

2011-2012

ADOPTED BUDGET

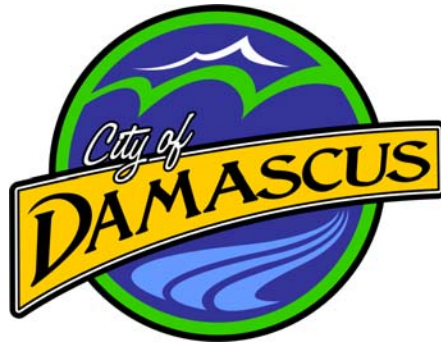
19920 SE Highway 212
Damascus, OR 97089

Telephone 503-658-8545
Fax 503-658-5786

www.ci.damascus.or.us

**City of Damascus
2011-2012
Budget Index**

Budget Committee	2
Budget Message and Charts	3
Mission Statement	23
Strategic Plan	24
Fund Descriptions.....	26
Executive Summary	29
Organizational Chart.....	30
Salary Summary	31
General Fund Resources.....	32
City Council Expenditures.....	36
Administration Expenditures	38
Finance Expenditures	42
Public Works Expenditures	44
Court Expenditures	46
Non-Departmental Expenditures.....	48
Community Development Fund Resources	52
Planning/Engineering Expenditures	54
Non-Departmental Expenditures.....	58
Road Fund	60
Street Fund	62
Parks Capital Project Fund	64
Glossary of Budget Terms	66



2011-12 Budget Committee

Position/Appointed Citizens	Term Expiration
1. Daniel Tomlinson	3/1/2014
2. Chris Hawes	3/1/2014
3. John Fromwiller	3/1/2013
4. William Wehr	3/1/2013
5. Kathy Ruthruff	3/1/2012
6. Tim Giorgi	3/1/2012
7. Jim Syring	3/1/2012

City Council Members		Term
Steve Spinnett	Mayor	2011-2012
Diana Helm	Council President	2009-2012
Andrew Jackman	Councilor	2011-2014
Barb Ledbury	Councilor	2009-2012
Randy Shannon	Councilor	2011-2014
Mary Wescott	Councilor	2011-2014
Marlo Dean	Councilor	2009-2012

City Staff	Email Adress
Dan O'Dell	City Manager dodell@ci.damascus.or.us



BUDGET MESSAGE

May 3, 2011

Members of the Budget Committee:

It is my pleasure to present the City of Damascus proposed budget for the Fiscal Year 2011-12. The budget document layout is similar to prior years and includes data and graphics on City financial trends that follow this budget message (Charts 1 – 12). These charts should help the reader better understand the City, our budgeting process and our overall financial position.

The State of Oregon, the country and even the world have experienced a prolonged recession and economic upheaval with some improvement in recent months. At the local government level, this has resulted in reduced revenues, expenditures and staffing levels for many organizations. Fortunately, the City of Damascus has built a sound financial position making it capable of weathering the economic downturn, at least in the short term. One reason for this capability is that our City does not rely on growth to fund current projects or departments. Cities, counties and special districts that finance projects through bonds or fund departments from fees have either raised fees or reduced staff to compensate for revenue shortfalls. A second reason is that Damascus is not reliant upon income taxes while the State and school districts are dependent upon this volatile resource. And lastly, Oregon does not have a sales tax, another unpredictable source of funding.

This year the City will continue to give priority to the completion of the Comprehensive Plan, Development Code, Transportation System Plan and master plans for the City's infrastructure. Significant work is planned for road construction and maintenance projects using State Gas Tax revenues that will help to pump some money into the local economy.

City Growth (Chart 1) - The population and residential chart is a good indicator of city growth. Currently, County zoning remains in effect in Damascus which limits development. That, along with the downturn in the economy, has significantly reduced the amount of property taxes collected from new development. Improvement in the economy, completion of the Comprehensive Plan, rezoning and the establishment of infrastructure financing (SDCs) will reverse this trend.

Property Taxes (Charts 2 and 3) – Property taxes are calculated on assessed value (AV) or real market value (RMV), whichever is lower. For Damascus, the RMV shows a further decline in 2010-11 but is still higher than AV. As a result, AV will be used for determining property taxes. This year's budget provides for levying the same \$3.30 tax rate as previous years with a conservative net 2.63% increase in property tax revenue.

This is down from a high of 6.4% in 2006-07. In recent boom years, fast growing cities have seen increases as high as 10-12%, primarily due to new construction.

Franchise Fees (Chart 4) – Damascus established most of its franchise fees during fiscal year 2005-06 and finished establishing common franchise fees in 2007-08. As required by amendment of the City Charter, the City referred telephone, cable and solid waste franchise fees to the voters in November 2008. Voters did not approve the collection of those franchise fees which explains the reduction in franchise fee revenues. Electricity and natural gas franchise fees continue to be collected, but due to a decrease in rates and a decrease in use, this revenue is down slightly.

Intergovernmental Revenues (Chart 5) – This revenue source includes the City's share of the State Cigarette Tax, Liquor Tax and shared revenue based on the City's population. All three revenue sources were established in the City budget in 2006-07. Historically, this revenue has increased in the 3-5% range annually but is predicted to decrease slightly due to the economy.

State Gas Tax (Chart 6) – This revenue source funds most of the work the City does on roads within the City. There has been a decline in revenue during recent years due to the economy and the improved fuel mileage with newer vehicles. The 2009 Transportation Package (HB 2001) provides a phased-in increase in revenue to cities from the following: a six-cent increase in the State Gas Tax that began on January 1, 2011; increases in vehicle title and registration fees; and weight-mile fees paid by truckers. Beginning in fiscal year 2009-10, the trend of decreasing State Gas Tax revenues was reversed and is expected to be stable in the near future.

General Fund and Road Fund Beginning Fund Balances (Charts 7 and 8) – The City's policy is to carry forward enough money to operate the City until property taxes are received in November (approximately \$1,800,000). It took the City four years to meet this goal. The General Fund beginning fund balance (BFB) for 2011-12 is budgeted to increase to \$3,140,777. City Council adopted a policy to fund the land and facilities line item to the extent possible after funding operations. \$1,040,360 of the total fund balance is appropriated for land and facilities. Operations plus Land & Facilities budgets account for \$2,840,360 of the total fund balance. A one time purchase of land and facilities will reduce the following year's BFB accordingly.

The first three years of the Road Fund saw minimal expenditures with the revenue received being saved. That has changed with the establishment of a Public Works Department. The 2009-10 and 2010-11 Road Fund BFB declined after several road projects were completed in 2008-09 and 2009-10. Additional road projects have been completed and others are being studied this year. The Road Fund BFB is projected to decrease again in 2011-12 to \$687,600, and the City will see an estimated \$480,000 in new gas tax revenue. As the City addresses road maintenance throughout the City, the BFB will go up and down from year to year depending on the number of road projects.

Expenditures vs. Budget (Charts 9 and 10) – Chart 9 provides the reader an overview of how the City actually spent money in the most recent completed fiscal year (2009-10) broken down into the following four classifications: personal service (staffing), police services, materials and services, and capital outlay (larger expense

items). Chart 10 is intended to help readers understand the difference between budget and actual expenditures. Oregon Budget Law requires certain components of a budget, and the city establishes the levels of funding for each component based on the specific needs of the city. One important requirement in Oregon Budget Law that inflates the total budget is transfers. The General Fund is the primary operating fund for the City and receives most of the City's revenue and then transfers revenue to other funds based upon the adopted budget. This action ends up counting the transfer as an expense in the General Fund and then again in the receiving fund.

Net Revenues All Funds (Chart 11) – Net Revenue is the difference between what the City receives in revenue and what it spends in a particular year. Are we spending more than we received? Are we building our reserves or are we tapping into the reserves? Other than the start-up year, the City has received more revenue than it has spent. The peak in Net Revenues in 2006-07 was due to the accumulation of Gas Tax and other revenues and no expenditures for capital projects. Now that trend is reversing itself as more capital projects are being completed and Property Tax revenues are increasing at a lower rate.

Budget Vs Actual Expenses for General Fund and Community Development Fund (Chart 12) – Chart 12 shows the reader budget verses expenditures for the General Fund and Community Development Fund and total revenue for both funds. Starting a city is challenging especially when it comes to budgeting. There are many unknowns and little history to use as a basis. This chart shows that with history and better information, the City is improving its budgeting process as can be seen by the lines on the chart getting closer. Budgets are estimations of projects and expenses as much as 16-18 months in advance. The chart also shows that the City is spending less than the new revenues for each year.

FINANCIAL ISSUES FOR COMING YEAR:

General Fund (GF) – The GF is the general operating budget for the City. A key goal for the General Fund is to achieve financial sustainability. This is accomplished when service levels are sized such that recurring program costs do not exceed recurring revenues. The City has not hired any new staff in over two years while responding to increasing requests for services. In 2011-12, Public Works will be moving to Damascus Lane Annex and will be dealing with infrastructure planning along with added duties of road projects. Major projects for the Public Works Department this fiscal year will include the following:

- Remodel of the annex building
- Highway 212 sidewalk construction near the intersection of Royer Road
- Proposed Royer Road connection for additional ingress-egress options for residents and emergency access
- Transportation System Plan
- Negotiation of service agreements for the provision of domestic water, wastewater, surface water and possibly reuse water
- Coordination of master plans for domestic water, wastewater, surface water and possibly reuse water
- Design and Construction Standards

Additional staff is planned for Public Works. In addition, the Finance Department will be addressing increased accounting service demands including training of an accounting clerk which will require additional staff hours. A dedicated receptionist is proposed to be added to allow for dedicated project time for administrative staff. These positions are proposed with financial sustainability in mind. Financial sustainability continues to be attained by looking carefully at the hiring of new employees, program enhancements and optional purchases. The proposed budget includes additional appropriations for the following:

- The addition of the equivalent of 1.95 (FTE)
- Maintaining, remodeling and equipping the Damascus Lane Annex (Public Works facility)
- Funding the land and facilities line item at \$1,040,360
- Increasing the transfer to the Community Development Fund
- Maintaining the same police staffing levels (4.5 deputies) with a 3% increase in costs
- Funding the design and engineering drawings for the Trillium Creek Park
- A 1.3% COLA adjustment to salaries, scheduled step advancements and health/dental insurance premium increases.

Community Development Fund (CDF) – The CDF consists of the Planning Department and Engineering Department.

The **Planning Department** continues to coordinate and develop the comprehensive plan, development code, zoning map, master plans, ecosystem services, community ecology, sustainability, economic development and public involvement. Newsletters, public outreach and education will continue in the next budget year. The Planning Department also manages the coordination of the current planning, zoning, building, engineering, septic permits and code compliance programs with Clackamas County under an IGA, and the City is charged a fee for services. We expect the County will continue to provide these services in the short term.

In addition, Planning provides City-wide support for GIS mapping and data. Upgrades to software, hardware, training, technical support and data management will continue in the next fiscal year.

The Planning Department provides staffing to the Planning Commission, Development Code TST and coordinates with other City appointed committees, such as the CCI and Transportation TST. Continued expenses for Planning Commission training, cable access recording of the meetings, meeting minutes contract, legal notices and City Attorney services are expected for the next budget year.

New projects in which Planning will play a key role in the upcoming fiscal year include the following:

- Expenditure of the Metro Open Space Local Share Bond Money to purchase land under the IGA with Metro
- Community Ecology grant fund - a proposed grant program for community ecology project support to be awarded by the City Council

- Landslide Susceptibility Study by the Department of Geology and Mineral Industries using recently completed LiDAR for Clackamas County

Significant changes to Planning Department budget:

Expenses

- Planning for transition to City administration of planning, building and engineering. Budget reflects the following items:
 - Planning and building permit software (project budgeted but not completed in 2010-11)
 - Office reconfiguration
- Codification services - completion of development code and zoning map and then integrating into the Municipal Code
- DOGAMI Landslide Susceptibility Study (\$27,500)
- GIS software/hardware – new professional services to include IT/GIS/Data Management

Revenues

- Potential payout of last installment of CET Grant once the development code is adopted (\$131,181 but not budgeted)
- SARE Grant reimbursement (\$29,992)
- Transportation earmark reimbursement of local match: anticipate remainder to be paid

The **Engineering Department** continues to support the development of all the infrastructure components identified in the Public Facilities Plan, including roadway and transportation projects, water/wastewater/reclaimed water planning, stormwater planning, infrastructure phasing for the comprehensive plan, integrated water resources management (IWRM) planning work, ecosystem services implementation work, sustainability, and GIS/data management work. Most of this work will continue into the next fiscal year.

As the City of Damascus contract engineer, CH2M HILL continues to provide most of the support for the work conducted by the Engineering Department with assistance, as needed, from critical sub consultants (e.g. Greenworks, Angelo Planning, Galardi-Rothstein, and others). Much of the work conducted by the Engineering Department is in support of budget items categorized under Engineering in the Community Development Fund, Professional Services in Public Works Department and Road Fund projects. Coordination with these department managers and City appointed committees, such as the CCI and Transportation TST, is critical to the successful implementation of Engineering Department projects.

Critical goals/objectives for Fiscal Year 2011-12 are as follows:

- Completion of IWRM work and agreement with Council on Policy and Best Management Practices for water infrastructure
- Intergovernmental agreements for drinking water, wastewater, reclaimed water and stormwater
- Master plans and capital improvement plans (CIP's) for water, wastewater, reclaimed water and stormwater
- Preliminary rate and SDC calculations and evaluation of infrastructure financing options
- Development of Ecosystem Services implementation program and integration into development approach, land use programs, and code
- Development of a data management and GIS approach that sets the City up for long-term success
- Identify and secure additional grants and funds for addressing the City's critical (and innovative) infrastructure approach.

Significant changes to Engineering budget are as follows:

- Engineering support for selection and negotiations with critical service providers
- Additional engineering support for coordination and support of Community Development, Public Works, and Finance Departments
- Engineering support for master planning and capital planning for water, wastewater, reclaimed water and stormwater
- Ecosystem Services Implementation
- Data management and GIS support, including asset management support to organize, account for, and manage City assets
- Royer Road design support.

Road Fund – The beginning fund balance is budgeted lower compared to previous years because the City has and is moving forward with maintenance and construction projects (i.e. Anderson Road and possibly Royer Road). Gas Tax revenue rebounded as expected due to the State's 2009 Transportation Package (HB 2001). The Royer Road connection study is underway. Once the study is complete, staff will present options and costs estimates to City Council for action. Council will then decide on further action on this issue.

Street Fund – This fund holds the franchise fees collected between the time the City implemented the telephone, cable and solid waste franchise fees and the time collection was discontinued, plus interest (\$166,565). This revenue is shown as unappropriated, meaning it is not intended to be expended during the budget year.

Parks Capital Projects Fund – The revenue budgeted for this fund is the City's portion of the Metro Open Space Bond (\$724,997). These funds are for the purchase of open space or park land. The City is actively pursuing properties with a purchase anticipated in the next 12 months. The City will not receive the money until a project is identified and approved. The City has until March 31, 2012, to expend this revenue.

Debt Service – The City has no debt.

BEYOND NEXT YEAR:

The completion of the City's comprehensive plan, zoning map, development code and transportation plan will continue to be the main priorities for the City over the next year or so. This will set the stage for limited development to begin in Damascus tempered by the availability of the following public infrastructure: primarily water, sewer, storm drainage and roads. The City will produce master plans for each type of infrastructure using an ecosystem services approach. System Development Charges will also be developed for each type of infrastructure to help fund its construction. Unquestionably, this will all be affected by the state of the economy. Economists are saying the recession is leveling, and they do not expect a "double-dip" recession. They go on to predict a slow and gradual recovery. If that holds true, then the City will be in a strong financial position and ready to respond to opportunities for responsible growth that preserves our heritage and natural resources. However, a slower recovery, particularly in the housing market, could delay development and result in flat, or even a decline, in City revenues.

ACKNOWLEDGEMENTS:

In closing, I would like to thank the Budget Committee and City Council for your continuing support and thoughtful analysis of the budgetary issues facing the City. It is with your help that the City will continue to maintain a good financial position while working through the many issues facing our new City. A special thank you and acknowledgement goes to Julie Rushton, the City Accountant, for her expertise and hard work in preparing this budget document.

Sincerely,



Dan O'Dell
Budget Officer and City Manager

FOOTNOTES:

Oregon Budget Law provides a process for City Council to modify an adopted budget to address unforeseen specific purpose grants. The 2010-11 adopted budget was modified by the City Council twice from July 1, 2010, until the date of writing this budget message (April 13, 2011). These modifications were made to reflect two new grant awards: \$29,992 Sustainable Agriculture Research and Education (SARE) grant and a \$4,985 Alliance for Community Traffic Safety (ACTS) grant.

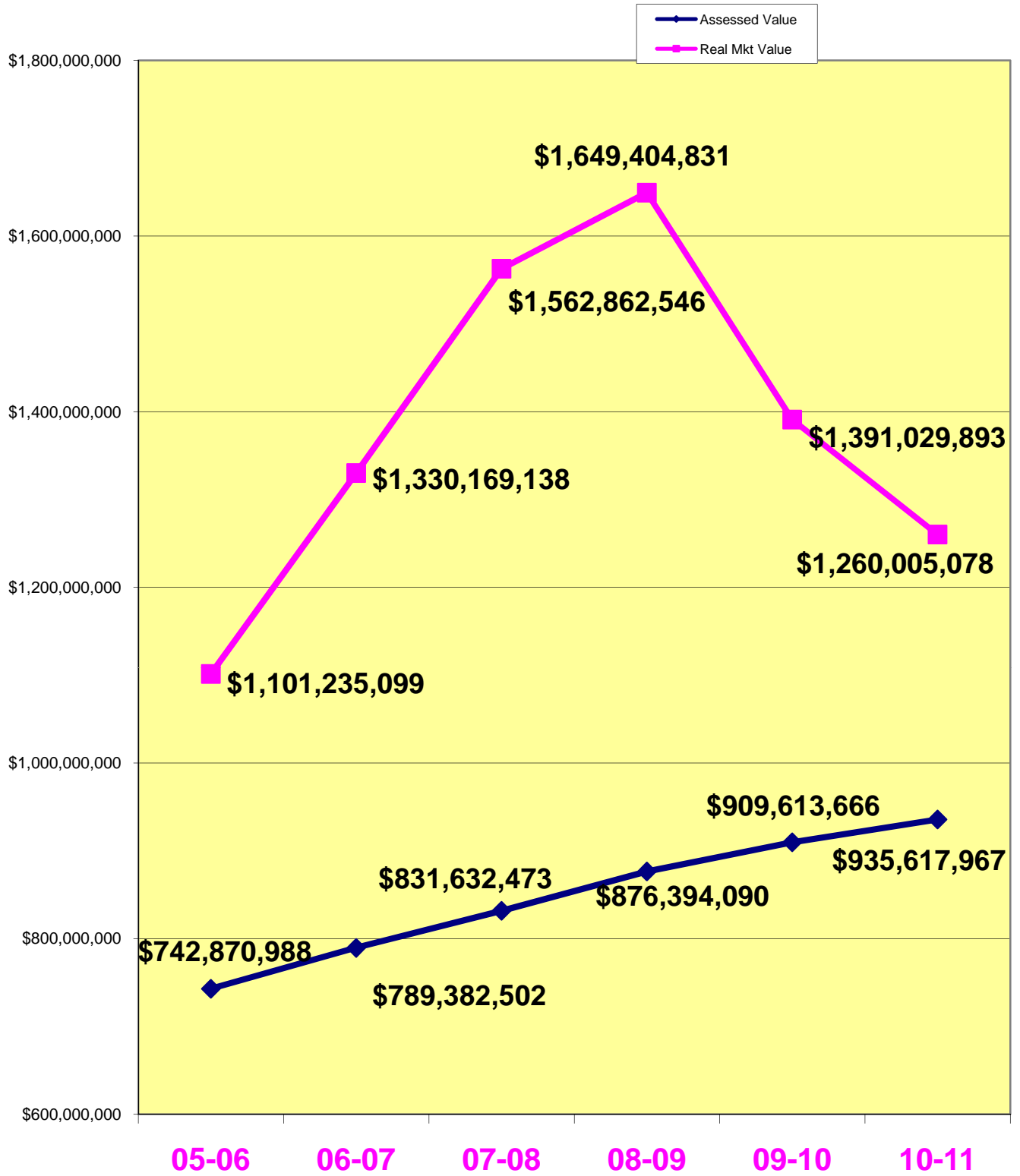
City of Damascus

Chart 1

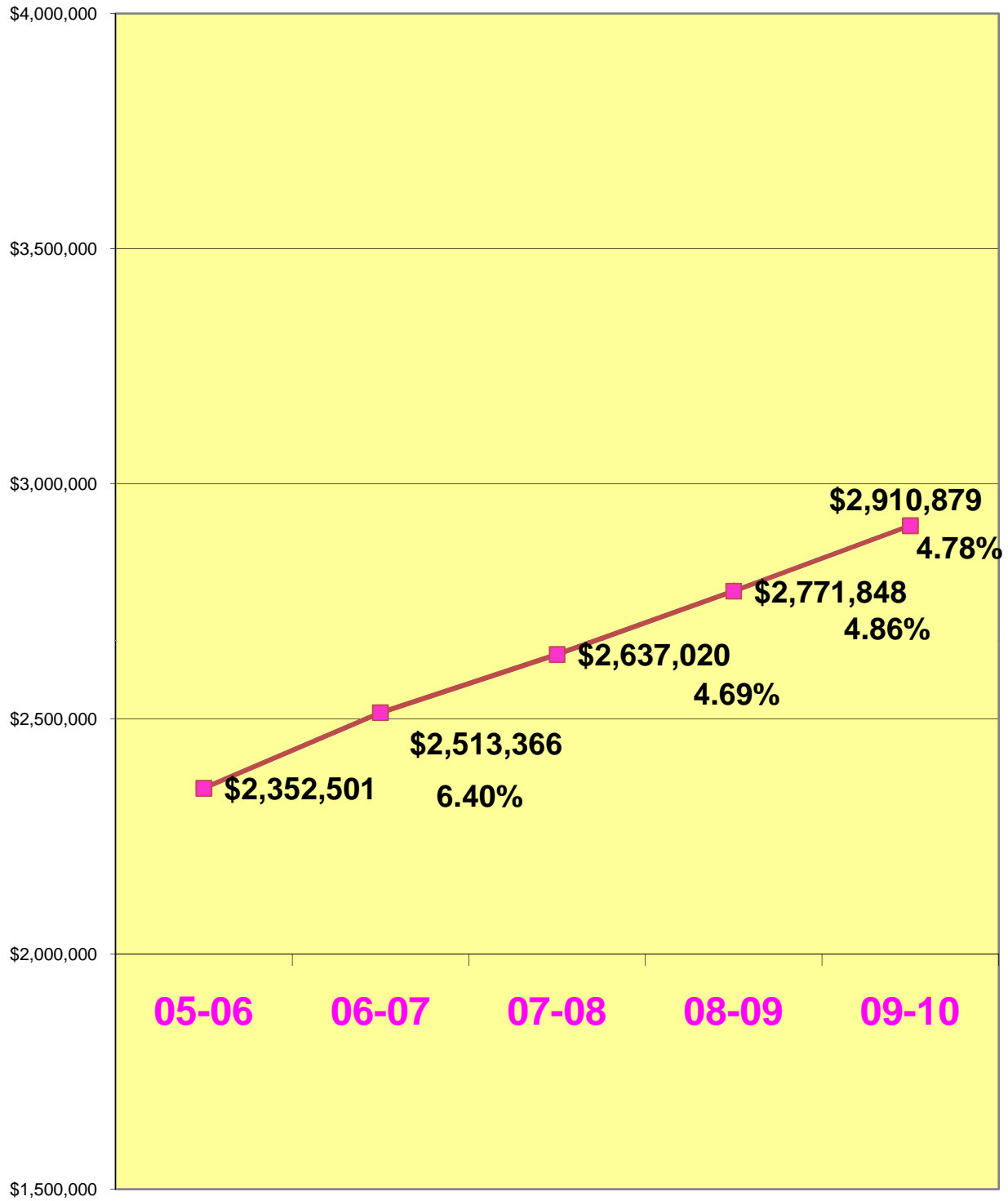
Population and Residential Building Permits

Year	Population Estimate	Residential Building Permits
2005	9670	36
2006	9670	34
2007	9775	40
2008	9975	31
2009	9985	8
2010	9985	20

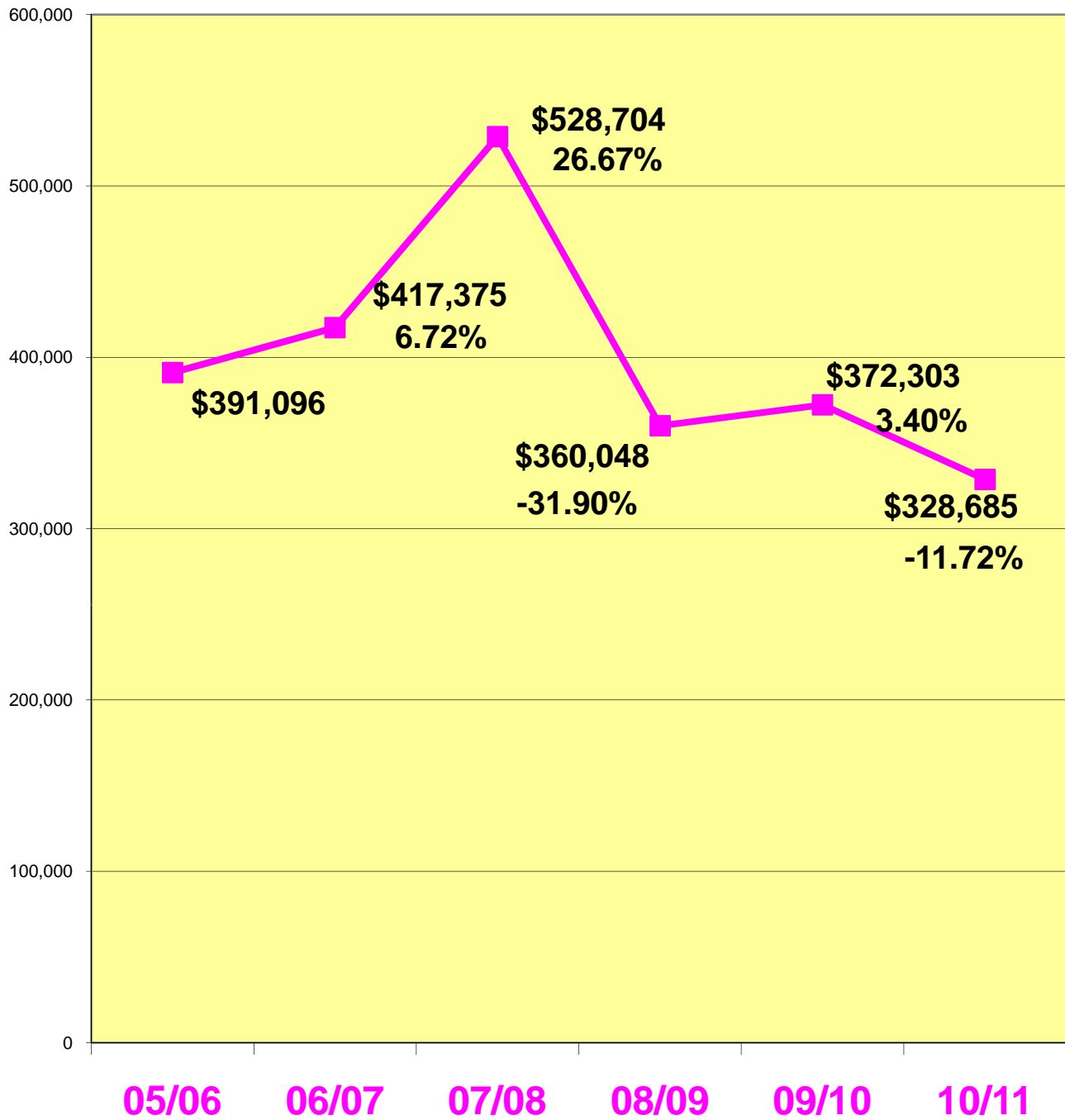
City of Damascus Assessed and Real Market Values



City of Damascus Property Taxes Collected and % Increase over Prior Year

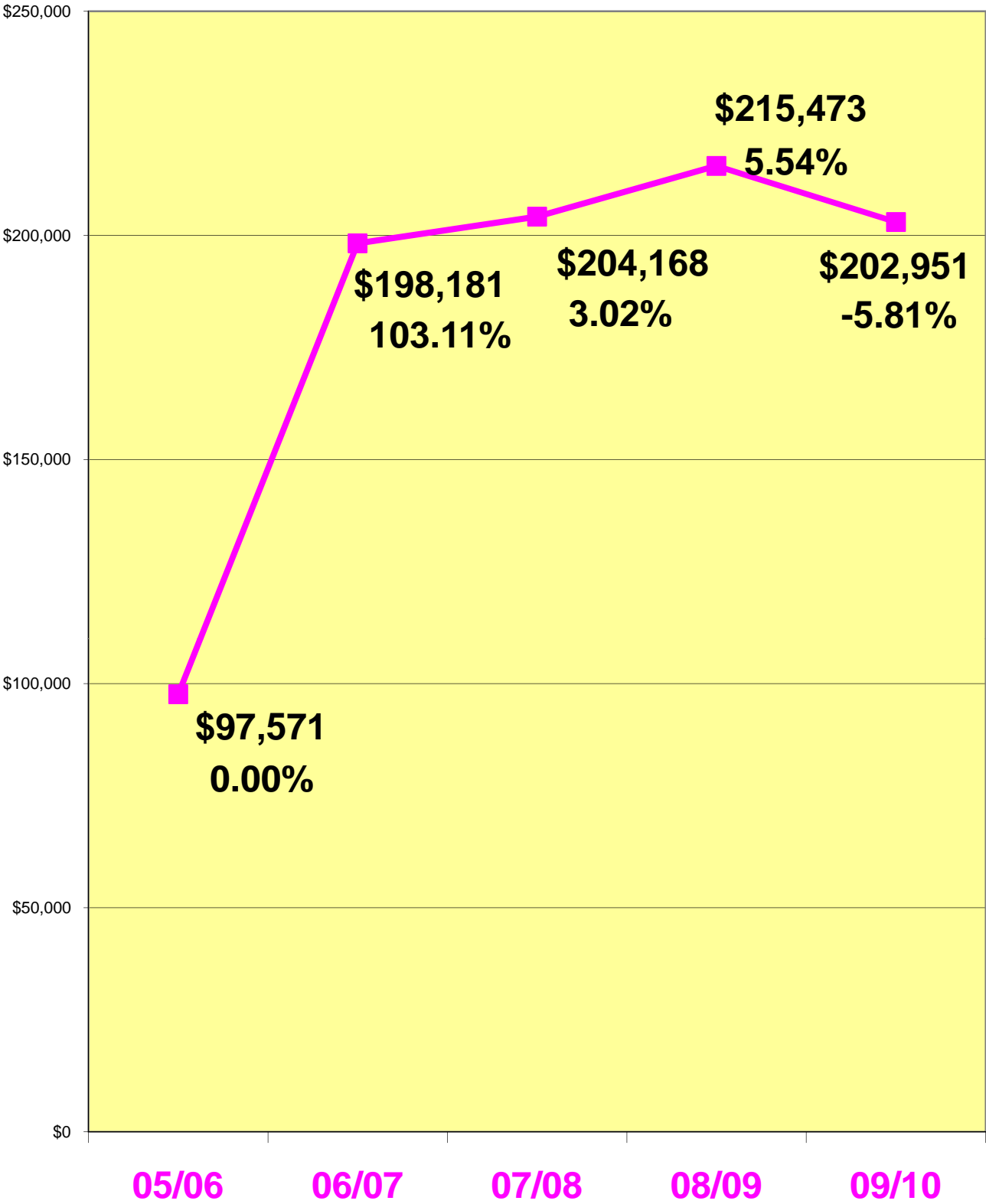


**City of Damascus Franchise Revenues
and % Increase or Decrease (-) from Prior Year**

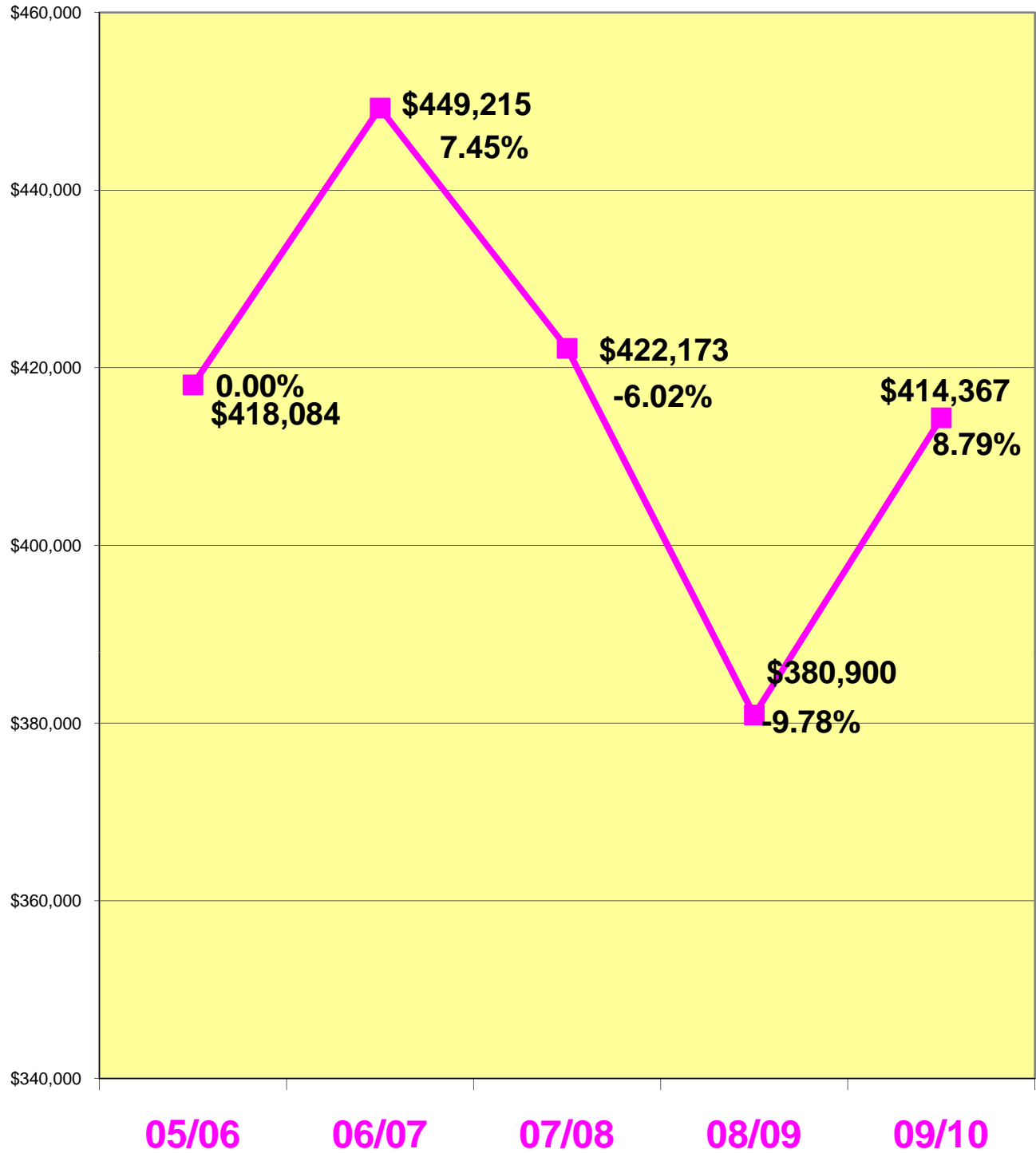


**City of Damascus Intergovernmental Revenues
and % Increase or Decrease (-) from Prior Year**

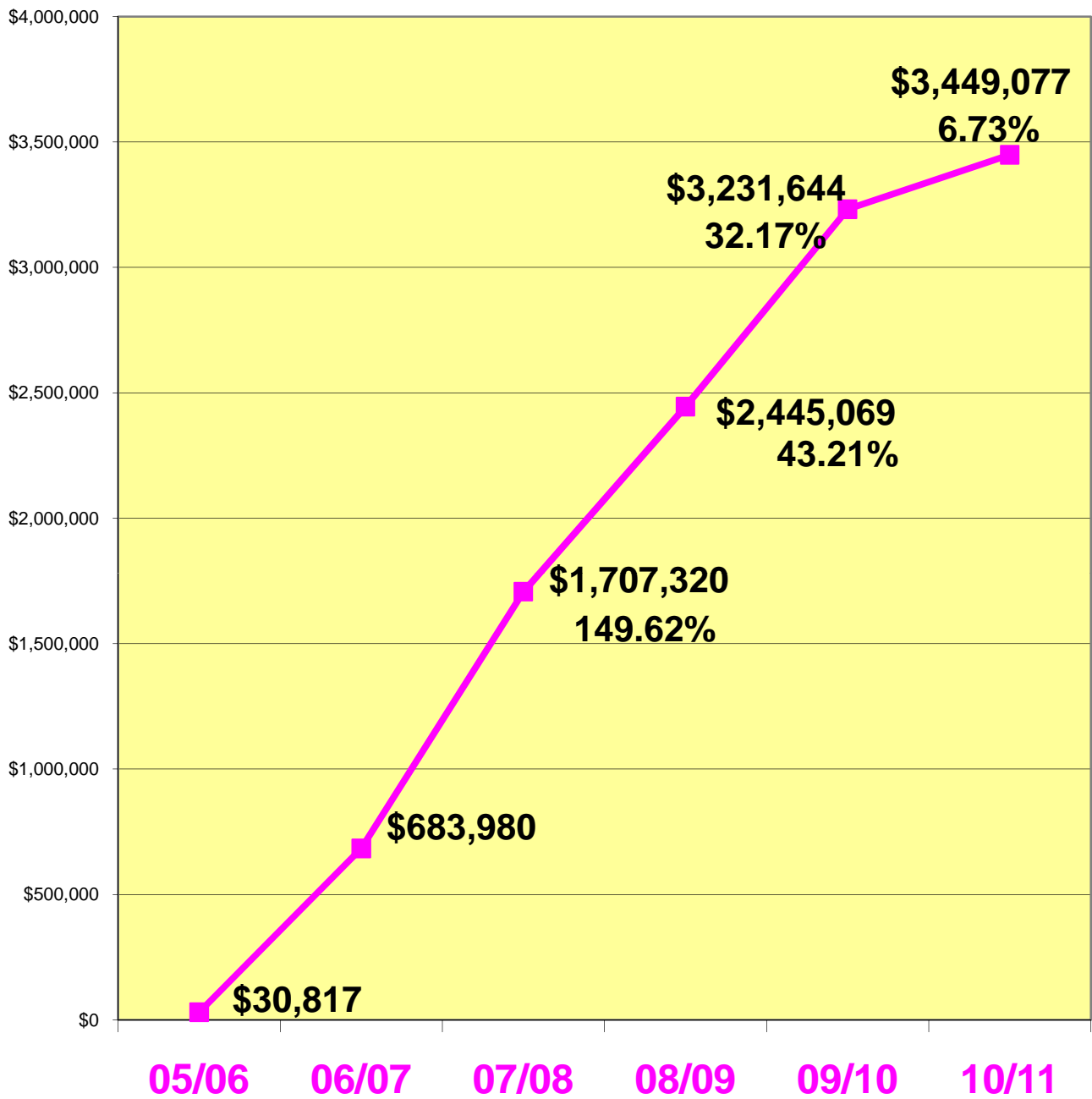
Chart 5



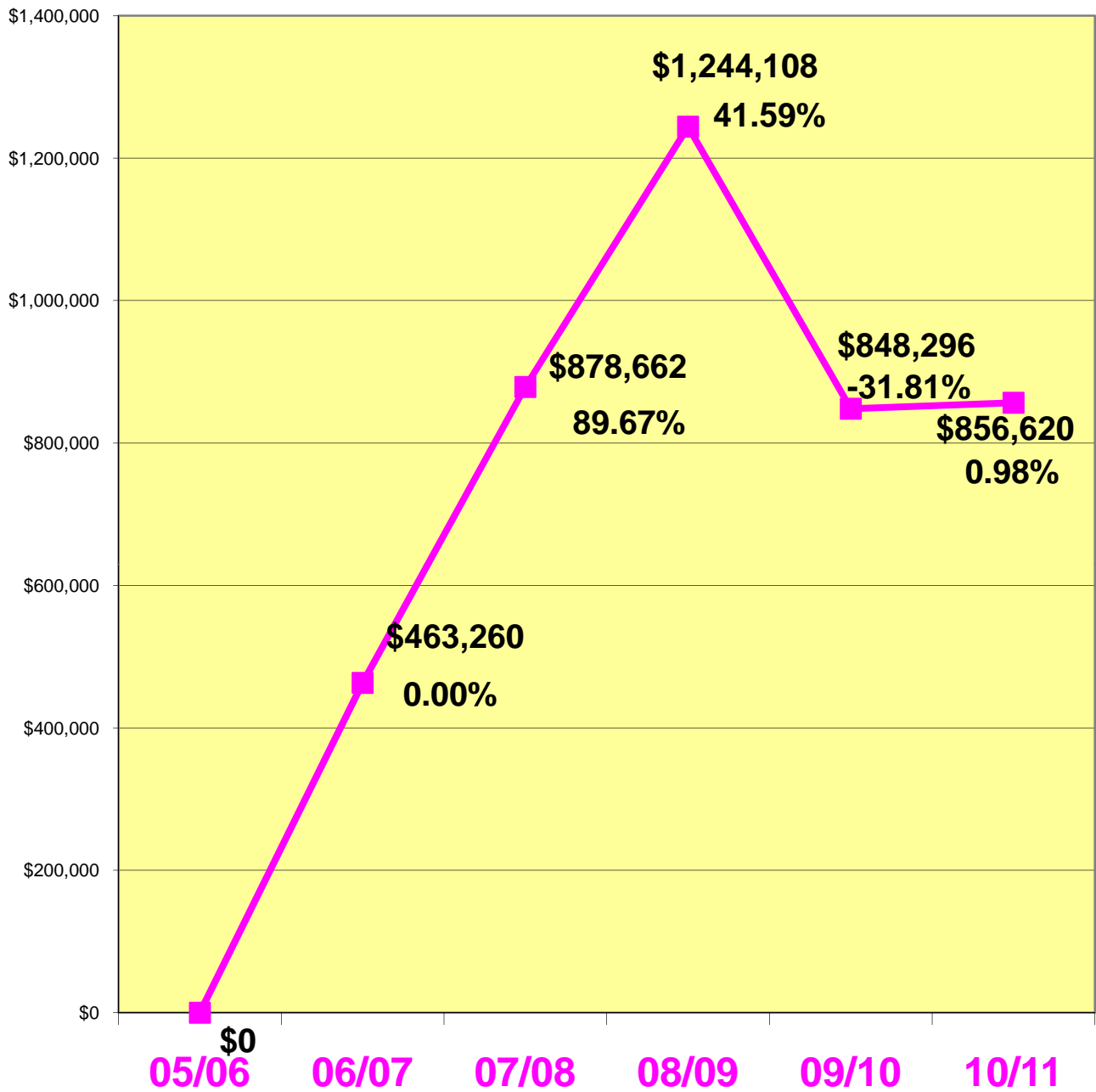
City of Damascus State Gas Tax Revenues and % Increase or Decrease (-) from Prior Year



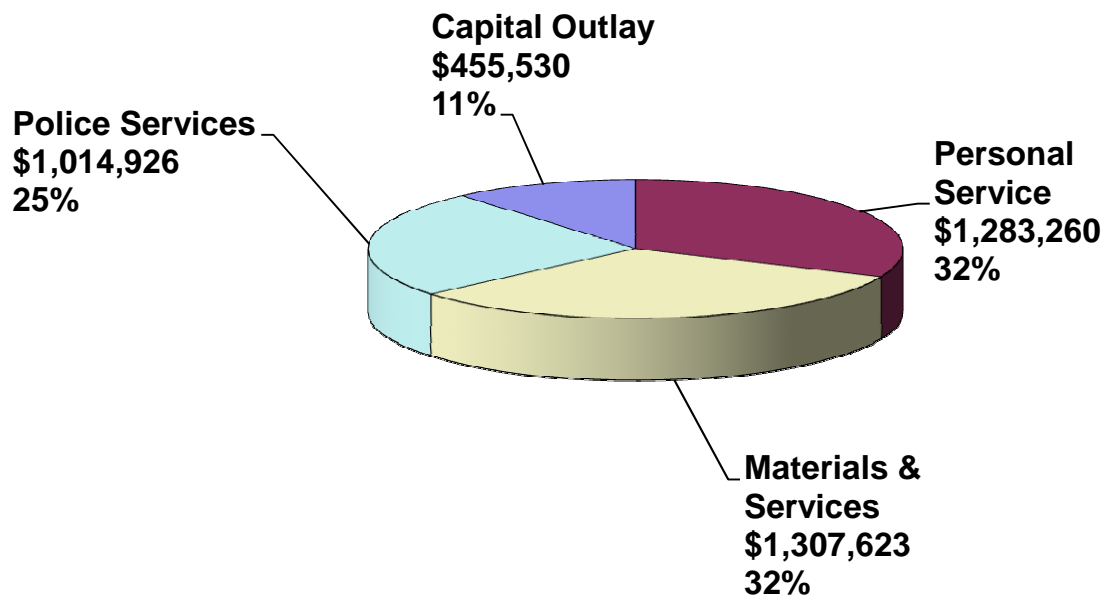
**City of Damascus General Fund
Beginning Fund Balance
and % Increase or Decrease (-) from Prior Year**



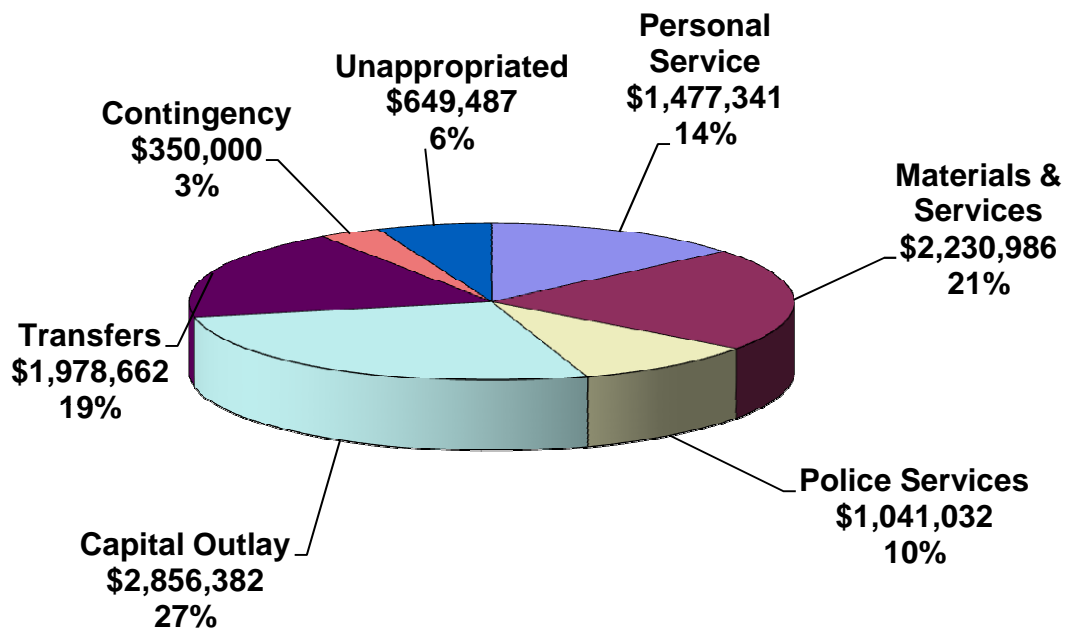
City of Damascus Road Fund Beginning Fund Balance and % Increase or Decrease (-) from Prior Year



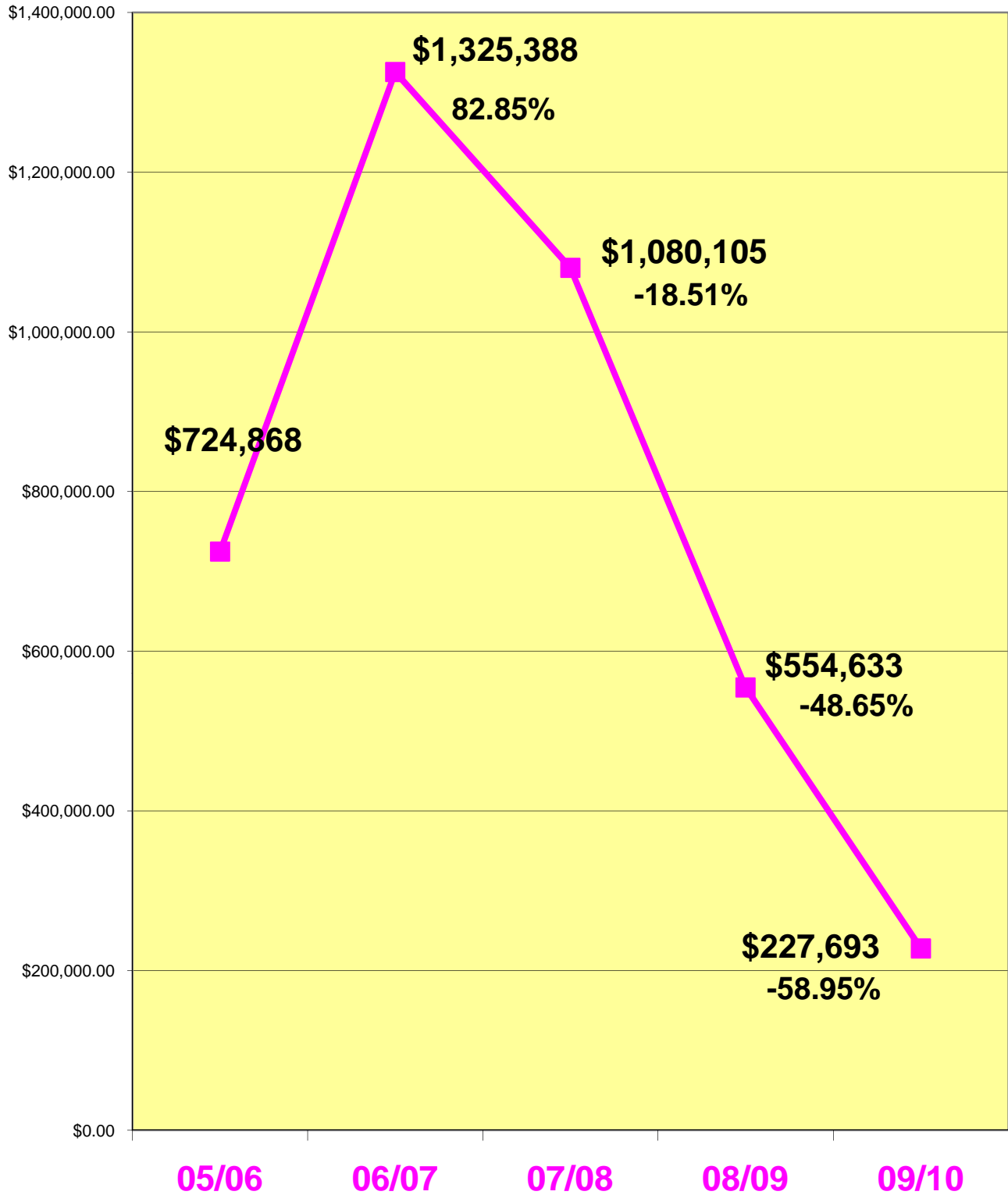
City of Damascus Actual Expense for All Funds by Category FY 2009-10



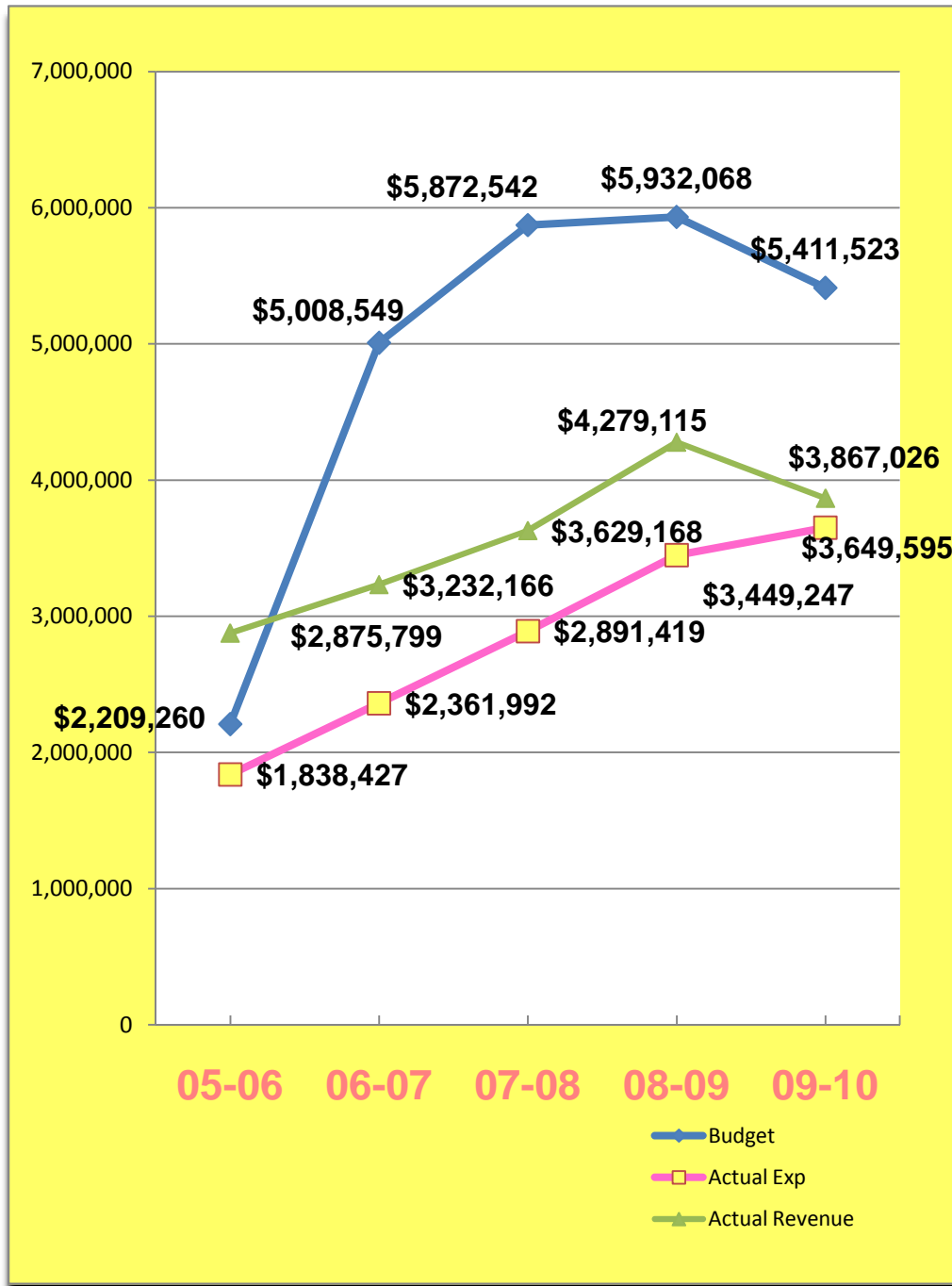
City of Damascus Budget All Funds by Category FY 2010-11

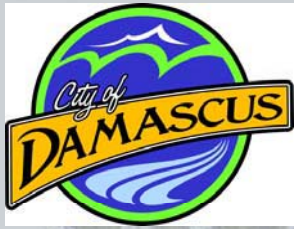


City of Damascus Net Revenues and % Increase or Decrease (-) from Prior Year - All Funds

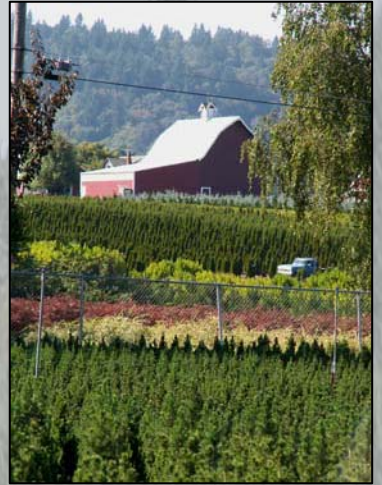


City of Damascus General Fund & Community Development Fund - Budgeted Expense, Actual Expense & Actual Income Personal Services, Materials & Services and Capital Outlay





City of Damascus





City Council Members

Steve Spinnett
 Diana Helm
 Andrew Jackman
 Barb Ledbury
 Randy Shannon
 Mary Wescott
 Marlo Dean

Mayor
 Council President
 Councilor
 Councilor
 Councilor
 Councilor
 Councilor

Term

2011-2012
 2009-2012
 2011-2014
 2009-2012
 2011-2014
 2011-2014
 2009-2012

Our Mission as the City Government of Damascus

Provide wise and effective stewardship of the citizens' trust and resources in creating an extraordinary city.

Our City will:

- *Provide a complete community where people can live, work, play, shop and learn*
- *Be founded on principles of economic, social, and environmental sustainability*
- *Grow in a planned, efficient, balanced, and logical manner*
- *Be vibrant in its economic, cultural, and civic life*
- *Have an innovative and flexible local government*
- *Engage and encourage citizen participation, action, and leadership.*



Note from City Manager: The Damascus City Council held a strategic planning retreat on February 26, 2011, to review and update the City's strategic plan. Council affirmed the existing goals while noting the submission of the Comprehensive Plan document to DLCD in December of 2010. Council directed staff to develop a "Critical Path" document that outlines the tasks and schedule for the City to be ready to issue urban level building permits under the City's new Comprehensive Plan. The Critical Path document will include all the planning related goals noted in the strategic plan below and other related projects. Staff will submit an executive summary to City Council in early May, and once finalized, the Critical Path document will become part of the strategic plan. In the meantime, the City continues to work on the goals as identified in the strategic plan below.

Strategic Plan March 15, 2010

Community Building Goals:

- *Improve public outreach*

The City will use the City staff, public outreach consultants and facilitators, and the Committee for Citizen Involvement to implement the City's Citizen Involvement Program to improve communication with citizens on important City issues and opportunities for citizens to participate in and comment on efforts such as the Comprehensive Plan, Development Code and the Transportation System Plan.

- *Work towards implementing neighborhood networks*

The Committee for Citizen Involvement (CCI) has begun this effort by holding preliminary neighborhood meetings and training sessions for those interested in setting up neighborhood networks. The City will provide staff and council liaisons to the CCI and budget adequate resources to achieve this goal.

Municipal Services Goals:

- *Prepare facility master plans for water, sewer, storm water, transportation and parks*

The facility master plans for transportation and parks are underway and the master plans for water, sewer and storm water are anticipated to be completed no later than fiscal year 2010-2011. This work will include the development of the financial plans and mechanisms needed to fund the construction of public infrastructure.

- *Develop an ecosystem services approach to the City's infrastructure that will reduce costs and the impacts from traditional systems*

This work is underway and will be coordinated with and incorporated into the facility master plans that are also being prepared. Ecosystem services will allow the City's natural resources to augment or replace traditional City infrastructure systems and reduce overall costs. It is anticipated that this work will be completed no later than fiscal year 2010-2011.

- *Adopt a sustainable development policy and direct staff to develop a work program implementing the policy*

The Council has adopted a sustainability policy and an organizational sustainability plan for the City. Staff has begun implementing the plan. The City is also studying the concept of civic ecology aimed at establishing a wide philosophy of recycling and other sustainable practices.

City Planning Goals:

- *Complete and submit the Comprehensive Plan for acknowledgement to the Land Conservation and Development Commission for Metro and State Acknowledgement*

The City has developed a work plan to complete the Comprehensive Plan. This work is ongoing. A schedule for submittal and review of portions of the Comprehensive Plan is being developed with DLCD and Metro. It is anticipated that the plan will be adopted by the City Council and submitted for acknowledgement by the end of 2010.

- *Prepare the Zoning Map and Development Code consistent with the core values of the community and with the submitted Comprehensive Plan*

The City has established a Development Code Topic Specific Team (DCTST) which is tasked with preparing a draft of the Damascus Development Code. The first phase of this code work has been completed. The DCTST is now working on additional code provisions not covered under the original grant. These include topics such as dark skies, energy conservation, green building and technology, and environmental protection. The Zoning Map will also be developed concurrently with the work on the Development Code. This work is ongoing and is anticipated to be completed in 2011.

FUND DESCRIPTIONS

GENERAL FUND

Purpose: The purpose of the General Fund (GF) is to record financial transactions relating to all activities for which specific types of funds are not required. It is the general operating fund for the City. The City's GF is organized into the following six departments: City Council, Administration, Finance, Public Works, Court and Non-Departmental. All property tax revenues, electric and natural gas franchise fees, state shared revenues, fines and penalties are received into the GF. Grants specifically for a GF project will also be shown as revenue. Other funds may receive some of this fund's revenue through budgeted transfers.

COMMUNITY DEVELOPMENT FUND

Purpose: The purpose of the Community Development Fund (CDF) is to record financial transactions relating to development for the City. Currently, the CDF is organized into the following three departments: Planning (long-term), Engineering and Non-Departmental. Currently the City has delegated, through intergovernmental agreements with Clackamas County, the functions of Current Planning and Building Services. As these services are brought into the City, additional "departments" or funds will be established. 2011-12 funding for the CDF is provided by transfers from the GF. This fund is the City's primary grant fund. When the City brings current planning in-house, additional revenues from permit fees and application fees may be realized contingent on voter approval of each fee. Typically, the Building Department will be funded by permit fees and will be set up as its own fund. Other departments will be partially funded by fees. With the passage of Measure 3-282, revenue (fees, charges and new taxes) associated with current planning will require voter approval.

ROAD FUND

Purpose: The revenue sources for the Road Fund are the City's share of the State Gas Tax and interest earned. The purpose of the Road Fund is to record financial transactions relating to road-related purposes according to Section 3, Article IX, of the Oregon Constitution. This revenue and expense must be accounted for separately from other funds and is restricted to expenditures identified in statute.

STREET FUND

Purpose: The purpose of the Street Fund is to record financial transactions relating to road and street construction and improvements and other road-related projects, i.e. sidewalks. Revenue in this fund is from collections from other entities, fees, charges or transfers from the General Fund. This fund could be used in conjunction with the Road Fund for a project providing the project meets the criteria for the use of the State Gas Tax. In the 2008-09 budget, cable, telephone and solid waste franchises were dedicated to the Street Fund. These revenues and funded projects were discontinued following voters' disapproval of the fees at the November 2008 election. The unspent revenue collected up to the time the fees were discontinued remains in the Street Fund and is unappropriated until such time as City Council re-addresses franchise fees.

PARKS CAPITAL PROJECT FUND

Purpose: The purpose of the Parks Capital Project Fund is to record all resources and expenditures used to finance building or acquisition of capital facilities (land, buildings or other facilities) that are non-recurring major expenditure items for parks. Resources could include the proceeds from the sale of general obligation bonds, tax revenue transferred from the GF, from local option taxes, transfers from other funds, System Development Charges (voter approval now required), grants or other revenues authorized for financing capital projects. This fund was established early to facilitate the receipt and expenditures associated with the City's share of Metro's Open Space Bond.

City of Damascus



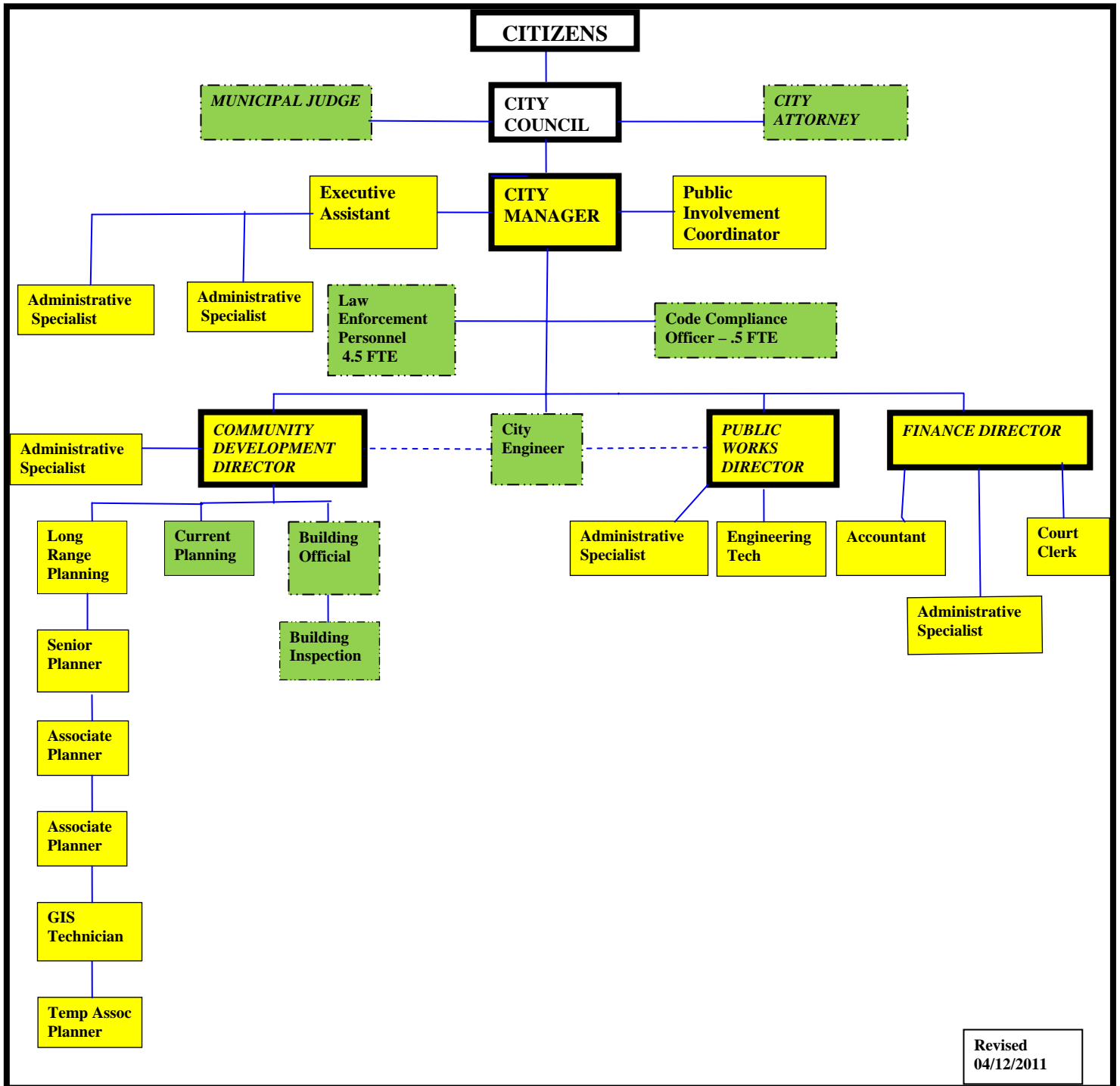
City of Damascus Executive Summary by Fund

	2010-11 Budget	2011-12 Budget	Percent Change	Major Reason for Change
General Fund				
Revenue	6,456,752	6,890,521	6.7%	3% increase in AV and higher beginning fund balance in 10-11
<i>Expenditures:</i>				
Personal Services	933,850	1,077,694	15.4%	+ 1.95 FTE, Step advancements, 1.3% COLA and increase in health insurance
Materials & Services	1,802,855	1,931,492	7.1%	Public Works engineering projects
Capital Outlay	1,291,385	1,175,599	-9.0%	Reduced funds available for land and facilities - new server - remodel proj
Transfers	1,978,662	2,255,736	14.0%	Reduced grant income in CDF and increased planning projects
Contingency	200,000	200,000	0.0%	Consideration of risk
Unappropriated Ending Fund Balance	250,000	250,000	0.0%	Adequate Beginning Fund Balance
	6,456,752	6,890,521	6.7%	
Community Development				
Revenue	2,028,654	2,285,728	12.7%	Increase transfer from GF
<i>Expenditures:</i>				
Personal Services	543,491	580,867	6.9%	Step advancements, 1.3% COLA , increase in health insurance and .5 temporary Planning Associate
Materials & Services	1,335,163	1,548,861	16.0%	Planning software, Engineering Services increased
Capital Outlay	0	6,000		New server
Contingency	150,000	150,000	0.0%	In consideration of risk
	2,028,654	2,285,728	12.7%	
Road Fund				
Revenue	1,206,600	1,170,260	-3.0%	10/11 projects used some reserves and Gas Tax Revenue flat
<i>Expenditures:</i>				
Materials & Services	134,000	407,000	203.7%	Anticipated Projects for 11/12
Capital Outlay	840,000	763,260	-9.1%	
Unappropriated Ending Fund Balance	232,600	0	0.0%	
	1,206,600	1,170,260	-3.0%	
Street Fund				
Revenue	166,887	166,565	-0.2%	Carry forward from 10/11 & interest
<i>Expenditures:</i>				
Materials & Services	0	0		Projects on hold
Capital Outlay	0	0		Projects on hold
Unappropriated Ending Fund Balance	166,887	166,565		Revenue reserved until Council decision
	166,887	166,565	-0.2%	
Parks Fund				
Revenue	724,997	724,997	0.0%	Metro Open Space Grant
<i>Expenditures:</i>				
Capital Outlay	724,997	724,997	0.0%	Open Space/park land purchase
TOTALS	10,583,890	11,238,071	6.2%	

CITY OF DAMASCUS (2011-2012) Organizational Chart

Hired Positions

Contracted Services



Revised
04/12/2011

City of Damascus
PR Taxes / Benefits
Budget Year 2011-12

	PR Tax		Workers	Health	Fringe Benefits					
	11/12		Comp	@90%						
Title	Salary	Fica	WC hrs			Disab.	401	457	Total	Salary +
	Estimate	0.0765	2000 @			Life	15%	5%	Benefits	Benefits
Limits		106800	0.014					Match		
City Council - Volunteers				10					10	10
City Manager	120357	8367	28	493	11626	610	18053	6018	45196	165552
Executive Asst	67565	5169	28	189	6096	551	10135		22168	89733
Public Involvement Coord	59854	4579	28	245	17381	333	8978		31545	91399
Admin Spec III	18900	1446	14	53	2817	248	2835		7412	26312
Admin Spec new	36213	2770	28	101	17381	610	5432		26323	62536
Overtime @ 5%	15144	1159		19			2272		3449	18593
Unallocated Health Ins					5800				5800	5800
Cell Phone Stipend	720	55		2					57	777
Total Administration	318753	23544	126	1113	61101	2352	47705	6018	141959	460712
Finance Director	79144	6055	22	222	4506	488	11872	3957	27122	106266
Accountant	58304	4460	25	163	10464	523	8746		24381	82685
Admin Spec	33585	2569	28	94	11626	313	5038		19668	53253
Overtime @ 5%	8552	654		11			1283		1948	10499
Unallocated Health Ins					5000				5000	5000
Cell Phone Stipend	720	55		2					57	777
Budget Comm-Volunteers				10					10	10
Total Finance	180304	13793	76	502	31596	1324	26938	3957	78186	258490
Public Works Director	93251	7134	28	2303	17381	448	13988	4663	45944	139195
Admin Spec New (6 mo)	18106	1385	14	51	8691	305	2716		13161	31268
Engineering Tech (6 mo)	21620	1654	28	61	8691	305	3243		13981	35601
Overtime @5%	6649	509		8			997		1514	8163
Unallocated Health Ins									0	0
Cell Phone Stipend	720	55		2					57	777
Total Public Works	140346	10736	70	2425	34763	1058	20944	4663	74658	215004
Court Clerk	43240	3308	28	121	11626	187	6486		21756	64996
PT Court Clerk	18900	1446	14	53	2817	248	2835		7412	26312
Finance Director	19786	1514	6	55	1127	122	2968	989	6780	26566
Accountant	6478	496	3	18	1163	58	972		2709	9187
Overtime @5%	4420	338		6			663		1007	5427
Unallocated Health Ins					11000				11000	11000
Total Court	92824	7101	50	253	27732	615	13924	989	50664	143488
Comm Dev Dir	98930	7568	28	277	17381	448	14839	4946	45488	144418
Senior Planner	61650	4716	28	173	5633	248	9247		20046	81695
Assoc Planner	58111	4445	28	163	6096	405	8717		19854	77964
Assoc Planner	54775	4190	28	153		229	8216		12817	67592
Administrative Spec III	48667	3723	28	136	17381	372	7300		28940	77607
GIS Tech	44537	3407	28	125		270	6681		10510	55047
Temp Assoc Planner (6mo)	27300	2088	15	76	0	0	0		2179	29479
Overtime @ 5%	19698	1507		25			2955		4486	24185
Unallocated Health Ins					22000				22000	22000
Cell Phone Stipend	720	55		2					57	777
C3/ TST/ CCI/PLCOMM- Volunteers				103					103	103
Total Comm Dev	414387	31701	183	1232	68491	1972	57955	4946	166480	580867
City Employee Costs	1146614	86875	505	5525	223684	7320	167465	20573	511947	1658561



**RESOURCES
GENERAL FUND**

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 11/12				
Actual		Adopted Budget This Year 10/11		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Preceding Year 08/09	Preceding Year 09/10							
0	0	4985	ACTS of Oregon Mini Grant					
1	2,722,190	2,847,779	2,814,750	1 Property Tax - Current Year	2,879,902	2,879,902	2,879,902	1
2	49,658	63,101	40,000	2 Property Tax - Prior Year	50,000	50,000	50,000	2
3	2,771,848	2,910,880	2,854,750	3 TOTAL PROPERTY TAX	2,929,902	2,929,902	2,929,902	3
4	218,603	230,500	242,000	4 Franchise Fees - PGE	230,000	230,000	230,000	4
5	141,406	141,803	141,000	5 Franchise Fees - NW Natural	115,000	115,000	115,000	5
6	39	0	0	6 Franchise Fees - Clear Creek PEG	0	0	0	6
7	360,048	372,303	383,000	7 TOTAL LICENSES, FEES & PERMITS	345,000	345,000	345,000	7
8	15,549	14,602	16,000	8 Cigarette Tax	16,000	16,000	16,000	8
9	119,366	112,616	118,000	9 Liquor Tax	112,000	112,000	112,000	9
10	80,558	75,732	80,000	10 State Revenue Sharing	80,000	80,000	80,000	10
11	215,473	202,950	214,000	11 TOTAL INTERGOVERNMENTAL	208,000	208,000	208,000	11
12	151,549	193,026	189,378	12 Traffic Fines	190,662	190,662	190,662	12
13	27,043	27,903	30,530	13 State Unitary Assessment	28,000	28,000	28,000	13
14	1,414	1,318	1,575	14 State LEMLA Assessment	1,300	1,300	1,300	14
15	15,662	13,660	16,781	15 County Diversion Assessment	13,000	13,000	13,000	15
16	3,726	300	0	16 City Assessment	0	0	0	16
17	0	1,448	1,800	17 State Court Facilities Assessment	3,300	3,300	3,300	17
18	0	300	3,000	18 Municipal Code Penalties	2,000	2,000	2,000	18
19	199,394	237,955	243,064	19 TOTAL FINES & PENALTIES	238,262	238,262	238,262	19
20	63,479	32,447	28,350	20 Interest Income	26,580	26,580	26,580	20
21	17,246	327	2,000	21 Miscellaneous Income	2,000	2,000	2,000	21
22	80,725	32,774	30,350	22 TOTAL OTHER & MISC REVENUE	28,580	28,580	28,580	22
23	2,445,067	3,075,603	2,726,603	23 BEGINNING FUND BALANCE	3,140,777	3,140,777	3,140,777	23
25	6,072,555	6,832,465	6,456,752	24 TOTAL RESOURCES	6,890,521	6,890,521	6,890,521	24

Line numbers correspond to previous page budget form.

Line Item Descriptions – General Fund - Revenues

1. **Property Tax - Current Year** - Levying a tax rate of \$3.30/1,000 AV, anticipated AV growth due to new construction and 9% anticipated uncollected taxes produces the amount budgeted.
2. **Property Tax - Prior Years** – Not all taxes are paid on time. A property owner can be up to three years delinquent. “Property Tax Prior Year” estimates the amount of prior years’ (last three) taxes that will be collected.
3. **Total Property Tax**
4. **Franchise Fees - PGE** – PGE pays a 3.5% franchise fee on gross revenues for use of City right-of-ways. This franchise fee continues and was not affected by passage of Measure 3-282.
5. **Franchise Fees - NW Natural** – NW pays a 5% franchise fee of gross revenues for use of City right-of-ways. This franchise fee continues and was not affected by passage of Measure 3-282.
6. **Franchise Fees - Clear Creek PEG** – Clear Creek paid a \$1/month/subscriber public/education/government (PEG) fee to be used for broadcasting equipment purchases by the City. PEG fees were discontinued after voters rejected them at the November 2008 election.
7. **Total Licenses, Fees & Permits**
8. **Cigarette Tax** - \$.02/pack tax of the \$1.18/pack tax is allocated to cities and distributed on a per capita basis.
9. **Liquor Tax** - 20% of the State’s liquor receipts are allocated to cities and distributed on a per capita basis.
10. **State Revenue Sharing** - 14% of State liquor receipts are allocated to cities on a formula basis.
11. **TOTAL INTERGOVERNMENTAL REVENUE**

The amount a person pays for a traffic citation is composed of amounts for the following:

- *Fine*
- *State Unitary Assessment*
- *State LEMLA Assessment*
- *County Diversion Assessment and*
- *State Court Facilities Assessment.*

Each portion of the fine is for a different purpose. Total fine amounts are set by the Municipal Judge.

12. **Traffic Fines** –This line item reflects the estimated revenues associated with the fine portion of the citation estimated to be collected.
13. **State Unitary Assessment** – Court is required by Oregon statute to impose State Unitary Assessment for each guilty citation. Fifty percent of Unitary Assessments are payable to a State Criminal Fine and Assessment Account and the balance stays with the City for court operations.

14. **State LEMLA Assessment** – Court is required by Oregon statute to impose LEMLA assessment for each traffic citation. This figure represents monies designated for the Law Enforcement Medical Liability Account as described in ORS 137.309 (7).
15. **County Diversion Assessment** – Court is required to impose this assessment on each traffic citation. Fifty percent of this revenue is payable to the County for planning, operating and maintaining County juvenile and adult corrections programs and facilities and drug and alcohol programs. The balance stays with the City for operations of the court.
16. **City Assessment** – Section 10.12 of the Damascus Municipal Code levied \$10 on each guilty traffic citation for administration expenses associated with safety programs and safety program equipment. This assessment was discontinued after voters' rejection in the November 2008 election.
17. **State Court Facilities Assessment** – Per ORS 137.309, this assessment is collected and sent to the State to assist with court security costs.
18. **Municipal Code Penalties** – The Municipal Code has been adopted and a code compliance program is in operation. This line item is an estimate of fine amounts to be collected from code violations.
19. **Total Fines & Penalties**
20. **Interest Income** – The City invests its unexpended revenue in the State LGIP (Local Government Investment Pool). This line item accounts for anticipated interest.
21. **Miscellaneous Income** – Revenue the City brings in from miscellaneous revenue sources are shown in this line item.
22. **Total Other & Misc Revenue**
23. **Beginning Fund Balance** – The beginning fund balance (BFB) is a collective estimate of all previous year's unspent appropriations including all line items, contingency and unappropriated ending fund balance. It also includes the estimated difference in previous year budgeted revenues and actual revenues. This is the primary operating revenue until the property tax revenue begins in November.
24. **TOTAL RESOURCES** – Total revenue anticipated for the General Fund in 2011-12 balanced with total anticipated appropriations creating a balanced budget.

This Page Intentionally Blank



**DETAILED EXPENDITURES
GENERAL FUND
City Council**

	Historical Data			Expenditures	Budget for Next Year 11/12			
	Actual		Adopted Budget		Proposed By	Approved By	Adopted By	
	Preceding Year 08/09	Preceding Year 09/10	This Year 10/11		Budget Officer	Budget Committee	Governing Body	
1	2,544	2,634	3,500	1 Advertising/Notices	3,500	3,500	3,500	1
2	2,025	1,419	2,500	2 Administrative Expense	2,500	2,500	2,500	2
3	1,861	943	2,000	3 Training & Development	1,500	1,500	1,500	3
4	1,645	2,472	2,500	4 Membership Dues	2,625	2,625	2,625	4
5	13,965	10,804	16,000	5 Conferences	10,500	10,500	10,500	5
6	0	0	0	6 Community Ecology Grant Program	10,000	10,000	10,000	6
7	22,040	18,272	26,500	7 TOTAL REQUIREMENTS	30,625	30,625	30,625	7

Line numbers correspond to previous page budget form.

Line Item Descriptions – General Fund – City Council

1. **Advertising/Notices** – The City is required to provide public notice for City meetings in a newspaper of general circulation. This line item includes all general fund public meeting notification expenses.
2. **Administrative Expense** - This expense covers general administrative costs incurred by councilors such as mileage, parking and meals.
3. **Training & Development** - City Councilor expenses to attend local or regional meetings and specific training activities are charged to this account. These activities are typically one day or less. This includes travel, meals, registration and any costs associated with the training or event.
4. **Membership Dues** - City Councilors maintain memberships to various state and federal organizations such as Urban Land Institute, National League of Cities, Oregon Mayors Assn. This line item reflects these costs.
5. **Conferences** - This line item includes councilor expenses incurred in attending national, state and local conferences such as ULI, National League of Cities, Oregon Planning Institute, League of Oregon Cities.
6. **Community Ecology Grant Program** – This line item is established as a means to encourage community ecology projects. Groups would submit requests to City Council for approval.
7. **TOTAL REQUIREMENTS** – This represents total budgeted expenses for City Council.



**DETAILED EXPENDITURES
GENERAL FUND
Administration**

	Historical Data			Expenditures	Budget for Next Year 11/12			
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 08/09	Preceding Year 09/10	This Year 10/11					
1	295,541	265,021	285,734	1 Regular Employees	318,753	318,753	318,753	1
2	79,805	70,610	95,360	2 Fringe Benefits	117,176	117,176	117,176	2
3	808	586	1,035	3 Worker's Comp	1,113	1,113	1,113	3
4	21,146	18,443	20,412	4 Payroll Taxes	23,670	23,670	23,670	4
5	397,300	354,660	402,541	5 Total Personnel	460,712	460,712	460,712	5
6	4,331	2,504	3,500	6 Office Supplies	3,000	3,000	3,000	6
7	238	176	1,000	7 Postage	1,000	1,000	1,000	7
8	4,398	10,617	12,500	8 Professional Services	44,000	44,000	44,000	8
9	3,325	2,627	5,000	9 Administrative Expense	5,000	5,000	5,000	9
10	551	860	1,500	10 Training & Staff Development	1,500	1,500	1,500	10
11	192	44	500	11 Publications & Reports	300	300	300	11
12	25	449	500	12 Equipment Repair & Maintenance	500	500	500	12
13	1,335	1,947	1,500	13 Office Furnishings & Equipment	1,000	1,000	1,000	13
14	1,280	2,745	0	14 Computer Hardware & Software	0	0	0	14
15	3,318	4,126	5,000	15 Membership Dues	4,000	4,000	4,000	15
16	10,231	7,060	8,000	16 Conferences & Meetings	8,452	8,452	8,452	16
17	34,314	0	0	17 Municipal Court Expenses	0	0	0	17
18	13,521	0	0	18 State Unitary Assessment Cost	0	0	0	18
19	707	0	0	19 State LEMLA Cost	0	0	0	19
20	7,831	0	0	20 County Diversion Fee Cost	0	0	0	20
21	374	375	8,500	21 Solid Waste Mgmt Program	8,500	8,500	8,500	21
22	45,255	58,897	62,702	22 Code Compliance Expense	64,583	64,583	64,583	22
23	131,226	92,427	110,202	23 Total Materials & Services	141,835	141,835	141,835	23
24	0	0	0	24 Capital Furniture & Equipment	0	0	0	24
25	0	0	0	25 Capital Computer Equipment	0	0	0	25
26	0	0	0	26 Total Capital Outlay	0	0	0	26
27	528,526	447,087	512,743	27 TOTAL REQUIREMENTS	602,547	602,547	602,547	27

Line numbers correspond to previous page budget form.

Line Item Descriptions - General Fund - Administration Department

1. **Regular Employees** – 4.12 FTE Equivalent. Positions include 1.0 City Manager, .75 Executive Assistant, 1.0 Public Involvement Coordinator, 1.37 Administrative Specialist. A 1.3% cost of living adjustment and anticipated step increases are included.
2. **Fringe Benefits** - Health & Dental benefits are paid @ 90%, Life & Disability paid @100%, and Pension @15%. This line item reflects benefits for budgeted positions, based on current employee eligibility and coverage.
3. **Worker's Compensation** - Coverage is required by law. This line item includes coverage for administrative staff, council and limited volunteer coverage.
4. **Payroll Taxes** - This is the City's portion of Social Security and Medicare @ 7.65%.
5. **Total Personnel**
6. **Office Supplies** – General office supplies are included in this line item.
7. **Postage** - This expense will cover general postage used by Administration Department.
8. **Professional Services** - The contract for maintenance of the Municipal Code is addressed in this line item along with professional services that may be needed by the City Manager such as recruitment services and salary surveys.
9. **Administrative Expense** - This line item includes miscellaneous administrative expenses such as hosting meetings, mileage and expense reimbursements, annual Day in Damascus contribution, staff appreciation luncheon and any recruitment advertising for the Administration Department.
10. **Training & Staff Development** - This account reflects the cost of ongoing training of administrative staff. Classes, seminars and on-site training are addressed with this line item.
11. **Publications & Reports** - Costs for books, manuals and reports for the Administrative Department are included in this line item.
12. **Equipment Repair & Maintenance** - Costs of equipment repair for the Administrative Department are accounted for in this line item.
13. **Office Furnishings & Equipment** - Costs of furnishings & equipment for the Administrative Department are in this line item.
14. **Computer Hardware & Software** - Costs for software subscription renewals and computer equipment replacement have been moved to Non-Departmental.
15. **Membership Dues** - This line item includes organization memberships for the City Manager, Public Involvement Coordinator, and administrative staff. Current funding level for this line item is appropriate to fund memberships. (LGPI, OAMR, City/County Managers, IAP, ORCPP, etc).
16. **Conferences & Meetings** - This item includes City Manager and administrative staff attendance at conferences.
17. **Municipal Court Expenses** – Moved to Court Department.
18. **State Unitary Assessment Cost** – Moved to Court Department.
19. **State LEMLA Costs** – Moved to Court Department.

20. **County Diversion Fee Cost** – Moved to Court Department.
21. **Solid Waste Management Program** – Six days of litter pick-up by Clackamas County's Project Payback work crews, expenses for Damascus Clean-up Week and the annual solid waste audit for setting rates are included in this line item. Previously, these expenses were offset by solid waste franchise fees.
22. **Code Compliance Expense** – This line item accounts for all expenses associated with Code Compliance including 2.5 days a week contract for Damascus staffing and a Clackamas County intergovernmental agreement for building/land use/roadway code compliance and miscellaneous office expenses.
23. **Total Materials & Services Requirements**
24. **Capital Furniture & Equipment** - Major furniture & equipment for Administration Department is charged to this account. The Administrative Department has no major projects scheduled.
25. **Capital Computer Equipment** - Computer equipment/enhancements for expansion are included in this line. Administration has no major projects scheduled.
26. **Total Capital Outlay**
27. **TOTAL REQUIREMENTS** - This represents total budgeted expenses for Administration Dept.

This Page Intentionally Blank



**DETAILED EXPENDITURES
GENERAL FUND
Finance**

	Historical Data			Expenditures	Budget for Next Year 11/12			
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 08/09	Preceding Year 09/10	This Year 10/11					
1	161,783	140,110	152,983	1 Regular Employees	180,304	180,304	180,304	1
2	21,669	42,418	56,736	2 Fringe Benefits	63,815	63,815	63,815	2
3	400	233	427	3 Workmen's Comp	502	502	502	3
4	12,377	10,590	11,760	4 Payroll Taxes	13,869	13,869	13,869	4
5	196,229	193,351	221,906	5 Total Personnel	258,490	258,490	258,490	5
6	3,256	1,826	2,500	6 Office Supplies	2,500	2,500	2,500	6
7	199	416	360	7 Postage	550	550	550	7
8	10,850	5,520	50,520	8 Professional Services	71,000	71,000	71,000	8
9	1,640	1,286	1,200	9 Administrative Expense	1,000	1,000	1,000	9
10	177	476	1,000	10 Training & Staff Development	1,000	1,000	1,000	10
11	558	24	250	11 Publications & Reports	250	250	250	11
12	0	2,013	250	12 Equipment Repair & Maintenance	250	250	250	12
13	229	348	500	13 Office Furnishings & Equipment	250	250	250	13
14	1,882	1,448	1,000	14 Computer Hardware & Software	1,500	1,500	1,500	14
15	265	480	500	15 Membership Dues	550	550	550	15
16	1,358	1,477	3,470	16 Conferences & Meetings	3,854	3,854	3,854	16
17	20,414	15,314	61,550	17 Total Materials & Services	82,704	82,704	82,704	17
18	0	0	0	18 Capital Furniture & Equipment	0	0	0	18
19	0	0	0	19 Capital Computer Equipment	0	0	0	19
20	0	0	0	20 Total Capital Outlay	0	0	0	20
21	216,643	208,665	283,456	21 TOTAL REQUIREMENTS	341,194	341,194	341,194	21

Line Item Descriptions – General Fund – Finance Department

1. **Regular Employees** – 2.47 FTE Equivalent. Includes .8 Finance Director, .67 Accountant and 1.0 Administrative Specialist. The other portion of the Finance Director and Accountant's wages are charged to the Court Department. A 1.3% cost of living adjustment and anticipated step increases are included.
2. **Fringe Benefits** - Health & Dental benefits are paid @ 90%, Life & Disability paid @100%, and Pension @15%. This line item reflects benefits for budgeted positions based on current employee eligibility and coverage.
3. **Worker's Compensation** - Coverage is required by law. This line item includes coverage for finance staff.
4. **Payroll Taxes** - This is the City's portion of Social Security and Medicare @ 7.65%.
5. **Total Personnel**
6. **Office Supplies** – This line item covers general office supplies used by the Finance Department.
7. **Postage** - This expense will cover general postage used by the Finance Department primarily for mailing payments.
8. **Professional Services** - This line item amount has been budgeted to cover the accounting software support contract. It also includes funding a preliminary System Development Charge (SDC) study which will be done after the infrastructure master plans are completed and services to implement an asset management tool.
9. **Administrative Expense** - This line item includes mileage, parking and expense reimbursements and bank fees associated with the Finance Department.
10. **Training & Staff Development** - Costs of training finance staff, development courses, etc. are included here.
11. **Publications & Reports** - This line item covers books, manuals and publications for finance staff.
12. **Equipment Repair & Maintenance** - Costs of equipment repair for Finance Department are accounted for in this line item.
13. **Office Furnishings & Equipment** – This line item is being reduced because the offices are to a great extent equipped.
14. **Computer Hardware & Software** – An additional user license for the accounting program is planned for this line item.
15. **Membership Dues** - This line item includes organization memberships for the Finance Director and finance staff.
16. **Conferences & Meetings** - This item includes finance staff attendance at conferences such as Risk Management Conference and finance-related conferences (OMFOA).
17. **Total Materials & Services**
18. **Capital Furniture & Equipment** – Finance Department's share of major projects are budgeted in this line item.
19. **Capital Computer Equipment** - Computer equipment/enhancements for expansion are included in this line.
20. **Total Capital Outlay**
21. **TOTAL REQUIREMENTS** - This represents total budgeted expenses for Finance Department.



**DETAILED EXPENDITURES
GENERAL FUND
Public Works**

	Historical Data			Expenditures	Budget for Next Year 11/12			
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 08/09	Preceding Year 09/10	This Year 10/11					
1	94,465	98,408	108,926	1 Regular Employees	140,346	140,346	140,346	1
2	34,812	36,695	46,212	2 Fringe Benefits	61,427	61,427	61,427	2
3	489	261	2,156	3 Workmen's Comp	2,425	2,425	2,425	3
4	7,230	7,389	8,371	4 Payroll Taxes	10,806	10,806	10,806	4
5	136,996	142,753	165,665	5 Total Personnel	215,004	215,004	215,004	5
6	3,157	1,917	3,000	6 Office Supplies	3,000	3,000	3,000	6
7	493	108	500	7 Postage	500	500	500	7
8	900	0	25,000	8 Professional Services	20,000	20,000	20,000	8
9	1,145	171	1,500	9 Administrative Expense	1,525	1,525	1,525	9
10	817	2,786	2,000	10 Training & Staff Development	4,500	4,500	4,500	10
11	744	628	1,000	11 Publications & Reports	1,000	1,000	1,000	11
12	0	0	4,544	12 Vehicle Fuel & Maintenance	3,688	3,688	3,688	12
13	0	0	30,000	13 Building Maintenance	0	0	0	13
14	0	0	500	14 Equipment Repair & Maintenance	2,000	2,000	2,000	14
15	1,615	198	6,985	15 Office Furnishings & Equipment	4,000	4,000	4,000	15
16	1,000	129	3,000	16 Computer Hardware & Software	1,500	1,500	1,500	16
17	620	791	625	17 Membership Dues	775	775	775	17
18	1,471	1,020	3,000	18 Conferences & Meetings	2,000	2,000	2,000	18
19	11,962	7,748	81,654	19 Total Materials & Services	44,488	44,488	44,488	19
20	0	0	30,000	20 Capital Furniture & Equipment	18,000	18,000	18,000	20
21	0	0	0	21 Capital Computer Equipment	0	0	0	21
22	0	0	0	22 Capital Facilities-Improvements	77,140	77,140	77,140	22
23	0	0	30,000	23 Total Capital Outlay	95,140	95,140	95,140	23
24	148,958	150,501	277,319	24 TOTAL REQUIREMENTS	354,632	354,632	354,632	24

Line numbers correspond to previous page budget form.

Line Item Descriptions General Fund- Public Works Department

1. **Regular Employees - 2.0 FTE Equivalent.** Includes 1.0 Public Works Director, .5 Administrative Specialist, and .5 Engineering Tech (6 months). A 1.3% cost of living adjustment and anticipated step increases are included.
2. **Fringe Benefits** - Health & Dental benefits are paid @ 90%, Life & Disability paid @100%, and Pension @15%. This line item reflects benefits for budgeted positions, based on current employee eligibility and coverage.
3. **Worker's Compensation** - Coverage is required by law. This line item includes coverage for Public Works staff. It has been increased to reflect re-classification of PW Director wages.
4. **Payroll Taxes** - This is the City's portion of Social Security and Medicare @ 7.65%.
5. **Total Personnel**
6. **Office Supplies** - General office supplies used by Public Works Department are charged to this line item.
7. **Postage** - This expense will cover general postage used by Public Works Department.
8. **Professional Services** - \$20,000 has been appropriated for completion of the integrated water resources management plan (IWRM) and/or other projects.
9. **Administrative Expense** - This line item includes mileage, parking, expense reimbursements and bid advertisements for the Public Works Department.
10. **Training & Staff Development** - Costs of ongoing training for public works staff, development courses, etc. These activities are typically one-day classes or seminars.
11. **Publications & Reports** - This line item covers books, manuals and publications for public works staff.
12. **Vehicle Fuel & Maintenance** – The City acquired a pick-up truck, a dump truck and a bobcat. Anticipated costs for fuel and maintenance are shown here.
13. **Building Maintenance** – Costs associated with building maintenance have been moved to non-departmental.
14. **Equipment Repair & Maintenance** – Repair costs of office and equipment and Public Works equipment are accounted for in this line item.
15. **Office Furnishings & Equipment** - Costs of furnishings & equipment to equip the Public Works Department at the Damascus Lane Annex are in this line item.
16. **Computer Hardware & Software** - Computer programs and miscellaneous computer hardware specific to the Public Works Director, Engineering Tech (or similar) and Administrative Specialist are shown in this line item.
17. **Membership Dues** - This line item includes organization memberships for the Public Works Director and Public Works' assigned staff.
18. **Conferences & Meetings** - This item includes Public Works staff's attendance at conferences and is based on a training plan. Most of this training is in state.
19. **Total Materials & Services**
20. **Capital Furniture & Equipment** – This line item reflects anticipated costs for equipment purchases including a small dump truck and screening for the compost pile.
21. **Capital Computer Equipment** - Computer equipment costs are included in non-departmental.
22. **Capital Facilities Improvements** – This amount is budgeted for facility improvements related to the Damascus Lane Annex.
23. **Total Capital Outlay**
24. **TOTAL REQUIREMENTS-** This represents total budgeted expenses for Public Works Department.



**DETAILED EXPENDITURES
GENERAL FUND
Court**

Historical Data			Expenditures	Budget for Next Year 11/12			
Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Preceding Year 08/09	Preceding Year 09/10	This Year 10/11					
1	85,182	93,654	1 Regular Employees	92,824	92,824	92,824	1
2	29,177	42,614	2 Fringe Benefits	43,260	43,260	43,260	2
3	146	255	3 Workmen's Comp	253	253	253	3
4	6,396	7,215	4 Payroll Taxes	7,151	7,151	7,151	4
5	0	120,901	5 Total Personnel	143,488	143,488	143,488	5
6	2,642	4,200	6 Office Supplies	4,190	4,190	4,190	6
7	1,517	950	7 Postage	1,150	1,150	1,150	7
8	28,551	29,079	8 Professional Services	30,705	30,705	30,705	8
9	2,530	3,000	9 Administrative Expense	3,600	3,600	3,600	9
10	0	1,650	10 Training & Staff Development	1,615	1,615	1,615	10
11	250	300	11 Publications & Reports	300	300	300	11
12	0	500	12 Equipment Repair & Maintenance	500	500	500	12
13	361	300	13 Office Furnishings & Equipment	350	350	350	13
14	0	0	14 Computer Hardware & Software	0	0	0	14
15	50	50	15 Membership Dues	50	50	50	15
16	1,042	2,000	16 Conferences & Meetings	2,000	2,000	2,000	16
17	13,951	15,265	17 State Unitary Assessment	14,000	14,000	14,000	17
18	659	788	18 State LEMLA Assessment	650	650	650	18
19	6,830	8,391	19 County Diversion Assessment	6,500	6,500	6,500	19
20	725	900	20 State Court Facilities Cost	1,650	1,650	1,650	20
21	0	59,108	21 Total Materials & Services	67,260	67,260	67,260	21
22		0	22 Capital Furniture & Equipment	0	0	0	22
23		0	23 Capital Computer Equipment	0	0	0	23
24	0	0	24 Total Capital Outlay	0	0	0	24
25	0	180,009	25 TOTAL REQUIREMENTS	210,748	210,748	210,748	25

Line numbers correspond to previous page budget form.

Line Item Descriptions - General Fund - Court

COURT was established as its own department in the 2009-10 Fiscal Year to better track expenses associated with the operation of the Court. Previously, these expenses were shown in the Administration and Finance Departments. 20% of the Finance Director's and 10% of the Accountant's salary and benefits are charged to this department.

1. **Regular Employees – 1.66 FTE Equivalent.** 1.0 Court Clerk, .38 Administrative Specialist serving as Court Clerk, .20 Finance Director, and .08 Accountant. A 1.3% cost of living adjustment and anticipated step increases are included.
2. **Fringe Benefits** - Health & Dental benefits are paid by the City @ 90%, Life & Disability paid @100%, and Pension @15%. This line item reflects benefits for budgeted positions based on current employee eligibility and coverage.
3. **Worker's Compensation** - Coverage is required by law. This line item includes coverage for administrative staff, council and limited volunteer coverage.
4. **Payroll Taxes** - This is the City's portion of Social Security and Medicare @ 7.65%.
- 5 **Total Personnel**
6. **Office Supplies** – General office supplies, citation books and specific supplies for court are included in this line item.
7. **Postage** - This expense will cover general postage used by the court.
8. **Professional Services** – This line item pays for electronic ticketing maintenance, court accounting program maintenance, Municipal Judge Services and interpreter services.
9. **Administrative Expense** - This line item includes miscellaneous administrative expenses such as mileage and expense reimbursements for court meetings.
10. **Training & Staff Development** - This account reflects the cost of one-day or short training seminars for court staff.
11. **Publications & Reports** - Costs for books, manuals and reports for the Municipal Judge and court staff are included in this line item.
12. **Equipment Repair & Maintenance** - Costs of equipment repair for court equipment are accounted for in this line item.
13. **Office Furnishings & Equipment** - Costs of furnishings & equipment for the court and deputies are included in this line item.
14. **Computer Hardware & Software** – No expense anticipated for 2011-12.
15. **Membership Dues** - This line item includes OACA membership (Court Clerk organization) for one Court Clerk.
16. **Conferences and Meetings** – Attendance of one court clerk at each of the two conferences will be expensed from this line item.
17. **State Unitary Assessment** –The state's portion (Unitary Assessment) of fines collected for traffic citations is expensed from this line item.
18. **State LEMLA Assessment** – The state's portion (LEMLA Assessment) of fines collected for traffic citations is expensed from this line item.
19. **County Diversion Fee Assessment** – Clackamas County's portion (Diversion Assessment) of fines collected for traffic citations is expensed from this line item.
20. **State Court Facilities Cost** – The state's portion of fines collected for State Court Facilities per ORS 137.309.
21. **Total Materials & Services Requirements**
22. **Capital Furniture & Equipment** - Court Department has no major projects scheduled.
23. **Capital Computer Equipment** - Computer equipment/enhancements for expansion are included in this line. Court Department has no major projects scheduled.
24. **Total Capital Outlay**
25. **TOTAL REQUIREMENTS-** This represents total budgeted expenses for Court Department



**DETAILED EXPENDITURES
GENERAL FUND
Non-Departmental**

Historical Data			Expenditures	Budget for Next Year 11/12					
Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Preceding Year 08/09	Preceding Year 09/10	This Year 10/11							
1	0	0	9,200	1	Public Outreach - Committee	6,890	6,890	6,890	1
2	6,414	7,416	10,305	2	Public Outreach	10,490	10,490	10,490	2
3	30,500	27,100	29,600	3	Newsletter	20,700	20,700	20,700	3
4	1,694	624	16,023	4	Unemployment Costs	19,344	19,344	19,344	4
5	13,800	14,450	13,700	5	Audit Contract	14,385	14,385	14,385	5
6	809,496	1,014,926	1,041,032	6	Law Enforcement Contract	1,072,263	1,072,263	1,072,263	6
7	19,447	16,205	22,800	7	Computer Service Contract	24,880	24,880	24,880	7
8	91,648	69,192	140,000	8	City Attorney Contract	160,000	160,000	160,000	8
9	0	0	7,500	9	Annexation Costs	7,500	7,500	7,500	9
10	885	5,197	20,000	10	Election Costs	20,000	20,000	20,000	10
11	9,561	7,851	10,000	11	Property & Casualty Insurance	10,200	10,200	10,200	11
12	4,143	4,130	5,200	12	Telephone	6,000	6,000	6,000	12
13	3,906	3,708	6,716	13	Utilities	7,057	7,057	7,057	13
14	10,542	6,205	6,270	14	Website Services	13,640	13,640	13,640	14
15	5,594	6,050	8,000	15	Copier Rental	8,400	8,400	8,400	15
16	53,137	52,675	55,550	16	Office Rental	56,110	56,110	56,110	16
17	408	920	1,444	17	Vehicle Fuel & Maintenance	1,230	1,230	1,230	17
18	4,845	6,945	5,500	18	Building & Grounds Maintenance	6,042	6,042	6,042	18
19	445	269	1,500	19	Equipment Repair & Maintenance	1,500	1,500	1,500	19
20	0	0	0	20	Trillium Creek Park Design	50,000	50,000	50,000	20
21	3,555	5,795	5,800	21	Emergency Preparedness	5,000	50,000	50,000	21
22	342	935	1,000	22	Office Furnishings & Equipment	6,000	6,000	6,000	22
23	10,305	13,101	8,550	23	Computer Hardware & Software	9,000	9,000	9,000	23
24	7,187	7,332	7,386	24	Membership Dues	7,389	7,389	7,389	24
25	5,455	5,075	6,500	25	Meeting Expense (Recording)	9,560	9,560	9,560	25
26	6,000	4,500	6,000	26	Cable TV Access (WFTV)	6,000	6,000	6,000	26
27	0	0	10,000	27	Interest Payment on TAN	5,000	5,000	5,000	27
28	0	0	0	28	Meals on Wheels	0	10,000	10,000	28
29	1,099,309	1,280,601	1,455,576	29	Total Materials & Services	1,564,580	1,619,580	1,619,580	29
30	8,304	0	0	30	Capital Computer Equipment	6,000	6,000	6,000	30
31	11,784	0	34,099	31	Cable TV Equipment	34,099	34,099	34,099	31
32	24,043	0	0	32	Capital Vehicle Purchase	0	0	0	32
33	0	289,899	1,227,286	33	Capital Land/Facilities Purchase	1,040,360	985,360	985,360	33
34	44,131	289,899	1,261,385	34	Total Capital Outlay	1,080,459	1,025,459	1,025,459	34
35	894,052	841,557	1,978,662	35	Transfer to Community Dev Fund	2,255,736	2,255,736	2,255,736	35
36	43,291	0	0	36	Transfer to Street Fund	0	0	0	36
37	937,343	841,557	1,978,662	37	Total Transfers	2,255,736	2,255,736	2,255,736	37
38	0	0	200,000	38	General Fund Contingency	200,000	200,000	200,000	38
39	0	0	250,000	39	Unappropriated Ending Fund Bal	250,000	250,000	250,000	39
40	2,080,783	2,412,057	5,145,623	40	TOTAL REQUIREMENTS	5,350,775	5,350,775	5,350,775	40

Line numbers correspond to previous page budget form.

Line Item Descriptions – General Fund – Non-Departmental

1. **Public Outreach Committee** - This line item accounts for Committee for Citizen Involvement (CCI) expenses such as citizen and neighborhood meetings, mailings to citizens and rental of facilities for citizen meetings.
2. **Public Outreach** - This line item funds the various public outreach activities associated with general government (GF) including the annual report, mailings, flash news, Survey Monkey, and iWorQ.
3. **Newsletter** – The City uses a monthly newsletter to inform its residents of services, meetings, planning activities, City events, staff responsibilities and topics of general interests. Monthly newsletter expenses are charged to this line item. Twelve newsletters are budgeted.
4. **Unemployment Costs** - It has been determined that it is cost effective, for now, to self-insure unemployment claims. This line item addresses this issue. Staff monitors this line item to insure it is in the best interest of the City to continue to self-insure.
5. **Audit Contract** - The City conducts an annual independent external audit of its accounting system. This line item funds the contract for audit services.
6. **Law Enforcement Contract** - The City contracts law enforcement services from Clackamas County Sheriff's Office. The contract remains the same (4.5 FTE). The estimated contract amount shows a 3% increase.
7. **Computer Service Contract** - This line item addresses the contract for maintenance and improvements to the computer network system. It has been increased in anticipation of additional costs related to implementation of planning software.
8. **City Attorney Contract** - All legal expenses are accounted for in this line item. This line has been increased based on history and projected projects requiring legal assistance.
9. **Annexation Costs** - The City encounters various expenses with an annexation to the City. This line item supports the processing of annexations. It is based on minimal anticipated annexations.
10. **Election Costs** - The City is responsible for special election expenses (elections other than primary or general elections). Each special election is anticipated to cost up to \$9000-\$10,000 depending on how many other agencies are on the ballot. The City is now required to have voter approval for fees and charges. Also, citizen submitted initiatives have timelines that must be met and often require a special election. Two special elections have been budgeted.
11. **Property & Casualty Insurance** - Property and liability insurance costs are projected to increase slightly.
12. **Telephone** - Telephone expenses associated with GF staff are charged to this line item. Budget is based on historical costs and projected costs for Damascus Lane Annex.

13. **Utilities** - Electricity and Natural Gas expenses are split between GF and CDF with the GF's share shown in this line item. This line has been increased due to projected increases in energy costs.
14. **Website Services** - Website enhancements and additions, hosting and troubleshooting are charged to this line item.
15. **Copier Rental** – This line item pays for general fund department's portion of the lease and use of three copiers. Demand for copying has increased and will continue to increase due to planning and public outreach efforts.
16. **Office Rental** - This line item accounts for the GF's share of the office rent. GF and CDF split the costs.
17. **Vehicle Fuel & Maintenance** – Expenses associated with the operation and maintenance of the City's one automobile (Prius) will be expensed to this line item.
18. **Building & Grounds Maintenance** – The City contracts building maintenance service with Clackamas County's Community Solutions Program. This line item accounts for this service and other building maintenance issues that are the responsibility of the City (fire extinguisher inspections, lighting, door locks, etc).
19. **Equipment Repair & Maintenance** - Minor equipment repairs and maintenance are addressed with this account.
20. **Trillium Creek Park Design** – CCI representatives approached City Council with a recommendation for the City to build Trillium Creek Park in cooperation with North Clackamas Parks and Recreation District (owners of the land). This line item will fund public outreach, design and engineering for plans to build the park. A request for proposal will be issued for this work. Council will award the contract. Details of construction, maintenance and other long-term issues with the park will be identified in an Intergovernmental Agreement approved by City Council prior to any expenditure.
21. **Emergency Preparedness** – This line item accounts for funds to cover emergencies and emergency preparedness activities. Planned activities include further equipping the City's emergency operations center, continuity of operations plan, shelter plan development, emergency power and communications.
22. **Office Furnishings & Equipment** - This line item's purpose is to fund various minor furnishings and equipment purchases.
23. **Computer Hardware & Software** – This line item now includes most anticipated hardware and software additions, some of which were formerly included in various department budgets. A master replacement plan has been developed to identify anticipated workstation and server replacement needs. Items specific to a department will be shown in that department.
24. **Membership Dues** - General membership dues are assigned to this line item, i.e. League of Oregon Cities dues.
25. **Meeting Expense** - This line item funds the recording of Council meetings and duplications of the recordings. Additional expense is expected to cover Comprehensive Plan hearings.
26. **Cable TV Access** - The City has a contract with Willamette Falls TV to telecast Council meetings and other services that are charged to this line item.

27. **Interest Payment on TAN (tax anticipation note)** – This line item addresses paid interest previously recorded in the TAN FUND, which was abolished during the 2010-11 budget process. Property taxes are not received until November. The City must operate with funds carried forward from the previous year or borrow money. Interest expenses on a tax anticipation note would be accounted for here.
28. **Meals on Wheels** – This line item was added by the Budget Committee on 5/5/11, to provide funding for Meals on Wheels programs.
29. **Total Materials & Services**
30. **Capital Computer Equipment** – This account has been added to cover capital (over \$10,000) computer costs.
31. **Cable TV Equipment** - The cable franchises provided PEG (public, education and government) revenue for the City to purchase recording equipment. This line item is dedicated to purchase equipment for a recording system for Council and other meetings. PEG fees were not approved at the November 2008 election and were stopped shortly thereafter. Comcast had fronted \$45,000 in PEG fees to help the City get started with equipment with the agreement that they would retain the PEG fees collected until they re-cooped the \$45,000. The City had to repay \$11,783 of this amount due to discontinuance of the PEG fees. The balance, along with what was collected from the Clear Creek franchise, remains in this line item for equipment purchases.
32. **Capital Vehicle purchase** – No purchases are planned for this budget year.
33. **Capital Land/Facilities Purchase** - This line item is established to provide City Council the opportunity to purchase land and facilities, and to build the Trillium Creek Park. All projects will require City Council approval. City Council adopted a fund balance policy that designates the Budget Committee the authority to fund this line item to the extent possible after funding operations for the City.
34. **Total Capital Outlay**
35. **Transfer to Community Development Fund** - The majority of revenues are received into the GF and transferred to other funds as required/budgeted. A list of projects and budget were developed for the CDF. Grants were researched, applications were made and grant revenue estimated. The balance of revenue needed is reflected in this transfer.
36. **Transfer to Street Fund** - Transfers of GF Revenue to Street Fund for transportation projects is shown in this line item.
37. **Total Transfers**
38. **General Fund Contingency** - Contingency is for unforeseen expenditures and requires Council approval. After evaluating risks and other budget requirements, this line item remains the same.
39. **Unappropriated Ending Fund Balance** – This amount is set aside in the budget to be used as a cash carryover to the next year's budget - budgeted to remain the same. The City can only access this funding during the 2011-12 fiscal year if there is a disaster.
40. **TOTAL REQUIREMENTS** - This represents total budgeted expenses for Non-Departmental.



**RESOURCES
COMMUNITY DEVELOPMENT
FUND**

	Historical			RESOURCES	Budget for Next Year 11/12			
	Actual		Adopted Budget This Year 10/11		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 08/09	Preceding Year 09/10						
1	393,543	0	0	1 Metro CET Grant \$524,724	0	0	0	1
2	31,451	18,938	0	2 Federal Transportation Grant	0	0	0	2
3	225,000	0	0	3 DLCD TA Grant	0	0	0	3
4	1,000	0	0	4 TGM Dev Code Grant	0	0	0	4
5	0	62,366	0	5 OWCR Water Cons & Reuse Grant	0	0	0	5
6	0	27,607	20,000	6 DEQ 319 Grant	0	0	0	6
7	0	0	29,992	7 SARE Grant	29,992	29,992	29,992	7
8	650,994	108,911	49,992	8 Total Grant Revenue	29,992	29,992	29,992	8
9	383	0	0	9 Interest Income	0	0	0	9
10	250	1,256	0	10 Miscellaneous Income	0	0	0	10
11	633	1,256	0	11 Total Other & Misc Revenue	0	0	0	11
12	894,052	841,557	1,978,662	12 Transfer from General Fund	2,255,736	2,255,736	2,255,736	12
13		156,041		13 Beginning Fund Balance	0	0	0	13
14	1,545,679	1,107,765	2,028,654	14 TOTAL COMMUNITY DEV REVENUE	2,285,728	2,285,728	2,285,728	14

Line numbers correspond to previous page budget form.

Line Item Descriptions – Community Development Fund Revenue

1. **Metro CET Grant** – 75% of this grant revenue was received in the 08/09 fiscal year. 25% of the revenue will be received at some time in the future based on the completion of the Development Code, but is not budgeted.
2. **Federal Transportation Grant** – The \$1 million Federal Transportation Planning Grant continues to be earmarked for Damascus. Projects covered by this grant began in the 08-09 fiscal year. Originally, it was unclear if the money would pass through the City's budget. The decision was made that the grant would be administered by ODOT thus foregoing the need to show it in the City's budget. The Public Works Director now serves on the Steering Committee that manages the scope, consultants and work orders. It is being used for transportation-related planning projects including the Hwy 212 project. The City will receive some level of reimbursement once the TSP is back up and running. Due to the uncertainties of this reimbursement, it has not been budgeted.
3. **DLCD Technical Assistance Grant** – This is a technical assistance grant from Department of Land Conservation and Development for public facility planning. This grant has been completed and is shown for historical purposes only.
4. **TGM: Development Code Grant** - Technical Assistance Grant from the DLCD for the development code project. The project has been completed and is shown for historical purposes only.
5. **OWCR - Oregon Water Conservation & Reuse Grant** - This completed grant addressed a water reuse feasibility study for East Damascus and is shown for historical purposes.
6. **DEQ 319 Grant** - A grant for the development of a pilot scale storm water master planning process with an ecosystem services approach for the Rock Creek Basin. This grant was added during the 2009-10 fiscal year with a portion of the grant being received in 2009-10 and 2010-11. The project was completed in 2010-11 and is shown for historical purposes.
7. **SARE Grant - Western Region Sustainable Agriculture Research and Education Grant** – This specific purpose grant of \$29,992 has been secured to develop a toolkit to assist farmers to support a sustainable regional foodshed.
8. **TOTAL GRANT REVENUE**
9. **Interest Income** - The City invests its unspent revenue in the State LGIP (Local Government Investment Pool). This line item accounts for anticipated interest attributed to Community Development Fund. Both grants and transfers are immediately paid out so no interest is budgeted. In the future, interest may be earned from grants or other revenue sources held by the City.
10. **Miscellaneous Income** - Any miscellaneous revenue, i.e. sponsorship and donations, etc.
11. **Total Other & Miscellaneous Revenue** - General Fund receives most City revenues and then transfers budgeted amounts to other funds.
12. **Transfer from General Fund** – The SARE grant of \$29,992 is the only grant anticipated in the 2011-12 fiscal year so the majority of funds will be transferred from GF to fund Community Development activities.
13. **Beginning Fund Balance** – This line item represents revenues and expenses that were recognized in the year-end financial statements for June 2010.
14. **TOTAL COMMUNITY DEVELOPMENT REVENUE** - This represents total budgeted revenue for the Community Development Fund.



**DETAILED EXPENDITURES
COMMUNITY DEVELOPMENT FUND
Planning**

	Historical Data			Expenditures	Budget for Next Year 11/12			
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 08/09	Preceding Year 09/10	This Year 10/11					
1	325,639	350,836	397,054	1 Regular Employees	414,387	414,387	414,387	1
2	91,792	93,627	114,693	2 Fringe Benefits	133,365	133,365	133,365	2
3	987	590	1,186	3 Workmen's Comp	1,232	1,232	1,232	3
4	24,924	26,544	30,558	4 Payroll Taxes	31,883	31,883	31,883	4
5	443,342	471,597	543,491	5 Total Personnel	580,867	580,867	580,867	5
6	6,996	3,790	5,000	6 Office Supplies	5,000	5,000	5,000	6
7	899	491	2,000	7 Postage	2,000	2,000	2,000	7
8	1,093	0	1,000	8 Advertising/Notices	1,000	1,000	1,000	8
9	1,756	1,826	4,000	9 Mapping Services	31,240	31,240	31,240	9
10	642,934	165,456	229,992	10 Professional Services	503,100	503,100	503,100	10
11	3,279	1,410	3,000	11 Administrative Expense	3,000	3,000	3,000	11
12	4,335	3,194	4,500	12 Training & Staff Development	4,400	4,400	4,400	12
13	1,441	1,171	600	13 Publications & Reports	600	600	600	13
14	0	0	250	14 Equipment Repair & Maintenance	250	250	250	14
15	860	1,356	1,000	15 Office Furnishings & Equipment	6,000	6,000	6,000	15
16	5,493	7,369	120,500	16 Computer Hardware & Software	136,500	136,500	136,500	16
17	1,538	1,642	2,607	17 Membership Dues	3,677	3,677	3,677	17
18	6,294	4,284	7,000	18 Conferences & Meetings	5,450	5,450	5,450	18
19	0	5,294	19,000	19 Planning Commission	19,000	19,000	19,000	19
20	676,918	197,283	400,449	20 Total Materials & Services	721,217	721,217	721,217	20
21	0	0	0	21 Capital Furniture & Equipment	0	0	0	21
22	0	0	0	22 Capital Computer Equipment	6,000	6,000	6,000	22
23	0	0	0	23 Total Capital Outlay	6,000	6,000	6,000	23
24	1,120,260	668,880	943,940	24 TOTAL REQUIREMENTS	1,308,084	1,308,084	1,308,084	24

**DETAILED EXPENDITURES
COMMUNITY DEVELOPMENT FUND
Engineering**

	Historical Data			Expenditures	Budget for Next Year 11/12			
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 08/09	Preceding Year 09/10	This Year 10/11					
26	168,116	301,540	812,000	26 Professional Services	702,000	702,000	702,000	26
27	287	0	0	27 Publications & Reports	0	0	0	27
28	2,000	1,500	0	28 Computer Hardware & Software	0	0	0	28
29	170,403	303,040	812,000	29 Total Materials & Services	702,000	702,000	702,000	29
30	170,403	303,040	812,000	30 TOTAL REQUIREMENTS	702,000	702,000	702,000	30

Line numbers correspond to previous page budget form.

Line Item Descriptions - Community Development – Planning Department

1. **Regular Employees** – 6.5 FTE. Includes salaries for 1.0 Community Development Director, 1.0 Senior Planner, 2.0 Associate Planners, .5 temporary Associate Planner, 1.0 Admin Specialist and 1.0 GIS Tech. A 1.3% cost of living adjustment and anticipated step increases are included.
2. **Fringe Benefits** - Health & Dental benefits are paid @ 90%, Life & Disability paid @ 100%, and Pension @15%. This line item reflects benefits for budgeted positions based on current employee eligibility and coverage.
3. **Workmen's Comp** - Coverage is required by law. This line item is based on estimated wages.
4. **Payroll Taxes** - This is the City's portion of Social Security and Medicare @ 7.65% of estimated wages.
5. **Total Personnel**
6. **Office Supplies** - General office supplies used by the Planning Department are in this line item.
7. **Postage** - This expense will cover general postage used the by Planning Department.
8. **Advertising/Notices** - Costs attributed to the Planning Department's meeting notices are in this line item.
9. **Mapping Services** - This line item includes mapping related expenses i.e. landslide susceptibility study, RLIS, updates to tax assessor lists, Clackamas County Plan Map, transferring maps from consultants to the City, new zoning and plan map software and other miscellaneous map costs.
10. **Professional Services** – Contracted services for planning activities are required to fulfill several requirements of the Comprehensive Plan process. Planned projects include the following: planning for phasing of near term infrastructure, grants funding strategy, GIS and data management support, ecosystem services implementation plan and sustainability planning,
11. **Administrative Expense** - This line item includes miscellaneous planning expenses such as mileage reimbursements and recruitment ads.
12. **Training & Staff Development** - This account reflects the costs of training Planning staff. Typically these are short one-day development courses, seminars, classes etc. It also includes staff training on new and existing computer software programs.
13. **Publications & Reports** - Costs for trade magazines, manuals and reports are in this line item.
14. **Equipment Repair & Maintenance** – Costs for minor equipment repair in Planning Dept are included in the line.
15. **Office Furnishings & Equipment** - Costs of incidental furnishings & equipment for the Planning Department are included in this line item as well as replacements. Re-configuration of the front office is split with the general fund with Planning's portion shown in this line item.
16. **Computer Hardware & Software** - The planning software project budgeted in 2010-11 has been delayed and is now moved forward into the 2011-12 fiscal year. This line item includes anticipated hardware and software costs for establishing a current Planning Department.

17. **Membership Dues** - This line item includes organization memberships for Planning staff. The level of appropriation is set based on a membership plan.
18. **Conferences & Meetings** - This item includes Planning staff attendance at conferences & meetings.
19. **Planning Commission** – The City formed a Planning Commission during the 09-10 fiscal year. Expenses will be incurred with the Planning Commission including training, supplies and minor equipment. Televising meetings on cable television is included.
20. **Total Materials & Services**
21. **Capital Furniture & Equipment** - Major furniture & equipment for Planning Department is tracked here.
22. **Capital Computer Equipment** - Computer equipment/enhancements for expansion are included in this line.
23. **Total Capital Outlay**
24. **TOTAL REQUIREMENTS** - This represents total budgeted expenses for CDF Planning.

Line Item Descriptions – Community Development – Engineering

The City will continue contracting engineering services for the 2010-11 fiscal year.

26. **Professional Services** - Contracted services for engineering are in this line item.

The 2011-12 budget was established to address the following issues and projects:

- General engineering support coordination and project management. Management of engineering department and work requested of engineering
- Development review, support as plan review transitions to Damascus
- Engineering support for selection and negotiation with critical service providers
Coordination of master plan scoping and budgeting with service providers
- Development review, support for Damascus staff as plan review transitions to Damascus
- Wastewater master plan and capital plan (system wide master planning)
- Wastewater collection system pre-design (West Damascus, on call)
- Reuse master plan and capital plan
- Water master plan and capital plan
- Stormwater master plan and capital plan
- Stormwater system pre-design (West Damascus, on call).
- Infrastructure planning (PFP implementation in support of comp plan), public involvement.

27. **Publications & Reports** - No expenses anticipated this year.
28. **Computer Hardware & Software** - No specific expenses for engineering planned this year.
30. **TOTAL REQUIREMENTS** - This represents total budgeted expenses for the Engineering Department.

This Page Intentionally Blank



**DETAILED EXPENDITURES
COMMUNITY DEVELOPMENT
Non-Departmental**

	Historical Data			Expenditures	Budget for Next Year 11/12			
	Actual		Adopted Budget This Year 10/11		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 08/09	Preceding Year 09/10						
1	27,184	28,309	39,460	1 Public Outreach	39,460	39,460	39,460	1
2	4,143	4,204	4,500	2 Telephone	6,000	6,000	6,000	2
3	3,906	3,708	3,672	3 Utilities	3,400	3,400	3,400	3
4	5,594	6,234	12,000	4 Copier Rental	12,600	12,600	12,600	4
5	51,941	52,675	55,550	5 Office Rental	56,110	56,110	56,110	5
6	1,831	1,831	1,832	6 Plotter Lease	1,832	1,832	1,832	6
7	4,191	5,500	5,500	7 Building & Grounds Maintenance	6,042	6,042	6,042	7
8	185	185	200	8 Equipment Repair & Maintenance	200	200	200	8
9	98,975	102,646	122,714	9 Total Materials & Services	125,644	125,644	125,644	9
10	0	0	150,000	10 Community Dev Fund Contingency	150,000	150,000	150,000	10
11	98,975	102,646	272,714	11 TOTAL REQUIREMENTS	275,644	275,644	275,644	11

Line numbers correspond to previous page budget form.

Line Item Descriptions – Community Development – Non-Departmental

1. **Public Outreach** - This account tracks expenditures for all public outreach related to planning activities. Production and mailing of planning newsletters, postcards and letters along with website ENEWS and community meeting expenses are identified projects. As the completion of the Comprehensive Plan nears the City plans regular and frequent direct communications with its citizens.
2. **Telephone** - Telephone expenses are split with the GF. The Community Development Fund portion is charged to this line item.
3. **Utilities** - Electricity and Natural Gas expenses are split between GF and CDF. This amount is based on expense history and estimate rate increases.
4. **Copier Rental** - Demand for copying has increased significantly and will increase in 2011-12 due to the planning work. This budget amount was set based on expense history, community information and activities planned for 2011-12.
5. **Office Rental** – This line item is budgeted based on expense history and in consideration of Community Development’s share of the building rental costs.
6. **Plotter Lease** – This line item represents the annual cost of the plotter 3-year lease. The final payment will be made in 2010-11 fiscal year, and either a new lease will be negotiated or the current lease will be bought out.
7. **Building & Grounds Maintenance** – Janitorial services, repairs and maintenance that are the City’s responsibility for the facility are accounted for in this line item. The costs are split with the GF.
8. **Equipment Repair & Maintenance** - Minor Planning Department equipment repairs and maintenance are addressed in this line item.
9. **Total Materials & Services**
10. **Community Development Fund Contingency** – This contingency is for unforeseen expenditures specific to the CDF. This level of appropriation has been set in consideration of uncertainty with the planning projects. Council approval is required for the use of contingency funds.
11. **TOTAL REQUIREMENTS** - This represents total budgeted expenses for CF Non-Departmental.

Line numbers correspond to previous page budget form.

Line Item Descriptions – Road Fund

Expenses

1. **Professional Services** - Contracted services for the engineering and construction oversight of identified road projects is shown in this line item. Planned projects include: transportation planning support, Regional Transportation Plan update support, on call roadways/general engineering support, Roadways/Royer Road design, Roadways/next high priority roadway study and Roadways/County transfer-asset management.
2. **Road/Signage Maintenance** - Costs of road and signage maintenance projects along with new road signs are reflected in this line item. Projects for 2011-12 include street signage, culvert & inlet cleaning, street sweeping and the next phase of slurry sealing.
3. **Footpaths & Bicycle Trails** – The City is required to allocate 1% of State Gas Tax Revenue for footpaths and bicycle trails.
4. **Total Road Fund Expenses**
5. **Prioritized Road Projects** - A list of prioritized road projects were developed and approved by City Council. Royer Road Connection Study is underway and depending on the identified solution and cost, City Council may address the connection issue.
6. **Undetermined Road Projects** – The Public Works Director has been tasked with developing Road Fund projects. This line item will provide the City the opportunity to move forward with a project yet to be developed. The Public Works Director will develop the project and then seek Council approval prior to proceeding.
7. **Total Capital Projects**
8. **Unappropriated Ending Fund Balance** – All funds have been appropriated so there is no budget amount in this line item.
9. **TOTAL REQUIREMENTS** - This represents total budgeted expenses for the Road Fund.

Revenues

10. **State Gas Tax** - The City's share of the apportionment of State Highway Fund revenue is reflected in this line item. Anticipated revenue has stabilized as a result of the 2009 Transportation Package (HB2001) which provided a phased-in increase in revenue to cities from the State Gas Tax that began 1/1/2011, increases in vehicle title and registration fees, and weight-mile fees paid by truckers.
11. **Interest Income** - Interest attributable to Road Fund are reflected in this line item.
12. **Beginning Fund Balance** - The BFB is the estimated sum of unexpended funds from the previous year plus the difference between budgeted and actual revenues.
13. **TOTAL RESOURCES** - All anticipated resources for the Road Fund in 2011-12 balanced to total anticipated appropriations result in a balanced budget.



**DETAILED
REQUIREMENTS/ RESOURCES
STREET FUND**

	Historical Data				Budget for Next Year 11/12				
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Preceding Year 08/09	Preceding Year 09/10	This Year 09/10						
				Expenses					
1	1,581	0	0	1	Professional Services	0	0	0	1
2	1,913	0	0	2	City Road Signage	0	0	0	2
3	3,494	0	0	3	Total Street Fund Expenses	0	0	0	3
4	0	0	0	4	Undetermined Street Projects	0	0	0	4
5	0	0	0	5	Total Capital Projects	0	0	0	5
6	0	0	166,887	6	Unappropriated Ending Balance	166,565	166,565	166,565	6
7	3,494	0	166,887	7	TOTAL REQUIREMENTS	166,565	166,565	166,565	7
					Revenues				
8	23,891	0	0	8	Franchise Fees - Verizon Phone	0	0	0	8
9	45,471	0	0	9	Franchise Fees - Comcast Cable	0	0	0	9
10	204	0	0	10	Franchise Fees - Clear Creek	0	0	0	10
11	0	0	0	11	Franchise Fees - Verizon Cable	0	0	0	11
12	53,368	942	0	12	Franchise Fees - Solid Waste	0	0	0	12
13	1,137	1,015	1,050	13	Interest Income	666	666	666	13
14	43,291	0	0	14	Transfer from General Fund	0	0	0	14
15	0	163,867	165,837	15	Beginning Fund Balance	165,899	165,899	165,899	15
16	167,362	165,824	166,887	16	TOTAL RESOURCES	166,565	166,565	166,565	16

Line numbers correspond to previous page budget form.

This Fund holds the franchise fees (plus interest) collected between the time the voters passed a measure requiring the referral of telephone, cable and solid waste franchise fees to the voters (March 2008) and the time fee collection was discontinued. No projects have been budgeted for 2010-11.

Line Item Descriptions – Street Fund

Expenses

- 1. Professional Services** - No projects
- 2. City Road Signage** - No projects
- 3. Total Street Fund Expenses**
- 4. Undetermined Street Projects** - No projects
- 5. Total Capital Projects**
- 6. Unappropriated Ending Balance** – All revenues for the Street Fund are held in this line item until City Council re-addresses discontinued franchise fees. This amount includes franchise fees, plus interest, collected between the time the City implemented the telephone, cable and solid waste franchise fees and the time collection was discontinued.
- 7. TOTAL REQUIREMENTS** - This represents total budgeted expenses for the Street Fund.

Revenues

- 8. Franchise Fees – Verizon Telephone** – Verizon previously paid a 7% franchise fee of gross revenues for use of City right-of-ways. The franchise fee was discontinued as the result of the November 2008 election.
- 9. Franchise Fees - Comcast Cable** – Comcast previously paid a 5% franchise fee of gross revenues for use of City right-of-ways. The franchise fee was discontinued as the result of the November 2008 election.
- 10. Franchise Fees - Clear Creek** – Clear Creek previously paid a 5% franchise fee of gross revenues for use of City right-of-ways. The franchise fee was discontinued as the result of the November 2008 election.
- 11. Franchise Fees - Verizon Cable** - Verizon was scheduled to pay a 5% franchise fee of gross revenues for use of City right-of-ways. This franchise fee was contingent upon voter approval. The franchise fee was not enacted as the result of the November 2008 election.
- 12. Franchise Fees - Solid Waste** – The two solid waste haulers in the City previously paid a 5% franchise fee for use of City right-of-ways in performing their operations. The franchise fee was discontinued as the result of the November 2008 election.
- 13. Interest Income** – Interest income earned on Street Funds is accounted for on this line.
- 14. Transfer from General Fund** – Revenue transferred from GF to Street Fund is shown in this line item. No transfers are budgeted.
- 15. Beginning Fund Balance** – This line item represents funds dedicated to the Street Fund that were collected in previous years.
- 16. TOTAL RESOURCES** – This line item represent total resources dedicated to the Street Fund.



**DETAILED
REQUIREMENTS/RESOURCES
PARKS CAPITAL
PROJECT FUND**

	Historical Data				Budget for Next Year 11/12				
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Preceding Year 08/09	Preceding Year 09/10	This Year 10/11						
				Expenses					
1	0	0	724,997	1	Land Purchase	724,997	724,997	724,997	1
2		0	724,997	2	TOTAL REQUIREMENTS	724,997	724,997	724,997	2
				Revenues					
3	0	0	724,997	3	Metro Open Space Grant	724,997	724,997	724,997	3
4	0	0	724,997	4	TOTAL RESOURCES	724,997	724,997	724,997	4

Line numbers correspond to previous page budget form.

Line Item Descriptions – Parks Capital Projects Fund

Expenses

1. **Land Purchase \$724,997** – The full amount anticipated for Open Space/Park land purchases is budgeted in this line item.
2. **TOTAL REQUIREMENTS**

Revenues

3. **Metro Open Space Grant \$724,997** - The City's portion of Metro's Open Space Bond is accounted for in this line item and is dedicated to the purchase of open space/park land. The grant will be received once Metro and the City concur on property for acquisition and the acquisition is ready to occur. The project to purchase property is underway and is expected to be completed in fiscal year 2011-12. The City has until March 31, 2012, to make the purchase(s) unless an extension is granted.
4. **TOTAL RESOURCES**

Glossary of Budget Terms

Ad Valorem Tax - A tax based on the assessed value of taxable property.

Adopted Budget - Financial plan adopted by the governing body forming the basis for appropriations.

Appropriation - Authorization for spending a specific amount of money for a specific purpose during a specific period of time. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body (ORS 294.311 [3]).

Approved Budget - The financial plan agreed upon by the Budget Committee.

Assessed Valuation - A value that is established for real or personal property for use as a basis for allocation of property tax levies.

Ballot Measure 5 - Amends the Oregon Constitution, approved by voters in 1990, and limits property tax rates.

Ballot Measure 37 - A state law adopted by Oregon voters during the November 2004 General Election. Measure 37 requires governments to provide just compensation for land use regulations that reduce the Fair market value of property if the regulations were adopted after the owner acquired the property. The government that adopted the regulation may choose to remove, modify or not apply a regulation instead of paying compensation. On February 19, 2008, the City of Damascus repealed Chapter 1.20 of the City's Municipal Code that implemented Measure 37.

Ballot Measure 49 - On November 6, 2007, Oregon voters approved a legislative re-write of Measure 37 titled Measure 49. Measure 49 took effect on December 6, 2007. The Oregon Department of Land Conservation and Development (DLCD) is authorized under Measure 49 to evaluate existing Measure 37 claims. Measure 37 claims are those claims submitted to the State on or before June 28, 2007. Claims received after June 28, 2007, will be treated as new Measure 49 claims and must be based on land use regulations adopted after January 1, 2007.

Ballot Measure 50 - A legislative re-write of Measure 47 passed by a majority of voters in May 1997. This measure limits property taxes by rolling back the 1997-98 assessed value of each property to 90% of its 1995-96 value and limiting value and tax growth to 3% per year. Exceptions are made for new construction, subdivisions and rezoning. Bonded debt is also exempt. Statewide property taxes imposed in 1997-98 were reduced 17% but actual reductions varied with the taxing district. This measure also established permanent tax rates to replace ad valorem tax levies. Serial levies were incorporated in the permanent tax rates as well.

Bonds - A written contract for payment of a sum of money at a future date with interest paid at an agreed rate on a set schedule. Governments typically use bonds to finance long-term capital improvements.

Budget - The local government's financial plan for one fiscal year.

Budget Calendar - The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

Budget Committee - Fiscal planning board of a local government consisting of the governing body plus an equal number of legal voters appointed by the City Council.

Budget Message - Written explanation of the budget and the local government's financial priorities. It is prepared and presented by the budget officer of the governing body (ORS 294.391).

Budget Officer - Person appointed by governing body to assemble budget material and information and to oversee preparation of the proposed budget (ORS 294.331).

Capital Outlays - Expenditures that result in acquisition of or addition to fixed assets.

Chart of Accounts - A numbering system that categorizes various financial information into a logical structure which is the basis and foundation for financial reporting.

Contingency - A non-expendable appropriation category to cover unforeseen events which occur during the budget year. The City Council must approve all transfers from Contingency.

Contracted Services - Services rendered under contract by persons who are not on the payroll of the jurisdiction, including all related expenses covered by the contract.

Debt Service - Payment of principal and interest on borrowed funds.

Expenditure - The incurring of a liability or the payment of cash for the acquisition of a good or service.

Fiscal Year - A 12-month period to which the annual operating budget applies. At the end of the period, a government determines its financial position and the results of its operations. It is July 1 through June 30 for the City of Damascus.

Fringe Benefits - Non-salary compensation provided to employees in accordance with State and Federal law and/or City policy. Benefits include pension plans (including Social Security), medical, dental, vision, life, short and long-term disability insurance, and paid time off (PTO).

Full-time Equivalent (FTE) - The ratio of time spent in any position to that of a full-time position. An employee working full-time for one year is 1.0 FTE; an employee working 6 months is .5 FTE.

Fund - A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes; all segregated for specific, regulated activities and objectives.

Fund Balance - Resources remaining from prior year which are available to be budgeted in the current year.

General Fund - A fund used to account for activities for which specific types of funds are not required. It is the principal operating fund for the City.

General Obligation Bonds - Voter-approved types of municipal bonds where principal and interest are secured by the full faith and credit of the issuer and usually supported by either the issuer's unlimited or limited taxing power.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting. These standards govern the form and content of the City's financial statements.

Grant - Contributions or gifts of cash or other assets from another government to be used or spent for a specified purpose, activity or facility.

Interfund Transfers - Amounts moved from one fund to another. Transfers are not expenditures and must be appropriated for expenditures in the fund receiving the cash transfer.

Internal Control - A procedure to ensure that the assets of the City are protected from loss, theft or misuse and that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with Generally Accepted Accounting Principles.

Levy - Amount of tax imposed by a local government for the support of governmental activities.

Line Item - The category in a budget, chart of accounts or financial statement which represents an account used to record transactions for a particular type of income, expense, asset or liability.

Major Expenditure Category - One of eight classifications of spending including personal services, materials & services, debt service, capital outlay, interfund transfers, contingency, unappropriated ending fund balance and reserves.

Materials & Services - A major expenditure category including contractual expenditures, consumable materials, supplies, operating costs and other services.

Modified Accrual Basis of Accounting – The City uses this method of accounting. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become available and measurable; expenditures are recognized in the accounting period in which the fund liability is incurred except for unmatured interest on general long-term debt, which is recognized when due.

Organizational Unit - Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as department, office or division).

Pass-through - Money given to a government or organization with a condition that it be given (passed-through) to another government or organization.

Personal Services - A budget category which includes salaries and wages, overtime, part-time pay and fringe benefits.

Proposed Budget - Financial and operating plan prepared by the Budget Officer. It is submitted to the public and the Budget Committee for review.

Requirements - The total of all expenditures within a fund including operating expenditures, transfers to other funds, contingencies and unappropriated fund balance.

Reserve Fund - Established to accumulate money for a specific purpose such as purchase of new equipment (ORS 280.100).

Resolution - A formal order of a governing body. A resolution has lower legal status than an ordinance.

Revenues - Money received or anticipated by a local government from either tax or non-tax sources.

Special Revenue Fund - A fund used to account for specific revenue sources that are restricted to expenditures for designated purposes.

Supplemental Budget - A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax levy (ORS 294.480). Supplemental budgets require public hearings, notices and adoption by governing body.

Tax Levy - Total amount of taxes imposed by a local government unit.

Tax Rate - The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed valuation of taxable property. Damascus has the authority to tax up to a rate of \$3.88/\$1,000 of assessed value.

Transfers - Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund (ORS 294.450).

Unappropriated Ending Fund Balance - Amount set aside in the budget to be used as a cash carry-over to the next year's budget. It provides the local government with cash until tax money is received from the County Treasurer in November. This amount cannot be transferred by resolution or through a supplemental budget (ORS 294.371).