

City of Canby Oregon



Adopted Budget 2011-2012

TABLE OF CONTENTS

<u>INTRODUCTION</u>	Budget Committee	1
	Organizational Chart	2
	Budget Message	3
	City of Canby Financial Policies	8
<u>CITY BUDGET</u>	Budget Summary Chart	11
	Adopted Budget Introductions & Details by Department:	
	<hr/>	
<i>Governmental Activities</i>	General Fund Revenues	12
	Administration	17
	Court	20
	Planning	22
	Parks	25
	Building	27
	Police	29
	Cemetery	32
	Finance	34
	<hr/>	
<i>Special Revenue Funds</i>	Library Fund	36
	Streets Fund	39
	Fleet Services Fund	43
	911 Emergency Fund	48
	L.I.D. #0100 Fund	51
	Parks Development Fund	54
	Library Endowment Fund	57
	Cemetery Perpetual Care Fund	60
	Facilities Fund	63
	Forfeiture Fund	67
	Tech Services Fund	70
	Transit Fund	74
	Swim Center Levy	78
	Debt Service Fund	81
	<hr/>	
<i>Business-Type Activity</i>	Sewer Combined Fund	84
	<hr/>	
<i>Capital Projects</i>	Logging Road Industrial Park Fund	95
	Street Reserve Fund	98
	Capital Reserve Fund	101
	<hr/>	
<u>REQUIRED FILINGS</u>	Notices & Resolutions	104
	<hr/>	
<u>URBAN RENEWAL BUDGET</u>	Budget Message	121
	Adopted Budget	127
	Required Filings	133

City of Canby, Oregon

FY 2011-2012

Budget Committee:

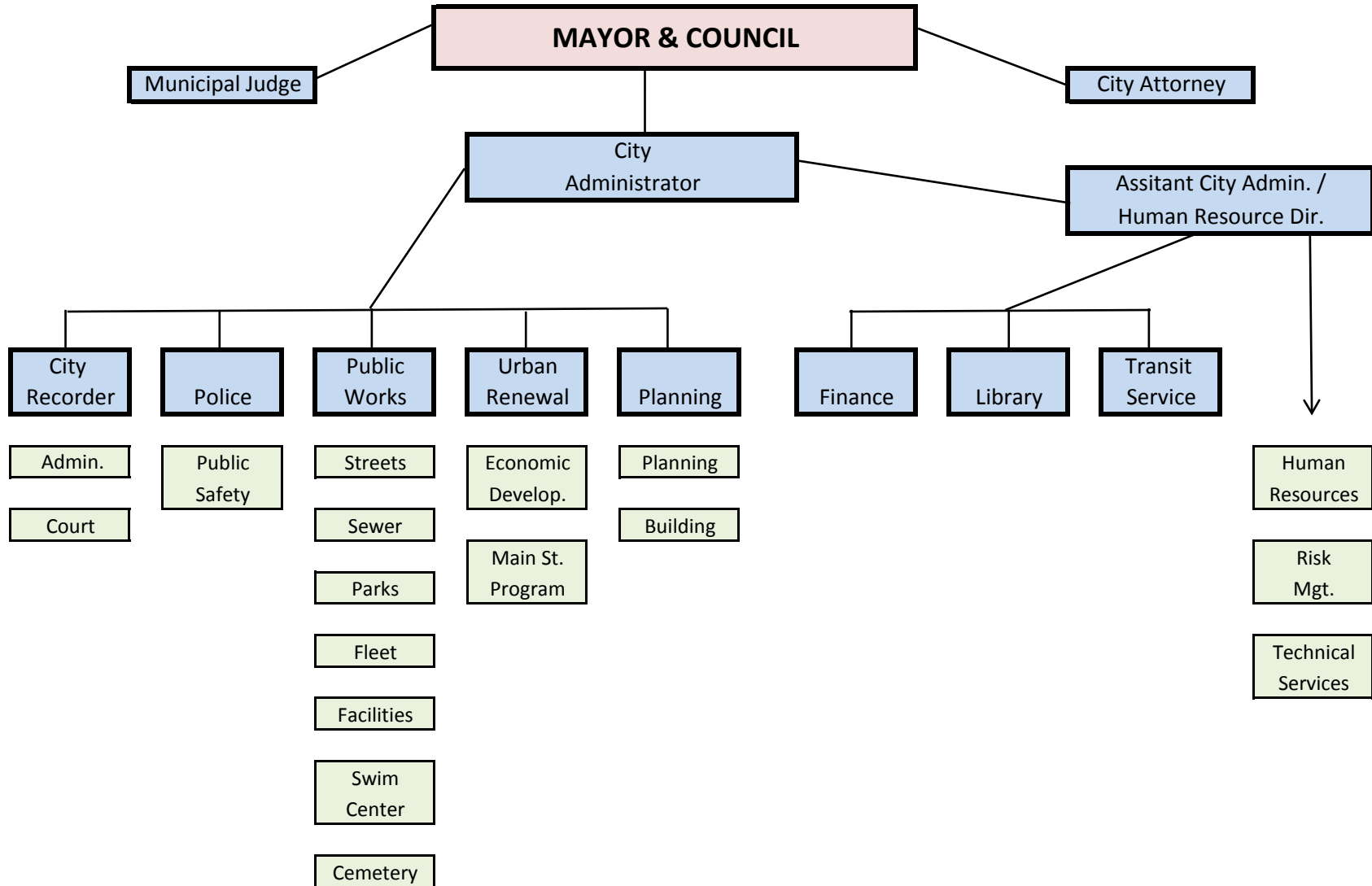
	<u>Term Expires</u>
Walt Daniels, Council President	Dec 2012
Richard Ares, Councilor	Dec 2014
Greg Parker, Councilor	Dec 2014
Brian Hodson, Councilor	Dec 2014
Traci Hensley, Councilor	Dec 2012
Jason Padden, Councilor	Dec 2012
Ron Berg	June 2011
John Proctor	June 2011
Greg Kluever	June 2012
Gary Potter	June 2013
Gwendolyn Polgar	June 2013
Elaina Canutt	June 2013

Randy Carson, Mayor

Greg Ellis, City Administrator

Sue Engels, Finance Director

CITY OF CANBY ORGANIZATIONAL CHART - 2011-2012



April 12, 2011

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 2011-2012.

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 2011-2012 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 2011-2012 City Budget reflects the national and local realities of an economy, and especially a housing industry, still in recession. Specifically, the proposed budget demonstrates the effects of revenues that have continued to remain stagnant or decline in recent years viewed against the increasing cost of doing business. The result of this dynamic is a proposed budget that presented a significant challenge for staff while adhering to the fundamental tenants of fiscal policy governing budget development in Canby:

1. Living within the City's estimated financial means
2. To the extent financially possible, maintain acceptable service levels
3. No use of reserve funds to fund day-to-day operations

To the extent possible, and with an eye towards maintaining Canby's small town feel, staff is continuing to implement those organizational and operational changes necessary to transition into more modern management "best practices" in recognition of Canby's growth within the

region over the past several years. For instance, Fleet Services began billing for actual services in fiscal year 2009-2010 based on the prior year's activity for labor, materials and fuel. In the 2011-2012 proposed budget, staff has begun to assess all departments an overhead cost which includes a facility component. In the 2012-2013 fiscal year we will look at the impact of 'payment in lieu of taxes' to departments housed in City owned facilities.

The establishment of better operational and management practices will hopefully position the City to weather the economic storm and emerge well-prepared to respond to the return of economic growth when it comes.

Expense Considerations

On the expense side of the budget equation, personnel costs in General Fund, consisting of salary and benefits, are only increasing a miniscule 0.0525%. There has been a 15.78% decrease in the General Fund materials and services fund. This decrease is due mainly to the transfer of overhead costs and facility maintenance costs into a newly created Facilities Fund.

Revenue Considerations

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

- Property tax—stable...
- State gas tax—up slightly...
- Cable franchise fees—stable...
- NW Natural Gas—decrease due to rate adjustment
- 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 2011-2012 Proposed City Budget is balanced throughout all funds and is comprised of total estimated expenses (net of internal transfers) in the amount of \$23,392,366 supported by estimated revenues of \$17,569,320 and the use of ending fund balances from previous years in the amount of \$5,823,046.

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 50% of all General Fund expenditures. In other departments, some personnel costs have been reallocated due to increased workload in some areas and a reduction in other departments. There is no net change in personnel.

This year we are not able to maintain the General Fund Reserve levels at the same percentage as the previous year. The General Fund Contingency is budgeted at \$676,683 which is 8.27% of General Fund.

Canby Public Library Fund – Dedicated Source of Funding

Thanks to the public support to create a new Clackamas County Library District, which became effective July 1, 2009, the Canby Public Library is now assured of stable funding as part of the district.

Street Fund

FY11-12 revenues from state gas taxes (not Canby gas tax) are budgeted at \$850,000. The material and services budget has been reduced from FY10-11 budget of \$192,280 to \$189,775 in FY11-12. The Canby Gas Tax was allocated 10% to the Street Fund and 90% to the Street Reserve Fund.

FY09-10 Street Reserve Fund Projects:

Street Maintenance Fee/Canby Gas Tax Projects – FY11-12 includes \$706,450 to complete some maintenance projects defined in the 2007 Pavement Management Funding Analysis Study. Additionally, approximately \$454,000 in Federal Fund Exchange revenue will be used to bolster maintenance projects bringing the total to approximately \$1,160,450. Combined with 2010-11 cash carryover and a Community Development Block Grant dedicated to the 3rd & 4th Street Project, there will be slightly over \$3 million in street improvements in the fiscal year 2011-12

Stormwater funding study - A stormwater funding study and master plan review was budgeted in 2010-2011 to create an updated strategy and plan to meet stricter state and federal regulations for stormwater treatment. This project was not completed so is part of the 2011-2012 budget.

Sewer Combined Fund

The 2011-2012 budget assumes an increase in sewer rates effective July 1, 2011 of approximately \$8.00/month. A rate analysis is in process and is expected to be complete by April 15, 2011.

Parks Development Fund

The Fund has sufficient resources to accomplish a couple of projects and continue some future planning activities that will position the City for the time that building activity resumes.

Finally, funding is allocated to create an enhancement plan for Northwoods Park, and for master planning the newly acquired Simnett property. While it may not be possible to implement these master plans in the short term due to funding and staffing limitations, the plans themselves are a good investment that will position the City to apply for grants as they become available, thus greatly leveraging the available funding.

Transit Fund

The Transit Fund expenses for FY 2011-12 do not exceed revenues. The proposed budget is essentially status quo with the exception of grant funds. The Transit Department continues to aggressively seek all available grant funding to support and enhance the service provided by payroll taxes.

The CAT buses remain a popular service for Canby area citizens, especially during economic hard times.

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 2011-2012 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 "2011-2012 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 (2007-2008 and 2008-2009). The adopted budget for FY 2009-2010 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 Financial Strategies. The emphasis on these strategies focuses heavily in this proposed budget in the areas of expenditure control and long term financial health of the City. 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 master plan updates for stormwater, parks, and transportation. Street improvement projects are proceeding with funding from the City street fee and gas tax, as well as federal stimulus funds. Park planning projects and the development of safe public access to the Willamette Wayside Natural Area will proceed from the Parks Development Fund.
- Overall increase in salary and benefits of 6.44%--most of which is attributable to increased PERS rates.
- Cash Carryover in all funds, outside General Fund, of \$2,751,318.
- A recommended sewer rate increase of approximately \$8.00/month effective July 1, 2011.

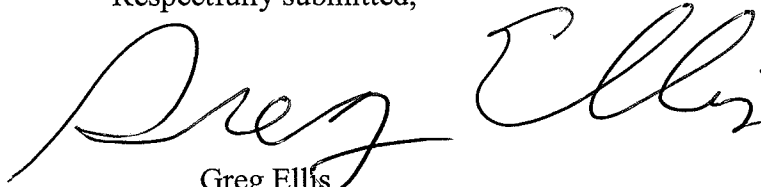
CONCLUSION AND ACKNOWLEDGEMENTS

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

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

I respectfully recommend you approve the Proposed FY2011-2012 City Budget as submitted.

Respectfully submitted,



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 11-12

FY 2011-2012

		Personnel Services	Materials & Services	Contingency	Transfers	Capital	Debt Service	Unap FB	Total Budget
General Fund	FTE								0
Administration	5.59	668,762	353,961	674,328	433,302				2,130,353
Court	2.25	215,298	53,800		15,316				284,414
Planning	2.90	268,896	66,570		15,536				351,002
Parks	4.125	344,323	63,865		47,719	61,700			517,607
Building	2.03	190,927	25,580		52,346				268,853
Police	28.60	3,488,218	243,750		317,943				4,049,911
Cemetery	0.05	4,256	95,600						99,856
Finance	3.90	359,863	81,490		13,316				454,669
	49.45	5,540,543	984,616	674,328	895,478	61,700	0	0	8,156,665
Special Revenues									
Library	10.325	646,396	193,546	146,618	221,842			190,146	1,398,548
Street	5.29	448,406	189,775	257,517	1,445,916	4,500		236,717	2,582,831
Fleet Services	3.425	319,042	528,379	56,408	52,866	75,450			1,032,145
911 Emergency			173,147		600				173,747
Parks Development			5,000		600	923,358			928,958
Library Endowment					600	135,400			136,000
Cemetery Perp Care					600			779,811	780,411
Facilities	0.500	47,830	102,000	41,701	2,000	89,160			282,691
Forfeiture			14,054		600				14,654
Technical Services	1.15	99,211	96,000	25,223	77,173	214,854			512,461
Transit	2.00	147,479	798,578		475,193	274,785			1,696,035
Swim Center Levy	8.675	418,301	121,560	93,760	88,764	35,000			757,385
Debt Service			219,453		58,769		74,518		352,740
Street Reserve					600	3,009,216			3,009,816
	31.37	2,126,665	2,441,492	621,227	2,426,123	4,761,723	74,518	1,206,674	13,658,422
Capital Projects									
Capital Reserve					61,700	24,800			86,500
	0.00	0	0	0	61,700	24,800	0	0	86,500
Business Type Activities									
Sewer	6.3875	668,560	434,675	200,000	156,659				1,459,894
Sewer Collections	2.025	189,790	63,400		120,318				373,508
Stormwater	2.525	237,177	78,900		48,108				364,185
Sewer Const Res			40,000		600	1,500,164			1,540,764
Sewer Debt			25,000				568,265		593,265
	10.94	1,095,527	641,975	200,000	325,685	1,500,164	568,265	0	4,331,616
									0
Total all funds	91.75	8,762,735	4,068,083	1,495,555	3,708,986	6,348,387	642,783	1,206,674	26,233,203

Less transfers

3,708,986
22,524,217

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GENERAL						
PROPERTY TAXES						
3,395,089	3,593,431	3,700,000	PROPERTY TAX CURRENT	3,636,545	3,636,545	3,636,545
			PROPERTY TAX PRIOR	142,000	142,000	142,000
3,395,089	3,593,431	3,700,000	TOTAL PROPERTY TAXES	3,778,545	3,778,545	3,778,545
FRANCHISE FEES						
113,137	121,418	120,000	CABLE FRANCHISE FEE	120,000	120,000	120,000
92,056	86,203	85,000	TELEPHONE FRANCHISE FEE	82,000	82,000	82,000
		60,000	SOLID WASTE FRANCHISE FEE	60,000	60,000	60,000
175,724	186,121	185,000	NATURAL GAS FRANCHISE FEE	150,000	150,000	150,000
380,918	393,742	450,000	TOTAL FRANCHISE FEES	412,000	412,000	412,000
INTERGOVERNMENTAL						
23,848	22,242	20,000	CIGARETTE TAX	20,000	20,000	20,000
182,783	171,602	170,000	LIQUOR REVENUE	180,000	180,000	180,000
122,600	115,453	100,000	STATE REVENUE SHARING	100,000	100,000	100,000
329,231	309,296	290,000	TOTAL INTERGOVERNMENTAL	300,000	300,000	300,000
IN LIEU OF TAXES						
543,070	531,505	540,000	CU IN LIEU OF TAXES	540,000	540,000	540,000
543,070	531,505	540,000	TOTAL IN LIEU OF TAXES	540,000	540,000	540,000
CHARGES FOR SERVICES						
		9,000	TITLE LIEN SEARCH FEES	7,000	7,000	7,000
		9,000	TOTAL CHARGES FOR SERVICES	7,000	7,000	7,000
PASS THRU REVENUE						
101,366	2,813 115,323	130,000	ECONOMIC IMPROVEMENT DISTRICT AAA REVENUE TO ADULT CENTER	130,000	130,000	130,000
101,366	118,136	130,000	TOTAL PASS THRU REVENUE	130,000	130,000	130,000
MISCELLANEOUS REVENUE						
5,539	7,042	2,500 6,000	MISCELLANEOUS-INCOME LEASE RECEIPTS (ADULT CENTER)	1,500 6,000	1,500 6,000	1,500 6,000
5,539	7,042	8,500	TOTAL MISCELLANEOUS REVENUE	7,500	7,500	7,500
INTEREST REVENUES						
53,101	19,125	14,000	INTEREST REVENUES	8,400	8,400	8,400
53,101	19,125	14,000	TOTAL INTEREST REVENUES	8,400	8,400	8,400
CASH CARRYOVER						
		2,080,231	CASH CARRYOVER CASH CARRYOVER-FB	1,244,274	1,244,274	1,244,274
		2,080,231	TOTAL CASH CARRYOVER	1,244,274	1,244,274	1,244,274
ADMINISTRATION						
CHARGES FOR SERVICES						
50,420	51,120	48,000	BUSINESS LICENSES	51,000	51,000	51,000
50,420	51,120	48,000	TOTAL CHARGES FOR SERVICES	51,000	51,000	51,000

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
COURT						
CHARGES FOR SERVICES						
344,460	353,703	325,000	FINES AND BAIL	320,000	320,000	320,000
25,780	23,699	22,000	FINES / CIRCUIT	11,000	11,000	11,000
30,543	26,115	18,000	PAST DUE COLLECTIONS	15,000	15,000	15,000
207,878	144,674	160,000	TRAFFIC SAFETY	90,000	90,000	90,000
608,660	548,191	525,000	TOTAL CHARGES FOR SERVICES	436,000	436,000	436,000
PASS THRU REVENUE						
3,150	2,544	3,000	HELMETS & CARSEATS	2,000	2,000	2,000
3,150	2,544	3,000	TOTAL PASS THRU REVENUE	2,000	2,000	2,000
MISCELLANEOUS REVENUE						
33,060	24,503	22,000	COURT COSTS	20,000	20,000	20,000
13,084	11,930	12,300	CITY COSTS	9,000	9,000	9,000
12,897	6,113	6,000	ATTORNEY REIMBURSEMENTS	6,500	6,500	6,500
59,041	42,547	40,300	TOTAL MISCELLANEOUS REVENUE	35,500	35,500	35,500
PLANNING						
CHARGES FOR SERVICES						
21,695	12,280	13,000	LAND USE APPLICATIONS	15,000	15,000	15,000
9,220	8,480		TITLE LIEN SEARCH FEES			
9,100	900	14,000	TRAFFIC STUDIES	14,000	14,000	14,000
2,789	2,472	2,500	PLAN REVIEWS	2,000	2,000	2,000
2,500	2,500	7,500	PRE-CONSTRUCTION PLANNING ANNEXATIONS	5,000	5,000	5,000
45,304	26,632	37,000	SUBDIVISION DEVELOPMENT FEES			
45,304	26,632	37,000	TOTAL CHARGES FOR SERVICES	36,000	36,000	36,000
MISCELLANEOUS REVENUE						
251	389	100	MISCELLANEOUS-PLANNING	100	100	100
251	389	100	TOTAL MISCELLANEOUS REVENUE	100	100	100
REVENUE TRANSFERS						
1,100			REVENUE TRANSFER FROM PARK DEV			
2,700			REVENUE TRANSFER FROM WWTP RES			
2,067			REVENUE TRANSFER FM STREET RES			
5,867			TOTAL REVENUE TRANSFERS			
INTERGOVERNMENTAL REVENUE						
322,454			COUNTY LIBRARY TAX			
322,454			TOTAL INTERGOVERNMENTAL REVENUE			
GRANT REVENUE						
3,790			GRANTS-LIBRARY			
3,790			TOTAL GRANT REVENUE			
CHARGES FOR SERVICES						
3,837			LOST BOOK REVENUE			
1,058			COPIER RECEIPTS			
4,896			TOTAL CHARGES FOR SERVICES			

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
21,941			MISCELLANEOUS-LIBRARY			
21,941			TOTAL MISCELLANEOUS REVENUE			
			DONATIONS			
28,758			DONATIONS-LIBRARY			
15,056			DONATIONS-FOL SPECIAL DRIVE			
43,815			TOTAL DONATIONS			
			CHARGES FOR SERVICES			
110	210	150	PARK RENTALS	300	300	300
110	210	150	TOTAL CHARGES FOR SERVICES	300	300	300
			MISCELLANEOUS REVENUE			
5,211	5,606	5,000	MISCELLANEOUS-PARKS			
5,211	5,606	5,000	TOTAL MISCELLANEOUS REVENUE			
			DONATIONS			
			DONATIONS-PARKS			
			TOTAL DONATIONS			
			OPERATIONAL TRANSFERS IN			
16,000			OPERATIONATRANS FROM PARKS DEV			
14,000			OPERATIONATRANS FROM TRANSIT			
30,000			TOTAL OPERATIONAL TRANSFERS IN			
			CHARGES FOR SERVICES			
55,746	45,453	60,000	BUILDING PERMITS	60,000	60,000	60,000
47,942	2,667	4,000	SCHOOL DISTRICT EXCISE TAX	4,000	4,000	4,000
12,576	16,245	17,500	MECHANICAL PERMITS	17,500	17,500	17,500
630			MOBILE HOME PERMITS	3,850	3,850	3,850
74,504	37,612	60,000	PLAN CHECK FEES-STRUCTURAL	60,000	60,000	60,000
		1,500	PHASED & PARTIAL PERMIT FEES			
			GRADING PERMITS FEE			
			REINSPECTION FEES			
191,397	101,977	143,000	TOTAL CHARGES FOR SERVICES	145,350	145,350	145,350
			PASS THRU REVENUE			
8,378	7,217	9,300	BUILDING PERMIT SURCHARGE	9,300	9,300	9,300
60			MOBILE HOME SURCHARGE	330	330	330
8,438	7,217	9,300	TOTAL PASS THRU REVENUE	9,630	9,630	9,630
			SOURCE 391			
		78,430	RESERVE TRANS FROM TECH RES			
		78,430	TOTAL SOURCE 391			

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			REVENUE TRANSFER			
900			SR TRANSFER FROM PARKS DEV			
2,700			SR TRANSFER FROM SEWER CONSTR			
3,348			SR TRANSFER FROM STREET RES			
6,948			TOTAL REVENUE TRANSFER			
			CASH CARRYOVER			
			CASH CARRYOVER			
			TOTAL CASH CARRYOVER			
			INTERGOVERNMENTAL			
2,721	311		CONSTRUCTION EXCISE TAX			
2,721	311		TOTAL INTERGOVERNMENTAL			
			GRANT REVENUE			
	16,737		GRANT-FEDERAL JAG/COMPUTERS			
2,800			BIKE RODEO GRANT			
1,640	1,480	2,000	GRANTS - DUII	2,000	2,000	2,000
	1,120		GRANTS-POLICETRAFFIC			
4,880	4,800	4,000	GRANT - SEATBELT	4,000	4,000	4,000
	1,320		GRANT - PEDESTIAN SAFETY	2,000	2,000	2,000
699			GRANT - GANG ENFORCEMENT			
			GRANT - OJP VEST PROGRAM	1,000	1,000	1,000
			GRANT-UNDERAGE DRINKING			
			GRANT REV-LETPP			
10,019	25,457	6,000	TOTAL GRANT REVENUE	9,000	9,000	9,000
			CHARGES FOR SERVICES			
23,775	11,100	10,000	VEHICLE RELEASE/TOW FEES	10,000	10,000	10,000
10,112	7,050	7,500	ALARM PERMIT FEES	7,500	7,500	7,500
			FINGER PRINTING FEES	4,500	4,500	4,500
1,847	1,635	2,000	REPORTS REVENUE	2,500	2,500	2,500
35,734	19,785	19,500	TOTAL CHARGES FOR SERVICES	24,500	24,500	24,500
			PASS THRU REVENUE			
15,450	15,450	15,000	JUV DIVERSION PASS-THRU	15,000	15,000	15,000
15,450	15,450	15,000	TOTAL PASS THRU REVENUE	15,000	15,000	15,000
			MISCELLANEOUS REVENUE			
957	1,242		MISCELLANEOUS-POLICE	100	100	100
100,089	52,640	111,178	CSD-SHARED SRO REIMBURSEMT	58,004	58,004	58,004
101,046	53,882	111,178	TOTAL MISCELLANEOUS REVENUE	58,104	58,104	58,104
			DONATIONS			
2,962	2,330		DONATIONS-POLICE			
8,993	4,659		DONATIONS-CANINE			
11,955	6,989		TOTAL DONATIONS			

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CEMETERY						
CHARGES FOR SERVICES						
13,500	9,390	8,225	GRAVE SALES	7,225	7,225	7,225
18,250	24,875	25,450	GRAVE OPEN & CLOSE	21,100	21,100	21,100
9,515	10,140	9,360	LINER SALES	7,920	7,920	7,920
4,915	3,680	3,500	MARKER & MONUMENTS	4,000	4,000	4,000
4,020	2,854	2,700	MAUSOLEUM NAME BARS	2,000	2,000	2,000
11,445	17,277	8,600	MAUSOLEUM SALES	10,550	10,550	10,550
4,000	2,220	3,300	MAUSOLEUM OPEN & CLOSE	1,870	1,870	1,870
65,645	70,436	61,135	TOTAL CHARGES FOR SERVICES	54,665	54,665	54,665
MISCELLANEOUS REVENUE						
2,000	2,700	2,400	MISCELLANEOUS-CEMETERY	3,300	3,300	3,300
2,000	2,700	2,400	TOTAL MISCELLANEOUS REVENUE	3,300	3,300	3,300
DONATIONS						
DONATIONS-CEMETERY						
TOTAL DONATIONS						
FINANCE						
OPERATIONAL TRANSFERS IN						
75,170	24,220	40,948	O/H FROM BUILDING	44,501	44,501	44,501
	35,700	56,394	O/H FROM LIBRARY FUND	179,242	179,242	179,242
85,000	57,765	79,174	O/H FROM STREET	104,178	104,178	104,178
51,350	42,750		O/H FROM FLEET			
1,000	1,000	600	O/H FROM 911	600	600	600
4,000	10,500	1,832	O/H FROM LID			
60,000	59,640	600	O/H FROM PARKS DEV	600	600	600
515		600	O/H FROM LIBRARY ENDOW	600	600	600
2,000	2,000	600	O/H FROM CPC	600	600	600
1,400	1,000	600	O/H FROM FORFEITURE	600	600	600
138,548	59,710	16,337	O/H FROM TRANSIT	48,212	48,212	48,212
55,000	58,040	49,931	O/H FROM SWIM LEVY	88,764	88,764	88,764
65,000	59,000	64,920	O/H FROM UR	90,418	90,418	90,418
179,700	242,750	102,297	O/H FROM WWTP	121,452	121,452	121,452
		68,267	O/H FROM COLLECTIONS	44,422	44,422	44,422
			O/H FROM STORMWATER	48,108	48,108	48,108
		600	O/H FROM SEWER RESERVE	600	600	600
5,150	5,630	600	O/H FROM LOG ROAD			
39,500	50,475	600	O/H FROM STREET RESERVE	600	600	600
11,000	1,320	600	O/H FROM CAPITAL RES			
774,333	711,500	403,604	TOTAL OPERATIONAL TRANSFERS IN	773,497	773,497	773,497
INTERFUND TRANSFERS						
	200,000	100,000	REVENUE TRANSFER FROM LIBRARY			
		4,000	RESERVE TRANS FROM TECH RES	75,000	75,000	75,000
	200,000	104,000	TOTAL INTERFUND TRANSFERS	75,000	75,000	75,000
7,238,907	6,865,220	8,833,828	TOTAL FUND REVENUE	8,156,665	8,156,665	8,156,665

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 2011-2012

- For the third year in a three-year plan, a \$100,000 transfer will be made to the Library Fund for working capital.
- Personal services costs for facilities maintenance and materials and services costs for electricity, gas, cleaning and building maintenance have been moved to the new Facilities Fund. The department now pays for these services through an overhead transfer to Facilities Fund.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 5.59 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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
ADMINISTRATION DEPT						
PERSONAL SERVICES:						
105,072	105,456	122,000	CITY ADMINISTRATOR	90,594	90,594	90,594
93,665	92,742	94,937	CITY ATTORNEY	103,571	103,571	103,571
			ASSISTANT CITY ADMINISTRATOR	89,347	89,347	89,347
75,814	86,140	83,577	HR-DIRECTOR			
58,947	61,308	61,770	CITY RECORDER	56,848	56,848	56,848
33,532	36,146	38,612	DEPUTY CITY RECORDER	41,316	41,316	41,316
9,118	9,182	9,600	MAYOR & COUNCIL	9,600	9,600	9,600
18,203	19,575	20,670	OFFICE SPECIALIST II	45,835	45,835	45,835
909			HR-PERSONNEL INVESTIGATOR			
	1,706	7,802	MAIN STREET PROJECT MGR	8,440	8,440	8,440
482	60,695	45,909	FACILITIES MAINTENANCE			
23,865	25,733	30,326	PART TIME/OFFICE SPEC II	3,165	3,165	3,165
	635	500	OVERTIME	250	250	250
189,506	203,673	238,556	EMPLOYEE BENEFITS	219,796	219,796	219,796
609,113	702,991	754,259	TOTAL PERSONAL SERVICES	668,762	668,762	668,762
MATERIAL AND SERVICES:						
538	98	1,000	ELECTION	100	100	100
5,088		22,000	PROF/TECH SERVICES	20,000	20,000	20,000
69,897	12,484	10,000	HR-PROFESSIONAL SERVICES	7,000	7,000	7,000
16,000	16,000	26,000	OCTS	16,000	16,000	16,000
45	8,012	11,000	HR-LEGAL/LABOR NEGOTIATIONS	9,000	9,000	9,000
4,739	43,385	12,480	HR-RECRUIT/EMPLOY TESTING	7,800	7,800	7,800
3,347	2,881	4,690	CODIFICATION	1,690	1,690	1,690
3,183	3,216	3,900	CLEANING SERVICE			
604	446	600	REPAIR & MAINT/OFFICE EQUIP	500	500	500
1,776	2,095	3,715	BUILDING MAINTENANCE	1,000	1,000	1,000
		6,000	GROUND LEASE (ADULT CENTER)	6,000	6,000	6,000
138,950	152,029	77,788	LIABILITY INSURANCE	78,416	78,416	78,416
697	11,000	11,000	INSURANCE-PAY OUTS	11,000	11,000	11,000
49,374	20,000		LIAB INS DEDUCTIBLE ACCRUED			
1,412			W/COMP INS DEDUCTIBLE ACCRUED			
10,369	9,967	10,200	COMMUNICATIONS	10,200	10,200	10,200
134	523	700	PRINTING & BINDING	200	200	200
11,028	7,209	9,800	MAYOR & CITY COUNCIL	7,200	7,200	7,200
	1,657	6,725	MAYOR & CC TRAVEL & TRAINING			
	113	650	MAYOR & CC MEMBERSHIP DUES	490	490	490
10,194	5,260	10,380	ADMIN STAFF TRAVEL & TRAINING	5,880	5,880	5,880
			EMPLOYEE TUITION REIMB			
1,458	2,687	5,800	HR-TRAVEL & TRAINING	6,000	6,000	6,000
15,057	14,600	16,355	ADMIN MEMBERSHIP DUES & FEES	14,455	14,455	14,455
305	515	500	HR-MEMBERSHIP DUES & FEES	400	400	400
16,854	8,428	11,300	SUPPLIES & SERVICES	8,030	8,030	8,030
		2,500	FACILITIES SUPPLIES & SM TOOLS			
1,358	4,797	4,800	HR-SUPPLIES & SERVICES	4,800	4,800	4,800
	2,640	7,500	MAIN STREET SUPPLIES & SVCS	3,000	3,000	3,000
			DOWNTOWN FLOWER BASKETS			
			UTILITIES			
2,799	3,921	3,900	EMPLOYEE RECOGNITION	3,300	3,300	3,300
2,444	2,632	3,660	HR-RISK MGMT/SAFETY COMMITTEE	1,500	1,500	1,500
1,175	2,356	5,250	GRANT-AAA FUNDS TO ADULT CENTE	130,000	130,000	130,000
101,366	115,323	130,000	GRANTS-SVC AGENCIES			
3,000			NEWSLETTER			
2,400	1,579	2,000				
475,588	455,851	422,193	TOTAL MATERIAL AND SERVICES	353,961	353,961	353,961

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
	337,109	200,000	TRANSFER TO LIBRARY	100,000	100,000	100,000
4,725	10,924	6,500	OP TRANSFER TO FLEET	6,750	6,750	6,750
			OP TRANSFER TO FACILITIES	99,488	99,488	99,488
7,725	12,067	18,672	OP TRANSFER TO TECHNICAL SVC.	13,316	13,316	13,316
20,000		50,000	TRANSFER TO TRANSIT			
			TRANSFER TO DEBT	202,812	202,812	202,812
			TRANSFER TO SEWER RES (LID)	10,936	10,936	10,936
		30,000	RESERVE TRANSFER TO FLEET			
20,000	162,000	5,000	RESERVE TRANSFER TO COMPUTER			
4,800	150,000		RESERVE TRANSFER TO CAPITAL			
57,250	672,100	310,172	TOTAL TRANSFERS	433,302	433,302	433,302
1,141,951	1,830,941	1,486,624	TOTAL ADMINISTRATION DEPT	1,456,025	1,456,025	1,456,025
OTHER:						
		57,423	CONTINGENCY	174,328	174,328	674,328
		1,100,000	UNAPPROP ENDING FUND BALANCE	500,000	500,000	
		1,157,423	TOTAL OTHER	674,328	674,328	674,328

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 2011-2012

- Budgeted expenditures decreased 5.25% over the previous year due primarily to a .25 FTE decrease in OS II hours.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 2.25 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. A reserve transfer to Technical Services Reserve of \$2,000 is for future equipment needs.

Capital Outlay – None at this time.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
COURT DEPT						
PERSONAL SERVICES:						
7,915	6,100	2,187	FINANCE & COURT SRVC DIRECTOR			
		1,765	CITY RECORDER	3,790	3,790	3,790
61,358	62,277	63,330	OFFICE SPEC IV	64,590	64,590	64,590
39,072	38,688	40,320	MUNICIPAL JUDGE	43,392	43,392	43,392
49,784	41,920	42,681	OFFICE SPECIALIST II	32,654	32,654	32,654
5,510	4,479	7,800	PT COURT SERVICES OFFICER	7,000	7,000	7,000
7,988	144		POLICE COURT OVERTIME/TRAINING			
416			C.S.O.TRAINING			
68,769	60,681	66,665	EMPLOYEE BENEFITS	63,872	63,872	63,872
240,813	214,290	224,748	TOTAL PERSONAL SERVICES	215,298	215,298	215,298
MATERIAL AND SERVICES:						
1,169	1,283	1,350	SOFTWARE SUPPORT/MAINT	1,450	1,450	1,450
4,180	4,000	4,000	INTERPRETER	2,800	2,800	2,800
		300	PROTEM JUDGE			
49,800	34,200	37,800	COURT APPOINTED ATTORNEYS	37,800	37,800	37,800
2,587	2,710	2,700	TECHNICAL/ATTORNEY	2,900	2,900	2,900
438	478	500	COMMUNICATIONS	450	450	450
1,348	255	2,000	TRAINING/CONF/TRAVEL	1,000	1,000	1,000
		300	JURY FEES	300	300	300
		200	WITNESS FEES	100	100	100
7,108	6,882	7,500	SUPPLIES & SERVICES	5,000	5,000	5,000
836			MISC EQUIPMENT			
3,437	3,393	3,600	BLDG MAINTENANCE & CLEANING			
1,118	1,113	1,000	UTILITIES			
2,660	591	3,000	HELMETS & CARSEATS	2,000	2,000	2,000
74,683	54,906	64,250	TOTAL MATERIAL AND SERVICES	53,800	53,800	53,800
TRANSFERS:						
4,635	10,344	11,203	OP TRANSFER TO TECH SVC.	13,316	13,316	13,316
			RESERVE TRANSFER TO COMPUTERS	2,000	2,000	2,000
4,635	10,344	11,203	TOTAL TRANSFERS	15,316	15,316	15,316
320,131	279,540	300,201	TOTAL COURT DEPT	284,414	284,414	284,414
OTHER:						
TOTAL OTHER						

Department Description

The purpose of Planning Department is to maintain and improve the quality of the community and the life of citizens who live in the community through the provision of land use planning information and advice as it relates to the administration of the City's current and advanced planning programs.

The Planning Department develops and maintains the Comprehensive Plan, other various master plans, the Land Development and Zoning Code, and the application and enforcement of land use regulations through the review and coordination of the development review process.

Noteworthy Changes for 2011-2012

- Reclassification of project planner position to a more encompassing and standard Senior Planner job description.
- FTE staffing remains the same as last year.
- Facility and utility expenses now accounted for in a separate Facilities Fund with contribution indicated in the facilities transfer expense line item.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 2.9 FTEs. An FTE is a full-time equivalent employee. Department utilizes a half-time administrative assistant, half-time current planning assistant, nearly 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 new Facilities Funds.

Capital Outlay – none.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PLANNING DEPT						
PERSONAL SERVICES:						
9,117	52,074	68,960	PLANNING DIRECTOR	72,280	72,280	72,280
27,285	20,915	21,234	SENIOR PLANNER	62,748	62,748	62,748
45,448			OFFICE SPECIALIST II	21,769	21,769	21,769
28,384	31,726	57,977	PLANNING TECHNICIAN			
47,684	48,213	30,167	PROJECT PLANNER			
8,006	8,609	9,178	ASSOCIATE PLANNER	26,618	26,618	26,618
69,920	54,304	74,491	CODE ENFORCEMENT OFFICER	9,642	9,642	9,642
			EMPLOYEE BENEFITS	75,839	75,839	75,839
235,844	215,843	262,007	TOTAL PERSONAL SERVICES	268,896	268,896	268,896
MATERIAL AND SERVICES:						
9,943	1,489	7,500	ANNEXATION EXPENSES	5,000	5,000	5,000
18,928	12,737	29,000	PROF/TECH SERVICES	26,800	26,800	26,800
4,570	4,330		PROF SRVTITLE LIEN SEARCH COST			
1,980	1,599	1,820	BUILDING MAINTENANCE	900	900	900
17,779	13,107	14,249	RENTAL LAND/BUILDING			
1,135	1,458	1,140	COMMUNICATIONS	1,500	1,500	1,500
600	200	900	MAPPING	1,300	1,300	1,300
642		1,305	PLANNING COMMISS. EXPENSES	1,100	1,100	1,100
565	1,334	3,500	TRAVEL & TRAINING	2,000	2,000	2,000
428	360	665	FEES & DUES	1,015	1,015	1,015
10,299	7,531	10,000	SUPPLIES & SERVICES	12,955	12,955	12,955
220	179	200	UTILITIES			
13,600	1,695	14,000	TRAFFIC STUDY	14,000	14,000	14,000
80,689	46,018	84,279	TOTAL MATERIAL AND SERVICES	66,570	66,570	66,570
CAPITAL OUTLAY:						
	2,326		CAPITAL OFFICE EQUIPMENT			
	2,326		TOTAL CAPITAL OUTLAY			
TRANSFERS:						
2,650			OP TRANSFER TO FLEET			
9,270	10,344	13,071	OP TRANSFER TO TECHNICAL SVC.	15,536	15,536	15,536
			RESERVETRANSFER TO FLEET			
			RESERVETRANSFER TO COMPUTER			
11,920	10,344	13,071	TOTAL TRANSFERS	15,536	15,536	15,536
328,453	274,531	359,357	TOTAL PLANNING DEPT	351,002	351,002	351,002
OTHER:						
TOTAL OTHER						

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LIBRARY DEPT						
PERSONAL SERVICES:						
35,641			LIBRARY OFFICE SPEC I			
99,132			OFFICE SPECIALIST II			
61,764			LIBRARY COORDINATOR			
59,253			TECH REF LIBRARIAN			
3,395			LIBRARY PAGE (SHELVERS)			
85,868			EMPLOYEE BENEFITS			
345,054			TOTAL PERSONAL SERVICES			
MATERIAL AND SERVICES:						
23,920			PROFESSIONAL SERVICES			
15,171			BUILDING MAINTENANCE			
2,719			COMMUNICATIONS			
10,921			SUPPLIES & SERVICES			
8,758			UTILITIES			
23,411			MCNAUGHTONS (BEST SELLERS)			
875			PERIODICALS (MAGAZINES)			
3,945			GRANTS-LIBRARY EXPENDED			
1,407			DONATIONS-LIBRARY EXPENDED			
14,050			DONATIONS EXPENDED FOL			
105,177			TOTAL MATERIAL AND SERVICES			
TRANSFERS:						
4,635			OP TRANSFER TO TECHNICAL SVC.			
4,635			TOTAL TRANSFERS			
454,866			TOTAL LIBRARY DEPT			
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 three years, but due to budgetary constraints, again the position was cut from the budget.

Noteworthy Changes for 2011-2012

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

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 and tools, Adult Center building maintenance, and employee training.

Capital Outlay – The Parks department will be paving the parking lot at Maple Street Park and seal coating Legacy Park..

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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PARKS DEPT						
PERSONAL SERVICES:						
2,546	3,349	10,379	PUBLIC WORKS DIRECTOR	12,754	12,754	12,754
3,063			PUBLIC WORKS SUPERVISOR			
42,435	42,210	61,212	MAINT LEAD WORKER	62,436	62,436	62,436
75,408			PARK MAINTENANCE I			
4,116			OFFICE SPECIALIST II			
	81,717	86,763	PARK UTILITY MAINT II	92,171	92,171	92,171
50,453	50,642	51,506	PARK UTILITY MAINT III	52,534	52,534	52,534
3,047	926	5,000	OVERTIME	5,000	5,000	5,000
85,865	82,516	107,081	EMPLOYEE BENEFITS	117,828	117,828	117,828
1,600	1,600	1,600	CLOTHING ALLOWANCE	1,600	1,600	1,600
268,534	262,959	323,541	TOTAL PERSONAL SERVICES	344,323	344,323	344,323
MATERIAL AND SERVICES:						
	2,433	1,240	CONTRACT SERVICES	1,240	1,240	1,240
8,231	9,514	10,500	PARKS GROUND MAINTENANCE	10,500	10,500	10,500
8,118	6,509	8,772	PARK BLDG MAINTENANCE	8,000	8,000	8,000
4,021	4,506	6,280	MAINT-ADULT CTR BLDG			
2,863	3,207	5,000	VANDALISM REPAIR	5,000	5,000	5,000
375			REFUNDS			
1,612	1,642	1,800	COMMUNICATIONS	1,775	1,775	1,775
1,115	532	1,600	TRAINING/CONF/TRAVEL	1,600	1,600	1,600
7,178	8,426	9,050	SUPPLIES & SERVICES	9,450	9,450	9,450
8,331	7,961	10,500	PARK EQUIPMENT	10,500	10,500	10,500
2,841	867		UNIFORMS			
17,132	17,763	19,000	UTILITIES	15,800	15,800	15,800
			DONATIONS - PARKS EXPENDED			
61,817	63,358	73,742	TOTAL MATERIAL AND SERVICES	63,865	63,865	63,865
CAPITAL OUTLAY:						
3,750		60,000	EQUIPMENT	9,200	9,200	9,200
11,248			PARK PAVING	52,500	52,500	52,500
25,966			MAPLE ST. BLEACHERS			
11,831			COMM PARK GUARD RAIL			
52,795		60,000	TOTAL CAPITAL OUTLAY	61,700	61,700	61,700
TRANSFERS:						
36,750	56,302	60,000	OP TRANSFER TO FLEET	45,500	45,500	45,500
1,545	1,724	1,867	OP TRANSFER TO TECHNICAL SVC.	2,219	2,219	2,219
1,000	1,000	1,000	RESERVE TRANSFER TO COMPUTER			
39,295	59,026	62,867	TOTAL TRANSFERS	47,719	47,719	47,719
422,441	385,343	520,150	TOTAL PARKS DEPT	517,607	517,607	517,607
OTHER:						
TOTAL OTHER						

Department Description

The purpose of the Building Department is to ensure that the life, health and property of 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 Building Department provides building plan review, issues building and mechanical permits, performs construction inspections for permits issued, maintains construction records, and coordinates construction plan review with planning and other city departments and outside agencies.

Noteworthy Changes for 2011-2012

- The building reserve fund was exhausted in the previous fiscal year budget. A subsidy from the general fund is indicated to balance operation of the department should permit activity remain similar to the two previous years.
- The Materials & Services budget has been reduce by 2/3rds, representing both a bare bones operation that can be supplemented if increased construction activity brings in additional offsetting revenue, and movement of facility and utility expenses to a separate Facilities Fund with contribution indicated in the facilities transfer expense line item.
- Alternative building service arrangements for the community continue to be evaluated in terms of cost effectiveness and service quality based on expected building activity levels.
- The Tech Service reserve fund continues to hold funds to assist with the transition needs to use of the State permitting software which may be available to Canby May, 2012. The funds are available for data conversion, training expenses, and hardware upgrades associated with implementation of the new software.

Budget at a Glance

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

Personal Services - includes wages and fringe benefits for 2.03 FTEs. An FTE is a full-time equivalent employee. The staffing level remains the same as last year when reduced to what could be considered to be a minimum in-house operating level.

Materials and Services - includes office supplies, employee training, contract building inspection and plan review services, pass through expenses for building permit surcharge (fees to tri-county building board), and school excise tax collection. Materials and services budget is less than 1/3 that of 2008-2009 level.

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

Capital Outlay – none

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
BUILDING DEPT						
PERSONAL SERVICES:						
DIRECTOR-COMMUNITY DEVELOPMEN						
3,507	20,029	17,240	PLANNING DIRECTOR	18,070	18,070	18,070
3,060	214	26,676	OFFICE SPECIALIST II	27,211	27,211	27,211
52,761	60,458	3,000	OFFICE SPEC III			
73,329	73,918	75,190	BUILDING OFFICIAL	76,696	76,696	76,696
8,006	8,609	9,178	CODE ENFORCEMENT OFFICER	9,642	9,642	9,642
193	532		OVERTIME			
49,644	54,063	54,497	EMPLOYEE BENEFITS	58,908	58,908	58,908
400	400	400	CLOTHING ALLOWANCE	400	400	400
190,899	218,222	186,181	TOTAL PERSONAL SERVICES	190,927	190,927	190,927
MATERIAL AND SERVICES:						
6,159	1,428	5,500	CONTRACT BUILDING INSPECTIONS	2,700	2,700	2,700
500	2,110	2,000	COMPUTER HW/SW	880	880	880
		10,640	PROF SVC (PLAN REVIEW/PERMITS)	2,600	2,600	2,600
1,740	1,344	1,600	BUILDING MAINTENANCE	250	250	250
15,821	10,993	11,589	RENTAL LAND/BUILDING			
		300	MISC. UNANTICIPATED			
716	819	900	COMMUNICATIONS	840	840	840
1,385	2,125	5,000	TRAINING/CONF/TRAVEL	1,500	1,500	1,500
595	525	800	MEMBERSHIP DUES & FEES	400	400	400
7,506	7,110	8,370	BUILDING PERMIT SURCHARGE	9,630	9,630	9,630
47,462	2,590	3,840	SCHOOL DISTRICT EXCISE TAX	4,000	4,000	4,000
4,655	3,827	10,000	SUPPLIES & SERVICE	2,430	2,430	2,430
220	1,128	5,000	ARCHIVE COSTS	350	350	350
200	150	1,100	UTILITIES			
		350	MISC FEES/REIMBURSEMENT			
86,959	34,149	66,989	TOTAL MATERIAL AND SERVICES	25,580	25,580	25,580
TRANSFERS:						
75,170	24,220 (40,948)	O/H TRANSFER TO GENERAL FUND	44,501	44,501	44,501
2,990	2,243	2,500	OP TRANSFER TO FLEET	1,500	1,500	1,500
			OP TRANSFER TO FACILITIES	1,906	1,906	1,906
10,043	6,895	7,469	OP TRANSFER TO TECHNICAL SVC.	4,439	4,439	4,439
			RESERVE TRANSFER TO FLEET			
			RESERVETRANSFER TO COMPUTER			
88,203	33,358 (30,979)	TOTAL TRANSFERS	52,346	52,346	52,346
366,060	285,729	222,191	TOTAL BUILDING DEPT	268,853	268,853	268,853
OTHER:						
		8,539	BUILDING RESERVE FUNDS			
		8,539	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 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 2011-2012

This year's budget focused on stabilizing and maintaining our current staffing and level of service. However, due to a reduction to the department's overall budget, one (1) vacant police officer position will not be filled. This entry police officer position which includes salary and benefit is approximately \$76,861.00. This will result in a reduction on our department's authorized strength of sworn police officers; from twenty-five to twenty-four positions.

Other changes include:

- There is an increase in the transfer to fleet for overall operating costs due to anticipated increased costs for fuel, parts, and labor.
- There is an increase in the transfer to fleet for the purchase of two patrol vehicles.
- The Canby School District plans to fund 50% of the School Resource Officer position for the fiscal year 2011/2012. Reimbursement for this position is valued at \$58,004.00. This position was funded at 100% last year.
- There is an increased cost, approximately \$10,000 for the C800 radio system.
- There is an increased cost, approximately \$2,000 for MDC communication / Air Cards.
- Budget reduction of approximately 3.2%. Adjusted reduction required is approximately \$168,090.00.
- Slight increases in personnel services due contractual obligations and increased insurance costs.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 28.6 FTEs. An FTE is a full-time equivalent employee.

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

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

In the past, there has been a transfer of \$50,000 to the 911 Emergency Fund for dispatch services. In order to meet the fiscal year 2011/2012 budget reduction of 3.2% (approximately \$132,143.00) and to fund 50% (\$58,004) for the School Resource Officer position at Canby High School, this transfer amount was not made.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
POLICE DEPT						
PERSONAL SERVICES:						
141,896	49,964	112,388	POLICE CHIEF	114,640	114,640	114,640
107,541	108,032	105,027	LIEUTENANT	107,135	107,135	107,135
56,290	60,066	53,281	ADMINISTRATIVE ASSISTANT	52,081	52,081	52,081
80,037	83,542	86,205	RECORDS CLERK/OSII	89,195	89,195	89,195
24,018	25,828	27,535	CODE ENFORCEMENT OFFICER	28,926	28,926	28,926
323,240	333,318	340,068	SERGEANTS	349,543	349,543	349,543
589,952	547,545	590,330	PATROL OFFICERS	593,732	593,732	593,732
283,873	263,013	283,521	DETECTIVES	310,887	310,887	310,887
66,988	68,731	70,433	SCHOOL RESOURCE OFFICER	72,540	72,540	72,540
121,641	130,462	138,570	TRAFFIC SAFETY OFFICER	144,426	144,426	144,426
124,430	145,538	148,746	CANINE OFFICERS	75,826	75,826	75,826
63,908	66,660	69,268	GANG OFFICER	68,780	68,780	68,780
47,238	50,044	53,468	PROPERTY & EVIDENCE TEMPORARY ASSISTANT	54,555	54,555	54,555
61,363	58,516	65,000	OVERTIME	60,000	60,000	60,000
18,300	22,628	30,000	COURT OVERTIME	28,000	28,000	28,000
40,760	38,866	40,000	HOLIDAY OVERTIME	38,000	38,000	38,000
36,087	38,829	34,000	SIU OVERTIME	32,300	32,300	32,300
47,399	38,849	42,000	TRAINING OVERTIME	40,000	40,000	40,000
10,556	13,184	17,000	TET TRAINING OT	16,000	16,000	16,000
15,133	6,351	12,000	SPECIAL EVENTS OVERTIME	10,000	10,000	10,000
785	2,605	5,000	CC SWAT OT	5,000	5,000	5,000
9,571	11,235	7,500	SUPERVISION OVERTIME	7,500	7,500	7,500
203			GRANT-GANG ENFORCEMENT			
1,722	3,156	2,000	GRANT - DUII WAGES EXP	2,000	2,000	2,000
5,150	5,428	4,000	GRANT - SEATBELT WAGES EXP	4,000	4,000	4,000
	1,672	2,000	GRANT - PEDESTRIAN/WAGES EXP	2,000	2,000	2,000
1,016,938	952,829	1,135,687	EMPLOYEE BENEFITS	1,161,502	1,161,502	1,161,502
17,497	15,028	14,400	UNIFORM CLEANING ALLOWANCE	13,800	13,800	13,800
	525	2,400	CLOTHING ALLOWANCE	2,400	2,400	2,400
		3,600	FOOTWEAR ALLOWANCE	3,450	3,450	3,450
3,312,517	3,142,444	3,495,427	TOTAL PERSONAL SERVICES	3,488,218	3,488,218	3,488,218

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MATERIAL AND SERVICES:						
2,700			OUTREACH CNTR BLDG RENT			
	2,700	2,700	STORAGE FACILITY RENT	2,700	2,700	2,700
82,891			VEHICLE LEASE PAYMENTS			
11,134	6,935	12,000	INVESTIGATION & INFO	10,000	10,000	10,000
800	1,280	1,000	PRISONERS BOARD & MEDICAL	1,000	1,000	1,000
	590	1,000	CRIME PREVENTION	1,000	1,000	1,000
			NEGOTIATIONS			
31,554	30,098	33,000	COMMUNICATIONS	35,000	35,000	35,000
		3,500	PARROTT CREEK PROGRAM	3,500	3,500	3,500
42,995	32,874	40,000	TRAINING & TRAVEL	35,000	35,000	35,000
23,903	22,898	25,000	FIREARM EQUIPMENT	25,000	25,000	25,000
4,311	1,303	3,500	TRAFFIC SAFETY TRAINING	2,000	2,000	2,000
6,304	9,986	10,000	TACTICAL ENTRY TEAM EQUIPMENT	9,000	9,000	9,000
20		500	E.O.C.	500	500	500
		3,000	PATROL/DETECTIVE EQUIPMENT	2,500	2,500	2,500
1,736	1,237	1,500	MEMBERSHIP FEES & DUES	1,500	1,500	1,500
205	218		DMV FEES			
		8,000	INFORMATION SYSTEM SERVICES	9,000	9,000	9,000
39,602	40,852	33,000	SUPPLIES & SERVICES	35,000	35,000	35,000
19,253	16,643	18,000	UNIFORMS	17,000	17,000	17,000
15,016	13,254	17,675	BUILDING MAINT & CLEANING			
(314)			VEHICLE REPAIRS (INSURANCE)			
1,467	1,241	1,000	EQUIPMENT REPAIR & MAINT	1,000	1,000	1,000
938	2,739	2,000	RADIO REPAIR	2,000	2,000	2,000
30,510	22,695	24,000	800 RADIO OPERATING FEE	25,000	25,000	25,000
4,586	4,303	4,000	CANINE EXPENSES	3,000	3,000	3,000
			RESERVE OFFICER EXPENSES			
12,379	7,553	7,500	TRAFFIC SAFETY EQUIPMENT	5,000	5,000	5,000
6,085	5,445	7,000	UTILITIES			
15,450	15,450	15,000	JUV DIVERSION PASS-THRU	15,000	15,000	15,000
1,444			BIKE RODEO GRANT			
496			GRANTS-GANG SUPPRESSION PGM			
	16,998		FED JAG GRANT-COMPUTERS			
	60		GRANTS-TRAFFIC SAFETY EXPENDED			
			GRANTS-PEDESTRIAN SAFETY	2,000	2,000	2,000
			GRANT EXP-LETPP			
	9,150		DONATIONS - POLICE/CANINE EXP			
2,814	2,245		DONATIONS-POLICE			
1,150	1,050	1,050	ACCREDITATION	1,050	1,050	1,050
359,427	269,796	274,925	TOTAL MATERIAL AND SERVICES	243,750	243,750	243,750
CAPITAL OUTLAY:						
		15,000	CAPITAL OFFICE EQUIPMENT			
		15,000	TOTAL CAPITAL OUTLAY			
TRANSFERS:						
178,505	250,781	301,175	OP TRANSFER TO FLEET	258,375	258,375	258,375
50,000	50,000	50,000	OP TRANSFER TO 911			
15,450	68,952	39,212	OP TRANSFER TO TECHNICAL SVC.	42,168	42,168	42,168
25,000			RESERVE TRANSFER TO FLEET			
65,000		5,000	RESERVE TRANSFER TO COMPUTER	5,000	5,000	5,000
5,000		12,400	RESERVE TRANSFER TO CAPITAL	12,400	12,400	12,400
338,955	369,733	407,787	TOTAL TRANSFERS	317,943	317,943	317,943
4,010,899	3,781,973	4,193,139	TOTAL POLICE DEPT	4,049,911	4,049,911	4,049,911
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 2011-2012

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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CEMETERY DEPT						
PERSONAL SERVICES:						
418			P.W. DIRECTOR			
2,592	2,659	2,842	OFFICE SPECIALIST IV	3,041	3,041	3,041
1,116	941	1,035	OFFICE SPECIALIST III			
			EMPLOYEE BENEFITS	1,215	1,215	1,215
4,126	3,600	3,877	TOTAL PERSONAL SERVICES	4,256	4,256	4,256
MATERIAL AND SERVICES:						
94,779	93,628	93,000	CONTRACTUAL AGREEMENT	91,900	91,900	91,900
896	829	2,000	PROF/TECH SERVICES			
450	4,130	5,000	MISCELLANEOUS	200	200	200
			REFUNDS	3,500	3,500	3,500
96,125	98,586	100,000	TOTAL MATERIAL AND SERVICES	95,600	95,600	95,600
TRANSFERS:						
24,636	24,636	24,636	MAUSOLEUM PAYBACK			
24,636	24,636	24,636	TOTAL TRANSFERS			
124,887	126,822	128,513	TOTAL CEMETERY DEPT	99,856	99,856	99,856
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, 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 2011-2012

- Budgeted expenditures decreased .6% over the previous year. The decrease comes from a .2 FTE reduction and reductions in expenditures for materials and services. The savings are mostly offset by the increase in PERS rates.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 3.9 FTEs whose work benefits all departments of the City. An FTE is a full-time equivalent employee. The costs of an additional 1.8 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.

Capital Outlay – past years' reserve transfers to Technical Services have built up a reserve that will allow the upgrade to the newest version of two accounting modules.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FINANCE DEPT						
PERSONAL SERVICES:						
59,514	65,017	85,281	FINANCE DIRECTOR	93,679	93,679	93,679
		54,002	SENIOR ACCOUNTANT			
149,060	103,703	80,230	OFFICE SPECIALIST IV	57,782	57,782	57,782
		19,858	OFFICE SPECIALIST III	65,802	65,802	65,802
87,393	68,112	106,311	OFFICE SPECIALIST II	29,918	29,918	29,918
			EMPLOYEE BENEFITS	112,682	112,682	112,682
295,968	236,832	345,682	TOTAL PERSONAL SERVICES	359,863	359,863	359,863
MATERIAL AND SERVICES:						
23,387	7,350	21,500	PROF/TECH SERVICE	6,000	6,000	6,000
		4,500	PROF SRVTITLE LIEN SEARCH COST	4,000	4,000	4,000
21,475	24,330	27,000	AUDITING	29,000	29,000	29,000
12,138	12,969	13,750	SOFTWARE MAINTENANCE	13,000	13,000	13,000
624	490	1,400	REPAIRS & MAINTENANCE	1,340	1,340	1,340
	3,434	4,000	COPIER LEASE & MAINT	3,500	3,500	3,500
			COMMUNICATIONS	250	250	250
	142	300	PUBLICATIONS/BOOKS	600	600	600
847	856	2,500	PRINTING & BINDING	2,400	2,400	2,400
5,934	1,049	4,000	TRAINING/CONF/TRAVEL	5,750	5,750	5,750
1,045	1,075	290	MEMBERSHIP DUES & FEES	390	390	390
6,010	5,574	5,500	SUPPLIES & SERVICE	5,410	5,410	5,410
7,121	4,045	12,500	BANK CHARGES	6,850	6,850	6,850
(21)	(70)		CASH OVER & SHORT			
547	161	2,200	MISC OFFICE EQUIPMENT	2,000	2,000	2,000
2,394	2,439	2,800	BLDG MAINTENANCE & CLEANING	500	500	500
25	20	100	SOFTWARE	500	500	500
1,474	1,371	1,500	UTILITIES			
		700	BUILDING IMPROVEMENTS			
83,001	65,234	104,540	TOTAL MATERIAL AND SERVICES	81,490	81,490	81,490
TRANSFERS:						
6,180	6,895	7,469	OP TRANSFER TO TECHNICAL SVC. RESERVE TRANSFER TO COMPUTER	13,316	13,316	13,316
6,180	6,895	7,469	TOTAL TRANSFERS	13,316	13,316	13,316
385,149	308,961	457,691	TOTAL FINANCE DEPT	454,669	454,669	454,669
OTHER:						
TOTAL OTHER						
7,554,838	7,273,840	8,833,828	TOTAL FUND EXPENDITURES	8,156,665	8,156,665	8,156,665

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, 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 2011-12

- Grant funds from the Oregon State Library support a full time, temporary bilingual librarian position through February, 2012.
- For the third and final year, a \$100,000 transfer from the General Fund adds to the Library Fund working capital. The funds from the permanent library district do not begin to be distributed until January of each year. The \$300,000 of working capital helps the library manage its cash flow.
- Internal transfer to the General Fund for administrative services is \$179,242 for 2011-12. The 2010-11 transfer was \$56,394, which was the \$146,394 transfer allocation less \$90,000 covered by the General Fund.

Budget at a Glance

Personal Services - includes wages and benefits for 10.325 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 2011-12.

CITY OF CANBY
REVENUES

LIBRARY FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PROPERTY TAXES			
	702,162	737,400	CC LIBRARY DISTRICT	744,619	744,619	744,619
	702,162	737,400	TOTAL PROPERTY TAXES	744,619	744,619	744,619
			GRANT REVENUE			
	6,094	4,500	GRANTS-LIBRARY	60,427	60,427	60,427
	6,094	4,500	TOTAL GRANT REVENUE	60,427	60,427	60,427
			CHARGES FOR SERVICES			
	2,744	2,000	LOST BOOK REVENUE	2,000	2,000	2,000
	1,218	1,000	COPIER RECEIPTS	1,000	1,000	1,000
	3,962	3,000	TOTAL CHARGES FOR SERVICES	3,000	3,000	3,000
			MISCELLANEOUS REVENUE			
	23,008	20,000	MISCELLANEOUS-LIBRARY	20,000	20,000	20,000
	23,008	20,000	TOTAL MISCELLANEOUS REVENUE	20,000	20,000	20,000
			INTEREST REVENUES			
	1,445	1,000	INTEREST REVENUES	1,000	1,000	1,000
	1,445	1,000	TOTAL INTEREST REVENUES	1,000	1,000	1,000
			DONATIONS			
	8,614	10,000	DONATIONS-LIBRARY	10,000	10,000	10,000
	10,466	15,000	DONATIONS-FOL SPECIAL DRIVE	15,000	15,000	15,000
	19,080	25,000	TOTAL DONATIONS	25,000	25,000	25,000
			OPERATIONAL TRANSFERS IN			
	337,109	200,000	TRANSFER FROM GENERAL FUND	100,000	100,000	100,000
	337,109	200,000	TOTAL OPERATIONAL TRANSFERS IN	100,000	100,000	100,000
			CASH CARRYOVER			
		221,332	CASH CARRYOVER	444,502	444,502	444,502
		221,332	TOTAL CASH CARRYOVER	444,502	444,502	444,502
	1,092,860	1,212,232	TOTAL FUND REVENUE	1,398,548	1,398,548	1,398,548
			OTHER:			

CITY OF CANBY
EXPENDITURES

LIBRARY FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LIBRARY EXPENDITURES						
PERSONAL SERVICES:						
	62,340	84,877	LIBRARY DIRECTOR	89,301	89,301	89,301
	38,194	45,370	LIBRARY OFFICE SPEC I	65,629	65,629	65,629
	116,119	131,887	OFFICE SPECIALIST II	106,780	106,780	106,780
	62,272	63,330	LIBRARY COORDINATOR	64,590	64,590	64,590
	68,014	85,362	TECH REF LIBRARIAN	87,076	87,076	87,076
			BILINGUAL LIBRARIAN	31,436	31,436	31,436
	13,573	18,096	LIBRARY PAGE (SHELVERS)	18,720	18,720	18,720
	112,732	150,056	EMPLOYEE BENEFITS	182,864	182,864	182,864
	473,244	578,978	TOTAL PERSONAL SERVICES	646,396	646,396	646,396
MATERIAL AND SERVICES:						
		27,500	COMPUTER HARDWARE/SOFTWARE			
	9,390	21,500	PROFESSIONAL SERVICES	10,000	10,000	10,000
	10,892	17,500	BUILDING MAINTENANCE			
	2,698	2,800	COMMUNICATIONS	2,700	2,700	2,700
	1,067	2,000	TRAVEL & TRAINING	1,000	1,000	1,000
	11,601	15,021	SUPPLIES & SERVICES	17,746	17,746	17,746
	11,693	22,000	AUDIO MATERIALS	23,000	23,000	23,000
	8,202	22,000	VISUAL MATERIALS	23,000	23,000	23,000
	7,481	8,240	UTILITIES			
	32,482	20,000	MCNAUGHTONS (BEST SELLERS)	22,000	22,000	22,000
	18,499	58,500	BOOKS	63,000	63,000	63,000
	242	2,000	LOST BOOKS REFUNDS	2,000	2,000	2,000
	2,483	3,500	PERIODICALS (MAGAZINES)	3,500	3,500	3,500
	2,487	4,500	GRANTS-LIBRARY EXPENDED			
			STATE LIBRARY GRANT	600	600	600
	8,290	10,000	DONATIONS-LIBRARY EXPENDED	10,000	10,000	10,000
	9,906	15,000	DONATIONS EXPENDED FOL	15,000	15,000	15,000
	137,414	252,061	TOTAL MATERIAL AND SERVICES	193,546	193,546	193,546
TRANSFERS:						
	35,700	56,394	O/H TO GENERAL FUND	179,242	179,242	179,242
			OP TRANSFER TO FACILITIES	31,503	31,503	31,503
	5,171	21,286	OP TRANSFER TO TECH SVCS.	11,097	11,097	11,097
	200,000	100,000	TRANSFER TO GENERAL FUND			
	20,000		RES TRANSFER TO TECH RESERVE			
	260,871	177,680	TOTAL TRANSFERS	221,842	221,842	221,842
	871,528	1,008,719	TOTAL LIBRARY EXPENDITURES	1,061,784	1,061,784	1,061,784
OTHER:						
		194,192	CONTINGENCY	36,764	36,764	146,618
		9,321	RESERVE FOR FUTURE EXPENDITURE			
			UNAPPROP ENDING FUND BALANCE	300,000	300,000	190,146
		203,513	TOTAL OTHER	336,764	336,764	336,764
	871,528	1,212,232	TOTAL FUND EXPENDITURES	1,398,548	1,398,548	1,398,548

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 2011-2012

- 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 5.29 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 – No major equipment capital purchases scheduled for this fiscal year.

CITY OF CANBY
REVENUES

STREETS FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
INTERGOVERNMENTAL						
583,489	631,527	590,000	STATE HIGHWAY FUND	850,000	850,000	850,000
234,412	328,785	300,000	LOCAL GAS TAX	314,000	314,000	314,000
304,576	521,956	520,000	ST MAINT FEE	520,000	520,000	520,000
388,697		300,000	FEDERAL FUND EXCHANGE	454,637	454,637	454,637
7,360	932	1,200	CONSTRUCTION EXCISE TAX	10,000	10,000	10,000
1,518,534	1,483,201	1,711,200	TOTAL INTERGOVERNMENTAL	2,148,637	2,148,637	2,148,637
CHARGES FOR SERVICES						
760	900	1,000	STREET REPAIRS	1,000	1,000	1,000
3,578	1,062	1,000	EROSION CONTROL FEES	1,500	1,500	1,500
	300	2,000	STREET EXCAVATION/OPENING FEE	1,500	1,500	1,500
4,338	2,262	4,000	TOTAL CHARGES FOR SERVICES	4,000	4,000	4,000
MISCELLANEOUS REVENUE						
11,407	2,985	1,500	MISCELLANEOUS REVENUE	1,500	1,500	1,500
11,407	2,985	1,500	TOTAL MISCELLANEOUS REVENUE	1,500	1,500	1,500
INTEREST REVENUES						
5,194	1,886	2,000	INTEREST REVENUES	2,000	2,000	2,000
5,194	1,886	2,000	TOTAL INTEREST REVENUES	2,000	2,000	2,000
CASH CARRYOVER						
		321,558	CASH CARRYOVER	426,694	426,694	426,694
		321,558	TOTAL CASH CARRYOVER	426,694	426,694	426,694
1,539,474	1,490,333	2,040,258	TOTAL FUND REVENUE	2,582,831	2,582,831	2,582,831
OTHER:						

CITY OF CANBY
EXPENDITURES

STREETS FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STREETS EXPENDITURES						
PERSONAL SERVICES:						
39,485	16,441	31,104	PUBLIC WORKS MANAGER	25,508	25,508	25,508
21,720	28,889		PW SUPERVISOR			
20,921	41,794	25,075	OFFICE SPECIALIST II	25,578	25,578	25,578
6,282	6,345		PROJECT PLANNER			
19,091	22,315	21,503	OFFICE SPECIALIST III	22,975	22,975	22,975
11,086			PUBLIC WORKS I			
69,698	39,339	88,126	PUBLIC WORKS II	93,269	93,269	93,269
50,394	53,288	51,506	PUBLIC WORKS III	52,534	52,534	52,534
60,630		13,651	PUBLIC WORKS LEAD MAN	56,956	56,956	56,956
	127	2,000	OVERTIME	2,000	2,000	2,000
146,978	89,465	127,577	EMPLOYEE BENEFITS	167,986	167,986	167,986
1,600	1,007	1,200	CLOTHING ALLOWANCE	1,600	1,600	1,600
447,886	299,010	361,742	TOTAL PERSONAL SERVICES	448,406	448,406	448,406
MATERIAL AND SERVICES:						
9,088	643		CONTRACT LABOR-UTILITY BILLING			
18,011	9,463	15,000	CONSULTANT ENGINEER	8,000	8,000	8,000
	938	1,000	SOFTWARE MAINTENANCE	1,000	1,000	1,000
9,445	1,159	1,500	CURB/SIDEWALK REPAIR	1,500	1,500	1,500
974	1,056	1,000	BUILDING MAINTENANCE	500	500	500
57,429	53,418	49,000	STREET LIGHTING & MAINT	55,000	55,000	55,000
66,308	27,766	30,000	STREET MAINTENANCE	30,000	30,000	30,000
183		1,000	EQUIPMENT RENTAL	500	500	500
	2,810	7,000	SPACE COSTS-UTILITY BILLING			
	699	800	COPIER LEASE & MAINT	800	800	800
20,994	34,522	35,530	STREET MAINT BILLING	31,975	31,975	31,975
10,343	9,153	6,000	STREET SIGNING	6,000	6,000	6,000
	14,799	10,000	STREET MARKING & STRIPING	10,000	10,000	10,000
3,337	3,270	2,850	COMMUNICATIONS	3,200	3,200	3,200
		300	PUBLICATIONS	300	300	300
4,027	2,597	3,000	TRAVEL & TRAINING	2,500	2,500	2,500
1,557	233	300	MEMBERSHIP DUES & FEES	300	300	300
31,149	13,066	12,000	SUPPLIES & SERVICES	12,000	12,000	12,000
150		1,000	SNOW & ICE REMOVAL	800	800	800
	2,517	2,000	SMALL TOOLS	2,000	2,000	2,000
4,593	815	500	UNIFORMS	500	500	500
1,578	1,385	1,000	CLEANING / SUPPLIES	300	300	300
1,666	1,447	1,200	SAFETY SUPPLIES	1,200	1,200	1,200
95	187	800	TREE REPLACEMENT	800	800	800
22	27	5,500	LANDSCAPING 2ND AVE	8,000	8,000	8,000
6,916	6,438	7,000	UTILITIES	6,000	6,000	6,000
		1,000	GPS MAPPING PROJECT	1,000	1,000	1,000
4,251	5,575		BAD DEBT EXPENSE	5,600	5,600	5,600
252,115	193,981	196,280	TOTAL MATERIAL AND SERVICES	189,775	189,775	189,775
CAPITAL OUTLAY:						
2,859	1,355	3,000	EQUIPMENT	3,000	3,000	3,000
10,827		1,500	SOFTWARE/COMPUTER EQUIP	1,500	1,500	1,500
13,686	1,355	4,500	TOTAL CAPITAL OUTLAY	4,500	4,500	4,500

CITY OF CANBY
EXPENDITURES

STREETS FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
85,000	57,765	79,174	O/H TRANSFER TO GENERAL FUND	104,178	104,178	104,178
86,929	144,668	144,955	OP TRANSFER TO FLEET	103,000	103,000	103,000
			OP TRANSFER TO FACILITIES	27,428	27,428	27,428
6,180	5,171	5,602	OP TRANSFER TO TECHNICAL SVC.	7,768	7,768	7,768
			TRANSFER TO DEBT SERVICE	42,455	42,455	42,455
			RESERVE TRANSFER TO FLEET			
	10,000		RESERVE TRANSFER TO STREET			
388,697		300,000	RES TRANS - CAP RESERVE - ROOF	454,637	454,637	454,637
169,983	389,395	499,630	RES TRANS - ST MAINT FEE	422,450	422,450	422,450
178,875	256,000	279,065	RES - CANBY GAS TAX	284,000	284,000	284,000
915,663	862,999	1,308,426	TOTAL TRANSFERS	1,445,916	1,445,916	1,445,916
1,629,350	1,357,345	1,870,948	TOTAL STREETS EXPENDITURES	2,088,597	2,088,597	2,088,597
OTHER:						
		160,349	STREETS CONTINGENCY	44,234	44,234	257,517
		8,961	RESERVE FOR FUTURE EXPENDITURE			
			UNAPPROP ENDING FUND BALANCE	450,000	450,000	236,717
		169,310	TOTAL OTHER	494,234	494,234	494,234
1,629,350	1,357,345	2,040,258	TOTAL FUND EXPENDITURES	2,582,831	2,582,831	2,582,831

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 variety 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 2011-2012

- Materials and Services budget has shown an overall decrease, but the lease funds were subtracted from the materials and service and accounted for in the debt services. There were no significant changes to the budget for Fleet. Fleet has made minor cuts and tried to remain at status quo from the previous year's budget.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 3.425 FTEs. 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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			CHARGES FOR SERVICES			
	192,649		LEASE PROCEEDS	75,450	75,450	75,450
	192,649		TOTAL CHARGES FOR SERVICES	75,450	75,450	75,450
			MISCELLANEOUS REVENUE			
(2,900)	828	700	MISCELLANEOUS-INCOME	1,500	1,500	1,500
(2,900)	828	700	TOTAL MISCELLANEOUS REVENUE	1,500	1,500	1,500
			INTEREST REVENUES			
2,330	897	700	INTEREST REVENUES	800	800	800
2,330	897	700	TOTAL INTEREST REVENUES	800	800	800
			CASH CARRYOVER			
		93,117	CASH CARRYOVER	141,885	141,885	141,885
		93,117	TOTAL CASH CARRYOVER	141,885	141,885	141,885
			CHARGES FOR SERVICES			
14,515 7,005	4,314	7,000	CANBY FIRE DISTRICT CANBY ADULT CENTER	8,000	8,000	8,000
21,520	4,314	7,000	TOTAL CHARGES FOR SERVICES	8,000	8,000	8,000
			OPERATIONAL TRANSFERS IN			
4,725	10,924	6,500	OP TRANSFER FROM ADMIN	6,750	6,750	6,750
2,650			OP TRANSFER FROM PLANNING			
36,750	56,302	40,000	OP TRANSFER FROM PARKS	45,500	45,500	45,500
2,990	2,243	2,500	OP TRANSFER FROM BUILDING	1,500	1,500	1,500
178,505	250,781	291,533	OP TRANSFER FROM POLICE	258,375	258,375	258,375
86,929	144,668	154,955	OP TRANSFER FROM STREETS	103,000	103,000	103,000
			OP TRANSFER FROM FACILITIES	2,000	2,000	2,000
118,255	307,008	400,000	OP TRANSFER FROM TRANSIT	400,000	309,385	309,385
79,695	41,894	38,500	OP TRANSFER FROM SEWER	23,000	23,000	23,000
24,973	54,623	63,000	OP TRANSFER FROM WW COLL	55,000	55,000	55,000
535,472	868,442	996,988	TOTAL OPERATIONAL TRANSFERS IN	895,125	804,510	804,510
			RESERVE TRANSFERS IN			
		30,000	RESERVE TRANSFER FROM ADMIN			
			RESERVE TRANSFER FROM BLDG			
25,000			RESERVE TRANSFER FROM POLICE			
			RESERVE TRANSFER FROM STREETS			
2,500			RESERVE TRANSFER FROM TRANSIT			
10,000			RESERVE TRANSFER FROM SEWER			
37,500		30,000	TOTAL RESERVE TRANSFERS IN			
593,923	1,067,129	1,128,505	TOTAL FUND REVENUE	1,122,760	1,032,145	1,032,145
			OTHER:			

CITY OF CANBY
EXPENDITURES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FLEET EXPENDITURES						
PERSONAL SERVICES:						
2,207	10,352	10,380	PW DIRECTOR	12,754	12,754	12,754
60,278	60,185	61,212	MECHANIC SENIOR	62,436	62,436	62,436
3,094	3,210	15,517	PW SUPERVISOR			
6,225	6,295	12,805	OFFICE SPECIALIST II	13,061	13,061	13,061
101,363	106,453	110,010	MECHANIC	113,878	113,878	113,878
		5,000	OVERTIME	5,000	5,000	5,000
83,536	86,556	108,109	EMPLOYEE BENEFITS	110,713	110,713	110,713
3,185	1,551		MECHANIC OT			
1,200	1,084	1,200	CLOTHING ALLOWANCE	1,200	1,200	1,200
261,087	275,685	324,233	TOTAL PERSONAL SERVICES	319,042	319,042	319,042
MATERIAL AND SERVICES:						
9,939	15,527	14,000	CONTRACT SERVICES-SHOP	7,500	7,500	7,500
7,324	9,920	10,000	CONTRACT SERVICES-VEHICLES	25,000	25,000	25,000
4,583	5,470	20,000	CAT CONTRACT SERVICES	10,250	7,250	7,250
			DEDUCTIBLES/SELF-INSURE REPAIR	5,000	5,000	5,000
203	551	1,500	BLDG REPAIR & MAINTENANCE			
	67,074	71,533	POLICE CAR LEASES			
	48,061	42,455	SWEEPER LEASE			
		7,285	LEASE - VEHICLE LIFTS			
	574	575	COPIER LEASE & MAINT	575	575	575
2,945			CANBY FIRE DISTRICT			
440	611	6,000	ADULT CENTER MAINTENANCE	8,000	8,000	8,000
46,352	48,688	85,000	CANBY AREA TRANSIT EXPENSES	65,000	48,000	48,000
946	1,632	1,400	COMMUNICATIONS	2,020	2,020	2,020
4,750	5,786	5,000	TRAVEL & TRAINING	3,000	3,000	3,000
690	180	750	MEMBERSHIP DUES & FEES	1,000	1,000	1,000
371	659	750	DEQ/DMV	1,500	1,500	1,500
67,636	92,926	89,000	SUPPLIES & SERVICES	82,500	82,500	82,500
16,921	15,096	17,500	TIRES	20,000	20,000	20,000
18,641	20,584	20,000	TIRES-TRANSIT	18,500	17,500	17,500
3,822	5,730	4,992	MISC SHOP SUPPLIES	2,650	2,650	2,650
2,363	2,576	3,500	TOOLS AND EQUIPMENT	3,484	3,484	3,484
2,837	2,390	2,800	UTILITIES			
97,399	188,102	270,000	GASOLINE/FUEL	310,000	279,000	279,000
2,385	1,423	5,000	OIL-GENERAL	5,000	5,000	5,000
3,611	3,150	5,000	OIL-TRANSIT	4,000	2,000	2,000
201	270	900	SAFETY EQUIPMENT	900	900	900
		4,000	FLEET VEHICLES OP COST	6,500	6,500	6,500
294,357	536,980	688,940	TOTAL MATERIAL AND SERVICES	582,379	528,379	528,379
TRANSFERS:						
51,350	42,750		O/H TRANSFER TO GENERAL FUND			
			OP TRANSFER TO FACILITIES	34,484	34,484	34,484
3,500	8,619	9,336	OP TRANSFER TO TECHNICAL SVC.	11,097	11,097	11,097
			TRANSFER TO DEBT SERVICE	7,285	7,285	7,285
	10,000		RES TRANS TO CAPITAL RESERVE			
54,850	61,369	9,336	TOTAL TRANSFERS	52,866	52,866	52,866
610,294	874,034	1,022,509	TOTAL FLEET EXPENDITURES	954,287	900,287	900,287
OTHER:						
		58,117	FLEET CONTINGENCY	43,023	56,408	56,408

CITY OF CANBY
EXPENDITURES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
		7,879	RESERVE FOR FUTURE EXPENDITURE UNAPPROP ENDING FUND BALANCE	50,000		
		65,996	TOTAL OTHER	93,023	56,408	56,408

CITY OF CANBY
EXPENDITURES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FLEET RESERVES						
CAPITAL OUTLAY:						
(17,929)	(4,919)		GAIN/LOSS ON SALE OF EQUIP			
16,687	8,275		EQUIPMENT			
9,885	192,649		EQUIPMENT-STREET			
10,000			EQUIPMENT-SEWER			
24,905			EQUIPMENT-POLICE	75,450	75,450	75,450
452			EQUIPMENT-SEWER COLLECTION			
	12,443	40,000	EQUIPMENT-TRANSIT			
			SHOP IMPROVEMENTS			
44,001	208,447	40,000	TOTAL CAPITAL OUTLAY	75,450	75,450	75,450
44,001	208,447	40,000	TOTAL FLEET RESERVES	75,450	75,450	75,450
OTHER:						
TOTAL OTHER						
654,295	1,082,482	1,128,505	TOTAL FUND EXPENDITURES	1,122,760	1,032,145	1,032,145

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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTERGOVERNMENTAL			
80,133	76,749	76,000	911 EXCISE TAX	75,000	75,000	75,000
80,133	76,749	76,000	TOTAL INTERGOVERNMENTAL	75,000	75,000	75,000
			INTEREST REVENUES			
2,279	687	600	INTEREST REVENUES	400	400	400
2,279	687	600	TOTAL INTEREST REVENUES	400	400	400
			OPERATIONAL TRANSFERS IN			
50,000	50,000	50,000	OP TRANSFER IN FROM POLICE			
50,000	50,000	50,000	TOTAL OPERATIONAL TRANSFERS IN			
			CASH CARRYOVER			
		116,000	CASH CARRYOVER	98,347	98,347	98,347
		116,000	TOTAL CASH CARRYOVER	98,347	98,347	98,347
132,411	127,437	242,600	TOTAL FUND REVENUE	173,747	173,747	173,747
			OTHER:			

CITY OF CANBY
EXPENDITURES

911 EMERGENCY FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
911 EMERGENCY EXPENDITURES						
MATERIAL AND SERVICES:						
136,590	141,681	145,138 96,862	COMMUNICATIONS CENTRAL DISPATCH 911 RESERVE	155,000 18,147	155,000 18,147	155,000 18,147
136,590	141,681	242,000	TOTAL MATERIAL AND SERVICES	173,147	173,147	173,147
TRANSFERS:						
1,000	1,000	600	O/H TRANSFER TO GENERAL	600	600	600
1,000	1,000	600	TOTAL TRANSFERS	600	600	600
137,590	142,681	242,600	TOTAL 911 EMERGENCY EXPENDITURE	173,747	173,747	173,747
OTHER:						
TOTAL OTHER						
137,590	142,681	242,600	TOTAL FUND EXPENDITURES	173,747	173,747	173,747

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.

Noteworthy Changes for 2011-2012

This fund will be closed by City Council resolution prior to June 30, 2011.

CITY OF CANBY
REVENUES

LID #0100 FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS			
8,217	8,723	9,261	LID 1 PROPERTY OWNER REVENUE			
8,217	8,723	9,261	TOTAL SPECIAL ASSESSMENTS			
			INTEREST REVENUES			
2,001	1,203	594	INTEREST LID 100			
2,001	1,203	594	TOTAL INTEREST REVENUES			
			CASH CARRYOVER			
		600	CASH CARRYOVER			
		600	TOTAL CASH CARRYOVER			
10,218	9,926	10,456	TOTAL FUND REVENUE			
			OTHER:			

CITY OF CANBY
EXPENDITURES

LID #0100 FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LID EXPENDITURES						
TRANSFERS:						
4,000	10,500	1,832	ADMTRANSFER TO GENERAL FUND			
9,965	4,850	8,624	OP TRANSFER TO SEWER RESERVE			
13,965	15,350	10,456	TOTAL TRANSFERS			
13,965	15,350	10,456	TOTAL LID EXPENDITURES			
OTHER:						
TOTAL OTHER						
13,965	15,350	10,456	TOTAL FUND EXPENDITURES			

Special Revenue Fund

Parks Development Fund

Statement of Purpose

The Parks Development Fund accumulates funds from various sources, including Park System Development Charges, grants, and donations, in order to implement planning, capital, and acquisition projects of the Parks Master Plan, thus enhancing community quality of life.

Department Description

This fund has been chiefly used for master planning activities related to the projects in the Parks Master Plan.

Money is also 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.

Noteworthy Changes for 2011-2012

- Very little new Parks SDC revenue is anticipated for the fund this year, because of a slowdown in new construction.

CITY OF CANBY
REVENUES

PARKS DEVELOP FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANTS			
		25,000	GRANTS - MISCELLANEOUS PARKS	25,000	25,000	25,000
		25,000	TOTAL GRANTS	25,000	25,000	25,000
			SPECIAL ASSESSMENTS-SDC'S			
26,943	5,474	30,000	SDC'S PARKS-IMPROVEMENT	35,000	35,000	35,000
26,943	5,474	30,000	TOTAL SPECIAL ASSESSMENTS-SDC'S	35,000	35,000	35,000
			MISCELLANEOUS REVENUE			
600	700	600	MISCELLANEOUS-INCOME			
600	700	600	TOTAL MISCELLANEOUS REVENUE			
			INTEREST REVENUES			
23,945	6,046	6,000	INTEREST REVENUES	4,000	4,000	4,000
23,945	6,046	6,000	TOTAL INTEREST REVENUES	4,000	4,000	4,000
			SOURCE 394			
34,133	34,133	34,133	IF PRINCIPAL & INTEREST	34,133	34,133	34,133
34,133	34,133	34,133	TOTAL SOURCE 394	34,133	34,133	34,133
			CASH CARRYOVER			
		800,000	CASH CARRYOVER	830,825	830,825	830,825
		800,000	TOTAL CASH CARRYOVER	830,825	830,825	830,825
85,621	46,353	895,733	TOTAL FUND REVENUE	928,958	928,958	928,958
			OTHER:			

CITY OF CANBY
EXPENDITURES

PARKS DEVELOP FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PARKS DEVELOP EXPENDITURES						
PERSONAL SERVICES:						
4,267	7,612		PUBLIC WORKS MANAGER			
18,187	18,090		MAINT SUPERVISOR			
34	4,196		OFFICE SPECIALIST II			
18,822	15,863		PROJECT PLANNER			
18,322	20,365		EMPLOYEE BENEFITS			
59,631	66,126		TOTAL PERSONAL SERVICES			
MATERIAL AND SERVICES:						
14,965	13,778	10,000	SUPPLIES & SERVICES	5,000	5,000	5,000
14,965	13,778	10,000	TOTAL MATERIAL AND SERVICES	5,000	5,000	5,000
CAPITAL OUTLAY:						
		25,000	GRANTS EXPENDED	25,000	25,000	25,000
		75,000	MOLALLA RRV PW/WILL. WAYSIDE	75,000	75,000	75,000
4,561	40,000	697,633	PARKS ACQUIRE & DEVELOPMENT	435,858	435,858	435,858
309,136			LEGACY PARK			
1,404		25,000	NW NEIGHBORHOOD PARK	25,000	25,000	25,000
23,060		25,000	NORTH WOODS ESTATES PARK	325,000	325,000	325,000
	141,658	25,000	LOGGING RD TRAIL IMPROVEMENTS	25,000	25,000	25,000
		12,500	PARK SDC ENGINEER STUDY	12,500	12,500	12,500
338,161	181,658	885,133	TOTAL CAPITAL OUTLAY	923,358	923,358	923,358
TRANSFERS:						
16,000			OP TRANSFER TO PARKS			
60,000	59,640	600	O/H TO GENERAL FUND	600	600	600
1,100			SR TRANSFER TO PLANNING			
900			SR TRANSFER TO BUILDING			
78,000	59,640	600	TOTAL TRANSFERS	600	600	600
490,756	321,202	895,733	TOTAL PARKS DEVELOP EXPENDITURE	928,958	928,958	928,958
OTHER:						
TOTAL OTHER						
490,756	321,202	895,733	TOTAL FUND EXPENDITURES	928,958	928,958	928,958

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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTEREST REVENUES			
4,312	1,086	1,000	INTEREST REVENUES	686	686	686
4,312	1,086	1,000	TOTAL INTEREST REVENUES	686	686	686
			CASH CARRYOVER			
		135,000	CASH CARRYOVER	135,314	135,314	135,314
		135,000	TOTAL CASH CARRYOVER	135,314	135,314	135,314
4,312	1,086	136,000	TOTAL FUND REVENUE	136,000	136,000	136,000
			OTHER:			

CITY OF CANBY
EXPENDITURES

LIBRARY ENDOWMENT FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				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	135,400	135,400	135,400
		135,400	TOTAL CAPITAL OUTLAY	135,400	135,400	135,400
TRANSFERS:						
515		600	O/H TRANSFER TO GENERAL FUND	600	600	600
515		600	TOTAL TRANSFERS	600	600	600
515		136,000	TOTAL LIBRARY ENDOWMENT EXPENDI	136,000	136,000	136,000
OTHER:						
TOTAL OTHER						
515		136,000	TOTAL FUND EXPENDITURES	136,000	136,000	136,000

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 2011-2012

None

CITY OF CANBY
REVENUES

CEMETERY PERPETUAL CARE FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CHARGES FOR SERVICES						
21,580	10,950	11,120	PERPETUAL CARE: CURRENT SALES	10,175	10,175	10,175
21,580	10,950	11,120	TOTAL CHARGES FOR SERVICES	10,175	10,175	10,175
INTEREST REVENUES						
16,220	5,035	3,700	INTEREST REVENUES	3,500	3,500	3,500
16,220	5,035	3,700	TOTAL INTEREST REVENUES	3,500	3,500	3,500
SOURCE 364						
10	50	100	DONATIONS	100	100	100
10	50	100	TOTAL SOURCE 364	100	100	100
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						
		703,000	CASH CARRYOVER	742,000	742,000	742,000
		703,000	TOTAL CASH CARRYOVER	742,000	742,000	742,000
62,446	40,671	742,556	TOTAL FUND REVENUE	780,411	780,411	780,411
OTHER:						

CITY OF CANBY
EXPENDITURES

CEMETERY PERPETUAL CARE FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CEMETERY PERPETUAL CARE EXPEND						
CAPITAL OUTLAY:						
		741,956	LAND	779,811		
		741,956	TOTAL CAPITAL OUTLAY	779,811		
TRANSFERS:						
2,000	2,000	600	O/H TO GENERAL FUND	600	600	600
2,000	2,000	600	TOTAL TRANSFERS	600	600	600
2,000	2,000	742,556	TOTAL CEMETERY PERPETUAL CARE E	780,411	600	600
OTHER:						
			CONTINGENCY UNAPPROP ENDING FUND BALANCE		779,811	779,811
			TOTAL OTHER		779,811	779,811
2,000	2,000	742,556	TOTAL FUND EXPENDITURES	780,411	780,411	780,411

Fund Description

The Facilities Fund is new 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 charged to individual departments and funds will be 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 2011-2012

- Facilities maintenance staff was previously paid through the General Fund.
- Funding comes from overhead transfers from departments and funds which receive services.

Budget at a Glance

Personal Services - includes wages and fringe benefits for .5 FTEs. An FTE is a full-time equivalent employee.

Materials and Services - includes contract services for janitorial services and some repairs, supplies and small tools and utilities.

Transfers – a \$2,000 transfer to Fleet Services.

Capital Outlay – total available for 2011-2012 is \$89,160.

CITY OF CANBY
REVENUES

FACILITIES FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTEREST REVENUES			
			INTEREST REVENUES	400	400	400
			TOTAL INTEREST REVENUES	400	400	400
			CASH CARRYOVER			
			CASH CARRYOVER			
			TOTAL CASH CARRYOVER			
			CANBY UTILITY	1,800	1,800	1,800
			TOTAL SOURCE 340	1,800	1,800	1,800
			TRANSFER FROM GENERAL FUND	99,488	99,488	99,488
			TRANSFER FROM BUILDING	1,906	1,906	1,906
			TRANSFER FROM LIBRARY	31,503	31,503	31,503
			TRANSFER FROM STREETS	27,428	27,428	27,428
			TRANSFER FROM FLEET	34,484	34,484	34,484
			TRANSFER FROM TECH SERVICES	2,173	2,173	2,173
			TRANSFER FROM TRANSIT	2,472	2,472	2,472
			TRANSFER FROM URBAN RENEWAL	2,880	2,880	2,880
			TRANSFER FROM SEWERCOLLECTION	16,457	16,457	16,457
			TRANSFER FROM CAPITAL RESERVE	67,806	61,700	61,700
			TOTAL SOURCE 391	286,597	280,491	280,491
			TOTAL FUND REVENUE	288,797	282,691	282,691
			OTHER:			

CITY OF CANBY
EXPENDITURES

FACILITIES FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FACILITIES EXPENDITURES						
PERSONAL SERVICES:						
			FACILITIES LEAD WORKER	31,218	31,218	31,218
			EMPLOYEE BENEFITS	16,212	16,212	16,212
			CLOTHING ALLOWANCE	400	400	400
			TOTAL PERSONAL SERVICES	47,830	47,830	47,830
MATERIAL AND SERVICES:						
			CONTRACT SERVICES	5,000	5,000	5,000
			JANITORIAL SERVICES & SUPPLIES	42,000	42,000	42,000
			BUILDING REPAIRS & MAINTENANCE	20,000	20,000	20,000
			SUPPLIES AND SMALL TOOLS	3,000	3,000	3,000
			UTILITIES	32,000	32,000	32,000
			TOTAL MATERIAL AND SERVICES	102,000	102,000	102,000
TRANSFERS:						
			OP TRANSFER TO FLEET	2,000	2,000	2,000
			TOTAL TRANSFERS	2,000	2,000	2,000
			TOTAL FACILITIES EXPENDITURES	151,830	151,830	151,830
OTHER:						
			CONTINGENCY	20,000	41,701	41,701
			UNAPPROP ENDING FUND BALANCE	27,807		
			TOTAL OTHER	47,807	41,701	41,701

CITY OF CANBY
EXPENDITURES

FACILITIES FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FACILITIES RESERVES						
CAPITAL OUTLAY:						
			CAPITAL EXP- CITY HALL COMPLEX	15,460	15,460	15,460
			CAPITAL EXP - TRANSIT/FIN BLDG	2,950	2,950	2,950
			CAPITAL EXP - LIBRARY BLDG			
			CAPITAL EXP - POLICE BLDG	5,000	5,000	5,000
			CAPITAL EXP - SHOPS COMPLEX	47,375	47,375	47,375
			CAPITAL EXP - ADULT CENTER BLD			
			CAPITAL EXP - PLANNING BLDG	3,375	3,375	3,375
			CAPITAL EXP - CEMETERY	15,000	15,000	15,000
			TOTAL CAPITAL OUTLAY	89,160	89,160	89,160
			TOTAL FACILITIES RESERVES	89,160	89,160	89,160
OTHER:						
			TOTAL OTHER			
			TOTAL FUND EXPENDITURES	288,797	282,691	282,691

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 2011-2012

- None

CITY OF CANBY
REVENUES

FORFEITURE FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
8,093		500	FORFEITURE FUNDS-FEDERAL	500	500	500
3,153		5,000	FORFEITURE FUNDS-STATE	1,000	1,000	1,000
11,246		5,500	TOTAL MISCELLANEOUS REVENUE	1,500	1,500	1,500
			INTEREST REVENUES			
207	37		INTEREST EARNED-FEDERAL	20	20	20
112	52		INTEREST EARNED-STATE	40	40	40
69	186		INTEREST EARNED-MISC	135	135	135
388	274		TOTAL INTEREST REVENUES	195	195	195
			CASH CARRYOVER			
		11,500	CASH CARRYOVER	12,959	12,959	12,959
		11,500	TOTAL CASH CARRYOVER	12,959	12,959	12,959
11,634	274	17,000	TOTAL FUND REVENUE	14,654	14,654	14,654
			OTHER:			

CITY OF CANBY
EXPENDITURES

FORFEITURE FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FORFEITURE EXPENDITURES						
MATERIAL AND SERVICES:						
10,014	1,500	4,300	SUPPLIES & SERVICES-FEDERAL	4,300	4,300	4,300
	940	12,100	SUPPLIES & SERVICE-STATE	9,754	9,754	9,754
			SUPPLIES & SERVICES-MISC			
10,014	2,440	16,400	TOTAL MATERIAL AND SERVICES	14,054	14,054	14,054
TRANSFERS:						
1,400	1,000	600	O/H TRANSFER TO GENERAL FUND	600	600	600
1,400	1,000	600	TOTAL TRANSFERS	600	600	600
11,414	3,440	17,000	TOTAL FORFEITURE EXPENDITURES	14,654	14,654	14,654
OTHER:						
TOTAL OTHER						
11,414	3,440	17,000	TOTAL FUND EXPENDITURES	14,654	14,654	14,654

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 2011-12

- Reserve transfers into the Technical Services are just \$7,000.
- Transfers out of this fund to the General Fund are \$75,000 and \$2,173 to Facilities.

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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
INTEREST REVENUES						
4,423	2,186	1,000	INTEREST REVENUES	1,400	1,400	1,400
4,423	2,186	1,000	TOTAL INTEREST REVENUES	1,400	1,400	1,400
CASH CARRYOVER						
		393,570	CASH CARRYOVER	330,949	330,949	330,949
		393,570	TOTAL CASH CARRYOVER	330,949	330,949	330,949
OPERATIONAL TRANSFERS IN						
7,725	12,067	18,672	OP TRANSFER FROM ADMIN	13,316	13,316	13,316
4,635	10,344	11,203	OP TRANSFER FROM COURT	13,316	13,316	13,316
9,270	10,344	13,071	OP TRANSFER FROM PLANNING	15,536	15,536	15,536
4,635			OP TRANSFER FROM LIBRARY			
1,545	1,724	1,867	OP TRANSFER FROM PARKS	2,219	2,219	2,219
10,043	6,895	7,469	OP TRANSFER FROM BUILDING	4,439	4,439	4,439
15,450	68,952	39,212	OP TRANSFER FROM POLICE	42,168	42,168	42,168
6,180	6,895	7,469	OP TRANSFER FROM FINANCE	13,316	13,316	13,316
	5,171	21,286	OP TRANSFER FROM LIBRARY FUND	11,097	11,097	11,097
6,180	5,171	5,602	OP TRANSFER FROM STREETS	7,768	7,768	7,768
3,500	8,619	9,336	OP TRANSFER FROM FLEET	11,097	11,097	11,097
8,497	15,514	14,938	OP TRANSFER FROM TRANSIT	15,536	15,536	15,536
23,175	24,133	18,672	OP TRANSFER FROM SEWER	12,207	12,207	12,207
		3,734	OP TRANSFER FROM SEWER COLL	4,439	4,439	4,439
9,270	5,171	7,469	OP TRANSFER FROM UR	6,658	6,658	6,658
110,105	181,000	180,000	TOTAL OPERATIONAL TRANSFERS IN	173,112	173,112	173,112
RESERVE TRANSFERS IN						
20,000	162,000		RESERVE TRANSFER FROM G.F.			
		5,000	RESERVE TRANSFER FROM ADMIN			
			RESERVE TRANSFER FROM COURT	2,000	2,000	2,000
1,000	1,000	1,000	RESERVE TRANSFER FROM PLANNING			
			RESERVE TRANSFER FROM PARKS			
65,000		5,000	RESERVE TRANSFER FROM BUILDING			
			RESERVE TRANSFER FROM POLICE	5,000	5,000	5,000
	20,000		RESERVE TRANSFER FROM FINANCE			
			RESERVE TRANSFER FROM LIBRARY			
86,000	183,000	11,000	TOTAL RESERVE TRANSFERS IN	7,000	7,000	7,000
200,528	366,186	585,570	TOTAL FUND REVENUE	512,461	512,461	512,461
OTHER:						

CITY OF CANBY
EXPENDITURES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TECH SERVICE EXPENDITURES						
PERSONAL SERVICES:						
13,268			FINANCE & COURT SRVC DIRECTOR			
			ASSISTANT CITY ADMINISTRATOR	15,767	15,767	15,767
111	15,201	14,789	HUMAN RESOURCES DIR			
3,490			OFFICE SPEC III			
8,789	19,449	20,670	OFFICE SPEC II	43,345	43,345	43,345
13,745	19,705	21,712	EMPLOYEE BENEFITS	40,099	40,099	40,099
39,403	54,355	57,171	TOTAL PERSONAL SERVICES	99,211	99,211	99,211
MATERIAL AND SERVICES:						
78,504	78,432	80,000	TECHNICAL CONSULTANT	80,000	80,000	80,000
		300	COMMUNICATIONS			
1,954	1,954	2,000	CABLE BILLING	2,000	2,000	2,000
3,432	3,913	5,000	WEB PAGE	5,000	5,000	5,000
2,572	375	3,000	TRAVEL & TRAINING	3,000	3,000	3,000
1,339		1,000	FEES & DUES	1,000	1,000	1,000
3,825	3,392	5,000	SUPPLIES & SERVICES	5,000	5,000	5,000
91,625	88,065	96,300	TOTAL MATERIAL AND SERVICES	96,000	96,000	96,000
TRANSFERS:						
		78,430	RES TRANSFER TO BUILDING DEPT			
		4,000	RES TRANSFER TO FINANCE DEPT			
			OP TRANSFER TO FACILITIES	2,173	2,173	2,173
			RES TRANSFER TO GENERAL FUND	75,000	75,000	75,000
		82,430	TOTAL TRANSFERS	77,173	77,173	77,173
131,029	142,420	235,901	TOTAL TECH SERVICE EXPENDITURES	272,384	272,384	272,384
OTHER:						
		25,298	CONTINGENCY	25,223	25,223	25,223
		1,490	RESERVE FOR FUTURE EXPENDITURE			
		26,788	TOTAL OTHER	25,223	25,223	25,223

CITY OF CANBY
EXPENDITURES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TECH RESERVE						
CAPITAL OUTLAY:						
		25,000	COMPUTER EQUIPMENT	31,000	31,000	31,000
	12,788	11,212	COMPUTER EQUIP-ADMIN	11,212	11,212	11,212
		10,000	COMPUTER EQUIP-COURT	12,000	12,000	12,000
400		13,000	COMPUTER EQUIP-PLANNING	8,500	8,500	8,500
		18,500	COMPUTER EQUIP-LIBRARY			
		5,000	COMPUTER EQUIP-PARKS	3,978	3,978	3,978
64,890		9,422	COMPUTER EQUIP-POLICE	5,000	5,000	5,000
		35,000	COMPUTER EQUIP-BUILDING	35,000	35,000	35,000
480	6,442	18,347	COMPUTER EQUIP-FINANCE	7,520	7,520	7,520
		2,400	COMPUTER EQUIP-FLEET	644	644	644
3,084	114		COMPUTER EQUIP/SWIM LEVY			
	25,145	175,000	COMPUTER EQUIP-PHONE SYSTEM	85,000	85,000	85,000
			WEB PAGE UPGRADE	15,000	15,000	15,000
68,854	44,488	322,881	TOTAL CAPITAL OUTLAY	214,854	214,854	214,854
68,854	44,488	322,881	TOTAL TECH RESERVE	214,854	214,854	214,854
OTHER:						
TOTAL OTHER						
199,883	186,908	585,570	TOTAL FUND EXPENDITURES	512,461	512,461	512,461

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 2011-2012

- Personal services costs include a .9 FTE for transit billing and collections and 1 FTE for transit administrative support.

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 - includes grants from the Federal Transit Administration. The 5309 and JTA grants require a 20% local match which will be derived from the employer-based tax collected.

Grants – operating grant funds are provided through federal grants and state funding designated for use in transporting the elderly and disabled.

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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GRANT REVENUE						
90,825	134,077	152,248	GRANT - STF/STO	115,704	115,704	115,704
	90,038	35,074	GRANT - 5309	330,005		
247,131	258,816	234,590	GRANT - 5311	232,243	232,243	232,243
	11,939	163,198	GRANT - ARRA 5311			
280,643	267,628	260,000	GRANT - DEPT OF ENERGY	430,000		
74,088	71,514	70,000	GRANT - JARC 5316	79,700	81,583	81,583
		255,206	GRANT-JTA 5310	234,859	246,565	246,565
37,687	37,686		GRANT-STF DISCR-PREVENT MAINT	66,220	66,220	66,220
			GRANT - DISCRETIONARY CAPITAL	74,027		
95,310	79,169		GRANT -STF DISCRET OPER 5317	56,118	50,000	50,000
825,684	950,867	1,170,316	TOTAL GRANT REVENUE	1,618,876	792,315	792,315
PAYROLL TAX						
813,290	797,622	875,000	TRANSIT ER PAYROLL TAX	875,000	875,000	875,000
813,290	797,622	875,000	TOTAL PAYROLL TAX	875,000	875,000	875,000
MISCELLANOUS REVENUE						
5,349	5		MISCELLANEOUS-INCOME	60,000	28,220	28,220
5,349	5		TOTAL MISCELLANOUS REVENUE	60,000	28,220	28,220
INTEREST REVENUES						
1,237	5,377	1,000	INTEREST REVENUES			
1,237	5,377	1,000	TOTAL INTEREST REVENUES			
DONATIONS						
208	195		DONATIONS-TRANSIT	500	500	500
208	195		TOTAL DONATIONS	500	500	500
SOURCE 391						
20,000		50,000	TRANSFER FROM GENERAL FUND			
20,000		50,000	TOTAL SOURCE 391			
CASH CARRYOVER						
			CASH CARRYOVER	28,502		
			TOTAL CASH CARRYOVER	28,502		
1,665,768	1,754,066	2,096,316	TOTAL FUND REVENUE	2,582,878	1,696,035	1,696,035
OTHER:						

CITY OF CANBY
EXPENDITURES

TRANSIT FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSIT EXPENDITURES						
PERSONAL SERVICES:						
6,567	6,591		CITY ADMINISTRATOR			
413	52,538	32,453	OFFICE SPEC III	49,660	49,660	49,660
35,078	36,708	40,233	OFFICE SPECIALIST II	42,235	42,235	42,235
6,036		2,500	PART TIME HELP	2,500	2,500	2,500
23,651	42,670	39,858	EMPLOYEE BENEFITS	53,084	53,084	53,084
71,745	138,507	115,044	TOTAL PERSONAL SERVICES	147,479	147,479	147,479
MATERIAL AND SERVICES:						
102,200	103,290	102,500	PROF/TECH SERVICES	103,000	90,000	90,000
827,978	830,382	865,000	CONTRACT SERVICES	865,000	672,478	672,478
2,509	2,621	2,950	JANITORIAL SERVICES & SUPPLIES			
1,104	480	1,500	BLDG MAINTENANCE & SUPPLIES			
5,315	6,377	6,804	TRANSIT CENTER MAINTENANCE	6,000	6,000	6,000
1,000			BUS STORAGE RENT			
286	1,110	1,000	VEHICLE MAINTENANCE	4,000	4,000	4,000
2,156		5,000	VEHICLE (NON-INS) REPAIR	5,000	5,000	5,000
500		1,000	INSURANCE DEDUCTIBLE	1,000	1,000	1,000
3,335	3,814	5,700	COMMUNICATIONS	4,000	4,000	4,000
7,542	3,126	2,000	MARKETING	1,500	1,500	1,500
6,980	15,642	7,500	APPLICATIONS/GRANTS	8,000		
	323	3,000	PRINTING	3,000	3,000	3,000
2,247	334	2,000	TRAVEL & TRAINING	2,000	2,000	2,000
1,225	1,525	1,600	MEMBERSHIP DUES & FEES	1,600	1,600	1,600
7,977	7,016	8,000	SUPPLIES & SERVICES	8,000	8,000	8,000
858	758	850	COMPUTER SUPPLIES			
107,920			UTILITIES			
			FUEL			
1,081,131	976,798	1,016,404	TOTAL MATERIAL AND SERVICES	1,012,100	798,578	798,578
CAPITAL OUTLAY:						
7,528	1,905	117,694	TRANSIT CENTER PROJECT			
525	266,961	212,154	VEHICLES	752,285	274,785	274,785
	11,939	65,198	NON-VEHICLE EQUIPMENT			
	7,762	14,505	BUS SHELTERS			
8,053	288,567	409,551	TOTAL CAPITAL OUTLAY	752,285	274,785	274,785
DEBT:						
80,389	84,810	89,475	LEASE PMT-PRINCIPAL/BUSSES			
19,199	14,777	10,113	LEASE PMT-INTEREST/BUSSES			
99,588	99,588	99,588	TOTAL DEBT			

CITY OF CANBY
EXPENDITURES

TRANSIT FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
14,000			OP TRANSFER TO PARKS			
138,548	59,710	16,337	O/H TO GENERAL FUND	48,212	48,212	48,212
118,255	307,008	409,500	OP TRANSFER TO FLEET	400,000	309,385	309,385
			OP TRANSFER TO FACILITIES	2,472	2,472	2,472
8,497	15,514	14,938	OP TRANSFER TO TECHNICAL SVC.	15,536	15,536	15,536
			TRANSFER TO DEBT SERVICE	99,588	99,588	99,588
2,500			RESERVE TRANSFER TO FLEET			
281,800	382,232	440,775	TOTAL TRANSFERS	565,808	475,193	475,193
1,542,316	1,885,692	2,081,362	TOTAL TRANSIT EXPENDITURES	2,477,672	1,696,035	1,696,035
OTHER:						
		12,136	CONTINGENCY	55,206		
		2,818	RESERVE FOR FUTURE EXPENDITURE			
			UNAPPROP ENDING FUND BALANCE	50,000		
		14,954	TOTAL OTHER	105,206		
1,542,316	1,885,692	2,096,316	TOTAL FUND EXPENDITURES	2,582,878	1,696,035	1,696,035

Statement of Purpose

The purpose of the Swim Center is to provide the knowledge and develop the 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-year-old Canby Swim Center is a year-round indoor swimming pool providing aquatic activities to Canby and its 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 2007 voter approved five-year levy which expires June 30, 2012. 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.

Noteworthy changes for 2011-2012

- Two scheduled maintenance projects which go beyond the usual painting and deep cleaning are recoating the roof over the pool and updating the electrical panels.
- Swim customers will continue to enjoy the results of the updated water purification system. The new non-gas system with additional UV light improves both water and air quality, resulting in less chlorine smell and a safer swimming facility. The move away from chlorine gas meets current safety recommendations. These new components can be moved to a new pool in the future.

Scheduled Maintenance changes for 2011-12

Scheduled this year's fall maintenance besides the usual painting and deep cleaning, are two projects, recoating the roof over the pool and electrical panel updates.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 8.675 FTEs. An FTE is a full-time equivalent employee.

CITY OF CANBY
REVENUES

SWIM CENTER LEVY

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PROPERTY TAXES			
384,928	407,828	421,000	PROPERTY TAX LEVY	437,491	437,491	437,491
			PROPERTY TAX - PRIOR	16,000	16,000	16,000
384,928	407,828	421,000	TOTAL PROPERTY TAXES	453,491	453,491	453,491
			CHARGES FOR SERVICES			
172,948	177,202	151,000	POOL REVENUE	151,000	151,000	151,000
(1,469)	(304)	14,000	POOL REVENUE-SCHOOL DISTRICT	14,000	14,000	14,000
4,278	3,828		LESS: POOL REFUNDS			
			POOL CONCESSIONS	2,800	2,800	2,800
175,757	180,726	165,000	TOTAL CHARGES FOR SERVICES	167,800	167,800	167,800
			INTEREST REVENUES			
2,164	928	750	INTEREST REVENUES	800	800	800
2,164	928	750	TOTAL INTEREST REVENUES	800	800	800
			DONATIONS			
			POOL DONATIONS			
			TOTAL DONATIONS			
			CASH CARRYOVER			
		148,648	CASH CARRYOVER	135,294	135,294	135,294
		148,648	TOTAL CASH CARRYOVER	135,294	135,294	135,294
562,849	589,482	735,398	TOTAL FUND REVENUE	757,385	757,385	757,385
			OTHER:			

CITY OF CANBY
EXPENDITURES

SWIM CENTER LEVY

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SWIM CENTER EXPENDITURES						
PERSONAL SERVICES:						
63,887	65,358	66,757	AQUATICS PROGRAM MANAGER	68,091	68,091	68,091
40,211	41,792	43,716	SWIM PROGRAM COORDINATOR	44,921	44,921	44,921
61,996	60,417	57,822	AQUATICS - FACILITY OPERATOR	58,972	58,972	58,972
100,605	111,230	106,000	GUARDS & INSTRUCTORS	112,284	112,284	112,284
	1,726	5,000	OVERTIME	5,000	5,000	5,000
109,351	104,805	127,788	EMPLOYEE BENEFITS	129,033	129,033	129,033
376,050	385,328	407,083	TOTAL PERSONAL SERVICES	418,301	418,301	418,301
MATERIAL AND SERVICES:						
5,063	4,900		CONTRACT SERVICES			
14,864	7,793	19,000	BLDG MAINTENANCE	13,750	13,750	13,750
		14,000	GROUND LEASE	14,000	14,000	14,000
3,133	3,039	3,960	COMMUNICATIONS	3,360	3,360	3,360
5,746	3,726	5,000	ADVERTISING & MARKETING	5,000	5,000	5,000
2,279	1,030	3,500	TRAINING & TRAVEL	3,250	3,250	3,250
8,406	8,758	10,830	SUPPLIES & SERVICES	6,410	6,410	6,410
1,699	1,091	1,000	BANK CHARGES	1,250	1,250	1,250
5,945	6,494	11,200	POOL CHEMICALS	12,500	12,500	12,500
4,592	4,029	5,000	JANITORIAL SUPPLIES	6,000	6,000	6,000
1,933	2,015	2,500	POOL CONCESSION PURCHASES	2,500	2,500	2,500
37,375	34,113	38,000	UTILITY - GAS	41,040	41,040	41,040
2,446	2,380	2,500	UTILITY - WATER	3,500	3,500	3,500
8,479	8,697	9,000	UTILITY - ELECTRIC	9,000	9,000	9,000
101,960	88,066	125,490	TOTAL MATERIAL AND SERVICES	121,560	121,560	121,560
CAPITAL OUTLAY:						
14,701	1,075	15,000	BLDG IMPROVEMENTS >\$5K	35,000	35,000	35,000
30,883	2,200	25,000	POOL IMPROVEMENTS >\$5K			
45,584	3,275	40,000	TOTAL CAPITAL OUTLAY	35,000	35,000	35,000
TRANSFERS:						
55,000	58,040	49,931	O/H TO GENERAL FUND	88,764	88,764	88,764
55,000	58,040	49,931	TOTAL TRANSFERS	88,764	88,764	88,764
578,594	534,709	622,504	TOTAL SWIM CENTER EXPENDITURES	663,625	663,625	663,625
OTHER:						
		103,500	CONTINGENCY	43,760	43,760	93,760
		9,394	RESERVE FOR FUTURE EXPENDITURE			
			UNAPPROP ENDING FUND BALANCE	50,000	50,000	
		112,894	TOTAL OTHER	93,760	93,760	93,760
578,594	534,709	735,398	TOTAL FUND EXPENDITURES	757,385	757,385	757,385

Special Revenue Funds

Debt Service

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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			AFD 3 LRIP PHASE I PRIN/INT			
			AFD 4 LRIP PHASE I PRIN/INT			
			TOTAL SOURCE 355			
			INTEREST REVENUES			
			INTEREST REVENUES	600	600	600
			TOTAL INTEREST REVENUES	600	600	600
			OPERATIONAL TRANSFERS IN			
			TRANSFER FROM GENERAL FUND	202,812	202,812	202,812
			TRANSFER FROM STREETS	42,455	42,455	42,455
			TRANSFER FROM FLEET	7,285	7,285	7,285
			TRANSFER FROM TRANSIT	99,588	99,588	99,588
			TOTAL OPERATIONAL TRANSFERS IN	352,140	352,140	352,140
			CASH CARRYOVER			
			CASH CARRYOVER			
			TOTAL CASH CARRYOVER			
			TOTAL FUND REVENUE	352,740	352,740	352,740
			OTHER:			

CITY OF CANBY
EXPENDITURES

DEBT SERVICE FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DEBT EXPENDITURES						
MATERIAL AND SERVICES:						
			POLICE CAR LEASES	70,125	70,125	70,125
			SWEEPER LEASE	42,455	42,455	42,455
			VEHICLE LIFT LEASE	7,285	7,285	7,285
			BUS LEASE	99,588	99,588	99,588
			TOTAL MATERIAL AND SERVICES	219,453	219,453	219,453
DEBT:						
			LOGGING ROAD PRINCIPLES PHS 1	40,508	40,508	40,508
			LOGGING ROAD PRINCIPLE PHS 2	12,536	12,536	12,536
			LOGGING ROAD INTEREST PHS 1	10,404	10,404	10,404
			LOGGING ROAD INTEREST PHS 2	6,070	6,070	6,070
			RESERVE FOR DEBT	5,000	5,000	5,000
			TOTAL DEBT	74,518	74,518	74,518
TRANSFERS:						
			IF LOAN TO PARKS DEVELOPMENT	34,133	34,133	34,133
			IF LOAN TO CEM PERPETUAL CARE	24,636	24,636	24,636
			TOTAL TRANSFERS	58,769	58,769	58,769
			TOTAL DEBT EXPENDITURES	352,740	352,740	352,740
OTHER:						
			TOTAL OTHER			
			TOTAL FUND EXPENDITURES	352,740	352,740	352,740

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 objectives of the Wastewater and Stormwater programs are to meet Oregon Department of Environmental Quality (DEQ) requirements for collection, treatment, and discharge. 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 2011-2012

- The 2011 Sewer/Storm Rate Analysis will be complete in May of 2011, and the recommended rates will be adopted through council and take effect July 1, 2011. This study will be based on a five year proposed annual percent increase that incorporates and justifies the rates and methodology in accordance with the Oregon Administrative Rules.
- The Wastewater Treatment department will hire half an employee (.5 FTE) to serve as the Storm/Pretreatment Technician to assist in the regulatory oversight of the Stormwater department and Industrial Pretreatment. The main function of this position is to assist the Industrial Pretreatment Coordinator in the implementation of the City of Canby Industrial Pretreatment Program. Tasks for this position include sampling and analysis, Industrial Inspections and implementation of the City of Canby grease and mercury management plans.

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 general administration for intra department services and liability insurance, Fleet services for repair and maintenance services, Technical Services for computer and network support services.

Capital Outlay – see the Sewer Reserve fund.

CITY OF CANBY
REVENUES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			CHARGES FOR SERVICES			
			LEASE PROCEEDS	115,000	115,000	115,000
			TOTAL CHARGES FOR SERVICES	115,000	115,000	115,000
			MISCELLANOUS REVENUE			
2,417	19,834	2,500	MISCELLANEOUS-INCOME	2,500	2,500	2,500
2,417	19,834	2,500	TOTAL MISCELLANOUS REVENUE	2,500	2,500	2,500
			INTEREST REVENUES			
60,701	19,728	18,000	INTEREST REVENUES	6,000	6,000	6,000
60,701	19,728	18,000	TOTAL INTEREST REVENUES	6,000	6,000	6,000
			CASH CARRYOVER			
		2,420,091	CASH CARRYOVER	1,576,480	1,576,480	1,576,480
		2,420,091	TOTAL CASH CARRYOVER	1,576,480	1,576,480	1,576,480
			CHARGES FOR SERVICES			
2,485,569	2,387,863	2,537,820	SERVICE CHARGE	2,600,000	2,600,000	2,600,000
2,485,569	2,387,863	2,537,820	TOTAL CHARGES FOR SERVICES	2,600,000	2,600,000	2,600,000
			SPECIAL ASSESSMENTS			
10,733	733		AFD - NORTH REDWOOD			
28,751	1,244	1,600	SDC IMPROVEMENT (SEWER)	5,000	5,000	5,000
	3,734	5,000	SDC REIMBURSEMENT (SEWER)	15,000	15,000	15,000
			SDC IMPROVEMENT (STORM)	400	400	400
			SDC REIMBURSEMENT (STORM)	300	300	300
39,484	5,711	6,600	TOTAL SPECIAL ASSESSMENTS	20,700	20,700	20,700
			MISCELLANOUS REVENUE			
			BOND PROCEEDS			
			TOTAL MISCELLANOUS REVENUE			
			INTERFUND LOAN TRANSFERS IN			
9,965	4,850	8,624	TRANSFER FROM GF FOR LID 0100 IF LOANTRANSFERS FROM LID 0100	10,936	10,936	10,936
9,965	4,850	8,624	TOTAL INTERFUND LOAN TRANSFERS I	10,936	10,936	10,936
2,598,136	2,437,986	4,993,635	TOTAL FUND REVENUE	4,331,616	4,331,616	4,331,616
			OTHER:			
			OTHER:			

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER EXPENDITURES						
PERSONAL SERVICES:						
10,109	6,698	20,759	PUBLIC WORKS MANAGER	25,508	25,508	25,508
86,005	85,109	86,561	PLANT SUPERVISOR	88,299	88,299	88,299
45,953			PW SUPERVISOR			
2,247	22,910	8,002	OFFICE SPECIALIST II	8,163	8,163	8,163
9,423	9,518		PROJECT PLANNER			
18,988	22,314	21,503	OFFICE SPECIALIST III	22,975	22,975	22,975
			STORM/PRETREATMENT TECH	27,500	27,500	27,500
50,502	52,204	53,097	OPERATOR I			
58,512	61,182	63,830	OPERATOR III	65,105	65,105	65,105
63,934	64,709	65,753	OPERATOR LEAD	67,063	67,063	67,063
53,925	55,693	58,336	OPERATOR II	115,595	115,595	115,595
5,940			PART TIME HELP			
2,915	1,531	2,500	OVERTIME	6,000	6,000	6,000
10,958	12,526	13,000	STAND BY	14,000	14,000	14,000
9,613	10,637	10,000	WEEKEND SURVEILLANCE	12,000	12,000	12,000
171,929	158,582	172,452	EMPLOYEE BENEFITS	214,752	214,752	214,752
2,400	2,459	1,600	CLOTHING ALLOWANCE	1,600	1,600	1,600
603,354	566,072	577,393	TOTAL PERSONAL SERVICES	668,560	668,560	668,560
MATERIAL AND SERVICES:						
10,006	643		CONTRACT LABOR-UTILITY BILLING			
3,973	231	4,000	CONSULTANT ENGINEER	5,000	5,000	5,000
			DISPOSAL SERVICES	4,000	4,000	4,000
1,738		2,000	STREET REPAIRS	1,500	1,500	1,500
40,353	31,802	42,000	MAINTENANCE OPERATIONS	45,000	45,000	45,000
2,190	1,869	2,000	GROUPS MAINT	1,500	1,500	1,500
	2,810	1,373	SPACE COSTS-UTILITY BILLING			
20,852	34,522	35,530	SEWER BILLING	31,975	31,975	31,975
	5,185	5,400	PROPERTY TAXES			
50,071			BILLING & COLLECTING			
18,861	13,080	25,500	EFFLUENT TESTING	24,000	24,000	24,000
2,526	3,665	3,000	SLUDGE TESTING	3,000	3,000	3,000
5,274	2,216	4,500	PRETREATMENT TESTING	4,000	4,000	4,000
6,049	5,334	6,000	COMMUNICATIONS	5,500	5,500	5,500
3,422	2,040	4,000	TRAVEL & TRAINING	3,500	3,500	3,500
1,939	1,964	2,100	MEMBERSHIP DUES & FEES	2,200	2,200	2,200
26,559	15,171	16,000	NPDES PERMIT FEES	16,000	16,000	16,000
11,327	3,450	4,500	SUPPLIES & SERVICES	4,000	4,000	4,000
1,866	1,296	2,000	SAFETY SUPPLIES	2,000	2,000	2,000
689	590	800	TOOLS & EQUIPMENT	500	500	500
1,344		2,000	COMPUTER SUPPLIES	1,500	1,500	1,500
4,551	5,457	5,500	BLDG CLEANING SERVICE	5,500	5,500	5,500
7,634	9,522	9,000	LAB EQUIPMENT & CHEMICALS	10,000	10,000	10,000
11,500	10,601	15,000	BULK CHEMICALS	20,000	20,000	20,000
49,825	47,655	32,000	LIME	42,000	42,000	42,000
11,484	8,360	13,000	POLYMER	12,000	12,000	12,000
73,343	73,052	150,000	UTILITIES	150,000	150,000	150,000
20,757	39,605		BAD DEBT EXPENSE	40,000	40,000	40,000
388,132	320,119	387,203	TOTAL MATERIAL AND SERVICES	434,675	434,675	434,675

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
179,700	242,750	102,297	O/H TRANSFER TO GENERAL FUND	121,452	121,452	121,452
79,695	41,894	38,500	OP TRANSFER TO FLEET	23,000	23,000	23,000
23,175	24,133	18,672	OP TRANSFER TO TECHNICAL SVC.	12,207	12,207	12,207
10,000			RESERVE TRANSFER TO FLEET			
			RESERVE TRANS TO CAP RESERVE			
292,570	308,777	159,469	TOTAL TRANSFERS	156,659	156,659	156,659
1,284,057	1,194,967	1,124,065	TOTAL SEWER EXPENDITURES	1,259,894	1,259,894	1,259,894
OTHER:						
		172,166	CONTINGENCY	200,000	200,000	200,000
		20,463	RESERVE FOR FUTURE EXPENDITURE			
		192,629	TOTAL OTHER	200,000	200,000	200,000

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 2011-2012

- In this fiscal year the City will separate 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 2011, which will outline the proposed rate increases scheduled for July 1, 2011. 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 will be hiring a Utility Worker II position with a required certification in collections and wastewater treatment. The main function of this position is to work on the Vactor truck as a Sewer and Stormwater hydro cleaning technician.
- The Stormwater collections department will be hiring 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 2011. 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 4.55 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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER COLLECTIONS						
PERSONAL SERVICES:						
25,270	16,441	20,759	PUBLIC WORKS DIRECTOR	12,754	12,754	12,754
3,369	32,099	31,035	PW SUPERVISOR			
2,075	2,098	12,805	OFFICE SPECIALIST II	6,531	6,531	6,531
42,148	90,895	46,960	UTILITY MAINT WORKER II	48,372	48,372	48,372
49,724	51,040	51,506	UTILITY WORKER III	26,267	26,267	26,267
		7,652	PUBLIC WORKS LEAD MAN	15,609	15,609	15,609
		5,000	OVERTIME	2,500	2,500	2,500
69,483	106,017	103,525	EMPLOYEE BENEFITS	77,157	77,157	77,157
		1,200	CLOTHING ALLOWANCE	600	600	600
192,069	298,590	280,442	TOTAL PERSONAL SERVICES	189,790	189,790	189,790
MATERIAL AND SERVICES:						
	1,355	5,000	CONSULTANT ENGINEER	2,500	2,500	2,500
	938	1,500	SOFTWARE MAINT	1,000	1,000	1,000
	905	1,000	BUILDING MAINTENANCE	500	500	500
	8,164	10,000	LATERAL REPAIR	10,000	10,000	10,000
	12,386	12,000	LIFT STATION MAINT	12,000	12,000	12,000
		3,000	LIFT STATION TELEMTRY	5,000	5,000	5,000
21,476	12,106	20,000	STORM SYSTEM MAINTENANCE			
38,591	12,016	16,739	COLLECTION SYSTEM MAINT	18,000	18,000	18,000
		1,000	EQUIPMENT RENTAL	500	500	500
	1,224	1,250	COPIER LEASE & MAINT	700	700	700
	1,117	3,500	STORM WATER ANALYSIS			
	978	1,200	COMMUNICATIONS	500	500	500
	455	250	PUBLICATIONS	150	150	150
	2,382	3,000	TRAVEL & TRAINING	1,500	1,500	1,500
	980	1,000	MEMBERSHIP DUES & FEES	500	500	500
	1,144	3,000	UIC PERMITTING			
	9,571	8,000	SUPPLIES & SERVICES	3,000	3,000	3,000
	1,142	1,200	SMALL TOOLS	600	600	600
	770		UNIFORMS			
	807	700	CLEANING/SUPPLIES	350	350	350
	847	1,100	SAFETY SUPPLIES	600	600	600
	2,488	3,000	UTILITIES			
	4,005	3,500	UTILITIES-LIFT STATIONS	5,500	5,500	5,500
		1,000	GPS MAPPING PROJECT	500	500	500
60,068	75,780	101,939	TOTAL MATERIAL AND SERVICES	63,400	63,400	63,400
TRANSFERS:						
		68,267	O/H TRANSFER TO GENERAL FUND	44,422	44,422	44,422
24,973	54,623	64,261	OP TRANSFER TO FLEET	55,000	55,000	55,000
			OP TRANSFER TO FACILITIES	16,457	16,457	16,457
		3,734	OP TRANSFER TO TECHNICAL SVCS.	4,439	4,439	4,439
24,973	54,623	136,262	TOTAL TRANSFERS	120,318	120,318	120,318
277,109	428,994	518,643	TOTAL SEWER COLLECTIONS	373,508	373,508	373,508
OTHER:						
TOTAL OTHER						

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			STORMWATER			
			PERSONAL SERVICES:			
			PUBLIC WORKS DIRECTOR	12,754	12,754	12,754
			OFFICE SPECIALIST II	6,531	6,531	6,531
			STORM/PRETREATMENT TECH	27,500	27,500	27,500
			UTILITY MAINT WORKER II	48,372	48,372	48,372
			UTILITY WORKER III	26,267	26,267	26,267
			PUBLIC WORKS LEAD MAN	15,609	15,609	15,609
			OVERTIME	2,500	2,500	2,500
			EMPLOYEE BENEFITS	96,844	96,844	96,844
			CLOTHING ALLOWANCE	800	800	800
			TOTAL PERSONAL SERVICES	237,177	237,177	237,177
			MATERIAL AND SERVICES:			
			CONSULTANT ENGINEER	2,500	2,500	2,500
			SOFTWARE MAINT	1,000	1,000	1,000
			BUILDING MAINTENANCE	500	500	500
			CATCH BASIN REPAIR	8,000	8,000	8,000
			BMP DEVICES	20,000	20,000	20,000
			STORM SYSTEM MAINTENANCE	20,000	20,000	20,000
			EQUIPMENT RENTAL	500	500	500
			COPIER LEASE & MAINT	700	700	700
			STORM WATER ANALYSIS	15,000	15,000	15,000
			COMMUNICATIONS	500	500	500
			PUBLICATIONS	150	150	150
			TRAVEL & TRAINING	1,500	1,500	1,500
			MEMBERSHIP DUES & FEES	500	500	500
			UIC PERMITTING	3,000	3,000	3,000
			SUPPLIES & SERVICES	3,000	3,000	3,000
			SMALL TOOLS	600	600	600
			UNIFORMS			
			CLEANING/SUPPLIES	350	350	350
			SAFETY SUPPLIES	600	600	600
			UTILITIES			
			GPS MAPPING PROJECT	500	500	500
			TOTAL MATERIAL AND SERVICES	78,900	78,900	78,900
			CAPITAL OUTLAY:			
			EQUIPMENT >\$5K			
			TOTAL CAPITAL OUTLAY			
			TRANSFERS:			
			O/H TRANSFER TO GENERAL FUND	48,108	48,108	48,108
			OP TRANSFER TO FLEET			
			OP TRANSFER TO FACILITIES			
			OP TRANSFER TO TECHNICAL SVCS.			
			TOTAL TRANSFERS	48,108	48,108	48,108
			TOTAL STORMWATER	364,185	364,185	364,185
			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 2011-2012

- Storm/Sewer Collections TV Equipment Lease Payment (\$25,000/yr)

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER DEBT						
MATERIAL AND SERVICES:						
			EQUIPMENT LEASE PAYMENT	25,000	25,000	25,000
			TOTAL MATERIAL AND SERVICES	25,000	25,000	25,000
DEBT:						
240,000	210,000	225,000	SEWER BOND PRINC-08	235,000	235,000	235,000
87,763	79,756	71,872	SEWER BOND INT-08	63,265	63,265	63,265
		270,197	SEWER BOND RES	270,000	270,000	270,000
327,763	289,756	567,069	TOTAL DEBT	568,265	568,265	568,265
327,763	289,756	567,069	TOTAL SEWER DEBT	593,265	593,265	593,265
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 2011-2012

- DEQ required Stormwater Management Plan (\$40,000)
- Sewer/Storm collections TV Equipment replacement (Lease \$115,000)

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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER RESERVE						
MATERIAL AND SERVICES:						
		25,000	SDC ENGINEER STUDY			
		60,000	SEWER RATE STUDY			
			STORMWATER MANAGEMENT PLAN	40,000	40,000	40,000
		85,000	TOTAL MATERIAL AND SERVICES	40,000	40,000	40,000
CAPITAL OUTLAY:						
1,049	3,820	6,000	BUILDING	6,000	6,000	6,000
13,286	1,009,475	1,370,000	PHASE III			
28,256	12,818	15,000	EQUIPMENT	18,000	18,000	18,000
11,193		276,653	SDC-RESERVED FUTURE PROJECTS			
	205,553		UIC DECOMMISSIONING	15,000	15,000	15,000
	20,361		KNIGHTS BRIDGE RD LIFT STATION			
	7,198	12,000	GPS SURVEY INSTRUMENT			
9,761			NON-CAPITALIZED EQUIPMENT	12,000	12,000	12,000
			TV TRUCK EQUIP REPLACEMENT	115,000	115,000	115,000
1,169	6,166	2,000	NON-CAPITALIZED COMPUTERS	2,000	2,000	2,000
781,717	231	823,976	SEWER PROJECT RESERVE	1,332,164	1,332,164	1,332,164
846,431	1,265,622	2,505,629	TOTAL CAPITAL OUTLAY	1,500,164	1,500,164	1,500,164
TRANSFERS:						
		600	O/H TRANSFER TO GENERAL FUND	600	600	600
2,700			SHARED REVTRANSFER TO PLANNING			
2,700			SHARED REVTRANSFER TO BUILDING			
5,400		600	TOTAL TRANSFERS	600	600	600
851,831	1,265,622	2,591,229	TOTAL SEWER RESERVE	1,540,764	1,540,764	1,540,764
OTHER:						
TOTAL OTHER						
2,740,760	3,179,340	4,993,635	TOTAL FUND EXPENDITURES	4,331,616	4,331,616	4,331,616

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.

Noteworthy changes for 2010-11

This fund will be closed by City Council resolution prior to June 30, 2011.

CITY OF CANBY
REVENUES

LOG ROAD IND PARK FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS			
1,302			ADVANCE FINANCING ADVANCED FINANCING 2			
1,302			TOTAL SPECIAL ASSESSMENTS			
			INTEREST REVENUES			
6,456	1,075	400	INTEREST REVENUES			
6,456	1,075	400	TOTAL INTEREST REVENUES			
			CASH CARRYOVER			
		133,470	CASH CARRYOVER			
		133,470	TOTAL CASH CARRYOVER			
7,758	1,075	133,870	TOTAL FUND REVENUE			
			OTHER:			

CITY OF CANBY
EXPENDITURES

LOG ROAD IND PARK FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LOG ROAD IND PARK EXPENDITURES						
CAPITAL OUTLAY:						
		63,253	IMPROVEMENTS-ROAD & BRIDGE			
		63,253	TOTAL CAPITAL OUTLAY			
DEBT:						
34,195	36,182	38,284	LOGGING ROAD PRINCIPLE PHS 1			
12,197	12,302	12,416	LOGGING ROAD PRINCIPLE PHS 2			
16,715	14,729	12,627	LOGGING ROAD INTEREST PHS 1			
7,885	7,306	6,690	LOGGING ROAD INTEREST PHS 2			
70,993	70,519	70,017	TOTAL DEBT			
TRANSFERS:						
5,150	5,630	600	O/H TRANSFER TO GENERAL FUND			
5,150	5,630	600	TOTAL TRANSFERS			
76,143	76,149	133,870	TOTAL LOG ROAD IND PARK EXPENDIT			
OTHER:						
TOTAL OTHER						
76,143	76,149	133,870	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 2011-2012

- \$750,000 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).
- \$420,000 is budgeted for the Phase I, 3rd and 4th Street Improvements in front of Clackamas County Fairgrounds. Approximately \$190,000 will be funded by a Community Development Block Grant and the remaining \$230,000 will come from the Street Reserve.
- Again this year we have budgeted \$40,000 dollars for Bike and Foot Paths. This project will be based on completing a corridor or sidewalk that ties the logging road walking trail to the existing sidewalks by Fred Myer.
- The final major project for the fiscal year will be the Grant/Holly, 3rd and 4th street reconstruction and sidewalk improvements to Wait Park. This project will be jointly funded through the Federal Fund Exchange and URD funds. URD will be contributing \$150,000 and the City will receive approximately \$450,000 from the Fed Fund Exchange. The total project cost will be an estimated \$600,000.

CITY OF CANBY
REVENUES

STREET RESERVE FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANT REVENUE			
		200,000	COMM DEV BLOCK GRANT (CDBG) BERG PARKWAY ODOT GRANT ARRA GRANT - ODOT	190,000	190,000	190,000
		200,000	TOTAL GRANT REVENUE	190,000	190,000	190,000
			SPECIAL ASSESSMENTS-SDC'S			
3,569	337		SDC'S STORM IMPROVEMENT			
782	144		SDC'S STORM REIMBURSEMENT			
121,733	11,636		SDC'S TRANS IMPROVEMENT	15,000	15,000	15,000
8,342	1,012		SDC'S TRANS REIMBURSEMENT	1,000	1,000	1,000
134,426	13,129		TOTAL SPECIAL ASSESSMENTS-SDC'S	16,000	16,000	16,000
			MISCELLANOUS REVENUE			
110,000			MISCELLANOUS REVENUE			
110,000			TOTAL MISCELLANOUS REVENUE			
			INTEREST REVENUES			
40,317	13,477		INTEREST REVENUES	7,500	7,500	7,500
40,317	13,477		TOTAL INTEREST REVENUES	7,500	7,500	7,500
			RESERVE TRANSFERS IN			
388,697		300,000	RESERVE TRANSFER FROM STREETS	454,637	454,637	454,637
169,983	389,395	499,630	RES TRANS FED FUND EXCHANGE	422,450	422,450	422,450
178,875	256,000	279,065	RES TRANS STREET MAINT FEE RES TRANS LOCAL GAS TAX	284,000	284,000	284,000
737,554	645,395	1,078,695	TOTAL RESERVE TRANSFERS IN	1,161,087	1,161,087	1,161,087
			CASH CARRYOVER			
		1,779,629	CASH CARRYOVER	1,635,229	1,635,229	1,635,229
		1,779,629	TOTAL CASH CARRYOVER	1,635,229	1,635,229	1,635,229
1,022,298	672,001	3,058,324	TOTAL FUND REVENUE	3,009,816	3,009,816	3,009,816
			OTHER:			

CITY OF CANBY
EXPENDITURES

STREET RESERVE FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STREET RESERVE EXPENDITURES						
CAPITAL OUTLAY:						
34,042			GRANT-CDBG SIDEW PROJ			
1,897	858	660,081	SDC TRANS PROJECT			
	809	200,000	SDC STORM PROJECT			
		300,000	FUND EXCHANGE PROJECT			
115,202	150	857,643	OTHER PROJECTS	1,329,579	1,329,579	1,329,579
	434,404	750,000	STREET MAINT FEE PROJECTS	750,000	750,000	750,000
	16,438	40,000	BIKE AND FOOT PATHS	40,000	40,000	40,000
7,805	693,285	50,000	KNIGHTS BRIDGE RD IMPROVEMENTS			
			99E MEDIAN IMPROVEMENT			
			WAIT PARK ST/SW RECONSTRUCTION	454,637	454,637	454,637
			CDBG EXPENDE-SE 2ND AVE			
		200,000	NW 3RD & 4TH AVE CDBG/SDC	400,000	400,000	400,000
2,301			SDC TRAFFIC CALMING PROJECT			
550			BERG PARKWAY SDC PROJECT			
	246,280		NE 2ND STREET PROJECT			
639,601			SE/SW 13TH AVE RECONSTRUCT			
	31,150		SDC TRANS ENGINEER STUDY	35,000	35,000	35,000
200			STREET MAINT FUNDING STUDY			
	9,900		UPDATE PCI			
801,599	1,433,274	3,057,724	TOTAL CAPITAL OUTLAY	3,009,216	3,009,216	3,009,216
TRANSFERS:						
39,500	50,475	600	O/H TRANSFER TO GENERAL FUND	600	600	600
2,067			SR TRANSFER TO PLANNING			
3,348			SR TRANSFER TO BUILDING			
44,915	50,475	600	TOTAL TRANSFERS	600	600	600
846,514	1,483,749	3,058,324	TOTAL STREET RESERVE EXPENDITUR	3,009,816	3,009,816	3,009,816
OTHER:						
TOTAL OTHER						
846,514	1,483,749	3,058,324	TOTAL FUND EXPENDITURES	3,009,816	3,009,816	3,009,816

Department Description

The Capital Reserve Fund receives transferred amounts from General Fund departments, as well as grants and 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 2011-2012

- All building improvement amounts have been transferred to the Facilities Fund.

CITY OF CANBY
REVENUES

CAPITAL RESERVE FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANTS & DONATIONS			
	31,229		GRANT-STATE PRKS LOCAL GRANT GRANT - ODOT BRIDGE PAINT			
	31,229		TOTAL GRANTS & DONATIONS			
			SOURCE 360			
			PEG ACCESS FEES			
			TOTAL SOURCE 360			
			INTEREST REVENUES			
3,263	1,066	800	INTEREST REVENUES			
3,263	1,066	800	TOTAL INTEREST REVENUES			
			RESERVE TRANSFERS IN			
4,800	150,000		RESERVE TRANSFER FROM ADMIN			
5,000		12,400	RESERVE TRANSFER FROM BUILDING	12,400	12,400	12,400
	10,000		RESERVE TRANSFER FROM POLICE			
	10,000		RESERVE TRANSFER FROM CEMETERY			
			RESERVE TRANSFER FROM STREETS			
			RESERVE TRANSFER FROM FLEET			
			RESERVE TRANSFER FROM SEWER			
9,800	170,000	12,400	TOTAL RESERVE TRANSFERS IN	12,400	12,400	12,400
			SOURCE 394			
			IF LOAN FROM PARKS DEV			
			TOTAL SOURCE 394			
			CASH CARRYOVER			
		122,873	CASH CARRYOVER	80,206	74,100	74,100
		122,873	TOTAL CASH CARRYOVER	80,206	74,100	74,100
13,063	202,295	136,073	TOTAL FUND REVENUE	92,606	86,500	86,500
			OTHER:			

CITY OF CANBY
EXPENDITURES

CAPITAL RESERVE FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CAPITAL RESERVE EXPENDITURES						
PERSONAL SERVICES:						
			GENERAL SERVICES DIRECTOR			
6,225	6,295		OFFICE SPECIALIST II			
3,368	3,389		EMPLOYEE BENEFITS			
9,593	9,684		TOTAL PERSONAL SERVICES			
CAPITAL OUTLAY:						
1,099		45,000	FACILITIES			
	134,646	18,940	FACILITIES - ADULT CENTER BLDG			
3,563			FACILITIES - LIBRARY ROOF			
		5,000	FACILITIES-NEW POLICE STATION			
	37,829		FACILITIES - POLICE			
			FACILITIES - CITY SHOPS			
12,367		5,000	CAPITAL - PEG ACCESS			
		12,400	CAPITAL - ADMINISTRATION			
		15,000	CAPITAL EXPENSE-LIBRARY			
5,000			CAPITAL - POLICE	24,800	24,800	24,800
958			CAPITAL - CEMETERY			
			CAPITAL - SWIM LEVY			
			MARSHALL HOUSE EXPENSES			
22,987	172,475	101,340	TOTAL CAPITAL OUTLAY	24,800	24,800	24,800
TRANSFERS:						
11,000	1,320	600	O/H TRANSFER TO GENERAL FUND			
34,133	34,133	34,133	TRANSFER TO FACILITIES IF PRINCIPAL & INTEREST	67,806	61,700	61,700
45,133	35,453	34,733	TOTAL TRANSFERS	67,806	61,700	61,700
77,713	217,613	136,073	TOTAL CAPITAL RESERVE EXPENDITUR	92,606	86,500	86,500
OTHER:						
TOTAL OTHER						
77,713	217,613	136,073	TOTAL FUND EXPENDITURES	92,606	86,500	86,500

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

**FORM LB-50
2011-2012**

To assessor of Clackamas County

Be sure to read instructions in the 2011-2012 Notice of Property Tax Levy Forms and Instruction booklet

Check here if this is an amended form.

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

<u>PO Box 930 182 N Holly St</u> Mailing Address of District	<u>Canby</u> City	<u>OR</u> State	<u>97013</u> Zip	<u>6/30/2011</u> Date
<u>Sue Engels</u> Contact Person	<u>Finance Director</u> Title	<u>503-266-4021</u> Daytime Telephone	<u>engels@ci.canby.or.us</u> Contact Person E-Mail	

CERTIFICATION - Check one box.

- The tax rate of levy amounts certified in Part I are within the tax rate of levy amounts approved by the budget committee.
- The tax rate of 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		
2. Local option operating tax	2	0.42		
3. Local option capital project tax	3			
4. Levy for "Gap Bonds"	4			Excluded from Measure 5 Limits Amount of Bond Levy
5. Levy for Pension and disability obligations	5			
6a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	6a			
6b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001	6b			
6c. Total levy for bonded indebtedness not subject to Measure 5 of Measure 50 (total of 6a + 6b)	6c			0

PART II: RATE LIMIT CERTIFICATION

7. Permanent rate limit in dollars and cents per \$1,000	7	3.4886
8. Date received voter approval for rate limit if new district	8	
9. Estimated permanent rate limit for newly merged/consolidated district	9	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than three 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	Total tax amount -or- rate authorized per year by voters
mixed	11/7/2006	2007-2008	2011-2012	0.42

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Gov't. Limitations	Excluded from M5 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)

**FORM
LB-1**

NOTICE OF BUDGET HEARING

A meeting of the City of Canby City Council will be held on June 15, 2011 at 7:30 p.m. at the Canby Council Chamber, 155 NW 2nd Avenue. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2011 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 St., Canby, Oregon 97013 between the hours of 8:00 a.m. and 5:00 p.m. This budget was prepared on a basis of accounting that is consistent with the basis of accounting used during the preceding year.

Major changes, if any, and their effect on the budget, are explained below. This budget is for an Annual Period.

County Clackamas	City Canby	Chairperson of Governing Body Randy Carson	Telephone Number (503) 266-4021
---------------------	---------------	-----------------------------------------------	------------------------------------

FINANCIAL SUMMARY

TOTAL OF ALL FUNDS		Adopted Budget This Year 2010-2011	Approved Budget Next Year 2011-2012
Anticipated Requirements	1. Total Personal Services	8,298,450	8,762,735
	2. Total Materials and Supplies	4,370,735	4,068,083
	3. Total Capital Outlay	8,391,867	6,348,387
	4. Total Debt Service	736,674	642,783
	5. Total Transfers	3,190,121	3,708,986
	6. Total Contingencies	830,181	622,418
	7. Total Reserves and Special Payments	0	0
	8. Total Unappropriated Ending Fund Balance	1,160,326	2,079,811
	9. Total Requirements - add Lines 1 through 8	26,978,354	26,233,203
Anticipated Resources	10. Total Resources Except Property Taxes	22,857,354	22,159,167
	11. Total Property Taxes Estimated to be Received	4,121,000	4,074,036
	12. Total Resources - add Lines 10 and 11	26,978,354	26,233,203
Estimated Ad Valorem Property Taxes	13. Total Property Taxes Estimated to be Received (line 11)	4,121,000	4,074,036
	14. Plus: Estimated Property Taxes Not to be Received	115,388	265,005
	A. Loss Due to Constitutional Limits	0	344
	B. Discounts Allowed, Other Uncollected Amounts	115,388	264,660
	15. Total Tax Levied - add Lines 13 and 14	4,236,388	4,339,041
Tax Levies By Type	16. Permanent Rate Limit Levy (rate limit 3.4886/thousand)	Rate of Amount 3.4886	Rate of Amount 3.4886
	17. Local Option Taxes	0.4200	0.4200
	18. Levy for Bonded Debt or Obligations	0	0

STATEMENT OF INDEBTEDNESS

Debt Outstanding ____ None ____ As Summarized Below	Debt Authorized, Not Incurred ____ None ____ As Summarized Below
--------------------------------------------------------	---------------------------------------------------------------------

PUBLISH BELOW ONLY IF COMPLETED

Long-Term Debt	Estimated Debt Outstanding at the Beginning of the Budget Year July 1, 2011	Estimated Debt Authorized, Not Incurred at the Beginning of the Budget Year July 1, 2011
Bonds	1,830,000	
Interest Bearing Wa		
Other	299,670	
Total Indebtedness	2,129,670	0

Short-Term Debt

This budget includes the intention to borrow in anticipation of revenue ("Short-Term Borrowing") as summarized below:

Fund Liable	Estimated Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost

**FORM
LB-2**

FUNDS NOT REQUIRING A

Publish ONLY completed portion of this page.

PROPERTY TAX TO BE LEVIED

Name of Fund	Actual Data Last Year 2009-2010	Adopted Budget This Year 2010-2011	Approved Budget Next Year 2011-2012
Library Fund			
1. Total Personal Services	473,244	578,978	646,396
2. Total Materials and Supplies	137,414	252,061	193,546
3. Total Capital Outlay	-	-	-
4. Total Debt Service	-	-	-
5. Total Transfers	260,871	177,680	221,842
6. Total Contingencies	-	194,192	36,764
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	9,321	300,000
9. Total Requirements	871,528	1,212,232	1,398,548
10. Total Resources Except Property Taxes	871,528	1,212,232	1,398,548
Streets Fund			
1. Total Personal Services	299,010	355,742	448,406
2. Total Materials and Supplies	193,981	192,280	189,775
3. Total Capital Outlay	1,355	4,500	4,500
4. Total Debt Service	-	-	-
5. Total Transfers	862,999	1,318,426	1,445,916
6. Total Contingencies	-	160,349	44,234
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	8,961	450,000
9. Total Requirements	1,357,345	2,040,258	2,582,831
10. Total Resources Except Property Taxes	1,357,345	2,040,258	2,582,831
Fleet Services Fund			
1. Total Personal Services	275,685	324,233	319,042
2. Total Materials and Supplies	536,980	688,940	528,379
3. Total Capital Outlay	208,447	40,000	75,450
4. Total Debt Service	-	-	-
5. Total Transfers	61,369	9,336	52,866
6. Total Contingencies	-	58,117	56,408
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	7,879	-
9. Total Requirements	1,082,482	1,128,505	1,032,145
10. Total Resources Except Property Taxes	1,082,482	1,128,505	1,032,145
911 Emergency Fund			
1. Total Personal Services	-	-	-
2. Total Materials and Supplies	141,681	242,000	173,147
3. Total Capital Outlay	-	-	-
4. Total Debt Service	-	-	-
5. Total Transfers	1,000	600	600
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	142,681	242,600	173,747
10. Total Resources Except Property Taxes	142,681	242,600	173,747

**FORM
LB-2**

FUNDS NOT REQUIRING A

Publish ONLY completed portion of this page.

PROPERTY TAX TO BE LEVIED

Name of Fund	Actual Data Last Year 2009-2010	Adopted Budget This Year 2010-2011	Approved Budget Next Year 2011-2012
Parks Development Fund			
1. Total Personal Services	66,126	-	-
2. Total Materials and Supplies	13,778	10,000	5,000
3. Total Capital Outlay	181,658	885,133	923,358
4. Total Debt Service	-	-	-
5. Total Transfers	59,640	600	600
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	321,202	895,733	928,958
10. Total Resources Except Property Taxes	321,202	895,733	928,958
Library Endowment Fund			
1. Total Personal Services	-	-	-
2. Total Materials and Supplies	-	-	-
3. Total Capital Outlay	-	135,400	135,400
4. Total Debt Service	-	-	-
5. Total Transfers	-	600	600
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	-	136,000	136,000
10. Total Resources Except Property Taxes	-	136,000	136,000
Cemetery Perpetual Care Fund			
1. Total Personal Services	-	-	-
2. Total Materials and Supplies	-	-	-
3. Total Capital Outlay	-	741,956	-
4. Total Debt Service	-	-	-
5. Total Transfers	2,000	600	600
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	779,811
9. Total Requirements	2,000	742,556	780,411
10. Total Resources Except Property Taxes	2,000	742,556	780,411
Facilities Fund			
1. Total Personal Services	-	-	47,830
2. Total Materials and Supplies	-	-	102,000
3. Total Capital Outlay	-	-	89,160
4. Total Debt Service	-	-	-
5. Total Transfers	-	-	2,000
6. Total Contingencies	-	-	41,701
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	-	-	282,691
10. Total Resources Except Property Taxes	-	-	282,691

**FORM
LB-2**

FUNDS NOT REQUIRING A

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PROPERTY TAX TO BE LEVIED

Name of Fund	Actual Data Last Year 2009-2010	Adopted Budget This Year 2010-2011	Approved Budget Next Year 2011-2012
Forfeiture Fund			
1. Total Personal Services	-	-	-
2. Total Materials and Supplies	2,440	16,400	14,054
3. Total Capital Outlay	-	-	-
4. Total Debt Service	-	-	-
5. Total Transfers	1,000	600	600
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	3,440	17,000	14,654
10. Total Resources Except Property Taxes	3,440	17,000	14,654
Tech Services Fund			
1. Total Personal Services	54,355	57,171	99,211
2. Total Materials and Supplies	88,065	96,300	96,000
3. Total Capital Outlay	44,488	322,881	214,854
4. Total Debt Service	-	-	-
5. Total Transfers	-	82,430	77,173
6. Total Contingencies	-	25,298	25,223
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	1,490	-
9. Total Requirements	186,908	585,570	512,461
10. Total Resources Except Property Taxes	186,908	585,570	512,461
Transit Fund			
1. Total Personal Services	138,507	115,044	147,479
2. Total Materials and Supplies	976,798	1,016,404	798,578
3. Total Capital Outlay	288,567	419,051	274,785
4. Total Debt Service	99,588	99,588	-
5. Total Transfers	382,232	431,275	475,193
6. Total Contingencies	-	12,136	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	2,818	-
9. Total Requirements	1,885,692	2,096,316	1,696,035
10. Total Resources Except Property Taxes	1,885,692	2,096,316	1,696,035
Debt Service Fund			
1. Total Personal Services	-	-	-
2. Total Materials and Supplies	-	-	219,453
3. Total Capital Outlay	-	-	-
4. Total Debt Service	-	-	74,518
5. Total Transfers	-	-	58,769
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	-	-	352,740
10. Total Resources Except Property Taxes	-	-	352,740

**FORM
LB-2**

FUNDS NOT REQUIRING A

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PROPERTY TAX TO BE LEVIED

Name of Fund	Actual Data Last Year 2009-2010	Adopted Budget This Year 2010-2011	Approved Budget Next Year 2011-2012
Sewer Combined Fund			
1. Total Personal Services	864,662	857,835	1,095,527
2. Total Materials and Supplies	395,898	575,403	641,975
3. Total Capital Outlay	1,265,622	2,505,629	1,500,164
4. Total Debt Service	289,756	567,069	568,265
5. Total Transfers	363,400	295,070	325,685
6. Total Contingencies	-	172,166	200,000
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	20,463	-
9. Total Requirements	3,179,340	4,993,635	4,331,616
10. Total Resources Except Property Taxes	3,179,340	4,993,635	4,331,616
Street Reserve Fund			
1. Total Personal Services	-	-	-
2. Total Materials and Supplies	-	-	-
3. Total Capital Outlay	1,433,274	3,057,724	3,009,216
4. Total Debt Service	-	-	-
5. Total Transfers	50,475	600	600
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	1,483,749	3,058,324	3,009,816
10. Total Resources Except Property Taxes	1,483,749	3,058,324	3,009,816
Capital Reserve Fund			
1. Total Personal Services	9,684	-	-
2. Total Materials and Supplies	-	-	-
3. Total Capital Outlay	172,475	101,340	24,800
4. Total Debt Service	-	-	-
5. Total Transfers	35,453	34,733	61,700
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	217,613	136,073	86,500
10. Total Resources Except Property Taxes	217,613	136,073	86,500
Logging Road Industrial Park Fund			
1. Total Personal Services	-	-	-
2. Total Materials and Supplies	-	-	-
3. Total Capital Outlay	-	63,253	-
4. Total Debt Service	70,519	70,017	-
5. Total Transfers	5,630	600	-
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	76,149	133,870	-
10. Total Resources Except Property Taxes	76,149	133,870	-

**FORM
LB-2**

FUNDS NOT REQUIRING A

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PROPERTY TAX TO BE LEVIED

Name of Fund	Actual Data	Adopted Budget	Approved Budget
LID #0100 Fund	Last Year 2009-2010	This Year 2010-2011	Next Year 2011-2012
1. Total Personal Services	-	-	-
2. Total Materials and Supplies	-	-	-
3. Total Capital Outlay	-	-	-
4. Total Debt Service	-	-	-
5. Total Transfers	15,350	10,456	-
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	15,350	10,456	-
10. Total Resources Except Property Taxes	15,350	10,456	-
Name of Fund	Actual Date	Adopted Budget	Approved Budget
<i>(this section intentionally left blank)</i>	Last Year 2009-2010	This Year 2010-2011	Next Year 2011-2012
1. Total Personal Services			
2. Total Materials and Supplies			
3. Total Capital Outlay			
4. Total Debt Service			
5. Total Transfers			
6. Total Contingencies			
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	-	-	-
10. Total Resources Except Property Taxes	-	-	-
Name of Fund	Actual Date	Adopted Budget	Approved Budget
<i>(this section intentionally left blank)</i>	Last Year 2009-2010	This Year 2010-2011	Next Year 2011-2012
1. Total Personal Services			
2. Total Materials and Supplies			
3. Total Capital Outlay			
4. Total Debt Service			
5. Total Transfers			
6. Total Contingencies			
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	-	-	-
10. Total Resources Except Property Taxes	-	-	-
Name of Fund	Actual Date	Adopted Budget	Approved Budget
<i>(this section intentionally left blank)</i>	Last Year 2009-2010	This Year 2010-2011	Next Year 2011-2012
1. Total Personal Services	-	-	
2. Total Materials and Supplies	-	-	
3. Total Capital Outlay	-	-	
4. Total Debt Service	-	-	
5. Total Transfers	-	-	
6. Total Contingencies	-	-	
7. Total All Other Expenditures and Requirements	-	-	
8. Total Unappropriated Ending Fund Balance	-	-	
9. Total Requirements	-	-	
10. Total Resources Except Property Taxes	-	-	

**FORM
LB-3**

FUNDS REQUIRING A

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PROPERTY TAX TO BE LEVIED

Name of Fund	Actual Data Last Year 2009-2010	Adopted Budget This Year 2010-2011	Approved Budget Next Year 2011-2012
General Fund			
1. Total Personal Services	4,997,180	5,602,364	5,540,543
2. Total Materials and Supplies	1,087,899	1,155,457	984,616
3. Total Capital Outlay	2,326	75,000	61,700
4. Total Debt Service	0	0	0
5. Total Transfers	1,186,435	776,584	895,478
6. Total Contingencies	0	104,423	174,328
7. Total All Other Expenditures and Requirements	0	0	0
8. Total Unappropriated Ending Fund Balance	0	1,100,000	500,000
9. Total Requirements	7,273,840	8,813,828	8,156,665
10. Total Resources Except Property Taxes	3,680,409	5,113,828	4,520,120
11. Total Property Taxes Estimated to be Received	3,593,431	3,700,000	3,636,545
12. Total Resources (add lines 10 and 11)	7,273,840	8,813,828	8,156,665
13. Property Taxes Required to Balance (from line 11)		3,700,000	3,636,545
14. Estimated Property Taxes Not to be Received		103,600	236,243
A. Loss Due to Constitutional Limits			3
B. Discounts Allowed, Other Uncollected Amounts		103,600	236,240
15. Total Tax Levy (add lines 13 and 14)		3,803,600	3,872,788
		0	0
16. Permanent Rate Limit Levy (rate limit 3.4886)		3.4886	3.4886
17. Local Option Levy		0	0
18. Levy for Bonded Debt or Obligations		0	0
Swim Center Levy			
1. Total Personal Services	385,328	407,083	418,301
2. Total Materials and Supplies	88,066	125,490	121,560
3. Total Capital Outlay	3,275	40,000	35,000
4. Total Debt Service	0	0	0
5. Total Transfers	58,040	49,931	88,764
6. Total Contingencies	0	103,500	43,760
7. Total All Other Expenditures and Requirements	0	0	0
8. Total Unappropriated Ending Fund Balance	-	9,394	50,000
9. Total Requirements	534,709	735,398	757,385
10. Total Resources Except Property Taxes	126,881	314,398	319,894
11. Total Property Taxes Estimated to be Received	407,828	421,000	437,491
12. Total Resources (add lines 10 and 11)	534,709	735,398	757,385
13. Property Taxes Required to Balance (from line 11)		421,000	437,491
14. Estimated Property Taxes Not to be Received		11,788	28,762
A. Loss Due to Constitutional Limits			341
B. Discounts Allowed, Other Uncollected Amounts		11,788	28,421
15. Total Tax Levy (add lines 13 and 14)		432,788	466,253
		0	0
16. Permanent Rate Limit Levy (rate limit)			0
17. Local Option Levy		0.42	0.42
18. Levy for Bonded Debt or Obligations		0	0

**FORM
LB-4**

SUMMARY OF ORGANIZATION

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UNIT/PROGRAM BY FUND

GENERAL FUND			
Name of Unit/Program/Department	Actual Data Last Year 2009-2010	Adopted Budget This Year 2010-2011	Approved Budget Next Year 2011-2012
Administration			
1. Total Personal Services	702,991	754,259	668,762
2. Total Materials and Supplies	455,851	375,193	353,961
3. Total Capital Outlay	-	-	-
4. Total Debt Service	-	-	-
5. Total Transfers	672,100	310,172	433,302
6. Total Contingencies	-	104,423	174,328
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	1,100,000	500,000
9. Total Requirements	1,830,941	2,644,047	2,130,353
Court			
Court			
1. Total Personal Services	214,290	224,748	215,298
2. Total Materials and Supplies	54,906	64,250	53,800
3. Total Capital Outlay	-	-	-
4. Total Debt Service	-	-	-
5. Total Transfers	10,344	11,203	15,316
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	279,540	300,201	284,414
Planning			
Planning			
1. Total Personal Services	215,843	262,007	268,896
2. Total Materials and Supplies	46,018	84,279	66,570
3. Total Capital Outlay	2,326	-	-
4. Total Debt Service	-	-	-
5. Total Transfers	10,344	13,071	15,536
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	274,531	359,357	351,002
Parks			
Parks			
1. Total Personal Services	262,959	323,541	344,323
2. Total Materials and Supplies	63,358	73,742	63,865
3. Total Capital Outlay	-	60,000	61,700
4. Total Debt Service	-	-	-
5. Total Transfers	59,026	42,867	47,719
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	385,343	500,150	517,607

**FORM
LB-4**

SUMMARY OF ORGANIZATION

Publish ONLY completed portion of this page.

UNIT/PROGRAM BY FUND

GENERAL FUND			
Name of Unit/Program/Department	Actual Data	Adopted Budget	Approved Budget
Building	Last Year 2009-2010	This Year 2010-2011	Next Year 2011-2012
1. Total Personal Services	218,222	183,181	190,927
2. Total Materials and Supplies	34,149	78,528	25,580
3. Total Capital Outlay	-	-	-
4. Total Debt Service	-	-	-
5. Total Transfers	33,358	(30,979)	52,346
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	285,729	230,730	268,853
Police			
Name of Unit/Program/Department	Actual Data	Adopted Budget	Approved Budget
Police	Last Year 2009-2010	This Year 2010-2011	Next Year 2011-2012
1. Total Personal Services	3,142,444	3,505,069	3,488,218
2. Total Materials and Supplies	269,796	274,925	243,750
3. Total Capital Outlay	-	15,000	-
4. Total Debt Service	-	-	-
5. Total Transfers	369,733	398,145	317,943
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	3,781,973	4,193,139	4,049,911
Cemetery			
Name of Unit/Program/Department	Actual Data	Adopted Budget	Approved Budget
Cemetery	Last Year 2009-2010	This Year 2010-2011	Next Year 2011-2012
1. Total Personal Services	3,600	3,877	4,256
2. Total Materials and Supplies	98,586	100,000	95,600
3. Total Capital Outlay	-	-	-
4. Total Debt Service	-	-	-
5. Total Transfers	24,636	24,636	-
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	126,822	128,513	99,856
Finance			
Name of Unit/Program/Department	Actual Data	Adopted Budget	Approved Budget
Finance	Last Year 2009-2010	This Year 2010-2011	Next Year 2011-2012
1. Total Personal Services	236,832	345,682	359,863
2. Total Materials and Supplies	65,234	104,540	81,490
3. Total Capital Outlay	-	-	-
4. Total Debt Service	-	-	-
5. Total Transfers	6,895	7,469	13,316
6. Total Contingencies	-	-	-
7. Total All Other Expenditures and Requirements	-	-	-
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	308,961	457,691	454,669

RESOLUTION NO. 1103

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAX FOR THE 2011-2012 FISCAL YEAR

WHEREAS, a public hearing for the 2011-2012 City Budget was duly and regularly advertised and held on June 15, 2011; and be it resolved that the City Council of the City of Canby hereby adopts the budget approved by the Budget Committee;

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 .42¢ per \$1000.00 of assessed property value and that these taxes be levied upon all taxable property within the district as of July 1, 2011. 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

ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Canby hereby adopts the budget for fiscal year 2011-12 in the total of \$26,233,203 now on file at City Hall, 182 N. Holly St., Canby, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2011, and for the purposes shown below are hereby appropriated:

GENERAL FUND

ADMINISTRATION	1,022,723
COURT	269,098
PLANNING	335,466
PARKS	469,888
BUILDING	216,507
POLICE	3,731,968
CEMETERY	99,856
FINANCE	441,353
TRANSFERS	895,478
CONTINGENCY	674,328
TOTAL	8,156,665

OTHER FUNDS

LIBRARY FUND

PERSONAL SERVICES	646,396
MATERIALS & SERVICES	193,546
TRANSFERS	221,842
CONTINGENCY	146,618
TOTAL	1,208,402

STREET FUND

PERSONAL SERVICES	448,406
MATERIALS & SERVICES	189,775
CAPITAL OUTLAY	4,500
TRANSFERS	1,445,916
CONTINGENCY	257,517
TOTAL	2,346,114

FLEET SERVICES FUND

PERSONAL SERVICES	319,042
MATERIALS & SERVICES	528,379
CAPITAL OUTLAY	75,450
TRANSFERS	52,866
CONTINGENCY	56,408
TOTAL	1,032,145

911 EMERGENCY

MATERIALS & SERVICES	173,147
TRANSFERS	600
TOTAL	173,747

PARKS DEVELOPMENT FUND

MATERIALS & SERVICES	5,000
CAPITAL OUTLAY	923,358
TRANSFERS	600
TOTAL	928,958

LIBRARY ENDOWMENT FUND

CAPITAL OUTLAY	135,400
TRANSFERS	600
TOTAL	136,000

CEMETERY PERPETUAL CARE

TRANSFERS	600
TOTAL	600

FACILITIES FUND

PERSONAL SERVICES	47,830
MATERIALS & SERVICES	102,000
CAPITAL OUTLAY	89,160
TRANSFERS	2,000
CONTINGENCY	41,701
TOTAL	282,691

FORFEITURE FUND

MATERIALS & SERVICES	14,054
TRANSFERS	600
TOTAL	14,654

TECH SERVICES FUND

PERSONAL SERVICES	99,211
MATERIALS & SERVICES	96,000
CAPITAL OUTLAY	214,854
TRANSFERS	77,173
CONTINGENCY	25,223
TOTAL	512,461

TRANSIT FUND

PERSONAL SERVICES	147,479
MATERIALS & SERVICES	798,578
CAPITAL OUTLAY	274,785
TRANSFERS	475,193
CONTINGENCY	0
TOTAL	1,696,035

SWIM CENTER LEVY FUND

PERSONAL SERVICES	418,301
MATERIALS & SERVICES	121,560
CAPITAL OUTLAY	35,000
TRANSFERS	88,764
CONTINGENCY	93,760
TOTAL	757,385

DEBT SERVICE FUND

MATERIALS & SERVICES	219,453
DEBT SERVICE	74,518
TRANSFERS	58,769
TOTAL	352,740

SEWER COMBINED FUND

PERSONAL SERVICES	1,095,527
MATERIALS & SERVICES	641,975
CAPITAL OUTLAY	1,500,164
DEBT SERVICE	568,265
TRANSFERS	325,685
CONTINGENCY	200,000
TOTAL	4,331,616

STREET RESERVE

CAPITAL OUTLAY	3,009,216
TRANSFERS	600
TOTAL	3,009,816

CAPITAL RESERVE

CAPITAL OUTLAY	24,800
TRANSFERS	61,700
TOTAL	86,500

TOTAL APPROPRIATIONS, ALL FUNDS	\$25,026,529
TOTAL UNAPPROPRIATED AMOUNTS, ALL FUNDS	\$ 1,206,674
TOTAL ADOPTED BUDGET	\$26,233,203

IMPOSING THE TAX

BE IT RESOLVED that the City Council of the City of Canby hereby imposes the taxes provided for in the adopted budget:


- (1) At the rate per \$1,000 of assessed value of \$ 3.4886 for permanent rate tax;
- (2) At the rate per \$1,000 of assessed value of \$ 0.4200 for local option tax; and
- (3) In the amount of \$ 0 for debt service for general obligation bonds;

and that these taxes are hereby imposed and categorized for the tax year 2011-12 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

	General Government Limitation	Excluded from Limitation
Permanent Rate.....	\$ 3.4886/\$1,000	
Local Option Tax.....	\$ 0.4200/\$1,000	
General Obligation Debt Service Fund.....		\$ 0

The above resolution statements were approved and declared adopted on this 15th day of June 2011.



 Randy Carson, Mayor

ATTEST:



 Kimberly Scheafer, CMC
 City Recorder

RESOLUTION NO. 1101

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:

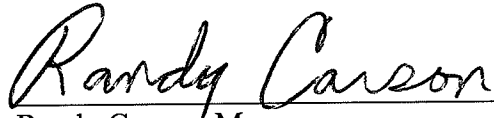
WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760,

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 15, 2011.

ADOPTED by the Canby City Council at a regular meeting thereof on June 15, 2011.


Randy Carson, Mayor

ATTEST:


Kimberly Scheafer, CMC
City Recorder

ORDINANCE NO. 1345

AN ORDINANCE DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2011-2012.

WHEREAS, a public hearing for the use of state revenue sharing funds was held before the Budget Committee on May 11, 2011, and before City Council on June 15, 2011; 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 2011-2012.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, June 15, 2011, 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 6, 2011, 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 6th of July 2011, by the following vote:


YEAS 5

NAYS 0



Randy Carson
Mayor

ATTEST:



Kimberly Scheafer, CMC
City Recorder

Canby Urban Renewal Agency City Administrator's Budget Message for Fiscal Year 2011-2012

To the Urban Renewal Budget Committee:

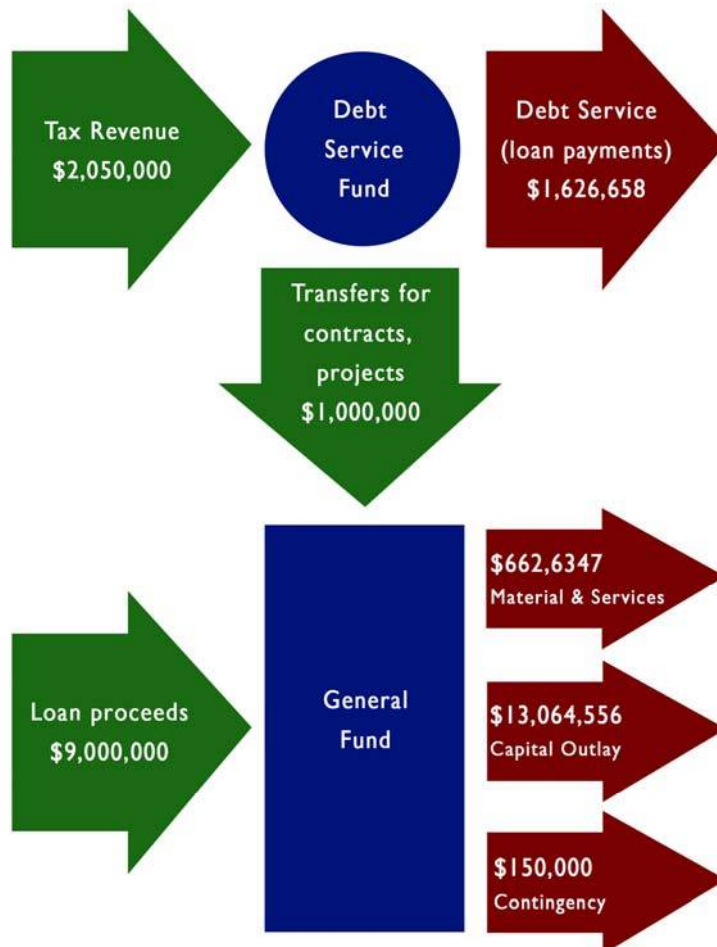
Following is the proposed budget for the Canby Urban Renewal Agency for the 2011-2012 Fiscal Year. The proposed budget is balanced, as required by state law. Projected revenues (for both funds) include \$9,000,000 in debt proceeds, \$1,000,800 in miscellaneous revenue, \$3,301,324 in cash carryover from FY 20010-2011, \$2,152,120 from property taxes and interest. Expenditures include \$444,096 for personnel, \$13,877,20 for projects, materials & services, and contingency, and \$1,626,658 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 \$504,666. In addition the Agency also pays for operational overhead in the amount of \$99,956.

Revenues

Collectible tax increment revenue is estimated at \$2,050,000 in FY 2011-2012, up approximately 10% from 2009-2010 actual revenues. Continued growth in Agency tax revenues can be attributed to strong growth in commercial and industrial projects within the district.

URD General Fund

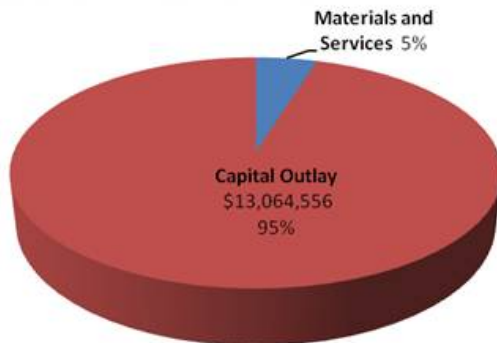


Revenue - URD Debt



Expenditures

Expenses - URD General Fund



Expenses - URD Debt



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

- \$60,570 Materials and Services Contracts
- Main Street Program: \$156,391 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 for continue 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:** \$350,000 for an enhanced façade improvement program would be a 3 year phased program to create the most dramatic impact on the visual appearance of downtown Canby. Phase 1 would redevelop the storefronts along 1st Avenue, the face of downtown. Business and property owners on 1st Avenue taking advantage of this program would enter into Memorandum of Understanding with the Agency to receive 85% project funding with the expectation that they meet certain business improvement conditions as well as window display and interior lighting improvements. Phase 2 and 3 of the project would focus on properties throughout downtown that are the most visual to customers and those with historical significance. Revisions to the current façade improvement program impacting 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.



*Canby Herald Building
Façade Improvement
Before and After*

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 new light poles to be located on 1st Avenue after completion of streetscape improvements. These new banners will be used during the times when neither the flower baskets nor holiday banners are being used. In addition, this fund will create more city sponsored a-frame signs, adorning the city logo and creating a holistic look towards the branding of Canby, The Garden Spot. A portion of the fund will help create a new mural 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 2011-2012 will include three major infrastructure projects this year as well as ongoing economic development projects including:

- \$2.4 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 will be complete in the current fiscal year, with construction to occur in the upcoming term. Included will be new sidewalks, parking, streetscapes, landscaping, and a fence along the railroad property right of way. Also under consideration are construction of some gateway features at the major intersections, a possible structure to house the Farmers Market and relocation of the Depot Museum.
- Construction of a new police facility on NW 3rd Avenue - \$9 million. 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.*

- \$1 million for library development. This will be the site acquisition and design phase for the creation of a new City library to be sited on NW 1st Avenue between Holly and Ivy Streets. The library will provide a new 25,000 square foot facility on a single floor. Options being considered include a 10,000 square foot administrative space above the office area and an underground parking garage.

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*

- **\$419,556 for URD projects**, including land acquisition for development opportunities, commercial or industrial partnerships, public facilities, housing or other infrastructure projects. Specific projects could include partnering with businesses in the Canby Pioneer Industrial Park to design an extension of SE 13th Ave. across the Oregon Pioneer Railroad spur and a connection between SE 1st Ave. and Highway 99E at Otto Rd.

*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. The Agency has substantial cash reserves which can be used for additional projects if prioritized for spending by the Agency and its advisory committee. 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 2011-12

- A new police station will be constructed on NW Third Avenue, with site work beginning in August 2011 and completion in spring 2012.
- The redevelopment of 1st Avenue and the city-owned parking lot, which will include new streets, sidewalks, parking, landscaping and community amenities, will be completed by summer 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 will be underway during the year.
- Focused transportation infrastructure will continue to make sites in the Canby Pioneer Industrial Park development ready.

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.

Budget at a Glance

Personal Services - includes wages and fringe benefits for 4.15 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

Special Revenue Funds

Urban Renewal General

budget.

Materials and Services - include office supplies, employee training, contract professional services, telephone, and purchase of City logo products.

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 \$2.5 million for the 1st Avenue redevelopment project, \$8.5 million for the police station and \$1 million for library development. Approximately \$422,556 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 - \$350,000 is budgeted in an enhanced 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 \$156,391 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 \$18,000 for expanding the Banner program to 2nd Street, Downtown Mural Program, and Marketing efforts for Economic Development following the URD Plan.

Redevelopment Grant Program – Provides 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 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DEBT PROCEEDS						
250,464			DEBT PROCEEDS-BERG PARKWAY			
1,335,966			DEBT PROCEEDS-SEQUOIA ST 5			
413,684			DEBT PROCEEDS-SEQUOIA ST 6			
1,915,000			DEBT PROCEEDS-CINEMA			
		2,500,000	DEBT PROCEEDS-WALNUT ST.			
			DEBT PROCEEDS-1ST AVENUE			
			DEBT PROCEEDS-POLICE STATION	9,000,000	9,000,000	9,000,000
3,915,114		2,500,000	TOTAL DEBT PROCEEDS	9,000,000	9,000,000	9,000,000
SOURCE 334						
15,300			GATEWAY GRANT			
	12,500		URD GRANTS	10,000	10,000	10,000
15,300	12,500		TOTAL SOURCE 334	10,000	10,000	10,000
MISCELLANEOUS REVENUE						
496,723	1,459		MISCELLANEOUS-INCOME	1,000,000	1,000,000	1,000,000
	972	3,000	CITY LOGO PRODUCT SALES	800	800	800
496,723	2,430	3,000	TOTAL MISCELLANEOUS REVENUE	1,000,800	1,000,800	1,000,800
INTEREST REVENUES						
32,758	7,693	8,250	INTEREST REVENUE	4,500	4,500	4,500
32,758	7,693	8,250	TOTAL INTEREST REVENUES	4,500	4,500	4,500
OPERATIONAL TRANSFERS IN						
919,000	1,207,832	2,000,000	OP TRANSFER IN FROM UR DEBT	1,000,000	1,000,000	1,000,000
919,000	1,207,832	2,000,000	TOTAL OPERATIONAL TRANSFERS IN	1,000,000	1,000,000	1,000,000
CASH CARRYOVER						
		1,000,000	CASH CARRYOVER	2,861,903	2,861,903	2,861,903
		1,000,000	TOTAL CASH CARRYOVER	2,861,903	2,861,903	2,861,903
5,378,895	1,230,456	5,511,250	TOTAL FUND REVENUE	13,877,203	13,877,203	13,877,203
OTHER:						

CITY OF CANBY
EXPENDITURES

URBAN RENEWAL GENERAL FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
URD EXPENDITURES						
PERSONAL SERVICES:						
EMPLOYEE BENEFITS						
TOTAL PERSONAL SERVICES						
MATERIAL AND SERVICES:						
168,907	196,483	214,623	PERSONAL SERVICE CONTRACT	444,096	444,096	444,096
91,729	85,391	115,000	MAT & SVC CONTRACT	60,570	60,570	60,570
	5,545	98,920	MAIN STREET PROJECT	52,025	52,025	52,025
	2,484	4,000	CITY LOGO PRODUCTS	2,000	2,000	2,000
74,270	64,171	72,389	DUE TO CITY	99,956	99,956	99,956
334,906	354,074	504,932	TOTAL MATERIAL AND SERVICES	658,647	658,647	658,647
CAPITAL OUTLAY:						
9,267			BERG PARKWAY PROJECT			
4,250		18,000	RARE PROGRAM	19,000	19,000	19,000
41,446			TOWNSHIP RD PROJECT			
367,460			SEQUOIA/13TH AVE CONNECTION	200,000	200,000	200,000
102,259			SEQUOIA PHASE 5			
			SEQUOIA PHASE 6			
(1,631)	598,260	2,500,000	1ST AVENUE REDEVELOPMENT	2,400,000	2,400,000	2,400,000
		1,237,463	URD PROJECTS	419,556	419,556	419,556
			OFFICE BUILDING RENOVATION	4,000	4,000	4,000
			URD PROJECT-RAILROAD PROPERTY			
			URD PROJECT-LIBRARY	1,000,000	1,000,000	1,000,000
			URD PROJECT-POLICE STATION	8,500,000	8,500,000	8,500,000
11,500		100,000	SDC INCENTIVE PROGRAM	100,000	100,000	100,000
34,074			CANBY CINEMA			
35,070	25,889	75,000	BEAUTIFICATION & MARKETING	25,000	25,000	25,000
62,897	114,995	80,000	GATEWAY PROJECTS	11,000	11,000	11,000
1,355		5,000	DESIGN STANDARDS PROJECT			
7,736	5,065	5,000	SIGN CODE PROJECT			
4,924		128,750	FACADE IMP. PROGRAM	350,000	350,000	350,000
3,000	14,054	30,000	REDEVLOP. GRT PROGRM	30,000	30,000	30,000
94,600	772,251	632,000	WALNUT ST. IMP.	10,000	10,000	10,000
1,576,889	590,170		NW 2ND & PARKING LOT (CINEMA)			
	6,394	40,000	WALNUT ST IMPROVE-CEMETERY			
2,355,096	2,127,077	4,851,213	TOTAL CAPITAL OUTLAY	13,068,556	13,068,556	13,068,556
2,690,002	2,481,151	5,356,145	TOTAL URD EXPENDITURES	13,727,203	13,727,203	13,727,203
OTHER:						
		150,000	CONTINGENCY	150,000	150,000	150,000
		5,105	RESERVE FOR FUTURE EXPENDITURE			
		155,105	TOTAL OTHER	150,000	150,000	150,000
2,690,002	2,481,151	5,511,250	TOTAL FUND EXPENDITURES	13,877,203	13,877,203	13,877,203

CITY OF CANBY
REVENUES

URBAN RENEWAL DEBT SVC. FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PROPERTY TAXES			
1,364,900	1,792,115	2,200,000	TAX INCREMENT TAX INCREMENT - PRIOR	2,000,000 50,000	2,000,000 50,000	2,000,000 50,000
1,364,900	1,792,115	2,200,000	TOTAL PROPERTY TAXES	2,050,000	2,050,000	2,050,000
			SOURCE 355			
3,314	6,930	7,352	LID WALNUT ST PRINC LID HAZEL DELL WAY PRINC	31,818 7,799	31,818 7,799	31,818 7,799
3,314	6,930	7,352	TOTAL SOURCE 355	39,617	39,617	39,617
			INTEREST REVENUES			
23,482	6,405	6,000	INTEREST REVENUES LID WALNUT ST INT.	1,200 25,671	1,200 25,671	1,200 25,671
2,672	5,042	4,620	LID HAZEL DELL WAY-INTEREST BOND INTEREST REBATE (ARRA)	4,172 66,577	4,172 66,577	4,172 66,577
26,154	11,447	10,620	TOTAL INTEREST REVENUES	97,620	97,620	97,620
			CASH CARRYOVER			
		765,000	CASH CARRYOVER	439,421	439,421	439,421
		765,000	TOTAL CASH CARRYOVER	439,421	439,421	439,421
1,394,368	1,810,491	2,982,972	TOTAL FUND REVENUE	2,626,658	2,626,658	2,626,658
			OTHER:			

CITY OF CANBY
EXPENDITURES

URBAN RENEWAL DEBT SVC. FUND

ACTUAL PRECEEDING YR 2008-2009	ACTUAL PRECEEDING YR 2009-2010	ADOPTED BUDGET YR 2010-2011	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2011-2012		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
URBAN RENEWAL DEBT EXPENDITURE						
DEBT:						
			DEBT SCIF 2NDAVE/WAIT PRK			
50,400	55,412	55,424	DEBT PAYMENTS-SEQUOIA PKWY	55,438	55,438	55,438
41,459	41,679	44,563	DEBT PAYMENTS-HAZELDELL WAY	44,806	44,806	44,806
36,766	36,960	39,519	DEBT PAYMENTS-SEQ & SE 4TH	39,734	39,734	39,734
	66,975	67,334	DEBT PMTS-SEQUOIA ST 5 & 6	72,704	72,704	72,704
403,214	525,000	180,000	DEBT PAY-NW 2ND/LOT (CINEMA)	240,000	240,000	240,000
			DEBT PAY-WALNUT ST	32,085	41,063	41,063
			DEBT PAY-POLICE BUILDING	84,375	84,375	84,375
			DEBT PAY-1ST AVE REDEV	95,000	95,000	95,000
45,046	43,534	41,872	DEBT PAY-SEQUOIA PKWY INT	40,043	40,043	40,043
35,750	34,454	33,100	DEBT PAYMTS-HAZELDELL INTEREST	31,651	31,651	31,651
31,703	30,554	29,353	DEBT PAY-SEQUOIA & SE 4TH INT	28,068	28,068	28,068
	49,838	83,866	DEBT PAY-SEQUOIA 5 & 6 INT	81,846	81,846	81,846
1,915	65,377	43,783	DEBT PAY-NW2ND/LOT INT (CINEMA)	36,313	36,313	36,313
			DEBT PAY-WALNUT ST INT	15,675	13,062	13,062
			DEBT PAY-POLICE BUILDING INT	350,000	350,000	350,000
			DEBT PAY-1ST AVE REDEV INT	147,950	147,950	147,950
		172,659	LOAN PAYMENT RESERVE	39,470	33,105	33,105
		191,500	SERIES 2008 BOND RESERVE	191,500	191,500	191,500
646,253	949,783	982,972	TOTAL DEBT	1,626,658	1,626,658	1,626,658
TRANSFERS:						
919,000	1,207,832	2,000,000	OP TRANSFER TO UR GENERAL	1,000,000	1,000,000	1,000,000
919,000	1,207,832	2,000,000	TOTAL TRANSFERS	1,000,000	1,000,000	1,000,000
1,565,253	2,157,615	2,982,972	TOTAL URBAN RENEWAL DEBT EXPEN	2,626,658	2,626,658	2,626,658
OTHER:						
TOTAL OTHER						
1,565,253	2,157,615	2,982,972	TOTAL FUND EXPENDITURES	2,626,658	2,626,658	2,626,658

FORM UR-50

NOTICE TO ASSESSOR

2011-2012

• 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 2008-09 ad valorem tax increment amounts
(Agency Name)

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

Sue Engels
(Contact Person)

503-266-4021
(Telephone Number)

June 30, 2011
(Date)

PO Box 930, Canby, OR 97013
(Agency's Mailing Address)

engelss@ci.canby.or.us
(Contact Person's E-mail Address)

Part 1: Option One Plans (Reduced Rate). [ORS 457.435(2)(a)]

Plan Area Name	Amount from Division of Tax	Special Levy	Special Levy Amount
	100%	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	100%	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	100%	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Part 2: Option Two Plans (Cascade Locks Agency Only). [ORS 457.435(2)(b)]

Plan Area Name	Special Levy	Special Levy Amount
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part 3: Option Three Plans (Standard Rate). [ORS 457.435(2)(c)]

Plan Area Name	Amount from Division of Tax	Special Levy	Special Levy Amount
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part 4: Other Standard Rate Plans [ORS 457.010(4)(b)]

Plan Area Name	Amount from Division of Tax
Canby Urban Renewal District	100%
	100%
	100%

Part 5: Other Reduced Rate Plans [ORS 457.010(4)(a)]

Plan Area Name	Amount from Division of Tax
	100%
	100%
	100%

**FORM
UR-1**

NOTICE OF BUDGET HEARING

A meeting of the Canby Urban Renewal Agency will be held on June 15, 2011
(Governing Body) (Date)
 at 7:30 p.m. at Canby City Council Chamber, 155 NW 2nd Ave. The purpose of this meeting is to discuss the budget for
(Location)
 the fiscal year beginning July 1, 2011 as approved by the Canby Urban Renewal Budget Committee.
(Agency)

A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Canby City Hall
(Street Address)
182 N. Holly St., Canby between the hours of 8:00 am and 5:00 pm. This budget was prepared on
(Street Address contd.)
 a basis of accounting that is X consistent; _____ not consistent with the basis of accounting used during the preceding year.

Major changes, if any and their effect on the budget are explained below. This budget is for an: X Annual Biennial budget.

County	City	Chairperson of Governing Body	Telephone
Clackamas	Canby	Richard Ares	503-266-4021

FINANCIAL SUMMARY

<input type="checkbox"/> Check this box if your budget only has one fund	TOTAL OF ALL FUNDS	Adopted Budget This year--2010-11	Approved Budget Next Year--2011-12
ANTICIPATED REQUIRMENTS	1. Total Personal Services.....	0	0
	2. Total Materials and Services.....	504,932	658,647
	3. Total Capital Outlay.....	4,851,213	13,068,556
	4. Total Debt Service.....	982,972	1,626,658
	5. Total Transfers.....	2,000,000	1,000,000
	6. Total Contingencies.....	150,000	150,000
	7. Total Reserves and Special Payments.....	5,105	0
	8. Total Unappropriated Ending Fund Balance.....	0	0
	9. Total Requirements--add lines 1 through 8.....	8,494,222	16,503,861
ANTICIPATED RESOURCES	10. Total Resources except Urban Renewal Taxes.....	6,294,222	14,503,861
	11. Total Urban Renewal Taxes est. from Division of Tax.....	2,200,000	2,000,000
	12. Total Urban Renewal Taxes est. from Special Levy.....	0	0
	13. Total Resources--add lines 10,11 and 12.....	8,494,222	16,503,861

STATEMENT OF INDEBTEDNESS

<input type="checkbox"/> None	Debt Outstanding <input checked="" type="checkbox"/> As Summarized Below	<input type="checkbox"/> None	Debt Authorized, Not Incurred <input checked="" type="checkbox"/> As Summarized Below
-------------------------------	-----------------------------------------------------------------------------	-------------------------------	------------------------------------------------------------------------------------------

PUBLISH BELOW ONLY IF COMPLETED

Long-Term Debt	Estimated Debt outstanding at the Beginning of the Budget Year July 1, 2011	Estimated Debt authorized, not incurred at the Beginning of the Budget Year July 1, 2011
Bonds	3,375,000	9,000,000
Interest bearing warrants		
Other	4,727,761	
Total Indebtedness	8,102,761	9,000,000

Short-Term Debt

This budget includes the intention to borrow in anticipation of revenue ("Short-Term Borrowing") as summarized below:

FUND LIABLE	Estimated Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost

**FORM
UR-2**

SUMMARY BY FUND

Publish ONLY completed portion of this page. Total Anticipated Requirements Requirements **must equal** Total Resources

Name of Fund	Actual Data Last Year 2009-10	Adopted Budget This Year 2010-11	Approved Budget Next Year 2011-12
GENERAL FUND			
1. Total Personal Services			
2. Total Materials and Services	354,074	504,932	658,647
3. Total Capital Outlay	2,127,077	4,851,213	13,068,556
4. Total Debt Service			
5. Total Transfers			
6. Total Contingencies		150,000	150,000
7. Total Reserves and Special Payments		5,105	
8. Total Unappropriated Ending Fund Balance			
9. Total Requirements	2,481,151	5,511,250	13,877,203
10. Total Resources Except Urban Renewal Taxes	2,481,151	5,511,250	13,877,203
11. Total U/R Taxes Estim'd from Div of Tax			
12. Total U/R Taxes Estim'd from Special Levy			
13. Total Resources	2,481,151	5,511,250	13,877,203
DEBT SERVICE FUND			
Name of Fund	Actual Data Last Year 2009-10	Adopted Budget This Year 2010-11	Approved Budget Next Year 2011-12
1. Total Personal Services			
2. Total Materials and Services			
3. Total Capital Outlay			
4. Total Debt Service	949,783	982,972	1,626,658
5. Total Transfers	1,207,832	2,000,000	1,000,000
6. Total Contingencies			
7. Total Reserves and Special Payments			
8. Total Unappropriated Ending Fund Balance			
9. Total Requirements	2,157,615	2,982,972	2,626,658
10. Total Resources Except Urban Renewal Taxes	365,500	782,972	626,658
11. Total U/R Taxes Estim'd from Div of Tax	1,792,115	2,200,000	2,000,000
12. Total U/R Taxes Estim'd from Special Levy			
13. Total Resources	2,157,615	2,982,972	2,626,658
Name of Fund	Actual Data Last Year 2009-10	Adopted Budget This Year 2010-11	Approved Budget Next Year 2011-12
1. Total Personal Services			
2. Total Materials and Services			
3. Total Capital Outlay			
4. Total Debt Service			
5. Total Transfers			
6. Total Contingencies			
7. Total Reserves and Special Payments			
8. Total Unappropriated Ending Fund Balance			
9. Total Requirements			
10. Total Resources Except Urban Renewal Taxes			
11. Total U/R Taxes Estim'd from Div of Tax			
12. Total U/R Taxes Estim'd from Special Levy			
13. Total Resources			

RESOLUTION NO. URR 11-009

A RESOLUTION ADOPTING THE BUDGET FOR THE 2011-2012 FISCAL YEAR

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby adopts the budget for fiscal year 2011-2012 in the total of \$16,503,861 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, 2011 and for the purpose shown below are hereby appropriated:

URD General Fund

Materials & Services.....	\$658,647
Capital Outlay.....	\$13,068,556
Contingency.....	\$150,000
Total	<u>\$13,877,203</u>

URD Debt Service Fund

Debt Service.....	\$1,626,658
Transfers.....	\$1,000,000
Total	<u>\$2,626,658</u>

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, 2011.

This resolution statement approved and declared on the 15th day of June 2011.



Richard Ares
Chairman

ATTEST:



Kimberly Scheafer, CMC
City Recorder

URR 11-009