

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 being appropriated in the budget for this item (DD-119).
2. Cable TV is 5% of annual gross receipts within the City limits (Ordinance No. 646).
3. Electricity is 7% of gross revenues (Ordinance No. 652).
4. Natural Gas is 5% of gross revenues (Ordinance No. 623).
5. Telephone is 7% of gross revenues (Ordinance No. 653).
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. With the **decrease** in population the beginning fund balance has been decreased by \$20,000.00 from last year.

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 \$1,925.00 a year to provide a sign board along the freeway that they rent out (DD-6).
 - The building that YMCA was renting is now being rented by the Umpqua Athletics. They contracted to pay \$1 a year for the use of the building and will be responsible for the maintenance of the building. The City is responsible for the grounds maintenance which comes out of a subsection of the General Fund. The City has a separate Fund No. 24 entitled South County Community Center, that any major repairs to the building are paid out of, as specified in the lease agreement under City obligations.

BUDGET SUMMARY FOR GENERAL FUND REVENUE

REVENUE: **Total \$1,189,456**

Property taxes 01-00-43000: The City’s revenue from property taxes is staying the same as last year. There does not appear to be an increase in the delinquent tax rate for the City.

Franchise Revenues: The revenues are based on franchise agreements that have been negotiated between the City and the utility.

- Fiber Optic Douglas Fast Net: has increased \$2,000.00 from last budget year.
- Charter Cable---The revenue has stayed the same as last budget year.
- Telephone Franchise---This revenue has been steadily decreasing due to the number of people using only cell phones.
- Electric Franchise---This revenue has stayed the same as last budget year.
- Gas Franchise---The revenue is the same as last budget year.

Municipal Court fines 01-00-44500: The revenue from court fines has stayed the same as last year.

State Revenue Sharing 01-01-44810: is determined by the state based on the City's last certified population of 1649 which has decreased from previous certified population of 1985. So, this line has decreased by \$3,000.00.

Cigarette Taxes 01-00-44850: is determined by the state based on the City's last certified population of 1649. This line has decreased by \$500.00.

Liquor Taxes 01-00-49610: is determined by the state based on the City's last certified population of 1649. This line has decreased by \$5,000.00.

Planning Review and Engineering Review: These fees are a pass through from 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 2019-20 so we should be receiving another award for fiscal year 2021-22.

Covid Stimulus Funds: The City received \$200,000.00 from the Federal Government in 2021-2022 to assist Cities with loss of revenue and extra expenses due to the pandemic. We were anticipating another \$200,000.00 of these funds but have not heard what we will actually be receiving. There are restrictions on how this money can be spent, and we have found that one of the categories specifically states the money can be used for the SCADA system for the City water plant.

Without the stimulus funds the revenue for the General Fund has decreased by \$28,000.00 from last year's budget.

General Ledger Budget Analysis

User: bookkeeper
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 Fiscal Year: 2023



2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
443,360	444,709	370,000.00	499,613.00	01 RI 41000	GENERAL FUND REVENUES Beginning Fund Balance	0.00	350,000.00	0.00	0.00	0.00
298,987	306,971	250,000.00	300,000.00	43000	Current Property Taxes	0.00	250,000.00	0.00	0.00	0.00
8,717	16,292	5,000.00	7,000.00	43010	Prev Levied Taxes	0.00	5,000.00	0.00	0.00	0.00
0	0	0.00	0.00	43015	Land Sales Dist.	0.00	0.00	0.00	0.00	0.00
0	0	580.00	300.00	43020	HERT (Heavy Equip Rental Tax)	0.00	580.00	0.00	0.00	0.00
11,821	12,113	10,000.00	15,000.00	43030	Cable TV Franchise	0.00	10,000.00	0.00	0.00	0.00
7,676	7,781	3,000.00	5,500.00	43035	Fiber Optics Franchise	0.00	5,000.00	0.00	0.00	0.00
65,658	65,348	55,000.00	65,000.00	43040	Electric Franchise	0.00	55,000.00	0.00	0.00	0.00
14,110	14,887	7,000.00	11,000.00	43050	Gas Franchise	0.00	7,000.00	0.00	0.00	0.00
3,726	1,459	2,000.00	1,200.00	43060	Telephone Franchise	0.00	1,000.00	0.00	0.00	0.00
15,000	15,000	15,000.00	15,000.00	43070	Water Franchise	0.00	15,000.00	0.00	0.00	0.00
15,000	15,000	15,000.00	15,000.00	43075	Sewer Franchise	0.00	15,000.00	0.00	0.00	0.00
3,588	4,250	3,100.00	3,700.00	44010	Business Licenses	0.00	3,100.00	0.00	0.00	0.00
12,039	22,761	9,500.00	12,500.00	44500	Municipal Court Fines	0.00	9,500.00	0.00	0.00	0.00

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
23,185	25,896	21,000.00	27,000.00	44810	State Revenue Sharing	0.00	18,000.00	0.00	0.00	0.00
2,149	1,890	1,500.00	1,700.00	44850	Cigarette Taxes	0.00	1,000.00	0.00	0.00	0.00
10,929	4,008	4,000.00	2,000.00	45000	Interest Earned	0.00	2,500.00	0.00	0.00	0.00
1,926	1,925	1,926.00	1,926.00	45110	Rental Income	0.00	2,926.00	0.00	0.00	0.00
1,792	(164)	1,000.00	1,900.00	49400	Miscellaneous Receipts	0.00	1,000.00	0.00	0.00	0.00
0	100	50.00	0.00	49451	Donations	0.00	50.00	0.00	0.00	0.00
15,000	15,000	15,000.00	15,000.00	49600	**Admin Fee/Public Works	0.00	15,000.00	0.00	0.00	0.00
34,097	38,534	25,000.00	34,000.00	49610	Liquor Taxes	0.00	20,000.00	0.00	0.00	0.00
0	0	200,000.00	200,000.00	49620	COVID 19 Stimulus Funds	0.00	391,800.00	0.00	0.00	0.00
0	49,997	0.00	0.00	49630	Cares Act Grant Revenue	0.00	0.00	0.00	0.00	0.00
1,000	0	1,000.00	0.00	49640	DCLD Planning Grant	0.00	1,000.00	0.00	0.00	0.00
1,535	1,985	1,000.00	1,000.00	49650	**Planning Admin Fees	0.00	1,000.00	0.00	0.00	0.00
0	0	5,000.00	0.00	49652	**Planning Consultant Fees	0.00	5,000.00	0.00	0.00	0.00
0	0	3,000.00	0.00	49654	**Engineering Consultant Fees	0.00	3,000.00	0.00	0.00	0.00
510	170	500.00	30.00	49656	Permit/Fee Charges for Service	0.00	500.00	0.00	0.00	0.00
300	300	500.00	500.00	49661	**Park Rent	0.00	500.00	0.00	0.00	0.00
992,104	1,066,210	1,025,656	1,235,869		REVENUES Totals:	0.00	1,189,456	0	0	0
992,104	1,066,210	1,025,656	1,235,869		REVENUES TOTALS:	0.00	1,189,456	0	0	0

CITY OF CANYONVILLE
GENERAL FUND 01

BUDGET SUMMARY FOR ADMINISTRATION DEPT. 10

PERSONNEL SERVICES: \$208,665.00

The Personnel Services has increased in the General Fund by approximately \$18,745.00 which is due to the union contract raises, reorganization of the City Administration and changes made to the allocation of salaries and benefits to the General Fund. These changes off set some of the reduction of income for the utilities due to the closure of Canyonville Academy.

MATERIALS AND SERVICES: \$223,550.00

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 has **decreased** by \$4,500.00 from last year's budget due primarily to the elimination of the Housing expense.

Douglas County Sheriff 01-10-61650: The Sheriff's Department has increased their contract by \$7,000.00 to \$203,000.00 for FY 2022-2023.

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, Microsoft email, and share point have all been upgraded to the cloud, so we no longer have the server. The amount budgeted will stay the same as FY 2021-2022.

CONTINGENCY 01-10-65010: \$154,346.00

These funds are budgeted for emergencies and unexpected expenses for the whole fund. This year's contingency is budgeted at \$154,346.00.

TRANSFERS: \$80,000.00

Transfer to Equipment Replacement Park 01-10-666022: \$5,000.00 is being transferred to equipment replacement to save for any future equipment needs.

Transfer to Facility Reserve – Gen. 01-10-69111: \$50,000.00 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: \$25,000.00 is being transferred to the Park Facility Reserve for future repair to the park buildings.

TOTAL EXPENSES: **\$666,561.00**

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
42,209	41,065	44,500.00	44,500.00	10 01 61010	ADMINISTRATION PERSONNEL SERVICES City Administrator/Rec.	0.60	34,000.00	0.00	0.00	0.00
0	0	0.00	0.00	61015	Planning/Admin Advisor	1.00	40,425.00	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
11,289	11,860	13,200.00	13,200.00	61027	Utility Worker - New	0.35	13,520.00	0.00	0.00	0.00
1,926	2,022	2,500.00	2,500.00	61029	Utility Worker	0.05	2,500.00	0.00	0.00	0.00
15,902	16,715	18,950.00	18,950.00	61030	Finance Deputy Recorder	0.35	15,600.00	0.00	0.00	0.00
0	0	0.00	0.00	61033	Bookkeeper	0.00	0.00	0.00	0.00	0.00
10,197	7,275	13,000.00	13,000.00	61035	Utility Billing Clerk	0.35	11,500.00	0.00	0.00	0.00
7,833	0	2,500.00	0.00	61040	Part Time Help	0.00	0.00	0.00	0.00	0.00
0	0	15,000.00	0.00	61060	Temporary Help	0.00	0.00	0.00	0.00	0.00
0	0	500.00	0.00	61150	Overtime	0.00	0.00	0.00	0.00	0.00
23,943	22,583	29,000.00	29,000.00	61300	PERS Retirement	0.00	29,000.00	0.00	0.00	0.00
7,537	7,133	11,000.00	11,000.00	61400	Social Security (FICA)	0.00	11,000.00	0.00	0.00	0.00
1,910	2,008	3,000.00	3,000.00	61450	State Unemployment (SUTA)	0.00	3,400.00	0.00	0.00	0.00
30,139	27,673	35,550.00	31,500.00	61500	Medical Insurance	0.00	46,500.00	0.00	0.00	0.00
51	41	220.00	100.00	61550	Workers Benefit Fund Assessmen	0.00	220.00	0.00	0.00	0.00
1,101	471	1,000.00	700.00	61551	Workers Compensation	0.00	1,000.00	0.00	0.00	0.00
154,038	138,846	189,920	167,450	PERSONNEL SERVICES Totals:		2.70	208,665	0	0	0

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
185,259	190,817	196,000.00	196,542.00	02 61650	MATERIALS & SERVICES Douglas County (Sheriff)	0.00	203,000.00	0.00	0.00	0.00
6,097	2,639	10,000.00	4,500.00	61660	Technology Support & Maint.	0.00	10,000.00	0.00	0.00	0.00
311	2,276	2,600.00	2,600.00	62500	Dues & Memberships	0.00	2,600.00	0.00	0.00	0.00
242	40	1,800.00	0.00	62501	Meals & Mileage	0.00	1,800.00	0.00	0.00	0.00
0	130	2,500.00	0.00	62502	Conferences & Training	0.00	1,000.00	0.00	0.00	0.00
0	104	1,000.00	0.00	63300	Maintenance And Repair	0.00	1,000.00	0.00	0.00	0.00
3,431	2,559	4,000.00	4,000.00	64100	Printing And Postage	0.00	4,000.00	0.00	0.00	0.00
9,660	9,660	10,000.00	9,660.00	64150	Housing	0.00	0.00	0.00	0.00	0.00
0	50,756	0.00	0.00	64160	Cares Act Grant Expenses	0.00	0.00	0.00	0.00	0.00
0	0	150.00	150.00	64170	Drug Screen	0.00	150.00	0.00	0.00	0.00
205,000	258,981	228,050	217,452		MATERIALS & SERVICES Totals	0.00	223,550	0	0	0
10,000	5,000	5,000.00	5,000.00	05 69060	TRANSFERS Transfer To Equip Replace	0.00	5,000.00	0.00	0.00	0.00
1,000	1,000	0.00	0.00	69065	Transfer to So Co Comm Center	0.00	0.00	0.00	0.00	0.00
61,260	61,260	60,000.00	60,000.00	69111	Transfer to Facility Res.-City	0.00	50,000.00	0.00	0.00	0.00
20,000	0	0.00	0.00	69121	Transfer to Facility Res.-Park	0.00	25,000.00	0.00	0.00	0.00
92,260	67,260	65,000	65,000		TRANSFERS Totals:	0.00	80,000	0	0	0
0	0	186,586.00	0.00	06 65010	CONTINGENCY Operating Conting.	0.00	154,346.00	0.00	0.00	0.00

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	2023
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	186,586	0		CONTINGENCY Totals:	0.00	154,346	0	0	0
451,298	465,087	669,556	449,902		EXPENDITURES TOTALS:	2.70	666,561	0	0	0
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
451,298	465,087	669,556	449,902		SECTION 2 EXPENSES	2.70	666,561	0	0	0
(451,298)	(465,087)	(669,556)	(449,902)		ADMINISTRATION Totals:	(2.70)	(666,561)	0	0	0

CITY OF CANYONVILLE
GENERAL FUND 01

CITY/COUNTY LIBRARY (11)

BUDGET SUMMARY FOR LIBRARY DEPARTMENT 11

In the Library fund we have increased the insurance premium funding by \$95.00 to accommodate for any rate increases. The Library funding for all the services have stayed the same as were provided to the Library when it was part of the Douglas County System.

TOTAL EXPENSES: **\$4,170.00**

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
286	352	400.00	400.00	11 02 62110	CITY/COUNTY LIBRARY MATERIALS & SERVICES Gas Heat	0.00	400.00	0.00	0.00	0.00
720	660	720.00	720.00	62120	Electricity	0.00	720.00	0.00	0.00	0.00
863	714	950.00	800.00	62200	Telephone	0.00	950.00	0.00	0.00	0.00
274	322	380.00	372.00	63400	Insurance Property/Liability	0.00	475.00	0.00	0.00	0.00
1,500	1,500	1,500.00	1,500.00	63558	Janitorial / Library	0.00	1,500.00	0.00	0.00	0.00
60	55	125.00	45.00	64600	Supplies	0.00	125.00	0.00	0.00	0.00
3,703	3,602	4,075	3,837		MATERIALS & SERVICES Totals	0.00	4,170	0	0	0
3,703	3,602	4,075	3,837		EXPENDITURES TOTALS:	0.00	4,170	0	0	0
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
3,703	3,602	4,075	3,837		SECTION 2 EXPENSES	0.00	4,170	0	0	0
(3,703)	(3,602)	(4,075)	(3,837)		CITY/COUNTY LIBRARY Totals:	0.00	(4,170)	0	0	0

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: **\$22,200.00**

The Park's Department is included in the General Fund and funded by general fund revenue. This fiscal year \$22,200.00 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.

MATERIALS & SERVICES: **\$21,700.00**

The city provides water and electricity to all buildings, the hook ups for Pioneer Days booths, building and grounds maintenance and supplies. There has been a slight increase to the budget this fiscal year.

Boot Allowance 01-14-6300: This line item has been added to the park expense for the Utility Worker that works a large percentage of his time in the park.

Insurance Property/Liability 01-14-64400: This line item has increased by \$700.00 from last year's budget to cover any rate increase.

Supplies 01-14-64150: Has stayed the same as last year's budget.

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.

Vehicle – Fuel 01-14-64300: Has been increased by \$1,300.00 due to the rising fuel prices.

Equipment – Fuel 01-14-64306: Has been increased by \$700.00 due to the rising fuel prices.

Equipment – Maintenance 01-14-64308: Has been decreased by \$1,000.00 due to the purchase of a new mower which should mean less repairs.

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: **\$22,200.00**

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	2023
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
2,579	2,346	5,000.00	3,500.00	14 02 62120	PIONEER PARK MATERIALS & SERVICES Electricity	0.00	5,000.00	0.00	0.00	0.00
0	0	0.00	0.00	63000	Boot Allowance	0.00	300.00	0.00	0.00	0.00
1,643	1,930	2,300.00	2,285.00	63400	Insurance Property/Liability	0.00	3,000.00	0.00	0.00	0.00
3,090	2,003	6,000.00	3,000.00	63550	Building and Grounds Maint	0.00	6,000.00	0.00	0.00	0.00
829	552	3,000.00	600.00	64150	Supplies	0.00	3,000.00	0.00	0.00	0.00
875	25	700.00	400.00	64161	Park Deposit Refund	0.00	700.00	0.00	0.00	0.00
714	527	700.00	700.00	64300	Vehicle - Fuel	0.00	2,000.00	0.00	0.00	0.00
148	418	500.00	500.00	64306	Equipment - Fuel	0.00	1,200.00	0.00	0.00	0.00
54	57	1,500.00	200.00	64308	Equipment - Maintenance	0.00	500.00	0.00	0.00	0.00
9,933	7,858	19,700	11,185		MATERIALS & SERVICES Totals	0.00	21,700	0	0	0
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	0.00	0.00	0.00
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	0	0	0
9,933	7,858	20,200	11,185		EXPENDITURES TOTALS:	0.00	22,200	0	0	0

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
9,933	7,858	20,200	11,185		SECTION 2 EXPENSES	0.00	22,200	0	0	0
(9,933)	(7,858)	(20,200)	(11,185)		PIONEER PARK Totals:	0.00	(22,200)	0	0	0

CITY OF CANYONVILLE
GENERAL FUND

COMMUNITY PROJECTS DEPARTMENT (16)

CURRENT OPERATIONS:

This department was set up when the Portia Schiltz Fund was depleted during the time the stage was completed in Pioneer Park. It was set up to give donations for community projects as the previous fund had done.

BUDGET SUMMARY FOR COMMUNITY PROJECTS DEPARTMENT (16)

REVENUE: **\$1,200.00**

This department is also part of the General Fund and funded by general fund revenues. This fiscal year \$1,200 of general fund money has been allocated for this department.

MATERIALS & SERVICES: **\$1,200.00**

Reward/Vandalism/Park 01-16-64155: There is a sign in the park that states there is a reward up to \$500.00 for information that leads to an arrest and conviction of individuals vandalizing the park

Donations – At the August 18, 2015 Council Meeting Council adopted Resolution No. 624 abolishing the prior donation policy and provided for the funding of donations on a case-by-case basis each year. The past few years the City has provided funding to the following organizations:

Special Olympics	\$ 15.00
MC Elks Scholarship	\$100.00
Canyonville Chamber (Flower Baskets)	\$ 80.00
Canyonville Library (one time donation)	\$200.00

TOTAL EXPENSES **\$1,200.00**

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.

BUDGET SUMMARY PUBLIC OFFICIALS' DEPARTMENT (17)

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.

All budgeted line items stay the same as last year.

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
36	46	75.00	40.00	17 01 61551	PUBLIC OFFICIALS PERSONNEL SERVICES Workers Compensation	0.00	75.00	0.00	0.00	0.00
36	46	75	40		PERSONNEL SERVICES Totals:	0.00	75	0	0	0
0	0	100.00	0.00	02 62500	MATERIALS & SERVICES Dues & Memberships	0.00	100.00	0.00	0.00	0.00
0	0	200.00	0.00	62501	Conferences & Training	0.00	200.00	0.00	0.00	0.00
1,500	1,500	1,500.00	1,500.00	63554	Janitorial / Council Room	0.00	1,500.00	0.00	0.00	0.00
0	0	75.00	0.00	64100	Printing and Postage	0.00	75.00	0.00	0.00	0.00
0	0	75.00	0.00	64150	Supplies	0.00	75.00	0.00	0.00	0.00
0	0	200.00	0.00	64155	Meals & Mileage	0.00	200.00	0.00	0.00	0.00
1,500	1,500	2,150	1,500		MATERIALS & SERVICES Totals	0.00	2,150	0	0	0
1,536	1,546	2,225	1,540		EXPENDITURES TOTALS:	0.00	2,225	0	0	0
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
1,536	1,546	2,225	1,540		SECTION 2 EXPENSES	0.00	2,225	0	0	0
(1,536)	(1,546)	(2,225)	(1,540)		PUBLIC OFFICIALS Totals:	0.00	(2,225)	0	0	0

CITY OF CANYONVILLE
GENERAL FUND 01

SOUTH COUNTY COMMUNITY CENTER-YMCA (20)

SOUTH COUNTY COMMUNITY CENTER FUND - This fund accounts for the operation and maintenance of the building located on Sabbath Way that was purchased for a Community Center. The building is now leased to the Umpqua Athletics and Family Development. In the lease agreement dated: August 19, 2021, the tenants are responsible for the maintenance of the building interior. The City is responsible for the maintenance of the grounds and any major repairs of the building exterior.

Council Adopted Resolution No. 625 establishing a reserve fund for the Community Center Fund #24 and including the operational costs such as insurance and building and grounds maintenance in the General fund.

REVENUES: **\$3,000.00**

The revenues come from the General Fund.

MATERIALS & SERVICES: **\$3,000.00**

Insurance Property/Liability 01-20-63400: This line item is being budgeted for \$1,900.00 this year.

Building and Grounds 01-20-63550: This line item is being budgeted \$1,100.00 this year.

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved
1,335	1,568	0.00	0.00	20 02 63400	YMCA - So. County Comm. Ctr. MATERIALS & SERVICES Insurance Property/Liability	0.00	1,900.00	0.00	0.00
31	50	0.00	80.00	63550	Building/Grounds Maintenance	0.00	1,100.00	0.00	0.00
1,366	1,618	0	80		MATERIALS & SERVICES Totals	0.00	3,000	0	0
1,366	1,618	0	80		EXPENDITURES TOTALS:	0.00	3,000	0	0
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0
1,366	1,618	0	80		SECTION 2 EXPENSES	0.00	3,000	0	0
(1,366)	(1,618)	0	(80)		YMCA - So. County Comm. Ctr. Tr	0.00	(3,000)	0	0

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: **\$ 9,500.00**

A new Intergovernmental Agreement with Douglas County Municipal Court has been entered into by the City. The revenues will continue to be split 50/50 with the only difference being the court costs will not go to the City.

MATERIALS & SERVICES: **\$ 9,500.00**

The County, State and Judicial Dept fines are paid out of this department. The City retains 43% of the fines collected.

TOTAL EXPENSES: **\$ 9,500.00**

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	2023
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
6,234	12,729	7,000.00	8,000.00	40 02 62461	MUNICIPAL COURT MATERIALS & SERVICES County Portion MC Fines	0.00	7,000.00	0.00	0.00	0.00
1,820	2,886	2,500.00	2,500.00	62462	State Portion MC Fines	0.00	2,500.00	0.00	0.00	0.00
8,054	15,614	9,500	10,500		MATERIALS & SERVICES Totals	0.00	9,500	0	0	0
8,054	15,614	9,500	10,500		EXPENDITURES TOTALS:	0.00	9,500	0	0	0
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
8,054	15,614	9,500	10,500		SECTION 2 EXPENSES	0.00	9,500	0	0	0
(8,054)	(15,614)	(9,500)	(10,500)		MUNICIPAL COURT Totals:	0.00	(9,500)	0	0	0

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 revenue for this department is 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.

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	2023
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	2,000.00	0.00	50 02 62410	PLANNING & COMM DEVELOP MATERIALS & SERVICES Legal Services	0.00	2,000.00	0.00	0.00	0.00
0	38	1,000.00	126.00	64100	Printing & Postage	0.00	1,000.00	0.00	0.00	0.00
0	0	1,000.00	0.00	64281	Engineering	0.00	1,000.00	0.00	0.00	0.00
0	0	500.00	0.00	64650	Planning Commission	0.00	500.00	0.00	0.00	0.00
495	0	3,000.00	0.00	64862	**Engineering/Consultant	0.00	3,000.00	0.00	0.00	0.00
49	0	5,000.00	0.00	64864	**Planning/Consultant	0.00	5,000.00	0.00	0.00	0.00
544	38	12,500	126		MATERIALS & SERVICES Totals	0.00	12,500	0	0	0
544	38	12,500	126		EXPENDITURES TOTALS:	0.00	12,500	0	0	0
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
544	38	12,500	126		SECTION 2 EXPENSES	0.00	12,500	0	0	0
(544)	(38)	(12,500)	(126)		PLANNING & COMM DEVELOP	0.00	(12,500)	0	0	0

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.
- Streetlights were added to the general fund in 2009-2010 and taken from the Street fund.
- Legal Services and Audit 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:

\$468,100.00

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

MATERIAL AND SERVICES:

The expenses covered by this fund do not normally fluctuate much, however, this year there were a few changes. We needed to add a line item for tracking the COVID stimulus funds.

COVID 19 STIMULUS EXPENSE 01-60-63605. The City did receive \$200,000.00 through the COVID Stimulus package from the Federal Government through the State this year. These funds have specific criteria as to how they can be spent. Through research we have found that these funds may be spent on a SCADA system for the city water plant. We have budgeted another \$200,000.00 in anticipation of another payment for the City from this COVID stimulus package.

Audit services 01-60-62430: This line item will stay the same as last year.

Telephone 01-60-62200: The discount rate has expired on the telephone account, so we have increased this line by \$1,500.00.

TOTAL EXPENSES

\$468,100.00

	2020		2021		2022		2022		2023		2023	
	Actual	Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
					60		AUX/SUPPORT SERVICES					
					02		MATERIALS & SERVICES					
1,206	2,019	2,500.00	2,500.00	2,500.00	62110		Gas Heat	0.00	2,500.00	0.00	0.00	0.00
4,895	4,016	7,000.00	7,000.00	6,000.00	62120		Electricity	0.00	7,200.00	0.00	0.00	0.00
25,084	21,295	29,000.00	29,000.00	25,000.00	62122		Street Lights/Power	0.00	29,000.00	0.00	0.00	0.00
5,454	5,881	6,500.00	6,500.00	6,800.00	62200		Telephone	0.00	8,000.00	0.00	0.00	0.00
2,149	4,360	15,000.00	15,000.00	10,500.00	62410		Legal Services	0.00	15,000.00	0.00	0.00	0.00
0	474	2,000.00	2,000.00	700.00	62420		Ord. Codif. Service	0.00	2,000.00	0.00	0.00	0.00
549	549	800.00	800.00	659.00	62425		OGEC Assessment	0.00	800.00	0.00	0.00	0.00
16,425	17,450	22,500.00	22,500.00	22,500.00	62430		Audit Services	0.00	22,500.00	0.00	0.00	0.00
394	625	1,200.00	1,200.00	650.00	62450		Publish Budget	0.00	1,200.00	0.00	0.00	0.00
6,663	7,136	8,000.00	8,000.00	5,930.00	63400		Insurance Property/Liability	0.00	8,000.00	0.00	0.00	0.00
2,185	1,341	3,000.00	3,000.00	2,200.00	63550		Building/Grounds Maint.	0.00	3,000.00	0.00	0.00	0.00
1,500	1,500	1,500.00	1,500.00	1,500.00	63552		Janitorial / Administration	0.00	1,500.00	0.00	0.00	0.00
1,500	1,500	1,500.00	1,500.00	1,500.00	63556		Janitorial / Public Restrooms	0.00	1,500.00	0.00	0.00	0.00
0	0	200,000.00	200,000.00	5,960.00	63605		COVID19 Stimulus Expense	0.00	360,000.00	0.00	0.00	0.00
2,579	331	3,000.00	3,000.00	1,806.00	64150		Supplies	0.00	3,000.00	0.00	0.00	0.00
1,939	2,250	2,400.00	2,400.00	1,900.00	64156		Bank Charges	0.00	2,400.00	0.00	0.00	0.00
83	418	500.00	500.00	900.00	64900		Miscellaneous Expense	0.00	500.00	0.00	0.00	0.00
72,604	71,145	306,400	306,400	97,005			MATERIALS & SERVICES Totals	0.00	468,100	0	0	0

2020	2021	2022	2022	2022	Description	FTE	2023			2023	
							Actual	Adopted	Estimated		Account
72,604	71,145	306,400	97,005		EXPENDITURES TOTALS:	0.00		468,100	0	0	0
0	0	0	0		SECTION 2 REVENUES	0.00		0	0	0	0
72,604	71,145	306,400	97,005		SECTION 2 EXPENSES	0.00		468,100	0	0	0
(72,604)	(71,145)	(306,400)	(97,005)		AUX/SUPPORT SERVICES Totals	0.00		(468,100)	0	0	0

2020	2021	2022	2022	2022	Description	FTE	2023	2023	2023	2023
Actual	Actual	Adopted	Estimated	Account			Requested	Proposed	Approved	Adopted
992,104	1,066,210	1,025,656	1,235,869		SECTION 1 REVENUES	0.00	1,189,456	0	0	0
549,138	566,789	1,025,656	574,275		SECTION 1 EXPENSES	2.70	1,189,456	0	0	0
442,965	499,421	0	661,594		GENERAL FUND Totals:	(2.70)	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, City Administrator .05 FTE, Finance Deputy Recorder .05 FTE and Utility Billing Clerk .05 FTE. Total FTE for street is .55 FTE.

BUDGET SUMMARY FOR STREET FUND (02)

TOTAL REVENUE: **\$300,100.00**

Beginning fund balance 02-00-41000: The beginning fund balance has decreased by \$52,000.00 this year due to the fact that there were three payments left on the street sweeper and we transferred enough money to pay off the sweeper last fiscal year.

Oregon Motor Vehicle Revenue 02-00-44950: The actual revenue the City receives from Motor Vehicles this year may decrease due to the City's certified population dropping to 1649 from 1985.

ODOT SCA Grant 02-01-44960: There will be no revenue coming through this line item as the Capital Reserve Street Fund was established to save money for the large paving projects.

PERSONNEL SERVICES: **\$50,250.00**

Personnel Services has increased by \$650.00 from last year due to an increase in the Medical Insurance.

MATERIALS & SERVICES: \$65,175.00

The total for materials and services this fiscal year has increased by \$412.00 from last year. There have been some minor changes to line items. The major changes in this fund are listed below:

Boot Allowance 02-10-63000: Only one Utility Worker boots are coming out of this fund. The other one was moved to General Fund – Park.

Vehicle Expense – Fuel 02-10-64300: This line item was increased by \$3,000.0 this year due to the rising fuel prices.

Vehicle Expense – Maint. 02-10-64304: This line item has been decreased by \$1,000.00. The City purchased a newer truck so there should not be as much maintenance needed.

Equipment – Fuel 02-10-64306: This line item has been increased by \$500.00 this year due to the rising fuel prices.

Equipment – Maint. 02-10-64308: This line item has been decreased by \$2,000.00 this year due to the purchase of a new street sweeper. The maintenance on the sweeper should be minimal.

CAPITAL OUTLAY: \$1,000.00

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

Pine Street Paving-Phase 1 & 2: Both Phases of the Pine Street Paving project have been completed. No more money will be allocated to this line item.

TRANSFERS: \$80,375.00

Transfer to Equipment Replacement 02-10-69060: The street sweeper has been paid off this current budget, so no revenue will be transferred this year.

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 we used the FY 2020-2021 motor vehicle actual revenue received of \$142,478.00 to transfer \$1,425.00 to the bike/footpath fund.

Transfer to Capital Improvement Fund: The money the city has saved in the street paving line item is being transferred to a dedicated capital improvement fund for the streets. This year \$78,950.00 is being transferred from Street Fund to the Street Capital Reserve Fund.

CONTINGENCY: \$103,300.00

Operating contingency 02-10-65010: This line item only gets spent in the case of an emergency otherwise it carries over to the next year’s beginning fund balance.

TOTAL EXPENSES \$300,100.00

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
385,561	377,493	260,000.00	350,484.00	02 RI 41000	STATE TAX STREET FUND REVENUES Beginning Fund Balance	0.00	208,000.00	0.00	0.00	0.00
0	0	0.00	0.00	44780	Douglas Co. Aid To Cities	0.00	0.00	0.00	0.00	0.00
137,836	142,479	110,000.00	155,000.00	44950	Oregon Motor Veh. Rev.	0.00	90,000.00	0.00	0.00	0.00
150,000	0	0.00	0.00	44960	ODOT SCA Grant	0.00	0.00	0.00	0.00	0.00
1,650	1,625	1,000.00	800.00	44962	**ODOT Mowing	0.00	1,000.00	0.00	0.00	0.00
5,166	1,899	1,000.00	1,700.00	45000	Interest Earned	0.00	1,000.00	0.00	0.00	0.00
137	0	100.00	0.00	49400	Miscellaneous Receipts	0.00	100.00	0.00	0.00	0.00
680,349	523,496	372,100	507,984		REVENUES Totals:	0.00	300,100	0	0	0
680,349	523,496	372,100	507,984		REVENUES TOTALS:	0.00	300,100	0	0	0

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	50.00	0.00	62500	Dues & Memberships	0.00	50.00	0.00	0.00	0.00
0	0	300.00	0.00	62501	Meals & Mileage	0.00	300.00	0.00	0.00	0.00
0	0	300.00	0.00	62502	Conferences & Training	0.00	300.00	0.00	0.00	0.00
407	405	388.00	388.00	63000	Boot Allowance	0.00	300.00	0.00	0.00	0.00
508	605	600.00	500.00	63200	Hand Tools - Small	0.00	600.00	0.00	0.00	0.00
1,404	5,607	2,500.00	1,982.00	63400	Insurance Property/Liability	0.00	2,500.00	0.00	0.00	0.00
1,759	1,447	4,000.00	2,800.00	63551	Materials and Supplies	0.00	4,000.00	0.00	0.00	0.00
162	156	6,500.00	1,000.00	63555	Paint & Signs	0.00	6,500.00	0.00	0.00	0.00
1,125	531	15,000.00	1,000.00	63557	Street Improvement	0.00	15,000.00	0.00	0.00	0.00
138	0	25.00	0.00	63610	Permits and Fees	0.00	25.00	0.00	0.00	0.00
0	0	100.00	0.00	64170	Drug Screen	0.00	100.00	0.00	0.00	0.00
0	140	10,000.00	5,000.00	64281	Engineer Service	0.00	10,000.00	0.00	0.00	0.00
1,817	1,147	3,000.00	3,000.00	64300	Vehicle Expense - Fuel	0.00	6,000.00	0.00	0.00	0.00
1,341	1,078	3,500.00	1,000.00	64304	Vehicle Expense - Maintenance	0.00	2,500.00	0.00	0.00	0.00
648	715	2,000.00	2,000.00	64306	Equipment - Fuel	0.00	2,500.00	0.00	0.00	0.00
571	791	4,000.00	1,000.00	64308	Equipment - Maintenance	0.00	2,000.00	0.00	0.00	0.00
0	0	1,000.00	0.00	64310	Equipment - Rental	0.00	1,000.00	0.00	0.00	0.00
172	0	10,000.00	0.00	64330	Storm Drain Maintenance	0.00	10,000.00	0.00	0.00	0.00

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	302	100.00	135.00	64900	Miscellaneous Expense	0.00	100.00	0.00	0.00	0.00
10,918	13,787	64,763	21,135	03	MATERIALS & SERVICES Totals	0.00	65,175	0	0	0
0	0	1,000.00	0.00	66010	CAPITAL OUTLAY New Equipment	0.00	1,000.00	0.00	0.00	0.00
240,157	0	0.00	0.00	66030	Pine Street Paving-Phase 1 & 2	0.00	0.00	0.00	0.00	0.00
240,157	0	1,000	0	05	CAPITAL OUTLAY Totals: TRANSFERS	0.00	1,000	0	0	0
10,000	10,000	35,000.00	35,000.00	69060	Transfer to Equipment Replacem	0.00	0.00	0.00	0.00	0.00
1,200	1,300	1,378.00	1,378.00	69070	Transfer/Bikeway1% 02-00-44950	0.00	1,425.00	0.00	0.00	0.00
0	111,000	110,000.00	110,000.00	69111	Transfer to Street Capital Res	0.00	78,950.00	0.00	0.00	0.00
11,200	122,300	146,378	146,378	06	TRANSFERS Totals: CONTINGENCY	0.00	80,375	0	0	0
0	0	110,359.00	0.00	65010	Operating Contingencies	0.00	103,300.00	0.00	0.00	0.00
0	0	110,359	0		CONTINGENCY Totals:	0.00	103,300	0	0	0
302,856	173,012	372,100	209,008		EXPENDITURES TOTALS:	0.55	300,100	0	0	0
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
302,856	173,012	372,100	209,008		SECTION 2 EXPENSES	0.55	300,100	0	0	0
(302,856)	(173,012)	(372,100)	(209,008)		ADMINISTRATION Totals:	(0.55)	(300,100)	0	0	0

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
680,349	523,496	372,100	507,984		SECTION 1 REVENUES	0.00	300,100	0	0	0
302,856	173,012	372,100	209,008		SECTION 1 EXPENSES	0.55	300,100	0	0	0
377,493	350,484	0	298,976		STATE TAX STREET FUND Total	(0.55)	0	0	0	0

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

REVENUE: **Total \$552,646.00**

Beginning fund balance 06-00-4100: Has been decreased by \$56,000 due to utilizing money from the beginning fund balance for transferring funds to the capital improvement fund last year.

Water Collections 06-00-46300: We are reducing the revenue by \$20,000.00 this year to account for the loss of revenue from the closure of Canyonville Academy.

No water rate increase is proposed for this fiscal year. We are able to transfer money to the capital improvement fund and equipment fund this year.

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

Late Fees 06-00-46315: This year we are using the FY2020-2021 actual late fee revenue to transfer \$6,346.00 to the Capital Reserve water and sewer funds.

PERSONNEL SERVICES: **\$206,450.00**

Personnel Services has **decreased** by \$24,200.00 from last year's budget. The reason for the decrease is due to the reorganization of office staff and reallocating 20 percent of the Utility Worker salary to sewer fund.

MATERIALS AND SERVICES: **\$196,800.00**

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 \$6,656.00 this year.

Insurance Property/Liability 06-10-63400: This line item has been increased by \$2,100.00 from last fiscal year due to rate increases.

Vehicle Expense – Fuel 06-10-64300: Has been increased by \$2,500.00 from last year's budget due to the rising fuel prices.

Equipment – Fuel 06-10-64306: Has been increased by \$1,600.00 from last year's budget due to the rising fuel prices.

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 budgeted will stay the same as last budget.

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

CAPITAL OUTLAY: **\$21,649.00**

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 has decreased to 1649 this year.

TRANSFERS: **\$67,246.00**

Transfer to Equipment Replacement 06-10-69060: This budget year \$10,000.00 is being transferred to Equipment Replacement fund for future equipment purchases.

Transfer to Capital Reserve 06-10-69063: This budget year \$50,900.00 is being transferred to the capital reserve fund. The amount being transferred has decreased by \$54,100.00 due to the loss of revenue with the closure of Canyonville Academy and the sewer plant now utilizing reclaimed water.

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 late fees being transferred this budget is \$6,346.00.

CONTINGENCY: **\$58,501.00**

Operating Contingency has increased slightly from last fiscal 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: **\$552,646.00**

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
306,222	370,112	270,000.00	400,786.00	06 RI 41000	WATER FUND REVENUES Beginning Fund Balance	0.00	214,000.00	0.00	0.00	0.00
991	0	100.00	0.00	44790	Bulk Water Sales	0.00	100.00	0.00	0.00	0.00
3,522	1,295	1,600.00	1,200.00	45000	Interest Earned	0.00	1,200.00	0.00	0.00	0.00
414,606	404,546	350,000.00	360,000.00	46300	Water Collections	0.00	330,000.00	0.00	0.00	0.00
600	1,200	600.00	600.00	46310	Water Hook-Ups	0.00	600.00	0.00	0.00	0.00
200	150	200.00	50.00	46312	Reconnect Fee	0.00	200.00	0.00	0.00	0.00
8,501	6,346	6,000.00	8,000.00	46315	**Late Fees	0.00	6,346.00	0.00	0.00	0.00
0	0	100.00	0.00	46500	Bad Debt Recovery	0.00	100.00	0.00	0.00	0.00
9,413	1,538	100.00	50.00	49400	Miscellaneous	0.00	100.00	0.00	0.00	0.00
744,055	785,186	628,700	770,686		REVENUES Totals:	0.00	552,646	0	0	0
744,055	785,186	628,700	770,686		REVENUES TOTALS:	0.00	552,646	0	0	0

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
9,628	9,812	12,000.00	10,200.00	10 01 61010	ADMINISTRATION PERSONNEL SERVICES City Administrator/Rec.	0.15	8,500.00	0.00	0.00	0.00
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
21,518	25,233	32,000.00	29,500.00	61025	Water Plant Operator	0.75	32,800.00	0.00	0.00	0.00
8,949	10,473	12,000.00	11,200.00	61026	Sewer Plant Operator	0.25	12,400.00	0.00	0.00	0.00
6,451	6,777	8,300.00	7,200.00	61027	Utility Worker-New	0.20	7,800.00	0.00	0.00	0.00
12,637	13,274	14,800.00	14,200.00	61028	Lead WWT Plant Operator	0.25	15,700.00	0.00	0.00	0.00
19,255	20,218	22,300.00	21,400.00	61029	Utility Worker	0.30	14,000.00	0.00	0.00	0.00
13,630	14,327	16,500.00	15,200.00	61030	Finance Deputy Recorder	0.30	13,350.00	0.00	0.00	0.00
0	0	0.00	0.00	61033	Bookkeeper	0.00	0.00	0.00	0.00	0.00
8,740	8,970	10,500.00	10,200.00	61035	Utility Billing Clerk	0.30	9,750.00	0.00	0.00	0.00
0	0	500.00	0.00	61040	Part Time Help	0.00	500.00	0.00	0.00	0.00
0	0	500.00	0.00	61150	Overtime	0.00	500.00	0.00	0.00	0.00
15,660	23,656	32,000.00	27,000.00	61300	PERS Retirement	0.00	29,000.00	0.00	0.00	0.00
7,712	8,474	11,500.00	9,500.00	61400	Social Security (FICA)	0.00	11,000.00	0.00	0.00	0.00
2,355	2,943	3,000.00	3,300.00	61450	State Unemployment (SUTA)	0.00	3,400.00	0.00	0.00	0.00
35,975	41,081	50,000.00	41,000.00	61500	Medical Insurance	0.00	43,500.00	0.00	0.00	0.00
62	61	250.00	62.00	61550	Workers Benefit Fund Assessmen	0.00	250.00	0.00	0.00	0.00

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
3,097	4,022	4,500.00	2,235.00	61551	Workers Compensation	0.00	4,000.00	0.00	0.00	0.00
165,668	189,323	230,650	202,197		PERSONNEL SERVICES Totals:	2.50	206,450	0	0	0
7,500	7,500	7,500.00	7,500.00	02 61600	MATERIALS & SERVICES **Administrative Charge	0.00	7,500.00	0.00	0.00	0.00
15,000	15,000	15,000.00	15,000.00	61605	Water Franchise	0.00	15,000.00	0.00	0.00	0.00
7,878	6,254	10,000.00	7,400.00	61660	Technology Support & Maint.	0.00	10,000.00	0.00	0.00	0.00
17,764	15,708	25,000.00	17,000.00	62120	Electricity	0.00	25,000.00	0.00	0.00	0.00
118	157	700.00	200.00	62125	Safety Equipment & Supplies	0.00	700.00	0.00	0.00	0.00
2,387	2,427	2,600.00	2,400.00	62200	Telephone	0.00	2,600.00	0.00	0.00	0.00
675	647	1,000.00	780.00	62201	Cellular Phones	0.00	1,000.00	0.00	0.00	0.00
0	0	5,000.00	200.00	62410	Legal Services	0.00	5,000.00	0.00	0.00	0.00
713	735	1,000.00	750.00	62500	Ducs & Memberships	0.00	1,000.00	0.00	0.00	0.00
0	81	500.00	0.00	62501	Meals & Mileage	0.00	500.00	0.00	0.00	0.00
587	192	2,000.00	800.00	62502	Conferences & Training	0.00	2,000.00	0.00	0.00	0.00
156	0	444.00	444.00	63000	Boot Allowance	0.00	300.00	0.00	0.00	0.00
800	200	1,000.00	400.00	63060	Water Hook-Up-County % 2004-05	0.00	1,000.00	0.00	0.00	0.00
185	302	800.00	400.00	63200	Hand Tools - Small	0.00	800.00	0.00	0.00	0.00
9,517	11,179	12,400.00	11,931.00	63400	Insurance - Property/Liability	0.00	14,500.00	0.00	0.00	0.00
553	0	2,500.00	500.00	63551	Intake Repair Maint	0.00	2,500.00	0.00	0.00	0.00

2020 Actual	2021 Actual	2022 Adopted	2022 Estimated Account	Description	FTE	2023 Requested	2023 Proposed	2023 Approved	2023 Adopted
5,557	9,757	15,000.00	7,000.00 63552	Water System Maint.	0.00	15,000.00	0.00	0.00	0.00
3,993	2,490	5,000.00	5,000.00 63556	Replacement - Service & Meters	0.00	5,000.00	0.00	0.00	0.00
957	0	2,000.00	2,000.00 63557	NEW - Services & Meters	0.00	2,000.00	0.00	0.00	0.00
2,157	2,441	5,000.00	3,000.00 63600	Plant/Grounds Maint.	0.00	5,000.00	0.00	0.00	0.00
2,497	3,167	6,500.00	4,000.00 63610	Permits & Fees	0.00	6,500.00	0.00	0.00	0.00
8,993	14,540	23,000.00	15,700.00 63650	Chlorine And Chemicals	0.00	23,000.00	0.00	0.00	0.00
6,817	4,334	7,000.00	7,000.00 63900	Water Samples	0.00	8,000.00	0.00	0.00	0.00
3,497	2,436	3,500.00	2,800.00 64100	Printing And Postage	0.00	3,500.00	0.00	0.00	0.00
1,427	944	2,500.00	1,000.00 64150	Supplies	0.00	2,500.00	0.00	0.00	0.00
70	0	200.00	0.00 64170	Drug Screen	0.00	200.00	0.00	0.00	0.00
1,857	1,420	2,000.00	2,000.00 64300	Vehicle Expense - Fuel	0.00	4,500.00	0.00	0.00	0.00
0	0	500.00	314.00 64301	Equipment Rental	0.00	500.00	0.00	0.00	0.00
854	577	2,500.00	500.00 64304	Vehicle Expense - Maintenance	0.00	2,000.00	0.00	0.00	0.00
240	365	900.00	900.00 64306	Equipment - Fuel	0.00	2,500.00	0.00	0.00	0.00
249	380	1,500.00	500.00 64308	Equipment Repair	0.00	1,500.00	0.00	0.00	0.00
2,920	3,107	3,500.00	3,304.00 64450	Fire Control	0.00	3,600.00	0.00	0.00	0.00
10,940	10,800	12,000.00	12,000.00 64800	Consulting Services	0.00	12,000.00	0.00	0.00	0.00
910	2,703	10,000.00	800.00 64862	Engineering Services	0.00	10,000.00	0.00	0.00	0.00

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
80	(35)	100.00	0.00	64900	Miscellaneous Expense	0.00	100.00	0.00	0.00	0.00
117,850	119,804	190,144	133,523		MATERIALS & SERVICES Totals	0.00	196,800	0	0	0
0	4,153	10,000.00	0.00	03 66010	CAPITAL OUTLAY Small Equipment Replacement	0.00	10,000.00	0.00	0.00	0.00
3,500	4,110	10,000.00	0.00	66014	Water Line Replacement	0.00	10,000.00	0.00	0.00	0.00
1,925	1,975	1,985.00	1,985.00	68501	Dam Payment/Per Customer	0.00	1,649.00	0.00	0.00	0.00
5,425	10,238	21,985	1,985		CAPITAL OUTLAY Totals:	0.00	21,649	0	0	0
20,000	20,000	17,000.00	17,000.00	05 69060	TRANSFERS Transfer To Equip. Replace.	0.00	10,000.00	0.00	0.00	0.00
65,000	35,000	105,000.00	105,000.00	69063	Transfer-Capital Reserve	0.00	50,900.00	0.00	0.00	0.00
0	10,000	6,000.00	6,000.00	69065	Transfer Late Fee-Capital Res	0.00	6,346.00	0.00	0.00	0.00
0	0	0.00	0.00	69111	Transfer to Facility Reserve	0.00	0.00	0.00	0.00	0.00
85,000	65,000	128,000	128,000		TRANSFERS Totals:	0.00	67,246	0	0	0
0	0	55,921.00	0.00	06 65010	CONTINGENCY Operating Contingencies	0.00	58,501.00	0.00	0.00	0.00
0	0	55,921	0		CONTINGENCY Totals:	0.00	58,501	0	0	0
0	0	2,000.00	0.00	08 64907	DEBT SERVICE Debt Service Claim	0.00	2,000.00	0.00	0.00	0.00
0	0	2,000	0		DEBT SERVICE Totals:	0.00	2,000	0	0	0
373,943	384,365	628,700	465,705		EXPENDITURES TOTALS:	2.50	552,646	0	0	0

2020	2021	2022	2022	2022		2023	2023	2023	2023	2023
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		SECTION 2 REVENUES	0.00	0	0	0	0
373,943	384,365	628,700	465,705		SECTION 2 EXPENSES	2.50	552,646	0	0	0
(373,943)	(384,365)	(628,700)	(465,705)		ADMINISTRATION Totals:	(2.50)	(552,646)	0	0	0

2020	2021	2022	2022	2022	2023	2023	2023	2023	2023	2023
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
744,055	785,186	628,700	770,686		SECTION 1 REVENUES	0.00	552,646	0	0	0
373,943	384,365	628,700	465,705		SECTION 1 EXPENSES	2.50	552,646	0	0	0
370,112	400,821	0	304,981		WATER FUND Totals:	(2.50)	0	0	0	0