000	76,000
76,749	77,317	75,000	TOTAL INTERGOVERNMENTAL	76,000	76,000	76,000
			INTEREST REVENUES			
687	434	400	INTEREST REVENUES	20	20	20
687	434	400	TOTAL INTEREST REVENUES	20	20	20
			OPERATIONAL TRANSFERS IN			
50,000	50,000		OP TRANSFER IN FROM POLICE	72,000	72,000	72,000
50,000	50,000		TOTAL OPERATIONAL TRANSFERS IN	72,000	72,000	72,000
			CASH CARRYOVER			
		98,347	CASH CARRYOVER	23,081	23,081	23,081
		98,347	TOTAL CASH CARRYOVER	23,081	23,081	23,081
127,437	127,751	173,747	TOTAL FUND REVENUE	171,101	171,101	171,101
			OTHER:			

CITY OF CANBY
EXPENDITURES

911 EMERGENCY FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
911 EMERGENCY EXPENDITURES						
MATERIAL AND SERVICES:						
141,681	145,077	155,000 18,147	COMMUNICATIONS CENTRAL DISPATCH 911 RESERVE	167,860 2,641	167,860 2,641	167,860 2,641
141,681	145,077	173,147	TOTAL MATERIAL AND SERVICES	170,501	170,501	170,501
TRANSFERS:						
1,000	600	600	O/H TRANSFER TO GENERAL	600	600	600
1,000	600	600	TOTAL TRANSFERS	600	600	600
142,681	145,677	173,747	TOTAL 911 EMERGENCY EXPENDITURE	171,101	171,101	171,101
OTHER:						
TOTAL OTHER						
142,681	145,677	173,747	TOTAL FUND EXPENDITURES	171,101	171,101	171,101

Special Revenue Funds

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 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS			
8,723	9,261		LID 1 PROPERTY OWNER REVENUE			
8,723	9,261		TOTAL SPECIAL ASSESSMENTS			
			INTEREST REVENUES			
1,203	646		INTEREST LID 100			
1,203	646		TOTAL INTEREST REVENUES			
			CASH CARRYOVER			
			CASH CARRYOVER			
			TOTAL CASH CARRYOVER			
9,926	9,907		TOTAL FUND REVENUE			
			OTHER:			

CITY OF CANBY
EXPENDITURES

LID #0100 FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LID EXPENDITURES						
TRANSFERS:						
10,500	12,771		ADMTRANSFER TO GENERAL FUND			
4,850	8,624		OP TRANSFER TO SEWER RESERVE			
15,350	21,395		TOTAL TRANSFERS			
15,350	21,395		TOTAL LID EXPENDITURES			
OTHER:						
			TOTAL OTHER			
15,350	21,395		TOTAL FUND EXPENDITURES			

Special Revenue Fund

Parks Development Fund

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, and Willamette Wayside Master Plan, 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.

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.

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 and Park Acquisition Plan.

Noteworthy Changes for 2012-2013

The Parks SDC revenue is anticipated to increase slightly this year, due to an upward trend in construction.

CITY OF CANBY
REVENUES

PARKS DEVELOP FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANTS			
		25,000	GRANTS - MISCELLANEOUS PARKS			
		25,000	TOTAL GRANTS			
			SPECIAL ASSESSMENTS-SDC'S			
5,474	15,555	35,000	SDC'S PARKS-IMPROVEMENT	152,620	152,620	152,620
5,474	15,555	35,000	TOTAL SPECIAL ASSESSMENTS-SDC'S	152,620	152,620	152,620
			MISCELLANEOUS REVENUE			
700	800		MISCELLANEOUS-INCOME			
700	800		TOTAL MISCELLANEOUS REVENUE			
			INTEREST REVENUES			
6,046	3,942	4,000	INTEREST REVENUES	4,500	4,500	4,500
6,046	3,942	4,000	TOTAL INTEREST REVENUES	4,500	4,500	4,500
			DONATIONS			
			DONATIONS PARKS	5,000	5,000	5,000
			TOTAL DONATIONS	5,000	5,000	5,000
			TRANSFER IN			
34,133	34,133	34,133	IF PRINCIPAL & INTEREST	17,067	17,067	17,067
34,133	34,133	34,133	TOTAL TRANSFER IN	17,067	17,067	17,067
			CASH CARRYOVER			
		830,825	CASH CARRYOVER	886,555	886,555	886,555
		830,825	TOTAL CASH CARRYOVER	886,555	886,555	886,555
46,353	54,430	928,958	TOTAL FUND REVENUE	1,065,742	1,065,742	1,065,742
			OTHER:			

CITY OF CANBY
EXPENDITURES

PARKS DEVELOP FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PARKS DEVELOP EXPENDITURES						
PERSONAL SERVICES:						
7,612			PUBLIC WORKS MANAGER			
18,090			MAINT SUPERVISOR			
4,196			OFFICE SPECIALIST II			
15,863			PROJECT PLANNER			
20,365			EMPLOYEE BENEFITS			
66,126			TOTAL PERSONAL SERVICES			
MATERIAL AND SERVICES:						
13,778		5,000	SUPPLIES & SERVICES	5,000	5,000	5,000
13,778		5,000	TOTAL MATERIAL AND SERVICES	5,000	5,000	5,000
CAPITAL OUTLAY:						
		25,000	GRANTS EXPENDED			
		75,000	MOLALLA RRV PW/WILL. WAYSIDE	155,000	155,000	155,000
40,000	1,300	435,858	PARKS ACQUIRE & DEVELOPMENT	201,642	201,642	201,642
		25,000	NW NEIGHBORHOOD PARK	50,000	50,000	50,000
		325,000	NORTH WOODS ESTATES PARK	325,000	325,000	325,000
141,658	275	25,000	LOGGING RD TRAIL IMPROVEMENTS			
			LOGGING ROAD CORRIDOR PROJECT	25,000	25,000	25,000
			COMMUNITY PARK EXPANSION	300,000	300,000	300,000
		12,500	PARK SDC ENGINEER STUDY	3,500	3,500	3,500
181,658	1,575	923,358	TOTAL CAPITAL OUTLAY	1,060,142	1,060,142	1,060,142
TRANSFERS:						
59,640	600	600	O/H TO GENERAL FUND	600	600	600
59,640	600	600	TOTAL TRANSFERS	600	600	600
321,202	2,175	928,958	TOTAL PARKS DEVELOP EXPENDITUR	1,065,742	1,065,742	1,065,742
OTHER:						
TOTAL OTHER						
321,202	2,175	928,958	TOTAL FUND EXPENDITURES	1,065,742	1,065,742	1,065,742

Special Revenue Funds

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.

Fund income is to be used to enhance the services, materials, equipment, or facilities of the Canby Public Library. In the annual City budget process, fund income shall not be considered as a substitute or alternative revenue source for funding the level of library services that would otherwise be deemed appropriate to be funded by the City using other available revenue sources. Subject to any other requirements of law, all expenditures of Library Endowment Fund income shall be as approved by the City Council only upon the recommendation of the Library Board. Prior to expenditure of income from the Library Endowment Fund, a proposal shall be submitted by the Library Board to the City Council.

Program Goals and Objectives

Although no expenditures are planned, the Library Board remains interested in exploring ways to enhance the potential impact of the fund through increased private donations.

CITY OF CANBY
REVENUES

LIBRARY ENDOWMENT FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTEREST REVENUES			
1,086	651	686	INTEREST REVENUES	650	650	650
1,086	651	686	TOTAL INTEREST REVENUES	650	650	650
			CASH CARRYOVER			
		135,314	CASH CARRYOVER	135,365	135,365	135,365
		135,314	TOTAL CASH CARRYOVER	135,365	135,365	135,365
1,086	651	136,000	TOTAL FUND REVENUE	136,015	136,015	136,015
			OTHER:			

CITY OF CANBY
EXPENDITURES

LIBRARY ENDOWMENT FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LIBRARY ENDOWMENT EXPENDITURES						
MATERIAL AND SERVICES:						
SUPPLIES & SERVICES						
TOTAL MATERIAL AND SERVICES						
CAPITAL OUTLAY:						
		135,400	IMPROVEMENTS OTHER THAN BUILD EQUIPMENT	135,415	135,415	135,415
		135,400	TOTAL CAPITAL OUTLAY	135,415	135,415	135,415
TRANSFERS:						
	600	600	O/H TRANSFER TO GENERAL FUND	600	600	600
	600	600	TOTAL TRANSFERS	600	600	600
	600	136,000	TOTAL LIBRARY ENDOWMENT EXPEND	136,015	136,015	136,015
OTHER:						
TOTAL OTHER						
	600	136,000	TOTAL FUND EXPENDITURES	136,015	136,015	136,015

Special Revenue Fund

Cemetery Perpetual Care

Department Description

The Cemetery Perpetual Care Fund exists to provide for the future care of the Zion Memorial Cemetery, once annual revenues from sales cease.

Sources of revenue for the fund are interest from investments and charges for perpetual care, which are collected when cemetery property is sold. Annual payments of \$24,636 are received from the Debt Service Fund for principal and interest on a loan for mausoleum construction. The final payment will be in 2012-2013.

Noteworthy Changes for 2012-2013

None

CITY OF CANBY
REVENUES

CEMETERY PERPETUAL CARE FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CHARGES FOR SERVICES						
10,950	13,750	10,175	PERPETUAL CARE: CURRENT SALES	10,600	10,600	10,600
10,950	13,750	10,175	TOTAL CHARGES FOR SERVICES	10,600	10,600	10,600
INTEREST REVENUES						
5,035	3,485	3,500	INTEREST REVENUES	3,500	3,500	3,500
5,035	3,485	3,500	TOTAL INTEREST REVENUES	3,500	3,500	3,500
DONATIONS						
50	75	100	DONATIONS			
50	75	100	TOTAL DONATIONS			
INTERFUND LOAN TRANSFERS						
24,636	24,636	24,636	TRNSFR MAUSOLEUM IF LOANS	24,636	24,636	24,636
24,636	24,636	24,636	TOTAL INTERFUND LOAN TRANSFERS	24,636	24,636	24,636
CASH CARRYOVER						
		742,000	CASH CARRYOVER	783,757	783,757	783,757
		742,000	TOTAL CASH CARRYOVER	783,757	783,757	783,757
40,671	41,946	780,411	TOTAL FUND REVENUE	822,493	822,493	822,493
OTHER:						

CITY OF CANBY
EXPENDITURES

CEMETERY PERPETUAL CARE FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CEMETERY PERPETUAL CARE EXPEND						
CAPITAL OUTLAY:						
LAND						
TOTAL CAPITAL OUTLAY						
TRANSFERS:						
2,000	600	600	O/H TO GENERAL FUND	600	600	600
2,000	600	600	TOTAL TRANSFERS	600	600	600
2,000	600	600	TOTAL CEMETERY PERPETUAL CARE	600	600	600
OTHER:						
CONTINGENCY						
UNAPPROP ENDING FUND BALANCE						
		779,811		821,893	821,893	821,893
		779,811	TOTAL OTHER	821,893	821,893	821,893
2,000	600	780,411	TOTAL FUND EXPENDITURES	822,493	822,493	822,493

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.

Noteworthy Changes for 2012-2013

- Funding comes from overhead transfers from departments and funds which receive services.

Budget at a Glance

Personal Services – New this year from last years .5 FTE is an increase to includes wages and fringe 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, building maintenance and repairs. This will also cover the HVAC maintenance for the City Facilities as well as the Adult Center, supplies and small tools and utilities.

Transfers – a \$3,000 transfer to Fleet Services.

Capital Outlay – total available for 2012-2013 is \$82,800.

CITY OF CANBY
REVENUES

FACILITIES FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTEREST REVENUES			
		400	INTEREST REVENUES	400	400	400
		400	TOTAL INTEREST REVENUES	400	400	400
			CASH CARRYOVER			
			CASH CARRYOVER	75,695	75,695	75,695
			TOTAL CASH CARRYOVER	75,695	75,695	75,695
			CHARGES FOR SERVICE			
		1,800	CANBY UTILITY	1,800	1,800	1,800
		1,800	TOTAL CHARGES FOR SERVICE	1,800	1,800	1,800
			OPERATIONAL TRANSFERS			
		99,488	TRANSFER FROM GENERAL FUND	146,341	146,341	146,341
		1,906	TRANSFER FROM BUILDING	389	389	389
		31,503	TRANSFER FROM LIBRARY	30,252	30,252	30,252
		27,428	TRANSFER FROM STREETS	23,843	23,843	23,843
		34,484	TRANSFER FROM FLEET	33,114	33,114	33,114
		2,173	TRANSFER FROM TECH SERVICES	2,087	2,087	2,087
		2,472	TRANSFER FROM TRANSIT	2,374	2,374	2,374
		2,880	TRANSFER FROM URBAN RENEWAL	2,432	2,432	2,432
			TRANSFER FROM SEWER	1,134	1,134	1,134
		16,457	TRANSFER FROM SEWERCOLLECTION	10,535	10,535	10,535
			TRANSFER FROM STORMWATER	10,535	10,535	10,535
		61,700	TRANSFER FROM CAPITAL RESERVE			
		280,491	TOTAL OPERATIONAL TRANSFERS	263,036	263,036	263,036
		282,691	TOTAL FUND REVENUE	340,931	340,931	340,931
			OTHER:			

CITY OF CANBY
EXPENDITURES

FACILITIES FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FACILITIES EXPENDITURES						
PERSONAL SERVICES:						
		31,218	FACILITIES LEAD WORKER	57,767	57,767	57,767
			OVERTIME	1,000	1,000	1,000
		16,212	EMPLOYEE BENEFITS	33,315	33,315	33,315
		400	CLOTHING ALLOWANCE	400	400	400
		47,830	TOTAL PERSONAL SERVICES	92,482	92,482	92,482
MATERIAL AND SERVICES:						
		5,000	CONTRACT SERVICES	3,000	3,000	3,000
		42,000	JANITORIAL SERVICES & SUPPLIES	46,454	46,454	46,454
		20,000	BUILDING REPAIRS & MAINTENANCE	22,000	22,000	22,000
		3,000	SUPPLIES AND SMALL TOOLS	3,500	3,500	3,500
		32,000	UTILITIES	32,000	32,000	32,000
		102,000	TOTAL MATERIAL AND SERVICES	106,954	106,954	106,954
TRANSFERS:						
		2,000	OP TRANSFER TO FLEET	3,000	3,000	3,000
		2,000	TOTAL TRANSFERS	3,000	3,000	3,000
		151,830	TOTAL FACILITIES EXPENDITURES	202,436	202,436	202,436
OTHER:						
		32,701	CONTINGENCY	55,695	55,695	55,695
			UNAPPROP ENDING FUND BALANCE			
		32,701	TOTAL OTHER	55,695	55,695	55,695

CITY OF CANBY
EXPENDITURES

FACILITIES FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FACILITIES RESERVES						
CAPITAL OUTLAY:						
		15,460	CAPITAL EXP- CITY HALL COMPLEX	3,400	3,400	3,400
		2,950	CAPITAL EXP - TRANSIT/FIN BLDG			
		9,000	CAPITAL EXP - LIBRARY BLDG	59,400	59,400	59,400
		5,000	CAPITAL EXP - POLICE BLDG	5,000	5,000	5,000
		47,375	CAPITAL EXP - SHOPS COMPLEX			
		3,375	CAPITAL EXP - ADULT CENTER BLD			
		15,000	CAPITAL EXP - PLANNING BLDG	15,000	15,000	15,000
			CAPITAL EXP - CEMETERY			
		98,160	TOTAL CAPITAL OUTLAY	82,800	82,800	82,800
		98,160	TOTAL FACILITIES RESERVES	82,800	82,800	82,800
OTHER:						
			TOTAL OTHER			
		282,691	TOTAL FUND EXPENDITURES	340,931	340,931	340,931

Special Revenue Funds

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.

Noteworthy Changes for 2012-2013

- None

CITY OF CANBY
REVENUES

FORFEITURE FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
	12,440	500 1,000	FORFEITURE FUNDS-FEDERAL	1,000	1,000	1,000
			FORFEITURE FUNDS-STATE	1,000	1,000	1,000
	12,440	1,500	TOTAL MISCELLANEOUS REVENUE	2,000	2,000	2,000
			INTEREST REVENUES			
37	20	20	INTEREST EARNED-FEDERAL	20	20	20
52	40	40	INTEREST EARNED-STATE	40	40	40
186	139	135	INTEREST EARNED-MISC	50	50	50
274	198	195	TOTAL INTEREST REVENUES	110	110	110
			TRANSFERS IN			
		3,160	TRANSFER FROM GENERAL FUND			
		3,160	TOTAL TRANSFERS IN			
			CASH CARRYOVER			
		12,959	CASH CARRYOVER	14,008	14,008	14,008
		12,959	TOTAL CASH CARRYOVER	14,008	14,008	14,008
274	12,638	17,814	TOTAL FUND REVENUE	16,118	16,118	16,118
			OTHER:			

CITY OF CANBY
EXPENDITURES

FORFEITURE FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FORFEITURE EXPENDITURES						
MATERIAL AND SERVICES:						
1,500		6,180	SUPPLIES & SERVICES-FEDERAL	6,590	6,590	6,590
940	12,653	11,634	SUPPLIES & SERVICE-STATE	9,528	9,528	9,528
			SUPPLIES & SERVICES-MISC			
2,440	12,653	17,814	TOTAL MATERIAL AND SERVICES	16,118	16,118	16,118
TRANSFERS:						
1,000	600		O/H TRANSFER TO GENERAL FUND			
1,000	600		TOTAL TRANSFERS			
3,440	13,253	17,814	TOTAL FORFEITURE EXPENDITURES	16,118	16,118	16,118
OTHER:						
			TOTAL OTHER			
3,440	13,253	17,814	TOTAL FUND EXPENDITURES	16,118	16,118	16,118

Special Revenue Funds

Technical Services Combined

Statement of Purpose

The purpose of the Technical Services Department is to provide reliable 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. Due to changes mandated by the GASB 34 rules, this fund has had its operating budget and reserve budget combined.

Noteworthy Changes for 2012-13

- Reserve transfers into the Technical Services are \$29,000 (\$20,000 from Police and \$9,000 from Finance).
- The City contracts with KinTechnology to provide IT services. In 2012-13 the annual contract amount increases by \$10,000 – this increase includes one on-site tech an average of 36-40 hours per week (up from 25 hours per week in the previous contract year); the addition of the new police facility, which will be on a separate network; and an increase over the past few years from three to thirteen servers.
- \$28,500 is included for volume licensing for Windows (approx \$380 per user * 75 users). This will assure all users are utilizing the same version of Windows - for efficiency, the use of shared documents, and consistent maintenance and updates.
- \$80,000 is reserved for a new City wide phone system, which will be implemented at the new police facility and citywide within the next 8-9 months. Cost includes new phones, a hosted system, monthly service, and any associated and necessary technical equipment.
- \$15,000 is reserved for development and updates to the City website and associated links.

Reserve Account Description

The Computer Services Reserve Fund accumulates funds for the future maintenance and scheduled replacement of the City's computer infrastructure. It is combined with the Technical Services operating budget to meet GASB 34 financial accounting standards.

The Technical Services Department receives its revenue through transfers from the various departments.

Budget at a Glance

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

Materials and Services - includes office supplies, technical manuals, telephone/pager, technical consultant contract services, employee technical training and education, computer and network cards, boards, switches, cables, servers, and other associated parts and 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 may be paid for out of the Reserve account if necessary due to equipment failure or obsolescence. Funds are accumulating in several departments toward mandated software upgrades.

CITY OF CANBY
REVENUES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
INTEREST REVENUES						
2,186	1,679	1,400	INTEREST REVENUES	1,200	1,200	1,200
2,186	1,679	1,400	TOTAL INTEREST REVENUES	1,200	1,200	1,200
CASH CARRYOVER						
		330,949	CASH CARRYOVER	228,798	223,798	223,798
		330,949	TOTAL CASH CARRYOVER	228,798	223,798	223,798
OPERATIONAL TRANSFERS IN						
12,067	18,672	13,316	OP TRANSFER FROM ADMIN	19,132	19,132	19,132
10,344	11,203	13,316	OP TRANSFER FROM COURT	14,349	14,349	14,349
10,344	13,071	15,536	OP TRANSFER FROM PLANNING	14,349	14,349	14,349
1,724	1,867	2,219	OP TRANSFER FROM PARKS	4,783	4,783	4,783
6,895	7,469	4,439	OP TRANSFER FROM BUILDING	5,979	5,979	5,979
68,952	39,212	42,168	OP TRANSFER FROM POLICE	86,095	86,095	86,095
6,895	7,469	13,316	OP TRANSFER FROM FINANCE	14,349	14,349	14,349
5,171	21,286	11,097	OP TRANSFER FROM LIBRARY FUND	7,175	7,175	7,175
5,171	5,602	7,768	OP TRANSFER FROM STREETS	10,763	10,763	10,763
8,619	9,336	11,097	OP TRANSFER FROM FLEET	9,566	9,566	9,566
15,514	14,938	15,536	OP TRANSFER FROM TRANSIT	19,132	19,132	19,132
24,133	18,672	12,207	OP TRANSFER FROM SEWER	20,328	20,328	20,328
	3,734	4,439	OP TRANSFER FROM SEWER COLL	4,782	4,782	4,782
5,171	7,469	6,658	OP TRANSFER FROM UR	8,370	8,370	8,370
181,000	180,000	173,112	TOTAL OPERATIONAL TRANSFERS IN	239,152	239,152	239,152
RESERVE TRANSFERS IN						
162,000	5,000		RESERVE TRANSFER FROM G.F.			
		2,000	RESERVE TRANSFER FROM ADMIN			
			RESERVE TRANSFER FROM COURT			
1,000	1,000		RESERVE TRANSFER FROM PLANNING			
			RESERVE TRANSFER FROM PARKS			
	5,000	5,000	RESERVE TRANSFER FROM BUILDING			
		10,500	RESERVE TRANSFER FROM POLICE	20,000	20,000	20,000
20,000			RESERVE TRANSFER FROM FINANCE	9,000	9,000	9,000
			RESERVE TRANSFER FROM LIBRARY			
183,000	11,000	17,500	TOTAL RESERVE TRANSFERS IN	29,000	29,000	29,000
366,186	192,679	522,961	TOTAL FUND REVENUE	498,150	493,150	493,150

OTHER:

CITY OF CANBY
EXPENDITURES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TECH SERVICE EXPENDITURES						
PERSONAL SERVICES:						
		15,767	FINANCE & COURT SRVC DIRECTOR			
15,201	14,930		ASSISTANT CITY ADMINISTRATOR	16,798	16,798	16,798
19,449	18,618	43,345	HUMAN RESOURCES DIR			
19,705	19,871	40,099	OFFICE SPEC II	44,756	44,756	44,756
			EMPLOYEE BENEFITS	42,531	42,531	42,531
54,355	53,420	99,211	TOTAL PERSONAL SERVICES	104,085	104,085	104,085
MATERIAL AND SERVICES:						
78,432	80,101	80,500	TECHNICAL CONSULTANT	90,630	90,630	90,630
	293	3,000	COMMUNICATIONS	1,300	51,300	51,300
1,954	1,954	2,000	CABLE BILLING	2,000	2,000	2,000
3,913	2,664	9,000	WEB PAGE	5,900	5,900	5,900
375	24	3,000	TRAVEL & TRAINING	1,000	1,000	1,000
	2,360	1,000	FEES & DUES	28,750	28,750	28,750
3,392	2,233	5,000	SUPPLIES & SERVICES	13,400	13,400	13,400
88,065	89,629	103,500	TOTAL MATERIAL AND SERVICES	142,980	192,980	192,980
TRANSFERS:						
	78,430		RES TRANSFER TO BUILDING DEPT			
	4,000		RES TRANSFER TO FINANCE DEPT			
		2,173	OP TRANSFER TO FACILITIES	2,087	2,087	2,087
		75,000	RES TRANSFER TO GENERAL FUND			
	82,430	77,173	TOTAL TRANSFERS	2,087	2,087	2,087
142,420	225,479	279,884	TOTAL TECH SERVICE EXPENDITURES	249,152	299,152	299,152
OTHER:						
		17,723	CONTINGENCY	21,903	21,903	21,903
		17,723	TOTAL OTHER	21,903	21,903	21,903

CITY OF CANBY
EXPENDITURES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TECH RESERVE						
CAPITAL OUTLAY:						
	4,855	31,000	COMPUTER EQUIPMENT	31,000	31,000	31,000
12,788		11,212	COMPUTER EQUIP-ADMIN	9,084	9,084	9,084
		12,000	COMPUTER EQUIP-COURT	9,889	9,889	9,889
	3,236	8,500	COMPUTER EQUIP-PLANNING	8,500	8,500	8,500
	18,500		COMPUTER EQUIP-LIBRARY			
	1,022	3,978	COMPUTER EQUIP-PARKS	3,978	3,978	3,978
	8,485	5,000	COMPUTER EQUIP-POLICE	20,000	20,000	20,000
	1,112	35,000	COMPUTER EQUIP-BUILDING	35,000	35,000	35,000
6,442	10,827	18,020	COMPUTER EQUIP-FINANCE	9,000	9,000	9,000
	1,755	644	COMPUTER EQUIP-FLEET	644	644	644
114			COMPUTER EQUIP/SWIM LEVY			
25,145		85,000	COMPUTER EQUIP-PHONE SYSTEM	85,000	30,000	30,000
		15,000	WEB PAGE UPGRADE	15,000	15,000	15,000
44,488	49,792	225,354	TOTAL CAPITAL OUTLAY	227,095	172,095	172,095
44,488	49,792	225,354	TOTAL TECH RESERVE	227,095	172,095	172,095
OTHER:						
TOTAL OTHER						
186,908	275,271	522,961	TOTAL FUND EXPENDITURES	498,150	493,150	493,150

Statement of Purpose

The purpose of the Transit Department is to provide reliable transportation to the general public, and to the 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 2012-13

- Personal services costs include a 0.8 FTE for transit billing and collections, 1.0 FTE for transit administrative support, and 0.1 FTE for part-time help.
- A \$1 fare for Canby Area Transit services will be implemented in September of 2012.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 1.9 FTE's. An FTE is a full-time equivalent employee.

Materials and Services - includes the cost of office supplies, printing costs, marketing, and the contract service that operates the buses.

Capital Outlay – funded by Federal Transit Administration grants requiring a match of 10.27% to 20% match. The capital projects listed in the “vehicles” line include one minivan replacement and vehicle amenities (security cameras, fare boxes, and electronic destination signs). The capital project listed in the “Bus Shelters” line is for the installation of bus stop signs. The required match will be derived from transit tax revenue.

Grants – both operating grant funds and capital grant funds are provided through various Federal Transit Administration grant programs (5309, 5310, 5311, 5316 & 5317). Additionally, Oregon's Special Transportation Fund provides an operating grant to provide transportation for the elderly and people with disabilities.

Transfers – paid to the General Fund for administrative, insurance, and financial services; to Facilities for repair and maintenance of Transit offices; to Fleet Services to maintain the transit vehicle fleet; and to Technical Services for maintenance of the transit department computer system.

CITY OF CANBY
REVENUES

TRANSIT FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GRANT REVENUE						
134,077	158,952	115,704	GRANT - STF/STO	132,664	132,664	132,664
90,038			GRANT - 5309	35,074	35,074	35,074
258,816	234,590	232,243	GRANT - 5311	255,467	255,467	255,467
11,939	132,224		GRANT - ARRA 5311			
267,628			GRANT - DEPT OF ENERGY			
71,514	68,512	81,583	GRANT - JARC 5316	81,583	81,583	81,583
	21,237	246,565	GRANT-JTA 5310			
37,686		66,220	GRANT-STF DISCR-PREVENT MAINT	66,220	66,220	66,220
	131,894		GRANT - DISCRETIONARY CAPITAL	74,027	74,027	74,027
79,169		50,000	GRANT -STF DISCRET OPER 5317	56,959	56,959	56,959
950,867	747,409	792,315	TOTAL GRANT REVENUE	701,994	701,994	701,994
PAYROLL TAX						
797,622	849,806	875,000	TRANSIT ER PAYROLL TAX	875,000	875,000	875,000
			PAYROLL TAX PENALTIES & INT FARES	41,875	41,875	41,875
797,622	849,806	875,000	TOTAL PAYROLL TAX	916,875	916,875	916,875
MISCELLANEOUS REVENUE						
5	4,180	28,220	MISCELLANEOUS-INCOME			
5	4,180	28,220	TOTAL MISCELLANEOUS REVENUE			
INTEREST REVENUES						
5,377	6,708		INTEREST REVENUES	500	500	500
5,377	6,708		TOTAL INTEREST REVENUES	500	500	500
DONATIONS						
195	458	500	DONATIONS-TRANSIT	700	700	700
195	458	500	TOTAL DONATIONS	700	700	700
OPERATIONAL TRANSFERS IN						
	50,000		TRANSFER FROM GENERAL FUND			
	50,000		TOTAL OPERATIONAL TRANSFERS IN			
TRANSFER IN						
			IF LOAN FROM SEWER		250,000	250,000
			TOTAL TRANSFER IN		250,000	250,000
CASH CARRYOVER						
			CASH CARRYOVER	297,199	47,199	47,199
			TOTAL CASH CARRYOVER	297,199	47,199	47,199
1,754,066	1,658,562	1,696,035	TOTAL FUND REVENUE	1,917,268	1,917,268	1,917,268
OTHER:						

CITY OF CANBY
EXPENDITURES

TRANSIT FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSIT EXPENDITURES						
PERSONAL SERVICES:						
6,591			CITY ADMINISTRATOR			
52,538	32,308	49,660	OFFICE SPEC III	45,376	45,376	45,376
36,708	39,443	42,235	OFFICE SPECIALIST II	44,761	44,761	44,761
	159	2,500	PART TIME HELP	2,500	2,500	2,500
42,670	39,904	53,084	EMPLOYEE BENEFITS	54,632	54,632	54,632
138,507	111,814	147,479	TOTAL PERSONAL SERVICES	147,269	147,269	147,269
MATERIAL AND SERVICES:						
103,290	88,595	90,000	PROF/TECH SERVICES	93,000	93,000	93,000
830,382	895,198	672,478	CONTRACT SERVICES	680,000	680,000	680,000
2,621	2,343		JANITORIAL SERVICES & SUPPLIES			
480	1,154		BLDG MAINTENANCE & SUPPLIES			
6,377	4,081	6,000	TRANSIT CENTER MAINTENANCE	6,000	6,000	6,000
			BUS STORAGE RENT	6,000	6,000	6,000
1,110	2,113	3,000	VEHICLE MAINTENANCE	4,000	4,000	4,000
	970	2,300	VEHICLE (NON-INS) REPAIR	5,000	5,000	5,000
	500	1,000	INSURANCE DEDUCTIBLE	1,000	1,000	1,000
3,814	3,109	7,700	COMMUNICATIONS	9,000	6,300	6,300
3,126	3,315	1,500	MARKETING	5,000	5,000	5,000
15,642			APPLICATIONS/GRANTS	5,000	5,000	5,000
323	4,395	3,000	PRINTING	3,000	3,000	3,000
334	22	2,000	TRAVEL & TRAINING	1,000	1,000	1,000
1,525	1,525	1,600	MEMBERSHIP DUES & FEES	1,720	1,720	1,720
7,016	6,766	8,000	SUPPLIES & SERVICES	8,000	8,000	8,000
758	768		UTILITIES			
976,798	1,014,856	798,578	TOTAL MATERIAL AND SERVICES	827,720	825,020	825,020
CAPITAL OUTLAY:						
1,905	98,907		TRANSIT CENTER PROJECT			
266,961	1,397	274,785	VEHICLES	111,337	240,337	240,337
11,939	32,174		NON-VEHICLE EQUIPMENT			
7,762			BUS SHELTERS	14,505	14,505	14,505
288,567	132,479	274,785	TOTAL CAPITAL OUTLAY	125,842	254,842	254,842
DEBT:						
84,810	89,475		LEASE PMT-PRINCIPAL/BUSSES			
14,777	10,113		LEASE PMT-INTEREST/BUSSES			
99,588	99,588		TOTAL DEBT			
TRANSFERS:						
59,710	16,337	48,212	OP TRANSFER TO PARKS	68,883	68,883	68,883
307,008	409,447	309,385	O/H TO GENERAL FUND	375,000	375,000	375,000
		2,472	OP TRANSFER TO FLEET	2,374	2,374	2,374
15,514	14,938	15,536	OP TRANSFER TO FACILITIES	19,132	19,132	19,132
		99,588	OP TRANSFER TO TECHNICAL SVC.	101,277	101,277	101,277
			TRANSFER TO DEBT SERVICE			
382,232	440,722	475,193	TOTAL TRANSFERS	566,666	566,666	566,666

CITY OF CANBY
EXPENDITURES

TRANSIT FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
1,885,692	1,799,458	1,696,035	TOTAL TRANSIT EXPENDITURES	1,667,497	1,793,797	1,793,797
			OTHER:			
			CONTINGENCY	120,771	123,471	123,471
			UNAPPROP ENDING FUND BALANCE	129,000		
			TOTAL OTHER	249,771	123,471	123,471
1,885,692	1,799,458	1,696,035	TOTAL FUND EXPENDITURES	1,917,268	1,917,268	1,917,268

Special Revenue Funds

Swim Center Levy

Statement of Purpose

The purpose of the Swim Center is to provide the knowledge and develop swimming skills for the 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 property tax dollars now come from a 2011 voter approved five-year levy which expires June 30, 2017. The New Levy which was voted in November of 2011 will start July 1, 2012 and will take us 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 update was made for the 2010-11 budget year.

Update on the changes for 2012-2013

This year during the closure David had the electrical service re-done, so we have all new electrical service to the pool building. He and Nathan also replaced the sand in the filters, as well as completing all the regular cleaning and painting. This year we have added our passes to 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.

Scheduled Maintenance changes for 2012-2013

No extra maintenance is scheduled this fall. A short closure is scheduled for cleaning and paint.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 8.5 FTEs. An FTE is a full-time equivalent employee .

CITY OF CANBY
REVENUES

SWIM CENTER LEVY

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
407,828	418,390 18,282	437,491 16,000	PROPERTY TAX LEVY	522,715	522,715	522,715
			PROPERTY TAX - PRIOR	8,500	8,500	8,500
407,828	436,672	453,491	TOTAL PROPERTY TAXES	531,215	531,215	531,215
CHARGES FOR SERVICES						
177,202	176,162	151,000	POOL REVENUE	160,000	160,000	160,000
	10,975	14,000	POOL REVENUE-SCHOOL DISTRICT	10,300	10,300	10,300
(304)	(186)		LESS: POOL REFUNDS	(300)	(300)	(300)
3,828	3,087	2,800	POOL CONCESSIONS	2,600	2,600	2,600
180,726	190,038	167,800	TOTAL CHARGES FOR SERVICES	172,600	172,600	172,600
INTEREST REVENUES						
928	777	800	INTEREST REVENUES	800	800	800
928	777	800	TOTAL INTEREST REVENUES	800	800	800
DONATIONS						
POOL DONATIONS						
TOTAL DONATIONS						
CASH CARRYOVER						
		135,294	CASH CARRYOVER	157,430	157,430	157,430
		135,294	TOTAL CASH CARRYOVER	157,430	157,430	157,430
589,482	627,487	757,385	TOTAL FUND REVENUE	862,045	862,045	862,045
OTHER:						

CITY OF CANBY
EXPENDITURES

SWIM CENTER LEVY

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SWIM CENTER EXPENDITURES						
PERSONAL SERVICES:						
65,358	66,935	68,091	AQUATICS PROGRAM MANAGER	69,982	69,982	69,982
41,792	43,777	44,921	SWIM PROGRAM COORDINATOR	46,177	46,177	46,177
60,417	61,168	58,972	AQUATICS - FACILITY OPERATOR	60,613	60,613	60,613
111,230	115,528	113,284	GUARDS & INSTRUCTORS	117,284	117,284	117,284
1,726	3,014	5,000	OVERTIME	5,000	5,000	5,000
104,805	113,288	129,033	EMPLOYEE BENEFITS	136,122	136,122	136,122
385,328	403,710	419,301	TOTAL PERSONAL SERVICES	435,178	435,178	435,178
MATERIAL AND SERVICES:						
4,900			CONTRACT SERVICES			
7,793	17,094	21,250	BLDG MAINTENANCE	19,250	19,250	19,250
	14,000	14,000	GROUND LEASE	14,000	14,000	14,000
3,039	2,843	3,360	COMMUNICATIONS	3,360	360	360
3,726	4,150	5,000	ADVERTISING & MARKETING	5,000	5,000	5,000
1,030	2,601	3,250	TRAINING & TRAVEL	4,250	4,250	4,250
8,758	7,998	6,410	SUPPLIES & SERVICES	9,220	9,220	9,220
1,091	1,439	1,250	BANK CHARGES	1,300	1,300	1,300
6,494	11,083	12,500	POOL CHEMICALS	12,500	12,500	12,500
4,029	3,870	6,000	JANITORIAL SUPPLIES	6,000	6,000	6,000
2,015	2,418	2,500	POOL CONCESSION PURCHASES	2,500	2,500	2,500
34,113	30,215	41,040	UTILITY - GAS	35,000	35,000	35,000
2,380	2,917	3,500	UTILITY - WATER	3,500	3,500	3,500
8,697	9,175	9,000	UTILITY - ELECTRIC	10,500	10,500	10,500
88,066	109,804	129,060	TOTAL MATERIAL AND SERVICES	126,380	123,380	123,380
CAPITAL OUTLAY:						
1,075	14,458	35,000	BLDG IMPROVEMENTS >\$5K			
2,200	23,882		POOL IMPROVEMENTS >\$5K			
3,275	38,341	35,000	TOTAL CAPITAL OUTLAY			
TRANSFERS:						
58,040	49,931	88,764	O/H TO GENERAL FUND	97,624	97,624	97,624
58,040	49,931	88,764	TOTAL TRANSFERS	97,624	97,624	97,624
534,709	601,786	672,125	TOTAL SWIM CENTER EXPENDITURES	659,182	656,182	656,182
OTHER:						
		85,260	CONTINGENCY	202,863	205,863	205,863
			UNAPPROP ENDING FUND BALANCE			
		85,260	TOTAL OTHER	202,863	205,863	205,863
534,709	601,786	757,385	TOTAL FUND EXPENDITURES	862,045	862,045	862,045

Department Description

The purpose of the Debt Service Fund is to insure that all debt obligations of the City are accounted for and paid timely. Money to service the debts come from transfers from other funds, advanced financing debt repayments and interest earned. Three kinds of debt are **not** included in this fund: general obligation bonds which are paid by the levying of taxes (the City has no general obligation bonds outstanding at present), debts of the Sewer Combined Fund which are contained in the debt portion of that enterprise fund, and Urban Renewal debt which is accounted for in Urban Renewal Debt Service Fund.

CITY OF CANBY
REVENUES

DEBT SERVICE FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS			
			AFD 3 LRIP PHASE I PRIN/INT			
			AFD 4 LRIP PHASE I PRIN/INT			
			TOTAL SPECIAL ASSESSMENTS			
			INTEREST REVENUES			
		600	INTEREST REVENUES	100	100	100
		600	TOTAL INTEREST REVENUES	100	100	100
			OPERATIONAL TRANSFERS IN			
		202,812	TRANSFER FROM GENERAL FUND	188,635	188,635	188,635
		42,455	TRANSFER FROM STREETS	42,455	42,455	42,455
		7,285	TRANSFER FROM FLEET			
		99,588	TRANSFER FROM TRANSIT	101,277	101,277	101,277
		352,140	TOTAL OPERATIONAL TRANSFERS IN	332,367	332,367	332,367
			CASH CARRYOVER			
			CASH CARRYOVER	4,830	4,830	4,830
			TOTAL CASH CARRYOVER	4,830	4,830	4,830
		352,740	TOTAL FUND REVENUE	337,297	337,297	337,297
			OTHER:			

CITY OF CANBY
EXPENDITURES

DEBT SERVICE FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DEBT EXPENDITURES						
MATERIAL AND SERVICES:						
		70,125	POLICE CAR LEASES	72,842	72,842	72,842
		42,455	SWEEPER LEASE	42,455	42,455	42,455
		7,285	VEHICLE LIFT LEASE			
		99,588	BUS LEASE			
		219,453	TOTAL MATERIAL AND SERVICES	115,297	115,297	115,297
DEBT:						
		40,508	LOGGING ROAD PRINCIPLES PHS 1	42,861	42,861	42,861
		12,536	LOGGING ROAD PRINCIPLE PHS 2	17,664	17,664	17,664
		10,404	LOGGING ROAD INTEREST PHS 1	8,051	8,051	8,051
		6,070	LOGGING ROAD INTEREST PHS 2	5,444	5,444	5,444
		5,000	RESERVE FOR DEBT	5,000	5,000	5,000
		74,518	TOTAL DEBT	79,020	79,020	79,020
TRANSFERS:						
		34,133	IF LOAN TO PARKS DEVELOPMENT	17,067	17,067	17,067
		24,636	IF LOAN TO CEM PERPETUAL CARE	24,636	24,636	24,636
			IF LOAN TO SEWER	101,277	101,277	101,277
		58,769	TOTAL TRANSFERS	142,980	142,980	142,980
		352,740	TOTAL DEBT EXPENDITURES	337,297	337,297	337,297
OTHER:						
			TOTAL OTHER			
		352,740	TOTAL FUND EXPENDITURES	337,297	337,297	337,297

Statement of Purpose

The purpose of the Wastewater Treatment Department 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. The Public Works department oversees the operation and maintenance of the sewer collection and storm water collections systems. The Sewer Fund is an enterprise fund that is funded through sewer rates and fees.

Department Description

The objective of the Wastewater treatment plant is to meet Oregon Department of Environmental Quality (DEQ) requirements for collection, treatment, and discharge of wastewater. It is an important goal of the Waste Water Treatment Division to provide excellent customer service to the citizens of Canby by meeting all legal, environmental, and safety requirements. An adequate level of staffing helps make this goal attainable.

Noteworthy Changes for 2012-2013

- The Wastewater Treatment department hired half an employee (.5 FTE) to serve as the Storm/Pretreatment Technician to assist in the implementation and help with the regulatory oversight of the Stormwater and Industrial Pretreatment programs.
- The new bio-solids dryer's lack of performance and continuous breakdowns has resulted in a lawsuit against the manufacturer of the equipment. Until another method of disposal can be determined, sludge is being hauled to a landfill.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 6.3875 FTE's. An FTE is a full time equivalent employee.

Materials and Services - includes office supplies, employee training, 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 transfers to General Fund for finance services, administrative services and liability insurance; Fleet Services for repair and maintenance services; and Technical Services for computer and network support services.

Capital Outlay – includes the continuation of the treatment plant upgrades, treatment facility building repair and equipment repair contingency.

CITY OF CANBY
REVENUES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			CHARGES FOR SERVICES			
		115,000	LEASE PROCEEDS			
		115,000	TOTAL CHARGES FOR SERVICES			
			MISCELLANOUS REVENUE			
19,834	3,587	2,500	MISCELLANEOUS-INCOME			
19,834	3,587	2,500	TOTAL MISCELLANOUS REVENUE			
			INTEREST REVENUES			
19,728	8,615	6,000	INTEREST REVENUES	10,000	10,000	10,000
19,728	8,615	6,000	TOTAL INTEREST REVENUES	10,000	10,000	10,000
			CASH CARRYOVER			
		1,576,480	CASH CARRYOVER	2,088,131	2,338,131	2,338,131
		1,576,480	TOTAL CASH CARRYOVER	2,088,131	2,338,131	2,338,131
			CHARGES FOR SERVICES			
2,387,863	2,550,765	2,600,000	SERVICE CHARGE	3,240,000	3,240,000	3,240,000
2,387,863	2,550,765	2,600,000	TOTAL CHARGES FOR SERVICES	3,240,000	3,240,000	3,240,000
			SPECIAL ASSESSMENTS			
733	2,296		AFD - NORTH REDWOOD			
1,244	5,764	5,000	SDC IMPROVEMENT (SEWER)	23,667	23,667	23,667
3,734	17,293	15,000	SDC REIMBURSEMENT (SEWER)	71,033	71,033	71,033
		400	SDC IMPROVEMENT (STORM)	3,900	3,900	3,900
		300	SDC REIMBURSEMENT (STORM)	1,676	1,676	1,676
5,711	25,353	20,700	TOTAL SPECIAL ASSESSMENTS	100,276	100,276	100,276
			INTERFUND LOAN TRANSFERS IN			
4,850	8,624	10,936	TRANSFER FROM GF FOR LID 0100 IF LOANTRANSFERS FROM LID 0100 IF PRINCIPAL & INTEREST	101,277	101,277	101,277
4,850	8,624	10,936	TOTAL INTERFUND LOAN TRANSFERS I	101,277	101,277	101,277
2,437,986	2,596,943	4,331,616	TOTAL FUND REVENUE	5,539,684	5,789,684	5,789,684
			OTHER:			
			OTHER:			

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER EXPENDITURES						
PERSONAL SERVICES:						
6,698	28,171	25,508	PUBLIC WORKS MANAGER			
85,109	11,289	88,299	PLANT SUPERVISOR			
			ENVIRONMENTAL SERVICES MGR	45,830	45,830	45,830
22,910	7,856	8,163	OFFICE SPECIALIST II	11,189	11,189	11,189
9,518			PROJECT PLANNER			
22,314	21,479	22,975	OFFICE SPECIALIST III	24,504	24,504	24,504
		27,500	STORM/PRETREATMENT TECH	22,016	22,016	22,016
52,204	53,215		OPERATOR I			
61,182	64,030	65,105	OPERATOR III	132,474	132,474	132,474
64,709	65,907	67,063	OPERATOR LEAD	68,928	68,928	68,928
55,693	58,503	115,595	OPERATOR II	60,717	60,717	60,717
1,531	6,482	6,000	OVERTIME	6,000	6,000	6,000
12,526	14,304	14,000	STAND BY	14,000	14,000	14,000
10,637	12,795	12,000	WEEKEND SURVEILLANCE	12,000	12,000	12,000
158,582	142,577	214,752	EMPLOYEE BENEFITS	199,058	199,058	199,058
2,459	1,600	1,600	CLOTHING ALLOWANCE	2,000	2,000	2,000
566,072	488,209	668,560	TOTAL PERSONAL SERVICES	598,716	598,716	598,716
MATERIAL AND SERVICES:						
643	360		CONTRACT LABOR-UTILITY BILLING			
231	1,049	5,000	CONSULTANT ENGINEER	7,000	7,000	7,000
		100,000	CONTRACT SERVICES	200,000	200,000	200,000
	36,589	54,000	DISPOSAL SERVICES	132,000	132,000	132,000
	51	1,500	STREET REPAIRS	1,500	1,500	1,500
31,802	43,099	45,000	MAINTENANCE OPERATIONS	51,600	51,600	51,600
			PUMP AND MOTOR REPAIR	22,400	22,400	22,400
1,869	797	1,500	GROUNDS MAINT	800	800	800
2,810	2,587		SPACE COSTS-UTILITY BILLING			
34,522	35,839	31,975	SEWER BILLING	35,950	35,950	35,950
5,185			PROPERTY TAXES			
13,080	20,643	24,000	EFFLUENT TESTING	22,000	22,000	22,000
3,665	5,975	3,000	SLUDGE TESTING	7,200	7,200	7,200
2,216	1,053	4,000	PRETREATMENT TESTING	4,000	4,000	4,000
5,334	4,674	5,500	COMMUNICATIONS	5,500	2,600	2,600
2,040	1,437	3,500	TRAVEL & TRAINING	4,500	4,500	4,500
1,964	1,926	2,200	MEMBERSHIP DUES & FEES	2,200	2,200	2,200
15,171	12,018	16,000	NPDES PERMIT FEES	13,300	13,300	13,300
3,450	5,429	4,000	SUPPLIES & SERVICES	5,900	5,900	5,900
1,296	2,222	2,000	SAFETY SUPPLIES	2,650	2,650	2,650
590	454	500	TOOLS & EQUIPMENT	500	500	500
	1,665	1,500	COMPUTER SUPPLIES	8,700	8,700	8,700
5,457	4,738	5,500	BLDG CLEANING SERVICE	6,400	6,400	6,400
9,522	9,844	10,000	LAB EQUIPMENT & CHEMICALS	15,350	15,350	15,350
10,601	14,002	20,000	BULK CHEMICALS	20,000	20,000	20,000
47,655	38,608	42,000	LIME	42,000	42,000	42,000
8,360	8,585	12,000	POLYMER	12,000	12,000	12,000
73,052	101,432	115,000	UTILITIES	90,200	90,200	90,200
39,605	55,878	40,000	BAD DEBT EXPENSE	40,000	40,000	40,000
320,119	410,954	549,675	TOTAL MATERIAL AND SERVICES	753,650	750,750	750,750

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
242,750	102,297	121,452	O/H TRANSFER TO GENERAL FUND	160,050	160,050	160,050
41,894	33,095	23,000	OP TRANSFER TO FLEET	26,250	26,250	26,250
			OP TRANSFER TO FACILITIES	1,134	1,134	1,134
24,133	18,672	12,207	OP TRANSFER TO TECHNICAL SVC. IF LOAN TO TRANSIT	20,328	20,328	20,328
			REVENUE TRANS FRANCHISE FEE	226,800	250,000	250,000
					226,800	226,800
308,777	154,064	156,659	TOTAL TRANSFERS	434,562	684,562	684,562
1,194,967	1,053,227	1,374,894	TOTAL SEWER EXPENDITURES	1,786,928	2,034,028	2,034,028
OTHER:						
		85,000	CONTINGENCY RESERVE FOR FUTURE EXPENDITURE	250,000	253,875	253,875
		85,000	TOTAL OTHER	250,000	253,875	253,875

Statement of Purpose

The objective of the Sewer Collection Fund is to meet Oregon Department of Environmental Quality (DEQ) requirements for sewer and storm water collection systems. The Public Works department maintains the City's sewer and storm water collection systems, including catch basins and underground main lines.

Department Description

The purpose of the Sewer Collection Fund is to facilitate protection of the environment and the public health in the wastewater and storm water drainage areas through effective operations and maintenance of the sewer collection and storm water drainage systems. The Sewer Collection Fund is a proprietary fund operated and funded through sewer and stormwater rates and fees.

Noteworthy Changes for 2012-2013

- In this fiscal year the City has separated the duties and staffing associated with Streets, Storm and Sewer. The staffing labor cost, debt, capital expenditures, materials and services costs will now be tracked and budgeted separately. Storm and Sewer are Enterprise or Proprietary funded, that should not be intermingled with other department funding and staffing such as Streets.
- A rate study is currently proposed to be finished by March 2013, which will outline the proposed rate increases scheduled for July 1, 2013. This rate study will provide the equitable and justifiable funding for the operations and maintenance of the Sewer and Stormwater systems.
- This budget will also include a System Development Charge (SDC) study to update the capital improvement list and evaluate the methodology and SDC rates for the Stormwater and Sewer departments.
- The Sewer collections department has hired a Utility Worker II maintenance worker with a required certification in collections. The main function of this position is to work on the Vector truck as a Sewer and Stormwater hydro cleaning technician.
- The Stormwater collections department has hired a half (.5fte) of a Storm/Pretreatment Technician. This position is a regulatory oversight position to help implement the City of Canby WPCF Stormwater permit and the Stormwater TMDL Implementation Plan. These new regulatory requirements are directed by DEQ and proposed for implementation in the late summer of 2013. There will be annual reports, staffing requirements, required sampling and analysis, mandatory maintenance activities and capital improvements.

Budget at a Glance

Personal Services - include wages and fringe benefits for 5.01 FTE's. An FTE is a full-time equivalent employee.

Material and Services - includes collection system maintenance and storm system maintenance.

Transfers – includes a transfer to the Fleet Department for on-going maintenance of the department's vehicles and equipment.

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER COLLECTIONS						
PERSONAL SERVICES:						
16,441	20,122	12,754	PUBLIC WORKS DIRECTOR			
32,099			PW SUPERVISOR			
			ENVIRONMENTAL SERVICES MGR	9,166	9,166	9,166
2,098	12,921	6,531	OFFICE SPECIALIST II	6,713	6,713	6,713
			UTILITY WORKER I	37,136	37,136	37,136
90,895	46,070	48,372	UTILITY MAINT WORKER II	98,427	98,427	98,427
51,040	35,012	26,267	UTILITY WORKER III			
	7,756	15,609	PUBLIC WORKS LEAD MAN	16,876	16,876	16,876
	3,567	2,500	OVERTIME	2,500	2,500	2,500
106,017	72,544	77,157	EMPLOYEE BENEFITS	95,929	95,929	95,929
	941	600	CLOTHING ALLOWANCE	1,200	1,200	1,200
298,590	198,933	189,790	TOTAL PERSONAL SERVICES	267,947	267,947	267,947
MATERIAL AND SERVICES:						
1,355	3,303	2,500	CONSULTANT ENGINEER	2,500	2,500	2,500
938		1,000	SOFTWARE MAINT	1,700	1,700	1,700
905	329	500	BUILDING MAINTENANCE			
8,164	3,081	10,000	LATERAL REPAIR	6,000	6,000	6,000
12,386	4,087	12,000	LIFT STATION MAINT	10,000	10,000	10,000
	2,391	5,000	LIFT STATION TELEMTRY	28,000	28,000	28,000
12,106	14,252		STORM SYSTEM MAINTENANCE			
12,016	7,032	18,000	COLLECTION SYSTEM MAINT	17,400	17,400	17,400
		500	EQUIPMENT RENTAL	250	250	250
1,224	1,278	700	COPIER LEASE & MAINT	700	700	700
1,117	1,167		STORM WATER ANALYSIS			
978	377	500	COMMUNICATIONS	1,890	1,890	1,890
455		150	PUBLICATIONS	150	150	150
2,382	1,434	1,500	TRAVEL & TRAINING	2,250	2,250	2,250
980	525	500	MEMBERSHIP DUES & FEES	250	250	250
1,144			UIC PERMITTING			
9,571	4,614	3,000	SUPPLIES & SERVICES	4,090	4,090	4,090
1,142	75	600	SMALL TOOLS	800	800	800
770	259		UNIFORMS			
807	715	350	CLEANING/SUPPLIES	150	150	150
847	499	600	SAFETY SUPPLIES	600	600	600
2,488	2,512		UTILITIES			
4,005	5,079	5,500	UTILITIES-LIFT STATIONS	8,375	7,400	7,400
		500	GPS MAPPING PROJECT	5,000	5,000	5,000
75,780	53,009	63,400	TOTAL MATERIAL AND SERVICES	90,105	89,130	89,130
TRANSFERS:						
	68,267	44,422	O/H TRANSFER TO GENERAL FUND	74,152	74,152	74,152
54,623	64,261	55,000	OP TRANSFER TO FLEET	60,500	60,500	60,500
		16,457	OP TRANSFER TO FACILITIES	10,535	10,535	10,535
	3,734	4,439	OP TRANSFER TO TECHNICAL SVCS.	4,782	4,782	4,782
54,623	136,262	120,318	TOTAL TRANSFERS	149,969	149,969	149,969
428,994	388,204	373,508	TOTAL SEWER COLLECTIONS	508,021	507,046	507,046
OTHER:						
TOTAL OTHER						

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STORMWATER						
PERSONAL SERVICES:						
		12,754	PUBLIC WORKS DIRECTOR			
		6,531	ENVIRONMENTAL SERVICES MGR	36,664	36,664	36,664
		27,500	OFFICE SPECIALIST II	6,713	6,713	6,713
		48,372	STORM/PRETREATMENT TECH	22,016	22,016	22,016
		26,267	UTILITY MAINT WORKER II			
		15,609	UTILITY WORKER III			
		2,500	PUBLIC WORKS LEAD MAN	18,480	18,480	18,480
		96,844	OVERTIME	2,500	2,500	2,500
		800	EMPLOYEE BENEFITS	47,125	47,125	47,125
			CLOTHING ALLOWANCE			
		237,177	TOTAL PERSONAL SERVICES	133,498	133,498	133,498
MATERIAL AND SERVICES:						
		2,500	CONSULTANT ENGINEER	4,000	4,000	4,000
		1,000	SOFTWARE MAINT	1,000	1,000	1,000
		500	BUILDING MAINTENANCE			
		8,000	CATCH BASIN REPAIR	8,000	8,000	8,000
		20,000	BMP DEVICES	20,000	20,000	20,000
		20,000	STORM SYSTEM MAINTENANCE	20,000	20,000	20,000
		500	EQUIPMENT RENTAL	500	500	500
		700	COPIER LEASE & MAINT	700	700	700
		15,000	STORM WATER ANALYSIS	7,500	7,500	7,500
		500	COMMUNICATIONS	500	500	500
		150	PUBLICATIONS	150	150	150
		1,500	TRAVEL & TRAINING	2,500	2,500	2,500
		500	MEMBERSHIP DUES & FEES	600	600	600
		3,000	UIC PERMITTING	3,000	3,000	3,000
		3,000	SUPPLIES & SERVICES	2,500	2,500	2,500
		600	SMALL TOOLS	600	600	600
			UNIFORMS			
		350	CLEANING/SUPPLIES	200	200	200
		600	SAFETY SUPPLIES	600	600	600
			UTILITIES			
		500	GPS MAPPING PROJECT	5,000	5,000	5,000
		78,900	TOTAL MATERIAL AND SERVICES	77,350	77,350	77,350
TRANSFERS:						
		48,108	O/H TRANSFER TO GENERAL FUND	75,393	75,393	75,393
			OP TRANSFER TO FLEET			
			OP TRANSFER TO FACILITIES	10,535	10,535	10,535
			OP TRANSFER TO TECHNICAL SVCS.			
		48,108	TOTAL TRANSFERS	85,928	85,928	85,928
		364,185	TOTAL STORMWATER	296,776	296,776	296,776
OTHER:						
TOTAL OTHER						

Proprietary Funds:

Sewer Enterprise Debt

Statement of Purpose

The purpose of the Enterprise Debt Service fund is to accumulate resources to pay principal and interest due on the long term debt of the Sewer fund.

Noteworthy Changes for 2012-2013

- None

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER DEBT						
MATERIAL AND SERVICES:						
		25,000	EQUIPMENT LEASE PAYMENT			
		25,000	TOTAL MATERIAL AND SERVICES			
DEBT:						
210,000	225,000	235,000	SEWER BOND PRINC-08	240,000	240,000	240,000
79,756	71,872	63,265	SEWER BOND INT-08	54,925	54,925	54,925
		270,000	SEWER BOND RES	270,000	270,000	270,000
289,756	296,872	568,265	TOTAL DEBT	564,925	564,925	564,925
289,756	296,872	593,265	TOTAL SEWER DEBT	564,925	564,925	564,925
OTHER:						
TOTAL OTHER						

Proprietary Funds:

Sewer Reserve

Statement of Purpose

The Sewer Reserve accumulates funds toward the future facility needs of the Wastewater Treatment Plant and sewer/storm collections system. The Sewer Reserve fund is part of the Proprietary Combined Fund for Sewer and Stormwater.

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 capital improvements, whereas carryover funds from the rates can be accumulated in the reserve and used for both capital and equipment needs.

Noteworthy Changes for 2012-2013

- DEQ required Stormwater Management Plan (\$40,000)
- Sewer/Storm collections Vector Truck replacement (365,000)

Budget at a Glance

Capital Outlay – includes the continuation of the treatment plant upgrades, treatment facility building repair and equipment repair contingency.

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER RESERVE						
MATERIAL AND SERVICES:						
	21,874	40,000	SEWER RATE STUDY			
			STORMWATER MANAGEMENT PLAN	15,000	15,000	15,000
			STORMWATER MASTER PLAN		100,000	100,000
	21,874	40,000	TOTAL MATERIAL AND SERVICES	15,000	115,000	115,000
CAPITAL OUTLAY:						
3,820		6,000	BUILDING	10,000	10,000	10,000
1,009,475	1,311,582		WWTP EFFLUENT DIFFUSER	50,000	50,000	50,000
12,818	11,605	18,000	PHASE III EQUIPMENT	86,974	86,974	86,974
			NE 4TH SANITARY SEWER/SDC		18,000	18,000
			POLICE ACCESS ROAD		15,000	15,000
		15,000	SDC-RESERVED FUTURE PROJECTS			
205,553	34,970		UIC DECOMMISSIONING	15,000	15,000	15,000
20,361			KNIGHTS BRIDGE RD LIFT STATION			
			GPS SURVEY INSTRUMENT			
7,198	9,670	12,000	1ST AVENUE REDEVELOPMENT PROJ		258,000	258,000
		115,000	NON-CAPITALIZED EQUIPMENT	12,000	12,000	12,000
			TV TRUCK EQUIP REPLACEMENT			
			VACTOR TRUCK	365,000		
6,166		2,000	NON-CAPITALIZED COMPUTERS			
231	469	1,332,164	SEWER PROJECT RESERVE	1,560,460	1,552,460	1,552,460
1,265,622	1,368,295	1,500,164	TOTAL CAPITAL OUTLAY	2,117,434	2,017,434	2,017,434
TRANSFERS:						
	600	600	O/H TRANSFER TO GENERAL FUND	600	600	600
	600	600	TOTAL TRANSFERS	600	600	600
1,265,622	1,390,769	1,540,764	TOTAL SEWER RESERVE	2,133,034	2,133,034	2,133,034
OTHER:						
TOTAL OTHER						
3,179,340	3,129,072	4,331,616	TOTAL FUND EXPENDITURES	5,539,684	5,789,684	5,789,684

Capital Funds

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. With funds from Advance Financing, Interest Revenues and Cash Carryover, this fund provided for improvements to the Logging Road Industrial Park. The fund also accounted for debt service on loans obtained from OEDD. Sources of revenue for this fund are not sufficient to service the debt outstanding. The debt will be carried in the new Debt Service Fund, and the annual debt service amount will be paid by a transfer from 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 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS			
			ADVANCE FINANCING ADVANCED FINANCING 2			
			TOTAL SPECIAL ASSESSMENTS			
			INTEREST REVENUES			
1,075	433		INTEREST REVENUES			
1,075	433		TOTAL INTEREST REVENUES			
			CASH CARRYOVER			
			CASH CARRYOVER			
			TOTAL CASH CARRYOVER			
1,075	433		TOTAL FUND REVENUE			
			OTHER:			

CITY OF CANBY
EXPENDITURES

LOG ROAD IND PARK FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LOG ROAD IND PARK EXPENDITURES						
CAPITAL OUTLAY:						
IMPROVEMENTS-ROAD & BRIDGE						
TOTAL CAPITAL OUTLAY						
DEBT:						
36,182	38,284		LOGGING ROAD PRINCIPLE PHS 1			
12,302	12,416		LOGGING ROAD PRINCIPLE PHS 2			
14,729	12,627		LOGGING ROAD INTEREST PHS 1			
7,306	6,690		LOGGING ROAD INTEREST PHS 2			
70,519	70,017		TOTAL DEBT			
TRANSFERS:						
5,630	64,062		O/H TRANSFER TO GENERAL FUND			
5,630	64,062		TOTAL TRANSFERS			
76,149	134,079		TOTAL LOG ROAD IND PARK EXPENDIT			
OTHER:						
TOTAL OTHER						
76,149	134,079		TOTAL FUND EXPENDITURES			

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 2012-2013

- \$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 2011 will include approximately 16 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.
- \$35,000 is budgeted for the completion of a Transportation SDC Study to include the updates and changes from the 2010 Transportation System Plan (TSP).
- \$425,000 is budgeted for the Phase 2, 4th Street Improvements in front of Clackamas County Fairgrounds. Approximately \$190,000 will be funded by a Community Development Block Grant and the remaining \$160,000 will come from the Street Reserve.

CITY OF CANBY
REVENUES

STREET RESERVE FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANT REVENUE			
		190,000	COMM DEV BLOCK GRANT (CDBG) BERG PARKWAY ODOT GRANT ARRA GRANT - ODOT FEDERAL FUND EXCHANGE	161,500	161,500	161,500
		190,000	TOTAL GRANT REVENUE	161,500	161,500	161,500
			SPECIAL ASSESSMENTS-SDC'S			
			AFD - IVY AFD 7			
337	465		SDC'S STORM IMPROVEMENT			
144	242		SDC'S STORM REIMBURSEMENT			
11,636	23,230	15,000	SDC'S TRANS IMPROVEMENT	124,338	124,338	124,338
1,012	2,020	1,000	SDC'S TRANS REIMBURSEMENT	10,718	10,718	10,718
13,129	25,957	16,000	TOTAL SPECIAL ASSESSMENTS-SDC'S	135,056	135,056	135,056
			MISCELLANOUS REVENUE			
			MISCELLANOUS REVENUE			
			TOTAL MISCELLANOUS REVENUE			
			INTEREST REVENUES			
13,477	7,131	7,500	INTEREST REVENUES	7,500	7,500	7,500
13,477	7,131	7,500	TOTAL INTEREST REVENUES	7,500	7,500	7,500
			RESERVE TRANSFERS IN			
			RESERVE TRANSFER FROM STREETS			
		454,637	RES TRANS FED FUND EXCHANGE		328,000	328,000
389,395	441,580	422,450	RES TRANS STREET MAINT FEE	437,000	437,000	437,000
256,000	268,753	284,000	RES TRANS LOCAL GAS TAX	202,400	202,400	202,400
645,395	710,332	1,161,087	TOTAL RESERVE TRANSFERS IN	639,400	967,400	967,400
			CASH CARRYOVER			
		1,635,229	CASH CARRYOVER	1,085,153	1,085,153	1,085,153
		1,635,229	TOTAL CASH CARRYOVER	1,085,153	1,085,153	1,085,153
672,001	743,420	3,009,816	TOTAL FUND REVENUE	2,028,609	2,356,609	2,356,609
			OTHER:			

CITY OF CANBY
EXPENDITURES

STREET RESERVE FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STREET RESERVE EXPENDITURES						
CAPITAL OUTLAY:						
858	4,765		SDC TRANS PROJECT			
809	1,640		SDC STORM PROJECT			
			SDC STORM PROJECT-1ST AVENUE	80,000	80,000	80,000
150	310	1,171,579	OTHER PROJECTS	860,009	376,262	376,262
434,404	732,152	750,000	STREET MAINT FEE PROJECTS	650,000	650,000	650,000
16,438		40,000	BIKE AND FOOT PATHS			
693,285	93,455		KNIGHTS BRIDGE RD IMPROVEMENTS			
	26,400		99E MEDIAN IMPROVEMENT			
	28,694	612,637	WAIT PARK ST/SW RECONSTRUCTION			
			1ST AVENUE REDEVELOPMENT PROJ		781,747	781,747
			NE 4TH AVE IMPROVEMENTS			
	21,268	400,000	POLICE ACCESS ROAD		30,000	30,000
			NW 3RD & 4TH AVE CDBG/SDC			
			SE CANBY SIDEWALK CDBG/SDC	60,000	60,000	60,000
246,280			S IVY SIDEWALK PROJECT/SDC	369,000	369,000	369,000
31,150		35,000	NE 2ND STREET PROJECT			
9,900			SDC TRANS ENGINEER STUDY	9,000	9,000	9,000
			UPDATE PCI			
1,433,274	721,774	3,009,216	TOTAL CAPITAL OUTLAY	2,028,009	2,356,009	2,356,009
TRANSFERS:						
50,475	600	600	O/H TRANSFER TO GENERAL FUND	600	600	600
50,475	600	600	TOTAL TRANSFERS	600	600	600
1,483,749	722,374	3,009,816	TOTAL STREET RESERVE EXPENDITUR	2,028,609	2,356,609	2,356,609
OTHER:						
TOTAL OTHER						
1,483,749	722,374	3,009,816	TOTAL FUND EXPENDITURES	2,028,609	2,356,609	2,356,609

Department Description

The Capital Reserve Fund receives transferred amounts from General Fund departments, as well as interest revenue. Capital expenditures from this fund are for items that do not fit into Facilities, Fleet or Technical Services purchases. For example, the Police Department uses this fund to save for protective vests and replacement police dogs.

Noteworthy Changes for 2012-2013

- PEG fees for capital equipment are collected and distributed from this fund.

CITY OF CANBY
REVENUES

CAPITAL RESERVE FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANTS & DONATIONS			
31,229			GRANT - ODOT BRIDGE PAINT			
31,229			TOTAL GRANTS & DONATIONS			
			MISCELLANOUS REVENUE			
	23,948		PEG ACCESS FEES	53,631	53,631	53,631
	23,948		TOTAL MISCELLANOUS REVENUE	53,631	53,631	53,631
			INTEREST REVENUES			
1,066	541		INTEREST REVENUES	400	400	400
1,066	541		TOTAL INTEREST REVENUES	400	400	400
			RESERVE TRANSFERS IN			
150,000			RESERVE TRANSFER FROM ADMIN			
10,000	12,400	12,400	RESERVE TRANSFER FROM POLICE			
10,000			RESERVE TRANSFER FROM STREETS			
			RESERVE TRANSFER FROM FLEET	150,000	150,000	150,000
170,000	12,400	12,400	TOTAL RESERVE TRANSFERS IN	150,000	150,000	150,000
			CASH CARRYOVER			
		102,972	CASH CARRYOVER	71,647	71,647	71,647
		102,972	TOTAL CASH CARRYOVER	71,647	71,647	71,647
202,295	36,889	115,372	TOTAL FUND REVENUE	275,678	275,678	275,678
			OTHER:			

CITY OF CANBY
EXPENDITURES

CAPITAL RESERVE FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CAPITAL RESERVE EXPENDITURES						
PERSONAL SERVICES:						
6,295			OFFICE SPECIALIST II			
3,389			EMPLOYEE BENEFITS			
9,684			TOTAL PERSONAL SERVICES			
CAPITAL OUTLAY:						
	3,195		FACILITIES	150,600	150,600	150,600
134,646	18,862		FACILITIES - ADULT CENTER BLDG			
37,829		23,947	FACILITIES - CITY SHOPS			
		24,800	CAPITAL - PEG ACCESS	100,278	100,278	100,278
			CAPITAL - POLICE	24,800	24,800	24,800
172,475	22,057	48,747	TOTAL CAPITAL OUTLAY	275,678	275,678	275,678
TRANSFERS:						
1,320	600		O/H TRANSFER TO GENERAL FUND			
34,133	34,133	66,625	TRANSFER TO FACILITIES IF PRINCIPAL & INTEREST			
35,453	34,733	66,625	TOTAL TRANSFERS			
217,613	56,790	115,372	TOTAL CAPITAL RESERVE EXPENDITURE	275,678	275,678	275,678
OTHER:						
TOTAL OTHER						
217,613	56,790	115,372	TOTAL FUND EXPENDITURES	275,678	275,678	275,678

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

FORM LB-50 2012-2013

To assessor of Clackamas County

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

<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>6/30/12</u> <small>Date</small>
<u>Sue Engels</u> <small>Contact Person</small>	<u>Finance Director</u> <small>Title</small>	<u>503-266-4021</u> <small>Daytime Telephone</small>		<u>engelss@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)	1	3.4886	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2. Local option operating tax	2	0.49	
3. Local option capital project tax	3		
4. Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		0
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.		

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.

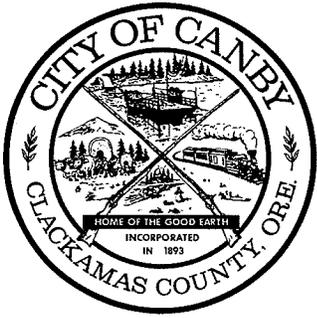
Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First year levied	Final year to be levied	Tax amount -or- rate authorized per year by voters
mixed	11/8/2011	2012-2013	2016-2017	0.49

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

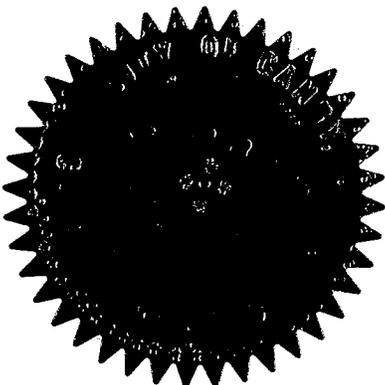
Blank - 1

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 20, 2012 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, 2012 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: Sue Engels, Finance Director Telephone: 503-266-4021 Email: engels@s@ci.canby.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2010-11	Adopted Budget This Year 2011-12	Approved Budget Next Year 2012-13
Beginning Fund Balance/Net Working Capital	9,512,720	7,703,043	8,278,817
Fees, Licenses, Permits, Fines, Assessments & Other Service	6,478,601	6,439,521	7,216,641
Federal, State and All Other Grants, Gifts, Allocations and Donations	2,689,309	4,098,186	2,894,924
Revenue from Bonds and Other Debt	103,510	190,450	90,000
Interfund Transfers / Internal Service Reimbursements	2,966,529	3,835,868	4,586,847
All Other Resources Except Property Taxes	517,728	422,305	226,869
Property Taxes Estimated to be Received	3,943,299	4,074,036	4,247,311
Total Resources	26,211,696	26,763,409	27,541,409

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	7,730,549	8,824,153	8,699,274
Materials and Services	3,832,710	4,852,276	4,639,021
Capital Outlay	2,532,231	6,388,050	6,581,204
Debt Service	466,477	642,783	643,945
Interfund Transfers	2,894,139	3,757,998	4,528,913
Contingencies	0	1,091,475	1,627,159
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	0	1,206,674	821,893
Total Requirements	17,456,106	26,763,409	27,541,409

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program			
FTE for that unit or program			
Administration	1,437,351	2,584,129	1,838,729
FTE	6.79	5.59	5.64
Court	290,209	284,414	305,203
FTE	2.51	2.25	3.50
Planning	339,095	351,002	401,834
FTE	2.90	2.90	3.00
Parks	486,459	517,607	531,212
FTE	4.13	4.13	5.00
Building	189,585	411,026	162,488
FTE	2.03	2.03	0.80
Police	3,915,141	4,043,796	4,381,043
FTE	29.60	28.60	28.60
Cemetery	122,274	105,206	106,371
FTE	0.05	0.05	0.05
Finance	437,151	465,169	511,607
FTE	4.00	3.90	4.00
Library Fund	930,458	1,280,538	1,024,191
FTE	9.45	10.33	9.20
Streets Fund	1,443,587	2,582,831	2,268,591
FTE	4.66	5.29	4.53
Fleet Services Fund	962,265	1,032,145	1,426,009
FTE	3.73	3.43	2.40

911 Emergency Fund	145,677	173,747	171,101
FTE	0.00	0.00	0.00
LID #0100 Fund	21,395	0	0
FTE	0.00	0.00	0.00
Parks Development Fund	2,175	928,958	1,065,742
FTE	0.00	0.00	0.00
Library Endowment Fund	600	136,000	136,015
FTE	0.00	0.00	0.00
Cemetery Perpetual Care Fund	600	780,411	822,493
FTE	0.00	0.00	0.00
Facilities Fund	0	282,691	340,931
FTE	0.00	0.50	0.90
Forfeiture Fund	13,253	17,814	16,118
FTE	0.00	0.00	0.00
Tech Services Fund	275,271	522,961	493,150
FTE	0.65	1.15	1.15
Transit Fund	1,799,459	1,696,035	1,917,268
FTE	1.70	2.00	1.90
Swim Center Levy	601,786	757,385	862,045
FTE	8.68	8.68	8.68
Debt Service Fund	0	352,740	337,297
FTE	0.00	0.00	0.00
Sewer Combined Fund	3,129,072	4,331,616	5,789,684
FTE	9.06	10.94	10.71
Logging Road Industrial Park Fund	134,079	0	0
FTE	0.00	0.00	0.00
Street Reserve Fund	722,374	3,009,816	2,356,609
FTE	0.00	0.00	0.00
Capital Reserve Fund	56,790	115,372	275,678
FTE	0.00	0.00	0.00
Total Requirements	17,456,106	26,763,409	27,541,409
Total FTE	89.93	91.75	90.06

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The proposed budget allocates funding for a master plan update focusing on the City's Stormwater System.
Street improvement projects are proceeding with funding from the City street fee and gas tax.
Park planning projects and the development of safe public access to the Willamette Wayside Natural Area will proceed from the Parks Development Fund.
Overall decrease in salary and benefits of 1.57%.
Cash Carryover in all funds, outside General Fund, of \$6,988,632.
A 5% sewer rate increase effective July 1, 2012.
A 'payment in-lieu-of franchise fees' assessed on the Sewer Combined Fund.

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	0.4200	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	\$1,595,000	\$0
Other Borrowings	\$431,619	\$0
Total	\$2,026,619	\$0

RESOLUTION NO. 1133

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAX FOR THE 2012-2013 FISCAL YEAR

WHEREAS, a public hearing for the 2012-2013 City Budget was duly and regularly advertised and held on June 20, 2012; and be it resolved that the City Council of the City of Canby hereby adopts the budget approved by the Budget Committee; 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, 2012; 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 2012-13 in the total of \$27,541,409. 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, 2012, and for the purposes shown below are hereby appropriated:

GENERAL FUND

ADMINISTRATION	960,921
COURT	290,854
PLANNING	387,485
PARKS	475,429
BUILDING	76,339
POLICE	3,887,948
CEMETERY	106,371
FINANCE	488,258
TRANSFERS	1,119,482
CONTINGENCY	445,400
TOTAL	8,238,487

OTHER FUNDS

LIBRARY FUND

PERSONAL SERVICES	631,378
MATERIALS & SERVICES	144,600
TRANSFERS	156,403
CONTINGENCY	91,810
TOTAL	1,024,191

STREET FUND

PERSONAL SERVICES	402,552
MATERIALS & SERVICES	201,560
CAPITAL OUTLAY	34,000
TRANSFERS	1,323,932
CONTINGENCY	306,547
TOTAL	2,268,591

FLEET SERVICES FUND

PERSONAL SERVICES	223,342
MATERIALS & SERVICES	694,603
CAPITAL OUTLAY	192,789
TRANSFERS	192,680
CONTINGENCY	122,595
TOTAL	1,426,009

911 EMERGENCY

MATERIALS & SERVICES	170,501
TRANSFERS	600
TOTAL	171,101

PARKS DEVELOPMENT FUND

MATERIALS & SERVICES	5,000
CAPITAL OUTLAY	1,060,142
TRANSFERS	600
TOTAL	1,065,742

LIBRARY ENDOWMENT FUND

CAPITAL OUTLAY	135,415
TRANSFERS	600
TOTAL	136,015

CEMETERY PERPETUAL CARE

TRANSFERS	600
TOTAL	600

FACILITIES FUND

PERSONAL SERVICES	92,482
MATERIALS & SERVICES	106,954
CAPITAL OUTLAY	82,800
TRANSFERS	3,000
CONTINGENCY	55,695
TOTAL	340,931

FORFEITURE FUND

MATERIALS & SERVICES	16,118
TOTAL	16,118

TECH SERVICES FUND

PERSONAL SERVICES	104,085
MATERIALS & SERVICES	192,980
CAPITAL OUTLAY	172,095
TRANSFERS	2,087
CONTINGENCY	21,903
TOTAL	493,150

TRANSIT FUND

PERSONAL SERVICES	147,269
MATERIALS & SERVICES	825,020
CAPITAL OUTLAY	254,842
TRANSFERS	566,666
CONTINGENCY	123,471
TOTAL	1,917,268

SWIM CENTER LEVY FUND

PERSONAL SERVICES	435,178
MATERIALS & SERVICES	123,380
TRANSFERS	97,624
CONTINGENCY	205,863
TOTAL	862,045

DEBT SERVICE FUND

MATERIALS & SERVICES	115,297
DEBT SERVICE	79,020
TRANSFERS	142,980
TOTAL	337,297

SEWER COMBINED FUND

PERSONAL SERVICES	1,000,161
MATERIALS & SERVICES	1,032,230
CAPITAL OUTLAY	2,017,434
DEBT SERVICE	564,925
TRANSFERS	921,059
CONTINGENCY	253,875
TOTAL	5,789,684

STREET RESERVE

CAPITAL OUTLAY	2,356,009
TRANSFERS	600
TOTAL	2,356,609

CAPITAL RESERVE

CAPITAL OUTLAY	275,678
TOTAL	275,678

TOTAL APPROPRIATIONS, ALL FUNDS	\$26,719,516
TOTAL UNAPPROPRIATED AMOUNTS, ALL FUNDS	\$ 821,893
TOTAL ADOPTED BUDGET	\$27,541,409

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for the tax year 2012-2013 upon the assessed value of all taxable property within the district:

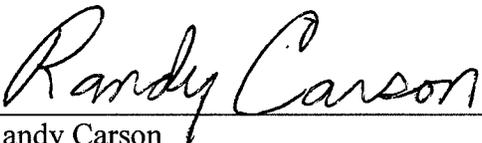
- (1) At the rate of \$3.4886 per \$1,000 of assessed value for permanent rate tax;
- (2) At the rate of \$0.4900 per \$1,000 of assessed value for local option tax; and
- (3) In the amount of \$ 0 for debt service for general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

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

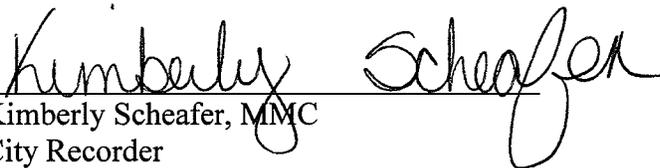
	General Government Limitation	Excluded from Limitation
Permanent Rate Tax	\$ 3.4886/\$1,000	
Local Option Tax.....	\$ 0.4900/\$1,000	
General Obligation Debt Service Fund.....		\$ 0

The above resolution statements were approved and declared adopted on this 20th day of June 2012.



 Randy Carson
 Mayor

ATTEST:



 Kimberly Scheafer, MMC
 City Recorder

RESOLUTION NO. 1132

A RESOLUTION VERIFYING THAT THE CITY OF CANBY HAS MET THE REQUIREMENTS TO RECEIVE REVENUES FROM CIGARETTE, GAS AND LIQUOR TAXES.

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:

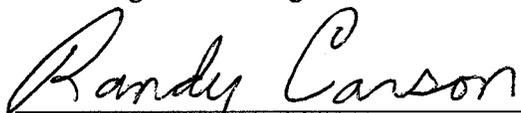
WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760,

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. Planning, zoning and subdivision control
5. Storm sewers

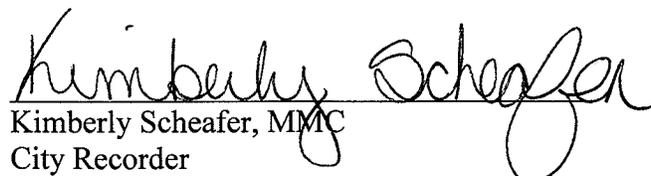
This Resolution shall take effect on June 20, 2012.

ADOPTED by the Canby City Council at a regular meeting thereof on June 20, 2012.



Randy Carson, Mayor

ATTEST:



Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1360

AN ORDINANCE DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2012-2013.

WHEREAS, a public hearing for the use of state revenue sharing funds was held before the Budget Committee on May 24, 2012, and before City Council on June 20, 2012; 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 2012-2013.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, June 20, 2012, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, July 18, 2012, commencing at the hour of 7:30 pm at the Council Meeting Chambers located at 155 N.W. 2nd Avenue, Canby, Oregon.

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 18th of July 2012, by the following vote:

YEAS _____ NAYS _____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

May 10, 2012

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 2012-2013.

Canby Urban Renewal Agency
City Administrator's Budget Message for Fiscal Year 2012-2013

To the Urban Renewal Budget Committee:

Following is the proposed budget for the Canby Urban Renewal Agency for the 2012-2013 Fiscal Year. The proposed budget is balanced, as required by state law. Projected revenues (for both funds) include \$1,860,000 in debt proceeds, \$2,937,381 in cash carryover from FY 20011-2012, \$2,263,803 from property taxes, LID payments and interest. Expenditures include \$367,098 for personnel, \$4,904,349 for projects, materials & services, and contingency, and \$1,741,803 in debt service.

Background

Urban Renewal funds are considered enterprise funds and are separated from all other City funds for all 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 is the Mayor and six members of the 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, cash carryover, and debt payments are accounted for in the Debt Service Fund. The Urban Renewal General Fund receives revenues from debt and expends those funds on projects, administration contracts, and contracts for other services and supplies.

The Agency contracts with 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 \$456,528. In addition the Agency also pays for operational overhead in the amount of \$57,934.

Revenues

Collectible tax increment revenue is estimated at \$1,983,000 in FY 2012-2013. The slight decline in projected revenue is because we had to have an analysis completed for the police facility bonds and

the projected tax increment revenue was slightly less than in the original analysis. It was decided to use the more conservative number for planning purposes.

Expenditures

Agency expenses for Materials and Services include legal counsel, general Urban Renewal project consultants, staff training, and will include the following:

- \$56,515 Materials and Services Contracts.
- \$75,000 Revolving Loan Fund to provide assistance to businesses for capital projects such as building expansions, new construction, building code upgrades and fixtures.
- Main Street Program: \$91,739 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. 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*

- Façade Improvement Program: \$75,000 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 2 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.

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*

- **Beautification and Marketing:** \$25,000 towards beautification and marketing of downtown will be used to include new non-seasonal banners for the downtown core, including banners on the new light poles to be located on 1st Avenue after completion of streetscape improvements. 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*

Agency capital expenses for 2012-2013 will include three major infrastructure projects this year as well as ongoing economic development projects including:

- **\$2.08 million for the First Avenue redevelopment project.** The property boundaries are Elm and Ivy Streets along First Avenue, and incorporate the areas between the business fronts and the Union Pacific Railroad right of way. The design phase and bid process have been complete, with construction to be completed by October 31, 2012. Included will be new sidewalks, parking, streetscapes, landscaping, and a fence along the railroad property right of way.
- **Completion of a the new police facility on NW 3rd Avenue - \$364,551.** This project creates a new building to replace the aging and cramped police headquarters on NW 1st and Holly Streets. It will include approximately 25,000 square feet on the main floor, and 10,000 square feet of unfinished space in the basement for future expansion. A key feature will be a 2,000 square foot community room located by the public entrance.

This room can be divided into two areas, and is capable of seating over 100 people. Site work is scheduled to begin in August, with construction complete by the summer of 2012.

Agency Goal #2: To maintain effective, efficient and safe traffic system for vehicle and pedestrian users.

Council Goal #2 – Public Services and Safety

To improve city infrastructure, services, and public safety

- . Reduce crime rate and fear of crime.*

- \$400,000 for library pre-planning. This will be the site determination and design phase for the creation of a new City library. The library will provide a new 25,000 square foot facility on a single floor.

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*

- \$61,242 for URD projects, including commercial or industrial partnerships, public facilities, or other infrastructure projects. Specific projects could include a connection between SE 1st Ave. and Highway 99E at Otto Rd.
- \$785,000 for Gateway Project.
- \$675,000 for the Railroad Quiet Zone
- \$85,000 Design Completion – Sequoia to 13th Avenue Connection.

Potential to meet any and all Agency goals.

Council Goal #1: Economic and Community Development

Goal #2: Public Services and Safety.

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

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 Agency has since established a Canby Urban Renewal Budget Committee as required by Oregon budgeting laws. The budget and debt financing programs for Agency projects will be revised as needed during this fiscal year in order to carry out the goals and objectives of the Canby Urban Renewal Plan. ***This relates to City Council Goal #1 - Economic and Community Development, Goal #2 - Public Services and Safety, Goal #3 - Fiscal Responsibility, and Goal #4 - Communications and Customer Service.***

Noteworthy Changes for 2012-13

- A new police station is currently under construction on NW Third Avenue, and will be completed in July of 2012.
- The redevelopment of 1st Avenue and the city-owned parking lot, which will include new streets, sidewalks, parking, landscaping and community amenities has been designed and approved. Construction will start in late May and is anticipated to be completed by October 31, 2012.
- The 1st Avenue project will be complemented by an enhanced façade improvement that is available for all downtown businesses.
- Pre-planning for the new city library site is in progress. The study will consider options of expanding the existing library or constructing a new library on 2nd Avenue, where city offices now exist. Additional funds of \$400,000 have been identified in next year's budget in order to conduct architectural and engineering design for the building, once a site has been selected.
- Focused transportation infrastructure will continue to make sites in the Canby Pioneer Industrial Park development ready. Preliminary design and engineering for the extension of Sequoia Parkway to SE 13th Avenue begin in March of 2012 and will continue into the next fiscal year.
- A new revolving loan fund will be launched to provide financing for businesses to invest in capital projects such as building expansions, new construction, building code upgrades, and fixtures.
- Highway 99E gateway enhancement projects to begin implementing recommendations of the OR 99E Corridor and Gateway Design Plan.
- Community Park improvements including pond aeration and terraces.
- Railroad quiet zone improvements to eliminate dangerous crossings at 5 intersections and to reduce or eliminate the need for warning horns.

Program Goals and Objectives

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.

Projects and debt financing programs may be refined and instituted as appropriate and as opportunities arise. Three projects totaling \$1,860,000 have been identified for funding in FY2012/2013 through issuance of a LOCAP bond. They are \$400,000 for library design services, \$785,000 for Gateway Project and \$675,000 for the Railroad Quiet Zone.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 3.65 FTE's. An FTE is a full-time equivalent employee. In the case of URD, these costs are posted to the Materials and Services section of the budget.

Materials and Services - include office and meeting supplies, employee training, contract professional services, telephone and equipment.

Transfers - are the cost of internal computer services provided by the Technical Services Department, and allocation of funds for General Fund administrative services. In the case of URD, these costs are combined under the Materials and Services heading "Due to City".

URD Projects - Larger capital projects include \$2.08 million for the 1st Avenue redevelopment project, \$364,551 for completing the police station and \$400,000 for library development. Approximately \$61,242 is designated for URD projects such as purchase of land for development opportunities, commercial or industrial partnerships, public facilities, housing or other infrastructure projects.

Façade Improvement Program - \$75,000 is budgeted in an enhanced matching grant program to encourage partnerships with downtown property owners to revitalize Canby's Historic Core with a focus this year on 1st Avenue.

Main Street Program - Total program funding is \$91,739 which includes salary and benefits for a full-time Main Street Manager focused on downtown revitalization efforts and materials and services associated with the program.

Beautification and Marketing - Includes \$25,000 for a Downtown Mural and Art Program, and Marketing efforts for Economic Development following the URD Plan.

Redevelopment Grant Program - Provides \$25,000 in matching grants for property owners for feasibility studies and other efforts to spur redevelopment.

CITY OF CANBY
REVENUES

URBAN RENEWAL GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			DEBT PROCEEDS			
	417,927		DEBT PROCEEDS-WALNUT ST.			
	2,430,631	9,000,000	DEBT PROCEEDS-1ST AVENUE			
			DEBT PROCEEDS-POLICE STATION			
			DEBT PROCEEDS-LOCAP	1,860,000	1,860,000	1,860,000
	2,848,558	9,000,000	TOTAL DEBT PROCEEDS	1,860,000	1,860,000	1,860,000
			GRANT REVENUE			
12,500	171,946	10,000	URD GRANTS			
12,500	171,946	10,000	TOTAL GRANT REVENUE			
			MISCELLANEOUS REVENUE			
1,459		1,000,000	MISCELLANEOUS-INCOME			
972	300	800	CITY LOGO PRODUCT SALES	100	100	100
2,430	300	1,000,800	TOTAL MISCELLANEOUS REVENUE	100	100	100
			INTEREST REVENUES			
7,693	10,085	4,500	INTEREST REVENUE	10,000	10,000	10,000
7,693	10,085	4,500	TOTAL INTEREST REVENUES	10,000	10,000	10,000
			OPERATIONAL TRANSFERS IN			
1,207,832	1,500,000	1,000,000	OP TRANSFER IN FROM UR DEBT	522,000	522,000	522,000
1,207,832	1,500,000	1,000,000	TOTAL OPERATIONAL TRANSFERS IN	522,000	522,000	522,000
			CASH CARRYOVER			
		2,861,903	CASH CARRYOVER	2,937,281	2,937,281	2,937,281
		2,861,903	TOTAL CASH CARRYOVER	2,937,281	2,937,281	2,937,281
1,230,456	4,530,890	13,877,203	TOTAL FUND REVENUE	5,329,381	5,329,381	5,329,381
			OTHER:			

CITY OF CANBY
EXPENDITURES

URBAN RENEWAL GENERAL FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
URD EXPENDITURES						
PERSONAL SERVICES:						
EMPLOYEE BENEFITS						
TOTAL PERSONAL SERVICES						
MATERIAL AND SERVICES:						
196,483	238,533	444,096	PERSONAL SERVICE CONTRACT	367,098	367,098	367,098
85,391	60,030	60,570	MAT & SVC CONTRACT	56,515	56,515	56,515
5,545	35,096	52,025	MAIN STREET PROJECT	32,615	32,615	32,615
2,484	1,060	2,000	CITY LOGO PRODUCTS	300	300	300
64,171	72,389	99,956	DUE TO CITY	57,934	57,934	57,934
354,074	407,107	658,647	TOTAL MATERIAL AND SERVICES	514,462	514,462	514,462
CAPITAL OUTLAY:						
		19,000	RARE PROGRAM	4,750	4,750	4,750
		200,000	SEQUOIA/13TH AVE CONNECTION	85,000	85,000	85,000
598,260	54,019	2,400,000	1ST AVENUE REDEVELOPMENT	2,082,376	2,082,376	2,082,376
	85,737	419,556	URD PROJECTS	61,242	61,242	61,242
	89,749	4,000	OFFICE BUILDING RENOVATION			
	600,448		URD PROJECT-RAILROAD PROPERTY			
	29,360	1,000,000	URD PROJECT-LIBRARY	400,000	400,000	400,000
	472,874	8,500,000	URD PROJECT-POLICE STATION	364,551	364,551	364,551
		100,000	SDC INCENTIVE PROGRAM			
25,889	22,253	25,000	BEAUTIFICATION & MARKETING	25,000	25,000	25,000
114,995	91,158	11,000	GATEWAY PROJECTS	785,000	785,000	785,000
5,065	3,398		SIGN CODE PROJECT			
	37,609	350,000	FACADE IMP. PROGRAM	75,000	75,000	75,000
14,054		30,000	REDEVELOP. GRT PROGRAM	25,000	25,000	25,000
772,251	1,775	10,000	WALNUT ST. IMP.			
590,170			NW 2ND & PARKING LOT (CINEMA)			
6,394			WALNUT ST IMPROVE-CEMETERY			
			WAIT AND COMMUNITY PARK	7,000	7,000	7,000
			RAILROAD QUIET ZONE	675,000	675,000	675,000
			REVOLVING LOAN FUND	75,000	75,000	75,000
2,127,077	1,488,379	13,068,556	TOTAL CAPITAL OUTLAY	4,664,919	4,664,919	4,664,919
2,481,151	1,895,486	13,727,203	TOTAL URD EXPENDITURES	5,179,381	5,179,381	5,179,381
OTHER:						
		150,000	CONTINGENCY	150,000	150,000	150,000
		150,000	TOTAL OTHER	150,000	150,000	150,000
2,481,151	1,895,486	13,877,203	TOTAL FUND EXPENDITURES	5,329,381	5,329,381	5,329,381

CITY OF CANBY
REVENUES

URBAN RENEWAL DEBT SVC. FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
1,792,115	1,800,042 70,051	2,000,000 50,000	TAX INCREMENT TAX INCREMENT - PRIOR	1,950,000 33,000	1,950,000 33,000	1,950,000 33,000
1,792,115	1,870,093	2,050,000	TOTAL PROPERTY TAXES	1,983,000	1,983,000	1,983,000
SPECIAL ASSESSMENTS						
6,930	248,632 7,352	31,818 7,799	LID WALNUT ST PRINC LID HAZEL DELL WAY PRINC	33,920 8,274	33,920 8,274	33,920 8,274
6,930	255,984	39,617	TOTAL SPECIAL ASSESSMENTS	42,194	42,194	42,194
INTEREST REVENUES						
6,405	1,943 13,583	1,200 25,671	INTEREST REVENUES LID WALNUT ST INT.	1,200 23,570	1,200 23,570	1,200 23,570
5,042	4,620 31,256	4,172 66,577	LID HAZEL DELL WAY-INTEREST BOND INTEREST REBATE (ARRA)	3,697 64,932	3,697 64,932	3,697 64,932
11,447	51,402	97,620	TOTAL INTEREST REVENUES	93,399	93,399	93,399
CASH CARRYOVER						
		439,421	CASH CARRYOVER	145,210	145,210	145,210
		439,421	TOTAL CASH CARRYOVER	145,210	145,210	145,210
1,810,491	2,177,479	2,626,658	TOTAL FUND REVENUE	2,263,803	2,263,803	2,263,803
OTHER:						

CITY OF CANBY
EXPENDITURES

URBAN RENEWAL DEBT SVC. FUND

ACTUAL PRECEEDING YR 2009-2010	ACTUAL PRECEEDING YR 2010-2011	ADOPTED BUDGET YR 2011-2012	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2012-2013		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
URBAN RENEWAL DEBT EXPENDITURE						
DEBT:						
55,412	55,424	55,438	DEBT PAYMENTS-SEQUOIA PKWY	60,454	60,454	60,454
41,679	44,563	44,806	DEBT PAYMENTS-HAZELDELL WAY	45,076	45,076	45,076
36,960	39,519	39,734	DEBT PAYMENTS-SEQ & SE 4TH	39,973	39,973	39,973
66,975	67,334	72,704	DEBT PMTS-SEQUOIA ST 5 & 6	73,085	73,085	73,085
525,000	180,000	240,000	DEBT PAY-NW 2ND/LOT (CINEMA)	300,000	300,000	300,000
		41,063	DEBT PAY-WALNUT ST	35,281	35,281	35,281
		84,375	DEBT PAY-POLICE BUILDING	45,000	45,000	45,000
		95,000	DEBT PAY-1ST AVE REDEV	100,000	100,000	100,000
43,534	41,872	40,043	DEBT PAY-SEQUOIA PKWY INT	38,075	38,075	38,075
34,454	33,100	31,651	DEBT PAYMTS-HAZELDELL INTEREST	30,083	30,083	30,083
30,554	29,353	28,068	DEBT PAY-SEQUOIA & SE 4TH INT	26,678	26,678	26,678
49,838	83,866	81,846	DEBT PAY-SEQUOIA 5 & 6 INT	79,666	79,666	79,666
65,377	43,783	36,313	DEBT PAY-NW2ND/LOT INT (CINEMA)	26,353	26,353	26,353
		13,062	DEBT PAY-WALNUT ST INT	18,844	18,844	18,844
		350,000	DEBT PAY-POLICE BUILDING INT	426,638	426,638	426,638
	69,459	147,950	DEBT PAY-1ST AVE REDEV INT	144,294	144,294	144,294
		33,105	LOAN PAYMENT RESERVE	60,803	60,803	60,803
		191,500	SERIES 2008 BOND RESERVE	191,500	191,500	191,500
949,783	688,272	1,626,658	TOTAL DEBT	1,741,803	1,741,803	1,741,803
TRANSFERS:						
1,207,832	1,500,000	1,000,000	OP TRANSFER TO UR GENERAL	522,000	522,000	522,000
1,207,832	1,500,000	1,000,000	TOTAL TRANSFERS	522,000	522,000	522,000
2,157,615	2,188,272	2,626,658	TOTAL URBAN RENEWAL DEBT EXPEN	2,263,803	2,263,803	2,263,803
OTHER:						
TOTAL OTHER						
2,157,615	2,188,272	2,626,658	TOTAL FUND EXPENDITURES	2,263,803	2,263,803	2,263,803

• 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 2012-2013 ad valorem tax increment amounts
 (Agency Name)
 by plan area for the tax roll of _____ Clackamas County _____
 (County Name)
 _____ Sue Engels _____ 503-266-4021 _____ June 30, 2012 _____
 (Contact Person) (Telephone Number) (Date)
 _____ PO Box 930, Canby, OR 97013 _____ engelss@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 _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ 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 _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ 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

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Canby Urban Renewal Agency will be held on June 20, 2012 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, 2012 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: Sue Engels, Finance Director Telephone: 503-266-4021 Email: engelss@ci.canby.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2010-11	Adopted Budget This Year 2011-12	Approved Budget Next Year 2012-13
Beginning Fund Balance/Net Working Capital	870,162	3,301,324	3,082,491
Federal, State and All Other Grants	171,946	10,000	0
Revenue from Bonds and Other Debt	2,848,558	9,000,000	1,860,000
Interfund Transfers	1,500,000	1,000,000	522,000
All Other Resources Except Division of Tax & Special Levy	387,822	1,192,537	178,693
Revenue from Division of Tax	1,800,042	2,000,000	1,950,000
Revenue from Special Levy	0	0	0
Total Resources	7,578,530	16,503,861	7,593,184

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	0	0	0
Materials and Services	407,107	658,647	514,462
Capital Outlay	1,488,379	13,068,556	4,664,919
Debt Service	688,272	1,626,658	1,741,803
Interfund Transfers	1,500,000	1,000,000	522,000
Contingencies	0	150,000	150,000
All Other Expenditures and Requirements	0	0	0
Unappropriated Ending Balance	0	0	0
Total Requirements	4,083,758	16,503,861	7,593,184

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program			
FTE for that unit or program			
Urban Renewal General Fund	1,895,486	13,877,203	5,329,381
FTE	2.75	4.15	3.65
Urban Renewal Debt Service Fund	2,188,272	2,626,658	2,263,803
FTE	0.00	0.00	0.00
Total Requirements	4,083,758	16,503,861	7,593,184
Total FTE	2.75	4.15	3.65

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

Larger capital projects include \$2.08 million for the 1st Avenue redevelopment project, \$364,551 for completing the police station and \$400,000 for library development.

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	\$12,000,000	\$0
Other Borrowings	\$4,474,017	\$0
Total	\$16,474,017	\$0

Resolution No. URR 12-010

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby adopts the budget for fiscal year 2012-2013 in the total of \$7,593,184 now on file at the City of Canby, 182 N Holly St. Canby, Oregon.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2012 and for the purpose shown below are hereby appropriated:

URD General Fund

Materials & Services.....	514,462
Capital Outlay.....	4,664,919
Contingency.....	150,000
Total	<hr/> 5,329,381

URD Debt Service Fund

Debt Service.....	1,741,803
Transfers.....	522,000
Total	<hr/> 2,263,803

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Canby Urban Renewal Plan Area 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.

This resolution takes effect on July 1, 2012.

This resolution statement approved and declared on the 20th day of June 2012.



Richard Ares
Chair

ATTEST



Kimberly Scheafer, MMC
City Recorder