2016-17 CITY OF CANBY ADOPTED BUDGET

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INTRODUCTION

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City of Canby, Oregon

Budget Committee

June 30, 2016

Budget Committee Members	
Member	**Term Ends**
Gwendolyn Polgar	June 30, 2016
Eric Humphreys	June 30, 2017
Jason Padden	June 30, 2017
Jack Pendleton	June 30, 2018
OPEN (Urban Renewal Only)	June 30, 2018
Kathleen Kelso	June 30, 2018
Robert Backstrom	June 30, 2019
Councilor Tim Dale	December 31, 2016
Councilor Clint Coleman	December 31, 2016
Councilor Traci Hensley	December 31, 2016
Councilor Tracie Heidt	December 31, 2018
Councilor Greg Parker	December 31, 2018
Councilor Todd Rocha	December 31, 2018

Brian Hodson, Mayor

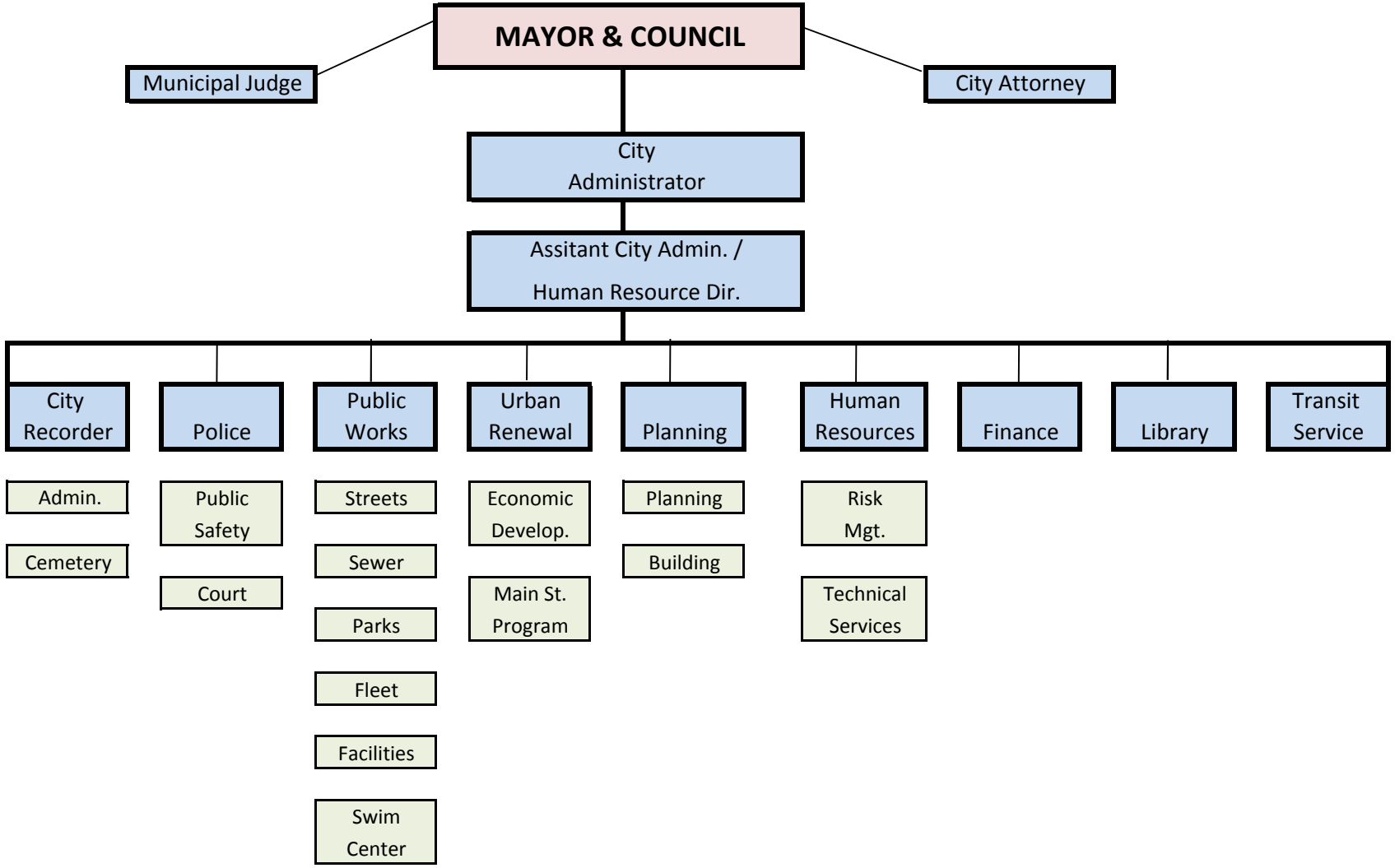
Rick Robinson, City Administrator

Haley Fish, Finance Director

City of Canby PO Box 930 Canby, OR 97013

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

CITY OF CANBY ORGANIZATIONAL CHART - 2016-2017



CITY OF CANBY
CITY COUNCIL VALUES AND GOALS

VALUES

***Fiscal Responsibility and Financial Stability* – We constantly strive for the proper use of public funds and resources. We are prudent in our fiscal policies and practices as we plan for long-term financial sustainability within the City.**

***Honesty, Ethics, Accountability* – We adhere to the highest standards of honesty, ethical conduct and accountability that inspire public confidence and trust. These are the foundations of public trust and confidence.**

***Livability* – As a City we honor the importance of maintaining the small town feel while continuing to address economic development, housing, parks, long-term planning, public safety and transportation.**

***Inclusive Community* – We are committed to open communication and outreach to engage all segments of the community.**

***Exceptional Service* – We are dedicated to providing exceptional customer service and delivery of public services to our whole community.**

GOALS

Community

- Maintaining a small town feel as we grow
- Manage growth in a responsible and measurable manner, while continuing to improve the quality of life of our citizens
- Continue to enhance communication between City Hall and citizens in and around the City of Canby, including use of electronic and social media
- Integrate the adopted Community Vision Plan throughout City Goals, plans, and communications

Growth and Economic Development

- Identify and implement strategies for attracting additional tenants to industrial parks
- Identify and implement strategies for improving overall health of the business community
- Collaborate with Clackamas County Tourism and Event Center to encourage increased cultural and commercial activity
- Build on strategies to improve business development in downtown and other business areas
- Plan for future housing needs and development
- Develop plan to make Main Street Program and Economic Development office self-funding by close of the Urban Renewal District

Parks and Recreation

- Refine, revise, and update Parks Master Plan to include long-term recreation plan that includes community center, aquatic center, sports facilities, and Willamette River front recreation
- Identify future park lands
- Identify funding and strategic alliances for acquisition and improvement of park lands

Transportation, Public Safety, and Public Services

- Maintain and improve City infrastructure – stormwater, road maintenance, water, WWTP, and others
- Continue to provide quality public safety and services that enhance Canby's livability
- Develop strategy for improving and sustaining Canby Area Transit System
- Develop method to enable northern access for emergency services and economic development
- Develop strategy for implementing Transportation System Plan (TSP) with emphasis on neighborhood safety and economic development
- Develop and implement facilities plan to appropriately provide Library and City Hall services
- Encourage long-term services and infrastructure plans for NE and SE development
- Develop strategy for implementing Oregon 99E Corridor and Gateway Plan

CITY BUDGET

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City of Canby

April 28, 2016

Honorable Mayor and City Council
Budget Committee Members
PO Box 930
Canby, OR 97013

Dear Mayor, Councilors and Budget Committee:

This Budget Message shall serve as the official letter of transmittal for the Proposed Budget for Fiscal Year 2016-2017.

OVERVIEW

Pursuant to Oregon Budget Law, the budget message must contain certain information which assists the reader of the budget in understanding major differences in the proposed budget from the current year adopted budget.

For example, ORS 294.391 requires that the budget message accomplish the following:

- Explain the budget document
- Contain a brief description of proposed financial policies used in preparation of the proposed budget
- Call out significant features of the proposed budget
- Explain any major changes in financial policy reflected in the proposed budget

The City Charter designates the City Administrator as the Budget Officer for the City and, as such, the responsibility for the 2016-2017 Proposed City Budget preparation rests with the City Administrator. However, it should be clearly noted that the vast bulk of the work in developing this proposed budget was done by the members of the City's Management Team and the Finance Department staff who conducted the financial analysis.

FINANCIAL POLICIES

The over-arching principle guiding the development of the proposed budget is adherence to the City Council's Adopted City Values and Goals. Revenue estimates for the proposed budget have been based on a conservative approach.

STATUTORY BUDGET INFORMATION

ORS 294.391 and ORS 294.401 require that the Budget Officer deliver the budget document for public inspection and comment and provide the document to the Budget Committee for review and deliberation. In keeping with these requirements, a copy of the Proposed Budget for FY 2015-2016 is on file with the City Recorder and available for public inspection at City Hall. In addition, a copy of the document is available at the Canby Public Library.

Pursuant to ORS 294.401(1), the Budget Committee must hold at least one meeting to receive the budget document, hear the budget message and deliberate over its content prior to recommending the budget in its current or modified form to the City Council for adoption as set forth in ORS 204.406(1). It is during the Budget Committee meetings that department directors will answer specific questions from Committee members and the public. Finally, the City Council will provide an opportunity for the public to comment on the proposed budget prior to formal adoption.

EXPLANATION OF THE BUDGET DOCUMENT

The financial information presented in the proposed budget document lists the Budget Officer's recommendation under the 2016-17 "Proposed Budget" column. ORS 294.376 requires that we show the actual (audited) amounts for each budgeted item for the previous two fiscal years (FY End 6/30/2014 and FY End 6/30/15), the adopted budget for FY 2015-16 and, consistent with last year, we have included an additional column titled Projected YE (Year-End) Totals as we believe this is a more relevant benchmark than the adopted budget.

The financial information is organized by specific fund and department (organization unit) if applicable. All funds except the General Fund and the Sewer Combined fund operate a single program and corresponding activity. Each department/fund has a budget introduction which includes a purpose and/or description, and most include a Budget at a Glance section. As information and capacity was available, historical trends, forecasts, and workload statistics or other comparable information was presented to add perspective. Then a line item detail is presented and subtotaled by the following categories:

- Revenue
- Personnel Services
- Materials & Services
- Capital
- Transfers
- Other which includes contingencies and reserves

Consistent with last year's presentation we have classified accounts by highlighting the account Title as follows:

- Recurring Revenue or Expense
- Restricted or one-time Revenue or Expense
- Inconsistent/Unreliable Revenue or Expense
- Prospectively irrelevant Revenue or Expense

There is a summary of these classifications by Revenue and Expense in the introductory section of the document. This was retained in the document to continue the conversation about moving towards a structurally balanced budget. A structurally balanced budget is defined as a budget in which recurring revenues meet or exceed recurring expense. This is a policy being considered by the new Municipal Audit and Financial Oversight Committee. Local budget law requires only that total resources equal total requirements, resulting in reserves and other one-time resources being allocated to offset ongoing requirements. This isn't a financially sustainable long-term strategy.

The final budget document will show the amount approved by the Budget Committee under an "Approved by Committee" column which will also include any changes made by the Budget Committee during their deliberations, and the amount adopted by the City Council under an "Adopted by Governing Body" column. This amount will include any changes made by the City Council.

SIGNIFICANT FEATURES AND CHANGES

- Allocation methodologies for internal charges and overhead has remained consistent with prior year. See Internal Charge and Overhead Cost Allocation handout provided herein for an outline of methodology used.
- Maintained the PERS contribution Stabilization Reserve at the level funded in previous years. See the Reserves handout provided herein for more information on how and why it was established.
- The Retirement and Separation Reserve was exhausted in fiscal year 2016. Within the proposed budget we have included funding it at $75,000 and included a methodology for distributing costs consistently if the reserve is exhausted in the future. See the Reserves handout for additional information on prospective funding and the status of current unfunded liabilities.
- The Municipal Audit and Financial Oversight Committee (MAFOC) established in the prior year is in the process of evaluating recommended updates to the City's Financial Policies. We have included the draft Reserve Policy, as it was used as a guide by management when preparing the proposed budget and shows the City's commitment to working towards financially sustainable policies.
- Replaced the Personnel Worksheet with a document titled Full Time Equivalent (FTE) Summay which was added to the proposed budget document last year. It summarizes actual FTE for the 5 prior years, the current year projected FTE and the proposed FTE.

BUDGET PREPARATION PROCESS

Each Department/Fund has a Director/Lead Worker who is responsible for drafting a requested budget based on requirements of planned operations and capital projects for the upcoming year. Finance provides historical data and current year to date figures as well as a template to aid in this process. In addition, finance is responsible for projecting personnel service costs based on salary schedules, anniversary dates, etc.

Key Assumptions used in estimation of personnel services expense in the proposed budget include:

- A cost of living adjustment (COLA) effective July 1, 2016 of 2%
- Health insurance increase of 10%.

PERS contribution rates are set bi-annually, our rates changed as follows:

Employee Retirement Classification	Rate 2013-15	Rate 2015-17	Variance
Tier 1/ Tier 2 Payroll	11.96%	14.33%	2.37%
OPSRP General Service	7.61%	7.08%	-.53%
OPSRP Police	10.34%	11.19%	.79%

Finance is also responsible for preparing the estimates of general revenues. Based on guidance provided by Clackamas County, assessed property values upon which property tax rates are applied to levy property taxes, are estimated to increase 3.5%. Property tax revenue makes up approximately 56% of general fund revenue, which amounts to approximately $140,000 more than the projected current yearend total. Other revenues are estimated based on a historical trend analysis.

Once the general fund departments' requested budgets and estimated general revenue is compiled, the management team comes together to address the requested budget surplus or deficit. In the current year we were able to balance the budget without significant adjustments to the departments requested budgets. Per the direction of the City Administrator, budget preparers were instructed to prepare the requested budget retaining the staffing levels as funded in the prior year, and with the goal of maintaining the current level of service in the most economical means possible.

CONCLUSION AND ACKNOWLEDGEMENTS

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

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

I respectfully recommend you approve the Proposed FY 2016-2017 City Budget as submitted,

Rick Robinson
City Administrator

CITY OF CANBY BUDGET SUMMARY 16-17

FY 2016-2017		*Personnel Services*	*Materials & Services*	*Contingency/ Other*	*Transfers*	*Capital*	*Debt Service*	*Total Budget*
General Fund	FTE							0
Administration	4.01	553,641	522,836	0	0	0	0	1,076,477
Court	3.61	310,992	78,686	0	0	0	0	389,678
Planning	1.37	138,129	79,504	0	0	0	0	217,633
Parks	4.50	390,207	142,489	0	0	320,000	0	852,696
Building	0.25	32,467	790	0	10,941	0	0	44,198
Police	28.30	4,182,123	970,907	0	0	26,000	0	5,179,030
Cemetery	0.15	13,230	66,401	0	0	0	0	79,631
Finance	2.75	334,622	122,031	0	0	0	0	456,653
Economic Developmer	3.51	444,568	95,798	0	63,220	0	0	603,586
Unallocated	0.00	75,000	211,868	1,141,074	0	45,558	37,802	1,511,302
	48.45	**6,474,979**	**2,291,310**	**1,141,074**	**74,161**	**391,558**	**37,802**	**10,410,884**
Special Revenue Funds								
Library	8.53	649,754	245,834	114,885	1,334,549	0	0	2,345,022
Street	6.55	639,646	383,840	1,146,980	114,081	2,270,642	0	4,555,189
SDC Fund	0.00	0	0	3,636,995	948,339	0	0	4,585,334
Cemetery Perp Care	0.00	0	0	909,716	0	0	0	909,716
Forfeiture	0.00	0	35,289	0	0	0	0	35,289
Transit	2.85	308,864	1,315,607	1,246,574	164,387	53,000	0	3,088,432
Swim Center Levy	8.88	547,163	144,295	429,237	81,383	39,500	0	1,241,578
	26.81	**2,145,427**	**2,124,865**	**7,484,387**	**2,642,739**	**2,363,142**	**0**	**16,760,560**
Internal Services Funds								
Fleet Services	2.35	246,995	488,063	73,676	0	0	0	808,734
Facilities	0.90	106,639	175,500	68,172	0	15,500	0	365,811
Technical Services	1.05	82,907	212,555	58,066	0	41,800	0	395,328
	4.30	**436,541**	**876,118**	**199,914**	**0**	**57,300**	**0**	**1,569,873**
Enterprise Fund								
Sewer (WWTP)	5.10	622,444	543,072	0	406,389	2,155,000	0	3,726,905
Sewer Collections	3.10	317,259	97,665	0	47,911	1,775,000	0	2,237,835
Stormwater	2.78	297,376	60,585	0	40,383	920,000	0	1,318,344
Unallocated	0.55	51,573	164,360	215,433	256,870	690,747	597,950	1,976,933
	11.53	**1,288,652**	**865,682**	**215,433**	**751,553**	**5,540,747**	**597,950**	**9,260,017**
								0
Total all funds	**91.09**	**10,345,599**	**6,157,975**	**9,040,808**	**3,468,453**	**8,352,747**	**635,752**	**38,001,334**
Less transfers								-3,468,453
								34,532,881

GENERAL FUND

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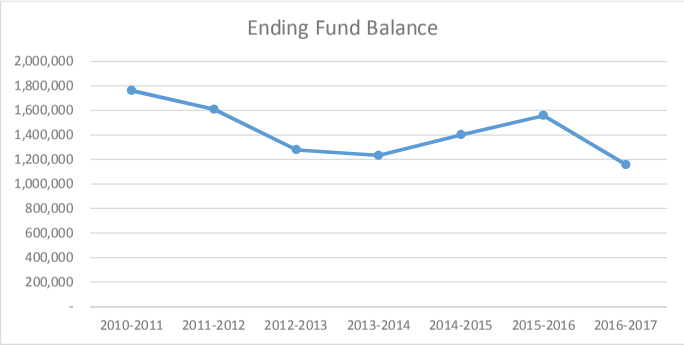
General Fund - Fund Balance Trend Analysis



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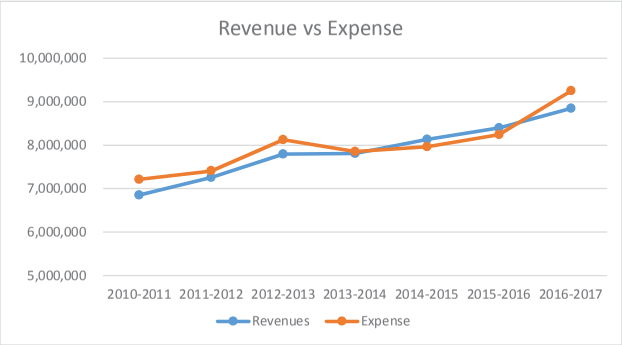
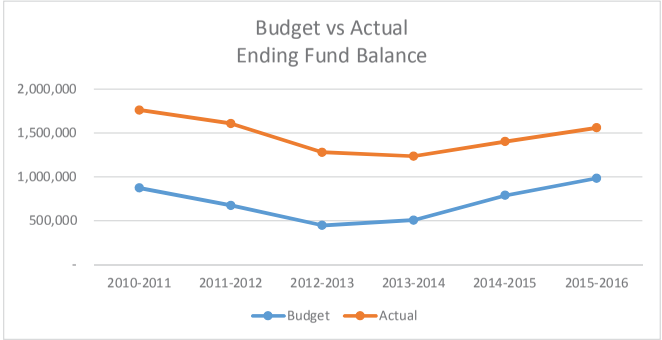


			Actual			Projected	Proposed
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Beginning Balance	2,126,979	1,762,699	1,609,373	1,279,941	1,234,770	1,402,635	1,559,108
Revenues	6,852,985	7,258,129	7,800,535	7,810,732	8,135,722	8,402,907	8,851,776
Expense	7,217,265	7,411,455	8,129,967	7,855,903	7,967,856	8,246,434	9,252,116
Ending Balance	1,762,699	1,609,373	1,279,941	1,234,770	1,402,636	1,559,108	1,158,768
Proposed budget ending balance plus PY budget to actual variance (^)						1,733,328	
						174,220	

		Revenues	Expense	Difference
	2010-2011	6,852,985	7,217,265	(364,280)
	2011-2012	7,258,129	7,411,455	(153,326)
	2012-2013	7,800,541	8,129,967	(329,426)
	2013-2014	7,810,732	7,855,903	(45,171)
	2014-2015	8,135,722	7,967,856	167,866
Projected	2015-2016	8,402,907	8,246,434	156,473
Proposed	2016-2017	8,851,776	9,252,116	(400,340)
	Increase $	448,869	1,005,682	
	Increase %	6%	13%	



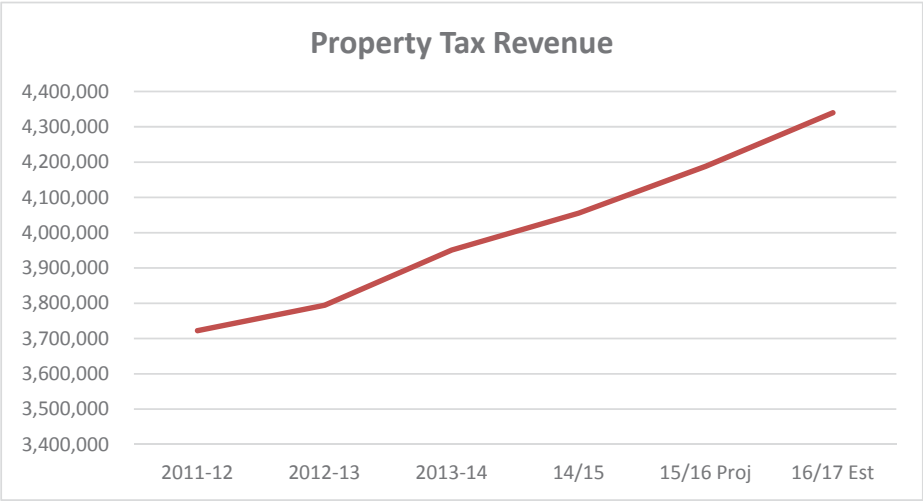
Budget vs Actual

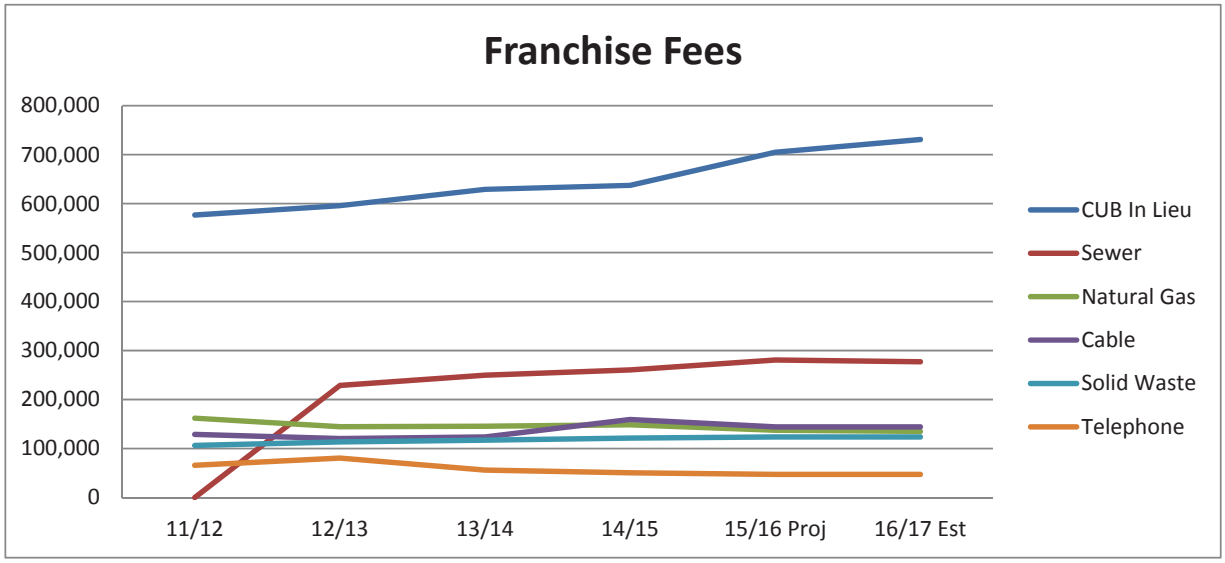
		Budget	Actual	Difference
	2010-2011	872,567	1,762,699	(890,132)
	2011-2012	674,328	1,609,373	(935,045)
Actual	2012-2013	445,400	1,279,941	(834,541)
	2013-2014	505,798	1,234,770	(728,972)
	2014-2015	788,221	1,402,635	(614,414)
Projected	2015-2016	984,548	1,559,108	(574,560) ^

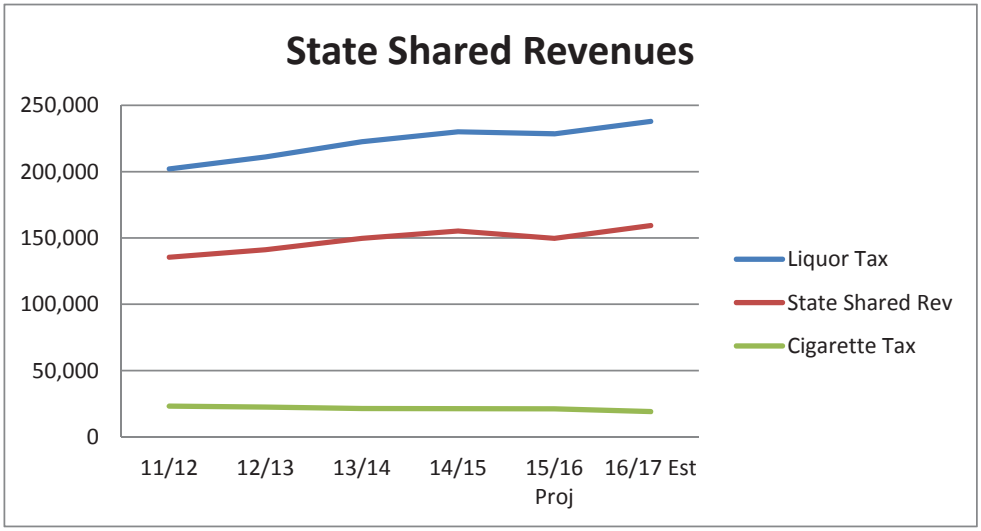
Draft Reseve Policy Comparison

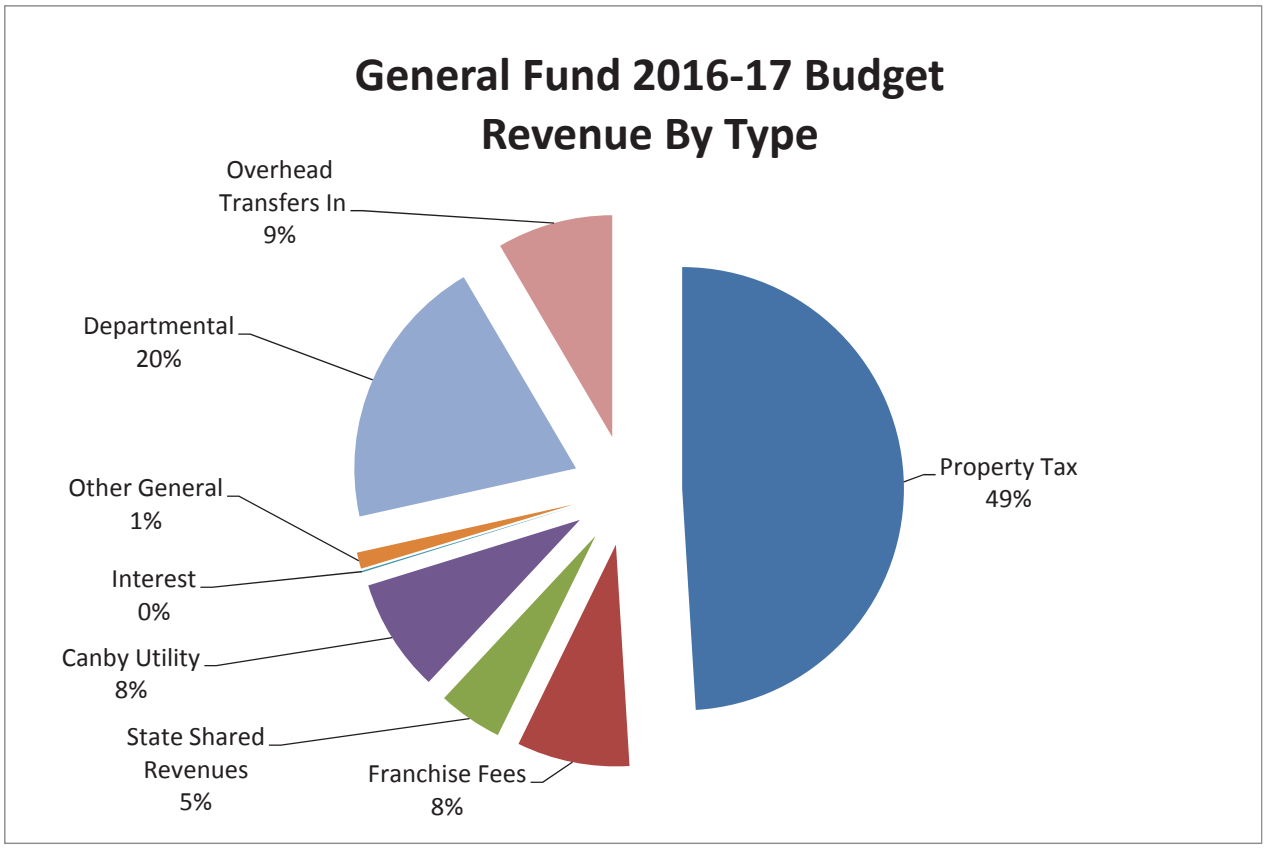
	2015-2016	2016-2017
Target	1,885,937	1,930,802
Budget	948,548	1,216,074
Target Deficiency	(937,389)	(714,728)
	FY16	FY17
Policy Minimum	740,813	789,719
Budget	723,948	916,474
Minimum (Deficiency)/Surplus	(16,865)	126,755

General Revenue Trends









Property Tax	4,339,897
Franchise Fees	727,570
State Shared Revenues	416,400
Canby Utility	731,000
Interest	9,600
Other General	105,553
Departmental	1,774,036
Overhead Transfers In	747,720
Total	8,851,776

GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
	GENERAL					
			PROPERTY TAXES			
3,821,531	3,930,121	4,083,280	PROPERTY TAX CURRENT	4,239,997	4,239,997	4,239,997
129,556	125,124	137,000	PROPERTY TAX PRIOR	99,900	99,900	99,900
3,951,087	**4,055,245**	**4,220,280**	**TOTAL PROPERTY TAXES**	**4,339,897**	**4,339,897**	**4,339,897**
			FRANCHISE FEES			
123,486	159,249	140,000	CABLE FRANCHISE FEE	144,200	144,200	144,200
56,119	50,283	52,000	TELEPHONE FRANCHISE FEE	47,300	47,300	47,300
117,272	121,469	122,000	SOLID WASTE FRANCHISE FEE	123,800	123,800	123,800
145,621	148,347	149,000	NATURAL GAS FRANCHISE FEE	135,000	135,000	135,000
442,497	**479,347**	**463,000**	**TOTAL FRANCHISE FEES**	**450,300**	**450,300**	**450,300**
			INTERGOVERNMENTAL			
21,381	21,303	18,700	CIGARETTE TAX	19,100	19,100	19,100
222,601	230,148	258,000	LIQUOR REVENUE	237,900	237,900	237,900
149,754	155,267	159,000	STATE REVENUE SHARING	159,400	159,400	159,400
393,736	**406,719**	**435,700**	**TOTAL INTERGOVERNMENTAL**	**416,400**	**416,400**	**416,400**
			IN LIEU OF TAXES			
629,307	637,231	665,000	CU IN LIEU OF TAXES	731,000	731,000	731,000
629,307	**637,231**	**665,000**	**TOTAL IN LIEU OF TAXES**	**731,000**	**731,000**	**731,000**
			CHARGES FOR SERVICES			
11,825	15,375	12,000	TITLE LIEN SEARCH FEES	13,200	13,200	13,200
3,456	2,674	4,590	SDC COMPLIANCE COST FEE	14,463	14,463	14,463
160	0	0	MAIN STREET FEES	0	0	0
15,441	**18,049**	**16,590**	**TOTAL CHARGES FOR SERVICES**	**27,663**	**27,663**	**27,663**
			PASS THRU REVENUE			
43,446	28,317	28,640	PEG ACCESS FEES	29,680	29,680	29,680
0	0	0	FEMA GRANT - CU	0	0	0
43,446	**28,317**	**28,640**	**TOTAL PASS THRU REVENUE**	**29,680**	**29,680**	**29,680**
			SPECIAL ASSESSMENTS			
10,103	4,170	2,400	AFD 3 LRIP PHASE I PRIN/INT	2,250	2,250	2,250
10,103	**4,170**	**2,400**	**TOTAL SPECIAL ASSESSMENTS**	**2,250**	**2,250**	**2,250**
			MISCELLANEOUS REVENUE			
3,534	2,277	2,200	MISCELLANEOUS-INCOME	1,800	1,800	1,800
6,000	6,000	6,000	LEASE RECEIPTS (ADULT CENTER)	6,000	6,000	6,000
0	0	0	RETAIL LEASE	5,250	5,250	5,250
9,534	**8,277**	**8,200**	**TOTAL MISCELLANEOUS REVENUE**	**13,050**	**13,050**	**13,050**
			INTEREST REVENUES			
8,138	8,343	8,300	INTEREST REVENUES	9,600	9,600	9,600
8,138	**8,343**	**8,300**	**TOTAL INTEREST REVENUES**	**9,600**	**9,600**	**9,600**

GENERAL FUND

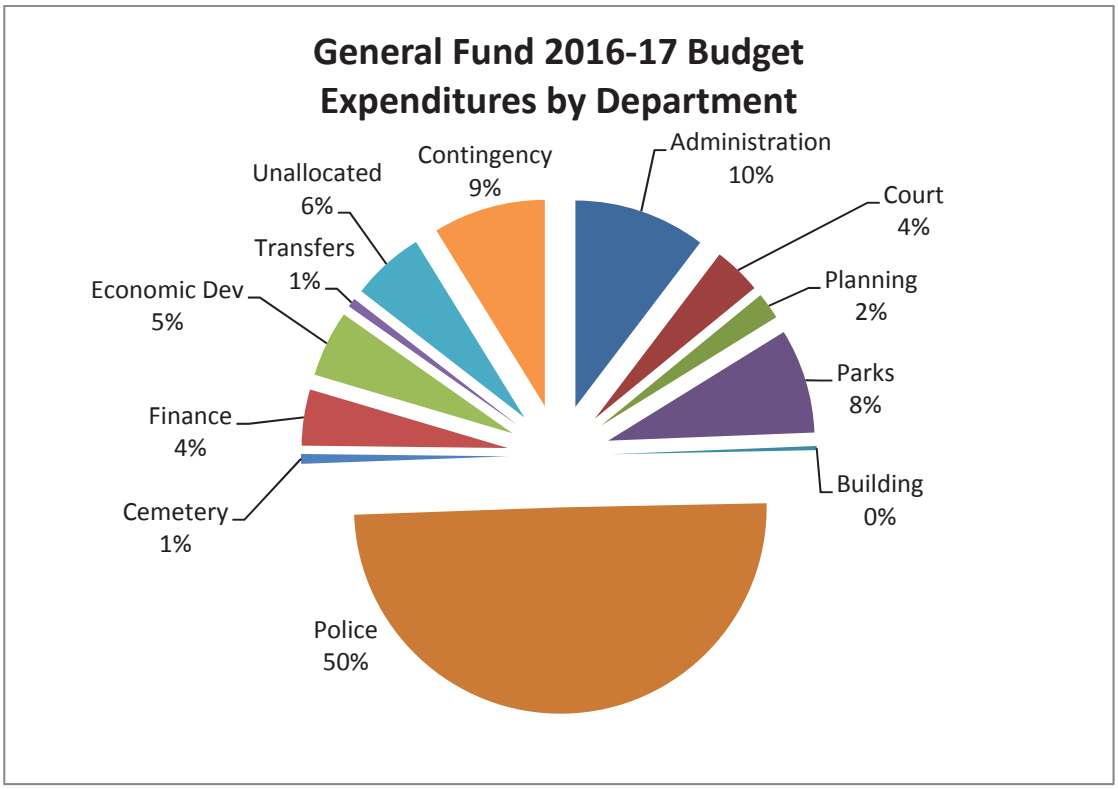
ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PERS RESERVE			
237,896	0	0	PERS RESERVE	0	0	0
237,896	**0**	**0**	**TOTAL PERS RESERVE**	**0**	**0**	**0**
			RETIREMENT/SEPARATION RESERVE			
68,254	0	52,851	RETIREMENT/SEPARATION RESERVE	32,910	32,910	32,910
0	0	0	WORKERS COMP CLAIM RESERVE	0	0	0
68,254	**0**	**52,851**	**TOTAL RETIREMENT/SEPARATION RES**	**32,910**	**32,910**	**32,910**
			REVENUE TRANSFERS			
249,879	260,728	270,000	REVENUE TRANS FRANCHISE FEE	277,270	277,270	277,270
249,879	**260,728**	**270,000**	**TOTAL REVENUE TRANSFERS**	**277,270**	**277,270**	**277,270**
			CASH CARRYOVER			
1,279,941	1,234,770	1,229,824	CASH CARRYOVER	1,559,108	1,559,108	1,559,108
1,279,941	**1,234,770**	**1,229,824**	**TOTAL CASH CARRYOVER**	**1,559,108**	**1,559,108**	**1,559,108**
	ADMINISTRATION		CHARGES FOR SERVICES			
59,230	64,400	62,000	BUSINESS LICENSES	70,600	70,600	70,600
59,230	**64,400**	**62,000**	**TOTAL CHARGES FOR SERVICES**	**70,600**	**70,600**	**70,600**
	COURT		CHARGES FOR SERVICES			
368,724	548,567	405,000	FINES AND BAIL	430,000	430,000	430,000
38,022	58,503	36,000	FINES / JUSTICE COURT	23,000	23,000	23,000
34,913	10,543	0	TRAFFIC SAFETY	0	0	0
441,658	**617,613**	**441,000**	**TOTAL CHARGES FOR SERVICES**	**453,000**	**453,000**	**453,000**
			PASS THRU REVENUE			
885	1,287	1,000	HELMETS & CARSEATS	2,000	2,000	2,000
885	**1,287**	**1,000**	**TOTAL PASS THRU REVENUE**	**2,000**	**2,000**	**2,000**
			MISCELLANEOUS REVENUE			
14,867	14,786	13,750	COURT COSTS	13,500	13,500	13,500
10	127	125	COURT MISCELLANEOUS	125	125	125
5,725	2,800	4,000	CITY COSTS	2,000	2,000	2,000
6,795	8,855	6,500	ATTORNEY REIMBURSEMENTS	7,500	7,500	7,500
27,397	**26,568**	**24,375**	**TOTAL MISCELLANEOUS REVENUE**	**23,125**	**23,125**	**23,125**
	PLANNING		CHARGES FOR SERVICES			
58,732	39,507	20,000	LAND USE APPLICATIONS	27,500	27,500	27,500
22,150	17,250	14,000	TRAFFIC STUDIES	14,000	14,000	14,000
8,426	16,470	11,000	PLAN REVIEWS	14,250	14,250	14,250
7,214	0	4,350	ANNEXATIONS	0	0	0
96,523	**73,227**	**49,350**	**TOTAL CHARGES FOR SERVICES**	**55,750**	**55,750**	**55,750**
			MISCELLANEOUS REVENUE			
195	394	50	MISCELLANEOUS-PLANNING	60	60	60
195	**394**	**50**	**TOTAL MISCELLANEOUS REVENUE**	**60**	**60**	**60**

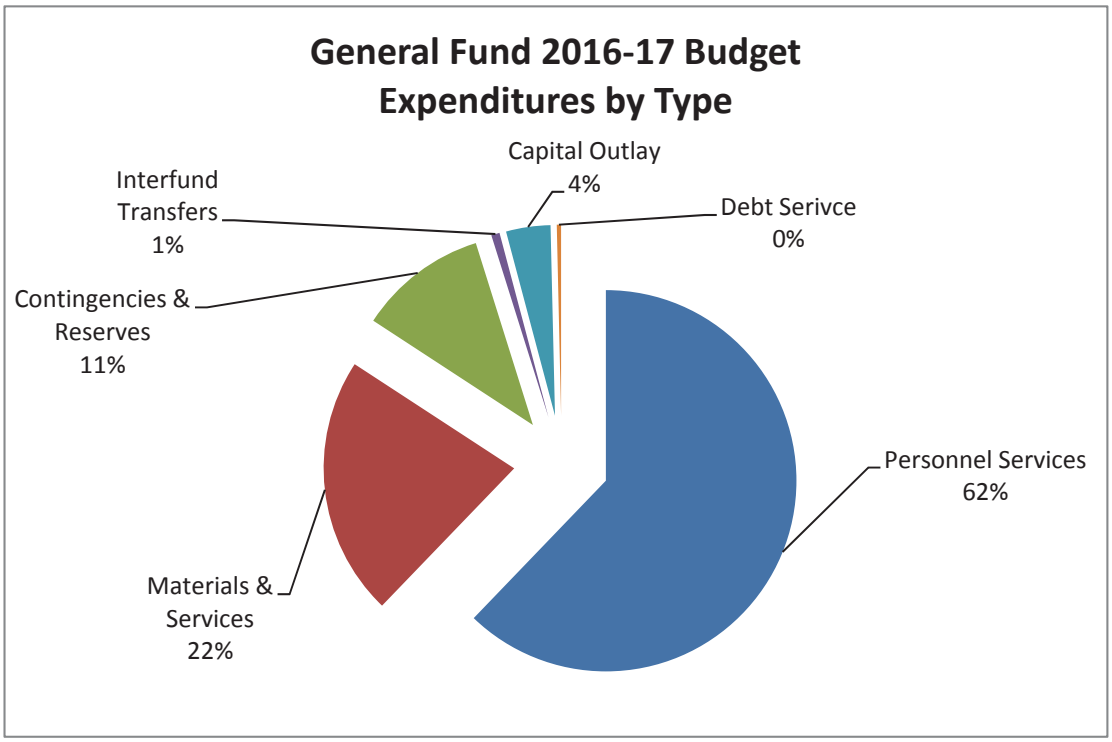
GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
	PARKS					
			CHARGES FOR SERVICES			
535	535	500	PARK RENTALS	500	500	500
535	**535**	**500**	**TOTAL CHARGES FOR SERVICES**	**500**	**500**	**500**
			MISCELLANEOUS REVENUE			
2,236	4,554	3,660	MISCELLANEOUS-PARKS	5,000	5,000	5,000
2,236	**4,554**	**3,660**	**TOTAL MISCELLANEOUS REVENUE**	**5,000**	**5,000**	**5,000**
			DONATIONS			
0	194	0	DONATIONS-PARKS	0	0	0
0	**194**	**0**	**TOTAL DONATIONS**	**0**	**0**	**0**
			TRANSFERS IN			
0	0	320,000	TRANSFER FROM SDC FUND	335,000	335,000	335,000
0	**0**	**320,000**	**TOTAL TRANSFERS IN**	**335,000**	**335,000**	**335,000**
	BUILDING					
			CHARGES FOR SERVICES			
17,719	12,003	15,200	BUILDING PERMITS	23,000	23,000	23,000
17,719	**12,003**	**15,200**	**TOTAL CHARGES FOR SERVICES**	**23,000**	**23,000**	**23,000**
	POLICE					
			GRANT REVENUE			
1,600	1,600	2,500	GRANTS - DUII	2,500	2,500	2,500
0	0	1,000	GRANTS-POLICETRAFFIC	0	0	0
3,300	2,250	2,500	GRANT - SEATBELT	2,500	2,500	2,500
0	0	0	GRANT - PEDESTIAN SAFETY	2,000	2,000	2,000
0	0	0	GRANTS - HIDTA	15,000	15,000	15,000
0	0	0	GRANTS - OCDETF	10,000	10,000	10,000
0	0	0	GRANT-INTELLECTUAL PROP CRIIME	25,000	25,000	25,000
61,918	0	0	GRANT - EQUIPMENT	0	0	0
2,395	923	1,000	GRANT - OJP VEST PROGRAM	2,000	2,000	2,000
69,213	**4,773**	**7,000**	**TOTAL GRANT REVENUE**	**59,000**	**59,000**	**59,000**
			CHARGES FOR SERVICES			
15,750	14,375	11,000	VEHICLE RELEASE/TOW FEES	11,000	11,000	11,000
9,185	9,070	8,500	ALARM PERMIT FEES	8,500	8,500	8,500
3,950	4,405	4,200	FINGER PRINTING FEES	4,200	4,200	4,200
2,085	2,197	1,700	REPORTS REVENUE	1,700	1,700	1,700
30,970	**30,047**	**25,400**	**TOTAL CHARGES FOR SERVICES**	**25,400**	**25,400**	**25,400**
			MISCELLANEOUS REVENUE			
12,008	15,931	1,000	MISCELLANEOUS-POLICE	5,000	5,000	5,000
64,423	66,730	67,737	CSD-SHARED SRO REIMBURSEMT	69,182	69,182	69,182
4,686	10,004	16,800	FEDERAL TASK FORCE REIMBURSEMT	17,000	17,000	17,000
2,272	0	0	COUNTY GREAT PGM REIMBURSEMEN	0	0	0
0	0	0	COUNTY TASK FORCE REIMBURSEMNT	0	0	0
83,388	**92,664**	**85,537**	**TOTAL MISCELLANEOUS REVENUE**	**91,182**	**91,182**	**91,182**
			DONATIONS			
2,250	2,550	500	DONATIONS-POLICE	500	500	500
0	8,940	500	DONATIONS-CANINE	500	500	500
2,250	**11,490**	**1,000**	**TOTAL DONATIONS**	**1,000**	**1,000**	**1,000**

GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
	CEMETERY		CHARGES FOR SERVICES			
9,000	8,250	9,000	GRAVE SALES	7,000	7,000	7,000
27,850	15,000	2,400	GRAVE OPEN & CLOSE	3,500	3,500	3,500
9,060	4,380	0	LINER SALES	1,200	1,200	1,200
160	0	0	MARKER & MONUMENTS	0	0	0
3,997	3,554	4,000	MAUSOLEUM NAME BARS	7,000	7,000	7,000
9,583	980	5,450	MAUSOLEUM SALES	16,300	16,300	16,300
4,025	4,450	3,080	MAUSOLEUM OPEN & CLOSE	6,400	6,400	6,400
63,675	**36,614**	**23,930**	**TOTAL CHARGES FOR SERVICES**	**41,400**	**41,400**	**41,400**
			MISCELLANEOUS REVENUE			
3,300	3,940	4,500	MISCELLANEOUS-CEMETERY	2,700	2,700	2,700
3,300	**3,940**	**4,500**	**TOTAL MISCELLANEOUS REVENUE**	**2,700**	**2,700**	**2,700**
			DONATIONS			
0	100	0	DONATIONS-CEMETERY	300	300	300
0	**100**	**0**	**TOTAL DONATIONS**	**300**	**300**	**300**
	INTERNAL		OPERATIONAL TRANSFERS IN			
19,197	19,010	11,428	O/H FROM BUILDING	10,941	10,941	10,941
0	72,367	61,002	O/H FROM ECONOMIC DEV	63,220	63,220	63,220
105,423	103,142	93,755	O/H FROM LIBRARY FUND	96,295	96,295	96,295
85,597	98,649	109,009	O/H FROM STREET	114,081	114,081	114,081
132,985	155,216	170,116	O/H FROM TRANSIT	164,387	164,387	164,387
77,600	76,712	76,292	O/H FROM SWIM LEVY	81,383	81,383	81,383
97,969	0	0	O/H FROM UR	0	0	0
163,728	147,689	137,846	O/H FROM WWTP	129,119	129,119	129,119
45,863	44,988	48,715	O/H FROM COLLECTIONS	47,911	47,911	47,911
29,073	42,084	40,399	O/H FROM STORMWATER	40,383	40,383	40,383
757,435	**759,857**	**748,562**	**TOTAL OPERATIONAL TRANSFERS IN**	**747,720**	**747,720**	**747,720**
			INTERFUND TRANSFERS			
94,806	0	0	RESERVE TRANS FROM TECH RES	0	0	0
94,806	**0**	**0**	**TOTAL INTERFUND TRANSFERS**	**0**	**0**	**0**
	ECONOMIC DEV		CHARGES FOR SERVICES			
0	1,440	250	EVENT REVENUE	950	950	950
0	0	8,000	INDEPENDENCE DAY REVENUE	11,275	11,275	11,275
0	**1,440**	**8,250**	**TOTAL CHARGES FOR SERVICES**	**12,225**	**12,225**	**12,225**
			TRANSFERS			
0	487,594	568,571	TRANSFER FROM UR	572,794	572,794	572,794
0	**487,594**	**568,571**	**TOTAL TRANSFERS**	**572,794**	**572,794**	**572,794**
9,090,673	**9,370,492**	**9,790,670**	**TOTAL FUND REVENUE**	**10,410,884**	**10,410,884**	**10,410,884**


General Fund 2016-17 Budget
Expenditures by Department
Administration 10%
Court 4%
Planning 2%
Parks 8%
Building 0%
Police 50%
Cemetery 1%
Finance 4%
Economic Dev 5%
Transfers 1%
Unallocated 6%
Contingency 9%


General Fund 2016-17 Budget
Expenditures by Type
Capital Outlay 4%
Debt Serivce 0%
Interfund Transfers 1%
Contingencies & Reserves 11%
Personnel Services 62%
Materials & Services 22%

Department Description

This department provides a number of direct and support services including overall day-to-day management of operations for the City organization and City Council. Additional responsibilities of the department include Human Resources, administration of the City's Safety and Risk Management programs, and the office of the City Recorder. The department also provides legal counsel to the Mayor and City Council through the office of the City Attorney.

Department personnel provide clerical and staff support for the City Administrator and City Council. Responsibilities include processing business and liquor licenses, accepting payments, assistance with citizen inquiries and concerns, issuing small animal permits, sidewalk/park vending permits, production and distribution of City Council and Urban Renewal Agency agendas, packet materials and minutes, public records requests, along with correspondence, elections, records management, noise variance requests and municipal code codification.

Noteworthy Changes / Highlights for 2016 – 2017

$2,100 was budgeted to reinstate the Mayor and Council training budget.

2017 Budget at a Glance

	Business Licenses		**$ 70,600**
	Departmental Revenue		*Total Dept Revenue*
4.01	**$ 553,641**	**51%**	**$ 1,076,477**
FTE	*Personnel Services*	*% of Dept Exp*	*Total Dept Expense*
		10%	
		% of General Fund Expense	

GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			ADMINISTRATION DEPT			
			PERSONNEL SERVICES:			
27,526	28,155	41,566	CITY ADMINISTRATOR	43,064	43,064	43,064
85,123	91,246	96,300	CITY ATTORNEY	96,300	96,300	96,300
79,951	86,525	82,742	ASSISTANT CITY ADMINISTRATOR	84,378	84,378	84,378
71,536	60,855	61,932	CITY RECORDER	63,168	63,168	63,168
41,372	0	0	DEPUTY CITY RECORDER	0	0	0
9,400	9,550	9,600	MAYOR & COUNCIL	9,600	9,600	9,600
38,656	41,642	43,932	OFFICE SPECIALIST II	46,161	46,161	46,161
12,470	10,634	14,630	HR ASSISTANT	14,688	14,688	14,688
4,644	0	0	MAIN STREET PROJECT MGR	0	0	0
1,142	1,046	2,147	PART TIME/OFFICE SPEC II	2,191	2,191	2,191
22,670	63,694	0	RETIREMENT PAYOUT	0	0	0
237,044	181,990	188,777	EMPLOYEE BENEFITS	194,091	194,091	194,091
631,535	**575,339**	**541,626**	**TOTAL PERSONNEL SERVICES**	**553,641**	**553,641**	**553,641**
			MATERIAL AND SERVICES:			
0	391	0	ELECTION	500	500	500
4,423	0	10,000	PROF/TECH SERVICES	10,000	10,000	10,000
18,366	21,427	8,000	HR-PROFESSIONAL SERVICES	8,000	8,000	8,000
36,000	36,000	36,000	CTV5 PROFESSIONAL SERVICES	36,000	36,000	36,000
23,505	11,350	8,000	HR-LEGAL/LABOR NEGOTIATIONS	8,000	8,000	8,000
6,014	5,430	6,200	HR-RECRUIT/EMPLOY TESTING	6,200	6,200	6,200
1,860	4,284	4,300	CODIFICATION	4,000	4,000	4,000
4,273	4,541	5,000	COPIER LEASE & MAINT	5,000	5,000	5,000
6,100	6,000	0	GROUND LEASE (ADULT CENTER)	0	0	0
201,861	275,659	269,500	LIABILITY INSURANCE	305,000	305,000	305,000
0	0	15,000	NON-INSURANCE CLAIMS	15,000	15,000	15,000
0	36,878	40,000	LIAB INS DEDUCTIBLE ACCRUED	40,000	40,000	40,000
488	183	600	PRINTING & BINDING	1,000	1,000	1,000
4,758	4,467	7,000	MAYOR & CITY COUNCIL	7,400	7,400	7,400
5,144	0	0	MAYOR & CC TRAVEL & TRAINING	2,100	2,100	2,100
122	125	125	MAYOR & CC MEMBERSHIP DUES	128	128	128
2,333	1,288	5,275	ADMIN STAFF TRAVEL & TRAINING	3,860	3,860	3,860
1,040	1,396	2,500	ATTORNEY TRAVEL & TRAINING	2,000	2,000	2,000
935	2,531	3,800	HR-TRAVEL & TRAINING	3,800	3,800	3,800
14,826	14,264	15,185	ADMIN MEMBERSHIP DUES & FEES	17,603	17,603	17,603
84	300	555	HR-MEMBERSHIP DUES & FEES	555	555	555
7,420	3,408	3,247	INTERNAL CHARGE-FLEET	4,840	4,840	4,840
139,216	50,321	10,604	INTERNAL CHARGE-FACILITIES	9,874	9,874	9,874
23,584	26,731	19,680	INTERNAL CHARGE-TECH SERVICES	16,526	16,526	16,526
6,456	7,088	6,700	SUPPLIES & SERVICES	6,700	6,700	6,700
4,973	5,016	6,450	HR-SUPPLIES & SERVICES	6,450	6,450	6,450
1,157	0	0	MAIN STREET SUPPLIES & SVCS	0	0	0
3,092	0	0	DOWNTOWN FLOWER BASKETS	0	0	0
0	23,114	0	PROPERTY HELD FOR SALE	0	0	0
2,472	103	250	EMPLOYEE RECOGNITION	250	250	250
3,584	608	2,050	HR-RISK MGMT/SAFETY COMMITTEE	2,050	2,050	2,050
524,086	**542,902**	**486,021**	**TOTAL MATERIAL AND SERVICES**	**522,836**	**522,836**	**522,836**
			CAPITAL OUTLAY:			
27,178	55,687	0	CAPITAL - PEG ACCESS	0	0	0
27,178	**55,687**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**

GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			DEBT:			
45,350	50,294	0	LOGGING ROAD PRINCIPLES PHS 1	0	0	0
17,797	17,936	0	LOGGING ROAD PRINCIPLE PHS 2	0	0	0
5,560	2,926	0	LOGGING ROAD INTEREST PHS 1	0	0	0
4,560	3,670	0	LOGGING ROAD INTEREST PHS 2	0	0	0
73,268	**74,826**	**0**	**TOTAL DEBT**	**0**	**0**	**0**
			TRANSFERS:			
70,000	0	0	TRANSFER TO LIBRARY	0	0	0
70,000	**0**	**0**	**TOTAL TRANSFERS**	**0**	**0**	**0**
1,326,067	**1,248,753**	**1,027,647**	**TOTAL ADMINISTRATION DEPT**	**1,076,477**	**1,076,477**	**1,076,477**
			OTHER:			
0	0	0	CONTINGENCY	0	0	0
0	0	0	RETIREMENT/SEP CONTINGENCY	0	0	0
0	0	0	RESERVE FOR FUTURE EXP-PERS	0	0	0
0	0	0	UNAPPROP ENDING FUND BALANCE	0	0	0
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Department Description

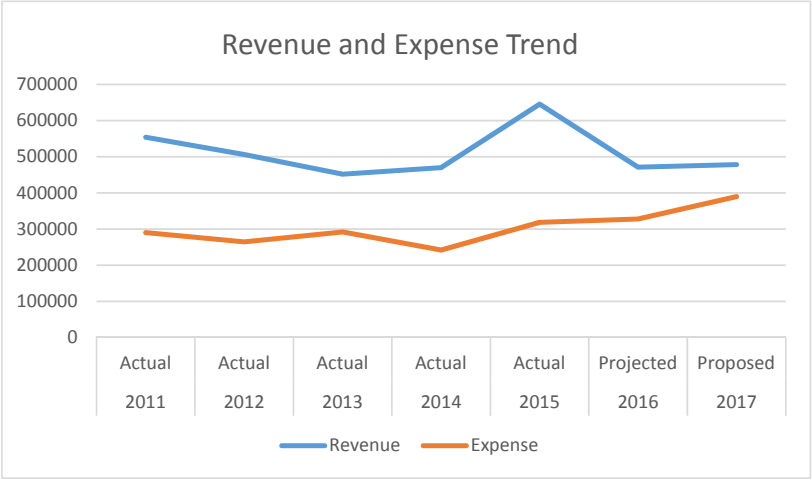
The purpose of the Municipal Court Department is to provide effective and efficient application of the judicial process on a fair and equitable basis for the good of the community.

Canby Municipal Court has jurisdiction over all city and state law offenses committed within city limits other than felonies. These include: citations for traffic and parking violations, traffic crimes, misdemeanors, and City code violations directed to the Municipal Court. Court operations include violation and trial docketing; preparation of discovery materials; coordination of trial notices for officers and witnesses; processing collections and victim restitution; oversight of probation and diversion programs.

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

Noteworthy Changes / Highlights for 2016 – 2017

In this budget we are proposing that we retain a tempory part-time Court Clerk position, due to workload and turnover learning curves, to be re-evaluated again next year.



2017 Budget at a Glance				
Charges for Services	**$ 453,000**	**95%**	**$ 478,125**	
Primary Departemental Revenue		*% of Dept Rev*	*Total Dept Revenue*	
3.61	**$ 310,992**	**80%**	**$ 389,678**	
FTE	*Personnel Services*	*% of Dept Exp*	*Total Dept Expense*	
		4%		
		% of General Fund Expense		

GENERAL FUND

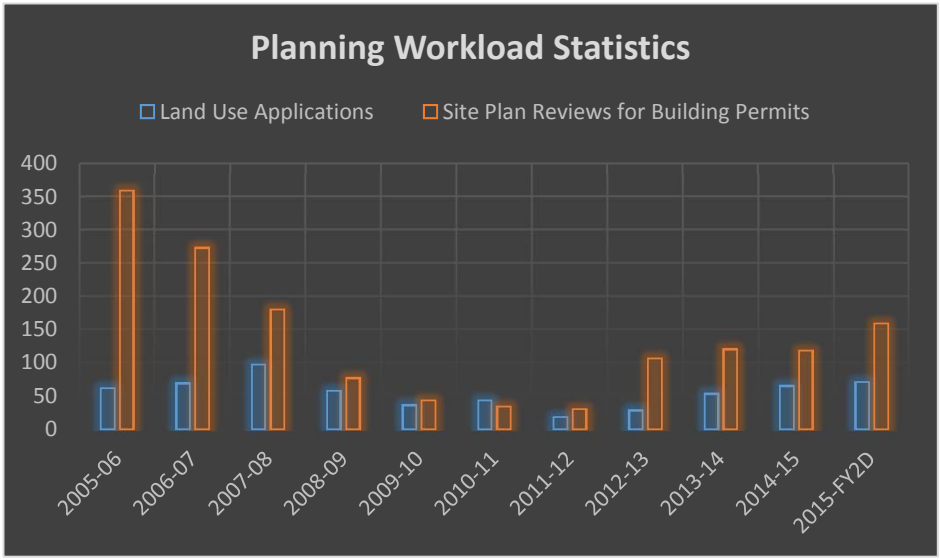
ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			COURT DEPT			
			PERSONNEL SERVICES:			
3,204	40,420	35,887	ADMINISTRATIVE SUPERVISOR	37,701	37,701	37,701
47,099	45,511	45,511	MUNICIPAL JUDGE	47,580	47,580	47,580
19,367	75,640	105,211	MUNICIPAL COURT CLERK I	42,321	42,321	42,321
51,369	0	0	MUNICIPAL COURT CLERK II	45,896	45,896	45,896
6,173	5,638	7,987	PT COURT SERVICES OFFICER	9,945	9,945	9,945
0	0	0	PART TIME HELP	24,917	24,917	24,917
43,790	66,579	72,073	EMPLOYEE BENEFITS	102,632	102,632	102,632
171,000	**233,788**	**266,669**	**TOTAL PERSONNEL SERVICES**	**310,992**	**310,992**	**310,992**
			MATERIAL AND SERVICES:			
1,961	1,961	0	SOFTWARE SUPPORT/MAINT	0	0	0
1,260	2,543	4,840	INTERPRETER	2,800	2,800	2,800
41,400	41,400	41,400	COURT APPOINTED ATTORNEYS	41,400	41,400	41,400
3,251	3,405	3,276	TECHNICAL/ATTORNEY	3,250	3,250	3,250
40	2,071	1,620	TRAINING/CONF/TRAVEL	1,670	1,670	1,670
0	95	195	MEMBERSHIP FEES & DUES	100	100	100
0	60	100	JURY FEES	100	100	100
19	5	50	WITNESS FEES	50	50	50
0	4,640	3,676	INTERNAL CHARGE-FACILITIES	3,267	3,267	3,267
13,476	17,821	14,760	INTERNAL CHARGE-TECH SERVICES	14,690	14,690	14,690
5,594	4,470	5,200	SUPPLIES & SERVICES	4,535	4,535	4,535
15	21	75	DISCOVERY EXPENSE	50	50	50
3,354	4,774	3,800	BANK CHARGES	4,774	4,774	4,774
532	1,260	1,000	HELMETS & CARSEATS	2,000	2,000	2,000
70,901	**84,526**	**79,992**	**TOTAL MATERIAL AND SERVICES**	**78,686**	**78,686**	**78,686**
241,902	**318,314**	**346,661**	**TOTAL COURT DEPT**	**389,678**	**389,678**	**389,678**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Department Description

The Planning Department works to maintain and improve the quality of the community and life of citizens who live in the community through the provision of land use planning and development services. This includes the dissemination of information and advice as it relates to development, maintenance, and administration of the Comprehensive Plan, other area specific master plans, the Land Development and Zoning Ordinance, coordination of the development review process, and enforcement of land use regulations.

Noteworthy Changes / Highlights for 2016 – 2017

We have reallocated $5000 from professional services to Personnel Services which results in an increase of 2.9 hours a week to reallocate to our part-time associate planner to help address needs from increased workload due to an increase in development and cooresponding planning applications



Effective December 2011 new building permits and associated inspections were contracted to Clackamas County.

2017 Budget at a Glance

Charges for Service			**$ 55,810**
Departmental Revenue			*Total Dept Revenue*
1.37	**$ 138,129**	**63%**	**$ 217,633**
FTE	*Personnel Services*	*% of Dept Expense*	*Total Dept Expense*
		2.45%	
		% of General Fund Expense	

GENERAL FUND

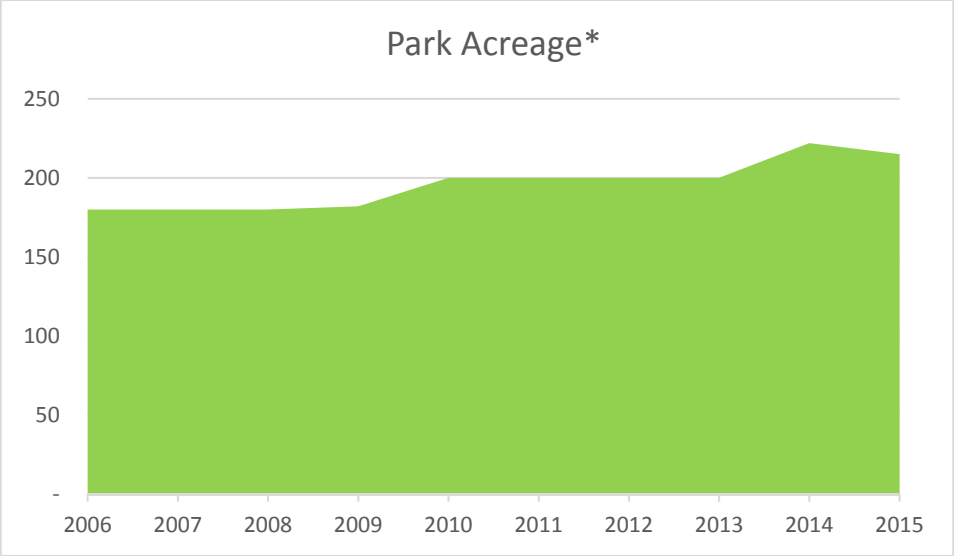
ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PLANNING DEPT			
			PERSONNEL SERVICES:			
12,570	35,718	36,798	PLANNING DIRECTOR	37,528	37,528	37,528
7,575	11,588	11,879	SENIOR PLANNER	12,118	12,118	12,118
0	0	4,266	PUBLIC WORKS DIRECTOR	4,498	4,498	4,498
8,592	9,084	12,710	OFFICE SPECIALIST II	13,355	13,355	13,355
29,189	13,389	22,352	ASSOCIATE PLANNER	23,938	23,938	23,938
10,454	5,446	5,466	CODE ENFORCEMENT OFFICER	5,912	5,912	5,912
0	140	903	PART TIME HELP	5,921	5,921	5,921
35,292	25,483	31,384	EMPLOYEE BENEFITS	34,859	34,859	34,859
103,672	**100,847**	**125,758**	**TOTAL PERSONNEL SERVICES**	**138,129**	**138,129**	**138,129**
			MATERIAL AND SERVICES:			
142	4,492	3,300	ANNEXATION EXPENSES	0	0	0
47,188	25,697	45,000	PROF/TECH SERVICES	24,000	24,000	24,000
68	98	100	COMMUNICATIONS	152	152	152
400	472	500	MAPPING	500	500	500
157	0	500	PLANNING COMMISS. EXPENSES	4,553	4,553	4,553
720	1,979	2,200	TRAVEL & TRAINING	2,200	2,200	2,200
450	460	910	FEES & DUES	840	840	840
0	2,627	2,081	INTERNAL CHARGE-FACILITIES	2,784	2,784	2,784
16,845	14,851	14,760	INTERNAL CHARGE-TECH SERVICES	21,422	21,422	21,422
7,597	6,559	8,355	SUPPLIES & SERVICES	8,053	8,053	8,053
24,201	17,287	14,000	TRAFFIC STUDY	15,000	15,000	15,000
97,768	**74,522**	**91,706**	**TOTAL MATERIAL AND SERVICES**	**79,504**	**79,504**	**79,504**
201,440	**175,369**	**217,464**	**TOTAL PLANNING DEPT**	**217,633**	**217,633**	**217,633**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Department Description

The purpose of the Park Department is to provide safe, clean, well-maintained recreational facilities that serve the community-wide recreational and leisure activity needs for all ages. Currently the department maintains the property and existing facilities at 36 properties that total over 215 acres.

Noteworthy Changes / Highlights for 2016 – 2017

- We have proposed adding 4 part time seasonal FTE each not to exceed 600 hours paid at a rate of $12 an hour. Our intention is to allocate tasks consistent with experience level to increase the capacity of our full time more skilled workforce and help us keep up with the increased demand during the summer months.



(*) Source CAFR for period ending 6/30/2015; includes non-park land maintained by Parks department.

2017 Budget at a Glance

Transfers In - SDC*	**$ 335,000**	**98%**	**$ 340,500**
Significant Department Revenue		*% of Dept Rev*	*Total Dept Revenue*
4.5^	**$ 390,207**	**46%**	**$ 852,696**
FTE	*Personnel Services*	*% of Dept Exp*	*Total Dept Expense*
^ Skewed due to part time seasonal workers proposed		**5.99%~** *% of General Fund Expense*	

*Eligible expense for capital purchase of property to expand Community Park, we have been in negotiations with the property owner for several years and continue to roll forward funds it the opportunity is realized.

~ Adjusted to mitigate the effect of the capital outlay funded entirely with restricted funds.

GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PARKS DEPT			
			PERSONNEL SERVICES:			
0	0	4,266	PUBLIC WORKS DIRECTOR	4,498	4,498	4,498
66,097	67,637	68,850	MAINT LEAD WORKER	70,221	70,221	70,221
63,910	1,742	0	PARK MAINTENANCE I	0	0	0
22,724	23,291	23,759	SENIOR PLANNER	24,235	24,235	24,235
64,667	47,091	46,332	PARK UTILITY MAINT II	49,621	49,621	49,621
55,388	56,796	57,913	PARK UTILITY MAINT III	59,082	59,082	59,082
0	0	12,000	PART TIME HELP	28,754	28,754	28,754
2,780	3,377	3,000	OVERTIME	3,000	3,000	3,000
205,704	129,083	135,416	EMPLOYEE BENEFITS	149,596	149,596	149,596
2,000	2,000	1,200	CLOTHING ALLOWANCE	1,200	1,200	1,200
483,270	**331,018**	**352,736**	**TOTAL PERSONNEL SERVICES**	**390,207**	**390,207**	**390,207**
			MATERIAL AND SERVICES:			
2,010	2,420	2,500	CONTRACT SERVICES	4,900	4,900	4,900
0	0	0	SURVEYS & MASTER PLANS- SDC	15,000	15,000	15,000
9,082	7,924	8,500	PARKS GROUND MAINTENANCE	9,500	9,500	9,500
4,878	5,746	6,100	PARK BLDG MAINTENANCE	6,300	6,300	6,300
3,215	1,131	3,000	VANDALISM REPAIR	3,000	3,000	3,000
2,092	899	2,000	COMMUNICATIONS	1,200	1,200	1,200
2,109	862	2,450	TRAINING/CONF/TRAVEL	2,500	2,500	2,500
48,324	50,914	43,263	INTERNAL CHARGE-FLEET	37,438	37,438	37,438
0	26,638	21,107	INTERNAL CHARGE-FACILITIES	18,755	18,755	18,755
6,738	5,940	4,920	INTERNAL CHARGE-TECH SERVICES	4,896	4,896	4,896
8,136	7,172	9,950	SUPPLIES & SERVICES	10,000	10,000	10,000
7,854	5,074	6,000	PARK EQUIPMENT	9,000	9,000	9,000
15,433	17,528	16,000	UTILITIES	20,000	20,000	20,000
0	0	0	DONATIONS - PARKS EXPENDED	0	0	0
109,870	**132,246**	**125,790**	**TOTAL MATERIAL AND SERVICES**	**142,489**	**142,489**	**142,489**
			CAPITAL OUTLAY:			
0	6,133	0	EQUIPMENT	0	0	0
0	994	0	MOLALLA RVR PW/WILL. WAYSIDE	0	0	0
0	0	320,000	COMMUNITY PARK EXPANSION	320,000	320,000	320,000
0	**7,127**	**320,000**	**TOTAL CAPITAL OUTLAY**	**320,000**	**320,000**	**320,000**
593,140	**470,392**	**798,526**	**TOTAL PARKS DEPT**	**852,696**	**852,696**	**852,696**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Department Description

The City of Canby maintains control and responsibility for the Building Inspection Program while contracting all day-to-day operational building permit and inspection functions and activities to Clackamas County through an intergovernmental agreement. The Clackamas County Building Codes Division continues to ensure that the life, health and safety of Canby citizens as they relate to the built environment are protected through the provision of building information and advice to citizens and the professional administration of construction code standards for the benefit of the community.

The Clackamas County Building Codes Division provides plan review, building inspection, grading, and all necessary permitting services – including the collection of fees, storage of building records, and pass through revenue collection of the local Canby school excise tax and the State building surcharge fee. The City of Canby Development Services (Planning & Building) office coordinates simultaneous zoning review and final authorization to the County for the issuance of all building permits to assure conformance with local Zoning and Land Development Code standards and compliance with applicable land use review conditions of approval for new construction and sign permits. Twelve percent of County collected building permit revenue is returned to City to assist with coordinating permit activities.

The revenues and expenses of the Building Department are accounted for in the General Fund as required by Oregon law. Shortfalls are absorbed by the General Fund, but surpluses must be held in reserve for Building Department costs. Therefore, unlike other General Fund departments, the Building Department includes interfund transfer costs.

Noteworthy Changes for 2016 – 2017

None.

2017 Budget at a Glance

Building Permits*			**$ 23,000**
Departmental Revenue			*Total Dept Revenue*
0.25	**$ 32,467**	**74%**	**$ 44,005**
FTE	*Personnel Services*	*% of Dept Exp*	*Total Dept Expense*
		0%	
		% of General Fund Expense	

** Revenue passed through Clackamas County who manages the City's Building Inspection Program.*

GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			BUILDING DEPT			
			PERSONNEL SERVICES:			
12,570	15,421	16,370	PLANNING DIRECTOR	16,083	16,083	16,083
22,954	0	0	OFFICE SPECIALIST II	0	0	0
10,454	5,446	5,466	CODE ENFORCEMENT OFFICER	5,912	5,912	5,912
32,105	8,665	10,130	EMPLOYEE BENEFITS	10,472	10,472	10,472
78,083	**29,531**	**31,966**	**TOTAL PERSONNEL SERVICES**	**32,467**	**32,467**	**32,467**
			MATERIAL AND SERVICES:			
0	374	0	CONTRACT LABOR	0	0	0
431	0	0	CONTRACT BUILDING INSPECTIONS	0	0	0
68	98	100	COMMUNICATIONS	100	100	100
370	437	347	INTERNAL CHARGE-FACILITIES	328	328	328
6,738	2,970	0	INTERNAL CHARGE-TECH SERVICES	0	0	0
1,013	325	495	SUPPLIES & SERVICE	262	262	262
0	0	100	ARCHIVE COSTS	100	100	100
8,621	**4,204**	**1,042**	**TOTAL MATERIAL AND SERVICES**	**790**	**790**	**790**
			TRANSFERS:			
19,197	19,010	11,428	O/H TRANSFER TO GENERAL FUND	10,941	10,941	10,941
19,197	**19,010**	**11,428**	**TOTAL TRANSFERS**	**10,941**	**10,941**	**10,941**
105,901	**52,745**	**44,436**	**TOTAL BUILDING DEPT**	**44,198**	**44,198**	**44,198**
			OTHER:			
0	0	0	BUILDING RESERVE FUNDS	0	0	0
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Statement of Purpose

The purpose of the Police Department and each of its employees is to consistently enforce state and local laws, and to promotes the public's trust and confidence, sense of safety and security; while ensuring every member is in compliance with the professional standards established by the Oath of Office.

Department Description

Canby Police Department provides the community with a full range of police services twenty-four hours a day, seven days a week. Emergency calls for service are received by Clackamas County Dispatch Communications, also known as C-COM located in Oregon City and dispatched to our officers.

Noteworthy Changes / Highlights for 2016 – 2017

In an attempt to take advantage of an opportunity due to attrition we have proposed eliminating the unsworn Property & Evidence Technician with the intention of promoting the Code Enforcement Officer whom will take on some of the duties of the aforementioned eliminated position while some duties will be re-allocated to officers and records clerks and filling the frozen officer position which would bring the police to their full authorized strength of 25. The proposed change has a current year fiscal impact of increasing department personnel expense approximately $10,000 and a 5 year net increase of $130,000.

City Comparisons

Cities	Population ^	County	Perm Rate	Tax Levied 2015	PD sworn
Gladstone	11,888	Clackamas	4.82	$ 3,638,993	17
Canby	17,010	Clackamas	3.49	$ 4,157,339	25
Troutdale	16,020	Multnomah	3.77	$ 4,813,018	23
Sherwood	18,978	Washington	3.30	$ 4,929,483	22
Milwaukie	20,505	Clackamas / Multnomah	4.08*	$ 7,451,908	37.5
Klamath Falls	21,119	Klamath	5.44	$ 6,546,809	36
Newberg	22,692	Yamhill	4.38	$ 7,133,259	35
Woodburn	24,734	Marion	6.05	$ 7,920,660	35

^ Data obtained from the 2015 census

**Effective property tax rate the City of Milwaukie(CoM) can impose; permeant rate of 6.54 includes portion allocated to the fire district that split from CoM subsequent to permeant rate establishment.*

2017 Budget at a Glance

29.30	**25**	**1.446**	**$ 174,582**
FTE	*Sworn*	*sworn/ 1000*	*Total Dept Revenue*
	$ 4,182,123	**81%**	**$ 5,179,030**
	Personnel Services	*% of Dept exp*	*Total Dept Expense*
		50%	
		% of General Fund Expense	

GENERAL FUND

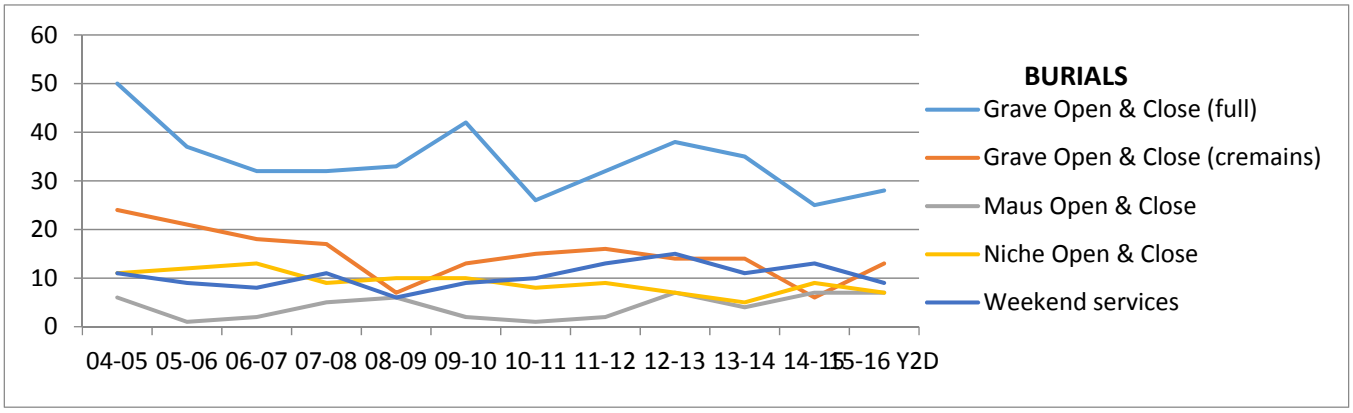
ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			POLICE DEPT			
			PERSONNEL SERVICES:			
120,895	123,907	126,394	POLICE CHIEF	128,912	128,912	128,912
112,981	115,784	118,108	LIEUTENANT	120,474	120,474	120,474
60,876	27,893	35,887	ADMINISTRATIVE SUPERVISOR	37,701	37,701	37,701
0	4,962	0	OFFICE SPECIALIST III	51,018	51,018	51,018
67,956	51,382	83,334	RECORDS CLERK/OSII	40,444	40,444	40,444
11,481	23,106	0	RECORDS CLERK/OSI	0	0	0
31,361	42,766	43,726	CODE ENFORCEMENT OFFICER	47,295	47,295	47,295
382,409	450,960	380,985	SERGEANTS	391,157	391,157	391,157
794,434	785,248	745,447	PATROL OFFICERS	905,519	905,519	905,519
254,826	225,019	267,885	DETECTIVES	359,771	359,771	359,771
77,293	78,262	80,134	SCHOOL RESOURCE OFFICER	81,734	81,734	81,734
80,915	83,377	83,765	TRAFFIC SAFETY OFFICER	77,527	77,527	77,527
82,560	97,722	166,441	CANINE OFFICERS	84,327	84,327	84,327
78,640	82,592	83,765	GANG OFFICER	0	0	0
57,395	59,586	61,110	PROPERTY & EVIDENCE	0	0	0
60,181	39,415	83,403	OVERTIME	69,771	69,771	69,771
30,611	28,716	30,720	COURT OVERTIME	31,334	31,334	31,334
42,039	43,146	40,960	HOLIDAY OVERTIME	41,779	41,779	41,779
47,831	39,484	35,840	SIU OVERTIME	36,557	36,557	36,557
56,514	45,277	40,960	TRAINING OVERTIME	41,779	41,779	41,779
6,835	6,673	10,240	TET TRAINING OT	10,445	10,445	10,445
4,936	5,633	5,120	SPECIAL EVENTS OVERTIME	5,222	5,222	5,222
11,526	11,997	8,192	CC SWAT OT	8,356	8,356	8,356
4,476	7,739	6,144	SUPERVISION OVERTIME	6,267	6,267	6,267
0	0	1,075	GRANTS-POLICE TRAFFIC	0	0	0
3,415	508	2,688	GRANT - DUII WAGES EXP	2,500	2,500	2,500
2,824	3,633	2,688	GRANT - SEATBELT WAGES EXP	2,500	2,500	2,500
0	0	0	GRANT - PEDESTRIAN/WAGES EXP	2,000	2,000	2,000
0	0	0	GRANT - ODOT	0	0	0
0	0	0	FEDERAL TASK FORCE LAB OT	17,000	17,000	17,000
0	0	0	GRANT - HIDTA OT	15,000	15,000	15,000
0	0	0	GRANT - OCDETF OT	10,000	10,000	10,000
0	0	0	GRANT - IPC OT	25,000	25,000	25,000
1,448,858	1,277,494	1,399,656	EMPLOYEE BENEFITS	1,511,084	1,511,084	1,511,084
13,600	13,825	14,400	UNIFORM CLEANING ALLOWANCE	13,800	13,800	13,800
1,975	2,450	2,400	CLOTHING ALLOWANCE	2,400	2,400	2,400
3,450	3,450	3,600	FOOTWEAR ALLOWANCE	3,450	3,450	3,450
3,953,093	**3,782,006**	**3,965,067**	**TOTAL PERSONNEL SERVICES**	**4,182,123**	**4,182,123**	**4,182,123**

GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MATERIAL AND SERVICES:			
944	0	1,000	PROFESSIONAL SERVICES	4,000	4,000	4,000
0	0	0	STORAGE FACILITY RENT	0	0	0
95,548	94,077	124,494	VEHICLE LEASE PAYMENTS	128,481	128,481	128,481
7,692	7,573	8,000	INVESTIGATION & INFO	8,000	8,000	8,000
1,015	1,415	1,000	PRISONERS BOARD & MEDICAL	1,000	1,000	1,000
368	125	1,500	CRIME PREVENTION	1,500	1,500	1,500
21,919	26,652	26,000	COMMUNICATIONS	26,000	26,000	26,000
155,862	164,336	167,488	COUNTY DISPATCH FEES	167,217	167,217	167,217
2,500	3,500	3,500	JUVENILE DIVERSION SERVICES	3,500	3,500	3,500
25,186	36,014	33,000	TRAINING & TRAVEL	33,000	33,000	33,000
29,696	28,970	30,000	FIREARM EQUIPMENT	30,000	30,000	30,000
923	566	0	TRAFFIC SAFETY TRAINING	0	0	0
3,570	3,858	4,000	TACTICAL ENTRY TEAM EQUIPMENT	4,000	4,000	4,000
100	100	500	E.O.C.	1,000	1,000	1,000
6,731	5,904	15,000	DETECTIVE EQUIPMENT	15,000	15,000	15,000
1,005	1,692	1,000	MEMBERSHIP FEES & DUES	1,150	1,150	1,150
14,580	10,399	29,670	INFORMATION SYSTEM SERVICES	33,263	33,263	33,263
230,518	193,933	225,929	INTERNAL CHARGE-FLEET	232,154	232,154	232,154
0	73,982	58,620	INTERNAL CHARGE-FACILITIES	52,088	52,088	52,088
131,395	95,044	91,019	INTERNAL CHARGE-TECH SERVICES	126,087	126,087	126,087
32,704	30,172	36,700	SUPPLIES & SERVICES	39,398	39,398	39,398
16,211	20,609	20,000	UNIFORMS & PATROL EQUIPMENT	20,000	20,000	20,000
258	405	2,000	EQUIPMENT REPAIR & MAINT	500	500	500
993	728	2,000	RADIO REPAIR	2,000	2,000	2,000
26,218	26,218	26,218	800 RADIO OPERATING FEE	29,769	29,769	29,769
1,679	2,543	3,000	CANINE EXPENSES	3,000	3,000	3,000
2,207	3,198	4,000	TRAFFIC SAFETY EQUIPMENT	6,750	6,750	6,750
0	8,940	0	DONATIONS - POLICE/CANINE EXP	500	500	500
2,096	2,300	500	DONATIONS-POLICE	500	500	500
1,050	1,050	1,050	ACCREDITATION	1,050	1,050	1,050
812,967	**844,302**	**917,188**	**TOTAL MATERIAL AND SERVICES**	**970,907**	**970,907**	**970,907**
			CAPITAL OUTLAY:			
0	0	0	ODOT GRANT - EQUIPMENT	0	0	0
10,000	20,000	20,000	EQUIP - COMPUTER/SOFTWARE	10,000	10,000	10,000
0	0	12,000	EQUIP - VESTS	6,000	6,000	6,000
0	0	0	DIGITAL RADIO REPLACEMENT PROJ	10,000	10,000	10,000
10,000	**20,000**	**32,000**	**TOTAL CAPITAL OUTLAY**	**26,000**	**26,000**	**26,000**
			TRANSFERS:			
0	0	0	OP TRANSFER TO FLEET	0	0	0
0	0	0	OP TRANSFER TO 911	0	0	0
0	0	0	OP TRANSFER TO TECHNICAL SVC.	0	0	0
0	0	0	RESERVE TRANSFER TO COMPUTER	0	0	0
0	**0**	**0**	**TOTAL TRANSFERS**	**0**	**0**	**0**
4,776,060	**4,646,308**	**4,914,255**	**TOTAL POLICE DEPT**	**5,179,030**	**5,179,030**	**5,179,030**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Department Description

Zion Memorial Cemetery is owned, operated and maintained by the City. The Cemetery was previously operated by a contract sexton. The sexton gave notice effective January 1, 2015 the City regained operational control.



Cemetery Capacity

	Availale Spaces	Estimate of average sales per year	Projected years until sold out
Full size	510	21	24
Child/baby	52	0	260
Cremains	26	3	9
Mausoleum	187	3	62
Niche	149	12	12

The City is in the process of inventorying and mapping available spaces, therefore this is only a partial count but it exemlifies that the Cemetery has sufficient capacity to meet the demand for the foreseeable future.

2017 Budget at a Glance

Charges for Services		**$ 54,700**	**$ 59,500**
Primary Departmental Revenue			*Total Dept Revenue*
0.15	**$ 13,230**	**17%**	**$ 79,631**
FTE	*Personnel Services**	*% of Dept Exp*	*Total Dept Expense*
		0.89%	
		% of General Fund Expense	

*contracts labor from other departments paid at the public works houly rate, this is budgeted at materials and services.

GENERAL FUND

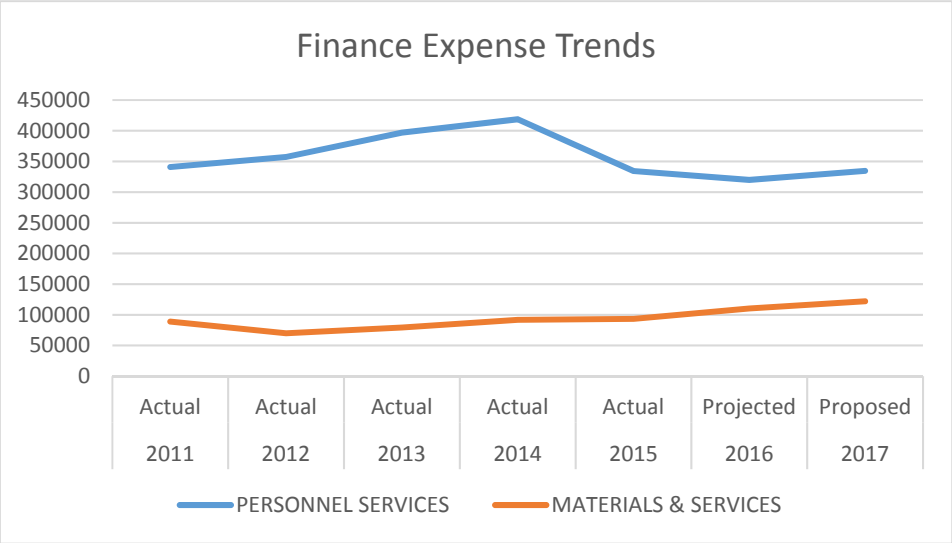
ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			CEMETERY DEPT			
			PERSONNEL SERVICES:			
2,035	2,192	7,612	OFFICE SPECIALIST II	7,326	7,326	7,326
1,922	1,800	5,608	EMPLOYEE BENEFITS	5,904	5,904	5,904
3,956	**3,992**	**13,220**	**TOTAL PERSONNEL SERVICES**	**13,230**	**13,230**	**13,230**
			MATERIAL AND SERVICES:			
93,349	45,600	0	CONTRACTUAL AGREEMENT	0	0	0
0	56,863	50,430	CONTRACT LABOR	52,876	52,876	52,876
0	1,582	2,500	SUPPLIES - MAINTENANCE	2,500	2,500	2,500
1,010	2,479	0	MISCELLANEOUS	0	0	0
2,450	775	3,500	REFUNDS	4,000	4,000	4,000
0	0	100	SUPPLIES - RECORDS	125	125	125
0	3,221	1,500	TOOLS & EQUIPMENT	1,500	1,500	1,500
0	663	2,400	UTILITIES	2,400	2,400	2,400
0	1,765	4,000	NAME BARS	3,000	3,000	3,000
96,809	**112,949**	**64,430**	**TOTAL MATERIAL AND SERVICES**	**66,401**	**66,401**	**66,401**
100,765	**116,941**	**77,650**	**TOTAL CEMETERY DEPT**	**79,631**	**79,631**	**79,631**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Department Description

The Finance Department manages the City's finances, and provides financial information to the Council, City Administrator, and Department Directors. The Finance Department is made up of the following accounting operations: general ledger, payroll, cash management, accounting for fixed assets, accounts payable, accounts receivable, improvement districts, transit payroll tax collection and utility billing, as well as ongoing financial analysis and investment as needed. The department prepares the annual budget and the Comprehensive Annual Financial Report (CAFR). Each year's CAFR is audited by a firm of independent CPAs.

Noteworthy Changes / Highlights for 2016 – 2017

None.



2017 Budget at a Glance

Operational Transfers	**$ 747,720**	**$ 747,720**
*Departmental Revenue**		*Total Dept Revenue*
2.75	**$ 334,622**	**73%**	**$ 456,653**
FTE	*Personnel Services*	*% of Dept Exp*	*Total Dept Expense*
		4%	
		% of General Fund Expense	

* Transfers executed in accordance with Internal Charge and Overhead Cost Allocation methodology; transfers herein are for both Administration and Finance Services.

GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			FINANCE DEPT			
			PERSONNEL SERVICES:			
88,994	96,283	102,943	FINANCE DIRECTOR	110,184	110,184	110,184
68,166	52,812	53,434	OFFICE SPECIALIST IV	54,502	54,502	54,502
69,736	36,248	36,510	OFFICE SPECIALIST III	37,234	37,234	37,234
29,098	31,782	19,507	OFFICE SPECIALIST II	19,584	19,584	19,584
136	364	1,000	PART TIME HELP	1,000	1,000	1,000
162,653	116,838	105,970	EMPLOYEE BENEFITS	112,118	112,118	112,118
418,783	**334,327**	**319,364**	**TOTAL PERSONNEL SERVICES**	**334,622**	**334,622**	**334,622**
			MATERIAL AND SERVICES:			
900	0	4,000	PROF/TECH SERVICE	5,000	5,000	5,000
4,740	6,090	5,500	PROF SRVTITLE LIEN SEARCH COST	6,200	6,200	6,200
26,300	26,901	37,000	AUDITING	30,755	30,755	30,755
13,057	13,057	31,338	SOFTWARE MAINTENANCE	32,500	32,500	32,500
3,730	4,104	4,000	COPIER LEASE & MAINT	4,400	4,400	4,400
35	390	500	PUBLICATIONS/BOOKS	500	500	500
1,593	1,098	2,000	PRINTING & BINDING	2,500	2,500	2,500
5,222	6,893	5,500	TRAINING/CONF/TRAVEL	6,650	6,650	6,650
1,095	1,670	1,685	MEMBERSHIP DUES & FEES	1,265	1,265	1,265
0	4,218	3,342	INTERNAL CHARGE-FACILITIES	3,570	3,570	3,570
23,584	14,851	14,760	INTERNAL CHARGE-TECH SERVICES	12,241	12,241	12,241
3,597	6,009	6,600	SUPPLIES & SERVICE	4,450	4,450	4,450
7,459	7,648	8,200	BANK CHARGES	9,000	9,000	9,000
134	18	0	CASH OVER & SHORT	0	0	0
400	579	1,000	MISC OFFICE EQUIPMENT	3,000	3,000	3,000
91,846	**93,528**	**125,425**	**TOTAL MATERIAL AND SERVICES**	**122,031**	**122,031**	**122,031**
510,629	**427,855**	**444,789**	**TOTAL FINANCE DEPT**	**456,653**	**456,653**	**456,653**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Statement of Purpose

The Canby Economic Development Department supports existing Canby businesses, recruits new business and development, and promotes a healthy business climate. Staff focuses on initiatives outlined in the Canby Urban Renewal plan, the Canby Economic Development Strategy and related goals identified in the Canby Community Vision.

The department promotes Canby as an attractive business location, assists businesses with their growth and expansion plans, and connects them to programs and resources to help them succeed. Staff supports the objectives for the Urban Renewal District and implements its programs focused on stimulating new industrial and commercial development, investment, businesses, jobs and positioning the Canby Pioneer Industrial Park as a major employment location. Staff administers business oriented programs including the Canby Main Street Program, the Façade Improvement Program, and several incentive programs. They also coordinate activities for a vibrant and attractive downtown. The team promotes business districts and attracts new investment and activity from visitors, businesses, developers and tenants.

Noteworthy Changes for 2016 – 2017

A Certified Local Government (CLG) Grant provides funding for creating and submitting a National Register nomination, eight intensive level surveys, a brochure to highlight historic buildings, and public outreach. The CLG Grant will help to discover Canby's rich history and promote it to residents and tourists.

Events including Light up the Night, Canby's Spooktacular Village, Canby's Big Night Out and Canby Independence Day Celebration will continue to delight children of all ages and attract Canby citizens and tourists to downtown.

2017 Budget at a Glance

Transfers In*	**$ 572,794**	**98%**	**$ 586,729**
Primary Departmental Revenue		*% of Dept Rev*	*Total Dept Revenue*
3.51	**$ 444,568**	**29%**	**$ 605,296**
FTE	*Personnel Services*	*% of Dept Exp*	*Total Dept Expense*
		5%	
		% of General Fund Expense	

** Primary funding provided by transfers from Urban Renewal.*

GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			ECONOMIC DEVELOPMENT DEPT			
			PERSONNEL SERVICES:			
0	28,155	41,566	CITY ADMINISTRATOR	43,064	43,064	43,064
0	26,389	38,188	ASSISTANT CITY ADMINISTRATOR	38,944	38,944	38,944
0	105,456	106,036	ECONOMIC DEVELOPMENT DIRECTOR	108,122	108,122	108,122
0	19,928	20,644	CITY RECORDER	21,056	21,056	21,056
0	21,565	23,109	OFFICE SPECIALIST II	24,281	24,281	24,281
0	7,648	7,920	SENIOR PLANNER	8,078	8,078	8,078
0	44,285	48,098	MAIN STREET MANAGER	50,526	50,526	50,526
0	4,997	5,344	MAIN STREET MGR - NON-URD	5,614	5,614	5,614
0	192	2,326	PART TIME HELP	2,373	2,373	2,373
0	97,762	134,399	EMPLOYEE BENEFITS	142,510	142,510	142,510
0	**356,376**	**427,630**	**TOTAL PERSONNEL SERVICES**	**444,568**	**444,568**	**444,568**
			MATERIAL AND SERVICES:			
0	2,856	2,263	INTERNAL CHARGE-FACILITIES	2,878	2,878	2,878
0	11,880	12,300	INTERNAL CHARGE-TECH SERVICES	12,241	12,241	12,241
0	27,351	49,682	SUPPLIES & SERVICES	41,063	41,063	41,063
0	3,538	6,500	MAIN STREET (GENERAL FUND)	19,678	19,678	19,678
0	0	13,000	INDEPENDENCE DAY EXPENSES	0	0	0
0	5,107	5,500	FLOWER PROGRAM	5,500	5,500	5,500
0	9,943	0	LIGHT THE NIGHT COSTS	0	0	0
0	21,761	21,038	MAIN STREET (UR ALLOWABLE)	14,438	14,438	14,438
0	**82,436**	**110,283**	**TOTAL MATERIAL AND SERVICES**	**95,798**	**95,798**	**95,798**
			TRANSFERS:			
0	72,367	61,002	O/H TRANSFER TO GENERAL FUND	63,220	63,220	63,220
0	**72,367**	**61,002**	**TOTAL TRANSFERS**	**63,220**	**63,220**	**63,220**
0	**511,178**	**598,915**	**TOTAL ECONOMIC DEVELOPMENT DEP**	**603,586**	**603,586**	**603,586**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Department Description

In accordance with local budget law we have moved special payments, debt payments, contingency and other non-departmental expenses into an unallocated department within the general fund. A majority of these expenses were previously included in the Administration Department and then excluded from the cost pool that was then allocated to departments as overhead.

Noteworthy Changes for 2016 – 2017

We have budgeted to payoff the logging road debt which otherwise would be paid off in fiscal year 2018 which in total only increases the current year payment by approximately $20,000.

2017 Budget at a Glance

0	**$ 75,000**	**5%**	**$ 1,511,302**
*FTE**	*Personnel Services*	*% of Dept Exp*	*Total Dept Expense^*
		6%	
		% of General Fund Expense	*^Includes reserves and contingencies of $1,141,074*

** No staff unallocated, Personnel Services budgeted for Retirement & Separation Payouts.*

GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			UNALLOCATED			
			PERSONNEL SERVICES:			
0	0	120,000	RETIREMENT & SEPARATION PAYOUT	75,000	75,000	75,000
0	**0**	**120,000**	**TOTAL PERSONNEL SERVICES**	**75,000**	**75,000**	**75,000**
			MATERIAL AND SERVICES:			
0	0	6,000	GROUND LEASE (ADULT CENTER)	6,000	6,000	6,000
0	0	93,623	WORKERS COMP PRIOR YEAR CLAIMS	174,597	174,597	174,597
0	0	29,269	INTERNAL CHARGE-FACILITES	31,271	31,271	31,271
0	0	0	PROPERTY HELD FOR SALE	0	0	0
0	**0**	**128,892**	**TOTAL MATERIAL AND SERVICES**	**211,868**	**211,868**	**211,868**
			CAPITAL OUTLAY:			
0	0	66,030	PEG ACCESS	45,558	45,558	45,558
0	**0**	**66,030**	**TOTAL CAPITAL OUTLAY**	**45,558**	**45,558**	**45,558**
			DEBT:			
0	0	18,083	LOGGING ROAD PRINCIPLE PH 2	36,642	36,642	36,642
0	0	2,774	LOGGING ROAD INTEREST PH 2	1,160	1,160	1,160
0	**0**	**20,857**	**TOTAL DEBT**	**37,802**	**37,802**	**37,802**
0	**0**	**335,779**	**TOTAL UNALLOCATED**	**370,228**	**370,228**	**370,228**
			OTHER:			
0	0	759,948	CONTINGENCY	916,474	916,474	916,474
0	0	224,600	RESERVE FOR FUTURE EXP-PERS	224,600	224,600	224,600
0	**0**	**984,548**	**TOTAL OTHER**	**1,141,074**	**1,141,074**	**1,141,074**
7,855,904	**7,967,856**	**9,790,670**	**TOTAL FUND EXPENDITURES**	**10,410,884**	**10,410,884**	**10,410,884**

SPECIAL REVENUE FUNDS

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Statement of Purpose

The purpose of the Library Fund is to provide dynamic, relevant, efficient and cost-effective library services to Canby area residents of all ages.

Department Description

The Library Department provides a wealth of resources designed to address the community's educational, informational, cultural and recreational needs. In addition to offering free access to books, e-books, DVDs, CDs, audio books, magazines and online resources from the 13-member LINCC (Libraries in Clackamas County) network at www.lincc.org, the library also offers reference help, free internet access via WiFi and public computers, book groups, community forums and cultural events. Services to children and families include story times, family-oriented performances & programs, teen events, and the Summer Reading Program. The library's service area is roughly equivalent to the boundaries of the Canby School District, serving approximately 16,010 residents within the city limits of Canby and 7,545 in unincorporated Clackamas County, for a total service population of 23,555.

Noteworthy Changes / Highlights for 2016 – 2017

- To enhance controls over cash we are now processing Friends of the Library (FOL) receipts through the Library point of sale system and distributing the funds through AP monthly so you will see a new revenue and corresponding expense line.
- We have budgeted the initial one-time RFID tag implementation costs in its own line within materials and services; this is the primary requirement we need to comply with the District County-wide initiative. Prospectively cost related to maintaining RFID tags will be funded in through the Library Materials and Processing line. The City is still trying to identify funding for RFID self-check stations and security gates.
- The Library Facilities and Tech Services internal charges are increasing proportional to their increase in square footage of the new library and additional staff computers now being supported by IT.
- To streamline recording and administrative control the collections materials expense previously budgeted by format type have now been consolidated into one line and some hours previously budgeted in the Office Spec 1 line have been been reallocated to a new on call line.

2017 Budget at a Glance

District Allocation	$ 818,849	90%	$ 907,486
Primary Funding Source		*% of Rev*	*Total Revenue*
8.53	$ 649,754	66% *	$ 2,230,137
FTE	*Personnel Services*	*% of Exp*	*Total Expense*
10% of Operating Expense		13%	$ 114,885
Contingency/Reserve Minimum Policy		*Actual %*	*Contingency*

*excluding the transfer of funds dedicated to civic building project

CITY OF CANBY
REVENUES

LIBRARY FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PROPERTY TAXES			
733,693	783,269	789,404	CC LIBRARY DISTRICT	818,849	818,849	818,849
733,693	**783,269**	**789,404**	**TOTAL PROPERTY TAXES**	**818,849**	**818,849**	**818,849**
			GRANT REVENUE			
10,589	11,689	3,000	GRANTS-LIBRARY	3,384	3,384	3,384
10,589	**11,689**	**3,000**	**TOTAL GRANT REVENUE**	**3,384**	**3,384**	**3,384**
			CHARGES FOR SERVICES			
2,133	1,916	2,000	LOST BOOK REVENUE	0	0	0
3,129	3,053	2,500	COPIER RECEIPTS	0	0	0
5,262	**4,969**	**4,500**	**TOTAL CHARGES FOR SERVICES**	**0**	**0**	**0**
			PASS THRU REVENUE			
0	0	7,500	FOL PASS THRU REVENUE	14,400	14,400	14,400
0	**0**	**7,500**	**TOTAL PASS THRU REVENUE**	**14,400**	**14,400**	**14,400**
			MISCELLANEOUS REVENUE			
23,495	23,849	23,000	MISCELLANEOUS-LIBRARY	30,000	30,000	30,000
23,495	**23,849**	**23,000**	**TOTAL MISCELLANEOUS REVENUE**	**30,000**	**30,000**	**30,000**
			INTEREST REVENUES			
6,962	6,587	6,700	INTEREST REVENUES	2,500	2,500	2,500
6,962	**6,587**	**6,700**	**TOTAL INTEREST REVENUES**	**2,500**	**2,500**	**2,500**
			DONATIONS			
3,982	5,773	3,500	DONATIONS-LIBRARY	5,000	5,000	5,000
12,970	13,055	15,000	DONATIONS-FOL SPECIAL DRIVE	33,353	33,353	33,353
0	0	0	DONATIONS-NEW LIBRARY BUILDING	0	0	0
16,952	**18,828**	**18,500**	**TOTAL DONATIONS**	**38,353**	**38,353**	**38,353**
			OPERATIONAL TRANSFERS IN			
70,000	0	0	TRANSFER FROM GENERAL FUND	0	0	0
70,000	**0**	**0**	**TOTAL OPERATIONAL TRANSFERS IN**	**0**	**0**	**0**
			CASH CARRYOVER			
1,347,620	1,377,845	1,309,633	CASH CARRYOVER	1,437,536	1,437,536	1,437,536
1,347,620	**1,377,845**	**1,309,633**	**TOTAL CASH CARRYOVER**	**1,437,536**	**1,437,536**	**1,437,536**
2,214,573	**2,227,036**	**2,162,237**	**TOTAL FUND REVENUE**	**2,345,022**	**2,345,022**	**2,345,022**
			OTHER:			

LIBRARY FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			LIBRARY EXPENDITURES			
			PERSONNEL SERVICES:			
37,650	0	76,874	LIBRARY DIRECTOR	78,375	78,375	78,375
0	70,742	0	LIBRARY MGR - DIRECTOR OF OPS	0	0	0
45,350	60,902	45,761	LIBRARY OFFICE SPEC I	31,004	31,004	31,004
145,164	143,386	150,934	OFFICE SPECIALIST II	168,001	168,001	168,001
49,669	58,611	62,241	LIBRARY SUPERVISOR	66,669	66,669	66,669
45,732	47,052	47,997	TECH REF LIBRARIAN	48,960	48,960	48,960
23,632	352	0	REFERENCE/ACCESS LIBRARIAN	0	0	0
0	0	0	ON CALL	17,093	17,093	17,093
17,834	15,260	16,096	LIBRARY PAGE (SHELVERS)	16,876	16,876	16,876
158,721	205,595	226,880	EMPLOYEE BENEFITS	222,776	222,776	222,776
523,753	**601,900**	**626,783**	**TOTAL PERSONNEL SERVICES**	**649,754**	**649,754**	**649,754**
			MATERIAL AND SERVICES:			
5,940	5,675	5,000	COMPUTER HARDWARE/SOFTWARE	7,500	7,500	7,500
0	0	0	LINCC BILLBACKS	0	0	0
0	0	0	RFID TAGS	13,055	13,055	13,055
0	0	0	COPIER LEASE & MAINT	4,800	4,800	4,800
763	2,575	4,000	TRAVEL & TRAINING	2,500	2,500	2,500
28,779	33,995	26,936	INTERNAL CHARGE-FACILITIES	43,672	43,672	43,672
13,476	8,910	9,840	INTERNAL CHARGE-TECH SERVICES	17,138	17,138	17,138
8,708	12,320	13,359	OFFICE SUPPLIES & SERVICES	8,000	8,000	8,000
14-	7	0	CASH OVER & SHORT	0	0	0
0	0	0	LIBRARY MATERIALS & PROCESSING	83,000	83,000	83,000
7,098	6,489	7,500	AUDIO MATERIALS	0	0	0
12,091	12,782	12,000	VISUAL MATERIALS	0	0	0
5,517	10,939	10,000	ELECTRONIC MATERIALS	0	0	0
51,822	45,493	52,000	BOOKS	0	0	0
8	98	100	LOST BOOKS REFUNDS	0	0	0
3,186	3,256	3,000	PERIODICALS (MAGAZINES)	0	0	0
0	0	7,500	FOL PASS THRU EXPENSE	14,400	14,400	14,400
0	0	0	VOLUNTEER RECOGNITION	1,500	1,500	1,500
9,883	5,092	4,000	GRANTS-LIBRARY EXPENDED	3,384	3,384	3,384
2,374	3,606	3,500	DONATIONS-LIBRARY EXPENDED	13,532	13,532	13,532
9,718	10,831	15,000	DONATIONS EXPENDED FOL	33,353	33,353	33,353
48,205	0	0	LIBRARY PROJ DONATION REFUNDS	0	0	0
207,553	**162,068**	**173,735**	**TOTAL MATERIAL AND SERVICES**	**245,834**	**245,834**	**245,834**
			TRANSFERS:			
105,423	103,142	93,755	O/H TO GENERAL FUND	96,295	96,295	96,295
0	0	0	TRANSFER TO BUILDING PROJECT	1,238,254	1,238,254	1,238,254
105,423	**103,142**	**93,755**	**TOTAL TRANSFERS**	**1,334,549**	**1,334,549**	**1,334,549**
836,728	**867,110**	**894,273**	**TOTAL LIBRARY EXPENDITURES**	**2,230,137**	**2,230,137**	**2,230,137**

LIBRARY FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			OTHER:			
0	0	129,723	CONTINGENCY	114,885	114,885	114,885
0	0	1,138,241	CONTINGENCY-RES/LIBRARY PROJ	0	0	0
0	**0**	**1,267,964**	**TOTAL OTHER**	**114,885**	**114,885**	**114,885**
836,728	**867,110**	**2,162,237**	**TOTAL FUND EXPENDITURES**	**2,345,022**	**2,345,022**	**2,345,022**

Statement of Purpose

The purpose of the Street Fund is to facilitate the proper use of State Shared Highway Revenue and other restricted revenue designated for the purpose of maintaining and improving City road infrastructure.

Department Description

The Street Department is responsible for street construction and maintenance, and all related aspects of the public streets, alleys and rights-of-way. Tasks include paving, oiling, chip sealing, overlaying, sweeping, patching, striping lanes and crosswalks, landscaping and spraying the rights-of-way, creating and repairing street signs and maintaining City parking lots. Streetlights are also serviced and maintained.

Noteworthy Changes / Highlights for 2016 – 2017

- The current year projection for vehicles and equipment exceeds budget due to a timing variance which is offset by excess cash carryover.
- The NW Territorial and N Cedar capital projects are projected to be substantially constructed in fiscal year 2017.
- We have budgeted the match for the S Ivy project, the City was awarded a STIP grant and is in the process of developing an IGA with Clackamas County; although the project may not be completed in fiscal year 2017 we have conservatively budgeted the entire City match, which is eligible to be fully funded by Street improvement SDCs, to earmark the funds prospectively. Additionally, funds have been dedicated in the sewer fund to fund corresponding collections and stormwater improvements.

2017 Budget at a Glance			
Intergovernmental	**$ 1,653,588**	**53%**	**$ 3,125,611**
Primary Funding Source		*% of Rev*	*Total Revenue*
6.55	**$ 639,646**	**29%**	**$ 3,408,209**
FTE	*Personnel Services*	*% of Exp*	*Total Expense*
10% of Operating Expense		**16%**	**$ 550,140**
Contingency/Reserve Minimum Policy		*Actual %*	*Contingency*

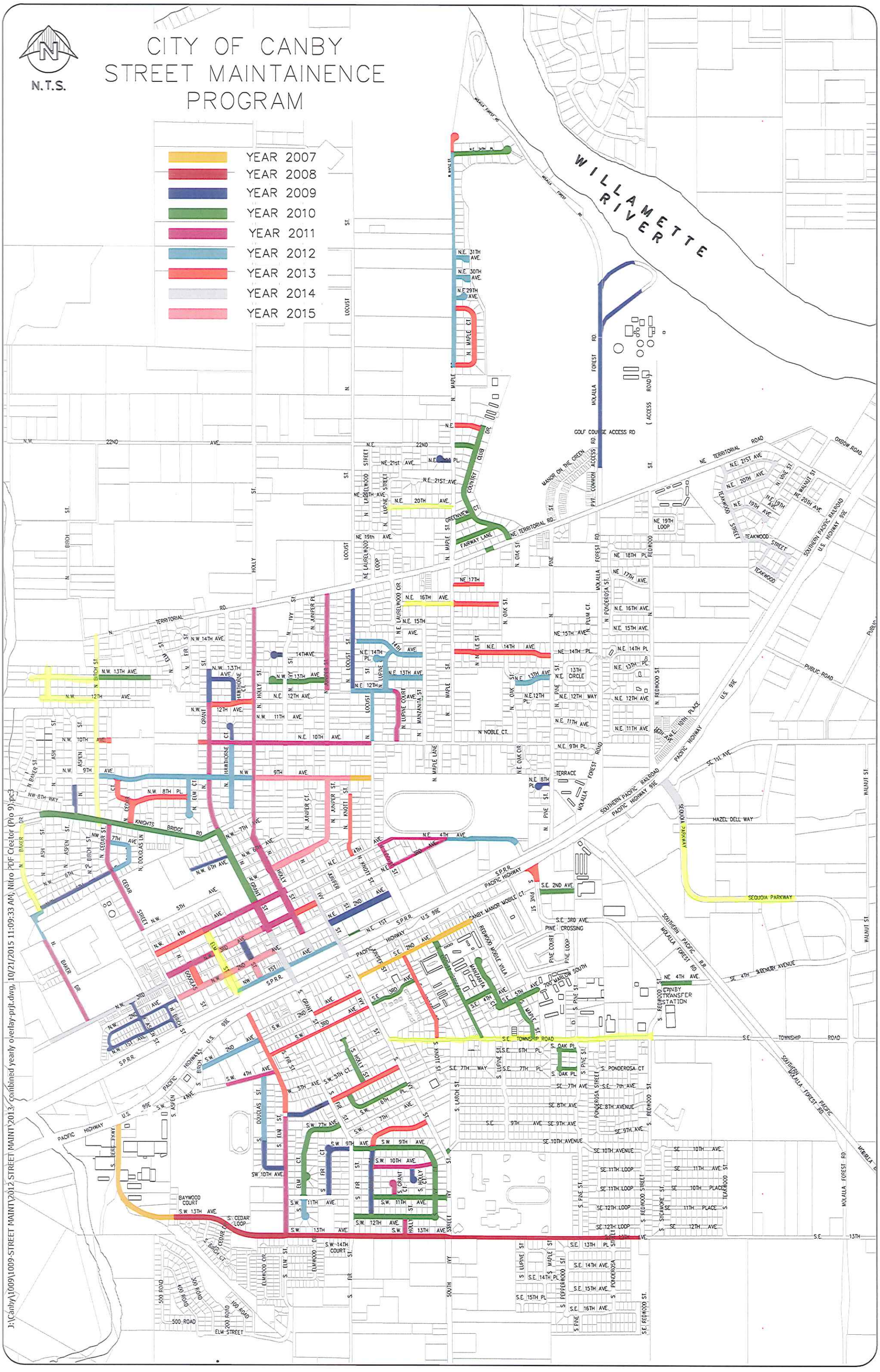
Street Maintenance Fee Activity Summarized by Year Since the Inception of the Program + Forecast

	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21
Revenue				Actual				Projected	Budget			Forecasted	
Street Maintenance Fee (*)	169,983	389,395	441,580	443,964	436,980	433,814	455,888	*461,263*	*459,104*	460,000	460,000	460,000	460,000
Local Gas Tax (^)	178,875	256,000	268,753	206,687	199,528	185,151	193,186	*211,040*	*248,400*	248,400	248,400	248,400	248,400
Carryover		348,857	559,849	538,029	257,514	353,394	(54,006)	471,914	743,946	596,840	620,690	500,140	393,390
Total Revenue	348,857	994,252	1,270,181	1,188,680	894,023	972,359	595,069	1,144,217	1,451,450	1,305,240	1,329,090	1,208,540	1,101,790
Expense													
Street Maintenance Program (~)	-	434,404	732,152	718,985	540,628	1,026,365	123,154	*400,271*	*651,380*	650,000	650,000	650,000	650,000
Other				212,180									
NW Territorial									56,000				
N Cedar									8,630				
N Locust 4th-10th									138,600				
N Knott										34,550			
NE 10th (3 phases)											154,550	165,150	
NE 12th											24,400		
N Maple 10th-14th													103,900
Total Expense	-	434,404	732,152	931,165	540,628	1,026,365	123,154	400,271	854,610	684,550	828,950	815,150	753,900
Year End Balance	348,857	559,849	538,029	257,514	353,394	(54,006)	471,914	743,946	596,840	620,690	500,140	393,390	347,890

* Budgeted Revenue less budgeted utility billing costs

^ 90% of budgeted revenue, 10% unresticted for program administration retained within the street fund *updated from 80 to per code

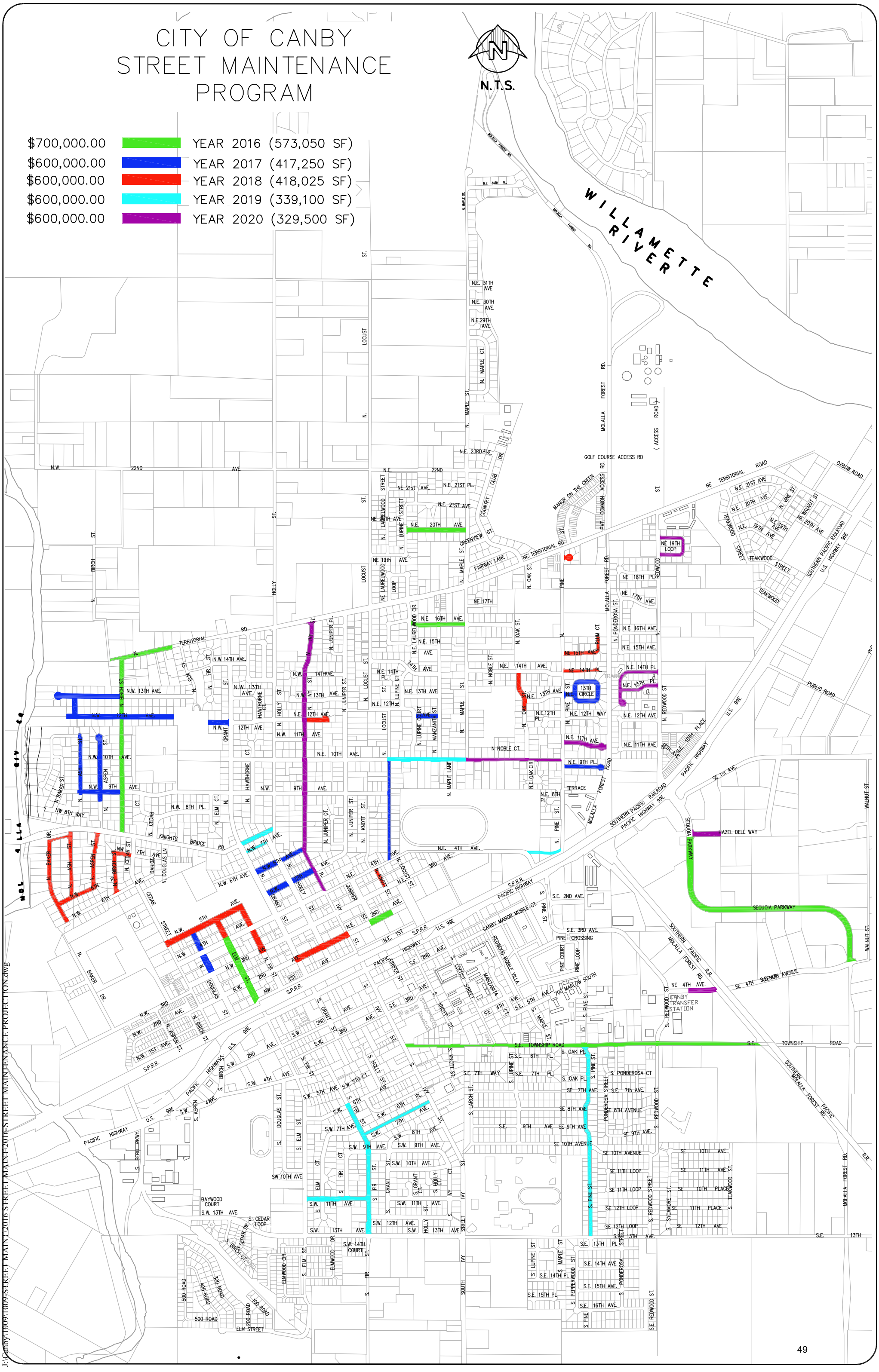
~ Estimated contruction cost plus $20,000 for program engineering and $30,000 for budgeted annual emergency allowable costs


CITY OF CANBY
STREET MAINTAINENCE
PROGRAM
N.T.S.
YEAR 2007
YEAR 2008
YEAR 2009
YEAR 2010
YEAR 2011
YEAR 2012
YEAR 2013
YEAR 2014
YEAR 2015
WILLAMETTE RIVER
MOLALLA FOREST RD.
GOLF COURSE ACCESS RD
NE TERRITORIAL ROAD
OXBOW ROAD
PUBLIC ROAD
SEQUOIA PARKWAY
HAZEL DELL WAY
SOUTHERN PACIFIC RAILROAD
PACIFIC HIGHWAY
U.S. 99E
KNIGHTS BRIDGE RD
TOWNSHIP ROAD
CANBY TRANSFER STATION
J:\Canby\10091009-STREET MAINT\2012 STREET MAINT\2013 combined yearly overlay-prjt.dwg, 10/21/2015 11:09:33 AM, Nitro PDF Creator (Pro 9).pc3

CITY OF CANBY STREET MAINTENANCE PROGRAM

$700,000.00	YEAR 2016	(573,050 SF)
$600,000.00	YEAR 2017	(417,250 SF)
$600,000.00	YEAR 2018	(418,025 SF)
$600,000.00	YEAR 2019	(339,100 SF)
$600,000.00	YEAR 2020	(329,500 SF)

N.T.S.



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Street Fund Capital Improvement Plan (CIP)

	2017	2018	2019	2020	2021
Vehicles and Equipment	61,000		50,000		
Street Maint Fee Program	621,380	620,000	620,000	620,000	620,000
NW Territorial	277,500				
N Cedar	198,000				
N Locust 4th-10th	675,000				
S Ivy	437,762				
N Knott		150,000			
NE 4th to N Pine Realignment		370,000			
NE 10th, phase 1		170,000			
NE 10th, phase 2			585,000		
NE 12th			95,000		
NE 10th, phase 3				520,000	
N Maple 10th-14th					580,000
	2,270,642	**1,310,000**	**1,350,000**	**1,140,000**	**1,200,000**

Fiscal Year	Projects	Cost	Estimated Funding Allocation						
			SMF	**SDC**	**Storm**	**Collections**	**CDBG**	**Federal Fund exchange**	**Unrestricted Steet Fund Balance**
16/17	NW Territorial	277,500	56,000	24,180	52,000	66,500			78,820
	N Cedar	198,000	15,230		24,370		158,400		-
	N Locust 4th-10th	675,000	138,600		69,000	45,000		170,000	252,400
	S Ivy	437,762		437,762					-
17/18	N Knott	150,000	34,550		9,000			90,000	16,450
	NE 4th to N Pine Realignment	370,000		370,000					-
	NE 10th, phase 1	170,000		170,000					-
18/19	NE 10th, phase 2	585,000	154,550	115,000	54,000			180,000	81,450
	NE 12th	95,000	24,400			6,000			64,600
19/20	NE 10th, phase 3	520,000	165,150	76,000	56,500				222,350
20/21	N Maple 10th-14th	580,000	103,900		81,500	30,000		90,000	274,600
		4,058,262	692,380	1,192,942	346,370	147,500	158,400	530,000	990,670

STREETS FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTERGOVERNMENTAL			
908,082	922,195	923,000	STATE HIGHWAY FUND	940,000	940,000	940,000
231,438	241,483	231,800	LOCAL GAS TAX	276,900	276,900	276,900
0	169,506	173,233	FEDERAL FUND EXCHANGE	170,000	170,000	170,000
48,201	49,548	33,000	CONSTRUCTION EXCISE TAX	101,688	101,688	101,688
1,187,721	**1,382,730**	**1,361,033**	**TOTAL INTERGOVERNMENTAL**	**1,488,588**	**1,488,588**	**1,488,588**
			GRANT REVENUE			
0	0	0	COMM DEV BLOCK GRANT (CDBG)	165,000	165,000	165,000
0	**0**	**0**	**TOTAL GRANT REVENUE**	**165,000**	**165,000**	**165,000**
			CHARGES FOR SERVICES			
538,102	534,621	532,900	STREET MAINTENANCE FEE	541,400	541,400	541,400
9,820	8,365	6,125	EROSION CONTROL FEES	15,000	15,000	15,000
0	0	0	DRIVEWAY/CURB/SIDEWALK INSPECT	3,000	3,000	3,000
1,300	2,300	1,300	STREET EXCAVATION/OPENING FEE	4,500	4,500	4,500
0	44,025	20,000	URBAN FORESTRY PROGRAM REVENU	15,000	15,000	15,000
0	1,033	4,000	STREET SIGN PROGRAM REVENUE	3,000	3,000	3,000
549,222	**590,344**	**564,325**	**TOTAL CHARGES FOR SERVICES**	**581,900**	**581,900**	**581,900**
			SPECIAL ASSESSMENTS-SDC'S			
0	21,658	36,725	TRANSPORTATION REIMBURSE SDC'S	115,711	115,711	115,711
0	**21,658**	**36,725**	**TOTAL SPECIAL ASSESSMENTS-SDC'S**	**115,711**	**115,711**	**115,711**
			MISCELLANEOUS REVENUE			
4,289	49,510	52,630	MISCELLANEOUS REVENUE	45,000	45,000	45,000
0	9,606	5,000	DAMAGED PROPERTY CLAIM REVENUE	5,000	5,000	5,000
4,289	**59,116**	**57,630**	**TOTAL MISCELLANEOUS REVENUE**	**50,000**	**50,000**	**50,000**
			INTEREST REVENUES			
2,395	2,991	2,200	INTEREST REVENUES	5,600	5,600	5,600
2,395	**2,991**	**2,200**	**TOTAL INTEREST REVENUES**	**5,600**	**5,600**	**5,600**
			TRANSFERS			
0	0	207,000	TRANSFER FROM SDC FUND	461,942	461,942	461,942
0	39,000	54,000	TRANSFER FROM SEWER	111,500	111,500	111,500
0	0	0	TRANSFER FROM STORM	145,370	145,370	145,370
0	**39,000**	**261,000**	**TOTAL TRANSFERS**	**718,812**	**718,812**	**718,812**
			CASH CARRYOVER			
499,273	358,375	816,380	CASH CARRYOVER	1,429,578	1,429,578	1,429,578
499,273	**358,375**	**816,380**	**TOTAL CASH CARRYOVER**	**1,429,578**	**1,429,578**	**1,429,578**
2,242,899	**2,454,215**	**3,099,293**	**TOTAL FUND REVENUE**	**4,555,189**	**4,555,189**	**4,555,189**
			OTHER:			

STREETS FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			STREETS EXPENDITURES			
			PERSONNEL SERVICES:			
13,763	14,078	20,783	CITY ADMINISTRATOR	21,532	21,532	21,532
25,140	20,692	21,027	PLANNING DIRECTOR	21,444	21,444	21,444
0	0	21,331	PUBLIC WORKS DIRECTOR	22,489	22,489	22,489
22,724	23,291	23,759	SENIOR PLANNER	24,235	24,235	24,235
33,906	25,354	27,542	OFFICE SPECIALIST II	28,122	28,122	28,122
0	2,874	6,386	ASSOCIATE PLANNER	6,839	6,839	6,839
25,846	26,890	27,383	OFFICE SPECIALIST III	27,926	27,926	27,926
0	5,754	0	PUBLIC WORKS I	0	0	0
50,334	83,999	75,816	PUBLIC WORKS II	78,477	78,477	78,477
90,704	94,489	110,059	PUBLIC WORKS III	112,847	112,847	112,847
33,919	35,546	36,146	PUBLIC WORKS LEAD MAN	36,866	36,866	36,866
2,208	1,488	9,216	PART TIME HELP	14,882	14,882	14,882
293	625	2,000	OVERTIME	2,000	2,000	2,000
198,662	181,768	226,480	EMPLOYEE BENEFITS	239,987	239,987	239,987
1,600	1,200	2,000	CLOTHING ALLOWANCE	2,000	2,000	2,000
499,098	**518,047**	**609,928**	**TOTAL PERSONNEL SERVICES**	**639,646**	**639,646**	**639,646**
			MATERIAL AND SERVICES:			
4,160	3,928	12,000	CONSULTANT ENGINEER	12,000	12,000	12,000
540	1,394	2,700	SOFTWARE MAINTENANCE	2,700	2,700	2,700
1,231	1,330	1,500	CURB/SIDEWALK REPAIR	1,500	1,500	1,500
65,843	69,622	70,000	STREET LIGHTING & MAINT	75,000	75,000	75,000
11,389	27,549	33,000	STREET MAINTENANCE	30,000	30,000	30,000
393	175	150	EQUIPMENT RENTAL	200	200	200
42,455	0	0	SWEEPER LEASE	0	0	0
803	821	800	COPIER LEASE & MAINT	800	800	800
37,346	38,198	39,100	STREET MAINT BILLING	39,360	39,360	39,360
12,999	23,334	20,000	STREET SIGNING	8,000	8,000	8,000
0	0	0	STREET SIGN PROGRAM	0	0	0
7,542	4,710	6,000	STREET MARKING & STRIPING	10,000	10,000	10,000
0	3,730	5,000	DAMAGED PROPERTY CLAIM EXPENSE	5,000	5,000	5,000
4,379	1,868	2,000	COMMUNICATIONS	2,000	2,000	2,000
319	0	150	PUBLICATIONS	0	0	0
925	1,711	1,500	TRAVEL & TRAINING	2,500	2,500	2,500
85	50	150	MEMBERSHIP DUES & FEES	150	150	150
84,106	66,427	91,164	INTERNAL CHARGE-FLEET	119,202	119,202	119,202
22,683	26,793	21,230	INTERNAL CHARGE-FACILITIES	18,864	18,864	18,864
16,845	17,821	14,760	INTERNAL CHARGE-TECH SERVICES	15,914	15,914	15,914
5,093	5,318	4,150	SUPPLIES & SERVICES	5,450	5,450	5,450
3,249	2,821	3,000	SMALL TOOLS	4,000	4,000	4,000
0	0	150	CLEANING / SUPPLIES	0	0	0
469	626	500	SAFETY SUPPLIES	700	700	700
2,020	0	0	TREE REPLACEMENT	0	0	0
3,349	11,157	10,000	LANDSCAPING 2ND AVE	10,000	10,000	10,000
0	3,005	53,925	URBAN FORESTRY PROGRAM	15,000	15,000	15,000
3,861	4,139	5,500	UTILITIES	5,500	5,500	5,500
332,085	**316,526**	**398,429**	**TOTAL MATERIAL AND SERVICES**	**383,840**	**383,840**	**383,840**

STREETS FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			CAPITAL OUTLAY:			
0	0	72,000	EQUIPMENT	61,000	61,000	61,000
0	123,154	321,000	STREET MAINT FEE PROJECTS	621,380	621,380	621,380
0	0	245,000	NW 1ST AVE STREET IMPROVEMENTS	0	0	0
0	0	0	NW TERRITORIAL RD IMPROVEMENTS	277,500	277,500	277,500
0	289,717	0	SW 4TH AVE IMPROVEMENTS	0	0	0
0	16,095	499,550	10TH AVE IMPROVEMENTS	0	0	0
0	0	0	N CEDAR STREET IMPROVEMENTS	198,000	198,000	198,000
0	0	0	N LOCUST NE 4TH-NE 10TH IMPROV	675,000	675,000	675,000
0	0	0	S IVY SIDEWALK PROJECT/SDC	437,762	437,762	437,762
0	1,793	0	N JUNIPER RECONSTRUC N IVY-9TH	0	0	0
0	**430,759**	**1,137,550**	**TOTAL CAPITAL OUTLAY**	**2,270,642**	**2,270,642**	**2,270,642**
			TRANSFERS:			
85,597	98,649	109,009	O/H TRANSFER TO GENERAL FUND	114,081	114,081	114,081
0	638	0	TRANSFER TO SDC FUND	0	0	0
348,778	0	0	RESERVE TRANSFER TO STREET	0	0	0
433,814	0	0	RES TRANS - ST MAINT FEE	0	0	0
185,151	0	0	RES - CANBY GAS TAX	0	0	0
1,053,340	**99,287**	**109,009**	**TOTAL TRANSFERS**	**114,081**	**114,081**	**114,081**
1,884,523	**1,364,620**	**2,254,916**	**TOTAL STREETS EXPENDITURES**	**3,408,209**	**3,408,209**	**3,408,209**
			OTHER:			
0	0	225,489	STREETS CONTINGENCY	550,140	550,140	550,140
0	0	618,888	RESTRICTED FOR FUTURE ST MAINT	596,840	596,840	596,840
0	**0**	**844,377**	**TOTAL OTHER**	**1,146,980**	**1,146,980**	**1,146,980**
1,884,523	**1,364,620**	**3,099,293**	**TOTAL FUND EXPENDITURES**	**4,555,189**	**4,555,189**	**4,555,189**

Special Revenue Fund

System Development Charge (SDC)

Statement of Purpose

The purpose of this fund is to record SDC improvement revenue and maintain restricted balance by type so that compliance with allowable use can be more easily tracked and controlled in accordance with state statutes.

Noteworthy Changes for 2016-2017

- None

Budget at a Glance

Transfers – are budgeted for capacity increasing projects as allowed by state statute, actual transfers will be reconciled to actual cost of projects once complete.

System Development Charges

ANNUAL REPORT

In accordance with ORS 223.311 the City shall provide an annual accounting of revenue collected and amount spent on each project funned in whole or in part by SDC revenue.

For FY 2014-2015 the following was recognized:

TRANSPORTATION SDC

Improvement balance 7/1/2014:	641,683
Reimbursment balance 7/1/2014:	-
Revenue:	
Improvement SDC	116,002
Reimbursment SDC	21,658
Expenditures:	
Improvement SDC Projects	
None	-
Reimbursment SDC Projects	
SW 4th Ave Improvements	21,658
Improvement balance 7/1/2015:	757,685
Reimbursment balance 7/1/2015:	-

PARKS SDC

Improvement balance 7/1/2014:	822,317
Reimbursment balance 7/1/2014:	N/A
Revenue:	
Improvement SDC	127,410
Reimbursment SDC	N/A
Expenditures:	
Improvement SDC Projects	
None	-
Reimbursment SDC Projects	N/A
Improvement balance 7/1/2015:	949,727
Reimbursment balance 7/1/2015:	N/A

System Development Charges

ANNUAL REPORT CONTINUED

Wastewater SDC

Improvement balance 7/1/2014:	-
Reimbursment balance 7/1/2014:	-
Revenue:	
Improvement SDC	21,208
Reimbursment SDC	67,150
Expenditures:	
Improvement SDC Projects^	
14-15 WWTP Improvements	21,208
Reimbursment SDC Projects	
14-15 WWTP Improvements	67,150
Total SDC expenditures	88,358
Improvement balance 7/1/2015:	-
Reimbursment balance 7/1/2015:	-

^ reimbursement SDC revenue can be used to fund improvement eligible projects.

Stormwater SDC

Improvement balance 7/1/2014:	-
Reimbursment balance 7/1/2014:	N/A
Revenue:	
Improvement SDC	5,732
Reimbursment SDC	N/A
Expenditures:	
Improvement SDC Projects	
None	-
Reimbursment SDC Projects	N/A
Improvement balance 7/1/2015:	5,732
Reimbursment balance 7/1/2015:	N/A

SYSTEMS DEVELOPMENT FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS-SDC'S			
0	123,215	156,049	PARKS IMPROVEMENT SDC'S	1,204,449	1,204,449	1,204,449
0	21,208	32,691	SEWER IMPROVEMENT SDC'S	63,488	63,488	63,488
0	5,706	33,467	STORM IMPROVEMENT SDC'S	49,422	49,422	49,422
0	112,655	188,219	STREETS IMPROVEMENT SDC'S	593,030	593,030	593,030
0	**262,784**	**410,426**	**TOTAL SPECIAL ASSESSMENTS-SDC'S**	**1,910,389**	**1,910,389**	**1,910,389**
			INTEREST REVENUES			
0	7,568	7,000	INTEREST REVENUES	11,990	11,990	11,990
0	**7,568**	**7,000**	**TOTAL INTEREST REVENUES**	**11,990**	**11,990**	**11,990**
			TRANSFERS			
1,463,363	638	0	TRANSFER FROM OTHER FUNDS	0	0	0
1,463,363	**638**	**0**	**TOTAL TRANSFERS**	**0**	**0**	**0**
			CASH CARRYOVER			
0	1,463,363	1,759,998	CASH CARRYOVER	2,662,955	2,662,955	2,662,955
0	**1,463,363**	**1,759,998**	**TOTAL CASH CARRYOVER**	**2,662,955**	**2,662,955**	**2,662,955**
1,463,363	**1,734,352**	**2,177,424**	**TOTAL FUND REVENUE**	**4,585,334**	**4,585,334**	**4,585,334**
			OTHER:			

SYSTEMS DEVELOPMENT FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SYSTEMS DEVELOP EXPENDITURES			
			TRANSFERS:			
0	0	320,000	TRANSFER TO PARKS	335,000	335,000	335,000
0	0	207,000	TRANSFER TO STREETS	461,942	461,942	461,942
0	21,208	33,038	TRANSFER TO SEWER	63,690	63,690	63,690
0	0	0	TRANSFER TO STORM	87,707	87,707	87,707
0	**21,208**	**560,038**	**TOTAL TRANSFERS**	**948,339**	**948,339**	**948,339**
0	**21,208**	**560,038**	**TOTAL SYSTEMS DEVELOP EXPENDITU**	**948,339**	**948,339**	**948,339**
			OTHER:			
0	0	757,032	RESTRICTED FOR STREET IMPROVE	1,312,376	1,312,376	1,312,376
0	0	819,112	RESTRICTED FOR PARKS DEVELOP	2,324,619	2,324,619	2,324,619
0	0	0	RESTRICTED FOR SEWER IMPROVE	0	0	0
0	0	41,242	RESTRICTED FOR STORMWATER IMP	0	0	0
0	**0**	**1,617,386**	**TOTAL OTHER**	**3,636,995**	**3,636,995**	**3,636,995**
0	**21,208**	**2,177,424**	**TOTAL FUND EXPENDITURES**	**4,585,334**	**4,585,334**	**4,585,334**

Department Description

The Cemetery Perpetual Care Fund exists to provide for the future care of the Zion Memorial Park Cemetery once operational revenues from sales and activities cease.

Sources of revenue for the fund are charges for perpetual care fees, which are collected when cemetery property is sold, and interest. With Resolution 1109 in 2011, Council formalized commitment of the fund balance to the purposes and uses for which the fund was established.

Noteworthy Changes for 2016-2017

- None

CEMETERY PERPETUAL CARE FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			CHARGES FOR SERVICES			
14,515	12,170	14,000	PERPETUAL CARE: CURRENT SALES	12,000	12,000	12,000
14,515	**12,170**	**14,000**	**TOTAL CHARGES FOR SERVICES**	**12,000**	**12,000**	**12,000**
			INTEREST REVENUES			
4,468	4,363	4,500	INTEREST REVENUES	4,800	4,800	4,800
4,468	**4,363**	**4,500**	**TOTAL INTEREST REVENUES**	**4,800**	**4,800**	**4,800**
			CASH CARRYOVER			
840,599	859,582	877,982	CASH CARRYOVER	892,916	892,916	892,916
840,599	**859,582**	**877,982**	**TOTAL CASH CARRYOVER**	**892,916**	**892,916**	**892,916**
859,582	**876,115**	**896,482**	**TOTAL FUND REVENUE**	**909,716**	**909,716**	**909,716**
			OTHER:			
			OTHER:			
0	0	0	CONTINGENCY	909,716	909,716	909,716
0	0	896,482	UNAPPROP ENDING FUND BALANCE	0	0	0
0	**0**	**896,482**	**TOTAL OTHER**	**909,716**	**909,716**	**909,716**
0	**0**	**896,482**	**TOTAL FUND EXPENDITURES**	**909,716**	**909,716**	**909,716**

Statement of Purpose

The Forfeiture Fund exists to accumulate and account for assets received by the Police Department as a result of Federal and State drug forfeitures.

Proceeds from the forfeiture of property due to drug arrests are placed into a Federal or State fund. These proceeds can only be used for drug enforcement and equipment. By law, only funds in hand can be budgeted. If additional funds are obtained during the course of the year, a supplemental budget would be required to appropriate the funds.

Noteworthy Changes for 2016-2017

- None

FORFEITURE FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
35,829	19,264	0	FORFEITURE FUNDS-FEDERAL	0	0	0
0	6,064	0	FORFEITURE FUNDS-STATE	0	0	0
35,829	**25,329**	**0**	**TOTAL MISCELLANEOUS REVENUE**	**0**	**0**	**0**
			INTEREST REVENUES			
87	79	0	INTEREST EARNED-FEDERAL	0	0	0
146	141	0	INTEREST EARNED-STATE	0	0	0
233	**220**	**0**	**TOTAL INTEREST REVENUES**	**0**	**0**	**0**
			CASH CARRYOVER			
39,050	36,840	45,002	CASH CARRYOVER	35,289	35,289	35,289
39,050	**36,840**	**45,002**	**TOTAL CASH CARRYOVER**	**35,289**	**35,289**	**35,289**
75,112	**62,389**	**45,002**	**TOTAL FUND REVENUE**	**35,289**	**35,289**	**35,289**
			OTHER:			

FORFEITURE FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			FORFEITURE EXPENDITURES			
			MATERIAL AND SERVICES:			
34,033	13,604	16,066	SUPPLIES & SERVICES-FEDERAL	21,032	21,032	21,032
4,239	4,570	28,936	SUPPLIES & SERVICE-STATE	14,257	14,257	14,257
38,272	**18,174**	**45,002**	**TOTAL MATERIAL AND SERVICES**	**35,289**	**35,289**	**35,289**
38,272	**18,174**	**45,002**	**TOTAL FORFEITURE EXPENDITURES**	**35,289**	**35,289**	**35,289**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**
38,272	**18,174**	**45,002**	**TOTAL FUND EXPENDITURES**	**35,289**	**35,289**	**35,289**

Statement of Purpose

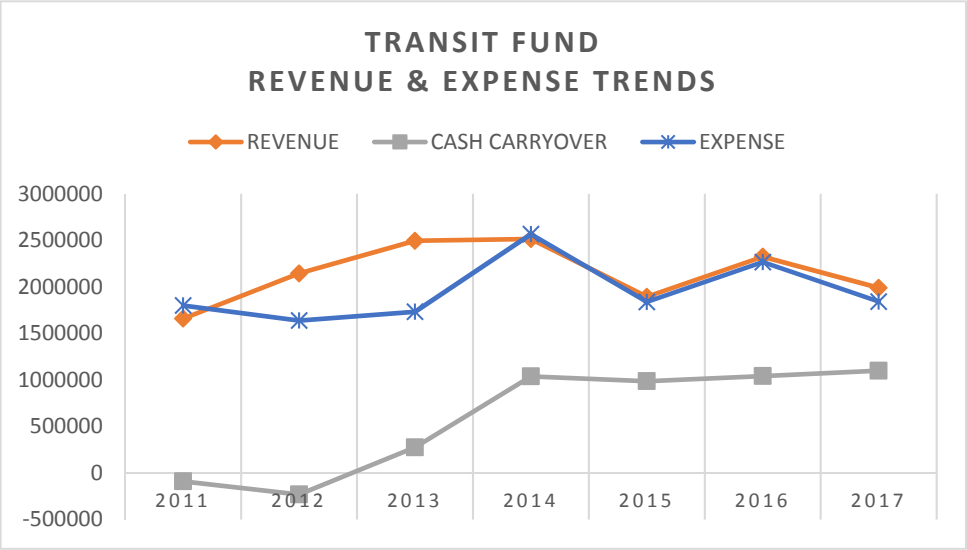
The purpose of the Transit Department (Canby Area Transit) is to provide reliable public transportation.

Department Description

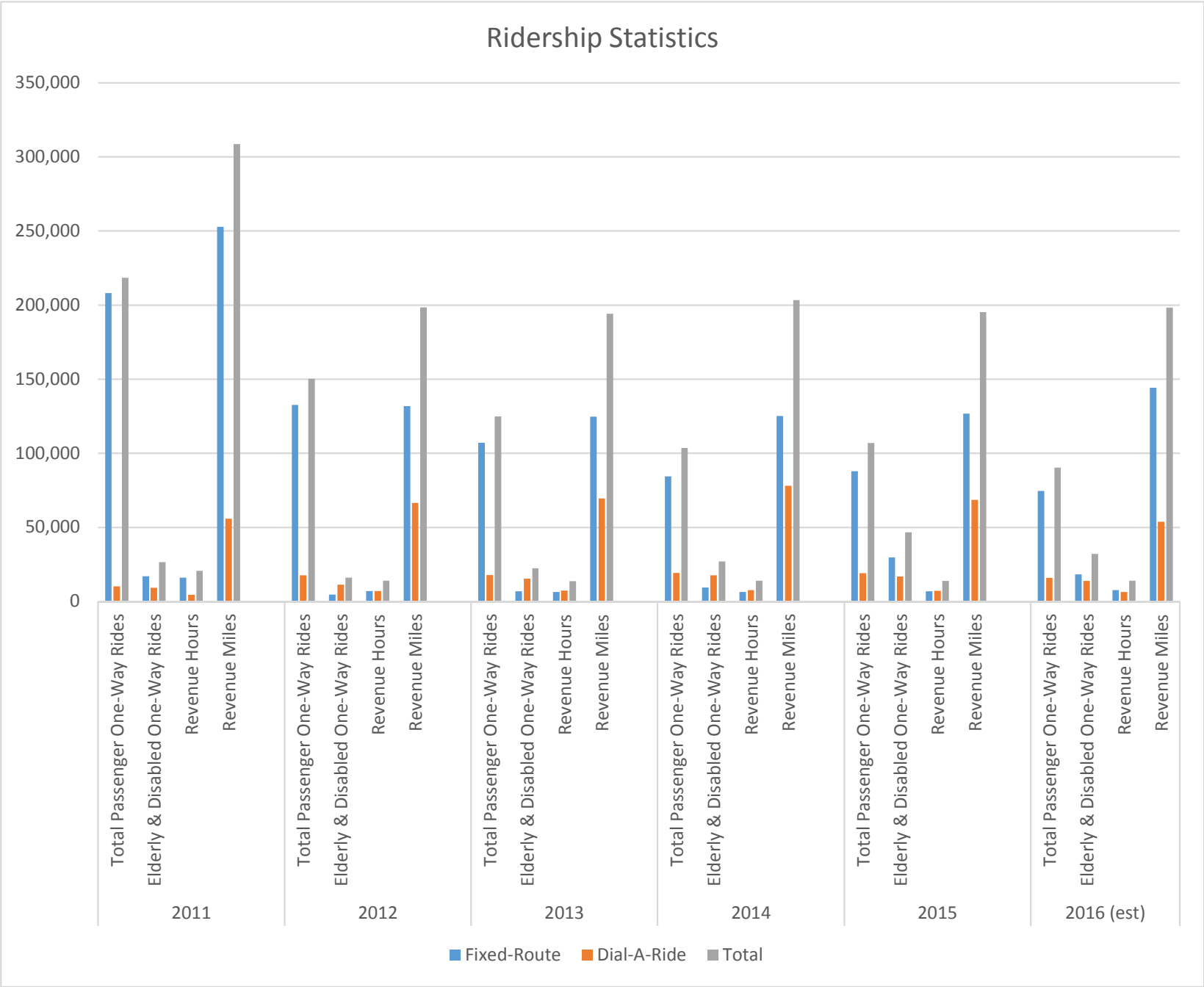
The Transit Department is responsible for providing public transit services within the City of Canby and connecting transit service to neighboring communities. Other responsibilities of the Department include operating transit vehicles, assuring compliance with all regulations, overseeing contacted operations, maintaining community relations, and participation in city planning efforts.

Noteworthy Changes / Highlights for 2016 – 2017

- We continue to successfully pursue grants to fund bus replacements as the units become eligible in accordance with federal condition standards.



2017 Budget at a Glance			
Payroll Tax	**$ 1,328,000**	**67%**	**$1,989,292**
Primary Funding Source		*% of rev*	*Total Revenue*
2.85	**$ 308,864**	**17%**	**$1,841,858**
FTE	*Personnel Services*	*% of exp*	*Total Expense*
10% of Operating Expense		**77%**	**$1,246,574**
Contingency/Reserve Minimum Policy		*Actual %*	*Contingency*


Ridership Statistics
350,000
300,000
250,000
200,000
150,000
100,000
50,000
0
Total Passenger One-Way Rides
Elderly & Disabled One-Way Rides
Revenue Hours
Revenue Miles
2011
2012
2013
2014
2015
2016 (est)
Fixed-Route
Dial-A-Ride
Total

TRANSIT FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANT REVENUE			
162,163	162,162	122,750	GRANT - STF/STO	122,750	122,750	122,750
0	15,282	0	GRANT - 5309	0	0	0
342,345	323,580	295,435	GRANT - 5311	278,366	278,366	278,366
0	0	60,000	GRANT - PLANNING	60,000	60,000	60,000
50,703	71,684	66,200	GRANT-PREVENTATIVE MAINTENANCE	66,200	66,200	66,200
672,075	0	411,546	GRANT - CAPITAL	13,176	13,176	13,176
93,916	53,529	110,200	GRANT - OPERATING	110,200	110,200	110,200
1,321,202	**626,237**	**1,066,131**	**TOTAL GRANT REVENUE**	**650,692**	**650,692**	**650,692**
			PAYROLL TAX			
1,041,885	1,161,811	1,130,000	TRANSIT ER PAYROLL TAX	1,250,000	1,250,000	1,250,000
12,527	18,362	11,000	PAYROLL TAX PENALTIES & INT	10,000	10,000	10,000
80,236	79,425	70,000	FARES	68,000	68,000	68,000
1,134,649	**1,259,598**	**1,211,000**	**TOTAL PAYROLL TAX**	**1,328,000**	**1,328,000**	**1,328,000**
			MISCELLANEOUS REVENUE			
54,250	2,797	15,000	MISCELLANEOUS-INCOME	5,000	5,000	5,000
54,250	**2,797**	**15,000**	**TOTAL MISCELLANEOUS REVENUE**	**5,000**	**5,000**	**5,000**
			INTEREST REVENUES			
3,664	4,144	4,000	INTEREST REVENUES	5,000	5,000	5,000
3,664	**4,144**	**4,000**	**TOTAL INTEREST REVENUES**	**5,000**	**5,000**	**5,000**
			DONATIONS			
706	668	400	DONATIONS-TRANSIT	600	600	600
706	**668**	**400**	**TOTAL DONATIONS**	**600**	**600**	**600**
			CASH CARRYOVER			
1,038,078	986,369	906,336	CASH CARRYOVER	1,099,140	1,099,140	1,099,140
1,038,078	**986,369**	**906,336**	**TOTAL CASH CARRYOVER**	**1,099,140**	**1,099,140**	**1,099,140**
3,552,549	**2,879,813**	**3,202,867**	**TOTAL FUND REVENUE**	**3,088,432**	**3,088,432**	**3,088,432**

TRANSIT FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			TRANSIT EXPENDITURES			
			PERSONNEL SERVICES:			
27,333	80,102	82,806	TRANSIT DIRECTOR	91,758	91,758	91,758
0	17,267	17,811	OFFICE SPECIALIST IV	18,167	18,167	18,167
52,175	77,269	79,970	OFFICE SPEC III	86,744	86,744	86,744
38,718	704	0	OFFICE SPECIALIST II	0	0	0
338	227	6,000	PART TIME HELP	6,000	6,000	6,000
62,912	77,110	93,518	EMPLOYEE BENEFITS	106,195	106,195	106,195
181,476	**252,679**	**280,105**	**TOTAL PERSONNEL SERVICES**	**308,864**	**308,864**	**308,864**
			MATERIAL AND SERVICES:			
59,642	2,816	70,000	PROF/TECH SERVICES	72,400	72,400	72,400
800,254	804,218	839,379	CONTRACT SERVICES	839,379	839,379	839,379
5,292	4,059	8,000	TRANSIT FACILITIES MAINTENANCE	11,000	11,000	11,000
37,230	42,708	48,273	SPACE LEASE	42,000	42,000	42,000
254	2,705	4,000	VEHICLE MAINTENANCE	4,000	4,000	4,000
0	1,579	5,000	VEHICLE (NON-INS) REPAIR	5,000	5,000	5,000
0	0	1,000	INSURANCE DEDUCTIBLE	1,000	1,000	1,000
5,361	4,899	7,000	COMMUNICATIONS	7,000	7,000	7,000
7,943	11,172	14,000	MARKETING	14,500	14,500	14,500
2,680	1,754	6,000	PRINTING	5,000	5,000	5,000
465	1,323	2,000	TRAVEL & TRAINING	2,200	2,200	2,200
4,635	4,635	5,300	MEMBERSHIP DUES & FEES	5,500	5,500	5,500
276,894	186,939	244,287	INTERNAL CHARGE-FLEET	262,675	262,675	262,675
2,258	6,203	4,915	INTERNAL CHARGE-FACILITIES	4,367	4,367	4,367
23,584	23,761	19,680	INTERNAL CHARGE-TECH SERVICES	19,586	19,586	19,586
15,205	18,338	24,600	SUPPLIES & SERVICES	20,000	20,000	20,000
1,241,697	**1,117,109**	**1,303,434**	**TOTAL MATERIAL AND SERVICES**	**1,315,607**	**1,315,607**	**1,315,607**
			CAPITAL OUTLAY:			
0	294,989	231,561	TRANSIT PROJECTS	0	0	0
809,086	0	425,000	VEHICLES	53,000	53,000	53,000
0	18,354	0	BUS SHELTERS	0	0	0
809,086	**313,343**	**656,561**	**TOTAL CAPITAL OUTLAY**	**53,000**	**53,000**	**53,000**
			TRANSFERS:			
132,985	155,216	170,116	O/H TO GENERAL FUND	164,387	164,387	164,387
200,936	0	0	TRANSFER TO SEWER IF LOAN	0	0	0
333,921	**155,216**	**170,116**	**TOTAL TRANSFERS**	**164,387**	**164,387**	**164,387**
2,566,180	**1,838,347**	**2,410,216**	**TOTAL TRANSIT EXPENDITURES**	**1,841,858**	**1,841,858**	**1,841,858**
			OTHER:			
0	0	792,651	CONTINGENCY	1,246,574	1,246,574	1,246,574
0	**0**	**792,651**	**TOTAL OTHER**	**1,246,574**	**1,246,574**	**1,246,574**
2,566,180	**1,838,347**	**3,202,867**	**TOTAL FUND EXPENDITURES**	**3,088,432**	**3,088,432**	**3,088,432**

Statement of Purpose

The purpose of the Swim Center is to develop swimming skills and provide the knowledge for safe participation in and enjoyment of water activities to benefit the health, fitness and recreation of the community.

Department Description

The 45 year-old Canby Swim Center is a year-round indoor swimming pool providing aquatic activities to Canby and the surrounding communities. The facilities include a 25-yard 6-lane pool with spectator area, dressing and shower facilities, an office and lobby. The Canby Swim Center is open 90 hours per week, not counting rentals, which average another 10 hours per week. An estimated 50% of Canby Swim Center usage is from outside the City limits. Swim lessons, public swims, fitness swims and competitive swimming (Gators swim team and high school swim team) round out the programs offered.

The Canby Swim Center has traditionally been funded through a combination of property tax dollars and user fees. The current tax levy was approved in the November of 2011 election and is effective from July 1, 2012 through June 30, 2017. User fees are increased when needed to the extent that market forces will allow. Canby Swim Center must remain competitive with other swimming pools in the area in order to retain customers and revenue. The latest fee increase was made in the 2010-11 budget year.

Noteworthy Changes / Highlights for 2016 – 2017

- This is the last year of the approved local option tax levy therefore management will be presenting a proposal to the City Council in May to refering a ballot measure to the citizens this November to renew the local option tax levy to fund swim center operations. A more indept projection will be prepared in order to substantiate the sufficiency of the tax rate proposed in the aforementioned ballot measure recommendation; the current local option rate is .4900 / $1000 of Assessed Value.

2017 Budget at a Glance

Property Taxes - Local Option Levy	**$ 606,561**	**77%**	**$ 791,961**
Primary Funding Source		*% of Rev*	*Total Revenue*
8.88	**$ 547,163**	**67%**	**$ 812,341**
FTE	*Personnel Services*	*% of Exp*	*Total Expense*
10% of Operating Expense		**62%**	**$ 429,237**
Contingency/Reserve Minimum Policy		*Actual*	*Contingency*

SWIM CENTER LEVY

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PROPERTY TAXES			
535,523	551,430	572,682	PROPERTY TAX LEVY	592,861	592,861	592,861
16,692	16,721	18,000	PROPERTY TAX - PRIOR	13,700	13,700	13,700
552,215	**568,151**	**590,682**	**TOTAL PROPERTY TAXES**	**606,561**	**606,561**	**606,561**
			CHARGES FOR SERVICES			
185,199	204,818	180,000	POOL REVENUE	180,000	180,000	180,000
9,468	10,318	9,500	POOL REVENUE-SCHOOL DISTRICT	0	0	0
2,726-	139-	600-	LESS: POOL REFUNDS	0	0	0
3,060	4,121	3,000	POOL CONCESSIONS	3,000	3,000	3,000
195,001	**219,118**	**191,900**	**TOTAL CHARGES FOR SERVICES**	**183,000**	**183,000**	**183,000**
			INTEREST REVENUES			
1,507	1,905	1,800	INTEREST REVENUES	2,400	2,400	2,400
1,507	**1,905**	**1,800**	**TOTAL INTEREST REVENUES**	**2,400**	**2,400**	**2,400**
			DONATIONS			
2,500	643	0	POOL DONATIONS	0	0	0
2,500	**643**	**0**	**TOTAL DONATIONS**	**0**	**0**	**0**
			CASH CARRYOVER			
227,061	301,596	400,632	CASH CARRYOVER	449,617	449,617	449,617
227,061	**301,596**	**400,632**	**TOTAL CASH CARRYOVER**	**449,617**	**449,617**	**449,617**
978,284	**1,091,413**	**1,185,014**	**TOTAL FUND REVENUE**	**1,241,578**	**1,241,578**	**1,241,578**
			OTHER:			

SWIM CENTER LEVY

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SWIM CENTER EXPENDITURES			
			PERSONNEL SERVICES:			
71,807	73,590	75,067	AQUATICS PROGRAM MANAGER	76,561	76,561	76,561
47,378	48,651	49,533	SWIM PROGRAM COORDINATOR	50,527	50,527	50,527
62,182	64,670	65,016	AQUATICS - FACILITY OPERATOR	66,304	66,304	66,304
133,771	151,024	157,000	GUARDS & INSTRUCTORS	167,120	167,120	167,120
6,784	5,358	6,000	OVERTIME	6,000	6,000	6,000
166,446	154,232	176,622	EMPLOYEE BENEFITS	180,651	180,651	180,651
488,368	**497,524**	**529,238**	**TOTAL PERSONNEL SERVICES**	**547,163**	**547,163**	**547,163**
			MATERIAL AND SERVICES:			
19,065	16,078	25,950	BLDG MAINTENANCE	29,000	29,000	29,000
14,000	14,000	14,000	GROUND LEASE	14,000	14,000	14,000
4,490	4,520	5,000	ADVERTISING & MARKETING	5,000	5,000	5,000
3,646	1,312	4,250	TRAINING & TRAVEL	4,250	4,250	4,250
0	8,910	7,380	INTERNAL CHARGE-TECH SERVICES	7,345	7,345	7,345
10,820	8,017	8,050	SUPPLIES & SERVICES	8,050	8,050	8,050
1,223	1,118	1,300	BANK CHARGES	8,200	8,200	8,200
96-	188-	0	CASH OVER & SHORT	0	0	0
8,211	10,476	10,000	POOL CHEMICALS	11,000	11,000	11,000
3,433	3,029	5,200	JANITORIAL SUPPLIES	5,200	5,200	5,200
1,614	1,922	2,500	POOL CONCESSION PURCHASES	2,500	2,500	2,500
27,620	26,877	30,000	UTILITY - GAS	31,500	31,500	31,500
2,885	3,303	4,000	UTILITY - WATER	4,750	4,750	4,750
11,309	12,222	13,000	UTILITY - ELECTRIC	13,500	13,500	13,500
2,500	0	0	POOL DONATIONS - EXPENDED	0	0	0
110,719	**111,596**	**130,630**	**TOTAL MATERIAL AND SERVICES**	**144,295**	**144,295**	**144,295**
			CAPITAL OUTLAY:			
0	0	30,000	BLDG IMPROVEMENTS >$5K	39,500	39,500	39,500
0	**0**	**30,000**	**TOTAL CAPITAL OUTLAY**	**39,500**	**39,500**	**39,500**
			TRANSFERS:			
77,600	76,712	76,292	O/H TO GENERAL FUND	81,383	81,383	81,383
77,600	**76,712**	**76,292**	**TOTAL TRANSFERS**	**81,383**	**81,383**	**81,383**
676,687	**685,833**	**766,160**	**TOTAL SWIM CENTER EXPENDITURES**	**812,341**	**812,341**	**812,341**
			OTHER:			
0	0	418,854	CONTINGENCY	429,237	429,237	429,237
0	**0**	**418,854**	**TOTAL OTHER**	**429,237**	**429,237**	**429,237**
676,687	**685,833**	**1,185,014**	**TOTAL FUND EXPENDITURES**	**1,241,578**	**1,241,578**	**1,241,578**

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INTERNAL SERVICE FUNDS

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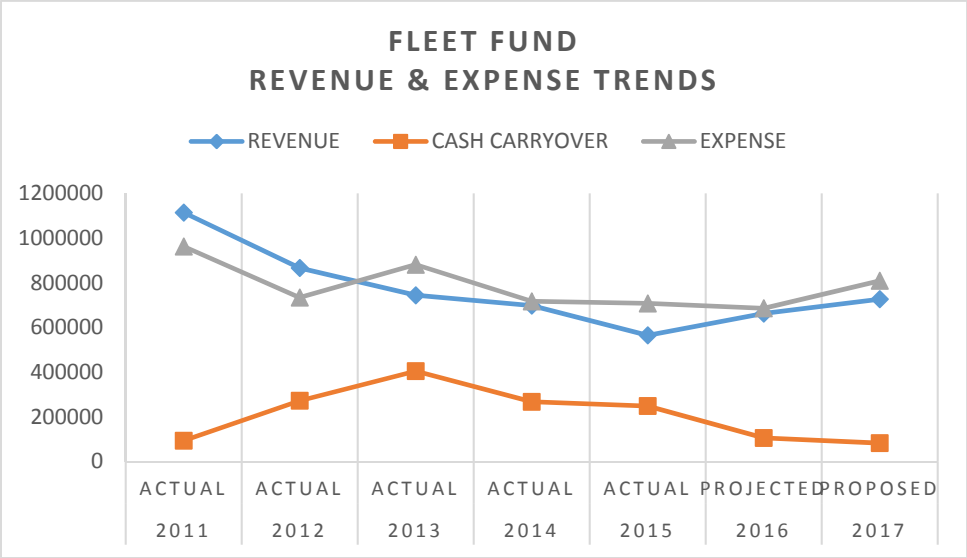
Department Description

The Fleet Services Department facilitates the purchase, outfitting, maintenance and repair of all City rolling stock and most machinery owned by the City to maximize safety and minimize equipment downtime.

The department provides maintenance and repair services for all City rolling stock and other departmental equipment. The age and type of the rolling stock varies considerably. Everything from dump trucks to lawn mowers are maintained in good order by this department for safe, efficient, and effective use by City employees in the performance of their duties. This fund contains the budget for the operation of fleet Maintenance. Large capital purchases and replacements are budgeted in the corresponding department budgets. Rolling stock replacements have been factored into applicable department capital improvement plans (CIPs). Fleet also provides repair services to the Adult Center van and bus which is billed accordingly.



2017 Budget at a Glance				
Internal Charges	**$ 713,848**	**98%**		**$ 726,416**
Primary Funding Source		*% of Rev*		*Total Revenue*
2.35	**$ 246,995**	**31%**		**$ 808,734**
FTE	*Personnel Services*	*% of Exp*		*Total Expense*
	10% of Operating Expense			**$ 73,676**
	Contingency/Reserve Minimum Policy			*Contingency*

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
1,824	4,159	1,000	MISCELLANEOUS-INCOME	540	540	540
1,824	**4,159**	**1,000**	**TOTAL MISCELLANEOUS REVENUE**	**540**	**540**	**540**
			INTEREST REVENUES			
1,727	1,180	1,300	INTEREST REVENUES	900	900	900
1,727	**1,180**	**1,300**	**TOTAL INTEREST REVENUES**	**900**	**900**	**900**
			CASH CARRYOVER			
267,396	248,193	85,211	CASH CARRYOVER	82,318	82,318	82,318
267,396	**248,193**	**85,211**	**TOTAL CASH CARRYOVER**	**82,318**	**82,318**	**82,318**
			CHARGES FOR SERVICES			
9,999	12,605	12,840	CANBY ADULT CENTER	11,128	11,128	11,128
9,999	**12,605**	**12,840**	**TOTAL CHARGES FOR SERVICES**	**11,128**	**11,128**	**11,128**
			INTERNAL CHARGES FOR SERVICES			
684,146	546,625	686,647	INTERNAL REVENUE-FLEET	713,848	713,848	713,848
684,146	**546,625**	**686,647**	**TOTAL INTERNAL CHARGES FOR SERV**	**713,848**	**713,848**	**713,848**
965,092	**812,761**	**786,998**	**TOTAL FUND REVENUE**	**808,734**	**808,734**	**808,734**
			OTHER:			

FLEET SERVICES FUND

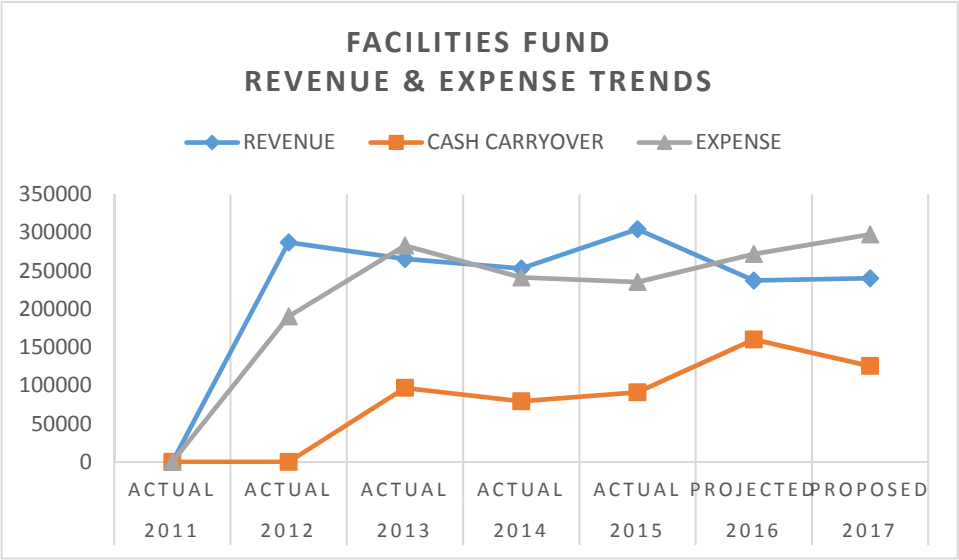
ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			FLEET EXPENDITURES			
			PERSONNEL SERVICES:			
0	0	4,266	PUBLIC WORKS DIRECTOR	4,498	4,498	4,498
65,844	67,495	68,850	MECHANIC SENIOR	70,221	70,221	70,221
13,772	14,116	9,599	OFFICE SPECIALIST II	9,792	9,792	9,792
60,195	61,700	62,939	MECHANIC	64,199	64,199	64,199
3,157	3,844	6,058	PART TIME HELP	6,179	6,179	6,179
685	0	2,500	OVERTIME	2,500	2,500	2,500
86,775	78,837	84,312	EMPLOYEE BENEFITS	88,806	88,806	88,806
800	800	800	CLOTHING ALLOWANCE	800	800	800
231,228	**226,792**	**239,324**	**TOTAL PERSONNEL SERVICES**	**246,995**	**246,995**	**246,995**
			MATERIAL AND SERVICES:			
2,892	4,327	4,500	CONTRACT SERVICES-SHOP	3,625	3,625	3,625
19,705	25,910	17,500	CONTRACT SERVICES-VEHICLES	22,860	22,860	22,860
12,081	7,360	17,500	CAT CONTRACT SERVICES	22,050	22,050	22,050
4,317	8,135	5,000	DEDUCTIBLES/SELF-INSURE REPAIR	18,653	18,653	18,653
577	592	625	COPIER LEASE & MAINT	575	575	575
658	2,093	0	ADULT CENTER MAINTENANCE	0	0	0
22,761	23,023	30,000	CANBY AREA TRANSIT EXPENSES	46,435	46,435	46,435
1,170	660	1,000	COMMUNICATIONS	650	650	650
74	1,586	2,000	TRAVEL & TRAINING	2,000	2,000	2,000
0	300	500	MEMBERSHIP DUES & FEES	450	450	450
1,551	1,636	1,500	DEQ/DMV	2,550	2,550	2,550
31,502	37,211	29,485	INTERNAL CHARGE-FACILITIES	26,199	26,199	26,199
10,107	11,880	9,840	INTERNAL CHARGE-TECH SERVICES	9,796	9,796	9,796
61,192	78,288	102,650	SUPPLIES & SERVICES	88,250	88,250	88,250
13,705	15,171	17,500	TIRES	18,500	18,500	18,500
8,346	11,341	15,000	TIRES-TRANSIT	20,545	20,545	20,545
5,441	2,374	5,000	MISC SHOP SUPPLIES	5,500	5,500	5,500
7,794	8,329	4,500	TOOLS AND EQUIPMENT	7,500	7,500	7,500
221,369	184,460	206,390	GASOLINE/FUEL	185,850	185,850	185,850
1,373	1,481	2,000	OIL-GENERAL	2,775	2,775	2,775
2,288	2,967	2,500	OIL-TRANSIT	2,450	2,450	2,450
371	344	850	SAFETY EQUIPMENT	850	850	850
6	0	0	FLEET VEHICLES OP COST	0	0	0
429,280	**429,467**	**475,840**	**TOTAL MATERIAL AND SERVICES**	**488,063**	**488,063**	**488,063**
660,508	**656,259**	**715,164**	**TOTAL FLEET EXPENDITURES**	**735,058**	**735,058**	**735,058**
			OTHER:			
0	0	71,834	FLEET CONTINGENCY	73,676	73,676	73,676
0	**0**	**71,834**	**TOTAL OTHER**	**73,676**	**73,676**	**73,676**

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			FLEET RESERVES			
			CAPITAL OUTLAY:			
16,720	51,093	0	EQUIPMENT	0	0	0
39,671	0	0	SHOP IMPROVEMENTS	0	0	0
56,391	**51,093**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
56,391	**51,093**	**0**	**TOTAL FLEET RESERVES**	**0**	**0**	**0**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**
716,899	**707,352**	**786,998**	**TOTAL FUND EXPENDITURES**	**808,734**	**808,734**	**808,734**

Fund Description

The Facilities Fund was established as of July 1, 2011. Its purpose is to provide for the maintenance and repair of all City-owned structures excluding the Swim Center and the WWTP whose maintenance is provided by their respective departments. The costs of heating and cooling, cleaning, etc. that were formerly changed to individual departments are now paid through the Facilities Fund and allocated prorationally based on square footage to appliccable departments; see the Internal Charge and Overhead Cost Allocation document for more information on the allocation methodology. Significant capital improvements are budgeted in the corresponding department budgets. Due to significant changes in City facilities inventory including a NEW civic builing which will consolidate 4 operating locations into one a comprehensive facilities captial improvement plan (CIP) has not be completed.



2017 Budget at a Glance				
Internal Charges	**$**	**237,447**	**99%**	**$ 240,247**
Primary Funding Source			*% of Rev*	*Total Revenue*
0.9	**$**	**106,639**	**29%**	**$ 365,811**
FTE		*Personnel Services*	*% of Exp*	*Total Expense*
			25% of Operating Expense	**$ 68,172**
			Contingency/Reserve Minimum Policy	*Contingency*

FACILITIES FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUES			
814	3,786	0	MISCELLANEOUS REVENUES	0	0	0
814	**3,786**	**0**	**TOTAL MISCELLANEOUS REVENUES**	**0**	**0**	**0**
			INTEREST REVENUES			
481	640	500	INTEREST REVENUES	900	900	900
481	**640**	**500**	**TOTAL INTEREST REVENUES**	**900**	**900**	**900**
			CASH CARRYOVER			
79,358	91,141	128,932	CASH CARRYOVER	125,564	125,564	125,564
79,358	**91,141**	**128,932**	**TOTAL CASH CARRYOVER**	**125,564**	**125,564**	**125,564**
			CHARGES FOR SERVICE			
1,539	958	500	CANBY UTILITY	1,900	1,900	1,900
1,539	**958**	**500**	**TOTAL CHARGES FOR SERVICE**	**1,900**	**1,900**	**1,900**
			INTERNAL CHARGES FOR SERVICE			
250,230	299,047	235,503	INTERNAL REVENUE-FACILITIES	237,447	237,447	237,447
250,230	**299,047**	**235,503**	**TOTAL INTERNAL CHARGES FOR SERV**	**237,447**	**237,447**	**237,447**
332,422	**395,572**	**365,435**	**TOTAL FUND REVENUE**	**365,811**	**365,811**	**365,811**
			OTHER:			

FACILITIES FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			FACILITIES EXPENDITURES			
			PERSONNEL SERVICES:			
59,317	60,803	61,965	FACILITIES LEAD WORKER	63,199	63,199	63,199
0	0	1,000	OVERTIME	1,000	1,000	1,000
39,353	35,621	40,502	EMPLOYEE BENEFITS	42,040	42,040	42,040
400	400	400	CLOTHING ALLOWANCE	400	400	400
99,070	**96,824**	**103,867**	**TOTAL PERSONNEL SERVICES**	**106,639**	**106,639**	**106,639**
			MATERIAL AND SERVICES:			
2,325	2,374	6,000	CONTRACT SERVICES	6,500	6,500	6,500
48,934	45,993	55,000	JANITORIAL SERVICES & SUPPLIES	55,000	55,000	55,000
19,471	27,417	30,000	BUILDING REPAIRS & MAINTENANCE	30,000	30,000	30,000
3,000	5,000	4,500	INTERNAL CHARGE-FLEET	4,000	4,000	4,000
3,973	4,181	5,000	SUPPLIES AND SMALL TOOLS	5,000	5,000	5,000
57,533	53,597	65,000	UTILITIES	75,000	75,000	75,000
135,236	**138,562**	**165,500**	**TOTAL MATERIAL AND SERVICES**	**175,500**	**175,500**	**175,500**
234,305	**235,386**	**269,367**	**TOTAL FACILITIES EXPENDITURES**	**282,139**	**282,139**	**282,139**
			OTHER:			
0	0	68,168	CONTINGENCY	68,172	68,172	68,172
0	0	0	UNAPPROP ENDING FUND BALANCE	0	0	0
0	**0**	**68,168**	**TOTAL OTHER**	**68,172**	**68,172**	**68,172**

FACILITIES FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			FACILITIES RESERVES			
			CAPITAL OUTLAY:			
5,100	0	0	CAPITAL EQUIPMENT	0	0	0
1,877	0	5,000	CAPITAL EXP - LIBRARY BLDG	0	0	0
0	0	11,000	CAPITAL EXP - SHOPS COMPLEX	4,000	4,000	4,000
0	19	400	CAPITAL EXP - ADULT CENTER BLD	0	0	0
0	0	11,500	CAPITAL EXP - CEMETERY	11,500	11,500	11,500
6,977	**19**	**27,900**	**TOTAL CAPITAL OUTLAY**	**15,500**	**15,500**	**15,500**
6,977	**19**	**27,900**	**TOTAL FACILITIES RESERVES**	**15,500**	**15,500**	**15,500**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**
241,282	**235,405**	**365,435**	**TOTAL FUND EXPENDITURES**	**365,811**	**365,811**	**365,811**

Statement of Purpose

The purpose of the Technical Services Department is to provide secure computer-based informational systems and phone services for all city staff.

Department Description

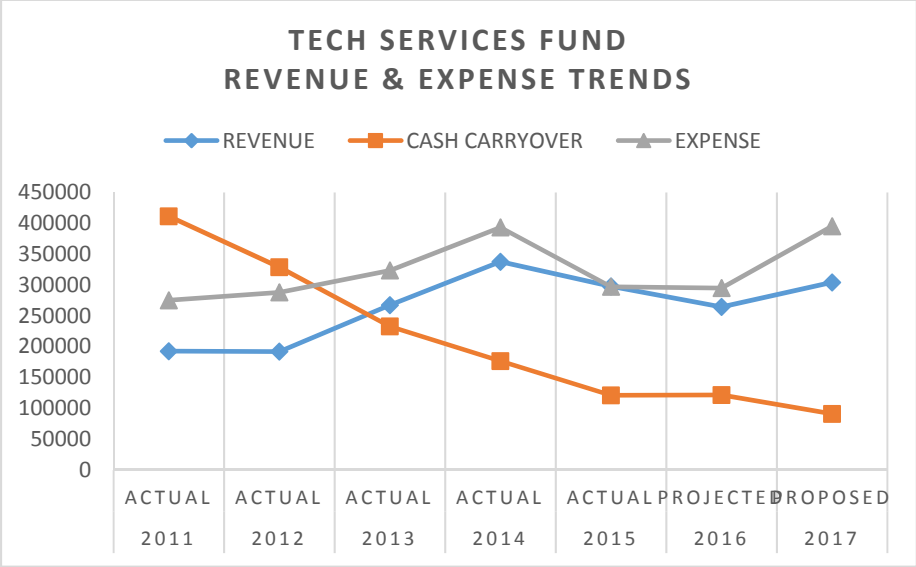
The computer system represents the basic infrastructure for all office operations and is fundamental to efficient staff performance. The Technical Services Department operates on a cost reimbursement basis through charges to departments allocated on a prorational basis based on computer count, see the Internal Charge and Overhead Cost Allocation document for more information on the allocation methodology. The City contracts with a third party service provider for technical services and has one City employee to support the department.

Noteworthy Changes / Highlights for 2016 – 2017

Primary increase relates to increase in contract services.

Capital Improvement Plan

	Proposed 2017	Forecasted 2018	Forecasted 2019	Forecasted 2020	Forecasted 2021
Computer Replacements	19,200	34,200	30,400	22,100	14,100



2017 Budget at a Glance

Internal Charges	**$ 303,589**	**100%**	**$ 304,289**
Primary Funding Source		*% of Rev*	*Total Revenue*
1.05	**$ 82,907**	**21%**	**$ 395,328**
FTE	*Personnel Services*	*% of Exp*	*Total Expense*
10% of Operating Expense + 1/5 5YR CIP			**$ 58,066**
	Contingency/Reserve Minimum Policy		*Contingency*

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUES			
229	0	0	MISCELLANEOUS-INCOME	0	0	0
229	**0**	**0**	**TOTAL MISCELLANEOUS REVENUES**	**0**	**0**	**0**
			INTEREST REVENUES			
610	706	500	INTEREST REVENUES	700	700	700
610	**706**	**500**	**TOTAL INTEREST REVENUES**	**700**	**700**	**700**
			CASH CARRYOVER			
176,640	121,094	114,538	CASH CARRYOVER	91,039	91,039	91,039
176,640	**121,094**	**114,538**	**TOTAL CASH CARRYOVER**	**91,039**	**91,039**	**91,039**
			INTERNAL CHARGES FOR SERVICES			
336,908	297,011	263,219	INTERNAL REVENUE-TECH SERVICES	303,589	303,589	303,589
336,908	**297,011**	**263,219**	**TOTAL INTERNAL CHARGES FOR SERV**	**303,589**	**303,589**	**303,589**
514,387	**418,811**	**378,257**	**TOTAL FUND REVENUE**	**395,328**	**395,328**	**395,328**
			OTHER:			

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			TECH SERVICE EXPENDITURES			
			PERSONNEL SERVICES:			
18,461	19,968	6,365	ASSISTANT CITY ADMINISTRATOR	6,491	6,491	6,491
44,711	40,230	43,197	OFFICE SPEC II	48,960	48,960	48,960
48,689	29,781	25,381	EMPLOYEE BENEFITS	27,456	27,456	27,456
111,861	**89,979**	**74,943**	**TOTAL PERSONNEL SERVICES**	**82,907**	**82,907**	**82,907**
			MATERIAL AND SERVICES:			
93,652	96,925	97,980	TECHNICAL CONSULTANT	118,115	118,115	118,115
61,346	62,131	62,720	COMMUNICATIONS	62,370	62,370	62,370
5,967	6,029	8,420	WEB PAGE	9,200	9,200	9,200
40	175	1,000	TRAVEL & TRAINING	1,000	1,000	1,000
3,120	7,154	7,700	FEES & DUES	13,905	13,905	13,905
1,985	4,175	1,858	INTERNAL CHARGE-FACILITIES	1,965	1,965	1,965
3,470	4,614	5,500	SUPPLIES & SERVICES	6,000	6,000	6,000
169,581	**181,204**	**185,178**	**TOTAL MATERIAL AND SERVICES**	**212,555**	**212,555**	**212,555**
			TRANSFERS:			
94,806	0	0	RES TRANSFER TO GENERAL FUND	0	0	0
94,806	**0**	**0**	**TOTAL TRANSFERS**	**0**	**0**	**0**
376,248	**271,182**	**260,121**	**TOTAL TECH SERVICE EXPENDITURES**	**295,462**	**295,462**	**295,462**
			OTHER:			
0	0	51,397	CONTINGENCY	58,066	58,066	58,066
0	**0**	**51,397**	**TOTAL OTHER**	**58,066**	**58,066**	**58,066**

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			TECH RESERVE			
			CAPITAL OUTLAY:			
17,044	25,974	66,739	COMPUTER EQUIPMENT	41,800	41,800	41,800
17,044	**25,974**	**66,739**	**TOTAL CAPITAL OUTLAY**	**41,800**	**41,800**	**41,800**
17,044	**25,974**	**66,739**	**TOTAL TECH RESERVE**	**41,800**	**41,800**	**41,800**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**
393,292	**297,157**	**378,257**	**TOTAL FUND EXPENDITURES**	**395,328**	**395,328**	**395,328**

ENTERPRISE FUND

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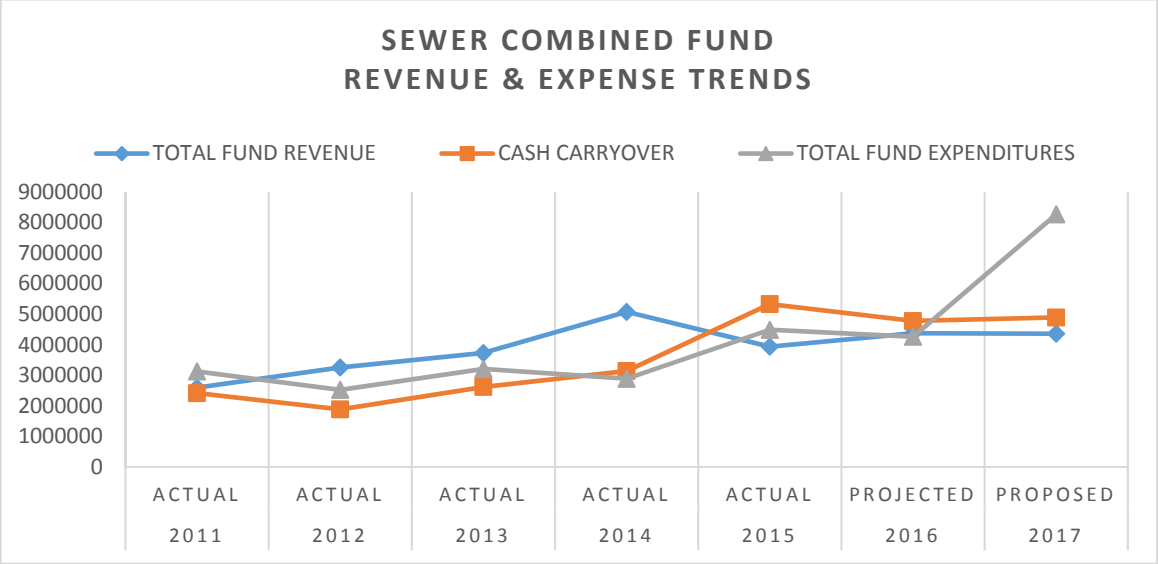
Department Description

The purpose of the Sewer Combined Fund is to facilitate protection of the environment and public health in the wastewater arena, through proper operation of the treatment facility, effective planning and design, community awareness, and public education. As well as provide excellent customer service and maximize operating efficiency to maintain reasonable rates for customers.

Noteworthy Changes / Highlights for 2016 – 2017

Based on the forecast herein we not proposing a sewer rate increase for the fiscal year 2016-2017; within the proposed budget we have included funds for a Sewer Master plan, update to the Stormwater Master Plan CIP and rate study.



2017 Budget at a Glance			
Charges for Services	**$ 3,961,000**	**91%**	**$ 4,365,350**
Primary Funding Source		*% of Rev*	*Total Fund Revenue*
0.55	**$ 51,573**	**5%**	**$ 985,286**
FTE	*Personnel Services*	*% of Exp*	*Total Dept Expense*
	10% of Fund Operating Expense		**$ 215,433**
	Contingency/Reserve Minimum Policy		*Contingency **
	** Capital resever budgeted seperately*		

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
1,175,363	35,652	5,300	MISCELLANEOUS-INCOME	25,000	25,000	25,000
1,175,363	**35,652**	**5,300**	**TOTAL MISCELLANEOUS REVENUE**	**25,000**	**25,000**	**25,000**
			INTEREST REVENUES			
20,264	26,785	25,000	INTEREST REVENUES	26,900	26,900	26,900
20,264	**26,785**	**25,000**	**TOTAL INTEREST REVENUES**	**26,900**	**26,900**	**26,900**
			CASH CARRYOVER			
3,144,459	5,332,516	4,356,606	CASH CARRYOVER	4,894,667	4,894,667	4,894,667
3,144,459	**5,332,516**	**4,356,606**	**TOTAL CASH CARRYOVER**	**4,894,667**	**4,894,667**	**4,894,667**
			CHARGES FOR SERVICES			
3,556,367	3,766,369	3,880,000	SERVICE CHARGE	3,961,000	3,961,000	3,961,000
3,556,367	**3,766,369**	**3,880,000**	**TOTAL CHARGES FOR SERVICES**	**3,961,000**	**3,961,000**	**3,961,000**
			SPECIAL ASSESSMENTS			
7,244	22,808	0	AFD - NORTH REDWOOD	0	0	0
26,815	0	0	SDC IMPROVEMENT (SEWER)	0	0	0
79,446	67,150	103,210	SDC REIMBURSEMENT (SEWER)	201,053	201,053	201,053
11,950	0	0	SDC IMPROVEMENT (STORM)	0	0	0
0	0	0	SDC REIMBURSEMENT (STORM)	0	0	0
125,455	**89,958**	**103,210**	**TOTAL SPECIAL ASSESSMENTS**	**201,053**	**201,053**	**201,053**
			MISCELLANEOUS REVENUE			
0	0	0	LEASE PROCEEDS-CANBY TELEPHONE	0	0	0
0	**0**	**0**	**TOTAL MISCELLANEOUS REVENUE**	**0**	**0**	**0**
			INTERFUND LOAN TRANSFERS IN			
0	21,208	33,038	TRANSFER FROM SDC FUND	151,397	151,397	151,397
200,936	0	0	IF LOAN FROM TRANSIT	0	0	0
200,936	**21,208**	**33,038**	**TOTAL INTERFUND LOAN TRANSFERS I**	**151,397**	**151,397**	**151,397**
8,222,844	**9,272,488**	**8,403,154**	**TOTAL FUND REVENUE**	**9,260,017**	**9,260,017**	**9,260,017**
			OTHER:			
			OTHER:			

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SEWER UNALLOCATED			
			PERSONNEL SERVICES:			
0	0	4,877	OFFICE SPECIALIST II	4,896	4,896	4,896
0	0	27,382	OFFICE SPECIALIST III	27,926	27,926	27,926
0	0	18,041	EMPLOYEE BENEFITS	18,751	18,751	18,751
0	**0**	**50,300**	**TOTAL PERSONNEL SERVICES**	**51,573**	**51,573**	**51,573**
			MATERIAL AND SERVICES:			
0	0	25,000	RATE STUDIES AND MASTER PLANS	125,000	125,000	125,000
0	0	39,100	SEWER BILLING	39,360	39,360	39,360
0	**0**	**64,100**	**TOTAL MATERIAL AND SERVICES**	**164,360**	**164,360**	**164,360**
			CAPITAL OUTLAY:			
0	0	3,284,266	SEWER PROJECT RESERVE	690,747	690,747	690,747
0	**0**	**3,284,266**	**TOTAL CAPITAL OUTLAY**	**690,747**	**690,747**	**690,747**
			DEBT:			
250,000	255,000	275,000	SEWER BOND PRINC-08	280,000	280,000	280,000
46,044	36,891	27,284	SEWER BOND INT-08	17,050	17,050	17,050
0	0	297,050	SEWER BOND RES	300,900	300,900	300,900
296,044	**291,891**	**599,334**	**TOTAL DEBT**	**597,950**	**597,950**	**597,950**
			TRANSFERS:			
0	0	54,000	TRANSFER TO STREET FUND	256,870	256,870	256,870
0	**0**	**54,000**	**TOTAL TRANSFERS**	**256,870**	**256,870**	**256,870**
296,044	**291,891**	**4,052,000**	**TOTAL SEWER UNALLOCATED**	**1,761,500**	**1,761,500**	**1,761,500**
			OTHER:			
0	0	225,222	CONTINGENCY	215,433	215,433	215,433
0	0	0	PENSION EXPENSE	0	0	0
0	**0**	**225,222**	**TOTAL OTHER**	**215,433**	**215,433**	**215,433**

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SEWER RESERVE			
			MATERIAL AND SERVICES:			
4,000	0	0	STORMWATER MANAGEMENT PLAN	0	0	0
26,825	0	0	STORMWATER MASTER PLAN	0	0	0
30,825	**0**	**0**	**TOTAL MATERIAL AND SERVICES**	**0**	**0**	**0**
			CAPITAL OUTLAY:			
14,020	4,201	0	BUILDING	0	0	0
59,725	0	0	WWTP EFFLUENT DIFFUSER	0	0	0
71,400	1,587,372	0	14-15 WWTP IMPROVEMENTS	0	0	0
12,817	35,718	0	EQUIPMENT	0	0	0
18,246	3,390	0	34TH PUMP STATION REHAB/SDC	0	0	0
0	399,999	0	VACTOR TRUCK	0	0	0
6,993	0	0	SEWER PUSH CAMERA	0	0	0
183,201	**2,030,680**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
			TRANSFERS:			
0	39,000	0	TRANSFER TO STREET FUND	0	0	0
0	**39,000**	**0**	**TOTAL TRANSFERS**	**0**	**0**	**0**
214,026	**2,069,680**	**0**	**TOTAL SEWER RESERVE**	**0**	**0**	**0**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**
2,890,327	**4,492,484**	**8,403,154**	**TOTAL FUND EXPENDITURES**	**9,260,017**	**9,260,017**	**9,260,017**

Department Description

Efficiently operate and maintain the wastewater treatment plant (WWTP) to meet Oregon Department of Environmental Quality (DEQ) requirements for pretreatment, collection, treatment, and discharge of wastewater.

Capital Improvement Plan

Project Description	Projected 2016	Proposed Budget 2017	Forecasted 2018	Forecasted 2019	Forecasted 2020	Forecasted 2021
building improvements	15,000	15,000	15,000	15,000	15,000	
WWTP equipment	-	20,000	20,000	20,000	20,000	
14-15 Improvements	62,015					
Biosolids handling	1,025,000					
sludge storage and conditioning	80,000	2,120,000				
site restoration			400,000			
Power Distribution System/ PLC Upgrades				400,000		
Outfall Diffuser				60,000		
Replace Vehicle 10039 - GMC					50,000	
UV System Upgrade						80,000
Lab Building Expansion						600,000
Total	1,182,015	2,155,000	435,000	495,000	85,000	680,000

2017 Budget at a Glance

Charges for Services	**$ 3,961,000**	**91%**	**$ 4,365,350**
Primary Funding Source		*% of Rev*	*Total Fund Revenue*
5.10	**$ 622,444**	**17%**	**$ 3,726,905**
FTE	*Personnel Services*	*% of Exp*	*Total Dept Expense*

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SEWER/WWTP EXPENDITURES			
			PERSONNEL SERVICES:			
0	0	8,532	PUBLIC WORKS DIRECTOR	8,996	8,996	8,996
47,053	0	0	ENVIRONMENTAL SERVICES MGR	0	0	0
11,477	6,469	0	OFFICE SPECIALIST II	0	0	0
12,923	13,445	0	OFFICE SPECIALIST III	0	0	0
24,089	351	0	STORM/PRETREATMENT TECH	0	0	0
136,800	140,919	143,598	OPERATOR III	73,232	73,232	73,232
70,779	72,591	73,937	OPERATOR LEAD	75,411	75,411	75,411
0	4,821	0	PRE-TREATMENT COORDINATOR	62,620	62,620	62,620
62,821	97,179	120,216	OPERATOR II	128,206	128,206	128,206
3,048	2,647	6,000	OVERTIME	6,000	6,000	6,000
13,623	16,274	16,484	STAND BY	16,484	16,484	16,484
12,125	15,824	16,569	WEEKEND SURVEILLANCE	16,569	16,569	16,569
230,493	194,189	224,373	EMPLOYEE BENEFITS	232,926	232,926	232,926
2,000	1,848	2,000	CLOTHING ALLOWANCE	2,000	2,000	2,000
627,230	**566,558**	**611,709**	**TOTAL PERSONNEL SERVICES**	**622,444**	**622,444**	**622,444**
			MATERIAL AND SERVICES:			
0	1,193	20,000	PROFESSIONAL SERVICES	20,000	20,000	20,000
54,409	0	0	CONTRACT SERVICES	0	0	0
0	0	0	BOND ISSUANCE COSTS	0	0	0
109,741	95,951	149,000	DISPOSAL SERVICES	149,000	149,000	149,000
1,684	0	1,800	STREET REPAIRS	1,800	1,800	1,800
34,758	36,647	53,000	MAINTENANCE OPERATIONS	53,000	53,000	53,000
11,278	10,678	22,000	PUMP AND MOTOR REPAIR	22,000	22,000	22,000
1,035	1,309	1,800	GROUNDS MAINT	1,800	1,800	1,800
37,662	38,219	0	SEWER BILLING	0	0	0
15,087	14,869	22,000	EFFLUENT TESTING	22,000	22,000	22,000
871	2,280	2,500	SLUDGE TESTING	2,500	2,500	2,500
0	1,286	3,500	PRETREATMENT TESTING	2,200	2,200	2,200
2,613	1,725	3,300	COMMUNICATIONS	2,000	2,000	2,000
2,779	1,408	4,500	TRAVEL & TRAINING	4,500	4,500	4,500
909	1,658	2,670	MEMBERSHIP DUES & FEES	2,500	2,500	2,500
13,605	12,455	14,400	NPDES PERMIT FEES	20,400	20,400	20,400
20,307	16,368	16,920	INTERNAL CHARGE-FLEET	17,164	17,164	17,164
1,080	1,275	1,010	INTERNAL CHARGE-FACILITIES	897	897	897
23,584	23,761	22,140	INTERNAL CHARGE-TECH SERVICES	20,811	20,811	20,811
4,278	4,207	7,500	SUPPLIES & SERVICES	7,500	7,500	7,500
2,799	1,432	3,100	SAFETY SUPPLIES	3,100	3,100	3,100
605	63	800	TOOLS & EQUIPMENT	800	800	800
8,250	3,471	8,900	COMPUTER SUPPLIES	8,900	8,900	8,900
5,053	4,998	6,900	BLDG CLEANING SERVICE	6,900	6,900	6,900
13,916	11,515	13,800	LAB EQUIPMENT & CHEMICALS	13,800	13,800	13,800
6,705	5,965	15,000	BULK CHEMICALS	15,000	15,000	15,000
41,595	37,565	57,000	LIME	57,000	57,000	57,000
7,656	7,656	12,000	BIOSOLIDS - POLYMER	12,000	12,000	12,000
71,495	73,215	75,500	UTILITIES	75,500	75,500	75,500
493,753	**411,168**	**541,040**	**TOTAL MATERIAL AND SERVICES**	**543,072**	**543,072**	**543,072**

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			CAPITAL OUTLAY:			
0	0	15,000	BUILDING	15,000	15,000	15,000
0	0	20,000	VEHICLES & EQUIPMENT	20,000	20,000	20,000
0	0	0	IMPROVEMENTS	0	0	0
0	0	1,167,015	BIOSOLIDS HANDLING	0	0	0
0	0	0	SLUDGE STORAGE & CONDITIONING	2,120,000	2,120,000	2,120,000
0	**0**	**1,202,015**	**TOTAL CAPITAL OUTLAY**	**2,155,000**	**2,155,000**	**2,155,000**
			TRANSFERS:			
163,728	147,689	137,846	O/H TRANSFER TO GENERAL FUND	129,119	129,119	129,119
249,879	260,728	270,000	REVENUE TRANS FRANCHISE FEE	277,270	277,270	277,270
413,607	**408,417**	**407,846**	**TOTAL TRANSFERS**	**406,389**	**406,389**	**406,389**
1,534,589	**1,386,142**	**2,762,610**	**TOTAL SEWER/WWTP EXPENDITURES**	**3,726,905**	**3,726,905**	**3,726,905**
			OTHER:			
0	0	0	CONTINGENCY	0	0	0
0	0	0	OPEB EXPENSE	0	0	0
0	0	0	DEPRECIATION EXPENSE	0	0	0
0	0	0	LOSS ON DISPOSAL OF ASSET	0	0	0
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Department Description

The objective of the Sewer Collections Department is to meet Oregon Department of Environmental Quality (DEQ) requirements for sewer collections systems including underground main lines and pumpstations to transport sewage to our WWTP protecting public health and the local environment.

Capital Improvement Plan

Project Description	Projected 2016	Proposed Budget 2017	Forecasted 2018	Forecasted 2019	Forecasted 2020	Forecasted 2021
Collections equipment	-	100,000	10,000	10,000	10,000	10,000
NW 34th cont.	260,000					
Fairway Lane Sewer replacement	150,965					
Replace Vehicle 9040		50,000				
Willow Creek Liftstation Replacement		300,000				
Mulino Road Pump Station & Force Main		825,000				
NE 11th and N Pine Liftstation Renovation/Re-Routing			250,000			
S Ivy		500,000				
Replace Vehicle 4034 - F450					50,000	
Replace Vehicle 9057 - Dump Truck				130,000		
N Birch Pump Station & Force Main						300,000
NE 22nd Avenue Pump Station & Forced Main						300,000
	410,965	1,775,000	260,000	140,000	60,000	610,000
Collections portion of Street projects						
NW Territorial		66,500				
N Locust 4th-10th		45,000				
NE 12th				6,000		
N Maple 10th-14th						30,000
Total	410,965	1,886,500	260,000	146,000	60,000	640,000

2017 Budget at a Glance

Charges for Services	**$ 3,961,000**	**91%**	**$ 4,365,350**
Primary Funding Source		*% of Rev*	*Total Fund Revenue*
3.10	**$ 317,259**	**14%**	**$ 2,237,835**
FTE	*Personnel Services*	*% of Exp*	*Total Dept Expense*

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SEWER COLLECTIONS EXPENDITURES			
			PERSONNEL SERVICES:			
13,763	14,078	20,783	CITY ADMINISTRATOR	21,532	21,532	21,532
25,140	10,544	10,514	PLANNING DIRECTOR	10,722	10,722	10,722
0	0	21,331	PUBLIC WORKS DIRECTOR	22,489	22,489	22,489
9,411	0	0	ENVIRONMENTAL SERVICES MGR	0	0	0
10,952	7,121	10,666	OFFICE SPECIALIST II	10,986	10,986	10,986
7,575	3,940	3,960	SENIOR PLANNER	4,039	4,039	4,039
14,595	10,287	3,193	ASSOCIATE PLANNER	3,420	3,420	3,420
42,008	45,640	47,731	UTILITY WORKER I	50,145	50,145	50,145
25,752	26,860	26,671	UTILITY MAINT WORKER II	27,203	27,203	27,203
27,721	28,231	28,957	UTILITY WORKER III	29,541	29,541	29,541
17,784	18,618	18,933	PUBLIC WORKS LEAD MAN	19,311	19,311	19,311
8,673	5,984	6,500	OVERTIME	6,500	6,500	6,500
115,115	86,573	104,217	EMPLOYEE BENEFITS	110,171	110,171	110,171
1,200	1,200	1,200	CLOTHING ALLOWANCE	1,200	1,200	1,200
319,688	**259,074**	**304,656**	**TOTAL PERSONNEL SERVICES**	**317,259**	**317,259**	**317,259**
			MATERIAL AND SERVICES:			
0	0	2,500	CONSULTANT ENGINEER	2,500	2,500	2,500
1,445	1,394	2,600	SOFTWARE MAINT	2,600	2,600	2,600
3,561	5,016	4,000	LATERAL REPAIR	4,000	4,000	4,000
3,077	7,596	10,000	LIFT STATION MAINT	10,000	10,000	10,000
3,080	3,080	3,100	LIFT STATION TELEMETRY	3,100	3,100	3,100
4,640	2,866	6,000	COLLECTION SYSTEM MAINT	6,000	6,000	6,000
150	175	250	EQUIPMENT RENTAL	250	250	250
702	933	1,969	COPIER LEASE & MAINT	1,969	1,969	1,969
3,882	1,265	1,890	COMMUNICATIONS	1,890	1,890	1,890
0	0	150	PUBLICATIONS	150	150	150
1,850	2,986	1,500	TRAVEL & TRAINING	2,000	2,000	2,000
384	320	250	MEMBERSHIP DUES & FEES	250	250	250
13,577	23,637	30,337	INTERNAL CHARGE-FLEET	36,375	36,375	36,375
10,022	11,838	9,380	INTERNAL CHARGE-FACILITIES	8,335	8,335	8,335
10,107	11,880	7,380	INTERNAL CHARGE-TECH SERVICES	4,896	4,896	4,896
3,086	4,877	4,000	SUPPLIES & SERVICES	5,300	5,300	5,300
1,728	2,776	2,000	SMALL TOOLS	2,000	2,000	2,000
0	114	150	CLEANING/SUPPLIES	150	150	150
476	436	400	SAFETY SUPPLIES	600	600	600
4,796	4,893	5,300	UTILITIES-LIFT STATIONS	5,300	5,300	5,300
66,564	**86,081**	**93,156**	**TOTAL MATERIAL AND SERVICES**	**97,665**	**97,665**	**97,665**
			CAPITAL OUTLAY:			
0	0	105,000	VEHICLES & EQUIPMENT	150,000	150,000	150,000
0	0	260,000	34TH ST PUMP STATION	0	0	0
0	0	0	WILLOW CREEK LIFT STATION REPL	300,000	300,000	300,000
0	0	0	N LOCUST NE 4TH-NE 10TH IMPROV	0	0	0
0	0	145,000	FAIRWAY LANE SEWER REPLACEMENT	0	0	0
0	0	0	MULINO RD PUMP STATION & MAIN	825,000	825,000	825,000
0	0	0	S IVY	500,000	500,000	500,000
0	**0**	**510,000**	**TOTAL CAPITAL OUTLAY**	**1,775,000**	**1,775,000**	**1,775,000**

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			TRANSFERS:			
45,863	44,988	48,715	O/H TRANSFER TO GENERAL FUND	47,911	47,911	47,911
45,863	**44,988**	**48,715**	**TOTAL TRANSFERS**	**47,911**	**47,911**	**47,911**
432,116	**390,144**	**956,527**	**TOTAL SEWER COLLECTIONS EXPENDI**	**2,237,835**	**2,237,835**	**2,237,835**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

Department Description

The objective of the Stormwater Department is to maintain the stormwater management system of the community safely and efficiently in accordance with Oregon Department of Environmental Quality (DEQ) requirements.

Capital Improvement Plan

Project Description	Projected 2016	Proposed Budget 2017	Forecasted 2018	Forecasted 2019	Forecasted 2020	Forecasted 2021
N Maple Street at Maple Street Park		30,000				
NW 9th Avenue, N Holly to N Ivy Streets		30,000				
NW 13th Avenue, N Ash to N Birch Streets		30,000				
S Pine Street and SE 2nd Avenue		30,000				
N Redwood Storm Drain Improvement, Phase 2		30,000				
Comprehensive Survey of Existing System		10,000				
SW 13th Avenue, near Canby High School		30,000				
S Ivy		730,000				
N Maple Street and NW 34th Place					30,000	
N Knights Bridge Road						130,000
Knights Bridge Runoff Treatment						50,000
	-	920,000	-	-	30,000	180,000
Stormwater portion of Street projects						
NW Territorial		52,000				
N Cedar		24,370				
N Locust 4th-10th		69,000				
N Knott			9,000			
NE 10th, phase 2				54,000		
NE 10th, phase 3					56,500	
N Maple 10th-14th						81,500
Total	-	1,065,370	9,000	54,000	86,500	261,500

2017 Budget at a Glance

Charges for Services	**$ 3,961,000**	**91%**	**$ 4,365,350**
Primary Funding Source		*% of Rev*	*Total Fund Revenue*
2.78	**$ 297,376**	**23%**	**$ 1,318,344**
FTE	*Personnel Services*	*% of Exp*	*Total Dept Expense*

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			STORMWATER EXPENDITURES			
			PERSONNEL SERVICES:			
9,175	9,385	13,855	CITY ADMINISTRATOR	14,355	14,355	14,355
25,140	20,692	21,027	PLANNING DIRECTOR	21,444	21,444	21,444
0	0	21,331	PUBLIC WORKS DIRECTOR	22,489	22,489	22,489
37,642	0	0	ENVIRONMENTAL SERVICES MGR	0	0	0
12,923	13,445	0	OFFICE SPECIALIST III	0	0	0
10,952	7,121	10,666	OFFICE SPECIALIST II	10,986	10,986	10,986
7,575	7,764	7,920	SENIOR PLANNER	8,078	8,078	8,078
14,595	3,101	6,386	ASSOCIATE PLANNER	6,839	6,839	6,839
24,089	351	0	STORM/PRETREATMENT TECH	0	0	0
0	4,603	0	UTILITY MAINT WORKER I	0	0	0
25,752	39,101	49,145	UTILITY MAINT WORKER II	51,273	51,273	51,273
27,720	28,230	28,957	UTILITY WORKER III	29,541	29,541	29,541
19,431	20,307	20,654	PUBLIC WORKS LEAD MAN	21,066	21,066	21,066
187	0	500	OVERTIME	500	500	500
123,554	86,936	104,775	EMPLOYEE BENEFITS	110,805	110,805	110,805
338,736	**241,036**	**285,216**	**TOTAL PERSONNEL SERVICES**	**297,376**	**297,376**	**297,376**
			MATERIAL AND SERVICES:			
3,150	22,446	9,000	CONSULTANT ENGINEER	10,000	10,000	10,000
540	1,394	1,900	SOFTWARE MAINT	1,900	1,900	1,900
2,118	6,029	6,000	CATCH BASIN REPAIR	6,000	6,000	6,000
20,125	20,051	40,000	STORM SYSTEM MAINTENANCE	20,000	20,000	20,000
0	0	250	EQUIPMENT RENTAL	250	250	250
702	721	700	COPIER LEASE & MAINT	700	700	700
0	0	5,000	STORM WATER ANALYSIS	4,000	4,000	4,000
3,368	1,279	1,500	COMMUNICATIONS	1,500	1,500	1,500
0	0	150	PUBLICATIONS	150	150	150
447	276	500	TRAVEL & TRAINING	500	500	500
637	0	700	MEMBERSHIP DUES & FEES	700	700	700
10,022	11,838	9,380	INTERNAL CHARGE-FACILITIES	8,335	8,335	8,335
1,613	4,536	2,500	SUPPLIES & SERVICES	2,900	2,900	2,900
2,000	1,372	2,000	SMALL TOOLS	2,000	2,000	2,000
422	877	600	SAFETY SUPPLIES	650	650	650
600	690	1,000	GPS MAPPING PROJECT	1,000	1,000	1,000
45,744	**71,508**	**81,180**	**TOTAL MATERIAL AND SERVICES**	**60,585**	**60,585**	**60,585**
			CAPITAL OUTLAY:			
0	0	0	N MAPLE ST AT MAPLE ST PARK	30,000	30,000	30,000
0	0	0	NW 9TH AVE, N HOLLY TO N IVY	30,000	30,000	30,000
0	0	0	NW 13TH AVE, N ASH TO N BIRCH	30,000	30,000	30,000
0	0	0	S PINE STREET AND SE 2ND AVE	30,000	30,000	30,000
0	0	0	N REDWOOD STORM DRAIN PHASE II	30,000	30,000	30,000
0	0	0	SURVEY OF EXISTING SYSTEM	10,000	10,000	10,000
0	0	0	SW 13TH AVE, NEAR CANBY HIGH	30,000	30,000	30,000
0	0	0	S IVY	730,000	730,000	730,000
0	**0**	**0**	**TOTAL CAPITAL OUTLAY**	**920,000**	**920,000**	**920,000**
			TRANSFERS:			
29,073	42,084	40,399	O/H TRANSFER TO GENERAL FUND	40,383	40,383	40,383
29,073	**42,084**	**40,399**	**TOTAL TRANSFERS**	**40,383**	**40,383**	**40,383**

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
413,553	**354,628**	**406,795**	**TOTAL STORMWATER EXPENDITURES**	**1,318,344**	**1,318,344**	**1,318,344**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**

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CLOSED FUNDS

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Statement of Purpose

Historically, the Parks Development Fund accumulated funds primarily from Park System Development Charges (SDC), and to a much lesser degree from grants and donations. Such funds are used to implement planning, capital, and acquisition projects of the Parks Master Plan, Parks Acquisition Plan, Willamette Wayside Master Plan, and Canby's Community Vision aspirations for Parks and Recreation, thus enhancing community quality of life.

Beginning in 2014-2015, the activities that had been funded through this fund were integrated into the General Fund Parks Department and SDC revenue began being recorded to the new SDC Fund where all SDC improvement revenue is collected so that compliance with allowable use can be more easily tracked and controlled in accordance with state statutes.

This fund was closed by City Council resolution in June 2014.

PARKS DEVELOP FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS-SDC'S			
156,379	0	0	SDC'S PARKS-IMPROVEMENT	0	0	0
156,379	**0**	**0**	**TOTAL SPECIAL ASSESSMENTS-SDC'S**	**0**	**0**	**0**
			MISCELLANEOUS REVENUE			
600	0	0	MISCELLANEOUS-INCOME	0	0	0
600	**0**	**0**	**TOTAL MISCELLANEOUS REVENUE**	**0**	**0**	**0**
			INTEREST REVENUES			
4,489	0	0	INTEREST REVENUES	0	0	0
4,489	**0**	**0**	**TOTAL INTEREST REVENUES**	**0**	**0**	**0**
161,468	**0**	**0**	**TOTAL FUND REVENUE**	**0**	**0**	**0**
			OTHER:			

PARKS DEVELOP FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PARKS DEVELOP EXPENDITURES			
			CAPITAL OUTLAY:			
41,252	0	0	MOLALLA RRV PW/WILL. WAYSIDE	0	0	0
242,398	0	0	NORTH WOODS ESTATES PARK	0	0	0
283,650	**0**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
			TRANSFERS:			
822,317	0	0	TRANSFER TO SDC FUND	0	0	0
822,317	**0**	**0**	**TOTAL TRANSFERS**	**0**	**0**	**0**
1,105,967	**0**	**0**	**TOTAL PARKS DEVELOP EXPENDITUR**	**0**	**0**	**0**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**
1,105,967	**0**	**0**	**TOTAL FUND EXPENDITURES**	**0**	**0**	**0**

Statement of Purpose

Historically, the Street Reserve Fund existed to accumulate revenues from different sources in order to plan and implement large capital street projects.

Beginning in 2014-2015, all funding sources for street capital, excluding SDC's, are recorded into the Street fund and capital projects are executed directly from the Street fund.

This fund was closed by City Council resolution in June 2014.

STREET RESERVE FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANT REVENUE			
184,553	0	0	FEDERAL FUND EXCHANGE	0	0	0
184,553	**0**	**0**	**TOTAL GRANT REVENUE**	**0**	**0**	**0**
			SPECIAL ASSESSMENTS-SDC'S			
117,657	0	0	SDC'S TRANS IMPROVEMENT	0	0	0
22,638	0	0	SDC'S TRANS REIMBURSEMENT	0	0	0
140,295	**0**	**0**	**TOTAL SPECIAL ASSESSMENTS-SDC'S**	**0**	**0**	**0**
			INTEREST REVENUES			
3,414	0	0	INTEREST REVENUES	0	0	0
3,414	**0**	**0**	**TOTAL INTEREST REVENUES**	**0**	**0**	**0**
			RESERVE TRANSFERS IN			
348,778	0	0	RESERVE TRANSFER FROM STREETS	0	0	0
433,814	0	0	RES TRANS STREET MAINT FEE	0	0	0
185,151	0	0	RES TRANS LOCAL GAS TAX	0	0	0
967,743	**0**	**0**	**TOTAL RESERVE TRANSFERS IN**	**0**	**0**	**0**
1,296,005	**0**	**0**	**TOTAL FUND REVENUE**	**0**	**0**	**0**
			OTHER:			

STREET RESERVE FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			STREET RESERVE EXPENDITURES			
			CAPITAL OUTLAY:			
1,618	0	0	OTHER PROJECTS	0	0	0
1,026,365	0	0	STREET MAINT FEE PROJECTS	0	0	0
0	0	0	POLICE ACCESS ROAD	0	0	0
499,325	0	0	N JUNIPER RECONSTRUC N IVY-9TH	0	0	0
1,527,307	**0**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
			TRANSFERS:			
641,046	0	0	TRANSFER TO SDC FUND	0	0	0
641,046	**0**	**0**	**TOTAL TRANSFERS**	**0**	**0**	**0**
2,168,353	**0**	**0**	**TOTAL STREET RESERVE EXPENDITUR**	**0**	**0**	**0**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**
2,168,353	**0**	**0**	**TOTAL FUND EXPENDITURES**	**0**	**0**	**0**

REQUIRED FILINGS

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

FORM LB-50
2016–2017

To assessor of Clackamas County

☐ Check here if this is an amended form.

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions booklet.

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

Mailing address of district	City	State	ZIP code	Date submitted
PO Box 930	Canby	OR	97013	6/30/16

Contact person	Title	Daytime telephone number	Contact person e-mail address
Haley Fish	Finance Director	503-266-0725	fishh@ci.canby.or.us

CERTIFICATION— You **must** check one box if you are subject to Local Budget Law.

☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.

☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

	Subject to General Government Limits: Rate —**or**— Dollar Amount	Excluded from Measure 5 Limits: Dollar Amount of Bond Levy
1. Rate per $1,000 **or** total dollar amount levied (within permanent rate limit) ... 1	3.4886	
2. Local option operating tax ... 2	0.49	
3. Local option capital project tax ... 3		
4. City of Portland Levy for pension and disability obligations ... 4		
5a. Levy for bonded indebtedness from bonds approved by voters **prior** to October 6, 2001 ... 5a		
5b. Levy for bonded indebtedness from bonds approved by voters **after** October 6, 2001 ... 5b		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) ... 5c		0.00

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per $1,000 ... 6	3.4886
7. Election date when your new district received voter approval for your permanent rate limit ... 7	
8. **Estimated** permanent rate limit for newly **merged/consolidated** district ... 8	

PART III: SCHEDULE OF LOCAL OPTION TAXES— Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

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

PART IV: SPECIAL ASSESSMENTS, FEES, AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 Delinquent Sewer Charges		57,223.66
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.
The authority for putting these assessments on the roll is ORS 454.225**. (Must be completed if you have an entry in Part IV.)**

150-504-073-7 (Rev. 11-15)

Form LB-50 (continued on next page)

(see the back for worksheet for lines 5a, 5b, and 5c)
File with your assessor no later than JULY 15, unless granted an extension in writing.

Office of the Mayor

Proclamation

«Measure 3-385 Election Results»

WHEREAS, the City of Canby, County of Clackamas, Oregon, placed a measure on the Special Election ballot on November 8, 2011, to consider the following measure:

MEASURE NO. 3-385

SHALL THE CITY IMPOSE $0.49 PER $1,000 OF ASSESSED PROPERTY VALUE FOR FIVE YEARS, 2012-2017, FUNDING SWIM CENTER OPERATIONS?

WHEREAS, the Clackamas County Elections Department offers the following as an official count of votes for the Special Election on November 8, 2011.

YES - 2,081
NO - 1,557
Blank - 1
Over Votes - 0
Under Votes - 44

NOW, THEREFORE, I, Randy Carson, Mayor of the City of Canby, Oregon, do hereby proclaim the foregoing to be a true and accurate accounting as presented by the Clackamas County Election Division dated November 21, 2011.

Dated this 7th day of December, 2011.

Randy Carson

Randy Carson
Mayor

FORM LB-1 **NOTICE OF BUDGET HEARING**

A public meeting of the City of Canby City Council will be held on June 15, 2016 at 7:30 p.m at the Council Chambers, 155 NW 2nd Avenue, Canby, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the City of Canby Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 182 N Holly Street, Canby, between the hours of 8:00 a.m. and 5:00 p.m., or on the city's website at www.ci.canby.or.us . This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Haley Fish, Finance Director	Telephone: 503-266-0725	Email: fishh@ci.canby.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2014-15	Adopted Budget This Year 2015-16	Approved Budget Next Year 2016-17
Beginning Fund Balance/Net Working Capital	12,411,684	11,988,320	14,759,727
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	9,744,024	9,729,580	11,931,456
Federal, State and All Other Grants, Gifts, Allocations and Donations	2,956,117	3,417,368	3,263,578
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	1,569,025	2,189,971	2,802,993
All Other Resources Except Property Taxes	433,057	265,232	297,122
Property Taxes Estimated to be Received	4,481,551	4,810,962	4,946,458
Total Resources	**31,595,458**	**32,401,433**	**38,001,334**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	9,129,115	9,767,105	10,345,599
Materials and Services	5,009,654	5,774,493	6,157,975
Capital Outlay	2,934,682	7,333,061	8,352,747
Debt Service	74,826	620,191	635,752
Interfund Transfers	1,042,431	1,632,600	3,468,453
Contingencies	0	6,152,901	8,816,208
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	13,404,750	1,121,082	224,600
Total Requirements	**31,595,458**	**32,401,433**	**38,001,334**

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit **FTE** for that unit			
Administration	1,173,928	1,026,647	1,076,477
FTE	3.80	4.01	4.01
Court	318,314	346,661	389,678
FTE	3.01	3.85	3.61
Planning	175,369	217,464	217,633
FTE	1.03	1.30	1.37
Parks	470,391	798,526	852,696
FTE	3.40	3.35	4.50
Building	33,735	31,808	33,257
FTE	0.25	0.25	0.25
Police	4,664,482	4,959,257	5,214,319
FTE	28.28	28.30	28.30
Cemetery	116,941	76,650	79,631
FTE	0.05	0.15	0.15
Finance	427,855	444,789	456,653
FTE	3.04	2.75	2.75
Economic Development	438,812	513,713	540,366
FTE	3.26	3.51	3.51
Library	763,968	790,518	895,588
FTE	8.49	8.18	8.53
Streets	1,265,332	2,143,407	3,294,128
FTE	5.64	6.75	6.55

Fleet Services	707,352	715,164	735,058
FTE	2.36	2.35	2.35
Facilities	235,405	295,767	297,639
FTE	0.90	0.90	0.90
Tech Services	297,157	326,360	337,262
FTE	1.01	0.95	1.05
Transit	1,683,131	2,235,600	1,677,471
FTE	2.76	2.85	2.85
Swim Center	609,120	679,868	730,958
FTE	9.36	9.03	8.88
Wastewater Treatment	967,689	2,354,764	3,320,516
FTE	5.17	5.10	5.10
Collections	345,155	907,812	2,189,924
FTE	2.85	3.10	3.10
Stormwater	312,544	341,396	1,277,961
FTE	2.48	2.78	2.78
Not Allocated to Organizational Unit	16,588,778	13,195,262	14,384,119
FTE	0.00	0.55	0.55
Total Requirements	**31,595,458**	**32,401,433**	**38,001,334**
Total FTE	**87.14**	**90.01**	**91.09**

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
None noted.

PROPERTY TAX LEVIES			
	Rate or Amount Approved	Rate or Amount Approved	Rate or Amount Approved
Permanent Rate Levy (rate limit 3.4886 per $1,000)	3.4886	3.4886	3.4886
Local Option Levy	0.4900	0.4900	0.4900
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	$0	$0
Other Bonds	$25,099,913	$0
Other Borrowings	$1,737,652	$0
Total	**$26,837,565**	**$0**

RESOLUTION NO. 1234

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAX FOR THE 2016-2017 FISCAL YEAR

WHEREAS, a public hearing for the 2016-2017 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 15, 2016; and

WHEREAS, the City Council of Canby proposes to levy the taxes provided for in the adopted budget at the permanent rate of 3.4886 per $1,000 and a local option levy of 0.49 per $1,000 of assessed property value and that these taxes be levied upon all taxable property within the district as of July 1, 2016; and

WHEREAS, the following allocation and categorization subject to the limits of section 11, Article XI of the Oregon Constitution make up the above aggregate levy; now therefore:

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Canby hereby adopts the budget for fiscal year 2016-17 in the total of $38,001,334. This budget is now on file at City Hall, 182 N. Holly St., Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2016, and for the purposes shown below are hereby appropriated:

	Management Object Category	Appropriation in accordance with local budget law
GENERAL FUND		
Administration		$1,076,477
Personnel Services	$553,641	
Materials & Services	522,836	
Court		389,678
Personnel Services	310,992	
Materials & Services	78,686	
Planning		217,633
Personnel Services	138,129	
Materials & Services	79,504	
Parks		852,696
Personnel Services	390,207	
Materials & Services	142,489	
Capital Outlay	320,000	
Building		33,257

Personnel Services	32,467	
Materials & Services	790	
GENERAL FUND (continued)		
Police		5,179,030
Personnel Services	4,182,123	
Materials & Services	970,907	
Capital Outlay	26,000	
Cemetery		79,631
Personnel Services	13,230	
Materials & Services	66,401	
Finance		456,653
Personnel Services	334,622	
Materials & Services	122,031	
Economic Development		540,366
Personnel Services	444,568	
Materials & Services	95,798	
Not Allocated to Organizational Unit:		
Personnel Services		75,000
Materials & Services		211,868
Capital Outlay		45,558
Debt Service		37,802
Transfers		74,161
Contingency		916,474
Total		**$10,186,284**
LIBRARY FUND		
Library		$895,588
Personnel Services	$649,754	
Materials & Services	245,834	
Not Allocated to Organizational Unit:		
Transfers		1,334,549
Contingency		114,885
Total		**$2,345,022**
STREET FUND		
Street		$3,294,128
Personnel Services	$639,646	
Materials & Services	383,840	
Capital Outlay	2,270,642	
Not Allocated to Organizational Unit:		
Transfers		114,081
Contingency		1,146,980
Total		**$4,555,189**

SDC FUND		
Not Allocated to Organizational Unit:		
Transfers		948,339
Contingency		3,636,995
Total		**$4,585,334**
FLEET SERVICES FUND		
Fleet Services		$735,058
Personnel Services	$246,995	
Materials & Services	488,063	
Not Allocated to Organizational Unit:		
Contingency		73,676
Total		**$808,734**
CEMETERY PERPETUAL CARE FUND		
Not Allocated to Organizational Unit:		
Contingency		$909,716
Total		**$909,716**
FACILITIES FUND		
Facilities		$297,639
Personnel Services	$106,639	
Materials & Services	175,500	
Capital Outlay	15,500	
Not Allocated to Organizational Unit:		
Contingency		68,172
Total		**$365,811**
FORFEITURE FUND		
Police		$35,289
Materials & Services	$35,289	
Total		**$35,289**
TECH SERVICES FUND		
Tech Services		$337,262
Personnel Services	$82,907	
Materials & Services	212,555	
Capital Outlay	41,800	
Not Allocated to Organizational Unit:		
Contingency		58,066
Total		**$395,328**

TRANSIT FUND		
Transit		$1,677,471
Personnel Services	$308,864	
Materials & Services	1,315,607	
Capital Outlay	53,000	
Not Allocated to Organizational Unit:		
Transfers		164,387
Contingency		1,246,574
Total		**$3,088,432**
SWIM CENTER LEVY FUND		
Swim Center		$730,958
Personnel Services	$547,163	
Materials & Services	144,295	
Capital Outlay	39,500	
Not Allocated to Organizational Unit:		
Transfers		81,383
Contingency		429,237
Total		**$1,241,578**
SEWER FUND		
Wastewater Treatment		$3,320,516
Personnel Services	$622,444	
Materials & Services	543,072	
Capital Outlay	2,155,000	
Collections		2,189,924
Personnel Services	$317,259	
Materials & Services	97,665	
Capital Outlay	1,775,000	
Stormwater		1,277,961
Personnel Services	$297,376	
Materials & Services	60,585	
Capital Outlay	920,000	
Not Allocated to Organizational Unit:		
Personnel Services		51,573
Materials & Services		164,360
Capital Outlay		690,747
Debt Service		597,950
Transfers		751,553
Contingency		215,433
Total		**$9,260,017**
Total APPROPRIATIONS, All Funds		**$37,776,734**
Total Unappropriated and Reserve Amounts, All Funds		224,600
TOTAL ADOPTED BUDGET		**$38,001,334**

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for the tax year 2016-2017 upon the assessed value of all taxable property within the district:

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

RESOLUTION CATEGORIZING THE TAX

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

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

The above resolution statements were approved and declared adopted on this 15th day of June 2016.

Brian Hodson, Mayor

Kimberly Scheafer, MMC
City Recorder

RESOLUTION NO. 1237

A RESOLUTION VERIFYING THAT THE CITY OF CANBY HAS MET THE REQUIREMENTS TO RECEIVE STATE-SHARED REVENUE MONEY.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services and:

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

NOW, THEREFORE, BE IT RESOLVED, that the City of Canby, Clackamas County, Oregon hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

1. Police protection
2. Street construction, maintenance and lighting
3. Sanitary sewers
4. Storm sewers
5. Planning, zoning and subdivision control

This Resolution shall take effect on June 15, 2016.

ADOPTED this 15th day of June 2016 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

RESOLUTION NO. 1238

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2016-2017.

WHEREAS, a public hearing for the use of state revenue sharing funds was held before the Budget Committee on May 12, 2016 and before City Council on June 15, 2016; now therefore,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby as follows:

Section 1 Pursuant to ORS 221.770, the City of Canby hereby elects to receive state revenues for fiscal year 2016-2017.

This Resolution shall take effect on June 15, 2016.

ADOPTED this 15th day of June 2016 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

****I certify that a public hearing before the Budget Committee was held on May 12, 2016 and a public hearing before the City Council was held on June 15, 2016, giving citizens an opportunity to comment on use of State Revenue Sharing.**

Kimberly Scheafer, MMC
City Recorder

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URBAN RENEWAL BUDGET

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Canby Urban Renewal Agency

Agency Directors Budget Message for Fiscal Year 2016-2017

To the Urban Renewal Budget Committee:

Following is the proposed budget for the Canby Urban Renewal Agency for the 2016-2017 Fiscal Year. The proposed budget is balanced, as required by state law.

Background

The purpose of the Canby Urban Renewal Agency is to administer the statutory tax increment revenues for funding of the goals and objectives of the Canby Urban Renewal Plan through designated projects within the Urban Renewal District. The Canby Urban Renewal Agency, composed of the Mayor and City Councilors, began operating under the Oregon Urban Renewal Laws and the adopted Canby Urban Renewal Plan on December 24, 1999. The Urban Renewal Agency will be working on programs to carry out the goals and objectives of the Canby Urban Renewal Plan:

1) To diversify economic base and family wage jobs within the district;
2) To maintain effective, efficient and safe traffic system for vehicular and pedestrian users;
3) To improve and retain existing businesses; and
4) To improve attractive visual amenities for customers and community members throughout the district.

Funds

The Urban Renewal District has two separate funds; ***the Urban Renewal Debt Service Fund*** which accounts for tax increment revenue and repayment of debt obligations issued to fund Agency projects, and the ***Urban Renewal General Fund***, where administration and project implementation are accounted for.

The Agency contracts with the City to provide staff to administer programs and required materials and services. In addition, the Agency at times contracts with outside experts, including financial consultants, engineers, and an attorney specializing in Urban Renewal law. Total contract costs for all of these functions are budgeted to be $572,794.

Total debt obligations outstanding for the Agency as of July 1, 2015 will be approximately $26,216,427. If paid in accordance with debt payment schedules as issued, all currently outstanding debt will be paid in full on June 1, 2036. However all of the debt has early payment provisions, the latest of which allows debt outstanding to be paid in full on June 1, 2022 if that is the will of the governing body and funds are available.

The Urban Renewal Plan projected completing all plan projects within 20 years of inception or fiscal year 2020. However the Agency has the authority to continue issuing debt until it has reached its maximum indebtedness of $51,149,000. As of June 30, 2015, debt incurred was $39,261,723 and additional debt capacity was $11,887,277. Legally the Agency will exist until all debt has been extinguished.

Projects and Programs include:

The Library / Civic Building: $2,836,595 to complete construction of a new two story building for a new library and Civic Building on NE 2nd Avenue and Juniper Street. The first floor will contain a library, council chambers and multipurpose space as well as a public courtyard. The second story will house city staff from administration, planning, finance, information technology and economic development departments. The building will be a community gathering space as well as to provide access books, information, computers and other technology. This building replaces cramped, inefficient space and will meet the growing needs of the community. The project should be completed in late 2016.

Railroad Quiet Zone for Downtown Canby: $80,000 for installation of medians and signage at Ivy, Grant, and Elm based on an approved design by Union Pacific Railroad. This improvement is important to a multi-story developments along 2nd Avenue that will bring new retail and housing to downtown. The Downtown District is adjacent to the Railroad that serves at least 18 trains per day. Railroad engineers sound their horns at each of the three public crossings. Train horns discourage outdoor activity, and negatively impacts the economic vitality of our Downtown and nearby residential neighborhoods.

Fire Department Capital Projects: $387,508 as the second of four payments to the Canby Fire District to purchase a new ladder truck and ambulance and make building improvements to meet URA District fire safety and emergency service needs. This investment has already significantly reduced fire ratings and lowered fire insurance rates for properties located in the district.

URD projects: $100,000 is available for Urban Renewal projects including feasibility studies, land acquisition for development opportunities, commercial or industrial partnerships, public facilities, housing or other infrastructure projects described in the Urban Renewal Plan.

Façade Improvement Program: $50,000 to help property owners and businesses spruce up their appearance. The program offers grants of up to $1,500 for design, $1,500 for construction documents and a 50% match up to $25,000 for façade improvement construction. Over seventeen businesses have taken advantage of the program to date. Staff is working with several businesses to line up projects for next fiscal year.

Beautification: $25,000 towards beautification for the new civic building. Projects could include artistic signage and wayfinding that will reflect Canby's unique history and character and help residents easily find the city services they need.

Wait and Community Park: $13,000 to partner with Wilderness International and community groups to upgrade areas of the Park. The URA is investing money and is leveraging funds from donors. Projects include invasive plants, extending the nature trail, restoring wetlands areas, installing native plants and spreading bark dust.

Contingency: $990,219 is budgeted and will be available to fund high priority projects identified in the Plan. Last year, the Urban Renewal Agency identified redevelopment projects, high density housing options and Highway 99E Corridor Beautification as potential projects for possible funding.

Conclusion

The Urban Renewal District is fully capable of funding the projects and expenses described above. The Agency has substantial bonding authority which can be used for additional projects if prioritized for spending by the Agency. City staff is ready to answer any questions you may have about this budget or activities funded by the Agency.

Respectfully submitted,

Rick Robinson

City Administrator

URBAN RENEWAL GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANT REVENUE			
0	7,240	9,275	URD GRANTS	3,650	3,650	3,650
0	**7,240**	**9,275**	**TOTAL GRANT REVENUE**	**3,650**	**3,650**	**3,650**
			SPECIAL ASSESSMENTS			
7,691	10,255	10,255	REVOLVING LOAN INCOME	10,255	10,255	10,255
7,691	**10,255**	**10,255**	**TOTAL SPECIAL ASSESSMENTS**	**10,255**	**10,255**	**10,255**
			MISCELLANEOUS REVENUE			
396	1,808	0	MISCELLANEOUS-INCOME	0	0	0
189	0	0	CITY LOGO PRODUCT SALES	0	0	0
585	**1,808**	**0**	**TOTAL MISCELLANEOUS REVENUE**	**0**	**0**	**0**
			INTEREST REVENUES			
54,624	43,619	25,000	INTEREST REVENUE	25,440	25,440	25,440
54,624	**43,619**	**25,000**	**TOTAL INTEREST REVENUES**	**25,440**	**25,440**	**25,440**
			DONATIONS			
0	0	0	COMMUNITY PLAZA PROJ DONATIONS	65,000	65,000	65,000
0	0	0	CIVIC BUILDING DONATIONS	0	0	0
0	**0**	**0**	**TOTAL DONATIONS**	**65,000**	**65,000**	**65,000**
			OPERATIONAL TRANSFERS IN			
500,000	500,000	1,234,924	OP TRANSFER IN FROM UR DEBT	860,135	860,135	860,135
500,000	**500,000**	**1,234,924**	**TOTAL OPERATIONAL TRANSFERS IN**	**860,135**	**860,135**	**860,135**
			INTERFUND TRANSFERS			
0	0	0	TRANSFER FROM LIBRARY	1,238,254	1,238,254	1,238,254
0	**0**	**0**	**TOTAL INTERFUND TRANSFERS**	**1,238,254**	**1,238,254**	**1,238,254**
			CASH CARRYOVER			
12,143,066	9,174,535	7,698,280	CASH CARRYOVER	2,906,812	2,906,812	2,906,812
12,143,066	**9,174,535**	**7,698,280**	**TOTAL CASH CARRYOVER**	**2,906,812**	**2,906,812**	**2,906,812**
12,705,966	**9,737,458**	**8,977,734**	**TOTAL FUND REVENUE**	**5,109,546**	**5,109,546**	**5,109,546**
			OTHER:			

URBAN RENEWAL GENERAL FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			URD EXPENDITURES			
			MATERIAL AND SERVICES:			
353,752	0	0	PERSONAL SERVICE CONTRACT	0	0	0
46,555	26,425	24,763	MAT & SVC CONTRACT	24,430	24,430	24,430
8,937	0	0	MAIN STREET PROJECT	0	0	0
117,127	487,594	557,371	DUE TO CITY	572,794	572,794	572,794
526,371	**514,019**	**582,134**	**TOTAL MATERIAL AND SERVICES**	**597,224**	**597,224**	**597,224**
			CAPITAL OUTLAY:			
0	0	257,000	FIRE DEPT CAPITAL PROJECTS	387,508	387,508	387,508
0	22,000	22,000	RARE PROGRAM	0	0	0
2,765,265	0	0	SEQUOIA/13TH AVE CONNECTION	0	0	0
1,770	0	15,000	1ST AVENUE REDEVELOPMENT	0	0	0
5,125	0	120,000	URD PROJECTS	100,000	100,000	100,000
127,562	1,122,375	7,112,678	LIBRARY/CIVIC BUILDING PROJECT	2,863,595	2,863,595	2,863,595
0	64,500	0	SDC INCENTIVE PROGRAM	0	0	0
1,325	25,730	25,000	BEAUTIFICATION & MARKETING	25,000	25,000	25,000
37,507	18,768	75,000	FACADE IMP. PROGRAM	50,000	50,000	50,000
0	0	3,000	REDEVLOP. GRT PROGRM	3,000	3,000	3,000
26,000	13,000	20,000	WAIT AND COMMUNITY PARK	13,000	13,000	13,000
5,505	2,465	80,000	RAILROAD QUIET ZONE	80,000	80,000	80,000
35,000	0	0	REVOLVING LOAN FUND	0	0	0
3,005,060	**1,268,838**	**7,729,678**	**TOTAL CAPITAL OUTLAY**	**3,522,103**	**3,522,103**	**3,522,103**
3,531,431	**1,782,857**	**8,311,812**	**TOTAL URD EXPENDITURES**	**4,119,327**	**4,119,327**	**4,119,327**
			OTHER:			
0	0	665,922	CONTINGENCY	990,219	990,219	990,219
0	**0**	**665,922**	**TOTAL OTHER**	**990,219**	**990,219**	**990,219**
3,531,431	**1,782,857**	**8,977,734**	**TOTAL FUND EXPENDITURES**	**5,109,546**	**5,109,546**	**5,109,546**

URBAN RENEWAL DEBT SVC. FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PROPERTY TAXES			
2,332,265	2,390,446	2,485,619	TAX INCREMENT	2,654,881	2,654,881	2,654,881
70,345	71,581	77,000	TAX INCREMENT - PRIOR	58,800	58,800	58,800
2,402,610	**2,462,027**	**2,562,619**	**TOTAL PROPERTY TAXES**	**2,713,681**	**2,713,681**	**2,713,681**
			SPECIAL ASSESSMENTS			
35,651	31,119	41,096	LID WALNUT ST PRINC	41,012	41,012	41,012
8,778	9,313	9,880	LID HAZEL DELL WAY PRINC	10,482	10,482	10,482
44,429	**40,432**	**50,976**	**TOTAL SPECIAL ASSESSMENTS**	**51,494**	**51,494**	**51,494**
			INTEREST REVENUES			
3,592	3,398	3,000	INTEREST REVENUES	3,400	3,400	3,400
20,666	15,433	16,393	LID WALNUT ST INT.	14,805	14,805	14,805
3,193	2,659	2,092	LID HAZEL DELL WAY-INTEREST	1,490	1,490	1,490
58,691	57,064	55,460	BOND INTEREST REBATE (ARRA)	53,750	53,750	53,750
86,143	**78,554**	**76,945**	**TOTAL INTEREST REVENUES**	**73,445**	**73,445**	**73,445**
			CASH CARRYOVER			
252,749	426,616	637,857	CASH CARRYOVER	135,212	135,212	135,212
252,749	**426,616**	**637,857**	**TOTAL CASH CARRYOVER**	**135,212**	**135,212**	**135,212**
2,785,931	**3,007,629**	**3,328,397**	**TOTAL FUND REVENUE**	**2,973,832**	**2,973,832**	**2,973,832**
			OTHER:			

URBAN RENEWAL DEBT SVC. FUND

ACTUAL PRECEEDING YR 2013-2014	ACTUAL PRECEEDING YR 2014-2015	ADOPTED BUDGET YR 2015-2016	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2016-2017 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			URBAN RENEWAL DEBT EXPENDITURE			
			DEBT:			
78,543	79,018	79,578	DEBT PMTS-SEQUOIA ST 5 & 6	85,160	85,160	85,160
335,000	0	0	DEBT PAY-NW 2ND/LOT (CINEMA)	0	0	0
37,044	38,896	40,842	DEBT PAY-WALNUT ST	42,883	42,883	42,883
0	0	25,000	DEBT PAY-POLICE BUILDING	30,000	30,000	30,000
100,000	100,000	105,000	DEBT PAY-1ST AVE REDEV	105,000	105,000	105,000
145,000	550,000	610,000	DEBT PAY-2012 BOND PRINCIPAL	650,000	650,000	650,000
77,107	74,358	71,198	DEBT PAY-SEQUOIA 5 & 6 INT	68,015	68,015	68,015
13,471	0	0	DEBT PAY-NW2ND/LOT INT (CINEMA	0	0	0
17,079	15,227	13,283	DEBT PAY-WALNUT ST INT	11,240	11,240	11,240
425,738	425,738	425,738	DEBT PAY-POLICE BUILDING INT	425,238	425,238	425,238
140,544	136,794	132,951	DEBT PAY-1ST AVE REDEV INT	128,159	128,159	128,159
489,788	479,363	461,962	DEBT PAY-2012 BOND INT	443,063	443,063	443,063
0	0	127,921	LOAN PAYMENT RESERVE	124,939	124,939	124,939
1,859,314	**1,899,393**	**2,093,473**	**TOTAL DEBT**	**2,113,697**	**2,113,697**	**2,113,697**
			TRANSFERS:			
500,000	500,000	1,234,924	OP TRANSFER TO UR GENERAL	860,135	860,135	860,135
500,000	**500,000**	**1,234,924**	**TOTAL TRANSFERS**	**860,135**	**860,135**	**860,135**
2,359,314	**2,399,393**	**3,328,397**	**TOTAL URBAN RENEWAL DEBT EXPEN**	**2,973,832**	**2,973,832**	**2,973,832**
			OTHER:			
0	**0**	**0**	**TOTAL OTHER**	**0**	**0**	**0**
2,359,314	**2,399,393**	**3,328,397**	**TOTAL FUND EXPENDITURES**	**2,973,832**	**2,973,832**	**2,973,832**

FORM UR-50

NOTICE TO ASSESSOR

2016–2017

☐ Check here if this is an amended form.

• Submit two (2) copies to the county assessor by July 15.

Notification

Canby Urban Renewal Agency (Agency name) authorizes its 2016 – 17 ad valorem tax increment amounts by plan area for the tax roll of Clackamas County (County name).

Haley Fish	503-266-0725	June 30, 2016
(Contact person)	(Telephone number)	(Date submitted)

PO Box 930, Canby, OR 97013	fishh@ci.canby.or.us
(Agency's mailing address)	(Contact person's e-mail address)

☐ Yes, the agency has filed an impairment certificate by May 1 with the assessor (ORS 457.445).

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

Plan Area Name	Increment Value to Use*	100% from Division of Tax	Special Levy Amount**
	$ OR	☐ Yes	
	$ OR	☐ Yes	
	$ OR	☐ Yes	
	$ OR	☐ Yes	

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

Plan Area Name	Increment Value to Use***	100% from Division of Tax***	Special Levy Amount****
	$ OR		
	$ OR		
	$ OR		

Part 3: Other Standard Rate Plans. [ORS 457.445(2)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
Canby Urban Renewal District	$ OR	☒ Yes	
	$ OR	☐ Yes	
	$ OR	☐ Yes	
	$ OR	☐ Yes	

Part 4: Other Reduced Rate Plans [ORS 457.445(1)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
	$ OR	☐ Yes	
	$ OR	☐ Yes	
	$ OR	☐ Yes	
	$ OR	☐ Yes	

Notice to Assessor of Permanent Increase in Frozen Value. Beginning tax year 2016-17, permanently increase frozen value to:

Plan Area Name	New frozen value
	$
	$

***All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100 percent or check "Yes" to receive 100 percent of division of tax. **Do NOT enter an amount of "Increment Value to Use" AND check "Yes."**

If an **Option One plan enters a Special Levy Amount, you MUST check "Yes" and NOT enter an amount of "Increment to Use."

***Option Three plans** enter EITHER an amount of "Increment Value to Use" to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the "Amount from Division of Tax" stated in the ordinance, NOT both.

****If an **Option Three plan** requests both an amount of "Increment Value to Use" that will raise less than the amount of division of tax stated in the 1998 ordinance and a "Special Levy Amount," the "Special Levy Amount" cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.

FORM UR-1 **NOTICE OF BUDGET HEARING**

A public meeting of the Canby Urban Renewal Agency will be held on June 15, 2016 at 8 p.m at the Council Chambers, 155 NW 2nd Avenue, Canby, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016, a second hearing will be held to discuss the budget as amended herein due to clerical error in total approved in motion by the Canby Urban Renewal Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 182 N Holly Street, Canby, between the hours of 8:00 a.m. and 5:00 p.m., or on the city's website at www.ci.canby.or.us . This budget is for an annual budget period.
This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Haley Fish, Finance Director	Telephone: 503-266-0725	Email: fishh@ci.canby.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2014-15	Adopted Budget This Year 2015-16	Approved Budget Next Year 2016-17
Beginning Fund Balance/Net Working Capital	9,601,151	8,336,137	3,042,024
Federal, State and All Other Grants	7,240	9,275	68,650
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers	500,000	1,234,924	2,098,389
All Other Resources Except Division of Tax & Special Levy	174,670	163,176	160,634
Revenue from Division of Tax	2,462,027	2,562,619	2,713,681
Revenue from Special Levy	0	0	0
Total Resources	**12,745,088**	**12,306,131**	**8,083,378**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	0	0	0
Materials and Services	514,019	582,134	597,224
Capital Outlay	1,268,838	7,729,678	3,522,103
Debt Service	1,899,394	2,093,473	2,113,697
Interfund Transfers	500,000	1,234,924	860,135
Contingencies	0	665,922	990,219
All Other Expenditures and Requirements	0	0	0
Unappropriated Ending Balance	8,562,837	0	0
Total Requirements	**12,745,088**	**12,306,131**	**8,083,378**

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Program **FTE** for that unit or program			
Urban Renewal	1,782,857	8,311,812	4,119,327
FTE	0.00	0.00	0.00
Not Allocated to Organizational Unit	10,962,231	3,994,319	3,964,051
FTE	0.00	0.00	0.00
Total Requirements	**12,745,088**	**12,306,131**	**8,083,378**
Total FTE	**0.00**	**0.00**	**0.00**

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

None noted.

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	$0	$0
Other Bonds	$0	$0
Other Borrowings	$26,216,427	$0
Total	**$26,216,427**	**$0**

Canby Urban Renewal District

Resolution URR 16-001

A RESOLUTION ADOPTING THE BUDGET FOR THE 2016-2017 FISCAL YEAR

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby adopts the budget for fiscal year 2016-2017 in the total of $8,083,378 now on file at the City of Canby, 182 N Holly St. Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2016 and for the purpose shown below are hereby appropriated:

	Management Object Category	Appropriation in accordance with local budget law
URD General Fund		
Urban Renewal		$4,119,327
Materials & Services	$597,224	
Capital Outlay	3,522,103	
Not Allocated to Program		
Contingency		990,219
Total		**$5,109,546**
URD Debt Service Fund		
Not Allocated to Program		
Debt Service		$2,113,697
Transfers		860,135
Total		**$2,973,832**

DECLARATION OF TAX INCREMENT

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby resolves to certify to the county assessor for the Canby Urban Renewal Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article XI of the Oregon Constitution and ORS Chapter 457.
The above resolution statements are approved and declared adopted on this 15th day of June 2016 and take effect July 1, 2016.

Tim Dale
Chair

ATTEST:

Kimberly Scheafer, MMC
City Recorder

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APPENDIX

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Historical Trends & Forecast

GENERAL FUND

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumption	2018 Forcasted	2019 Forcasted	2020 Forcasted	2021 Forcasted
REVENUE												
GENERAL REVENUES												
PROPERTY TAXES	3,679,102	3,722,477	3,794,510	3,951,087	4,055,245	4,187,942	4,339,897	3.00%	4,470,094	4,604,197	4,742,323	4,884,592
FRANCHISE FEES	428,300	463,062	459,100	442,497	479,347	452,702	450,300		450,000	450,000	450,000	450,000
INTERGOVERNMENTAL	328,256	360,710	374,953	393,736	406,719	399,300	416,400	2.00%	424,728	433,223	441,887	450,725
IN LIEU OF TAXES	544,103	576,813	595,905	629,307	637,231	705,000	731,000	3.00%	752,930	775,518	798,783	822,747
CHARGES FOR SERVICES	7,920	10,160	15,032	15,441	18,049	25,244	27,663		25,000	25,000	25,000	25,000
PASS THRU REVENUE	137,029	116,775	516,787	43,446	28,317	29,254	29,680		29,680	29,680	29,680	29,680
SPECIAL ASSESSMENTS	-	-	-	10,103	4,170	39,818	2,250		4,000	4,000	4,000	4,000
MISCELLANEOUS REVENUE	8,860	9,925	8,226	9,534	8,277	17,925	13,050		10,000	10,000	10,000	10,000
INTEREST REVENUES	9,348	10,339	7,652	8,137	8,344	9,600	9,600		10	10	10	10
	-	-	-	237,896	-	-	-		-	-	-	-
RESERVE REVENUE	-	-	-	68,254	-	51,658	32,910		21,500	21,500	21,500	21,500
REVENUE TRANSFERS	-	-	228,824	249,879	260,728	280,770	277,270	0.00%	277,270	277,270	277,270	277,270
	5,142,918	**5,270,262**	**6,000,989**	**6,059,317**	**5,906,427**	**6,199,213**	**6,330,020**		**6,465,212**	**6,630,397**	**6,800,453**	**6,975,524**
ADMINISTRATION REVENUES												
CHARGES FOR SERVICES	52,314	58,100	57,320	59,230	64,400	62,000	70,600		55,000	55,000	55,000	55,000
	52,314	**58,100**	**57,320**	**59,230**	**64,400**	**62,000**	**70,600**		**55,000**	**55,000**	**55,000**	**55,000**
						look into these						
COURT REVENUES												
CHARGES FOR SERVICES	505,001	466,752	418,231	441,658	617,613	446,917	453,000		450,000	450,000	450,000	450,000
PASS THRU REVENUE	2,310	1,460	630	885	1,287	1,200	2,000	4.00%	2,080	2,163	2,250	2,340
MISCELLANEOUS REVENUE	46,577	37,993	32,854	27,397	26,568	23,125	23,125		20,000	20,000	20,000	20,000
	553,888	**506,205**	**451,715**	**469,940**	**645,468**	**471,242**	**478,125**		**472,080**	**472,163**	**472,250**	**472,340**
PLANNING REVENUES												
CHARGES FOR SERVICES	37,995	36,939	29,790	96,523	73,227	88,365	55,750	5.00%	58,538	61,464	64,538	67,764
MISCELLANEOUS REVENUE	99	746	233	195	394	122	60		150	150	150	150
	38,095	**37,685**	**30,023**	**96,718**	**73,621**	**88,486**	**55,810**		**58,688**	**61,614**	**64,688**	**67,914**
PARKS REVENUES												
CHARGES FOR SERVICES	220	-	645	535	535	220	500		500	500	500	500
MISCELLANEOUS REVENUE	3,074	232	500	2,236	4,554	4,500	5,000		3,500	3,500	3,500	3,500
DONATIONS	-	-	-	-	194	-	-		-	-	-	-
TRANSFERS IN	-	-	-	-	-	2,500	335,000		-	-	-	-
	3,294	**232**	**1,145**	**2,771**	**5,283**	**7,220**	**340,500**		**4,000**	**4,000**	**4,000**	**4,000**
BUILDING REVENUES												
CHARGES FOR SERVICES	260,424	340,888	14,170	17,719	12,003	30,000	23,000	5.00%	24,150	25,358	26,625	27,957
	260,424	**340,888**	**14,170**	**17,719**	**12,003**	**30,000**	**23,000**		**24,150**	**25,358**	**26,625**	**27,957**
POLICE REVENUES												
GRANT REVENUE	9,170	42,142	21,263	69,213	4,773	45,547	76,000		10,000	10,000	10,000	10,000
CHARGES FOR SERVICES	39,440	27,605	26,045	30,970	30,047	32,400	25,400		25,000	25,000	25,000	25,000
MISCELLANEOUS REVENUE	111,519	58,628	70,163	83,388	92,664	91,267	74,182	5.00%	77,891	81,786	85,875	90,169
DONATIONS	3,700	2,250	2,429	2,250	11,490	600	1,000		2,500	2,500	2,500	2,500
	163,829	**130,625**	**119,900**	**185,821**	**138,974**	**169,814**	**176,582**		**115,391**	**119,286**	**123,375**	**127,669**

Historical Trends & Forecast
GENERAL FUND

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumption	2018 Forcasted	2019 Forcasted	2020 Forcasted	2021 Forcasted
REVENUE (CONT)												
CEMETERY REVENUES												
CHARGES FOR SERVICES	53,143	62,181	68,103	63,675	36,614	50,233	41,400	4.00%	43,056	44,778	46,569	48,432
MISCELLANEOUS REVENUE	3,075	4,050	4,650	3,300	3,940	4,500	2,700		4,000	4,000	4,000	4,000
DONATIONS	-	-	-	-	100	200	300		100	100	100	100
	56,218	**66,231**	**72,753**	**66,975**	**40,654**	**54,933**	**44,400**		**47,156**	**48,878**	**50,669**	**52,532**
FINANCE REVENUES												
OPERATIONAL TRANSFERS IN	478,005	772,897	859,562	757,435	759,857	748,562	747,720	-1.00%	740,243	732,840	725,512	718,257
TRANSFERS IN	104,000	75,000	192,960	94,806	-	-	-		-	-	-	-
	582,005	**847,897**	**1,052,522**	**852,241**	**759,857**	**748,562**	**747,720**		**740,243**	**732,840**	**725,512**	**718,257**
ECONOMIC DEVELOPMENT REVENUES												
CHARGES FOR SERVICES	-	-	-	-	1,440	13,900	12,225		11,000	11,000	11,000	11,000
TRANSFERS	-	-	-	-	487,594	557,537	572,794	4.00%	595,706	619,534	644,315	670,088
	-	**-**	**-**	**-**	**489,034**	**571,437**	**585,019**		**606,706**	**630,534**	**655,315**	**681,088**
TOTAL FUND REVENUE	**6,852,985**	**7,258,125**	**7,800,537**	**7,810,732**	**8,135,721**	**8,402,907**	**8,851,776**		**8,588,625**	**8,780,071**	**8,977,887**	**9,182,280**
CASH CARRYOVER	2,126,979	1,244,274	1,609,373	1,279,941	1,234,770	1,402,635	1,559,108		1,370,636	911,845	258,249	(602,212)
	8,979,964	**8,502,399**	**9,409,910**	**9,090,673**	**9,370,491**	**9,805,542**	**10,410,884**		**9,959,261**	**9,691,916**	**9,236,137**	**8,580,069**

Historical Trends & Forecast
GENERAL FUND

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumption	2018 Forcasted	2019 Forcasted	2020 Forcasted	2021 Forcasted
EXPENDITURES												
ADMINISTRATION DEPT												
PERSONNEL SERVICES	734,111	690,441	659,451	631,535	575,339	539,718	553,641	5.00%	581,323	610,389	640,909	672,954
MATERIALS & SERVICES	393,362	353,218	840,434	524,086	542,902	457,269	522,836	2.00%	533,293	543,959	554,838	565,935
CAPITAL OUTLAY	-	-	-	27,178	55,687	-	-					
DEBT	-	-	-	73,268	74,826	-	-		-	-	-	-
TRANSFERS OUT	309,878	448,855	428,293	70,000	-	-	-		-	-	-	-
	1,437,351	**1,492,514**	**1,928,178**	**1,326,067**	**1,248,754**	**996,987**	**1,076,477**		**1,114,616**	**1,154,348**	**1,195,746**	**1,238,889**
COURT DEPT												
PERSONNEL SERVICES	219,564	195,467	201,062	171,000	233,788	249,496	310,992	5.00%	326,542	342,869	360,012	378,013
MATERIALS & SERVICES	59,442	53,807	60,914	70,901	84,526	78,406	78,686	2.00%	80,260	81,865	83,502	85,172
CAPITAL OUTLAY	-	-	15,650	-	-	-	-					
TRANSFERS OUT	11,203	15,316	14,349	-	-	-	-		-	-	-	-
	290,209	**264,590**	**291,975**	**241,901**	**318,314**	**327,902**	**389,678**		**406,801**	**424,734**	**443,514**	**463,185**
PLANNING DEPT												
PERSONNEL SERVICES	247,530	243,163	295,613	103,672	100,847	125,136	138,129	5.00%	145,035	152,287	159,902	167,897
MATERIALS & SERVICES	78,494	33,607	21,322	97,768	74,522	82,966	79,504	2.00%	81,094	82,716	84,370	86,058
TRANSFERS OUT	13,071	15,536	14,349	-	-	-	-		-	-	-	-
	339,095	**292,306**	**331,284**	**201,440**	**175,369**	**208,102**	**217,633**		**226,130**	**235,003**	**244,272**	**253,954**
PARKS DEPT												
PERSONNEL SERVICES	303,562	304,610	376,515	483,270	331,018	352,043	390,207	5.00%	409,717	430,203	451,713	474,299
MATERIALS & SERVICES	60,221	51,415	59,694	109,870	132,246	125,367	142,489	2.00%	145,339	148,246	151,210	154,235
CAPITAL OUTLAY	59,821	42,103	-	-	7,127	-	320,000		-	-	-	-
TRANSFERS OUT	62,855	62,448	40,807	-	-	-	-		-	-	-	-
	486,458	**460,576**	**477,016**	**593,140**	**470,391**	**477,410**	**852,696**		**555,056**	**578,449**	**602,924**	**628,534**
BUILDING DEPT												
PERSONNEL SERVICES	183,187	147,413	68,205	78,083	29,531	31,945	32,467	5.00%	34,090	35,795	37,585	39,464
MATERIALS & SERVICES	38,738	125,488	5,493	8,621	4,204	992	790	2.00%	806	822	838	855
TRANSFERS OUT	(32,340)	51,857	86,149	19,197	19,010	11,428	10,941	5.00%	11,488	12,062	12,666	13,299
	189,584	**324,758**	**159,847**	**105,901**	**52,745**	**44,365**	**44,198**		**46,384**	**48,679**	**51,089**	**53,618**
POLICE DEPT												
PERSONNEL SERVICES	3,242,063	3,471,003	3,582,842	3,953,093	3,782,006	3,961,161	4,182,123	5.00%	4,391,229	4,610,791	4,841,330	5,083,397
MATERIALS & SERVICES	255,174	213,715	243,949	812,967	844,302	894,445	970,907	2.00%	990,325	1,010,132	1,030,334	1,050,941
CAPITAL OUTLAY	10,117	35,747	61,918	10,000	20,000	32,000	26,000					
TRANSFERS OUT	407,787	301,249	455,034	-	-	-	-		-	-	-	-
	3,915,141	**4,021,714**	**4,343,743**	**4,776,060**	**4,646,308**	**4,887,606**	**5,179,030**		**5,381,554**	**5,620,922**	**5,871,664**	**6,134,338**
CEMETERY DEPT												
PERSONNEL SERVICES	3,842	4,545	4,996	3,956	3,992	13,037	13,230	5.00%	13,892	14,586	15,315	16,081
MATERIALS & SERVICES	93,796	99,425	95,262	96,809	112,949	62,153	66,401	2.00%	67,729	69,084	70,465	71,875
	24,636	-	-	-	-	-	-		-	-	-	-
	122,274	**103,970**	**100,258**	**100,765**	**116,941**	**75,190**	**79,631**		**81,621**	**83,670**	**85,781**	**87,956**
FINANCE DEPT												
PERSONNEL SERVICES	340,806	357,324	397,088	418,783	334,327	319,966	334,622	5.00%	351,353	368,921	387,367	406,735
MATERIALS & SERVICES	88,876	69,890	79,231	91,846	93,528	110,397	122,031	2.00%	124,472	126,961	129,500	132,090
TRANSFERS OUT	7,469	23,816	21,349	-	-	-	-		-	-	-	-
	437,150	**451,030**	**497,668**	**510,629**	**427,855**	**430,363**	**456,653**		**475,825**	**495,882**	**516,867**	**538,825**

Historical Trends & Forecast
GENERAL FUND

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumption	2018 Forcasted	2019 Forcasted	2020 Forcasted	2021 Forcasted
EXPENDITURES (CONT)												
ECONOMIC DEVELOPMENT DEPT												
PERSONNEL SERVICES	-	-	-	-	356,376	426,136	444,568	5.00%	466,796	490,136	514,643	540,375
MATERIALS & SERVICES	-	-	-	-	82,436	100,815	95,798	2.00%	97,714	99,668	101,662	103,695
TRANSFERS OUT	-	-	-	-	72,367	61,002	63,220	5.00%	66,381	69,700	73,185	76,844
	-	**-**	**-**	**-**	**511,179**	**587,953**	**603,586**		**630,891**	**659,505**	**689,490**	**720,914**
UNALLOCATED												
PERSONNEL SERVICES	-	-	-	-	-	117,032	75,000	5.00%	78,750	82,688	86,822	91,163
MATERIALS & SERVICES	-	-	-	-	-	37,969	211,868	2.00%	300,000	400,000	500,000	510,000
CAPITAL OUTLAY	-	-	-	-	-	34,698	45,558		29,680	29,680	29,680	29,680
DEBT SERVICE	-	-	-	-	-	20,857	20,108		20,108	20,108	20,500	20,500
CONTINGENCY/RESERVES	-	-	-	-	-	-	1,100,984	10.00%	921,976	970,212	1,020,232	1,063,123
	-	**-**	**-**	**-**	**-**	**210,556**	**1,453,518**		**1,350,514**	**1,502,687**	**1,657,234**	**1,714,466**
TOTAL FUND EXPENDITURES	**7,217,292**	**7,411,459**	**8,129,969**	**7,855,903**	**7,967,856**	**8,246,434**	**10,353,100**		**10,269,392**	**10,803,878**	**11,358,580**	**11,834,679**
REVENUE OVER EXPENDITURE	**(364,279)**	**(153,334)**	**(329,432)**	**(45,171)**	**167,865**	**156,473**	**(188,472)**		**(458,791)**	**(653,596)**	**(860,461)**	**(1,079,275)**
CASH CARRYOVER	**1,244,274**	**1,609,373**	**1,279,941**	**1,234,770**	**1,402,635**	**1,559,108**	**1,370,636**		**911,845**	**258,249**	**(602,212)**	**(1,681,487)** *

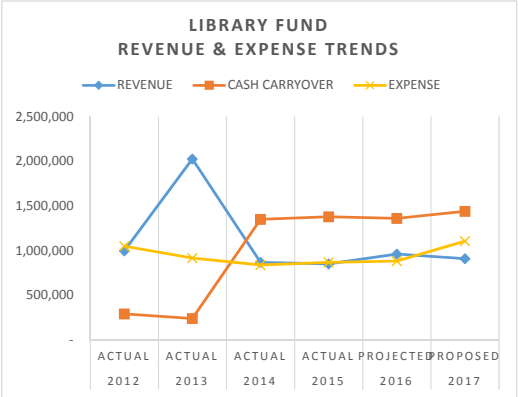
*assumes contingency is not spent

Historical Trends & Forecast

LIBRARY FUND

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumption	2018 Forcasted	2019 Forcasted	2020 Forcasted	2021 Forcasted
REVENUE											
PROGRAM REVENUES											
PROPERTY TAXES	753,412	707,376	733,693	783,269	789,404	818,849	3%	843,414	868,717	894,778	921,622
GRANT REVENUE	75,134	1,010,682	10,589	11,689	3,584	3,384		5,000	5,000	5,000	5,000
CHARGES FOR SERVICES	4,352	5,623	5,262	4,969	4,500	-		-	-	-	-
FOL PASS THRU REVENUE	-	-	-	-	6,500	14,400		15,000	15,000	15,000	15,000
MISCELLANEOUS REVENUE	25,486	23,520	23,495	23,849	24,000	30,000		30,000	30,000	30,000	30,000
INTEREST REVENUES	1,125	3,547	6,962	6,587	6,700	2,500		2,500	2,500	2,500	2,500
DONATIONS	23,253	67,442	16,952	18,828	124,345	38,353		20,000	20,000	20,000	20,000
TRANSFER FROM GENERAL FUND	113,266	70,000	70,000	-		-		-	-	-	-
TRANSFER FROM LIBRARY ENDOWMENT	-	135,481	-	-	-	-		-	-	-	-
REVENUE	**996,027**	**2,023,671**	**866,953**	**849,191**	**959,033**	**907,486**		**915,914**	**941,217**	**967,278**	**994,122**
CASH CARRYOVER	289,821	238,119	1,347,619	1,377,844	1,359,925	1,437,536		114,885	44,351	(36,906)	(129,870)
	1,285,848	**2,261,790**	**2,214,572**	**2,227,035**	**2,318,958**	**2,345,022**		**1,030,799**	**985,568**	**930,372**	**864,252**
LIBRARY EXPENDITURES											
PERSONNEL SERVICES	644,165	624,830	523,753	601,900	619,718	649,754	5%	682,242	716,354	752,171	789,780
MATERIALS & SERVICES	181,721	132,938	207,553	162,068	167,949	245,834	0%	208,577	208,577	208,577	208,577
TRANSFERS OUT	221,842	156,403	105,423	103,142	93,755	1,334,549	2%	95,630	97,543	99,494	101,483
CONTINGENCY/OTHER	-	-	-	-	-	114,885	10%	89,082	92,493	96,075	99,836
EXPENSE	**1,047,728**	**914,171**	**836,728**	**867,110**	**881,422**	**2,345,022**		**1,075,531**	**1,114,967**	**1,156,317**	**1,199,676**
REVENUE OVER EXPENDITURE	**(51,701)**	**1,109,500**	**30,225**	**(17,919)**	**77,611**	**(1,437,536)**		**(159,616)**	**(173,750)**	**(189,038)**	**(205,554)**
CASH CARRYOVER	**238,120**	**1,347,619**	**1,377,844**	**1,359,925**	**1,437,536**	**114,885**		**44,351**	**(36,906)**	**(129,870)**	**(235,588)***

*assumes contingency is not spent



City Comparables

	Library Service Area Population	Perm Rate	2015 Property Taxes levied	2016 Estimated District Distribution	FTE
Gladstone	20,333	4.82	3,638,993	667,787	NA
Canby	23,555	3.49	4,157,339	789,404	8.53
Happy Valley	52,520	0.67	1,366,670	2,305,478	NA
Milwaukie	40,101	4.08*	7,451,908	1,536,923	19.76
Wilsonville	23,910	2.52	5,982,244	1,051,235	16.46

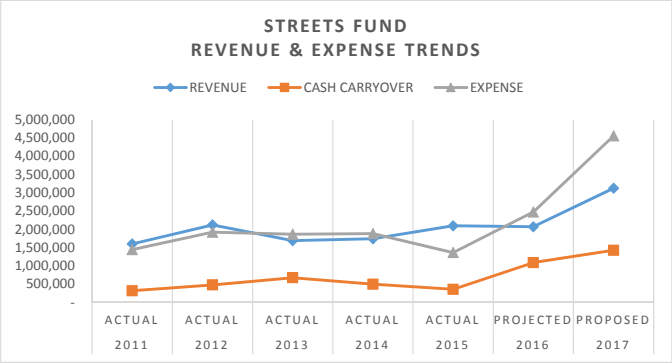
Historical Trends & Forecast

STREETS FUND

REVENUE	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumptions	2018 Forcasted	2019 Forcasted	2020 Forcasted	2021 Forcasted
PROGRAM REVENUES												
INTERGOVERNMENTAL	1,066,241	1,584,982	1,151,471	1,187,721	1,382,730	1,339,088	1,653,588		1,371,838	1,386,981	1,402,332	1,417,893
CHARGES FOR SERVICES	530,570	531,122	532,962	549,222	590,344	585,400	581,900		581,900	581,900	581,900	581,900
SPECIAL ASSESSMENTS-SDC'S	-	-	-	-	21,658	100,389	115,711		50,000	50,000	50,000	50,000
MISCELLANEOUS REVENUE	2,997	1,859	1,288	4,288	59,116	40,744	50,000		52,250	54,613	57,093	59,698
INTEREST REVENUES	2,305	3,448	3,376	2,395	2,991	5,600	5,600		5,600	5,600	5,600	5,600
TRANSFERS	-	-	-	-	39,000	-	718,812		549,000	175,000	132,500	111,500
REVENUE	**1,602,112**	**2,121,411**	**1,689,096**	**1,743,625**	**2,095,840**	**2,071,221**	**3,125,611**		**2,610,588**	**2,254,093**	**2,229,425**	**2,226,591**
CASH CARRYOVER	321,557	480,081	677,298	499,273	358,375	1,089,596	1,429,578		1,146,980	1,380,443	1,380,443	1,175,442
	1,923,669	**2,601,492**	**2,366,394**	**2,242,898**	**2,454,215**	**3,160,817**	**4,555,189**		**3,757,568**	**3,634,536**	**3,609,868**	**3,402,033**
EXPENDITURES												
STREETS EXPENDITURES												
PERSONNEL SERVICES	353,315	374,798	391,379	499,098	518,047	609,403	639,646	5%	671,390	704,709	739,682	776,390
MATERIALS & SERVICES	175,507	150,539	169,485	332,086	316,525	384,092	383,840	2-5%	395,735	404,385	413,425	422,875
CAPITAL OUTLAY	-	1,144	31,463	-	430,759	628,735	2,270,642		1,310,000	1,350,000	1,140,000	1,200,000
CONTINGENCY/OTHER	-	-	-	-	-	743,946	1,146,980		727,673	611,049	508,701	467,816
TRANSFERS OUT	914,765	1,397,714	1,274,794	1,053,340	99,287	109,009	114,081		-	-	-	-
EXPENSE	**1,443,588**	**1,924,194**	**1,867,122**	**1,884,524**	**1,364,619**	**2,475,185**	**4,555,189**		**3,104,798**	**3,070,143**	**2,801,808**	**2,867,081**
REVENUE OVER EXPENDITURE	**480,081**	**197,217**	**(178,025)**	**(140,898)**	**731,221**	**339,982**	**(1,429,578)**		**(494,210)**	**(816,050)**	**(572,383)**	**(640,490)**
CASH CARRYOVER	**480,081**	**677,298**	**499,273**	**358,375**	**1,089,596**	**1,429,578**	**1,146,980**		**1,380,443**	**1,175,442**	**1,111,760**	**939,086**
							1,044,631		**1,171,381**	**855,471**	**676,479**	**383,878**

*assumes contingency is not spent

^assumes contingency is is fully spent each year



Street Fund Capital Improvement Plan (CIP)

Vehicles and Equipment	61,000		50,000		
Street Maint Fee Program	621,380	620,000	620,000	620,000	620,000
NW Territorial	277,500				
N Cedar	198,000				
N Locust 4th-10th	675,000				
S Ivy	437,762				
N Knott		150,000			
NE 4th to N Pine Realignment		370,000			
NE 10th, phase 1		170,000			
NE 10th, phase 2			585,000		
NE 12th			95,000		
NE 10th, phase 3				520,000	
N Maple 10th-14th					580,000
	2,270,642	**1,310,000**	**1,350,000**	**1,140,000**	**1,200,000**

Historical Trends & Forecast

TRANSIT FUND

REVENUE	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumption	2018 Forcasted	2019 Forcasted	2020 Forcasted	2021 Forcasted
PROGRAM REVENUES												
GRANT REVENUE	747,409	920,129	1,163,104	1,321,202	626,237	1,010,023	650,692	6%	689,734	731,118	774,985	821,484
PAYROLL TAX	849,806	947,403	1,075,247	1,134,649	1,259,598	1,296,800	1,328,000	3%	1,328,000	1,367,840	1,408,875	1,451,141
MISCELLANEOUS REVENUE	4,180	27,005	2,332	54,250	2,797	11,358	5,000		5,000	5,000	5,000	5,000
INTEREST REVENUES	6,708	(1,337)	3,743	3,664	4,144	4,800	5,000	3%	5,150	5,305	5,464	5,628
DONATIONS	458	1,207	727	706	668	800	600		700	700	700	700
INTERFUND LOAN PROCEEDS	-	250,000	250,000	-	-	-	-		-	-	-	-
TRANSFER	50,000					-	-		-	-	-	-
REVENUE	**1,658,562**	**2,144,407**	**2,495,154**	**2,514,471**	**1,893,444**	**2,323,781**	**1,989,292**		**2,028,584**	**2,109,962**	**2,195,023**	**2,283,953**
CASH CARRYOVER	(89,449)	(230,347)	275,783	1,038,078	986,369	1,041,466	1,099,140		1,246,574	1,442,309	1,672,062	1,938,036
	1,569,113	**1,914,060**	**2,770,937**	**3,552,549**	**2,879,813**	**3,365,247**	**3,088,432**		**3,275,158**	**3,552,271**	**3,867,086**	**4,221,989**
EXPENDITURES												
TRANSIT EXPENDITURES												
PERSONNEL SERVICES	111,814	140,075	142,546	181,476	252,679	279,602	308,864	5%	324,307	340,523	357,549	375,426
MATERIALS & SERVICES	1,014,856	779,149	850,050	1,241,697	1,117,109	1,196,511	1,315,607	2%	1,341,919	1,368,758	1,396,133	1,424,055
CAPITAL OUTLAY	132,479	254,877	52,406	809,086	313,343	619,878	53,000		-	-	-	-
TRANSFERS OUT	440,722	464,177	687,857	333,921	155,216	170,116	164,387	10%	166,623	170,928	175,368	179,948
DEBT SERVICE	99,588	-	-	-	-	-	-		-	-	-	-
CONTINGENCY/OTHER	-	-	-	-	-	-	1,246,574		1,246,574	1,246,574	1,246,574	1,246,574
EXPENSE	**1,799,458**	**1,638,278**	**1,732,859**	**2,566,180**	**1,838,347**	**2,266,107**	**3,088,432**		**3,079,423**	**3,126,782**	**3,175,623**	**3,226,004**
REVENUE OVER EXPENDITURE	(140,897)	506,129	762,295	(51,709)	55,097	57,674	147,434		195,735	229,754	265,974	304,523
CASH CARRYOVER	**(230,345)**	**275,782**	**1,038,078**	**986,369**	**1,041,466**	**1,099,140**	**1,246,574**		**1,442,309**	**1,672,062**	**1,938,036**	**2,242,559** *

*assumes contingency is not spent

Historical Trends & Forecast

SWIM CENTER LOCAL OPTION LEVY FUND

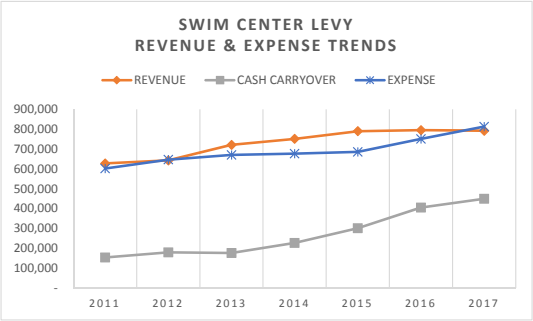
Prepared for work session May 18, 2016 to consider renewal of local option levy; including estimated affect of HB 2632

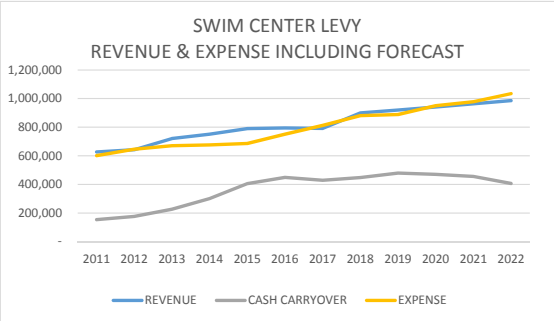
REVENUE	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumption	2018 Forcasted	2019 Forcasted	2020 Forcasted	2021 Forcasted	2022 Forcasted	
PROGRAM REVENUES														
PROPERTY TAXES	436,672	448,261	516,667	552,215	568,151	585,265	606,561	3%	701,961	722,609	743,876	765,781	788,344	X
CHARGES FOR SERVICES	190,038	193,482	203,374	195,001	219,118	207,300	183,000		195,000	195,000	195,000	195,000	195,000	
INTEREST REVENUES	777	970	1,189	1,507	1,905	2,400	2,400		2,400	2,400	2,400	2,400	2,400	
DONATIONS	-	50	-	2,500	643	-	-		-	-	-	-	-	
REVENUE	**627,487**	**642,764**	**721,229**	**751,223**	**789,817**	**794,965**	**791,961**		**899,361**	**920,009**	**941,276**	**963,181**	**985,744**	
CASH CARRYOVER	154,251	179,952	176,294	227,061	301,596	405,580	449,617		429,237	447,817	479,483	470,307	455,465	
	781,738	**822,716**	**897,523**	**978,284**	**1,091,413**	**1,200,545**	**1,241,578**		**1,328,598**	**1,367,826**	**1,420,759**	**1,433,489**	**1,441,209**	
EXPENDITURES														
SWIM CENTER EXPENDITURES														
PERSONNEL SERVICES	403,710	420,419	460,918	488,368	497,524	528,547	547,163	~	578,148	601,719	635,652	660,704	680,473	
MATERIALS & SERVICES	109,804	103,057	97,858	110,719	111,596	123,589	144,295	2%	147,181	161,899	178,089	195,898	215,488	
CAPITAL OUTLAY	38,341	34,181	14,065	-	-	22,500	39,500		70,000	35,000	42,500	22,500	35,000	
TRANSFERS OUT	49,931	88,764	97,624	77,600	76,712	76,292	81,383	5%	85,452	89,725	94,211	98,922	103,868	
CONTINGENCY/OTHER	-	-	-	-	-	-	69,146	10%	72,533	76,362	81,374	85,660	89,596	
EXPENSE	**601,786**	**646,420**	**670,464**	**676,687**	**685,833**	**750,928**	**881,487**		**953,314**	**964,705**	**1,031,826**	**1,063,684**	**1,124,424**	
REVENUE OVER EXPENDITURE	25,701	(3,656)	50,766	74,536	103,984	44,037	(89,526)		(53,953)	(44,696)	(90,550)	(100,502)	(138,680)	-
CASH CARRYOVER	**154,251**	**176,296**	**227,060**	**301,597**	**405,580**	**449,617**	**429,237**		**447,817**	**479,483**	**470,307**	**455,465**	**406,381**	*
							360,091		**306,138**	**261,443**	**170,893**	**70,391**	**(68,290)**	^

*assumes contingency is not spent
^assumes contingency is is fully spent each year

~ Includes the following assumptions:
Minimum wage increases as approved by legislature
2% cola for AFSCME employees
10% Health insurance inc Yr/Yr
5% WC inc Yr/Yr
PERS advisory rates 18&19
PERS advisory rates 18&19*1.2(20% inc) for 20&21
PERS advisory rates 20&21*1..2(20% inc)

X - Includes estimated prior year tax of $13,700/yr and the estimated increase in revenue due to HB 2632





Historical Trends & Forecast

SEWER COMBINED FUND

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumptions	2018 Forcasted	2019 Forcasted	2020 Forcasted	2021 Forcasted
REVENUE												
PROGRAM REVENUES												
MISCELLANEOUS REVENUE	3,587	7,720	3,647	1,175,363	35,650	34,070	25,000		10,000	10,000	10,000	10,000
INTEREST REVENUES	8,615	11,043	12,908	20,264	26,785	26,900	26,900		25,000	25,000	25,000	25,000
CHARGES FOR SERVICES	2,550,765	3,181,472	3,301,858	3,556,367	3,766,369	4,011,000	3,961,000	0%	3,961,000	3,961,000	3,961,000	3,961,000
SPECIAL ASSESSMENTS	25,353	48,685	112,538	125,455	89,958	235,744	201,053		100,000	50,000	50,000	50,000
TRANSFER IN	8,624	10,939	301,775	200,936	21,208	72,046	151,397		50,000	50,000	50,000	50,000
TOTAL FUND REVENUE	**2,596,943**	**3,259,860**	**3,732,726**	**5,078,385**	**3,939,970**	**4,379,760**	**4,365,350**		**4,146,000**	**4,096,000**	**4,096,000**	**4,096,000**
CASH CARRYOVER	2,420,091	1,887,962	2,620,853	3,144,461	5,332,519	4,780,005	4,894,667		1,207,080	1,732,375	2,421,879	3,475,111
	5,017,034	**5,147,822**	**6,353,579**	**8,222,845**	**9,272,489**	**9,159,765**	**9,260,017**		**5,353,080**	**5,828,375**	**6,517,879**	**7,571,111**
EXPENDITURES												
SEWER/WWTP EXPENDITURES												
PERSONNEL SERVICES	488,209	558,199	596,287	627,230	566,557	582,064	622,444	5%	653,566	686,245	720,557	756,585
MATERIALS & SERVICES	410,954	484,127	622,195	493,752	411,167	462,871	543,072	2%	553,933	565,012	576,312	587,839
CAPITAL OUTLAY	-	-	-	-	-	1,182,015	2,155,000		435,000	495,000	85,000	680,000
TRANSFERS OUT	154,064	404,668	681,835	413,607	408,417	418,616	406,389	2%	414,517	422,807	431,263	439,889
	1,053,227	**1,446,994**	**1,900,317**	**1,534,589**	**1,386,141**	**2,645,566**	**3,726,905**		**2,057,016**	**2,169,064**	**1,813,132**	**2,464,312**
SEWER COLLECTIONS EXPENDITURES												
PERSONNEL SERVICES	198,933	227,350	277,558	319,688	259,074	296,130	317,259	5%	333,122	349,778	367,267	385,630
MATERIALS & SERVICES	53,009	39,398	47,739	66,564	86,081	86,961	97,665	2%	99,618	101,611	103,643	105,716
CAPITAL OUTLAY	-	-	-	-	-	410,965	1,775,000		260,000	140,000	60,000	610,000
TRANSFERS OUT	136,262	102,146	123,813	45,863	44,988	48,715	47,911	5%	50,307	52,822	55,463	58,236
	388,204	**368,894**	**449,110**	**432,116**	**390,144**	**842,771**	**2,237,835**		**743,047**	**644,211**	**586,373**	**1,159,582**
STORMWATER EXPENDITURES												
PERSONNEL SERVICES	-	81,777	137,381	338,736	241,036	276,544	297,376	5%	312,245	327,857	344,250	361,462
MATERIALS & SERVICES	-	47,559	38,545	45,744	71,508	63,875	60,585	2%	61,797	63,033	64,293	65,579
CAPITAL OUTLAY	-	-	-	-	-	-	920,000		-	-	30,000	180,000
TRANSFERS OUT	-	48,108	85,928	29,073	42,084	40,399	40,383	5%	42,402	44,522	46,748	49,086
	-	**177,444**	**261,854**	**413,553**	**354,628**	**380,818**	**1,318,344**		**416,444**	**435,412**	**485,292**	**656,127**
SEWER UNALLOCATED												
PERSONNEL SERVICES	-	-	-	-	-	50,209	51,573	5%	54,152	56,859	59,702	62,687
MATERIALS & SERVICES	21,874	12,042	73,175	30,825	-	38,450	39,360	2%	40,147	40,950	41,769	42,605 ~
CAPITAL OUTLAY	1,368,295	222,461	229,137	183,201	2,030,680	5,000	125,000		-	-	-	-
DEBT SERVICE	296,872	298,534	294,925	296,043	291,891	302,284	297,050	5%	300,900	-	-	-
TRANSFERS	600	600	600	-	39,000	-	256,870	0%	9,000	60,000	56,500	111,500
CONTINGENCY	-	-	-	-	-	-	215,433	10%	210,858	219,134	227,779	236,810
	1,687,641	**533,637**	**597,837**	**510,069**	**2,361,571**	**395,943**	**985,286**		**615,057**	**376,944**	**385,751**	**453,602**
TOTAL FUND EXPENDITURES	**3,129,072**	**2,526,969**	**3,209,118**	**2,890,327**	**4,492,483**	**4,265,098**	**8,268,370**		**3,831,564**	**3,625,630**	**3,270,547**	**4,733,623**
REVENUE OVER EXPENDITURE	*(532,129)*	*732,890*	*523,608*	*2,188,058*	*(552,513)*	*114,662*	*(3,903,020)*		*314,436*	*470,370*	*825,453*	*(637,623)*
CASH CARRYOVER	**1,887,962**	**2,620,853**	**3,144,461**	**5,332,519**	**4,780,005**	**4,894,667**	**1,207,080**		**1,732,375**	**2,421,879**	**3,475,111**	**3,074,298** *
CASH CARRYOVER							*991,647*	-	*1,306,083*	*1,776,453*	*2,601,906*	*1,964,283* ^

*assumes contingency is not spent

^assumes contingency is is fully spent each year

~ master plans and rate studies budgeted as materials and services

City of Canby

Reserve Policy

DRAFT as considered by the MAFOC December 11, 2014

Purpose:

The Council recognizes its responsibility to maintain long-term financial sustainability within the City. This policy establishes reserve minimums, goals and is intended to serve as a guide for important budgetary decisions made by the City Council, Budget Committee and management.

As a best financial management practice, the City will maintain sufficient contingency and reserves in each fund for the ability to:

1) Provide sufficient resources to meet cash flow requirements before the collection of property taxes, grant proceeds and other operating revenues
2) Protect the City from any shortfalls in revenues or to pay for any necessary unanticipated expenses including but not limited to emergencies and possible catastrophic events.
3) Protect the City's credit standing and future ratings that help the City to qualify for lower interest rates and greater bond marketability that may be necessary in the future construction and renovation of City facilities.
4) Fund specific long-term obligations or major capital projects as identified and considered prudent to maintain the long-term sustainability of services and assets.
5) Minimizing annual budget fluctuations due to changes in the collection of revenue associated with economic uncertainties.

Target minimum reserve goals:

The following establishes a policy in line with best practices provided by the Government Finance Officers Association (GFOA)

General Fund – The GFOA recommends an unreserved fund balance in a government general fund of no less than two months of regular operating expense/revenue however in order to meet expenditure requirements based on the timing of significant revenue sources the City is establishing a target goal of 25% of reoccurring revenues with a minimum unrestricted contingency of 10%.

Special Revenue Funds – (Library, Street, Swim, Transit, etc.) – Minimum operating contingency of 10%.

Internal Service Funds – (Facilities, Fleet, Tech Services) – Minimum operating contingency of 10% and a maintenance/replacement reserve based on the schedule of assets to be replaced/renovated.

Sewer Combined Fund – Minimum operating contingency of 10%. Consideration for the requirement of capital reserves will be addressed in the Long-term Financial Planning Policy (LTFP).

Capital Project, Debt and Reserve Funds – (URA General Fund, URA Debt Fund, Cemetery Perpetual Fund, Forfeiture Fund) A minimum reserve for these funds is not considered necessary as capital project budgets should contain a sufficient contingency, Debt service is predictable and reserves for future expenditures should not be impacted by current events.

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Use of Reserves:

The City may use reserves on a one-time or temporary basis for the purposes described above.

Authority to use reserves:

The City Council authorizes expenditure of reserves through the adoption of the annual budget or the adoption of a supplemental budget.

Replenishment of reserves:

In the event that reserve funds are presently or decrease to a level below the goal the City will develop a plan to restore reserves to the desired levels. The plan should identify specific resources which will be dedicated to restore the reserve and outline the timeframe within which the reserve will be fully restored.

Use of Surplus:

In the event the City exceeds its reserve goals management will present decision packages to the Budget Committee for one time capital projects or temporary program initiatives which could be funded with the surplus in that budget year. Surpluses will not be used to expand ongoing operations or fund permanent positions unless projections indicate the surplus is sustainable throughout the 5 year forecast.

Periodic Monitoring of Reserve Targets:

An analysis of Reserves in relation to target minimums and goals should be included in the annual proposed budget document. In additional an analysis of actual reserves as of the end of the previous year should be presented with the midyear quarterly report. All long term financial planning should consider the impact to reserves and work toward achieving or maintaining compliance with target minimum and goal reserve levels. If reserves do not meet target minimums the analysis should include the plan management proposes to replenish the reserves to the desired levels.

Definitions:

Operating contingency – When the City is operating on a non-structurally balanced budget contingency shall be calculated based on the percentage of the total of personnel services plus the total of materials and services. When the city is operating consistently on a structurally balanced budget and revenues are more consistent than expenses then operating contingency shall be calculated based on a % of recurring revenue. This approach is conservative and recognizes that when expenses are volatile and exceed revenue then the operating contingency needs to be sufficient to absorb the increased risk in operations.

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Reserves =

Contingency +
Restricted/Committed Reserves +
Reserve for future expenditure(R/UNR) +
Unappropriated Ending Fund Balance

PERS Contribution Stabilization Reserve (*Committed Reserve*)

Established in the last fiscal year by the City Council through Resolution No. 1170 and committed by Ordinance No. 1384.

In the current year the reserve was maintained at the previously funded level of $224,600. It was originally funded by the difference between the original contribution rates provided by PERS for the 2013-2015 biennium which was reduced by PERS subsequent to the adoption of the 2013-14 budget. The rate reduction was a result of the state legislature passing Senate Bill 822 which included some cost savings due to changes in PERS benefits and a budget note requesting an additional 1.9% of the previously issued rates be collared, or in other words deferred to a future period. The actuarial method used by OPERS also includes a rate collaring provision, again these provisions defer current expense to future periods. We realized minimal rate increases for the 2015-2017 biennium as outlined in the budget message. Rates are expected to increase in future biennium's therefore we are continuing to propose that the reserve be maintained at the previously funded level of $224,600.

Retirement and Separation Payout Reserve (*Committed Reserve*)

Established and committed in fiscal year 2014 by the City Council through Ordinance No. 1394.

As of 4/1/2016 the City had 26 employees eligible for retirement or early retirement under PERS which in accordance with benefit agreements have an approximate liability of $480,000 that would be paid out upon retirement. In addition the City has an approximate $290,000 liability or accrued vacation that would be payable upon an employee's separation from the City, which in total is an approximate $770,000 unfunded liability.

In fiscal year 2014 this reserve was funded by the difference between budgeted healthcare insurance expense and actual healthcare insurance expense. We had budgeted a 15% increase and the increase was actually only 9.9%. This amounted to approximately $68,000 in funding however as of the end of fiscal year 2015 the reserve had been completely exhausted due to retirement and separation payouts which exceeded the amounts reserved.

In the fiscal year 2016, through the budget process, we funded this reserve with $75,000 which was be allocated to departments as a percent of personnel services. Payouts are projected to total approximately $117,000. We have proposed allocating the excess using the same methodology as the reserve which will be fully exhausted. Additionally we have proposed continuing to fund at the $75,000 level in the proposed budget. Previously the payouts were funded by general fund contingency. Our intention is that we would continue to fund the reserve at a specific amount allocated at a percent of payroll until we are able to attain a funding level considered reasonable to address the currently unfunded liability. Currently based on how payouts are trending managements believes a target of 35% of the rolling unfunded liability would make the reserve reasonably funded.

General Fund Recurring Revenue / Expense Summary

15/16 Projected	Gen	Admin	Court	Planning	Parks	Building	Police	Cemetery	Finance	EconDev	Unallocated	GF Total
Recurring revenue	6,059,124	62,000	488,615	24,025	-	30,000	101,139	54,933	748,562	-	-	7,568,398
Restricted or one-time revenues	1,483,547	-	-	16,595	2,500	-	44,545	-	-	557,537	-	2,104,724
Inconsistent/unreliable revenues	61,343	-	-	52,977	4,720	-	24,130	-	-	13,900	-	157,070
prospectively irrelevent revenues	-	-	-	-	-	-	-	-	-	-	-	-
	7,604,014	**62,000**	**488,615**	**93,597**	**7,220**	**30,000**	**169,814**	**54,933**	**748,562**	**571,437**	**-**	**9,830,192**
Recurring expense	-	996,987	303,672	190,602	465,600	44,365	4,814,857	75,710	430,363	30,416	56,126	7,408,699
Restricted or one-time expense	-	-	24,230	17,500	11,860	-	72,749	-	-	557,537	163,225	847,101
Inconsistent/unreliable expense	-	-	-	-	-	-	-	-	-	-	3,600	3,600
prospectively irrelevent expense	-	-	-	-	-	-	-	-	-	-	-	-
	-	**996,987**	**327,902**	**208,102**	**477,460**	**44,365**	**4,887,606**	**75,710**	**430,363**	**587,953**	**222,951**	**8,259,400**
Net Recurring Rev/Exp												**159,700**
16/17 Proposed Budget												
Recurring revenue	6,248,530	70,600	478,125	14,250	-	23,000	96,582	44,400	747,720	-	-	7,723,207
Restricted or one-time revenues	1,633,383	-	-	14,000	335,000	-	74,000	-	-	572,794	-	2,629,177
Inconsistent/unreliable revenues	18,900	-	-	27,560	5,500	-	6,000	-	-	12,225	-	70,185
prospectively irrelevent revenues	-	-	-	-	-	-	-	-	-	-	-	-
	7,900,813	**70,600**	**478,125**	**55,810**	**340,500**	**23,000**	**176,582**	**44,400**	**747,720**	**585,019**	**-**	**10,422,569**
Recurring expense	-	1,076,477	364,761	202,633	488,942	44,198	5,078,030	79,631	456,653	30,792	75,073	7,897,190
Restricted or one-time expense	-	-	24,917	15,000	363,754	-	101,000	-	-	572,794	1,436,229	2,513,694
Inconsistent/unreliable expense	-	-	-	-	-	-	-	-	-	-	-	-
prospectively irrelevent expense	-	-	-	-	-	-	-	-	-	-	-	-
	-	**1,076,477**	**389,678**	**217,633**	**852,696**	**44,198**	**5,179,030**	**79,631**	**456,653**	**603,586**	**1,511,302**	**10,410,884**
Net Recurring Rev/Exp												**(173,983)**

Other Fund Recurring Revenue / Expense Summary

	Special Revenue Funds						Internal Service Funds			Enterprise Fund	Capital Projects Fund	Debt Service Fund
15/16 Projected	**Library**	**Streets**	**SysDev**	**Transit**	**Swim**	**Forfeiture**	**Facilities**	**Fleet**	**Tech**	**Sewer**	**URA**	**URA**
Recurring revenue	817,904	1,077,788	-	1,908,453	792,565	-	236,503	656,546	263,219	4,011,000	-	2,639,535
Restricted or one-time revenues	1,519,384	2,032,650	2,726,601	1,439,836	405,580	50,181	160,167	105,410	121,654	5,079,285	9,251,775	608,236
Inconsistent/unreliable revenues	6,700	67,844	10,900	16,958	2,400	-	900	5,900	1,235	69,480	53,880	135,212
prospectively irrelevent revenues	-	-	-	-	-	-	-	-	-	-	-	-
	2,343,988	**3,178,282**	**2,737,501**	**3,365,247**	**1,200,545**	**50,181**	**397,570**	**767,856**	**386,108**	**9,159,765**	**9,305,655**	**3,382,983**
Recurring expense	855,538	1,101,878	-	1,646,229	728,428	-	259,606	685,538	259,839	2,371,290	-	1,965,551
Restricted or one-time expense	25,884	1,372,681	2,737,501	619,878	22,500	14,943	12,400	-	35,230	1,900,264	6,398,843	-
Inconsistent/unreliable expense	-	626	-	-	-	-	-	-	-	-	-	-
prospectively irrelevent expense	-	-	-	-	-	-	-	-	-	-	-	-
	881,422	**2,475,185**	**2,737,501**	**2,266,107**	**750,928**	**14,943**	**272,006**	**685,538**	**295,069**	**4,271,554**	**6,398,843**	**1,965,551**
Net Recurring Rev/Exp	**(37,634)**	**(24,090)**	**-**	**262,224**	**64,137**	**-**	**(23,103)**	**(28,992)**	**3,380**	**1,639,710**	**-**	**673,984**
16/17 Proposed Budget												
Recurring revenue	848,849	1,059,688	-	1,905,516	789,561	-	239,347	724,976	303,589	3,961,000	-	2,734,735
Restricted or one-time revenues	1,518,703	3,417,401	4,573,344	1,172,316	449,617	35,238	125,564	82,318	91,039	5,240,661	5,019,106	1,417,432
Inconsistent/unreliable revenues	2,500	78,100	11,990	10,600	2,400	-	900	1,440	700	51,900	90,440	124,939
prospectively irrelevent revenues	-	-	-	-	-	-	-	-	-	-	-	-
	2,370,052	**4,555,189**	**4,585,334**	**3,088,432**	**1,241,578**	**35,238**	**365,811**	**808,734**	**395,328**	**9,253,561**	**5,109,546**	**4,277,106**
Recurring expense	914,159	1,132,567	-	1,788,858	772,841	-	282,139	735,058	295,462	2,524,017	-	1,988,762
Restricted or one-time expense	1,455,893	3,417,622	4,585,334	1,299,574	468,737	35,289	83,672	73,676	99,866	6,736,000	5,109,546	-
Inconsistent/unreliable expense	-	5,000	-	-	-	-	-	-	-	-	-	124,939
prospectively irrelevent expense	-	-	-	-	-	-	-	-	-	-	-	-
	2,370,052	**4,555,189**	**4,585,334**	**3,088,432**	**1,241,578**	**35,289**	**365,811**	**808,734**	**395,328**	**9,260,017**	**5,109,546**	**2,113,701**
Net Recurring Rev/Exp	**(65,310)**	**(72,879)**	**-**	**116,658**	**16,720**	**-**	**(42,792)**	**(10,082)**	**8,127**	**1,436,983**	**-**	**745,973**

Internal Charges and Overhead Cost Allocation

Internal Charges:

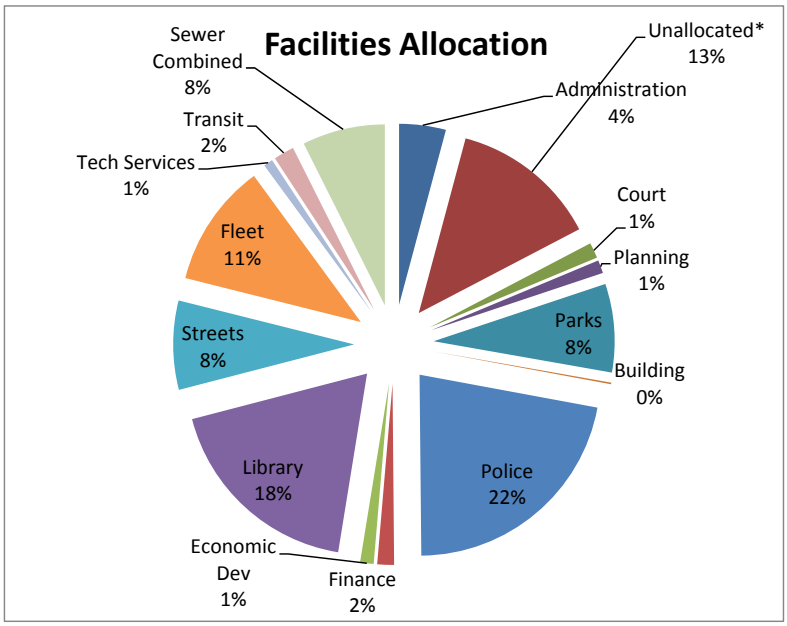
Facilities

Purpose: Its purpose is to provide for the maintenance and repair of all City-owned structures.

Cost basis: Costs include utilities, alarm monitoring, janitorial services and supplies, pest control and other repairs and maintenance costs.

Cost allocation methodology: Costs are allocated to departments/funds on a per square foot basis.

Department	Facilities Allocation
Administration	9,874
Unallocated*	31,269
Court	3,267
Planning	2,784
Parks	18,755
Building	328
Police	52,088
Finance	3,570
Economic Dev	2,878
Library	43,672
Streets	18,864
Fleet	26,199
Tech Services	1,965
Transit	4,367
Sewer Combined	17,567
Total	237,447



*Unallocated includes the Adult Center and the undesignated space in the Civic Building

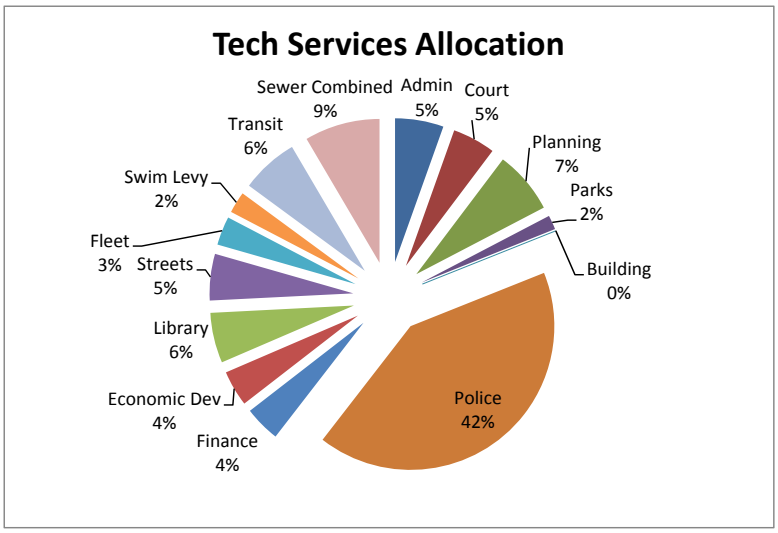
Tech Services

Purpose: The purpose of the Technical Services Department is to provide reliable phone services and computer-based informational systems and services for all city staff.

Cost basis: Costs include contract IT services, internet and phone service, web hosting and maintenance costs, IT supplies and equipment, basic software licenses and computer replacement costs.

Cost allocation methodology: Costs are allocated to departments/funds on a per computer basis.

Department	Tech Allocation
Admin	16,526
Court	14,690
Planning	21,422
Parks	4,896
Building	-
Police	126,087
Finance	12,241
Economic Dev	12,241
Library	17,138
Streets	15,914
Fleet	9,796
Swim Levy	7,345
Transit	19,586
Sewer Combined	25,707
Total	303,589



Internal Charges and Overhead Cost Allocation

Internal Charges (continued):

Fleet Services

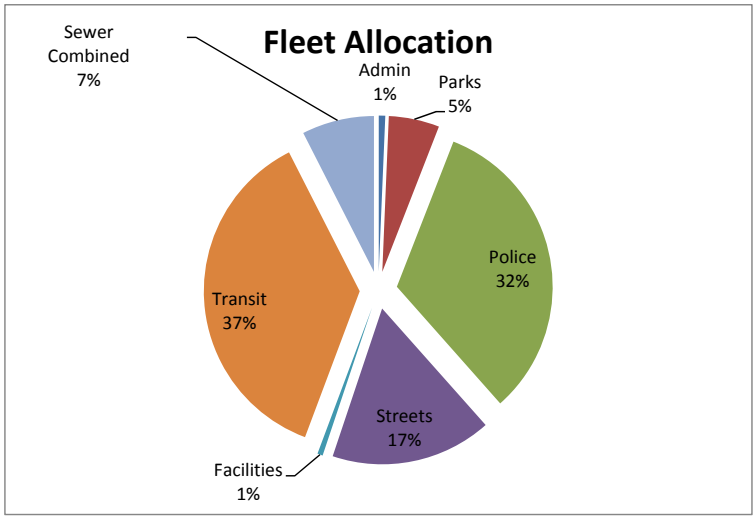
Purpose: The Fleet Services Department facilitates the purchase, outfitting, maintenance and repair of all City rolling stock and most machinery owned by the City to maximize safety and minimize equipment downtime.

Cost basis: Costs include Mechanic labor, contract services, oil, gas, parts, other supplies and equipment.

Cost allocation methodology: Costs are estimated by department based on historical information and adjusted to a 12 month actual at the end of March.

Department	Fleet Allocation*
Admin	4,840
Parks	37,438
Police	232,154
Streets	119,202
Facilities	4,000
Transit	262,675
Sewer Combined	53,539
Total	713,848

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



Overhead:

Administration/Finance

Purpose: These departments provides a number of direct and support services to City departments/funds and the City Council. It includes human resources, the office of the City Recorder, the office of the City Attorney, and finance.

Cost basis: Costs include salaries and benefits for department employees, election costs, professional and technical services, costs to broadcast city council meetings, liability insurance, recruitment costs, travel and training for department employees and City Council, accounting software licenses, audit fees and other related supplies and services.

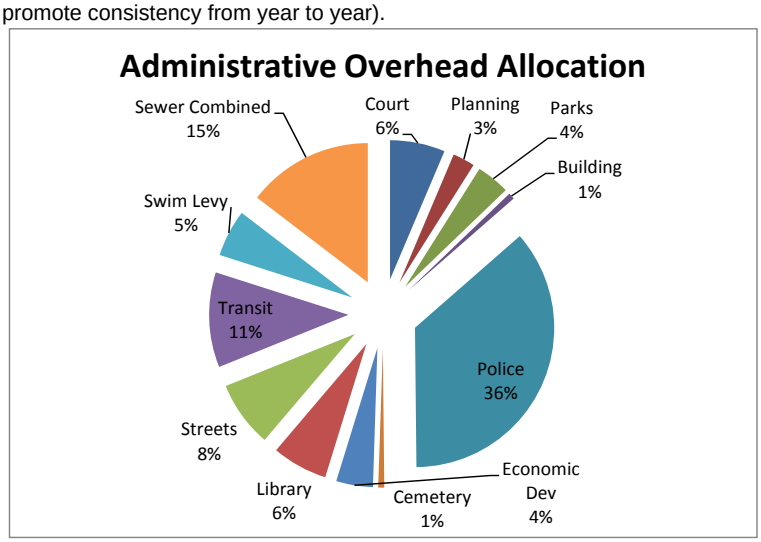
Cost allocation methodology:

HR costs are allocated based on FTE (full time equivalent) count.

Attorney costs are allocated based on an estimation of time spent on initiatives for each department.

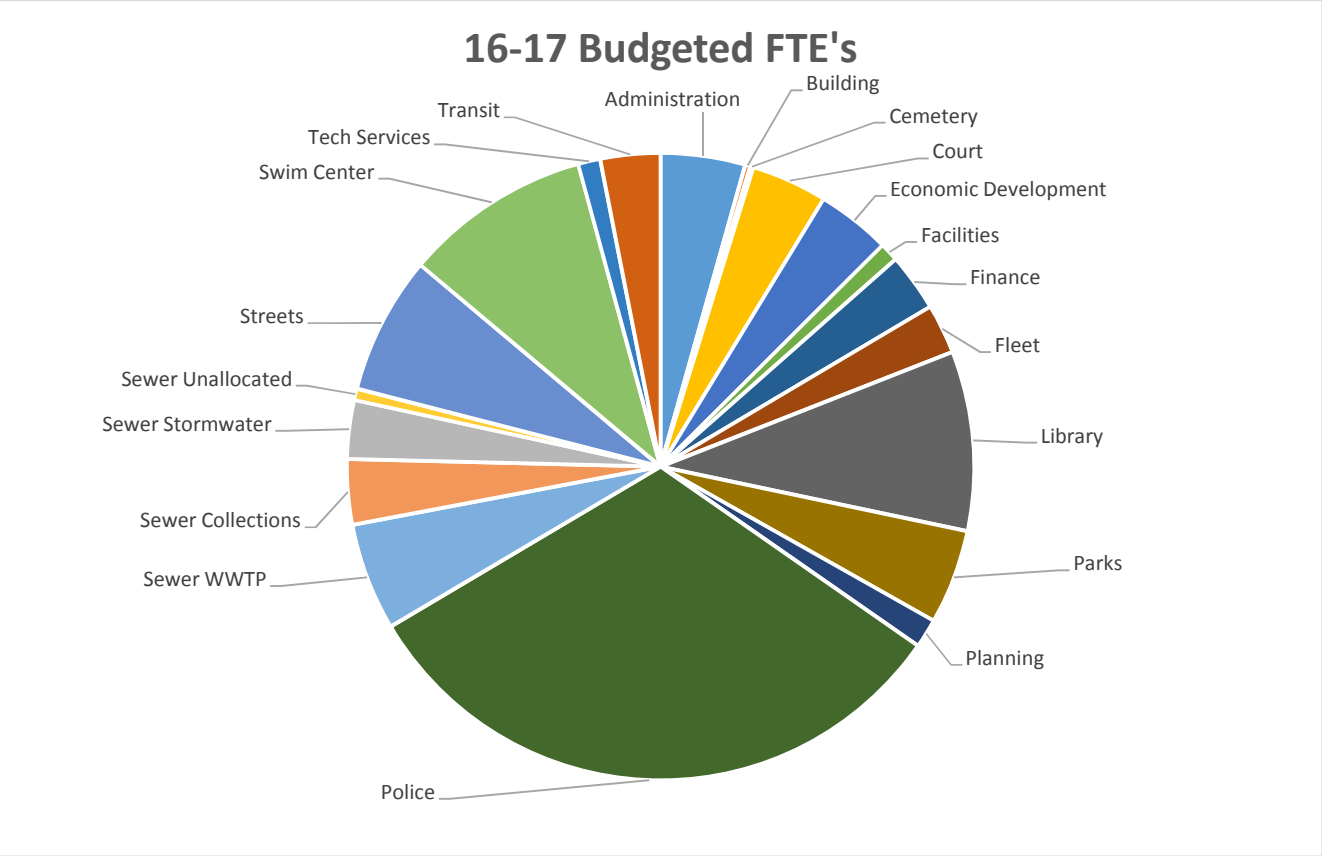
Administration and Finance costs are allocated based on a % of prior year budgeted operating expense (personnel services + materials and services; capital outlay was excluded to promote consistency from year to year).

Department	Administrative Overhead Allocation
Court	95,043
Planning	38,389
Parks	57,616
Building	10,941
Police	539,968
Cemetery	10,309
Economic Dev	63,220
Library	96,295
Streets	114,081
Transit	164,387
Swim Levy	81,383
Sewer Combined	217,413
Total	1,489,045



CITY OF CANBY 2016-2017 BUDGET
FULL TIME EQUIVALENT (FTE) SUMMARY

Department	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Projected 2015-2016	Change	Proposed 2016-2017
Administration	6.48	5.10	5.28	4.87	3.80	4.01	-	4.01
Building	2.09	1.33	0.80	0.83	0.25	0.25	-	0.25
Cemetery	0.05	0.05	0.05	0.05	0.05	0.15	-	0.15
Court	2.30	1.88	2.61	1.97	3.01	3.02	0.59	3.61
Economic Development	2.49	4.15	3.65	3.27	3.26	3.51	-	3.51
Facilities	0.00	0.50	0.90	0.90	0.90	0.90	-	0.90
Finance	4.07	3.15	3.67	3.85	3.04	2.75	-	2.75
Fleet	3.30	2.51	2.30	2.37	2.36	2.35	-	2.35
Library	9.27	6.60	9.34	8.09	8.49	8.36	0.17	8.53
Parks	4.00	5.00	4.69	5.30	3.40	3.85	0.65	4.50
Planning	3.30	3.03	3.23	1.14	1.03	1.30	0.07	1.37
Police	28.06	28.45	27.83	28.95	28.28	28.22	0.08	28.30
Sewer Collections	1.43	2.13	3.53	3.33	2.85	3.10	-	3.10
Sewer Stormwater	0.00	0.40	1.35	3.34	2.48	2.78	-	2.78
Streets	5.16	5.00	4.63	5.12	5.64	6.97	-0.42	6.55
Sewer Unallocated	0.00	0.00	0.00	0.00	0.00	0.55	-	0.55
Swim Center	8.71	3.00	8.77	8.76	9.36	9.03	-0.15	8.88
Tech Services	0.60	1.09	1.15	1.15	1.01	0.95	0.10	1.05
Transit	1.60	1.90	1.89	2.20	2.76	2.85	-	2.85
WWTP	5.64	5.64	5.70	4.48	5.17	4.87	0.23	5.10
Total	88.55	80.91	91.37	89.97	87.14	89.77	1.32	91.09



City of Canby FY 16-17
Allocated Salaries

Position	Department	%
City Administrator/URD Director	Administration	30%
	Economic Dev	30%
	Collections	15%
	Stormwater	10%
	Streets	15%
	Total	100%
City Recorder	GF Administration	75%
	Economic Dev	25%
	Total	100%
Assistant City Admin/HR Director	GF Administration	25%
	HR	40%
	Tech Services	5%
	Economic Dev	30%
	Total	100%
Main Street Manager	Economic Dev	10%
	Economic Dev	90%
	Total	100%
Planning Director	GF Planning	35%
	GF Building	15%
	Collections	10%
	Stormwater	20%
	Streets	20%
	Total	100%
Senior Planner	Planning	15%
	Economic Dev	10%
	Collections	5%
	Parks	30%
	Stormwater	10%
	Streets	30%
	Total	100%
Code Enforcement Officer	Police	80%
	Planning	10%
	Building	10%
	Total	100%

City of Canby FY 16-17
Allocated Salaries

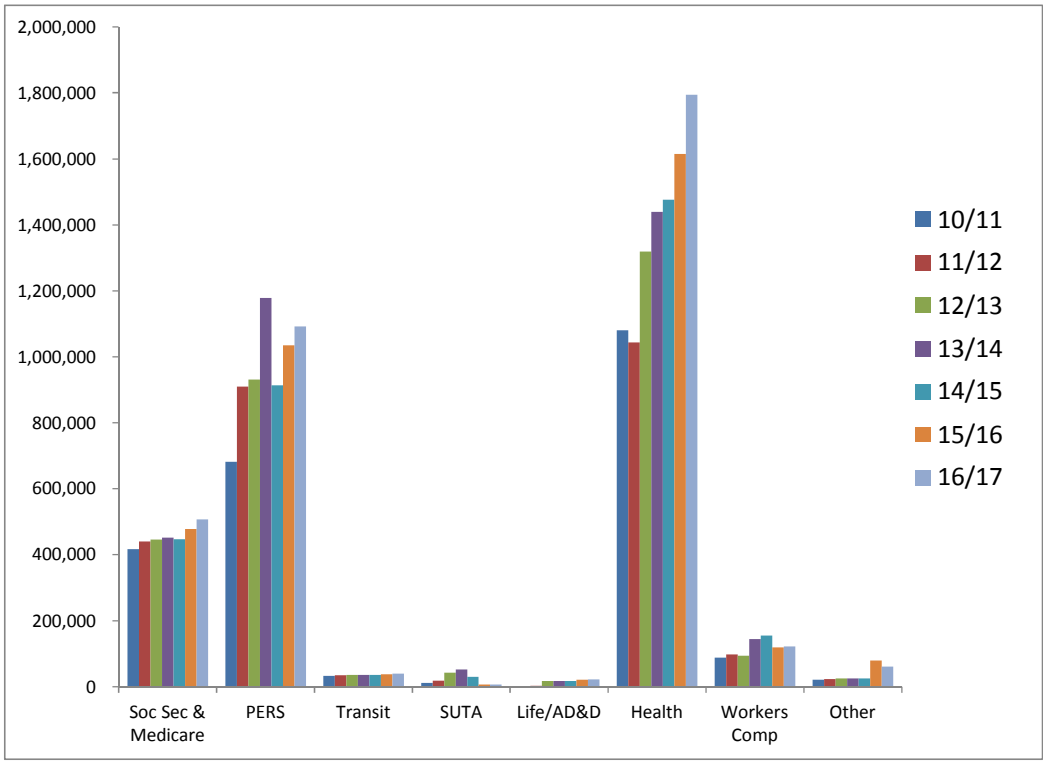
Position	Department	%
Office Specialist II	GF Planning	27.5%
	Economic Dev	50%
	WWTP	0%
	Streets	7.5%
	Stormwater	7.5%
	Collections	7.5%
	Total	100%
Office Specialist II	GF Cemetery	5%
	Admin	95%
	Total	100%
Utility Office Specialist III	Streets	45%
	Sewer-Unallocated	45%
	Finance	10%
		0.0%
	Total	100%
Office Specialist II	Streets	40%
	Fleet	20%
	Collections	15%
	Stormwater	15%
	Cemetery	10%
	Total	100%
Public Works Lead	Collections	25%
	Stormwater	25%
	Streets	50%
	Total	100%
Public Works Lead	Facilities	90%
	Collections	2.5%
	Stormwater	5%
	Streets	2.5%
	Total	100%
Administrative Supervisor	Police	50%
	Court	50%
	Total	100%

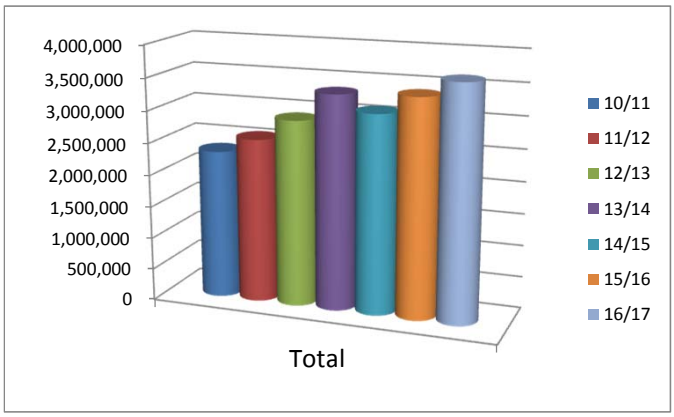
City of Canby FY 16-17
Allocated Salaries

Position	Department	%
Office Specialist II	Finance	44%
	Admin-HR	33%
	Streets	11%
	Sewer Unallocated	11%
	Total	100%
Maintenance Worker III	Stormwater	50%
	Collections	50%
	Total	100%
Maintenance Worker II	Stormwater	50%
	Collections	50%
		100%
Public Works Director	Collections	25%
	Stormwater	25%
	Streets	25%
	WWTP	10%
	Parks	5%
	Fleet	5%
	Planning	5%
	Total	100%
Financial Analyst	Finance	75%
	Transit	25%
		100%
Office Specialist III	Finance	50%
	Transit	50%
		100%
Maintenance Worker II	Parks	0%
	Stormwater	50%
	Streets	50%
		100%
Associate Planner	Streets	17%
	Stormwater	17%
	Collections	8%
	Planning	58%
		100%

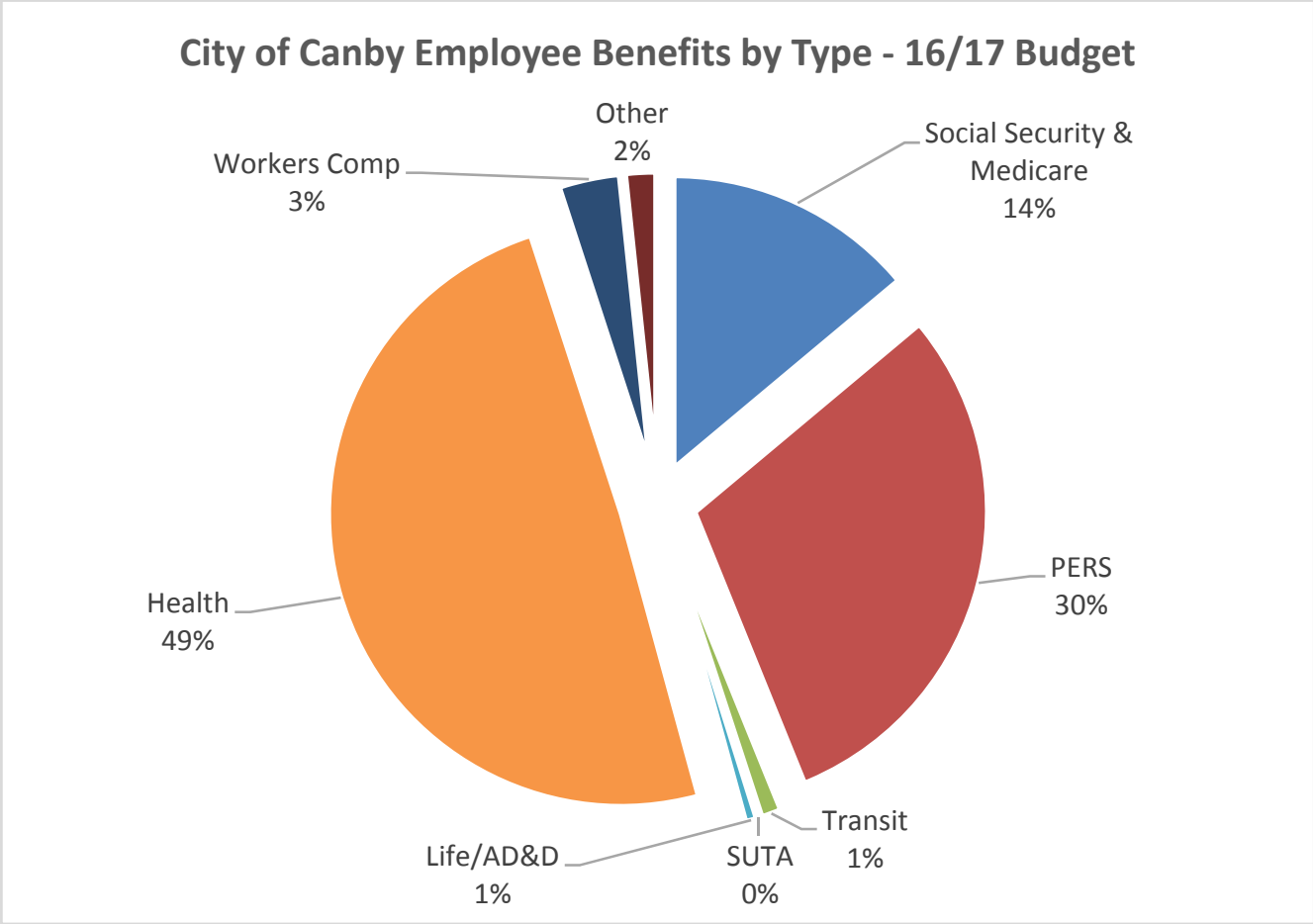
Employee Benefits by Type
Fiscal Years FY 10/11 to 16/17

	Soc Sec & Medicare	PERS	Transit	SUTA	Life/AD&D	Health	Workers Comp	Other	Total
10/11	417,308	681,373	32,909	11,420	0	1,080,214	88,260	21,177	2,332,661
11/12	439,777	910,112	34,747	17,811	2,826	1,043,942	97,798	22,819	2,569,832
12/13	446,034	930,818	35,224	41,984	17,373	1,319,420	93,719	24,675	2,909,248
13/14	452,058	1,178,190	35,790	52,049	17,472	1,439,958	144,513	25,428	3,345,458
14/15	447,317	913,843	35,343	30,211	17,407	1,476,621	155,396	24,876	3,101,014
15/16	477,839	1,035,232	37,478	6,267	20,782	1,615,487	118,624	79,479	3,391,189
16/17	506,948	1,091,820	39,761	6,553	22,007	1,794,166	121,940	60,639	3,643,834
7-yr inc	*21.5%*	*60.2%*	*20.8%*	*-42.6%*	*678.8%*	*66.1%*	*38.2%*	*186.3%*	*56.2%*





16/17



Social Security & Medicare	PERS	Transit	SUTA	Life/AD&D	Health	Workers Comp	Other	Total
506,948	1,091,820	39,761	6,553	22,007	1,794,166	121,940	60,639	3,643,834

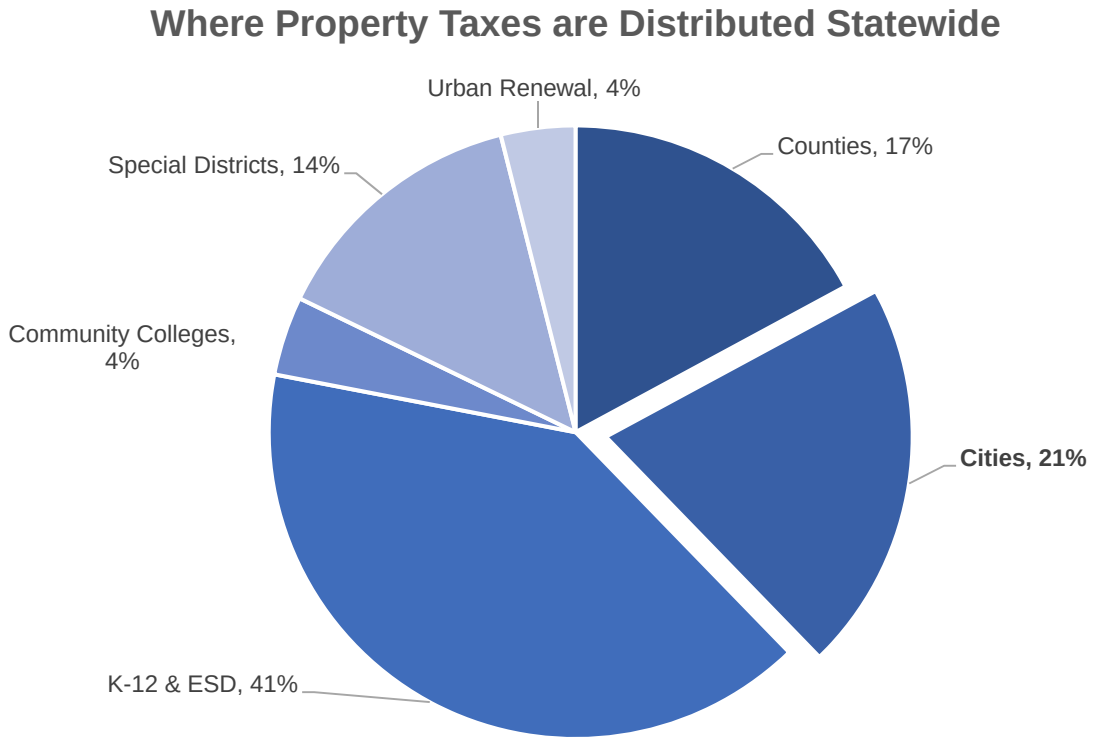
Property Tax In Oregon

This document was originally published by the League of Oregon Cities as "Your Money Your City 2015 Report"; it was tailored to include City of Canby reference points and limit discussion on potential future property tax legislation changes.

This report[1] explains the basics of the property tax system and underscores the importance of property tax revenue to cities. Each city faces unique circumstances that define the community's challenges and opportunities. The fiscal conditions cities face today combine historical, geographical, social, legal, national and international factors and decisions.

Where do Your Property Tax Dollars Go?

Although the main focus of this report is on property taxes that fund city services, property taxes also fund other government programs and services. For most property owners, the largest portion of their property tax payment goes to schools and other education districts (more than 40 percent). In addition, roughly 20 percent goes to cities, slightly less than 20 percent goes to counties, and the rest goes to special taxing districts such as water and fire districts.
Source: Oregon Department of Revenue, Oregon Property Tax Statistics - Fiscal Year 2014-2015 report.



[1] League annual reports (formerly called "Where the Money Goes") dating back to 2013 are archived at http://www.orcities.org/Publications/Library/tabid/6518/language/en-US/Default.aspx

A Brief Explanation of Property Taxes in Oregon

This section will provide a brief property tax overview, followed by a review of the two property tax measures, Measures 5 and 50, which changed and re-shaped the property tax system in the 1990s.

The following information is meant to provide a basic understanding about property taxes. The more complicated and technical aspects of the system, such as issues surrounding specially-assessed property and urban renewal, are beyond the report's scope and are not discussed. The Oregon Department of Revenue website is a resource with more detailed information.

Counties are responsible for assessing property values and collecting property taxes on behalf of all taxing districts within the county. Taxing districts are governmental entities that provide specific services to a geographic area. Taxing districts include cities, counties, special districts (fire, water, library districts, etc.) and school districts. Most properties in Oregon have five to 10 different overlapping taxing districts[2], and there are more than 1,300 districts that impose property taxes in Oregon.

There are three components to property tax rates: permanent rates and gap bond levies[3], local option levies, and bond levies. To determine the tax amount owed, the assessed value (AV) is multiplied by all the district rates added together (this value is called "tax extended"). If this amount exceeds any of the constitutional limits, it is reduced (compressed) to the maximum limit in a process called "compression." This value is called the "tax imposed."

Final tax imposed = (AV x combined rates of all districts, levies and bonds) - compression

Measure 5

Measure 5, passed in 1990, was the first of the two property tax reform measures and limits both the tax amount individual owners pay, <u>and</u> the amount of revenue that taxing districts receive. Measure 5 limits a property owner's tax rate to $10 per $1,000 for general governments (cities, counties and special districts) and $5 per $1,000 for school districts. The limits are based on an **individual** property's **real market value** (RMV). These are two important points to remember, and are discussed more below. When the tax extended exceeds the limit, the amount dedicated to local option levies is reduced (compressed) first. If the limits are still exceeded after the local option levy has been reduced to $0, then the permanent rate amounts levied are reduced until the taxed amount equals the limits (bonds are excluded from compression). When taxes are compressed, the reduced amount is called "compression loss," because it is lost to the taxing district. For instance, if a property's tax is compressed by $100, then the taxing jurisdiction loses $100. The money is not redistributed to other property owners even if they have the ability to absorb it without going into compression.

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[2] Oregon Department of Revenue, *Oregon Property Tax Statistics Report FY2014-2015*. Retrieved from: http://www.oregon.gov/dor/STATS/docs/303-405-15/property-tax-stats_303-405_2014-15.pdf.

[3] Gap bond levy-operating levies used to pay off indebtedness incurred prior to the passage of Measure 50. Portland is the only city with a gap bond.

Measure 50

Passed in 1997, Measure 50 sought to reduce property taxes and control their future growth, and it made three changes to the existing system: creating permanent rates for taxing districts; reducing assessed values of individual properties; and limiting annual growth of assessed value to three percent.

At this point in the discussion, it is important to define three key property tax values:
Real Market Value (RMV): a property's value if it was sold in an arm's length transaction and is used to check the $5 and $10 per $1,000 rate limits set by Measure 5.
Maximum Assessed Value (MAV): the previous year's assessed value times 1.03 (a maximum three percent increase).
Assessed Value (AV): the lower of the real market and maximum assessed value which is used to calculate the tax to be paid.

Changed Property Ratio

A changed property ratio (CPR) is simply a way for new properties to receive a discount similar to what existing properties received when Measure 50 was passed. How it works: the ratio is the average maximum assessed value (MAV) to real market value (RMV) for existing properties. The ratio is calculated for each county by property class (residential, commercial and industrial). For example: a new house is built with a RMV of $250,000, and the county's CPR is 0.7 (meaning the average MAV is 70 percent of the average RMV). The beginning assessed value (AV) for the new property will be $175,000 ($250,000 x 0.7).

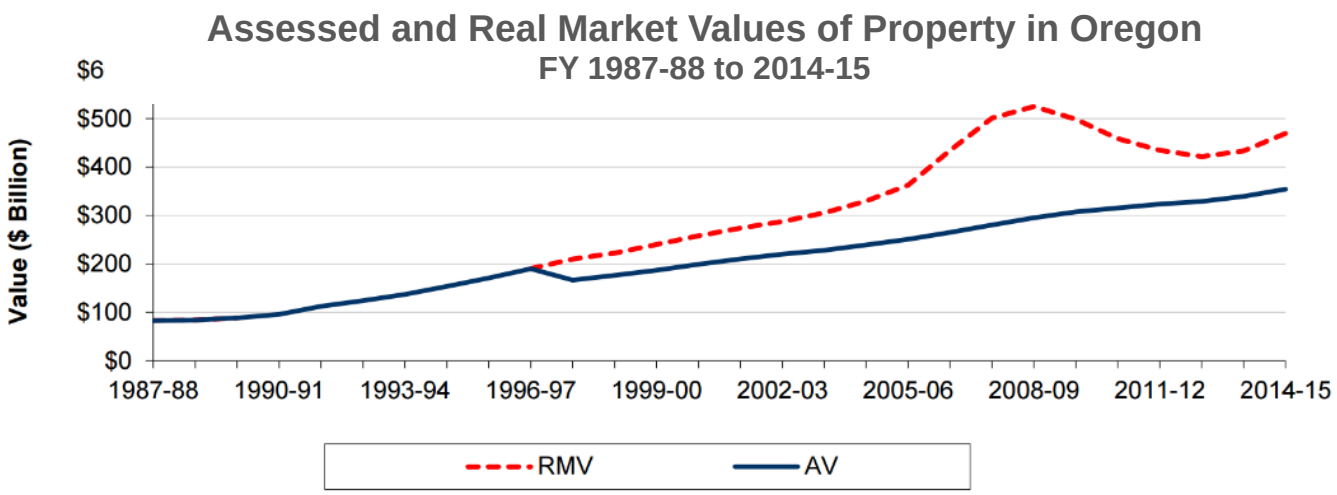
Permanent Rates:

Measure 50 established permanent rates for each taxing district based on historic taxes each district charged. A permanent rate is the maximum tax rate a district can charge without voter approval. Districts can charge a lower rate, which 10 cities are doing in FY2015-16. Once established, permanent rates cannot change. In order for a district to tax more than the permanent rate, voters must approve either a local option levy or a bond. Permanent rates for new districts must be passed by voters. There are currently 13 Oregon cities that cannot levy property taxes because either their permanent rate is set at $0.00, or because voters have not approved one. These cities thus rely on alternate revenue sources, such as fees, licenses and grants. (Heppner has the highest permanent rate at $10.62.)

Maximum Assessed Value:

Measure 50 set a property's initial maximum assessed value for FY1997-98 as 90 percent of the FY1995-96 real market value. The assessed value was then capped at a maximum 3 percent annual growth, which can be exceeded under certain circumstances, such as when there is new construction or renovations which meet certain criteria. New properties are assessed using the changed property ratio (see sidebar). When implemented in FY1997-98, the effect of Measure 50 was an average effective tax rate reduction of 11 percent compared to the previous year[4].

[4] Oregon Department of Revenue, *Oregon Property Tax Statistics Report FY2014-2015*. Retrieved from: http://www.oregon.gov/dor/STATS/docs/303-405-15/property-tax-stats_303-405_2014-15.pdf.



Source: Oregon Department of Revenue, Oregon Property Tax Statistics - Fiscal Year 2014-2015 report

Compression

Compression creates inequalities for different reasons. As mentioned before, compression is calculated at the individual property level. One property can be in compression, while an adjoining property isn't. When a local option levy is on an election ballot, the property owner in compression can vote in favor of the levy, knowing they will not pay it until the property's RMV increases to a point where it is no longer in compression. At the same time, the property owner not in compression will pay for the levy if it passes until their levied tax amount exceeds the Measure 5 limitations. Again, this leads to property owners disproportionately paying for the same services.

Impacts to Local Government

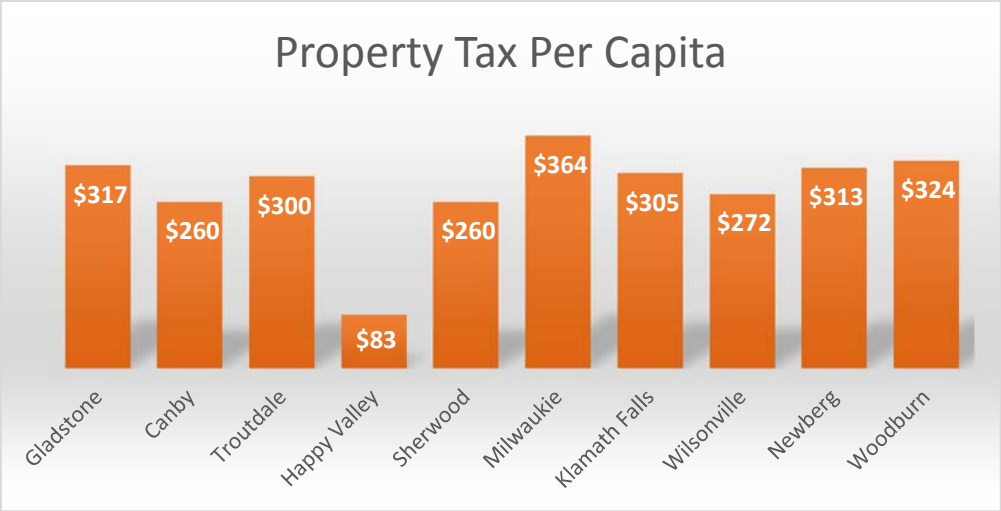
Limits from Measures 5 and 50 have combined to affect local governments in two significant ways. They've decreased revenue to local governments through compression losses, and permanent rates limit local government's ability to adjust property tax rates to fund necessary and desired services.

In the past two years local governments lost almost $400 million ($212 million in FY2013-14 and $175 million in FY2014-15) to compression at a time when expenses are steadily increasing. Employee costs (wages, healthcare and retirement) and infrastructure maintenance are two of the largest local government expenses. Cities unfortunately have little control over the material and personnel costs which are both driven by national and international market forces. To keep revenues and expenditures balanced, local governments can either reduce expenses to services, or increase revenues.

Property owners in different cities have different needs and service expectations. Local option levies generate revenue and can address some of these expectations. But **local option levies are compressed first if the tax amount exceeds the Measure 5 limits**. Even if voters decide during an election to pay for the services, such as funding more police officers or expanding library hours, their individual property rates can't exceed the Measure 5 limits. This results in the levy raising less revenue, and less funding for the service.

How City Government Uses Your Property Taxes

Property taxes are the single largest revenue source for local governments, **comprising on average 47 percent** of a city's general fund revenue. The property tax rates imposed and the per capita tax burden varies depending on the city. The graph below illustrates the variation in property tax per capita for 10 comparable Cities to Canby; comparable was determined based primarily on poplualtion.



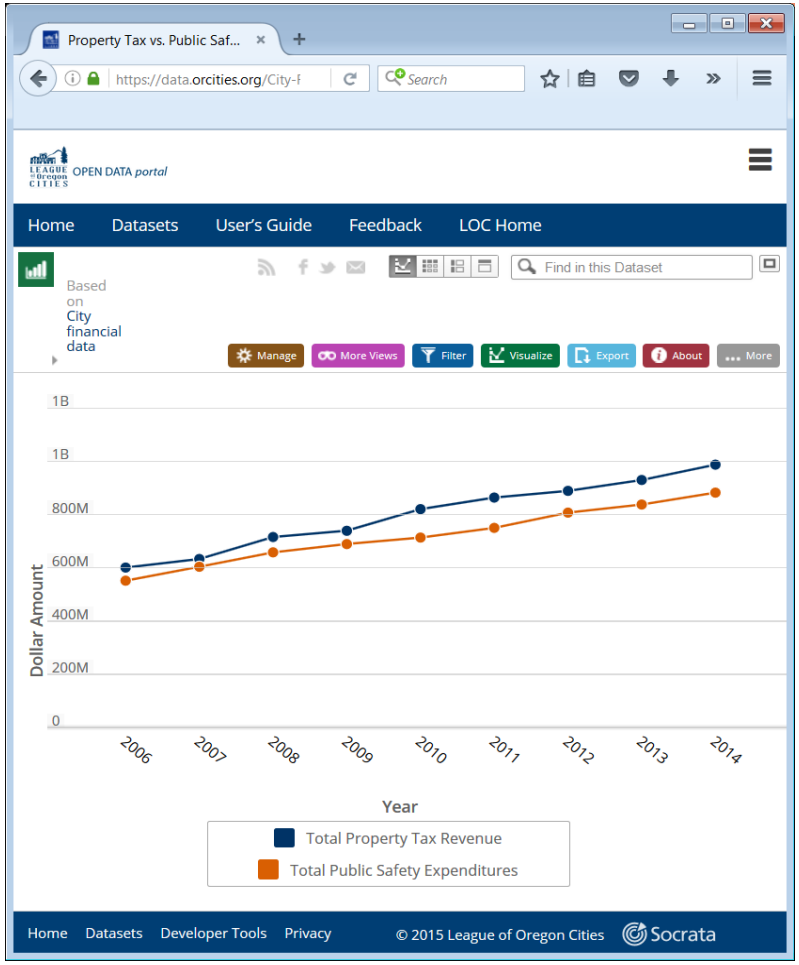
Property taxes are often directed to the general fund**,** which is available for general purposes and used to provide the majority of city services such as police, fire, libraries and parks. How a general fund is funded, and in turn used to fund various city services, is unique to each city. Not all cities provide the same services, nor do they have the same opportunities to generate revenue from alternate sources (such as licenses, franchise fees or gas taxes). Likewise, not all revenues can be used to fund all services. Some revenue sources, like transportation utility fees and a percentage of transient lodging taxes, are legally restricted to funding specific purposes. This fact makes property taxes even more critical. They are the most flexible revenue source cities have to fund core services, which include social services, police, fire, roads, libraries, planning, and the local judicial system.

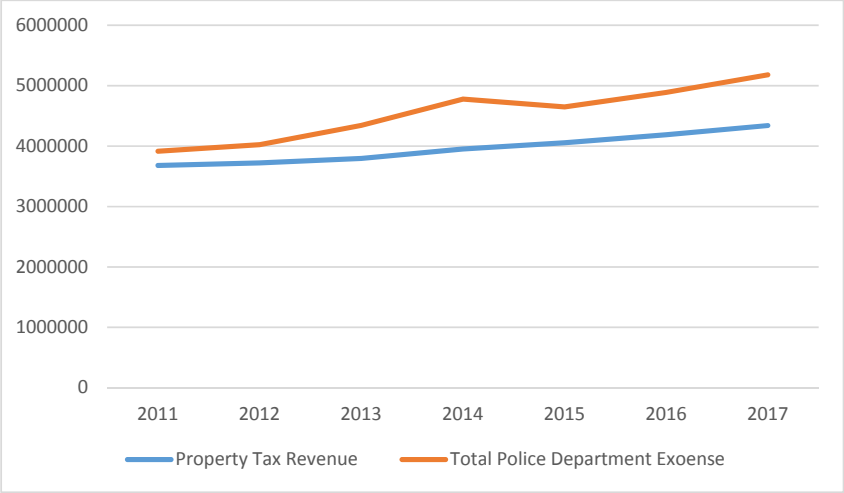
Property tax restrictions combined with rising costs creates a revenue-expenditure imbalance because revenues aren't increasing at the same rate as expenditures when adjusted for inflation. Since 2006, city property tax revenue increased only 13 percent[5] while inflation increased 20 percent. This imbalance creates service dilemmas for Oregon cities, particularly smaller cities experiencing stagnant or slow-growing property tax revenues. So in light of the imbalance, how are cities able to provide core services? Service cuts and/or reductions are a typical solution.

Property taxes support some of the most important services offered to citizens. Yet in many cities, these services are being cut or scaled down. Even though most property owner's tax bills have been increasing, expenses are often growing at a far greater rate.

[5] Based on an analysis of 50 cities' Comprehensive Annual Financial Reports.

Average Oregon City Property Tax Revenue vs Public Safety Expense



Canby Property Tax vs Public Saftey Expense

Property taxes are the single largest revenue source for local governments, comprising on average 47 percent of a city's general fund revenue; this is relatively true for Canby however as you can see our Public Safety Expense averages 58.19% of our General Fund expense which consistently exceeds Total Property Tax Revenue realized.