

# CITY OF CANYONVILLE



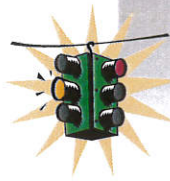
## ADOPTED BUDGET 2019-2020

CITY OF CANYONVILLE  
250 N. Main Street, P.O. BOX 765  
CANYONVILLE, OR 97417  
PHONE: 541-839-4258  
FAX: 541-839-4680  
[city@cityofcanyonville.com](mailto:city@cityofcanyonville.com)

# CITY OF CANYONVILLE FUND DIRECTORY



GENERAL FUND 01



STREET FUND 02



WATER FUND 06



SEWER FUND 07



EQUIPMENT  
REPLACEMENT 08



DAM BOND & INTEREST  
16



BIKEWAY/FOOTPATH 17



WATER SYSTEM  
DEVELOPMENT 20

# CITY OF CANYONVILLE

## FUND DIRECTORY



WASTE WATER SYSTEM  
DEVELOPMENT 21



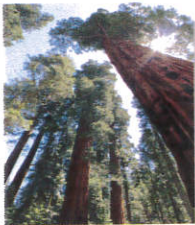
SOUTH COUNTY  
COMMUNITY CENTER 24



CAPITAL RESERVE  
WATER 26



CAPITAL RESERVE  
WASTE-WATER 27



O'SHEA CREEK  
TIMBER 29



FACILITY RESERVE 30



CDBG FUND 32  
PHASE I CONSTRUCTION

# CITY OF CANYONVILLE FUND DIRECTORY



IFA FUND 33  
PHASE 2 CONSTRUCTION



RURAL DEVELOPMENT FUND 34  
PHASE 2 CONSTRUCTION



CITY'S SHARE OF FUNDING FUND 35  
PHASE 2 CONSTRUCTION



CANYON CREEK RESTORATION  
FUND 36

## BUDGET OFFICER'S MESSAGE 2019-20 FISCAL YEAR

City of Canyonville Budget Committee

The attached 2019-2020 Proposed Budget document reflects many hours of preparation and is a collaborative effort between all staff and management. I would like to thank everyone who assisted me with putting together this budget.

Prior to each fund is an overview of the fund and a detailed summary of the fund budget. The Budget Message will cover the significant changes in the budget.

The budget is hereby submitted to the Budget Committee for your approval and recommendation to the City Council for adoption. This process is outlined in Oregon Budget Law and this evening the public segment of this process begins. I ask for your thoughtful review and consideration of this plan, which outlines my proposals for the expenditure of the municipal corporation's taxes and other revenues from July 1, 2019 to June 30, 2020. As required by Oregon Budget Law, this Proposed Budget balances resources with expenditures.

The 2019-2020 Proposed City Budget is **\$21,050,198.00** which is \$2,728,875.00 more than the 2018-2019 adopted City Budget. The increase in the total budget is due primarily to the accumulation of funds in the Sewer Capital Improvement fund and the additional funding for the sewer plant.

The Proposed Property Tax Levy for 2019-2020 is based on our permanent tax rate of \$3.2303 per thousand of assessed property value. The City's total assessed value has remained constant over the past five years increasing only 1.3% per year. It is important to note when reviewing the history of the taxable property values for the City of Canyonville that the taxable assessed value of \$95,466,846.00 is \$21,262,023.00 less than the Measure 5 real market value.

The proposed budget represents a continuation of programs, services, and Council policies. All revenue has been estimated conservatively, expenditures have been based on actual needs and prior history. Outlined below are the major features of next year's Proposed Budget:

**I. GENERAL COMMENTS:** Changes common to most funds and departments.

**1. PERSONNEL SERVICES:**

The City employees joined the International Brotherhood of Electrical Workers Local Union No. 659 during fiscal year 2010-11. A contract between the City and Union was negotiated and approved by the Council at the May 18, 2016 meeting. The union contract is a three-year contract which expires on June 30, 2019. The City is still trying to negotiate the new contract with the union. This budget reflects the City's proposal of a COLA not to exceed 3%. Personnel Services will set according to a negotiated contract and cannot be changed by the budget committee.

The agreed upon contract establishes the following benefits and salaries:

- a) **Medical Health Insurance:** The City converted to a High Deductible Health Savings Plan in January 2011. The Plan has a \$1,500.00 deductible for one person and a \$3,000.00 deductible for plans with 2 or more people. The premium for the Health Savings Plan increased 6% this fiscal year. However, even with the increase it continues to save the City approximately \$54,000.00. The employees pay 5% of the monthly medical premium.
- b) **Dental and Vision Insurance:** The dental and vision insurance rates stayed the same as this year. The City still provides the Insurance and pays 100% of the premium.
- c) **PERS Retirement:** All full-time City employees receive PERS and the City picks up the employee's contribution. PERS increased by 5%.
- d) **Salary Increases:** The City has budgeted the maximum cost of living raise as 3% and left the annual step raise. **However, the City and the Union have not reached an agreement on wages.**

**2. CONTINGENCIES - COMPARED TO PREVIOUS YEARS:**

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
GENERAL	\$168,905	\$155,285	\$162,427	\$123,805	\$123,821
STREET	\$ 70,893	\$ 78,080	\$ 56,430	\$ 52,167	\$53,700
WATER	\$ 58,631	\$ 68,780	\$ 65,000	\$60,996	\$75,725
SEWER	\$ 41,930	\$ 40,810	\$ 35,700	\$32,650	\$33,350

**II. SPECIFIC FUNDS OR DEPARTMENT:**

**GENERAL FUND (01)**

**Revenues:**

The revenue for the general fund has increased by \$39,931.00 this fiscal year. This is basically due to an increase in the beginning fund balance and a \$10,000.00 increase in property tax. This is the first-year property tax has increased in Canyonville in a very long time. We are beginning to get some new homes.

**Expenses:**

**PERSONNEL:**

Although some money has been budgeted for a part time summer worker, we do not anticipate needing one this summer. This line item can also be used if we need to utilize part time help in the office or other departments.

## MATERIALS & SERVICES:

Basically there is no change to materials and services for this budget.

## TRANSFERS:

Money is being transferred from General Fund to the Building Facility Reserve Fund. One project we would like to get completed next fiscal year is to get the broken windows fixed and the remainder of the building painted.

Last year we added a special line item to transfer money to equipment replacement for the parks department. The park mower is beginning to break down and will need to be replaced in the future. These mowers are very expensive to replace so we need to begin to save money for the future replacement.

The stage building at the park may require some maintenance in the near future, so we are adding money to a special line item in the facility reserve account.

---

## STREET FUND (02)

### Revenues:

The total anticipated revenues for the Street Fund has increased primarily due to an increase in the beginning fund balance. The street department has been saving money for the past five years to be able to complete a larger project with the Small City Allotment money. The revenues from the state remain consistent in the street fund; however, they are inadequate for the needs of the streets.

### Expenses:

#### MATERIALS & SERVICES:

Materials and services have increased by \$10,542.00 which is more than normal. The primary reason is that engineering has been increased by \$7,500.00 for their services to prepare bid documents and oversight for Phase I & II of the Pine Street paving.

#### CAPITAL OUTLAY:

The City relies heavily upon being awarded a Small City Allotment (SCA) Grant from Oregon Department of Transportation for paving projects. The City receives an award approximately every two years. The City was awarded a grant for \$50,000.00 last year for Phase I the Pine Street Project. The estimated cost of the project is \$101,200.00 so the City will be spending about \$52,000.00 of the paving money this year. The City received another grant for \$100,000.00 to complete Phase II of the Pine Street project which will allow the City to actually pave the entire street. Phase II cost is \$136,340.00 the City's share will be \$36,340.00. It is anticipated that phase I and II will be rolled together and done this fiscal year.

#### TRANSFERS:

The City is required by State Statute to set aside 1% of the Motor Vehicle Revenues in a separate fund to be expended on footpaths and bicycle trails. Based on the anticipated revenues for this fiscal year a total of \$1,200.00 is being transferred to Fund #17.

The City has begun the practice of setting aside money for the replacement of equipment in the Equipment Reserve Fund. Due to the limited funds in the street department it is often difficult to purchase equipment. The City purchased a new sweeper for the street department last fiscal year utilizing \$75,000.00 of the money that has been saved and taking out a loan for the remainder of the purchase price. The annual loan payment will be \$9,000.00 which will be paid from the capital reserve fund. This year \$10,000.00 is being transferred to cover the loan payment and begin saving for the replacement of the Kubota lawn tractor.

---

## **WATER FUND (06)**

### **Revenues:**

**No new rate increase is proposed for this fiscal year.**

It appears that the revenue generated by the new rate structure is adequate to cover the operating expenses for the water department. The revenue has increased slightly for this fiscal year based on prior year's history. It is important to note that the City's sewer plant is the largest water user and pays approximately \$50,000.00 a year to this department. After the new sewer plant is completed it will use reclaimed water which will result in the loss of \$50,000.00 to the water department. The loss of revenue will make it difficult to place money in the reserve funds.

The water treatment plant is almost 40 years old and will need to be upgraded soon. The City needs to begin to save money in the reserve accounts for this future upgrade. A water facility plan was completed and approved by the Council which will assist the City with identifying and prioritization of future improvements.

### **Expenses:**

#### **PERSONEL SERVICES:**

Personal Services has decreased because last fiscal year \$8,000.00 was budgeted for part time help.

#### **MATERIALS AND SERVICES:**

Materials and Services have increased by \$7,071.00 due to an increase in technology support. We are anticipating updating the SCADA system at the water plant this next fiscal year. With the new system we may need additional support assistance.

#### **TRANSFERS:**

A total of \$85,000.00 is being transferred to the Capital accounts.

#### **CAPITAL OUTLAY:**



The City has an agreement with Douglas County that we will make a payment on the Dam loan based on the current population each year. This year's payment is based on the new certified population of 1925.

Small equipment replacement. This line item is for replacing equipment that cost under \$1,000.00.

No water line replacement projects are planned for this fiscal year. However, \$10,000.00 has been budgeted in case of an emergency.

**CONTINGENCY:**

Contingency is for unexpected expenses or emergencies. Normally this money does not get spent and is rolled over from year to year.

**SEWER FUND (07)**

**Revenues:**

The City is under a mandate from the Department of Environmental Quality (DEQ) to bring the City's Wastewater Plant into compliance with the operating permit. A revised master plan was completed and approved by DEQ which will allow the City to change the wastewater treatment process to a membrane bio reactor. This change has reduced the cost of the original plan by \$3 million dollars and will allow the City to complete the upgrade in 2 phases instead of 4 phases. Phase 1 of the upgrade was funded 100% by grants. Phase 2 which is estimated to cost \$11,289,000.00 will be funded with approximately 50% grant and 50% loans.

<u>Phase 2</u>	<u>grant</u>	<u>loan</u>
Infra Structure Financing	\$800,000.00	
Infra Structure Financing loan terms		\$ 1,000,000.00
1.36% interest for 25 years		
USDA Rural Development loan		\$ 6,540,000.00
2.13% for 40 years		
USDA grant	\$2,530,000.00	
City's contribution	<u>\$ 419,000.00</u>	
Total	\$3,749,000.00	<u>\$7,540,000.00</u>

**When the bids were opened for the construction of phase 2 on February 14, 2019, the low bid was \$1,744,016.00 over the available funding. The City applied for a grant/loan package from Rural Development for the additional financing. Rural Development provided the following funding package for the overage:**

<b>Rural Development Loan</b>	<b>\$ 500,000.00</b>
<b>Rural Development Grant</b>	<b>\$ 178,400.00</b>
<b>City's portion</b>	<b><u>\$1,065,616.00</u></b>

Total \$1,744,016.00

With the new grant/loan the City's share has increased dramatically to \$1,484,616.00. This is going to drastically decrease the money in the Sewer Capital Improvement Fund.

Because we began saving the money generated from the sewer rate increases immediately into the Capital Reserve Fund it looks like the City has sufficient money to fund the overage. Although, we really don't have that much money saved when you consider that no work on the City's sewer mains was included in this upgrade.

No rate increase will be necessary since we have accumulated enough money in the reserve account to pay our share. However, it is important to note that when we have to begin repaying the loans, we will not have a lot of money to transfer to the Reserve accounts to build them back up.

The total Revenue figure of \$1,038,400.00 includes the beginning fund balance of \$190,000.00. The City made its final payment to Department of Environmental Quality (DEQ) last fiscal year, so the reserve is no longer required.

**Expenses:**

**The expenses for this fund have increased by \$85,800.00 this fiscal year.**

**PERSONNEL SERVICES:**

Personnel Services has **increased** by \$16,900.00 from last year. This increase is partly from the reallocation of the utility worker salary and negotiated employee wages and benefits including PERS.

**MATERIALS AND SERVICES:**

During the construction of the new sewer plant the City will have to operate dual systems until the completion of the project. This has drastically **increased** the Materials and Services by \$68,900.00. The line items that had to be substantially increased were electricity, water, chemicals and sludge hauling.

**TRANSFERS:**

This year the entire rate increase was not transferred to the Capital Improvement Fund do to the increase in materials and services. Only \$420,500.00 could be transferred. This will probably be the last year the City will be able to transfer a significant amount of money to the improvement fund because the annual loan payments will be approximately \$130,000.00.

**CAPITAL OUTLAY:**

A new line item has been added for small equipment replacement. This line item will make it easier to track the replacement of items under \$1,000.00

**CONTINGENCY:**

Contingency is for unexpected expenses or emergencies. Normally this money does not get spent and is rolled over from year to year.

**DEBT SERVICE:**

The City made the last payment on SRF loan #R20590 in fiscal year 2018-2019. Therefore, a debt reserve is no longer required.

---

**EQUIPMENT REPLACEMENT FUND (08)**

Most of the City's equipment is old and outdated. With the limited revenue available for the replacement of equipment it is advisable to begin saving for larger purchases. Each of these equipment line items will be added to each year until sufficient revenue is available to replace equipment. Specific projects are listed within the fund budget summary.

---

**DAM BOND FUND (16)**

The City paid off the Dam Bond last fiscal year so no taxes will be levied for the bond payment.

---

**SYSTEM DEVELOPMENT FEES (20 & 21)**

The City completed and adopted an updated systems development report which re-evaluated the current systems development fees based on the new water and sewer facility plans. The cost for a single-family residence increased to \$3,946.00 for water and \$5,394.00 for sewer.

The City will be using \$392,332.00 from the sewer systems development fee to fund part of the City's required share of the plant upgrade. This amount will be transferred to the new fund#35 for tracking purposes.

**CAPITAL RESERVE FUNDS (26 & 27)**

Capital Reserve Funds have been established for water and sewer. Both utilities have large capital projects which need to be completed in the future. These accounts allow the City to

accumulate money for large capital projects. Each year as much revenue as possible is transferred from the operating accounts to the Capital Reserve Fund.

There has been a significant change to the Capital Reserve Fund for the sewer this year. Money has been transferred out of this fund to a new fund #35 which has been created to track the City's share of the sewer plant upgrade. In order to ensure that we have adequate money to fund the loan reserves that will be required we have added line items for them. The reserves will be required to be in place until the loans are paid off.

---

### **FACILITY RESERVE FUND (30)**

Most of the City's facilities are old and in need of maintenance. With the limited revenue, it may take several years to have sufficient funds for a project.

The money left over from the YMCA roofing and paving projects was transferred to the YMCA reserve fund # 24 last fiscal year. Any repairs for the YMCA will be budgeted out of the YMCA reserve account.

---

### **IFA LOAN FUND (33)**

The City has secured a grant/loan from Infra Structure Financing in the amount of \$1,800,000.00 for Phase 2 of the sewer upgrade. The package consists of a grant for \$800,000.00 and a loan for \$1,000,000.00. The terms of the loan are 1.36% interest for 25 years.

---

### **RURAL DEVELOPMENT LOAN FUND (34)**

The City has obtained an awesome funding package from Rural Development and has received the following funding:

Rural Development Loan	\$6,540,000.00
Rural Development Grant	<u>\$2,530,000.00</u>
Total	\$9,070,000.00

The additional grant/loan from Rural Development has been added into this account.

Rural Development Loan	\$ 500,000.00
Grant	<u>\$ 178,400.00</u>
Total	\$ 678,400.00

Rural Development will not reimburse the City for the construction of the new facility until it is completed. The City has obtained an interim loan from the Department of Environmental Quality (DEQ) for the construction. Upon completion of the construction the interim loan will be paid with the money from Rural Development.

---

### **CITY'S SHARE PHASE 2 SEWER PLANT UPGRADE (35)**

Before the City can use any of the grant or loan funds from Rural Development, we must contribute our entire share which is \$1,484,616.00. Establishing this fund will allow the City to track our share easier.

### **CANYON CREEK RESTORATION GRANT (36)**

The City of Canyonville obtained a Drinking Water Source Protection grant for \$30,000.00 from Business Oregon on behalf of the Partnership for the Umpqua River organization. This grant was only available to Cities, so we agreed to apply for the grant and run the expenses through the City's budget. The City is not obligated to the expenditure of any city funds under this grant. A contract was developed between The Partnership and the City which outlines the responsibilities and tasks that must be completed by the Partnership.

### **III. ACTIONS REQUESTED:**

**Approval of the Budget and Tax Rate:** Following your review and/or amendment, the Budget Committee is expected to "Approve the Budget" in the amount of **\$21,050,198.00** and forward the "Approved Budget" to the Council and recommend a tax rate to be imposed. The Permanent Tax rate for the City of Canyonville is \$3.2303 per \$1,000.00 Assessed Value. You are not permitted to increase this rate, only reduce it.

Upon your action to approve, a hearing on the budget before the City Council will be scheduled; notice of the hearing and a summary of the approved budget must be published in advance of the hearing date. The Council must conduct its hearing and adopt a budget by June 30, 2019.

I look forward to your questions and discussion of this proposed budget.

Janelle Evans

City Administrator/Recorder and Budget Officer

## COLOR CODE FOR THE BUDGET

This year we color coded the budget to see if that would be of assistance for tracking the funds.

Lavender is the budget message

Yellow is General Fund any fund that is yellow is a part of the General Fund Family

Pink is streets if the fund is pink it is related to the street department.

Blue is water. All funds that are on the blue sheets are related to the water department.

Green is sewer. All the green sheets are funds that are related to the sewer department.

Salmon is the reserve funds. These funds are basically the City's savings accounts for the various departments.

**CITY OF CANYONVILLE**  
**GENERAL FUND 01**

**RESOURCES**

**TAXES:**

1. Current Year Property Taxes - are levied each year at the permanent tax rate of 3.2303 per \$1000 of assessed value.
2. Previous Levied Taxes –are taxes that were not paid in the correct year and when collected are paid to the city.

**FRANCHISE FEES:**

Charges that are paid for use of the municipally owned right-of-way:

1. Garbage is on an agreement to provide services to City Hall, Water Plant and Sewer Plant in exchange for franchise fees. No monies are appropriated in the budget for this item (DD-119).
2. Cable TV is 5% of annual gross receipts within the City limits (DD-23).
3. Electricity is 5% of gross revenues (DD-142).
4. Natural Gas is 5% of gross revenues (DD-127).
5. Telephone is 7% of gross revenues (DD-114).
6. Water is 5% of Water Collections (Ordinance No. 587).
7. Sewer is 5% of Sewer Collections (Ordinance No. 587).
8. Fiber Optics is 5% of gross revenues (Ordinance 614).

**LICENSES FEES & PERMITS:**

1. Business Licenses – This consists of all current business license revenue generated by the City’s approximate 105 businesses @ \$50 per business annually.
2. Municipal Court Fines – We receive these from the municipal court for fines paid and must distribute the required portions to the State and to the County. The city retains 43% of the revenue generated from the fines.
3. Admin Fee/Public Works - Interdepartmental Charges that are paid back to the General Fund for services provided to other funds that are not reimbursed (Audit, budget, legal etc.).
5. Planning Admin Fees are fees collected from the developer for City staff time to process land use applications.
6. Planning Review Fees and Engineering Review Fees are fees collected from developers to pay for any consulting services required by the development. This is a pass-through account to the consultants and the City does not retain any of this revenue.
7. Permit/Fee Charges for Service – Copies (library/city hall), faxes, and notary fees, etc.
8. Park Rent – A pass thru account for Park deposits and refunds.

## STATE SHARED REVENUES:

1. Cigarette Tax – The distribution is on a per capita basis. Cities may use their share for general government services without restrictions.
2. Liquor Tax - The distribution is on a per capita basis and two separate distributions are received. State Revenue Sharing and the Liquor Tax which can be used for general government services.

## NET WORKING CAPITAL:

Beginning Fund Balance – This provides cash flow for City operations until property tax revenues are received.

## MISCELLANEOUS:

1. Interest Earned – Investment Pool interest is calculated and distributed to all funds proportionately.
2. Rental Income –
  - We have a contract with Viacom that pays \$1,750.00 a year to provide a sign board along the freeway that they rent out (DD-6).
  - The YMCA currently pays \$1 a year for the use of the South County Community Center. The YMCA also pays \$1,000 a year (starting 2008) in repair costs, which is kept in a separate Fund No. 24 entitled South County Community Center, to pay for repairs to the building as indicated in the contract (DD-163).

## BUDGET SUMMARY FOR GENERAL FUND REVENUE

**REVENUE:** **Total \$766,431.00**

Property taxes 01-00-43000: The City's revenue from property tax increased by \$10,000.00 over last year. There does not appear to be an increase in the delinquent tax rate for the City.

Fiber Optic Franchise 01-00-43035: Douglas Services Inc. installed fiber optics to governmental units within Canyonville. The amount of revenue generated by this franchise has been steadily growing as they continue to add more non-governmental customers.

Franchise Revenues: The revenues are based on franchise agreements that have been negotiated between the City and the utility. The revenues are projected to be the same as last year with the following exception:

- Telephone Franchise—This revenue has been steadily decreasing due to the number of people using only cell phones.

Municipal Court fines 01-00-44500: The revenue from court fines has been decreasing the last few years. Based on actual revenue received this fiscal year the income has been decreased by \$3,000.00.



State Revenue Sharing 01-01-44810: is determined by the state based on the City's last certified population which is 1925.

Planning Review and Engineering Review: These fees are a pass through to the applicants and paid to the appropriate contracted party.

Planning Grant: The City receives a small \$1,000.00 planning grant from the Department of Land Conservation and Development every two years. The City received a grant in fiscal year 2017-18 so we will be receiving another award in fiscal year 2019-20.

The Revenue for the entire General Fund has increased \$39,931.00 from last fiscal year's adopted revenue.

# General Ledger

## Budget Analysis

User: bookkeeper  
 Printed: 09/18/2019 - 1:24PM  
 Fiscal Year: 2020



2017	2018	2019	2019	2019	FTE	2020	2020	2020	2020	2020
Actual	Actual	Adopted	Estimated	Account	Description	Requested	Proposed	Approved	Adopted	Adopted
408,233	403,744	300,000.00	433,197.00	01 R1 41000	GENERAL FUND REVENUES Beginning Fund Balance	0.00	320,000.00	320,000.00	320,000.00	320,000.00
257,021	279,951	230,000.00	286,730.00	43000	Current Property Taxes	0.00	240,000.00	240,000.00	240,000.00	240,000.00
7,318	8,709	5,000.00	8,448.00	43010	Prev Levied Taxes	0.00	5,000.00	5,000.00	5,000.00	5,000.00
372	915	0.00	0.00	43015	Land Sales Dist.	0.00	0.00	0.00	0.00	0.00
7,309	10,916	5,500.00	11,309.00	43030	Cable TV Franchise	0.00	7,000.00	7,000.00	7,000.00	7,000.00
1,438	3,174	1,500.00	3,504.00	43035	Fiber Optics Franchise	0.00	2,500.00	2,500.00	2,500.00	2,500.00
68,831	68,091	60,000.00	60,000.00	43040	Electric Franchise	0.00	60,000.00	60,000.00	60,000.00	60,000.00
15,394	15,360	8,000.00	12,000.00	43050	Gas Franchise	0.00	8,000.00	8,000.00	8,000.00	8,000.00
5,264	4,595	5,000.00	4,122.00	43060	Telephone Franchise	0.00	3,700.00	3,700.00	3,700.00	3,700.00
15,000	15,000	15,000.00	15,000.00	43070	Water Franchise	0.00	15,000.00	15,000.00	15,000.00	15,000.00
15,000	15,000	15,000.00	15,000.00	43075	Sewer Franchise	0.00	15,000.00	15,000.00	15,000.00	15,000.00
4,800	3,888	3,500.00	3,500.00	44010	Business Licenses	0.00	3,500.00	3,500.00	3,500.00	3,500.00
16,481	9,959	9,000.00	6,000.00	44500	Municipal Court Fines	0.00	9,000.00	9,000.00	9,000.00	9,000.00
24,141	21,046	15,000.00	20,000.00	44810	State Revenue Sharing	0.00	15,000.00	15,000.00	15,000.00	15,000.00

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020 Requested	2020 Proposed	2020 Approved	2020 Adopted
2,803	2,408	2,300.00	2,200.00	44850	Cigarette Taxes	0.00	1,800.00	1,800.00	1,800.00	1,800.00
4,578	8,086	2,500.00	12,228.00	45000	Interest Earned	0.00	8,000.00	8,000.00	8,000.00	8,000.00
1,751	1,751	1,750.00	1,751.00	45110	Rental Income	0.00	1,751.00	1,751.00	1,751.00	1,751.00
54	9,700	300.00	500.00	49400	Miscellaneous Receipts	0.00	30.00	30.00	30.00	30.00
0	30	50.00	0.00	49451	Donations	0.00	50.00	50.00	50.00	50.00
15,000	15,000	15,000.00	15,000.00	49600	**Admin Fee/Public Works	0.00	15,000.00	15,000.00	15,000.00	15,000.00
28,854	30,923	22,000.00	30,000.00	49610	Liquor Taxes	0.00	25,000.00	25,000.00	25,000.00	25,000.00
0	1,000	0.00	0.00	49640	DCLD Planning Grant	0.00	1,000.00	1,000.00	1,000.00	1,000.00
1,435	2,175	1,000.00	1,775.00	49650	**Planning Admin Fees	0.00	1,000.00	1,000.00	1,000.00	1,000.00
0	0	5,000.00	0.00	49652	**Planning Consultant Fees	0.00	5,000.00	5,000.00	5,000.00	5,000.00
0	0	3,000.00	0.00	49654	**Engineering Consultant Fees	0.00	3,000.00	3,000.00	3,000.00	3,000.00
479	489	400.00	625.00	49656	Permit/Fee Charges for Service	0.00	400.00	400.00	400.00	400.00
700	825	700.00	700.00	49661	**Park Rent	0.00	700.00	700.00	700.00	700.00
902,254	932,736	726,500	943,589		REVENUES Totals:	0.00	766,431	766,431	766,431	766,431
902,254	932,736	726,500	943,589		REVENUES TOTALS:	0.00	766,431	766,431	766,431	766,431

**CITY OF CANYONVILLE**  
**GENERAL FUND 01**

**ADMINISTRATION DEPARTMENT (10)**

**CURRENT OPERATIONS:**

The Administrative Department is in charge of all administrative functions and supports all other funds.

**PERSONNEL SERVICES:**

1. Administrator/Recorder (0.65) is charged with the primary administrative functions of the City and oversees all administrative operations, including but not limited to: Budget development and financial planning; enforcement of the City Charter, Canyonville Municipal Code, and operating rules of the City; management and retention of all City records, leases, contracts and agreements, legal and public notices, elections, business registrations, special permits and licenses; distribution and handling of all bids; process ordinances and resolutions; serve as clerk of the City Council; planning, grant administration, management discussion and analysis for the annual audit; formulation and administration of personnel rules, employee training; current and long-range land use planning functions, processing of all land use planning applications, development and maintenance of the comprehensive plan, land use and development ordinances, all building pre-application reviews, which includes the review of all development proposals. This person works closely with the Council, Planning Commission, and the City Engineer.

In addition to the City Administrator/Recorder 0.85 positions are budgeted in this department.

2. Finance Deputy Recorder (0.35) is responsible for minutes, publications, notices; acts as Council, Planning Commission, and Budget Committee secretary; meter change outs, turn offs and on for water and sewer utility accounts; water/sewer deposits, refunds, and final billings. In addition to the administrative responsibilities mentioned, the Finance Deputy Recorder is responsible for accounting, payroll, accounts payable, financial analysis, financial reporting, timely and accurate financial information. This person acts as the City's Human Resources Director, is responsible for workers compensation claims, program oversight and risk management. Maintains city web site and covers at the front desk when administrative assistant is away from the desk.

3. Administrative Assistant (0.35) provides high-level support services to this and all departments, operates the central switchboard and information center for City Hall, visitor support, management of Council room and park rentals, and planning research. The main area of responsibility is the water and sewer utilities, meter reads, including billing, collections and bank deposits.

4. Utility Worker (0.40) Maintenance of the park is funded from the General Fund. Last year the City hired a Utility Worker who also maintains the park, streets, and assists with water and sewer repairs. This salary has been split between all the appropriate funds.

## BUDGET SUMMARY FOR ADMINISTRATION DEPT. 10

### PERSONNEL SERVICES: **\$175,600.00**

The Personnel Services has increased in the General Fund by approximately \$39,850.00 which is due primarily to redistribution and increase of Utility Worker salary, a new Utility Worker position added, and the following changes:

Part Time Help 01-10-61040: The summer help budget is staying at \$8,000.00.

PERS 01-10-61300: This line item has increased significantly due to the addition of a new utility worker, redistribution of salaries, increase in PERS rate. Last year this line item was underbudgeted because PERS quit providing a detailed accounting of the unfunded actuarial liability so now the total amount is charged to General fund.

Social Security 01-10-61400: Increased in January 2019.

Medical Insurance 01-10-61500: Increased by \$14,500.00 due to the projected rate increase, redistribution of the Utility Worker, new Utility Worker position estimated at family rate, and new Administrative Assistant at the employee with children rate.

State unemployment 01-10-61450: The City's unemployment rate raised so this line has been increased by \$1,000.00.

### MATERIALS AND SERVICES: **\$217,050.00**

Primary expenditures are basic operating materials, supplies, employee training, dues and memberships, printing and postage, and the Douglas County Sheriff's Contract. Material and services have increased by only \$600.00 from last year's budget due primarily to the following items:

Douglas County Sheriff 01-10-61650: Last year the City budgeted the annual increase for the Sheriff's Department. However, the Sheriff's Department did not increase our contract in FY 2018-2019 so there will not be an increase in this line item for FY 2019-2020.

Dues and Membership 01-10-62500: The following memberships are included within this line item:

- League of Oregon Cities,
- City Managers Association,
- Oregon Municipal Finance,
- Oregon Municipal Recorders,
- Oregon Planners,
- Historical Society
- City of Canyonville Chamber.

Technology Support & Maint.: The City's Springbrook Software and Microsoft email has been upgraded to the cloud so all that is left to do is replace the server and get our intranet on the cloud. The amount budgeted will stay the same as FY 2018-2019.

**CONTINGENCY 01-10-65010:** **\$123,821.00**  
These funds are budgeted for emergencies and unexpected expenses for the whole fund. This year contingency has been increased by \$416.00. It is important to build up the contingency.

**TRANSFERS:** **\$92,260.00**  
Transfer to Equipment Replacement Park 01-10-666022: \$10,000.00 is being transferred to equipment replacement to start saving for a new parks' mower.

Transfer to Facility Reserve – Gen. 01-10-69111: \$61,260.00 is being transferred to the facility reserve account to save for future projects relating to City Buildings.

Transfer to Facility Reserve – Park 01-10-69121: This line item has been added to help keep better track of the money being saved for the park. \$20,000.00 has been transferred from General Fund to this line item.

Transfer to South County Community Center (YMCA) 01-10-69065: \$1,000.00 is being transferred to the YMCA reserve fund as per the City's agreement with the YMCA.

**TOTAL EXPENSES:** **\$608,731.00**

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated Account	Description	FTE	2020			2020 Adopted
						Requested	Proposed	Approved	
36,179	38,148	40,000.00	10 01 40,000.00 61010	ADMINISTRATION PERSONNEL SERVICES City Administrator/Rec.	0.65	43,500.00	43,500.00	43,500.00	43,500.00
0	0	0.00	0.00 61020	Deputy Recorder	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00 61027	Utility Worker - New	0.35	13,000.00	13,000.00	13,000.00	13,000.00
4,682	4,873	6,000.00	3,600.00 61029	Utility Worker	0.05	2,500.00	2,500.00	2,500.00	2,500.00
13,705	14,280	15,700.00	15,500.00 61030	Finance Deputy Recorder	0.35	17,500.00	17,500.00	17,500.00	17,500.00
0	0	0.00	0.00 61033	Bookkeeper	0.00	0.00	0.00	0.00	0.00
11,092	11,595	12,500.00	14,500.00 61035	Admin Assistant	0.35	11,000.00	11,000.00	11,000.00	11,000.00
698	1,389	8,000.00	8,000.00 61040	Part Time Help	0.00	8,000.00	8,000.00	8,000.00	8,000.00
0	0	500.00	0.00 61150	Overtime	0.00	500.00	500.00	500.00	500.00
12,834	15,948	17,500.00	21,000.00 61300	PERS Retirement	0.00	27,000.00	27,000.00	27,000.00	27,000.00
5,907	6,416	8,000.00	7,000.00 61400	Social Security (FICA)	0.00	9,500.00	9,500.00	9,500.00	9,500.00
965	733	1,200.00	1,300.00 61450	State Unemployment (SUTA)	0.00	2,200.00	2,200.00	2,200.00	2,200.00
22,398	22,595	25,000.00	27,500.00 61500	Medical Insurance	0.00	39,500.00	39,500.00	39,500.00	39,500.00
54	46	150.00	55.00 61550	Workers Benefit Fund Assessmen	0.00	200.00	200.00	200.00	200.00
673	682	1,200.00	550.00 61551	Workers Compensation	0.00	1,200.00	1,200.00	1,200.00	1,200.00
109,186	116,705	135,750	139,005	PERSONNEL SERVICES Totals:	1.75	175,600	175,600	175,600	175,600
175,819	179,863	185,000.00	02 180,000.00 61650	MATERIALS & SERVICES Douglas County (Sheriff)	0.00	185,000.00	185,000.00	185,000.00	185,000.00
2,384	5,939	10,000.00	10,000.00 61660	Technology Support & Maint.	0.00	10,000.00	10,000.00	10,000.00	10,000.00

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020			Adopted
							Requested	Proposed	Approved	
1,814	2,004	2,500.00	3,400.00	62500	Dues & Memberships	0.00	2,600.00	2,600.00	2,600.00	2,600.00
247	124	1,800.00	120.00	62501	Meals & Mileage	0.00	1,800.00	1,800.00	1,800.00	1,800.00
0	225	2,500.00	0.00	62502	Conferences & Training	0.00	2,500.00	2,500.00	2,500.00	2,500.00
408	36	1,000.00	1,000.00	63300	Maintenance And Repair	0.00	1,000.00	1,000.00	1,000.00	1,000.00
2,620	2,216	3,500.00	3,500.00	64100	Printing And Postage	0.00	4,000.00	4,000.00	4,000.00	4,000.00
9,663	9,660	10,000.00	9,660.00	64150	Housing	0.00	10,000.00	10,000.00	10,000.00	10,000.00
0	0	150.00	90.00	64170	Drug Screen	0.00	150.00	150.00	150.00	150.00
192,956	200,066	216,450	207,770		MATERIALS & SERVICES Totals	0.00	217,050	217,050	217,050	217,050
20,000	20,000	20,000.00	20,000.00	69060	TRANSFERS Transfer To Equip Replace	0.00	10,000.00	10,000.00	10,000.00	10,000.00
1,000	1,000	1,000.00	1,000.00	69065	Transfer to So Co Comm Center	0.00	1,000.00	1,000.00	1,000.00	1,000.00
75,000	55,000	53,000.00	53,000.00	69111	Transfer to Facility Res.-City	0.00	61,260.00	61,260.00	61,260.00	61,260.00
0	0	20,000.00	20,000.00	69121	Transfer to Facility Res.-Park	0.00	20,000.00	20,000.00	20,000.00	20,000.00
96,000	76,000	94,000	94,000		TRANSFERS Totals:	0.00	92,260	92,260	92,260	92,260
0	0	123,805.00	0.00	65010	CONTINGENCY Operating Conting.	0.00	123,821.00	123,821.00	123,821.00	123,821.00
0	0	123,805	0		CONTINGENCY Totals:	0.00	123,821	123,821	123,821	123,821
398,141	392,771	570,005	440,775		EXPENDITURES TOTALS:	1.75	608,731	608,731	608,731	608,731



2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	2020				
						FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
398,141	392,771	570,005	440,775		SECTION 2 EXPENSES	1.75	608,731	608,731	608,731	608,731
(398,141)	(392,771)	(570,005)	(440,775)		ADMINISTRATION Totals:	(1.75)	(608,731)	(608,731)	(608,731)	(608,731)

**CITY OF CANYONVILLE  
GENERAL FUND 01**

**CITY/COUNTY LIBRARY (11)**

**BUDGET SUMMARY FOR LIBRARY DEPARTMENT 11**

The Library fund contains the exact same funding and services that were provided to the Library when it was part of the Douglas County System.

**TOTAL EXPENSES:**

**\$3,890.00**

2017	2018	2019	2019	2019	2020	2020	2020	2020	2020	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
323	370	400.00	400.00	11 02 62110	CITY/COUNTY LIBRARY MATERIALS & SERVICES Gas Heat	0.00	400.00	400.00	400.00	400.00
640	720	720.00	720.00	62120	Electricity	0.00	720.00	720.00	720.00	720.00
649	718	780.00	780.00	62200	Telephone	0.00	800.00	800.00	800.00	800.00
278	272	300.00	276.00	63400	Insurance Property/Liability	0.00	320.00	320.00	320.00	320.00
1,500	1,500	1,500.00	1,500.00	63558	Janitorial / Library	0.00	1,500.00	1,500.00	1,500.00	1,500.00
50	31	125.00	125.00	64600	Supplies	0.00	150.00	150.00	150.00	150.00
3,439	3,612	3,825	3,801		MATERIALS & SERVICES Totals	0.00	3,890	3,890	3,890	3,890
3,439	3,612	3,825	3,801		EXPENDITURES TOTALS:	0.00	3,890	3,890	3,890	3,890
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
3,439	3,612	3,825	3,801		SECTION 2 EXPENSES	0.00	3,890	3,890	3,890	3,890
(3,439)	(3,612)	(3,825)	(3,801)		CITY/COUNTY LIBRARY Totals:	0.00	(3,890)	(3,890)	(3,890)	(3,890)

**CITY OF CANYONVILLE**  
**GENERAL FUND 01**

**PIONEER PARK DEPARTMENT (14)**

**CURRENT OPERATIONS:**

The Parks Department covers the cost of routine maintenance and operations of the city park system. The city park system includes the RV dump station, the tennis courts, the Veterans Memorial, and Pioneer Park, which encompasses the stage with the elaborate PA system and speakers, concession stand with kitchen, pavilion with tables, covered bridge, Applegate Trail Kiosk, bleachers, playground equipment, and restrooms. In addition, this division maintains other City-owned landscaping areas including the grounds around City Hall, sidewalk medians, public right-of-way and landscaping around the parking lots. Capital improvements are funded through grants and donations.

The property for Pioneer Park was deeded to the city. A provision of the deed established a Park Board that consists of three members from the South Umpqua Historical Society, three members from the Lions Club, the Mayor and the Public Works Lead. (DD-145).

**BUDGET SUMMARY FOR PARKS DEPARTMENT (14)**

**REVENUE:**

**\$20,000.00**

The Park's Department is included in the General Fund and funded by general fund revenue. This fiscal year \$20,000.00 of general fund money will be utilized for the operations and maintenance. This does not include the personnel services which are also paid by the general fund.

**PERSONNEL SERVICES:**

**\$ 0.00**

In the past, the Workers Compensation for the seasonal worker and public works was charged directly to the park budget. However, the staff salaries are budgeted in the General Fund administrative section. Since workers' compensation is a payroll expense it makes better sense to budget the workers compensation with the salaries. This item was moved to the Administration budget last year.

**MATERIALS & SERVICES:**

**\$19,500.00**

The city provides water and electricity to all buildings, the hook ups for Pioneer Days booths, building and grounds maintenance and supplies. The park operates on a very slim budget and the only increase this year was \$700.00 for the property insurance.

Insurance Property/Liability 01-14-64400: This line item is staying the same as last years budget.

Supplies 01-14-64150: Increased by \$1,000.00 to cover necessary supplies for all the events throughout the year.

Park deposit refund 01-14-64161: This line item was added in 2016 fiscal year to more accurately track the money refunded from the user's deposit.

**CAPITAL OUTLAY:** **\$ 500.00**  
Park Improvement Donation 01-14-66550: Any donations to the park would be expended out of  
this line item.

**TOTAL EXPENSES:** **\$20,000.00**

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020			2020 Adopted
							Requested	Proposed	Approved	
3,383	3,493	5,000.00	5,000.00	14 02 62120	PIONEER PARK MATERIALS & SERVICES Electricity	0.00	5,000.00	5,000.00	5,000.00	5,000.00
1,737	1,706	2,100.00	1,657.00	63400	Insurance Property/Liability	0.00	2,100.00	2,100.00	2,100.00	2,100.00
1,794	3,415	6,000.00	6,000.00	63550	Building and Grounds Maint	0.00	6,000.00	6,000.00	6,000.00	6,000.00
1,083	1,181	2,000.00	2,000.00	64150	Supplies	0.00	3,000.00	3,000.00	3,000.00	3,000.00
735	525	700.00	700.00	64161	Park Deposit Refund	0.00	700.00	700.00	700.00	700.00
287	571	500.00	700.00	64300	Vehicle - Fuel	0.00	700.00	700.00	700.00	700.00
128	222	500.00	500.00	64306	Equipment - Fuel	0.00	500.00	500.00	500.00	500.00
205	802	2,000.00	2,000.00	64308	Equipment - Maintenance	0.00	1,500.00	1,500.00	1,500.00	1,500.00
9,352	11,915	18,800	18,557		MATERIALS & SERVICES Totals	0.00	19,500	19,500	19,500	19,500
0	0	0.00	0.00	03 66510	CAPITAL OUTLAY Park Plaque Ped Donation	0.00	0.00	0.00	0.00	0.00
0	0	500.00	0.00	66550	Park Improvement Donation	0.00	500.00	500.00	500.00	500.00
0	0	0.00	0.00	66555	CCP DONATION	0.00	0.00	0.00	0.00	0.00
0	0	500	0		CAPITAL OUTLAY Totals:	0.00	500	500	500	500
9,352	11,915	19,300	18,557		EXPENDITURES TOTALS:	0.00	20,000	20,000	20,000	20,000
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
9,352	11,915	19,300	18,557		SECTION 2 EXPENSES	0.00	20,000	20,000	20,000	20,000
(9,352)	(11,915)	(19,300)	(18,557)		PIONEER PARK Totals:	0.00	(20,000)	(20,000)	(20,000)	(20,000)

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	2020			2020 Adopted
						FTE	Requested	Proposed	
				16	COMMUNITY PROJECTS FUND				
				02	MATERIALS & SERVICES				
0	0	500.00	0.00	64155	GIFT - Reward/Vandalism / Park	0.00	500.00	500.00	500.00
0	0	0.00	0.00	64160	GIFT - Bleacher Cover / Park	0.00	0.00	0.00	0.00
65	490	700.00	500.00	64167	Donations	0.00	700.00	700.00	700.00
65	490	1,200	500		MATERIALS & SERVICES Totals	0.00	1,200	1,200	1,200
65	490	1,200	500		EXPENDITURES TOTALS:	0.00	1,200	1,200	1,200
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0
65	490	1,200	500		SECTION 2 EXPENSES	0.00	1,200	1,200	1,200
(65)	(490)	(1,200)	(500)		COMMUNITY PROJECTS FUND	0.00	(1,200)	(1,200)	(1,200)

**CITY OF CANYONVILLE  
GENERAL FUND 01**

**PUBLIC OFFICIALS (17)**

**CURRENT OPERATIONS:** **\$2,225.00**  
This department was added in fiscal year (2006-2007) to separate administration from elected official's expenses.

**PERSONNEL SERVICES:** **\$ 75.00**  
These line items cover the workers comp that the city elects to pay for volunteers, including elected officials.

**MATERIALS AND SERVICES:** **\$2,150.00**  
This category includes line items for training, dues and memberships, meals, mileage, supplies and janitorial for the council chambers.

**BUDGET SUMMARY PUBLIC OFFICIALS DEPARTMENT (17)**

This budget is the same as last year.



2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020 Requested	2020 Proposed	2020 Approved	2020 Adopted
40	36	75.00	35.00	17 01 61551	PUBLIC OFFICIALS PERSONNEL SERVICES Workers Compensation	0.00	75.00	75.00	75.00	75.00
40	36	75	35		PERSONNEL SERVICES Totals:	0.00	75	75	75	75
0	0	100.00	0.00	02 62500	MATERIALS & SERVICES Dues & Memberships	0.00	100.00	100.00	100.00	100.00
0	0	200.00	0.00	62501	Conferences & Training	0.00	200.00	200.00	200.00	200.00
1,500	1,500	1,500.00	1,500.00	63554	Janitorial / Council Room	0.00	1,500.00	1,500.00	1,500.00	1,500.00
17	0	75.00	0.00	64100	Printing and Postage	0.00	75.00	75.00	75.00	75.00
0	0	75.00	0.00	64150	Supplies	0.00	75.00	75.00	75.00	75.00
0	0	200.00	0.00	64155	Meals & Mileage	0.00	200.00	200.00	200.00	200.00
1,517	1,500	2,150	1,500		MATERIALS & SERVICES Totals	0.00	2,150	2,150	2,150	2,150
1,557	1,536	2,225	1,535		EXPENDITURES TOTALS:	0.00	2,225	2,225	2,225	2,225
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
1,557	1,536	2,225	1,535		SECTION 2 EXPENSES	0.00	2,225	2,225	2,225	2,225
(1,557)	(1,536)	(2,225)	(1,535)		PUBLIC OFFICIALS Totals:	0.00	(2,225)	(2,225)	(2,225)	(2,225)

2017	2018	2019	2019	2019	2020		2020	2020	2020	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
1,424	1,430	1,600.00	1,346.00	20 02 63400	YMCA - So. County Comm. Ctr. MATERIALS & SERVICES Insurance Property/Liability	0.00	1,600.00	1,600.00	1,600.00	1,600.00
29	430	1,000.00	50.00	63550	Building/Grounds Maintenance	0.00	1,000.00	1,000.00	1,000.00	1,000.00
1,454	1,860	2,600	1,396		MATERIALS & SERVICES Totals	0.00	2,600	2,600	2,600	2,600
1,454	1,860	2,600	1,396		EXPENDITURES TOTALS:	0.00	2,600	2,600	2,600	2,600
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
1,454	1,860	2,600	1,396		SECTION 2 EXPENSES	0.00	2,600	2,600	2,600	2,600
(1,454)	(1,860)	(2,600)	(1,396)		YMCA - So. County Comm. Ctr. Tr	0.00	(2,600)	(2,600)	(2,600)	(2,600)

**CITY OF CANYONVILLE**  
**GENERAL FUND 01**

**MUNICIPAL COURT DEPARTMENT (40)**

**CURRENT OPERATIONS:**

The Municipal Court has the responsibility of holding arraignments and trials for violations of traffic codes, municipal laws and ordinances. The municipal judge is retained through an intergovernmental agreement between the City of Canyonville and the Douglas County Commissioners (DD-85). Revenues are received in the General Fund Municipal Court Fines line item number 01-00-44500. The court breaks down the payments received into shares to the city, county and state by the following:

- a) City fines, court costs, and clerk costs.
- b) County fines, court costs, jail assessments, clerk costs, and small claims.
- c) State fines, unitary assessments, LEMLA, and court security.
- d) Oregon Judicial Department - state court facilities security assessment as outlined in ORS 137.309.

**BUDGET SUMMARY FOR MUNICIPAL COURT DEPARTMENT (40)**

**REVENUES:** **\$12,785.00**

The revenues come from the General Fund.

**PERSONNEL SERVICES:** **\$ 7,185.00**

The municipal judge is contracted for 16 hours per month and two municipal clerks for 8 hours per month each plus PERS.

**MATERIALS & SERVICES:** **\$ 5,600.00**

The County, State and Judicial Dept fines are paid out of this department. The City retains 43% of the fines collected. However, after the payroll costs this fund makes very little money. The revenue for this fund has been declining for the last couple of years and operated as a loss. As of March 31, 2019 the fund is currently in the hole \$1,609.55. Although it is currently funded in the budget Council will need to evaluate the feasibility of keeping a municipal court and at a minimum consider renegotiating the Intergovernmental agreement with the County.

**TOTAL EXPENSES:** **\$12,785.00**

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020 Requested	2020 Proposed	2020 Approved	2020 Adopted
3,184	3,072	3,200.00	3,072.00	40 01 61015	MUNICIPAL COURT PERSONNEL SERVICES Municipal Judge	0.00	3,100.00	3,100.00	3,100.00	3,100.00
1,842	1,842	2,200.00	2,016.00	61016	Municipal Clerk	0.00	2,200.00	2,200.00	2,200.00	2,200.00
1,236	592	1,400.00	720.00	61300	PERS Retirement	0.00	1,200.00	1,200.00	1,200.00	1,200.00
390	376	500.00	390.00	61400	Social Security (FICA)	0.00	500.00	500.00	500.00	500.00
77	66	210.00	88.00	61450	State Unemployment (SUTA)	0.00	150.00	150.00	150.00	150.00
6	6	15.00	6.00	61550	Workers Benefit Fund Assessmen	0.00	15.00	15.00	15.00	15.00
10	9	20.00	10.00	61551	Workers Compensation	0.00	20.00	20.00	20.00	20.00
6,745	5,963	7,545	6,302		PERSONNEL SERVICES Totals:	0.00	7,185	7,185	7,185	7,185
6,449	3,872	5,000.00	3,150.00	02 62461	MATERIALS & SERVICES County Portion MC Fines	0.00	4,000.00	4,000.00	4,000.00	4,000.00
2,109	881	1,000.00	1,600.00	62462	State Portion MC Fines	0.00	1,600.00	1,600.00	1,600.00	1,600.00
8,559	4,753	6,000	4,750		MATERIALS & SERVICES Totals	0.00	5,600	5,600	5,600	5,600
15,304	10,716	13,545	11,052		EXPENDITURES TOTALS:	0.00	12,785	12,785	12,785	12,785
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
15,304	10,716	13,545	11,052		SECTION 2 EXPENSES	0.00	12,785	12,785	12,785	12,785
(15,304)	(10,716)	(13,545)	(11,052)		MUNICIPAL COURT Totals:	0.00	(12,785)	(12,785)	(12,785)	(12,785)

**CITY OF CANYONVILLE**  
**GENERAL FUND 01**

**PLANNING & COMMUNITY DEVELOPMENT (50)**

**CURRENT OPERATIONS:**

Planning services include administration, processing land use applications, timelines and cost analysis, public notices, contracted services for the engineer, planner and associated printing and postage. A deposit is required from the developer to cover all the costs the city incurs while processing the land use action. The developer receives a refund after project completion if the deposit is greater than the project cost from the city, planner and/or engineer and is billed if the deposit is not enough to cover these costs.

**BUDGET SUMMARY FOR PLANNING DEPARTMENT (50)**

**REVENUES:** **\$12,500.00**

The revenues for this department are accounted for within the general fund revenues. The main source of income is administrative fees that the city charges for staff time to process the land use applications. Most planning activities are done by city staff; however, larger projects may require contracting with Lane Council of Governments or an engineer. The developer is responsible for any contracting costs incurred by the City. The city accounts for the receipt of these fees in separate line items: Engineering Review Fees 01-00-49654 and Planning Review Fees 01-00-49652.

**MATERIAL AND SERVICES:** **\$12,500.00**

This department has been budgeted at the same level as last year.

Legal Services 01-50-62410: At this time there are no known legal matters pending. However, it is difficult to anticipate if a legal issue will arise so \$2,000 has been budgeted just in case.

Printing & Postage 01-50-64100: Certain land use actions will require individual notice to property owners and publication in the newspaper.

Engineering Review Services 01-50-64862: As noted in the revenue section the developer is responsible for any engineering fees. This is the line item used to account for payment of those fees to the contracted engineer. This is a pass-through account and money will not be spent from it unless it has been collected from a developer.

Planning Review Services 01-50-64864: Some complex developments can require the expertise of a contracted planner. These expenses would be borne by the developer and payment of the expenses would be accounted for in this line item.

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020 Requested	2020 Proposed	2020 Approved	2020 Adopted
				50	PLANNING & COMM DEVELOP					
				02	MATERIALS & SERVICES					
0	0	2,000.00	0.00	62410	Legal Services	0.00	2,000.00	2,000.00	2,000.00	2,000.00
33	0	1,000.00	9.00	64100	Printing & Postage	0.00	1,000.00	1,000.00	1,000.00	1,000.00
0	0	1,000.00	0.00	64281	Engineering	0.00	1,000.00	1,000.00	1,000.00	1,000.00
0	0	500.00	0.00	64650	Planning Commission	0.00	500.00	500.00	500.00	500.00
0	0	3,000.00	0.00	64862	**Engineering/Consultant	0.00	3,000.00	3,000.00	3,000.00	3,000.00
0	0	5,000.00	0.00	64864	**Planning/Consultant	0.00	5,000.00	5,000.00	5,000.00	5,000.00
33	0	12,500	9		MATERIALS & SERVICES Totals	0.00	12,500	12,500	12,500	12,500
33	0	12,500	9		EXPENDITURES TOTALS:	0.00	12,500	12,500	12,500	12,500
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
33	0	12,500	9		SECTION 2 EXPENSES	0.00	12,500	12,500	12,500	12,500
(33)	0	(12,500)	(9)		PLANNING & COMM DEVELOP	0.00	(12,500)	(12,500)	(12,500)	(12,500)

**CITY OF CANYONVILLE**  
**GENERAL FUND 01**

**AUX. SUPPORT SERVICES (60)**

**CURRENT OPERATIONS:**

This department keeps track of expenses paid to support services.

**MATERIALS & SERVICES:**

- Gas heat, electricity and telephone for city hall;
- Street Lights were added to the general fund in 2009-2010 and taken from the Street fund.
- Legal Services
- Building/grounds maintenance and janitorial of city hall and public restrooms.
- Bank charges
- Codification of the Ordinances in the code book and publishing the budget.

**BUDGET SUMMARY FOR AUXILIARY SUPPORT DEPARTMENT (60)**

**REVENUE:**

**\$102,500.00**

The revenue for this department comes from the general fund revenues.

**MATERIAL AND SERVICES:**

The expenses covered by this fund do not fluctuate much, so this budget is the same as last fiscal year with just a small increase for GASB 75 reporting on health insurance benefits.

**TOTAL EXPENSES**

**\$102,500.00**

2017	2018	2019	2019	2019	2020	2020	2020	2020	2020	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
1,415	1,177	2,500.00	2,500.00	60 02 62110	AUX/SUPPORT SERVICES MATERIALS & SERVICES Gas Heat	0.00	2,500.00	2,500.00	2,500.00	2,500.00
5,220	5,113	6,700.00	5,500.00	62120	Electricity	0.00	6,700.00	6,700.00	6,700.00	6,700.00
24,896	26,136	29,000.00	26,000.00	62122	Street Lights/Power	0.00	29,000.00	29,000.00	29,000.00	29,000.00
3,935	4,801	6,000.00	5,000.00	62200	Telephone	0.00	6,000.00	6,000.00	6,000.00	6,000.00
4,260	10,662	15,000.00	3,000.00	62410	Legal Services	0.00	15,000.00	15,000.00	15,000.00	15,000.00
0	763	2,000.00	225.00	62420	Ord. Codif. Service	0.00	2,000.00	2,000.00	2,000.00	2,000.00
396	475	800.00	475.00	62425	OGEC Assessment	0.00	800.00	800.00	800.00	800.00
12,950	13,300	19,000.00	19,000.00	62430	Audit Services	0.00	20,200.00	20,200.00	20,200.00	20,200.00
658	564	800.00	600.00	62450	Publish Budget	0.00	800.00	800.00	800.00	800.00
7,409	5,364	7,800.00	5,729.00	63400	Insurance Property/Liability	0.00	7,800.00	7,800.00	7,800.00	7,800.00
1,318	999	3,000.00	3,000.00	63550	Building/Grounds Maint.	0.00	3,000.00	3,000.00	3,000.00	3,000.00
1,500	1,500	1,500.00	1,500.00	63552	Janitorial / Administration	0.00	1,500.00	1,500.00	1,500.00	1,500.00
1,500	1,500	1,500.00	1,500.00	63556	Janitorial / Public Restrooms	0.00	1,500.00	1,500.00	1,500.00	1,500.00
1,838	3,317	3,000.00	3,000.00	64150	Supplies	0.00	3,000.00	3,000.00	3,000.00	3,000.00
1,789	1,656	2,200.00	2,200.00	64156	Bank Charges	0.00	2,200.00	2,200.00	2,200.00	2,200.00
80	461	500.00	811.00	64900	Miscellaneous Expense	0.00	500.00	500.00	500.00	500.00
69,165	77,788	101,300	80,040		MATERIALS & SERVICES Totals	0.00	102,500	102,500	102,500	102,500
69,165	77,788	101,300	80,040		EXPENDITURES TOTALS:	0.00	102,500	102,500	102,500	102,500



2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020			2020 Adopted
							Requested	Proposed	Approved	
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
69,165	77,788	101,300	80,040		SECTION 2 EXPENSES	0.00	102,500	102,500	102,500	102,500
(69,165)	(77,788)	(101,300)	(80,040)		AUX/SUPPORT SERVICES Totals	0.00	(102,500)	(102,500)	(102,500)	(102,500)

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated Account	Description	FTE	2020			2020 Adopted
						Requested	Proposed	Approved	
902,254	932,736	726,500	943,589	SECTION 1 REVENUES	0.00	766,431	766,431	766,431	766,431
498,510	500,688	726,500	557,665	SECTION 1 EXPENSES	1.75	766,431	766,431	766,431	766,431
403,744	432,048	0	385,924	GENERAL FUND Totals:	(1.75)	0	0	0	0

**CITY OF CANYONVILLE**  
**STREET FUND 02**

**STREET MAINTENANCE DIVISION (10)**

**CURRENT OPERATIONS:**

Public Works employees when working in the street maintenance division are responsible for street and sidewalk inspection, inspection of new subdivisions, coordination of storm drainage and street improvement projects, organization of work requests from the public and implementation of the pavement management system. The division also maintains miles of improved and unimproved streets within the city. This includes street sweeping, street striping, upkeep of all street and traffic signs and ongoing grading and rocking of unimproved streets. In addition, the division provides a leaf pickup program each fall throughout the city and provides storm drainage maintenance.

**REVENUE:**

The revenue for this department comes primarily from Oregon Motor Vehicle Revenue. The state shares the revenue generated by the gas tax with cities in Oregon. The amount of revenue received is based on the city's population.

**PERSONNEL:**

There are no full time personnel dedicated to the streets. Personnel provided for the Street Department consists of .25 FTE and .15 FTE for utility workers, Finance Deputy Recorder 0.05 FTE and Administrative Assistant 0.05 FTE. Total FTE for street is 0.50FTE.

**BUDGET SUMMARY FOR STREET FUND (02)**

**TOTAL REVENUE:** **\$542,400.00**

Beginning fund balance 02-00-41000: The city has not done a paving project for several years and has been trying to save enough money to do a significant project. This money rolls over every year with the beginning fund balance.

Oregon Motor Vehicle Revenue 02-00-44950: The actual revenue the City receives from Motor Vehicles does not vary much from year to year since it is based on the City's certified population of 1925.

ODOT SCA Grant 02-01-44960: The City has been awarded a \$50,000.00 Small City Paving grant for Pine Street Phase I project and another grant for \$100,000.00 Small City Paving grant for Pine Street Phase II project.

The Street Fund struggles to maintain enough money for any paving projects so in FY 2017-2018 staff made several changes to help alleviate the problem. We removed the PW Lead Operator from this fund and replaced it with a utility worker position. Staff also re-evaluated the portion of insurance the streets was paying.

**PERSONNEL SERVICES: \$47,425.00**

Personnel Services has increased by \$7,125.00 from last year. This increase is due to the addition of another utility worker and union negotiated wages and benefits. The Medical Insurance increased due to the redistribution of the Utility Worker, the new Utility Worker position estimated at family rate, and the new Administrative Assistant at the employee with children rate.

**MATERIALS & SERVICES: \$51,075.00**

The total for materials and services this fiscal year has increased by \$10,542.00 from last year. There have been some minor changes to line items. The major changes in this fund are listed below:

Engineering Services 02-10-64281: Has been increased by \$7,500.00 for any engineering required for any future paving projects.

Vehicle Expense Fuel 02-10-64300: This fiscal year this line item has been increased by \$500.00 due to the cost of fuel and the addition of the new Utility Worker.

Vehicle Maintenance 02-10-64304: was increased by \$1,000.00 due to the age of the pickup used for streets. Last fiscal year we used the entire budget for maintenance and repair of the vehicle.

Equipment Fuel 02-10-64306: has been increased by \$500.00 due to using the entire budget for this line item last fiscal year.

**CAPITAL OUTLAY: \$379,000.00**

New Equipment 02-10-66010: \$1,000.00 has been budgeted to the new equipment line item for the purchase of a hedge trimmer.

Pine Street Paving-Phase 1 & 2: This line item has been added to account for Phase 1 and 2 of the Pine Street paving project. The City has received 2 sperate Small City Allotment grants to fund both phases of the project. Phase 1 is estimated to cost \$101,200.00 the City's share is \$51,200.00 and \$50,000.00 is grant. Phase 2 is estimated to cost \$136,340.00 the City's share is \$36,340.00 and \$100,000.00 is grant. It is staff's hope to do both phases at one time.

Street Paving 02-10-66040: The City has been saving money in this line item for the last 9 years in order to do a street project. A total of 140,000.00 has been accumulated for future projects.

ODOT reimbursement SCA 02-03-66043: This fiscal year the money from this line item has been moved to the new line item for Pine Street Paving.

**TRANSFERS: \$11,200.00**

Transfer to Equipment Replacement 02-10-69060: The street department recently purchased a new street sweeper and the annual payments are \$9,000.00. So we are transferring \$10,000.00 to the Equipment Replacement Fund.

Transfer to Bikeway/Footpath 1% 02-10-69070: 1% of the state tax gas revenue is transferred into bike/footpath Fund each year. This year \$1,200.00 will be transferred.

**CONTINGENCY:** **\$53,700.00**

Operating contingency 02-10-65010: Contingency has been increased slightly.

**TOTAL EXPENSES** **\$542,400.00**

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020			2020 Adopted
							Requested	Proposed	Approved	
232,621	281,147	230,000.00	280,000.00	02 R1 41000	STATE TAX STREET FUND REVENUES Beginning Fund Balance	0.00	280,000.00	280,000.00	280,000.00	280,000.00
0	0	0.00	0.00	44780	Douglas Co. Aid To Cities	0.00	0.00	0.00	0.00	0.00
114,726	122,182	97,000.00	120,000.00	44950	Oregon Motor Veh. Rev.	0.00	110,000.00	110,000.00	110,000.00	110,000.00
0	0	50,000.00	0.00	44960	ODOT SCA Grant	0.00	150,000.00	150,000.00	150,000.00	150,000.00
1,940	2,200	1,500.00	800.00	44962	**ODOT Mowing	0.00	800.00	800.00	800.00	800.00
2,165	3,824	1,500.00	4,000.00	45000	Interest Earned	0.00	1,500.00	1,500.00	1,500.00	1,500.00
0	4,597	100.00	1,194.00	49400	Miscellaneous Receipts	0.00	100.00	100.00	100.00	100.00
<b>REVENUES Totals:</b>						0.00	542,400	542,400	542,400	542,400
351,452	413,949	380,100	405,994							
<b>REVENUES TOTALS:</b>						0.00	542,400	542,400	542,400	542,400

2017	2018	2019	2019	2019	2020	2020	2020	2020	2020	2020
Actual	Actual	Estimated	Adopted	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0.00	0.00	10 01 61014	ADMINISTRATION PERSONNEL SERVICES Superintendent	0.00	0.00	0.00	0.00	0.00
0	0	3,500.00	0.00	61027	Utility Worker-New	0.25	10,000.00	10,000.00	10,000.00	10,000.00
12,485	12,996	11,000.00	15,500.00	61029	Utility Worker	0.15	7,000.00	7,000.00	7,000.00	7,000.00
1,958	2,040	2,500.00	2,500.00	61030	Finance Deputy Recorder	0.05	3,000.00	3,000.00	3,000.00	3,000.00
0	0	0.00	0.00	61033	Bookkeeper	0.00	0.00	0.00	0.00	0.00
1,585	1,656	2,200.00	2,000.00	61035	Admin Assistant	0.05	2,000.00	2,000.00	2,000.00	2,000.00
0	0	0.00	0.00	61040	Seasonal/Temporary	0.00	0.00	0.00	0.00	0.00
0	0	0.00	400.00	61150	Overtime	0.00	400.00	400.00	400.00	400.00
2,356	2,876	2,600.00	3,600.00	61300	PERS Retirement	0.00	6,000.00	6,000.00	6,000.00	6,000.00
1,245	1,277	1,500.00	1,800.00	61400	Social Security (FICA)	0.00	2,000.00	2,000.00	2,000.00	2,000.00
244	224	450.00	450.00	61450	State Unemployment (SUTA)	0.00	475.00	475.00	475.00	475.00
10,735	8,581	11,500.00	11,500.00	61500	Medical Insurance	0.00	13,500.00	13,500.00	13,500.00	13,500.00
17	15	20.00	50.00	61550	Workers Benefit Fund Assessmen	0.00	50.00	50.00	50.00	50.00
2,156	3,334	1,800.00	2,500.00	61551	Workers Compensation	0.00	3,000.00	3,000.00	3,000.00	3,000.00
32,781	32,999	37,070	40,300		PERSONNEL SERVICES Totals:	0.50	47,425	47,425	47,425	47,425
220	469	500.00	500.00	02 62125	MATERIALS & SERVICES Safety Equipment & Supplies	0.00	500.00	500.00	500.00	500.00
744	627	800.00	800.00	62201	Cellular Phones	0.00	900.00	900.00	900.00	900.00
0	0	0.00	50.00	62500	Dues & Memberships	0.00	50.00	50.00	50.00	50.00

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	2019 Account	Description	FTE	2020 Requested	2020 Proposed	2020 Approved	2020 Adopted
226	0	300.00	0.00	62501	Meals & Mileage	0.00	300.00	300.00	300.00	300.00
213	0	300.00	0.00	62502	Conferences & Training	0.00	300.00	300.00	300.00	300.00
205	263	157.53	0.00	63000	Boot Allowance	0.00	600.00	600.00	600.00	600.00
260	198	600.00	600.00	63200	Hand Tools - Small	0.00	600.00	600.00	600.00	600.00
1,424	1,498	1,700.00	1,415.00	63400	Insurance Property/Liability	0.00	1,700.00	1,700.00	1,700.00	1,700.00
1,620	1,705	4,000.00	4,000.00	63551	Materials and Supplies	0.00	4,000.00	4,000.00	4,000.00	4,000.00
3,900	1,270	6,500.00	6,500.00	63555	Paint & Signs	0.00	6,500.00	6,500.00	6,500.00	6,500.00
750	1,000	10,000.00	10,000.00	63557	Street Improvement	0.00	10,000.00	10,000.00	10,000.00	10,000.00
113	0	25.00	0.00	63610	Permits and Fees	0.00	25.00	25.00	25.00	25.00
0	0	100.00	0.00	64170	Drug Screen	0.00	100.00	100.00	100.00	100.00
270	675	2,500.00	6,500.00	64281	Engineer Service	0.00	10,000.00	10,000.00	10,000.00	10,000.00
1,323	1,661	2,500.00	2,500.00	64300	Vehicle Expense - Fuel	0.00	3,000.00	3,000.00	3,000.00	3,000.00
962	710	2,500.00	2,500.00	64304	Vehicle Expense - Maintenance	0.00	3,500.00	3,500.00	3,500.00	3,500.00
501	675	1,500.00	1,500.00	64306	Equipment - Fuel	0.00	2,000.00	2,000.00	2,000.00	2,000.00
2,192	2,290	4,000.00	2,000.00	64308	Equipment - Maintenance	0.00	4,000.00	4,000.00	4,000.00	4,000.00
1,500	0	500.00	500.00	64310	Equipment - Rental	0.00	1,000.00	1,000.00	1,000.00	1,000.00
0	0	2,000.00	0.00	64330	Storm Drain Maintenance	0.00	2,000.00	2,000.00	2,000.00	2,000.00
16,424	13,041	40,533	39,315		MATERIALS & SERVICES Totals	0.00	51,075	51,075	51,075	51,075



2017	2018	2019	2019	2019	FTE	2020	2020	2020	2020	2020
Actual	Actual	Adopted	Estimated	Account	Description	Requested	Proposed	Approved	Adopted	
0	0	1,000.00	300.00	03 66010	CAPITAL OUTLAY New Equipment	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
0	0	0.00	0.00	66030	Pine Street Paving-Phase 1 & 2	238,000.00	238,000.00	238,000.00	238,000.00	238,000.00
0	20,554	165,000.00	0.00	66040	Street Paving	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00
0	0	50,000.00	0.00	66043	ODOT Reimbursement SCA	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	66780	**Douglas County Aid to Cities	0.00	0.00	0.00	0.00	0.00
0	20,554	216,000	300		CAPITAL OUTLAY Totals:	379,000	379,000	379,000	379,000	379,000
20,000	25,000	30,000.00	30,000.00	05 69060	TRANSFERS Transfer to Equipment Replacem	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
1,100	1,100	1,100.00	1,100.00	69070	Transfer/Bikeway1% 02-00-44950	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
0	0	0.00	0.00	69111	Transfer to Facility Reserve	0.00	0.00	0.00	0.00	0.00
21,100	26,100	31,100	31,100		TRANSFERS Totals:	11,200	11,200	11,200	11,200	11,200
0	0	52,167.41	0.00	06 65010	CONTINGENCY Operating Contingencies	53,700.00	53,700.00	53,700.00	53,700.00	53,700.00
0	0	52,167	0		CONTINGENCY Totals:	53,700	53,700	53,700	53,700	53,700
70,306	92,693	380,100	107,785		EXPENDITURES TOTALS:	542,400	542,400	542,400	542,400	542,400
0	0	0	0		SECTION 2 REVENUES	0	0	0	0	0
70,306	92,693	380,100	107,785		SECTION 2 EXPENSES	542,400	542,400	542,400	542,400	542,400
(70,306)	(92,693)	(380,100)	(107,785)		ADMINISTRATION Totals:	(542,400)	(542,400)	(542,400)	(542,400)	(542,400)

2017	2018	2019	2019	2019	Description	FTE	2020	2020	2020	2020	2020
Actual	Actual	Adopted	Estimated	Account			Requested	Proposed	Approved	Adopted	Adopted
351,452	413,949	380,100	405,994		SECTION 1 REVENUES	0.00	542,400	542,400	542,400	542,400	542,400
70,306	92,693	380,100	107,785		SECTION 1 EXPENSES	0.50	542,400	542,400	542,400	542,400	542,400
281,147	321,256	0	298,209		STATE TAX STREET FUND Total	(0.50)	0	0	0	0	0

**CITY OF CANYONVILLE  
BUDGET SUMMARY FOR WATER FUND 06**

**REVENUE:** **Total \$613,900.00**

Beginning fund balance 06-00-4100: Has increased by \$10,000.00 from last fiscal year.

Water Collections 06-00-46300: It appears that the income has increased by \$5,000.00 from last year. We are estimating the income to be \$400,000.00 just to be safe. It is important to note that the water revenue will decrease by \$50,000.00 next fiscal year when the sewer treatment plant is finished. The new plant will use reclaimed water from the treatment system.

No water rate increase is proposed for this fiscal year. This fund has been struggling for several years. Based on last year's actual revenue figures it appears the new water rate structure has significantly improved the stability of the water fund. However, it is important to remember that the water infrastructure is aging and there are significant improvements identified in the capital reserve account that are needed. We will need to continue to watch this fund.

Water Hook-ups 06-00-46310: There are two homes that are anticipated to be constructed next fiscal year.

Late Fees 06-00-46315: Late fees have remained consistent over the last three years at around \$10,000.00.

**PERSONNEL SERVICES:** **\$225,850.00**

Personnel Services have **decreased** a total of \$17,600.00 from last year's budget due primarily from the elimination of the Public Works position and decrease of summer help from \$8,000.00 to \$500.00. It is not anticipated that the water department will need summer help.

**MATERIALS AND SERVICES:** **\$203,400.00**

Primary expenditures are administrative charges to the general fund, water franchise fee, electricity, telephone, legal, dues and memberships, conference and training, water system maintenance and engineering. Material and services have increased a total of \$7,071.00. This increase is due to the following line items being increased:

Technology Support & Maint. 06-10-61660: This line item has been increased by \$5,000.00 for the potential purchase of new Skata software for the Water Plant.

Dues and Membership 06-10-62500: This line item has remained the same as last fiscal year. The following dues are authorized for this fiscal year:

- Umpqua Basin Operators Section
- Oregon Association of Water Utilities
- American Water Works

- Department of Human Services
- Bio Med
- Douglas County Utility Coordination

Permits & Fees 06-10-63610: This line item has been increased by \$1,000.00 to cover the watershed survey fee from the state. Since the water shed survey is only done every three years this line item has to be increased this year.

Equipment Repair 06-10-64308: This line item is staying the same as last fiscal year. The backhoe will require two new back tires that are very costly.

Fire Control 06-10-64450: The state Forestry Department provides fire protection for the water shed by contract to the City. This fee increased by 10% last fiscal year.

Consulting Services 06-10-64800: This line item is for the contract with Brian Kelly to be the Direct Responsible Charge for the water. The amount will be budgeted the same as last fiscal year.

**CAPITAL OUTLAY: \$21,925.00**

Small Equipment Replacement 06-10-66010: Money has been put in this line item to simplify the tracking of small equipment that is replaced at the plant.

Water line Replacement 06-10-66014: This is for the replacement of small water lines. Large projects would come from the Capital Improvement fund.

Dam Payment/Per Customer 06-10-68501: As part of the Intergovernmental Agreement for the dam the city pays the county an annual payment based on \$1.00 per citizen. The City's population was increased to 1925 this year.

**TRANSFERS: \$85,000.00**

Transfer to Equipment Replacement 06-10-69060: This budget year \$20,000.00 is being transferred to Equipment Replacement fund. The equipment is old and beginning to wear out.

Transfer to Capital Reserve 06-10-69063: This budget year \$55,000.00 is being transferred to the capital reserve fund. Transfers to this fund have been minimal in the past due to budget constraints. It is important to begin building a reserve for the projects that have been identified in the Facility Plan.

Transfer Late Fees to Capital Reserve 06-10-69063: Council adopted Resolution No. 615 which directs the late charges to be transferred 50/50 to the Water and Sewer Capital Reserve accounts. The water's share of the late fees is \$10,000.00

**CONTINGENCY: \$75,725.00**

Operating Contingency has increased by \$14,729 over last budget year.

**DEBT SERVICE:**

**\$2,000.00**

Debt Service Claim 06-08-64907: This line item is budgeted the same as last year. It was established two years ago, for repayment to affected users in the non-property tax paying classification and continues to be budgeted for any future repayment of services as needed.

**TOTAL EXPENSES:**

**\$613,900.00**

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020 Requested	2020 Proposed	2020 Approved	2020 Adopted
250,000	228,262	190,000.00	258,300.00	06 R1 41000	WATER FUND REVENUES Beginning Fund Balance	0.00	200,000.00	200,000.00	200,000.00	200,000.00
1,642	665	1,500.00	3,255.00	44790	Bulk Water Sales	0.00	100.00	100.00	100.00	100.00
1,476	2,607	800.00	3,800.00	45000	Interest Earned	0.00	2,000.00	2,000.00	2,000.00	2,000.00
406,918	424,468	395,000.00	420,000.00	46300	Water Collections	0.00	400,000.00	400,000.00	400,000.00	400,000.00
0	1,200	1,500.00	2,833.00	46310	Water Hook-Ups	0.00	1,500.00	1,500.00	1,500.00	1,500.00
300	50	300.00	130.00	46312	Reconnect Fee	0.00	100.00	100.00	100.00	100.00
10,711	10,674	10,000.00	9,000.00	46315	**Late Fees	0.00	10,000.00	10,000.00	10,000.00	10,000.00
0	0	100.00	0.00	46500	Bad Debt Recovery	0.00	100.00	100.00	100.00	100.00
105	15,710	500.00	0.00	49400	Miscellaneous	0.00	100.00	100.00	100.00	100.00
671,153	683,637	599,700	697,318		REVENUES Totals:	0.00	613,900	613,900	613,900	613,900
671,153	683,637	599,700	697,318		REVENUES TOTALS:	0.00	613,900	613,900	613,900	613,900

2017	2018	2019	2019	2019	2020	2020	2020	2020	2020	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
8,349	8,804	9,400.00	9,200.00	10 01 61010	ADMINISTRATION PERSONNEL SERVICES City Administrator/Rec.	0.15	10,000.00	10,000.00	10,000.00	10,000.00
0	0	0.00	0.00	61014	Superintendent	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	61020	Deputy Recorder	0.00	0.00	0.00	0.00	0.00
28,292	28,322	31,800.00	32,500.00	61025	Water Plant Operator	0.75	36,200.00	36,200.00	36,200.00	36,200.00
9,347	6,401	9,400.00	8,700.00	61026	Sewer Plant Operator	0.25	10,500.00	10,500.00	10,500.00	10,500.00
36,376	39,593	34,900.00	11,500.00	61027	Utility Worker-New	0.20	7,000.00	7,000.00	7,000.00	7,000.00
11,173	11,677	12,500.00	12,300.00	61028	Lead WWT Plant Operator	0.25	13,800.00	13,800.00	13,800.00	13,800.00
7,803	8,122	9,000.00	13,900.00	61029	Utility Worker	0.50	20,500.00	20,500.00	20,500.00	20,500.00
11,747	12,240	13,000.00	12,900.00	61030	Finance Deputy Recorder	0.30	14,500.00	14,500.00	14,500.00	14,500.00
0	0	0.00	0.00	61033	Bookkeeper	0.00	0.00	0.00	0.00	0.00
9,508	9,938	10,500.00	11,200.00	61035	Admin Assistant	0.30	8,900.00	8,900.00	8,900.00	8,900.00
0	0	8,000.00	8,000.00	61040	Part Time Help	0.00	500.00	500.00	500.00	500.00
0	154	500.00	0.00	61150	Overtime	0.00	500.00	500.00	500.00	500.00
20,200	21,617	25,000.00	20,000.00	61300	PERS Retirement	0.00	28,000.00	28,000.00	28,000.00	28,000.00
9,527	8,963	12,200.00	8,700.00	61400	Social Security (FICA)	0.00	11,500.00	11,500.00	11,500.00	11,500.00
1,727	1,402	2,700.00	1,875.00	61450	State Unemployment (SUTA)	0.00	3,000.00	3,000.00	3,000.00	3,000.00
57,786	45,642	60,300.00	50,000.00	61500	Medical Insurance	0.00	56,000.00	56,000.00	56,000.00	56,000.00
105	89	250.00	100.00	61550	Workers Benefit Fund Assessmen	0.00	250.00	250.00	250.00	250.00

2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020			
							Requested	Proposed	Approved	Adopted
3,504	3,210	4,000.00	2,919.00	61551	Workers Compensation	0.00	4,700.00	4,700.00	4,700.00	4,700.00
215,445	206,174	243,450	203,794	02	PERSONNEL SERVICES Totals:	2.70	225,850	225,850	225,850	225,850
7,500	7,500	7,500.00	7,500.00	61600	MATERIALS & SERVICES **Administrative Charge	0.00	7,500.00	7,500.00	7,500.00	7,500.00
15,000	15,000	15,000.00	15,000.00	61605	Water Franchise	0.00	15,000.00	15,000.00	15,000.00	15,000.00
5,738	7,313	10,000.00	10,000.00	61660	Technology Support & Maint.	0.00	15,000.00	15,000.00	15,000.00	15,000.00
20,471	17,710	23,500.00	22,500.00	62120	Electricity	0.00	24,000.00	24,000.00	24,000.00	24,000.00
275	98	600.00	600.00	62125	Safety Equipment & Supplies	0.00	700.00	700.00	700.00	700.00
2,035	2,021	2,200.00	2,100.00	62200	Telephone	0.00	2,400.00	2,400.00	2,400.00	2,400.00
1,177	1,004	1,300.00	1,000.00	62201	Cellular Phones	0.00	1,300.00	1,300.00	1,300.00	1,300.00
1,943	396	10,000.00	3,000.00	62410	Legal Services	0.00	10,000.00	10,000.00	10,000.00	10,000.00
340	417	1,000.00	1,000.00	62500	Dues & Memberships	0.00	1,000.00	1,000.00	1,000.00	1,000.00
108	68	500.00	500.00	62501	Meals & Mileage	0.00	500.00	500.00	500.00	500.00
940	1,760	2,000.00	2,000.00	62502	Conferences & Training	0.00	2,000.00	2,000.00	2,000.00	2,000.00
453	398	129.03	129.00	63000	Boot Allowance	0.00	600.00	600.00	600.00	600.00
200	0	1,000.00	400.00	63060	Water Hook-Up-County % 2004-05	0.00	1,000.00	1,000.00	1,000.00	1,000.00
436	375	1,000.00	1,000.00	63200	Hand Tools - Small	0.00	1,000.00	1,000.00	1,000.00	1,000.00
9,033	9,493	10,700.00	9,593.27	63400	Insurance - Property/Liability	0.00	11,000.00	11,000.00	11,000.00	11,000.00
(191)	423	2,500.00	400.00	63551	Intake Repair Maint	0.00	2,500.00	2,500.00	2,500.00	2,500.00



2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	Account	Description	FTE	2020			2020 Adopted
							Requested	Proposed	Approved	
9,818	10,487	15,000.00	15,000.00	63552	Water System Maint.	0.00	15,000.00	15,000.00	15,000.00	15,000.00
516	2,320	5,000.00	3,000.00	63556	Replacement - Service & Meters	0.00	5,000.00	5,000.00	5,000.00	5,000.00
0	1,102	3,500.00	2,500.00	63557	NEW - Services & Meters	0.00	3,500.00	3,500.00	3,500.00	3,500.00
4,193	2,769	5,000.00	2,500.00	63600	Plant/Grounds Maint.	0.00	5,000.00	5,000.00	5,000.00	5,000.00
8,186	3,286	5,500.00	2,500.00	63610	Permits & Fees	0.00	6,500.00	6,500.00	6,500.00	6,500.00
14,058	12,447	20,000.00	16,500.00	63650	Chlorine And Chemicals	0.00	20,000.00	20,000.00	20,000.00	20,000.00
5,334	4,052	7,000.00	7,000.00	63900	Water Samples	0.00	7,000.00	7,000.00	7,000.00	7,000.00
2,281	2,138	4,000.00	3,000.00	64100	Printing And Postage	0.00	3,500.00	3,500.00	3,500.00	3,500.00
1,947	2,067	2,500.00	2,000.00	64150	Supplies	0.00	2,500.00	2,500.00	2,500.00	2,500.00
0	90	200.00	0.00	64170	Drug Screen	0.00	200.00	200.00	200.00	200.00
1,787	2,214	3,000.00	3,000.00	64300	Vehicle Expense - Fuel	0.00	3,000.00	3,000.00	3,000.00	3,000.00
356	(178)	500.00	100.00	64301	Equipment Rental	0.00	500.00	500.00	500.00	500.00
1,105	3,293	2,500.00	1,000.00	64304	Vehicle Expense - Maintenance	0.00	2,500.00	2,500.00	2,500.00	2,500.00
724	472	900.00	600.00	64306	Equipment - Fuel	0.00	900.00	900.00	900.00	900.00
1,436	382	1,500.00	500.00	64308	Equipment Repair	0.00	1,500.00	1,500.00	1,500.00	1,500.00
2,767	2,646	3,300.00	2,879.00	64450	Fire Control	0.00	3,300.00	3,300.00	3,300.00	3,300.00
5,420	6,200	18,000.00	10,000.00	64800	Consulting Services	0.00	18,000.00	18,000.00	18,000.00	18,000.00
650	330	10,000.00	0.00	64862	Engineering Services	0.00	10,000.00	10,000.00	10,000.00	10,000.00

2017	2018	2019	2019	2019	2020	2020	2020	2020	2020	2020
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
126,036	120,094	196,329	148,801		MATERIALS & SERVICES Totals	0.00	203,400	203,400	203,400	203,400
			03		CAPITAL OUTLAY					
0	0	10,000.00	5,000.00	66010	Small Equipment Replacement	0.00	10,000.00	10,000.00	10,000.00	10,000.00
0	6,329	10,000.00	6,000.00	66014	Water Line Replacement	0.00	10,000.00	10,000.00	10,000.00	10,000.00
1,910	1,905	1,925.00	1,905.00	68501	Dam Payment/Per Customer	0.00	1,925.00	1,925.00	1,925.00	1,925.00
1,910	8,234	21,925	12,905		CAPITAL OUTLAY Totals:	0.00	21,925	21,925	21,925	21,925
15,000	10,000	0.00	0.00	05	TRANSFERS	0.00	20,000.00	20,000.00	20,000.00	20,000.00
			69060		Transfer To Equip. Replace.					
65,000	65,000	65,000.00	65,000.00	69063	Transfer-Capital Reserve	0.00	55,000.00	55,000.00	55,000.00	55,000.00
9,500	10,000	10,000.00	10,000.00	69065	Transfer Late Fee-Capital Res	0.00	10,000.00	10,000.00	10,000.00	10,000.00
10,000	5,835	0.00	0.00	69111	Transfer to Facility Reserve	0.00	0.00	0.00	0.00	0.00
99,500	90,835	75,000	75,000		TRANSFERS Totals:	0.00	85,000	85,000	85,000	85,000
			06		CONTINGENCY					
0	0	60,995.97	0.00	65010	Operating Contingencies	0.00	75,725.00	75,725.00	75,725.00	75,725.00
0	0	60,996	0		CONTINGENCY Totals:	0.00	75,725	75,725	75,725	75,725
0	0	2,000.00	0.00	08	DEBT SERVICE	0.00	2,000.00	2,000.00	2,000.00	2,000.00
			64907		Debt Service Claim					
0	0	2,000	0		DEBT SERVICE Totals:	0.00	2,000	2,000	2,000	2,000
442,890	425,337	599,700	440,500		EXPENDITURES TOTALS:	2.70	613,900	613,900	613,900	613,900

2017	2018	2019	2019	2019	Description	FTE	2020	2020	2020	2020	2020
Actual	Actual	Adopted	Estimated	Account			Requested	Proposed	Approved	Adopted	Adopted
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0	0
442,890	425,337	599,700	440,500		SECTION 2 EXPENSES	2.70	613,900	613,900	613,900	613,900	613,900
(442,890)	(425,337)	(599,700)	(440,500)		ADMINISTRATION Totals:	(2.70)	(613,900)	(613,900)	(613,900)	(613,900)	(613,900)

2017	2018	2019	2019	2019	Description	FTE	2020	2020	2020	2020	2020
Actual	Actual	Adopted	Estimated	Account			Requested	Proposed	Approved	Adopted	
671,153	683,637	599,700	697,318		SECTION 1 REVENUES	0.00	613,900	613,900	613,900	613,900	613,900
442,890	425,337	599,700	440,500		SECTION 1 EXPENSES	2.70	613,900	613,900	613,900	613,900	613,900
228,262	258,299	0	256,818		WATER FUND Totals:	(2.70)	0	0	0	0	0

**CITY OF CANYONVILLE  
BUDGET SUMMARY FOR WASTEWATER FUND 07**

**TOTAL REVENUE:** **\$1,038,400.00**

Donovan Enterprises completed the rate study and recommended a new classification system and rate increase plan. Council adopted Resolution No. 804 which established the following rate increases:

<u>Effective Date</u>	<u>Single Family Dwellings</u>	<u>All other classifications</u>
July 1, 2013	\$10.00	23.26%
July 1, 2014	\$9.00	16.98%
July 1, 2015	\$9.00	14.52%
July 1, 2016	\$9.00	12.68%
July 1, 2017	\$9.00	11.25%

**Council elected not to initiate the last rate increase in 2017** since we received more grant money than anticipated in the study and the equipment bid came in lower than estimated. If it is necessary at the end of the project a slight raise could be established, then.

Beginning Fund Balance 07-00-41000: The beginning fund balance which is basically the carried over cash from the previous year has not changed from last fiscal year.

Sewer Collections 07-00-46280: No sewer rate increase is proposed for this fiscal year. The anticipated sewer revenue will be the same as last fiscal year.

**PERSONNEL SERVICES:** **\$246,150.00**  
 Personnel Services has **increased** a total of \$16,900.00 from last year's budget. This increase is due partly to reallocation of the utility worker salary from .20 FTE to .30 FTE, and negotiated employee wages and benefits including PERS.

**MATERIALS AND SERVICES:** **\$318,400.00**  
 Primary expenditures are administrative charges to the general fund, water franchise fee, electricity, telephone, legal, dues and memberships, conference and training, water system maintenance and engineering. Material and services have increased a total of \$68,900.00. Most of this increase is due to having to run dual plants until Phase II construction is complete.

Technology Support & Maint.07-10-61610: This line item has been increased by \$5,500.00 for the maintenance of the new computer that will run the new plant.

Electricity 07-10-62120: This line item has been increased by \$12,000.00 to cover the cost of running dual plants until the Phase II construction is complete.

Water 07-10-62122: An extra \$19,000.00 has been added to this budget to cover the water cost for dual plants.

Dues and Membership 07-10-62500: This line item is staying the same as last budget. The City is trying to be selective regarding dues and membership.

. The following dues are authorized for this fiscal year:

- Umpqua Basin Operators Section
- Oregon Association of Water Utilities
- American Water Works
- Department of Human Services
- Bio Med

Lab Work 07-10-63555: Increased by \$5,000.00. We may have to do some additional testing for the new plant.

Chlorine and Chemicals 07-10-63650: Increased by \$15,000.00 for extra Alum for Phosphate removal per DEQ calculations.

Sludge removal 07-10-63670: This line item is being increased by \$10,000.00 in order to provide adequate funding for sludge removal. The tanks may have to be cleaned several times before starting the Phase II Construction. Some tanks will have to be emptied before removal or rehabilitation of the tanks during construction. The hauling of sludge is an operational portion of the treatment and cannot be deferred.

Vehicle expense fuel 07-10-64300: This line item has been increased by \$500.00 since 2 vehicles are being utilized at the sewer plant.

Equipment maintenance 07-10-64308: The back hoe will need new tires this fiscal year. They are very expensive, and the cost is split between the streets, sewer and water. This line item has been increased by \$500.00 to cover the sewer's share.

**CAPITAL OUTLAY:**

**\$10,000.00**

New replacement equipment 07-10-69060: Previously we have not budgeted for any replacement equipment because it was anticipated that the equipment would be part of the upgrade. However, since it has taken so long to get the sewer plant built, we are forced to replace some equipment in the old plant such as small pumps. The cost of the equipment being purchased is too small to take from the capital equipment fund.

**TRANSFERS:**

**\$430,500.00**

Transfer to Equipment Fund 07-10-69060: Transfer \$10,000.00 to Equipment Fund.

Transfer to Capital Reserve 07-10-59063: Transfer \$420,500.00 which is \$59,500.00 less than the normal transfer. This is primarily due to having to run the old plant and the new plant simultaneous at a certain point. The City has been transferring the revenue generated from the rate increases into the Capital Reserve account every year to off set some of the cost of the sewer plant upgrade. This maybe the last year we will be able transfer so much money to the Capital Reserve account since the loan repayments will be approximately \$310,000.00 annually.

Transfer to Facility Reserve: We are not transferring anything to the Facility Reserve Fund due to the sewer plant upgrade project. There should be a sufficient balance in that fund.

**CONTINGENCY:** **\$33,350.00**

Operating Contingency 07-10-65010: Has increased by \$700.00 from last year's budget.

**DEBT SERVICE:** **\$ 0.00**

The city paid off one loan and has one loan from the Department of Environmental Quality (DEQ) State Revolving Loan fund left for wastewater infrastructure projects which will be paid off during this budget

Loan #SRF R20590 07-10-64902: The final payment was made in December 2018.

**TOTAL EXPENSES:** **\$1,038,400.00**

2017	2018	2019	2019	2019	2020	2020	2020	2020	2020	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
210,347	203,072	190,000.00	236,743.00	07 R1 41000	SEWER FUND REVENUES Beginning Fund Balance	0.00	190,000.00	190,000.00	190,000.00	190,000.00
1,609	1,578	1,500.00	1,300.00	43010	Prev Levied Taxes	0.00	1,500.00	1,500.00	1,500.00	1,500.00
0	0	300.00	0.00	44090	Sewer Permits	0.00	300.00	300.00	300.00	300.00
3,395	5,997	3,000.00	9,000.00	45000	Interest Earned	0.00	6,000.00	6,000.00	6,000.00	6,000.00
875,145	922,349	840,000.00	890,000.00	46280	Sewer Collections	0.00	840,000.00	840,000.00	840,000.00	840,000.00
0	0	100.00	0.00	46500	Bad Debt Recovery	0.00	100.00	100.00	100.00	100.00
361	588	500.00	1,500.00	49400	Miscellaneous Receipts	0.00	500.00	500.00	500.00	500.00
1,090,856	1,133,584	1,035,400	1,138,543		REVENUES Totals:	0.00	1,038,400	1,038,400	1,038,400	1,038,400
1,090,856	1,133,584	1,035,400	1,138,543		REVENUES TOTALS:	0.00	1,038,400	1,038,400	1,038,400	1,038,400



	2017	2018	2019	2019	Account	Description	FTE	2020	2020	2020	2020
	Actual	Actual	Adopted	Estimated				Requested	Proposed	Approved	Adopted
	11,132	11,738	13,000.00	12,300.00	10 01 61010	ADMINISTRATION PERSONNEL SERVICES City Administrator/Rec.	0.20	13,500.00	13,500.00	13,500.00	13,500.00
	0	0	0.00	0.00	61014	Superintendent	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0.00	61020	Deputy Recorder	0.00	0.00	0.00	0.00	0.00
	7,831	9,441	11,500.00	10,850.00	61025	Water Plant Operator	0.25	12,500.00	12,500.00	12,500.00	12,500.00
	28,041	23,837	29,000.00	24,785.00	61026	Sewer Plant Operator	0.75	32,000.00	32,000.00	32,000.00	32,000.00
	8,316	7,876	10,000.00	3,000.00	61027	Utility Worker-New	0.20	7,200.00	7,200.00	7,200.00	7,200.00
	33,519	35,031	38,500.00	36,625.00	61028	Lead WWT Plant Operator	0.75	41,500.00	41,500.00	41,500.00	41,500.00
	6,242	6,498	8,000.00	9,200.00	61029	Utility Worker	0.20	12,300.00	12,300.00	12,300.00	12,300.00
	11,747	12,240	13,500.00	13,128.00	61030	Finance Deputy Recorder	0.30	14,500.00	14,500.00	14,500.00	14,500.00
	0	0	0.00	0.00	61033	Bookkeeper	0.00	0.00	0.00	0.00	0.00
	9,508	9,938	11,000.00	10,280.00	61035	Admin Assistant	0.30	8,900.00	8,900.00	8,900.00	8,900.00
	0	46	500.00	0.00	61150	Overtime	0.00	500.00	500.00	500.00	500.00
	17,263	18,806	25,000.00	25,000.00	61300	PERS Retirement	0.00	32,000.00	32,000.00	32,000.00	32,000.00
	9,041	8,922	13,000.00	9,500.00	61400	Social Security (FICA)	0.00	13,000.00	13,000.00	13,000.00	13,000.00
	1,634	1,381	3,000.00	2,100.00	61450	State Unemployment (SUTA)	0.00	3,500.00	3,500.00	3,500.00	3,500.00
	45,951	39,222	48,000.00	24,000.00	61500	Medical Insurance	0.00	48,000.00	48,000.00	48,000.00	48,000.00
	97	93	250.00	100.00	61550	Workers Benefit Fund Assessmen	0.00	250.00	250.00	250.00	250.00
	4,582	4,164	5,000.00	3,900.00	61551	Workers Compensation	0.00	6,500.00	6,500.00	6,500.00	6,500.00

	2017	2018	2019	2019			2020	2020	2020	2020	
	Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
	194,903	189,234	229,250	184,768	02	PERSONNEL SERVICES Totals:	2.95	246,150	246,150	246,150	246,150
	7,500	7,500	7,500.00	7,500.00	61600	MATERIALS & SERVICES	0.00	7,500.00	7,500.00	7,500.00	7,500.00
						** Administrative Charge					
	15,000	15,000	15,000.00	15,000.00	61610	Sewer Franchise	0.00	15,000.00	15,000.00	15,000.00	15,000.00
	5,203	5,738	6,500.00	4,500.00	61660	Technology Support & Maint.	0.00	12,000.00	12,000.00	12,000.00	12,000.00
	23,878	23,012	28,000.00	26,500.00	62120	Electricity	0.00	40,000.00	40,000.00	40,000.00	40,000.00
	30,249	36,206	40,000.00	40,000.00	62122	Water	0.00	59,000.00	59,000.00	59,000.00	59,000.00
	297	375	700.00	700.00	62125	Safety Equip.	0.00	700.00	700.00	700.00	700.00
	2,064	2,294	2,500.00	2,500.00	62200	Telephone	0.00	2,700.00	2,700.00	2,700.00	2,700.00
	883	918	1,200.00	760.00	62201	Cellular Phones	0.00	1,200.00	1,200.00	1,200.00	1,200.00
	0	0	5,000.00	0.00	62410	Legal Services	0.00	5,000.00	5,000.00	5,000.00	5,000.00
	626	557	800.00	700.00	62500	Dues & Memberships	0.00	800.00	800.00	800.00	800.00
	524	0	1,000.00	0.00	62501	Meals & Mileage	0.00	1,000.00	1,000.00	1,000.00	1,000.00
	1,640	680	2,600.00	1,000.00	62502	Conferences & Training	0.00	2,600.00	2,600.00	2,600.00	2,600.00
	380	336	400.03	400.00	63000	Boat Allowance	0.00	600.00	600.00	600.00	600.00
	175	236	500.00	500.00	63200	Hand Tools	0.00	500.00	500.00	500.00	500.00
	0	0	0.00	0.00	63350	Rental Expenses	0.00	500.00	500.00	500.00	500.00
	13,897	14,747	16,000.00	14,500.00	63400	Insurance Property/Liability	0.00	16,000.00	16,000.00	16,000.00	16,000.00
	1,298	706	4,000.00	2,000.00	63554	Sewer System Maintenance	0.00	4,000.00	4,000.00	4,000.00	4,000.00

	2017	2018	2019	2019			2020	2020	2020	2020	
	Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
	5,954	9,322	10,000.00	10,000.00	63555	Lab Work	0.00	15,000.00	15,000.00	15,000.00	15,000.00
	2,586	7,630	7,000.00	4,000.00	63600	Plant/Grounds Maintenance	0.00	7,000.00	7,000.00	7,000.00	7,000.00
	2,197	199	5,000.00	2,500.00	63610	Permits & Fees	0.00	5,000.00	5,000.00	5,000.00	5,000.00
	19,626	17,024	26,000.00	26,000.00	63650	Chlorine And Chemicals	0.00	41,000.00	41,000.00	41,000.00	41,000.00
	0	0	250.00	0.00	63660	Sludge Site	0.00	250.00	250.00	250.00	250.00
	21,636	26,672	25,000.00	25,000.00	63670	Sludge Removal	0.00	35,000.00	35,000.00	35,000.00	35,000.00
	2,341	2,603	3,500.00	3,000.00	64100	Printing And Postage	0.00	3,500.00	3,500.00	3,500.00	3,500.00
	2,164	1,861	2,500.00	2,500.00	64150	Supplies	0.00	3,000.00	3,000.00	3,000.00	3,000.00
	110	465	500.00	500.00	64170	Drug Screen(CDL (2year)	0.00	500.00	500.00	500.00	500.00
	1,033	1,386	2,000.00	2,000.00	64300	Vehicle Expense - Fuel	0.00	2,500.00	2,500.00	2,500.00	2,500.00
	724	0	500.00	0.00	64301	Equipment Rental	0.00	500.00	500.00	500.00	500.00
	57	175	2,500.00	500.00	64304	Vehicle Expense - Maintenance	0.00	2,500.00	2,500.00	2,500.00	2,500.00
	936	662	2,000.00	600.00	64306	Equipment - Fuel	0.00	2,000.00	2,000.00	2,000.00	2,000.00
	1,582	2,096	3,000.00	3,000.00	64308	Equipment - Maintenance	0.00	3,500.00	3,500.00	3,500.00	3,500.00
	0	0	18,000.00	16,000.00	64800	Consulting Services	0.00	18,000.00	18,000.00	18,000.00	18,000.00
	788	1,886	10,000.00	3,000.00	64862	Engineering Services	0.00	10,000.00	10,000.00	10,000.00	10,000.00
	0	0	50.00	0.00	64900	Miscellaneous Expense	0.00	50.00	50.00	50.00	50.00
	165,344	180,287	249,500	215,160		MATERIALS & SERVICES Totals	0.00	318,400	318,400	318,400	318,400

	2017	2018	2019	2019		Description	FTE	2020	2020	2020	2020
	Actual	Actual	Adopted	Estimated	Account			Requested	Proposed	Approved	Adopted
	0	0	10,000.00	2,000.00	03	CAPITAL OUTLAY New Equipment	0.00	10,000.00	10,000.00	10,000.00	10,000.00
	0	0	10,000	2,000		CAPITAL OUTLAY Totals:	0.00	10,000	10,000	10,000	10,000
	0	0	10,000.00	10,000.00	05	TRANSFERS Transfer To Equip. Replace.	0.00	10,000.00	10,000.00	10,000.00	10,000.00
	480,000	480,000	480,000.00	480,000.00	69063	Transfer To Capital Res.	0.00	420,500.00	420,500.00	420,500.00	420,500.00
	0	0	0.00	0.00	69111	Transfer to Facility Reserve	0.00	0.00	0.00	0.00	0.00
	480,000	480,000	490,000	490,000	06	TRANSFERS Totals:	0.00	430,500	430,500	430,500	430,500
	0	0	32,650.00	0.00	65010	CONTINGENCY Operating Contingencies	0.00	33,350.00	33,350.00	33,350.00	33,350.00
	0	0	32,650	0	07	CONTINGENCY Totals:	0.00	33,350	33,350	33,350	33,350
	0	0	0.00	0.00	67250	UNAPPROP. ENDING FND BAL Unapprop. Ending Fund Bal.	0.00	0.00	0.00	0.00	0.00
	0	0	0	0	08	UNAPPROP. ENDING FND BAL DEBT SERVICE	0.00	0	0	0	0
	47,537	47,321	24,000.00	24,000.00	64902	SRF Loan R20590	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0.00	64907	Debt Services Claim	0.00	0.00	0.00	0.00	0.00
	47,537	47,321	24,000	24,000		DEBT SERVICE Totals:	0.00	0	0	0	0
	887,784	896,841	1,035,400	915,928		EXPENDITURES TOTALS:	2.95	1,038,400	1,038,400	1,038,400	1,038,400

	2017	2018	2019	2019			2020	2020	2020	2020	
	Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
	0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
	887,784	896,841	1,035,400	915,928		SECTION 2 EXPENSES	2.95	1,038,400	1,038,400	1,038,400	1,038,400
	(887,784)	(896,841)	(1,035,400)	(915,928)		ADMINISTRATION Totals:	(2.95)	(1,038,400)	(1,038,400)	(1,038,400)	(1,038,400)

2017	2018	2019	2019			2020	2020	2020	2020	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
1,090,856	1,133,584	1,035,400	1,138,543		SECTION 1 REVENUES	0.00	1,038,400	1,038,400	1,038,400	1,038,400
887,784	896,841	1,035,400	915,928		SECTION 1 EXPENSES	2.95	1,038,400	1,038,400	1,038,400	1,038,400
203,072	236,743	0	222,615		SEWER FUND Totals:	(2.95)	0	0	0	0