



2016-17 CITY OF CANBY PROPOSED BUDGET



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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

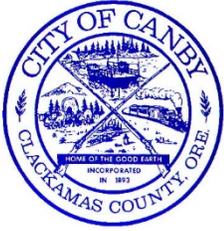
Brian Hodson, Mayor

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 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

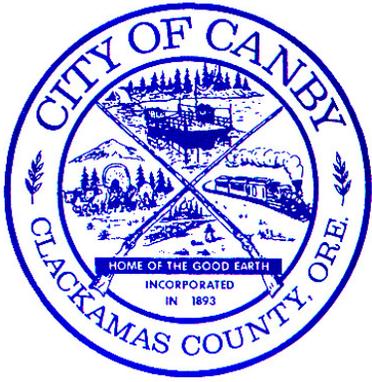
- Identify and implement strategies for attracting additional tenants to industrial parks
- Identify and implement strategies for improving overall health of the business community
- Collaborate with Clackamas County Tourism and Event Center to encourage increased cultural and commercial activity
- Build 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 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 list 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) (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 relative 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 including 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; which 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 just requires that total resources equal total requirements, therefore reserves and other one-time resources can be used to offset ongoing requirements - which isn't financially sustainable long-term.

The final budget document will show the amount approved by the Budget Committee under an "Approved by Committee" column which will 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 would 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:

<u>Employee Retirement Classification</u>	<u>Rate 2013-15</u>	<u>Rate 2015-17</u>	<u>Variance</u>
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 department's 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,

A handwritten signature in black ink, appearing to read "Rick Robinson", written in a cursive style.

Rick Robinson
City Administrator

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.

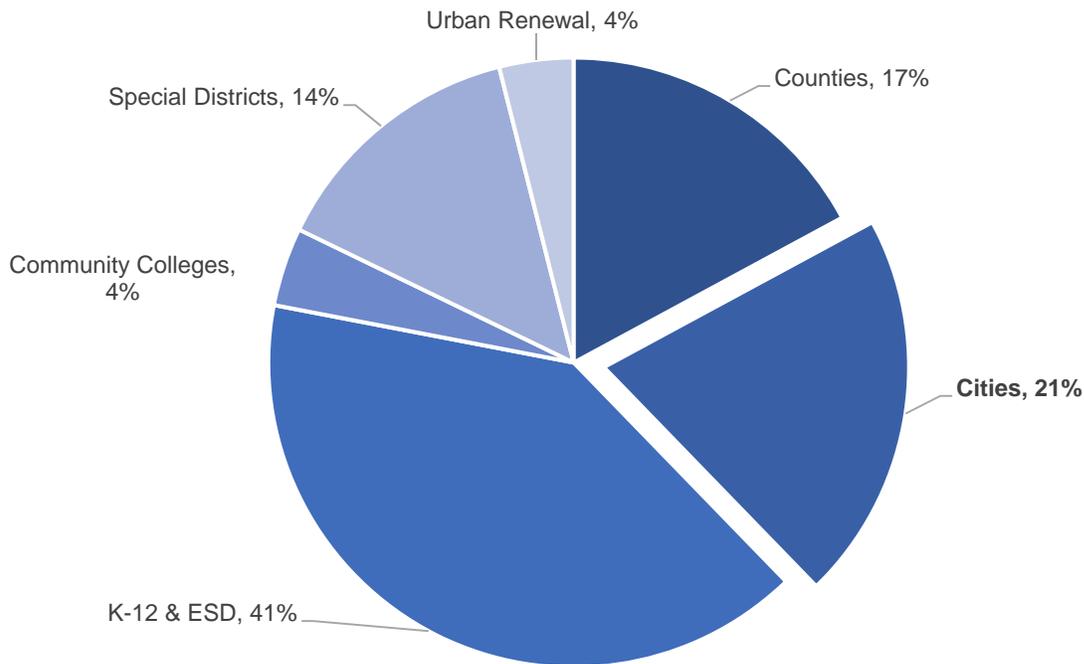
This report¹ explains the basics of the property tax system and underscores the importance of property tax revenue to cities. Each city faces unique circumstances that define the community’s challenges and opportunities. The fiscal conditions cities face today combine historical, geographical, social, 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.

Where Property Taxes are Distributed Statewide



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 districts², 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 levies³, 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, and 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.

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 ($\$250,000 \times 0.7$).

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.)

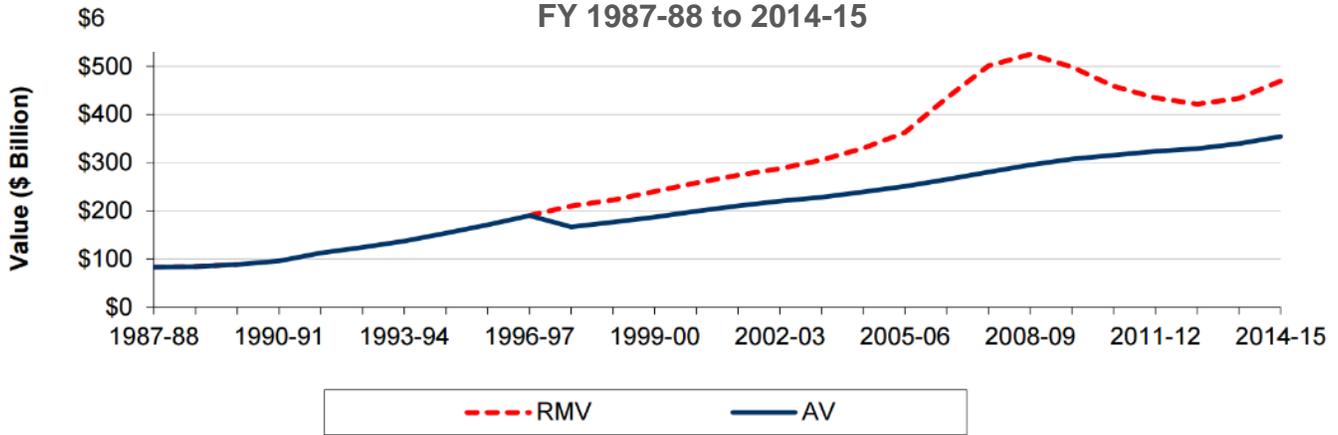
Maximum Assessed Value:

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 year⁴.

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.

Assessed and Real Market Values of Property in Oregon FY 1987-88 to 2014-15



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

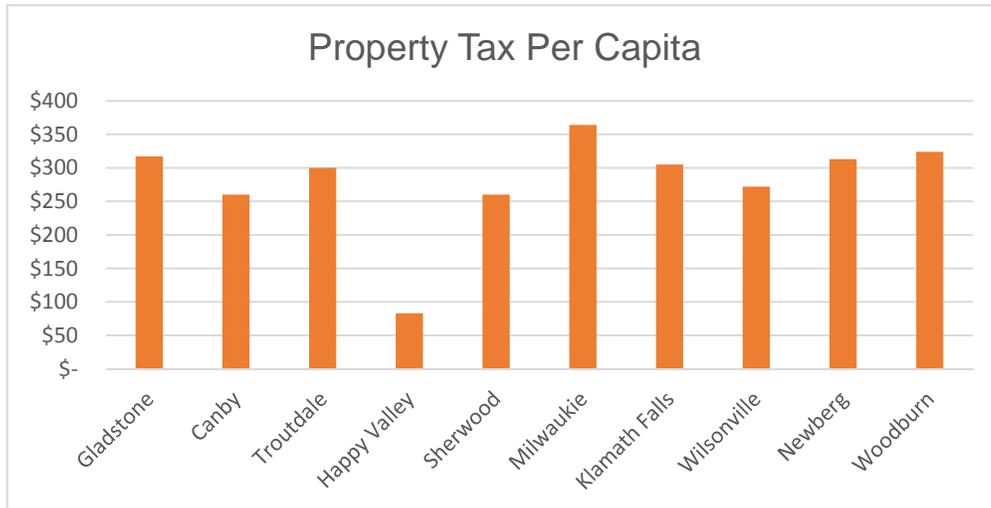
Limits from Measures 5 and 50 have combined to affect local governments in two significant ways. They've decreased revenue to local governments through compression losses, and permanent rates limit local government's ability to adjust property tax rates to fund necessary and desired services.

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 population.



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 percent⁵ 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.

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.

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 addition 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.

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 the prior year by the City Council through Ordinance No. 1394.

As of 4/1/2015 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 the fiscal year 2015 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 we have completely exhausted the reserve through retirement and separation payouts which exceeded the amounts reserved.

In the fiscal year 15 we are proposed funding this reserve with \$75,000 which was be allocated to departments as a percent of personnel services. Payout 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.

CITY OF CANBY BUDGET SUMMARY 16-17

FY 2016-2017

		<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Contingency/ Other</i>	<i>Transfers</i>	<i>Capital</i>	<i>Debt Service</i>	<i>Total Budget</i>
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 Development	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 Recurring Revenue (Expense) Summary

15/16 Projected	Gen	Admin	Court	Planning	Parks	Building	Police	Cemetery	Finance	EconDev	Unallocated	GF Total
Recurring revenue	6,056,958	62,000	471,242	18,914	-	30,000	101,139	54,933	748,562	-	-	7,543,748
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 irrelevant revenues	-	-	-	-	-	-	-	-	-	-	-	-
	7,601,848	62,000	471,242	88,486	7,220	30,000	169,814	54,933	748,562	571,437	-	9,805,542
Recurring expense	-	996,987	303,672	190,602	465,550	44,365	4,814,857	75,190	430,363	30,416	56,126	7,408,128
Restricted or one-time expense	-	-	24,230	17,500	11,860	-	72,749	-	-	557,537	151,730	835,606
Inconsistent/unreliable expense	-	-	-	-	-	-	-	-	-	-	2,700	2,700
prospectively irrelevant expense	-	-	-	-	-	-	-	-	-	-	-	-
	-	996,987	327,902	208,102	477,410	44,365	4,887,606	75,190	430,363	587,953	210,556	8,246,434
Net Recurring Rev/Exp												135,620
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	1,621,698	-	-	14,000	335,000	-	74,000	-	-	572,794	-	2,617,492
Inconsistent/unreliable revenues	18,900	-	-	27,560	5,500	-	6,000	-	-	12,225	-	70,185
prospectively irrelevant revenues	-	-	-	-	-	-	-	-	-	-	-	-
	7,889,128	70,600	478,125	55,810	340,500	23,000	176,582	44,400	747,720	585,019	-	10,410,884
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 irrelevant 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

15/16 Projected	Special Revenue Funds						Internal Service Funds			Enterprise Fund	Capital Projects Fund	Debt service Fund
	Library	Streets	SysDev	Transit	Swim	Facilities	Forfeiture	Fleet	Tech	Sewer	UR	UR
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	1,494,354	2,015,185	2,726,601	1,439,836	405,580	160,167	50,159	105,410	121,654	5,079,285	9,262,849	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 irrelevant revenues	-	-	-	-	-	-	-	-	-	-	-	-
	2,318,958	3,160,817	2,737,501	3,365,247	1,200,545	397,570	50,159	767,856	386,108	9,159,765	9,316,729	3,382,983
Recurring expense	855,538	1,101,878	-	1,646,229	728,428	259,606	-	685,538	259,839	2,364,834	-	1,965,551
Restricted or one-time expense	25,884	1,372,681	2,737,501	619,878	22,500	12,400	14,870	-	35,230	1,900,264	6,398,843	-
Inconsistent/unreliable expense	-	626	-	-	-	-	-	-	-	-	-	-
prospectively irrelevant expense	-	-	-	-	-	-	-	-	-	-	-	-
	881,422	2,475,185	2,737,501	2,266,107	750,928	272,006	14,870	685,538	295,069	4,265,098	6,398,843	1,965,551
Net Recurring Rev/Exp	(37,634)	(24,090)	-	262,224	64,137	(23,103)	-	(28,992)	3,380	1,646,166	-	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	1,493,673	3,417,401	4,573,344	1,172,316	449,617	125,564	35,289	82,318	91,039	5,247,117	5,040,957	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 irrelevant revenues	-	-	-	-	-	-	-	-	-	-	-	-
	2,345,022	4,555,189	4,585,334	3,088,432	1,241,578	365,811	35,289	808,734	395,328	9,260,017	5,131,397	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	1,430,863	3,417,622	4,585,334	1,299,574	468,737	83,672	35,289	73,676	99,866	6,736,000	5,131,397	-
Inconsistent/unreliable expense	-	5,000	-	-	-	-	-	-	-	-	-	124,939
prospectively irrelevant expense	-	-	-	-	-	-	-	-	-	-	-	-
	2,345,022	4,555,189	4,585,334	3,088,432	1,241,578	365,811	35,289	808,734	395,328	9,260,017	5,131,397	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:

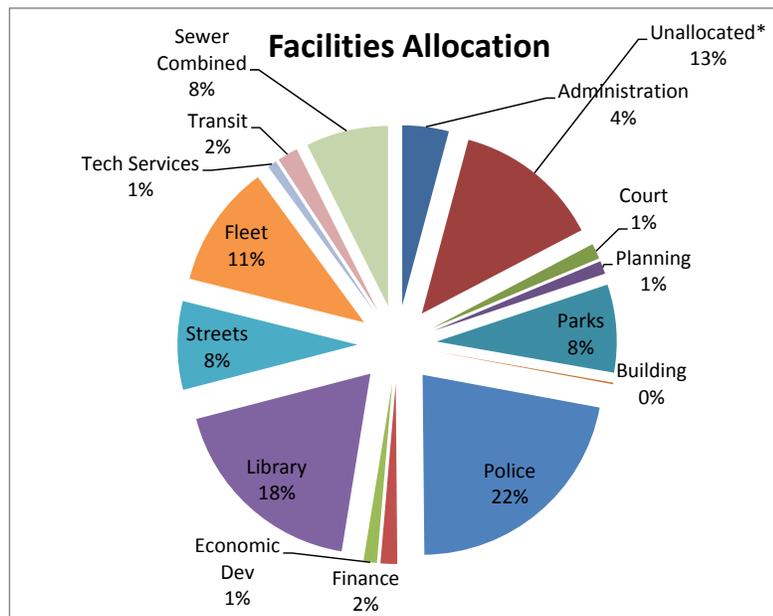
Facilities

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.

<u>Department</u>	<u>Facilities Allocation</u>
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

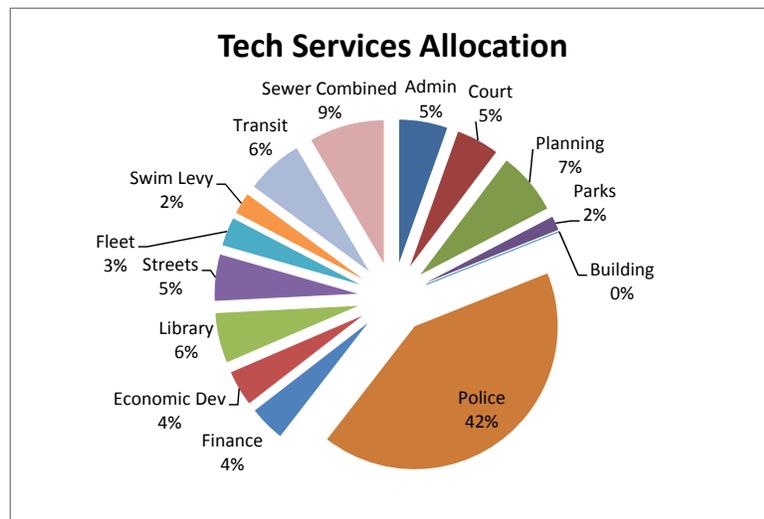
Tech Services

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.

<u>Department</u>	<u>Tech Allocation</u>
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

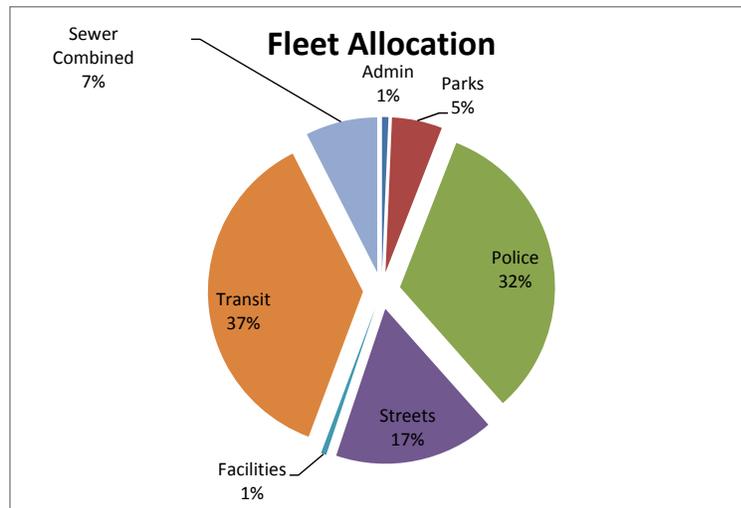
Purpose: The Fleet Services Department facilitates the purchase, outfitting, maintenance and repair of all City rolling stock and most machinery owned by the City to maximize safety and minimize equipment downtime.

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.

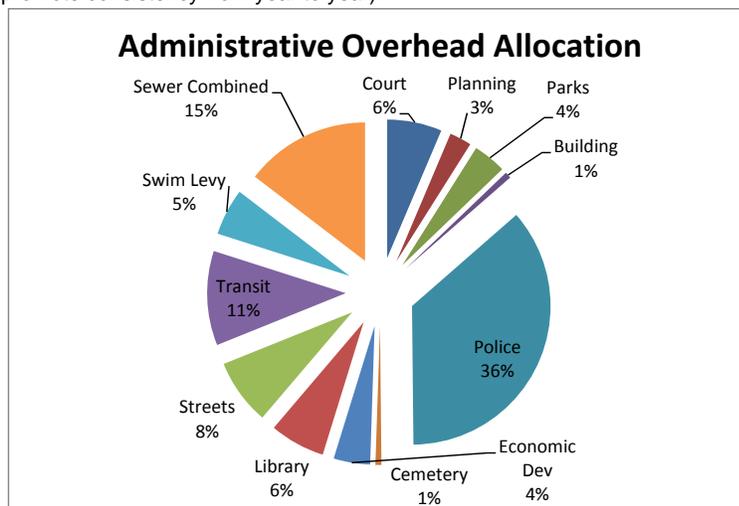
Cost allocation methodology:

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.

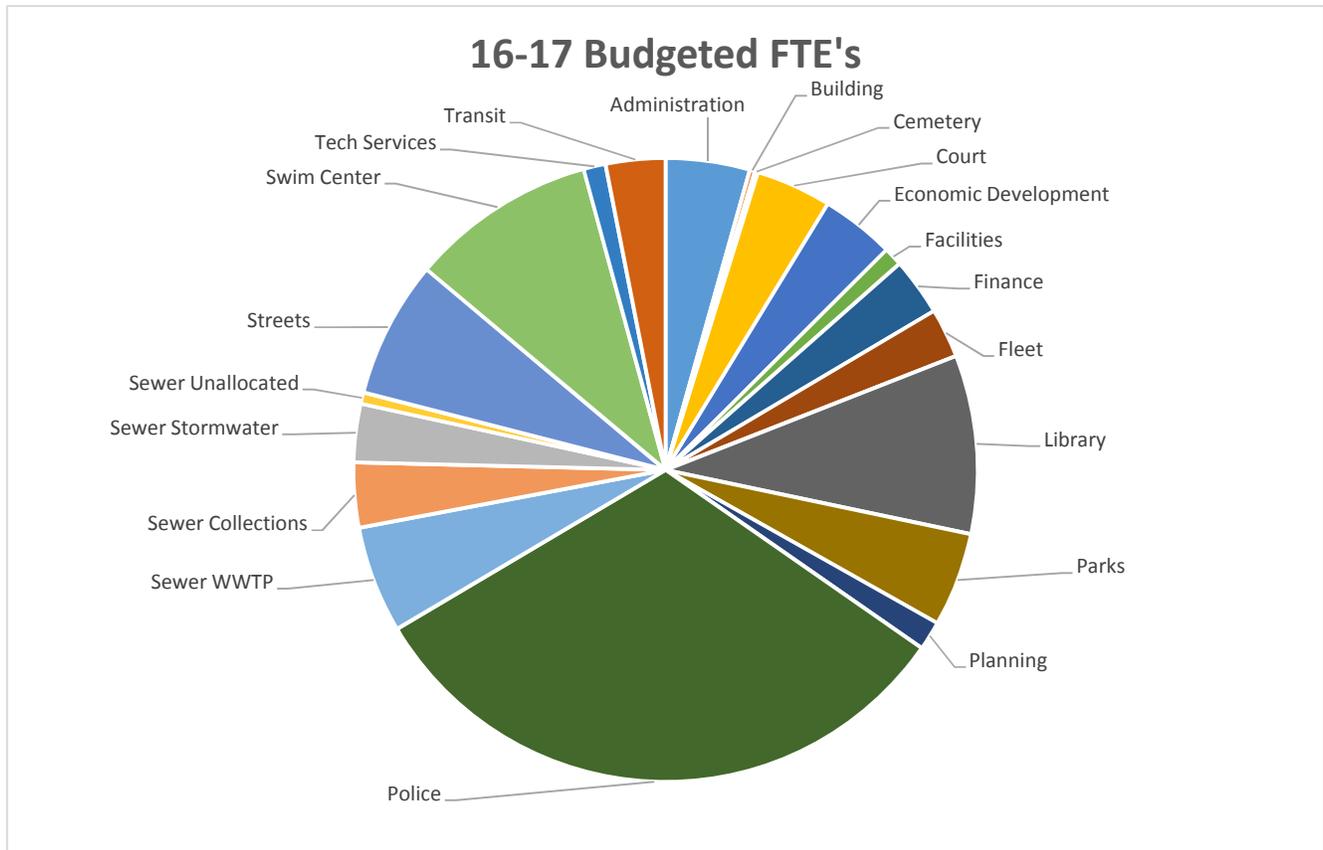
Administration and Finance costs are allocated based on a % of prior year budgeted operating expense (personnel services + materials and services; capital outlay was excluded to promote consistency from year to year).

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

**City of Canby FY 16-17
Allocated Salaries**

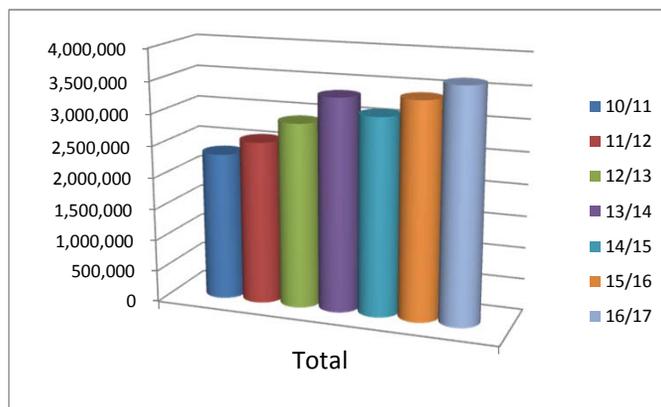
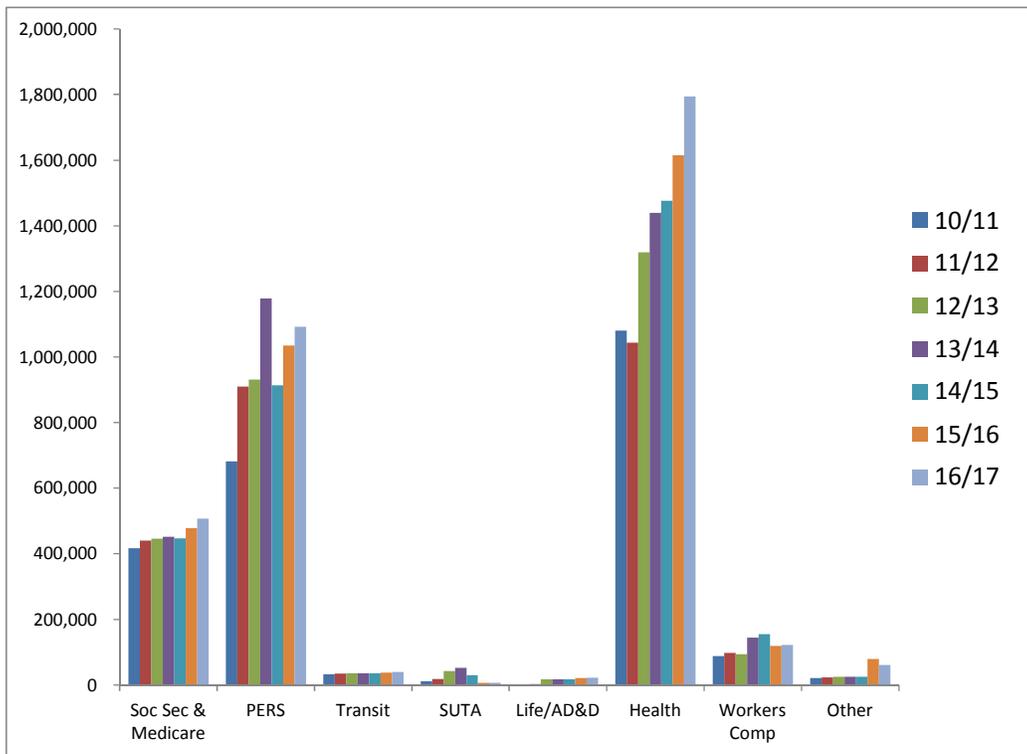
Position	Department	%
<i>Office Specialist II</i>	GF Planning	27.5%
	Economic Dev	50%
	WWTP	0%
	Streets	7.5%
	Stormwater	7.5%
	Collections	7.5%
	Total	<u>100%</u>
<i>Office Specialist II</i>	GF Cemetery	5%
	Admin	95%
	Total	<u>100%</u>
<i>Utility Office Specialist III</i>	Streets	45%
	Sewer-Unallocated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

**City of Canby FY 16-17
Allocated Salaries**

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

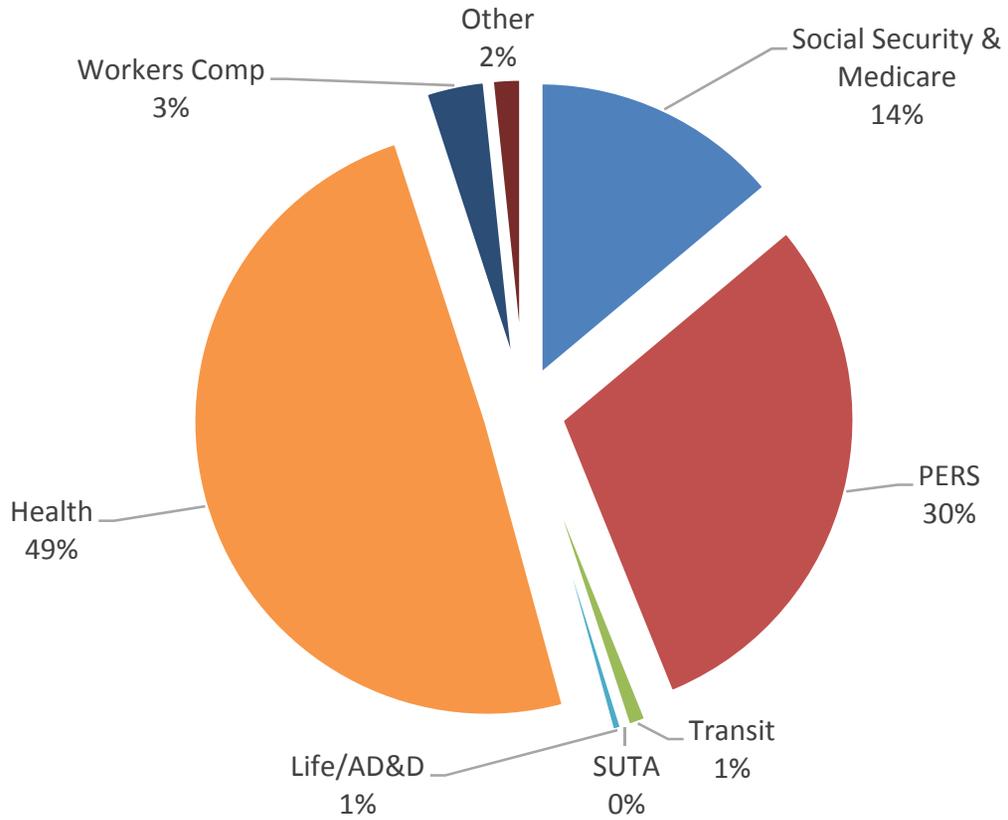
Employee Benefits by Type Fiscal Years FY 10/11 to 16/17

	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
<i>7-yr inc</i>	21.5%	60.2%	20.8%	-42.6%	678.8%	66.1%	38.2%	186.3%	56.2%



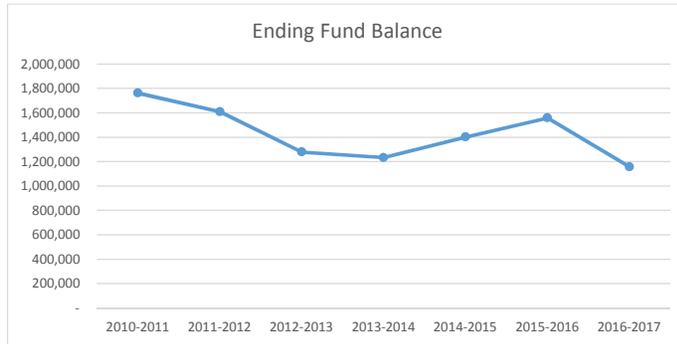
City of Canby Employee Benefits by Type - 16/17 Budget

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

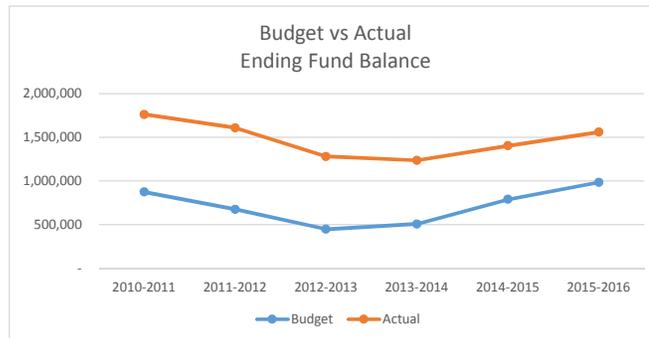
General Fund - Fund Balance Trend Analysis



	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
<i>Proposed budget ending balance plus PY budget to actual variance (^)</i>						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

Historical Trends & Forecast

GENERAL FUND

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumption	2018 Forecasted	2019 Forecasted	2020 Forecasted	2021 Forecasted
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
RESERVE REVENUE	-	-	-	237,896	-	-	-		-	-	-	-
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	4.00%	450,000	450,000	450,000	450,000
PASS THRU REVENUE	2,310	1,460	630	885	1,287	1,200	2,000		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	<u>Assumption</u>	2018 Forecasted	2019 Forecasted	2020 Forecasted	2021 Forecasted
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	4.00%	11,000	11,000	11,000	11,000
TRANSFERS	-	-	-	-	487,594	557,537	572,794		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 Forecasted	2019 Forecasted	2020 Forecasted	2021 Forecasted
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

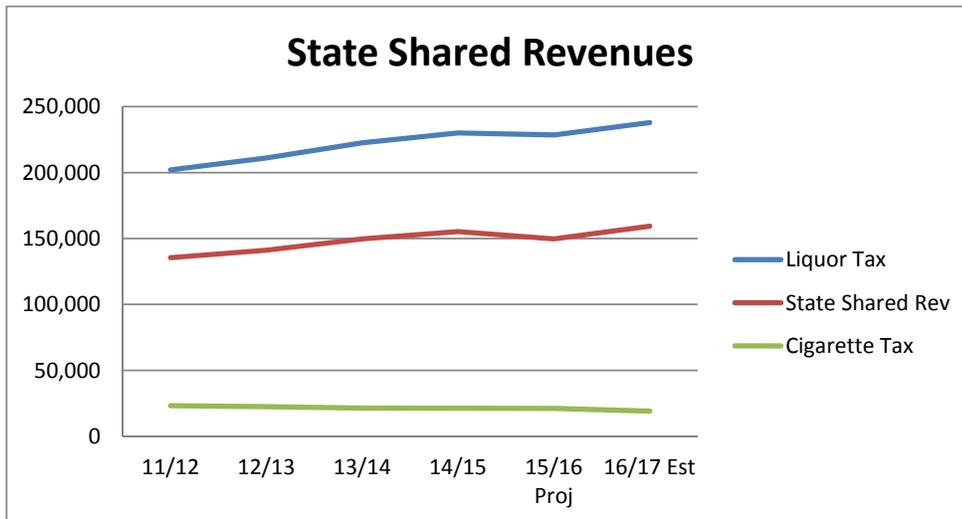
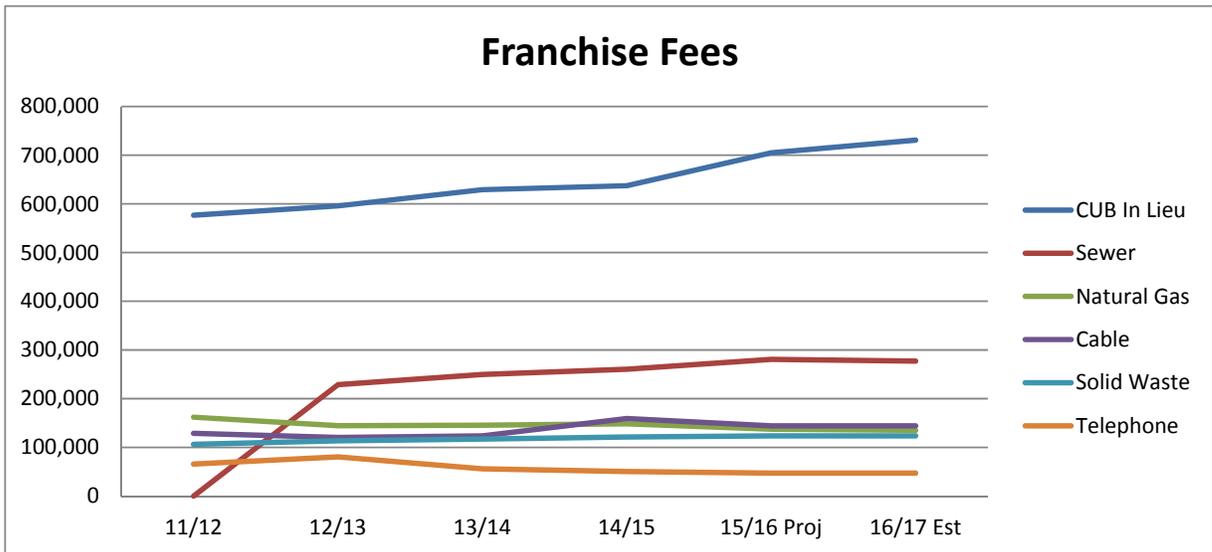
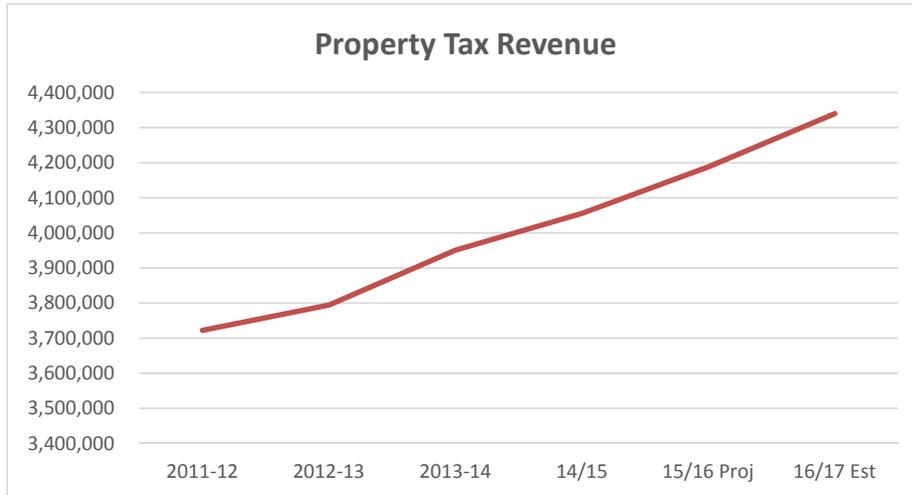
Historical Trends & Forecast

GENERAL FUND

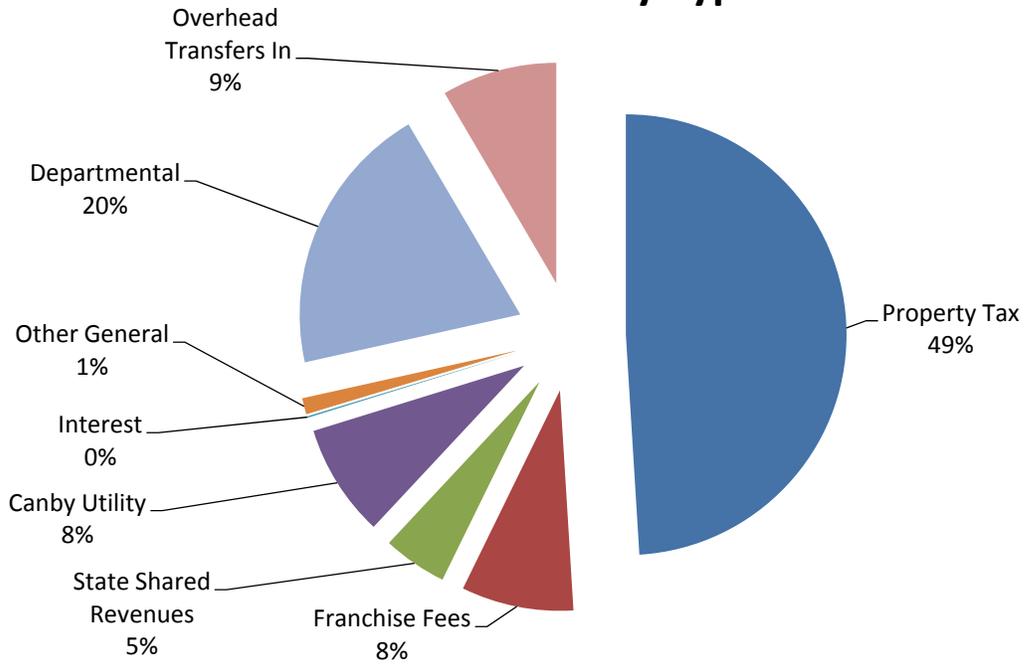
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Proposed	Assumption	2018 Forecasted	2019 Forecasted	2020 Forecasted	2021 Forecasted
EXPENDITURES (CONT)												
ECONOMIC DEVELOPMENT DEPT												
PERSONNEL SERVICES	-	-	-	-	356,376	426,136	444,568	5.00%	466,796	490,136	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

General Revenue Trends



General Fund 2016-17 Budget Revenue By Type

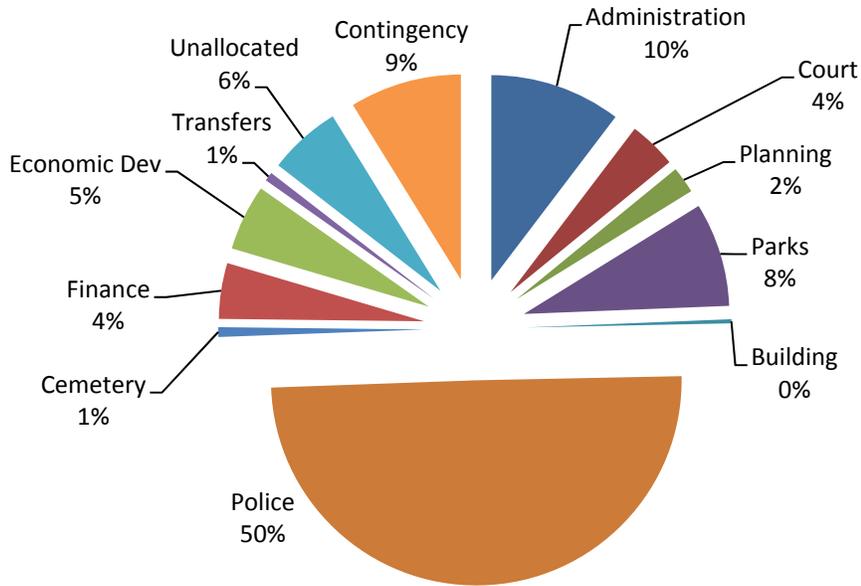


Property Tax	4,339,897
Franchise Fees	727,570
State Shared Revenues	416,400
Canby Utility	731,000
Interest	9,600
Other General	105,553
Departmental	1,774,036
Overhead Transfers In	747,720
Total	8,851,776

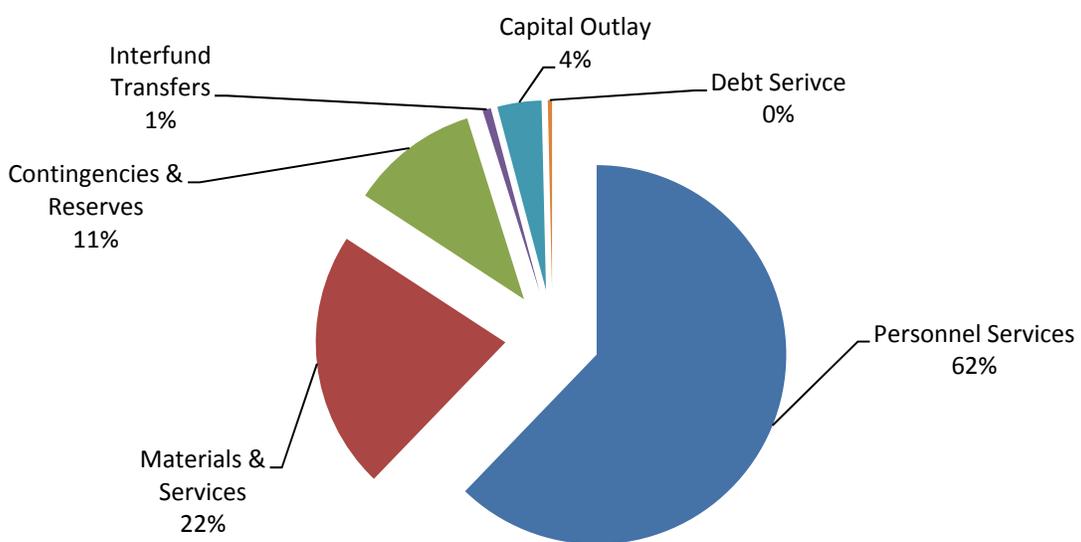
General Fund
General Revenue Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
3,821,531	3,930,121	Property Tax Current	4,083,280	4,088,042	4,239,997
129,556	125,124	Property Tax Prior	137,000	99,900	99,900
123,486	159,249	Cable Franchise Fee	140,000	144,200	144,200
56,119	50,283	Telephone Franchise Fee	52,000	47,300	47,300
117,272	121,469	Solid Waste Franchise Fee	122,000	123,800	123,800
145,621	148,347	Natural Gas Franchise Fee	149,000	137,402	135,000
21,381	21,303	Cigarette Tax	18,700	21,100	19,100
222,601	230,148	Liquor Revenue	258,000	228,500	237,900
149,754	155,267	State Revenue Sharing	159,000	149,700	159,400
629,307	637,231	CU In Lieu of Taxes	665,000	705,000	731,000
11,825	15,375	Title Lien Search Fees	12,000	13,200	13,200
3,456	2,674	SDC Compliance Cost Fee	4,590	12,044	14,463
160	-	Main Street Fees	-	-	-
43,446	28,317	PEG Access Fees	28,640	29,254	29,680
10,103	4,170	AFD 3 LRIP Phase I Prin/Int	2,400	39,818	2,250
3,534	2,277	Miscellaneous-Income	2,200	1,800	1,800
6,000	6,000	Lease Receipts (Adult Center)	6,000	6,000	6,000
-	-	Retail Lease	-	10,125	5,250
8,138	8,343	Interest Revenues	8,300	9,600	9,600
237,896	-	PERS Reserve	-	-	-
68,254	-	Retirement/Separation Reserve	33,105	51,658	32,910
249,879	260,728	Revenue Trans Franchise Fee	270,000	280,770	277,270
1,279,941	1,234,770	Cash Carryover	1,198,570	1,402,635	1,559,108
7,339,258	7,141,197	GENERAL REVENUE	7,349,785	7,601,848	7,889,128

General Fund 2016-17 Budget Expenditures by Department



General Fund 2016-17 Budget Expenditures by Type



General Fund:

Administration

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, municipal code codification,

Noteworthy Changes for 2016-2017

- None

General Fund
Administration Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
59,230	64,400	Business Licenses	62,000	62,000	70,600
59,230	64,400	ADMIN REVENUE	62,000	62,000	70,600
27,526	28,155	City Administrator	41,566	42,000	43,064
85,123	91,246	City Attorney	90,900	96,300	96,300
79,951	86,525	Assistant City Administrator	82,742	82,742	84,378
71,536	60,855	City Recorder	61,932	61,932	63,168
41,372	-	Deputy City Recorder	-	-	-
9,400	9,550	Mayor & Council	9,600	9,600	9,600
38,656	41,642	Office Specialist II	43,932	43,932	46,161
12,470	10,634	HR Assistant	14,630	14,630	14,688
4,644	-	Main Street Project Mgr	-	-	-
1,142	1,046	Part Time/Office Spec II	2,147	2,147	2,191
22,670	63,694	Retirement Payout	-	-	-
237,044	181,990	Employee Benefits	184,177	186,435	194,091
631,535	575,339	SUBTOTAL PERSONNEL SERVICES	531,626	539,718	553,641

General Fund
Administration Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
-	391	Election	-	-	500
4,423	-	Prof/Tech Services	10,000	-	10,000
18,366	21,427	HR-Professional Services	8,000	19,777	8,000
36,000	36,000	CTV5 Professional Services	36,000	36,000	36,000
23,505	11,350	HR-Legal/Labor Negotiations	8,000	13,000	8,000
6,014	5,430	HR-Recruit/Employ Testing	6,200	6,200	6,200
1,860	4,284	Codification	4,300	2,337	4,000
4,273	4,541	Copier Lease & Maint	5,000	5,000	5,000
6,100	6,000	Ground Lease (Adult Center)	-	-	-
201,861	275,659	Liability Insurance	278,500	278,000	305,000
-	-	Non-Insurance Claims	15,000	-	15,000
-	36,878	Liab Ins Deductible Accrued	40,000	20,000	40,000
488	183	Printing & Binding	600	579	1,000
4,758	4,467	Mayor & City Council	7,000	5,000	7,400
5,144	-	Mayor & CC Travel & Training	-	-	2,100
122	125	Mayor & CC Membership Dues	125	128	128
2,333	1,288	Admin Staff Travel & Training	5,275	3,900	3,860
1,040	1,396	Attorney Travel & Training	2,500	1,000	2,000
935	2,531	HR-Travel & Training	3,800	4,000	3,800
14,826	14,264	Admin Membership Dues & Fees	15,185	14,886	17,603
84	300	HR-Membership Dues & Fees	555	550	555
7,420	3,408	Internal Charge-Fleet	3,247	3,478	4,840
139,216	50,321	Internal Charge-Facilities	10,604	10,604	9,874
23,584	26,731	Internal Charge-Tech Services	19,680	19,680	16,526
6,456	7,088	Supplies & Services	6,700	6,000	6,700
4,973	5,016	HR-Supplies & Services	6,450	5,000	6,450
1,157	-	Main Street Supplies & Svcs	-	-	-
3,092	-	Downtown Flower Baskets	-	-	-
-	23,114	Property Held for Sale	-	-	-
2,472	103	Employee Recognition	250	150	250
3,584	608	HR-Risk Mgmt/Safety Committee	2,050	2,000	2,050
524,086	542,902	SUBTOTAL MATERIALS & SERVICES	495,021	457,269	522,836
27,178	55,687	Capital - PEG Access	-	-	-
27,178	55,687	SUBTOTAL CAPITAL	-	-	-
45,350	50,294	Logging Road Principles Phs 1	-	-	-
17,797	17,936	Logging Road Principle Phs 2	-	-	-
5,560	2,926	Logging Road Interest Phs 1	-	-	-
4,560	3,670	Logging Road Interest Phs 2	-	-	-
73,268	74,826	SUBTOTAL DEBT SERVICE	-	-	-
70,000	-	Transfer to Library	-	-	-
70,000	-	SUBTOTAL TRANSFERS	-	-	-
-	-	Contingency	-	-	-
-	-	Retirement/Sep Contingency	-	-	-
-	-	Reserved for Future Exp-PERS	-	-	-
-	-	SUBTOTAL OTHER	-	-	-
1,326,067	1,248,753	TOTAL REQUIREMENTS	1,026,647	996,987	1,076,477

General Fund

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.

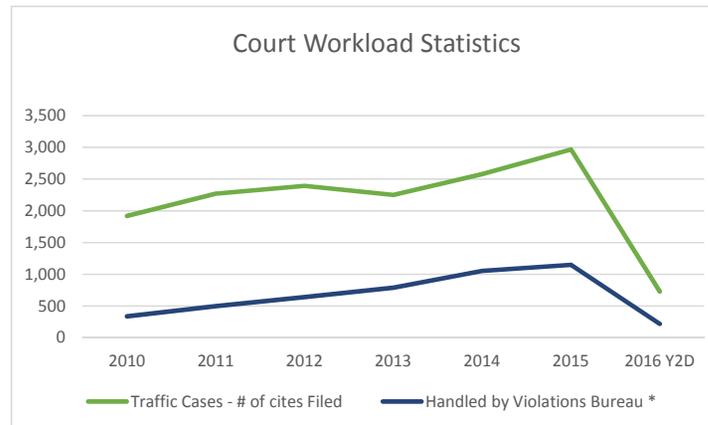
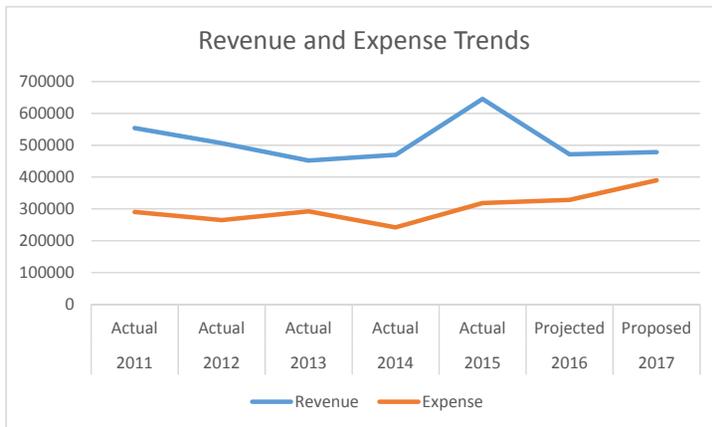
Staff collects all fines and state and county assessments, and funds are balanced and distributed to the proper agency each month.

Noteworthy Changes / Highlights for 2016 – 2017

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

Court

2017 Budget at a Glance			
Charges for Services	\$ 453,000	95%	\$ 478,125
<i>Primary Departmental Revenue</i>		<i>% of dept Rev</i>	<i>Total Revenue</i>
3.61	\$ 310,992	80%	\$ 389,678
<i>FTE</i>	<i>Personnel Services</i>	<i>% of dept Exp</i>	<i>Total Expense</i>
		4.38%	
		<i>% of General Fund Expense</i>	



General Fund
Court Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
368,724	548,567	Fines and Bail	405,000	420,000	430,000
38,022	58,503	Fines / Justice Court	36,000	26,917	23,000
34,913	10,543	Traffic Safety	-	-	-
885	1,287	Helmets & Carseats	1,000	1,200	2,000
14,867	14,786	Court Costs	13,750	13,500	13,500
10	127	Court Miscellaneous	125	125	125
5,725	2,800	City Costs	4,000	2,000	2,000
6,795	8,855	Attorney Reimbursements	6,500	7,500	7,500
469,940	645,468	<i>COURT REVENUE</i>	466,375	471,242	478,125
3,204	40,420	Court Supervisor	35,887	35,887	37,701
47,099	45,511	Municipal Judge	45,511	47,559	47,580
19,367	75,640	Municipal Court Clerk I	81,178	37,871	42,321
51,369	-	Municipal Court Clerk II	-	26,840	45,896
6,173	5,638	PT Court Services Officer	7,987	7,987	9,945
-	-	Part Time Help	24,033	24,230	24,917
43,790	66,579	Employee Benefits	74,073	69,122	102,632
171,000	233,788	<i>SUBTOTAL PERSONNEL SERVICES</i>	268,669	249,496	310,992
1,961	1,961	Software Support/Maint	-	-	-
1,260	2,543	Interpreter	2,840	2,800	2,800
41,400	41,400	Court Appointed Attorneys	41,400	41,400	41,400
3,251	3,405	Technical/Attorney	3,276	3,200	3,250
40	2,071	Training/Conf/Travel	1,620	1,620	1,670
-	95	Membership & Dues	195	150	100
-	60	Jury Fees	100	50	100
19	5	Witness Fees	50	20	50
-	4,640	Internal Charge-Facilities	3,676	3,676	3,267
13,476	17,821	Internal Charge-Tech Services	14,760	14,760	14,690
5,594	4,470	Supplies & Services	5,200	5,200	4,535
15	21	Discovery Expense	75	30	50
3,354	4,774	Bank Charges	3,800	4,500	4,774
532	1,260	Helmets & Carseats	1,000	1,000	2,000
70,901	84,526	<i>SUBTOTAL MATERIALS & SERVICES</i>	77,992	78,406	78,686
241,902	318,314	<i>TOTAL REQUIREMENTS</i>	346,661	327,902	389,678

General Fund
Planning Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
58,732	39,507	Land Use Applications	20,000	45,000	27,500
22,150	17,250	Traffic Studies	14,000	16,595	14,000
8,426	16,470	Plan Reviews	11,000	18,914	14,250
7,214	-	Annexations	4,350	7,855	-
195	394	Miscellaneous-Planning	50	122	60
96,718	73,621	PLANNING REVENUE	49,400	88,486	55,810
12,570	35,718	Planning Director	36,798	38,213	37,528
-	-	Public Works Director	4,266	2,554	4,498
7,575	11,588	Senior Planner	11,879	11,879	12,118
8,592	9,084	Office Specialist II	12,710	11,690	13,355
29,189	13,389	Associate Planner	22,352	22,352	23,938
10,454	5,446	Code Enforcement Officer	5,466	5,466	5,912
-	140	Part Time Help	903	903	5,921
35,292	25,483	Employee Benefits	31,384	32,079	34,859
103,672	100,847	SUBTOTAL PERSONNEL SERVICES	125,758	125,136	138,129
142	4,492	Annexation Expenses	3,300	-	-
47,188	25,697	Prof/Tech Services	45,000	37,000	24,000
68	98	Communications	100	125	152
400	472	Mapping	500	500	500
157	-	Planning Commis. Expenses	500	400	4,553
720	1,979	Travel & Training	2,200	1,800	2,200
450	460	Fees & Dues	910	800	840
-	2,627	Internal Charge-Facilities	2,081	2,081	2,784
16,845	14,851	Internal Charge-Tech Services	14,760	14,760	21,422
7,597	6,559	Supplies & Services	8,355	8,000	8,053
24,201	17,287	Traffic Study	14,000	17,500	15,000
97,768	74,522	SUBTOTAL MATERIALS & SERVICES	91,706	82,966	79,504
201,440	175,369	TOTAL REQUIREMENTS	217,464	208,102	217,633

General Fund:

Parks

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 for 2016-2017

- None

General Fund
Parks Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
535	535	Park Rentals	500	220	500
2,236	4,554	Miscellaneous-Parks	3,660	4,500	5,000
-	194	Donations-Parks	-	-	-
-	-	Transfer from SDC Fund	320,000	2,500	335,000
2,771	5,283	PARKS REVENUE	324,160	7,220	340,500
-	-	Public Works Director	4,266	2,554	4,498
66,097	67,637	Maint Lead Worker	68,850	68,850	70,221
63,910	1,742	Park Maintenance I	-	-	-
22,724	23,291	Senior Planner	23,759	23,759	24,235
64,667	47,091	Park Utility Maint II	46,332	46,332	49,621
55,388	56,796	Park Utility Maint III	57,913	57,913	59,082
-	-	Part Time (Seasonal)	-	9,360	28,754
2,780	3,377	Overtime	3,000	3,000	3,000
205,704	129,083	Employee Benefits	135,416	139,075	149,596
2,000	2,000	Clothing Allowance	1,200	1,200	1,200
483,270	331,018	SUBTOTAL PERSONNEL SERVICES	340,736	352,043	390,207
2,010	2,420	Contract Services	2,500	2,500	4,900
-	-	Surveys & Master Plans- SDC	-	2,500	15,000
9,082	7,924	Parks Ground Maintenance	8,500	8,500	9,500
4,878	5,746	Park Bldg Maintenance	6,100	6,100	6,300
3,215	1,131	Vandalism Repair	3,000	3,000	3,000
2,092	899	Communications	2,000	2,000	1,200
2,109	862	Training/Conf/Travel	2,450	2,450	2,500
48,324	50,914	Internal Charge-Fleet	55,263	35,091	37,438
-	26,638	Internal Charge-Facilities	21,107	21,107	18,755
6,738	5,940	Internal Charge-Tech Services	4,920	4,920	4,896
8,136	7,172	Supplies & Services	9,950	9,950	10,000
7,854	5,074	Park Equipment	6,000	7,249	9,000
15,433	17,528	Utilities	16,000	20,000	20,000
109,870	132,246	SUBTOTAL MATERIALS & SERVICES	137,790	125,367	142,489
-	6,133	Equipment	-	-	-
-	994	Molalla Rrv PW/Will. Wayside	-	-	-
-	-	Community Park Expansion	320,000	-	320,000
-	7,127	SUBTOTAL CAPITAL	320,000	-	320,000
593,140	470,392	TOTAL REQUIREMENTS	798,526	477,410	852,696

General Fund:

Building

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

General Fund
Building Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
17,719	12,003	Building Permits	14,000	30,000	23,000
17,719	12,003	<i>BUILDING REVENUE</i>	14,000	30,000	23,000
12,570	15,421	Planning Director	15,770	16,377	16,083
22,954	-	Office Specialist II	-	-	-
10,454	5,446	Code Enforcement Officer	5,466	5,466	5,912
32,105	8,665	Employee Benefits	9,530	10,102	10,472
78,083	29,531	<i>SUBTOTAL PERSONNEL SERVICES</i>	30,766	31,945	32,467
-	374	Contract Labor	-	-	-
431	-	Contract Building Inspections	-	-	-
68	98	Communications	100	100	100
370	437	Internal Charge-Facilities	347	347	328
6,738	2,970	Internal Charge-Tech Services	-	-	-
1,013	325	Supplies & Service	495	495	262
-	-	Archive Costs	100	50	100
8,621	4,204	<i>SUBTOTAL MATERIALS & SERVICES</i>	1,042	992	790
19,197	19,010	O/H Transfer to General Fund	11,428	11,428	10,941
105,901	52,745	<i>TOTAL REQUIREMENTS</i>	43,236	44,365	44,198

Statement of Purpose

The purpose of the Police Department and each of its employees is to consistently enforce state and local laws, and to promote 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

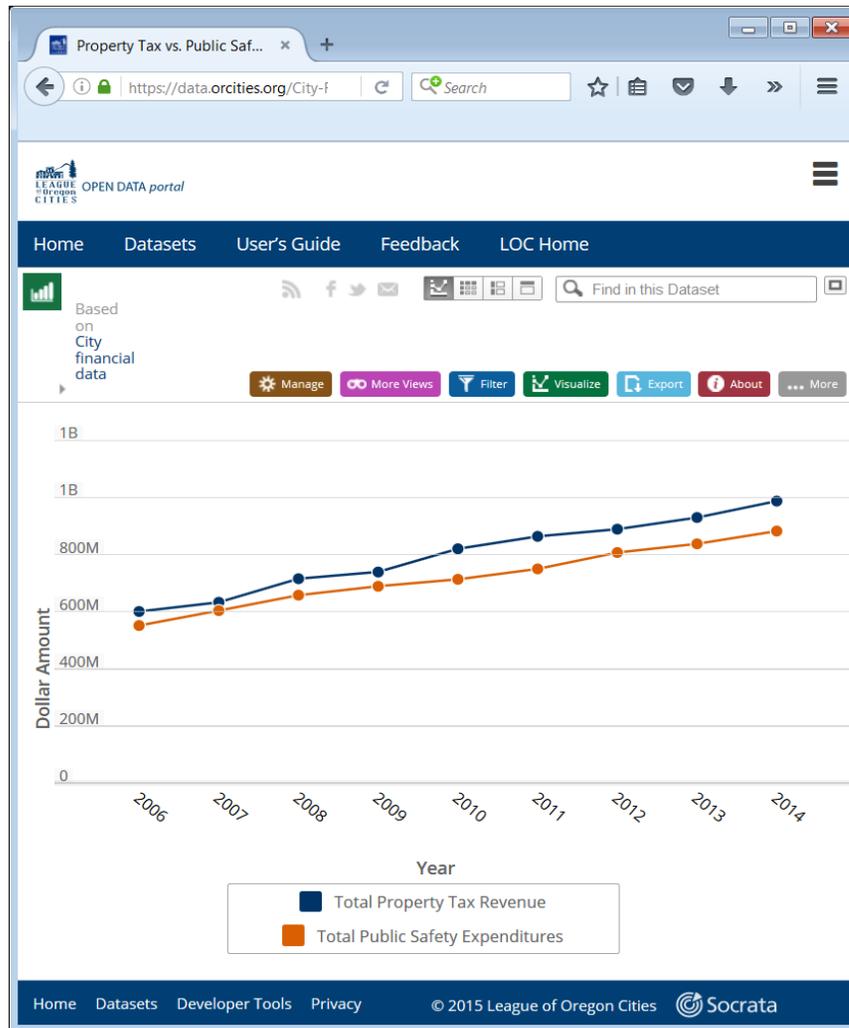
- In an attempt to take advantage of an opportunity due to attrition we have proposed eliminating the unsworn Property & Evidence Technician with the intention of promoting the Code Enforcement Officer whom will take on some of the duties of the aforementioned eliminated position while some duties will 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 Comparables

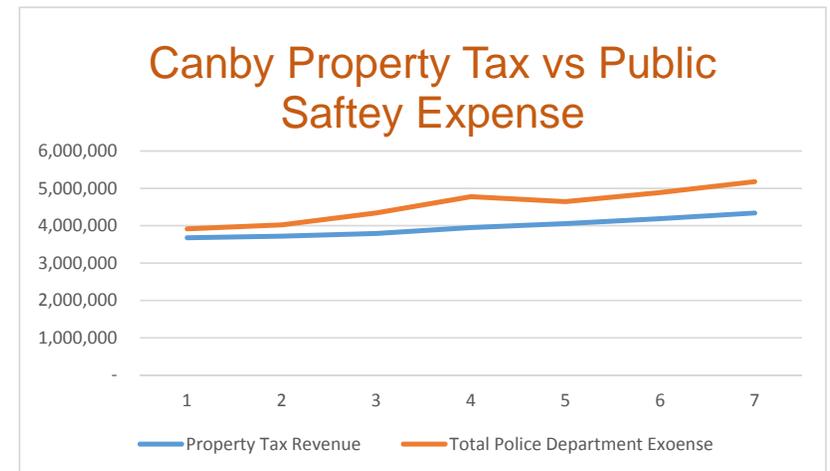
Cities	Population	County	Perm Rate	Tax Levied 2015	PD sworn
Gladstone	11,505	Clackamas	4.82	\$ 3,638,993	16
Canby	16,010	Clackamas	3.49	\$ 4,157,339	23
Troutdale	16,020	Multnomah	3.77	\$ 4,813,018	23
Sherwood	19,080	Washington	3.30	\$ 4,929,483	22
Milwaukie	20,505	Clackamas / Multnomah	6.54	\$ 7,451,908	37
Klamath Falls	21,580	Klamath	5.44	\$ 6,546,809	36
Newberg	22,900	Yamhill	4.38	\$ 7,133,259	35
Woodburn	24,670	Marion	6.05	\$ 7,920,660	32



2017 Budget at a Glance			
29.30	25	1.446	\$ 174,582
<i>FTE</i>	<i>Sworn</i>	<i>sworn/1000</i>	<i>Total Dept Revenue</i>
	\$ 4,182,123	81%	\$ 5,179,030
	<i>Personnel Services</i>	<i>% of dept exp</i>	<i>Total Expense</i>
		58.19%	
	<i>% of General Fund Expense</i>		



Average Oregon City Property Tax Revenue vs Public Safety 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.

General Fund
Police Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
1,600	1,600	Grants - DUII	2,500	2,500	2,500
-	-	Grants-PoliceTraffic	1,000	1,075	-
3,300	2,250	Grant - Seatbelt	2,500	2,150	2,500
-	-	Grant - Pedestrian Safety	-	1,320	2,000
-	-	Grant - HIDTA	-	15,000	15,000
-	-	Grant - OCDEF	-	7,500	10,000
-	-	Grant - Intellectual Property Crimes (IPC)	-	5,000	25,000
61,918	-	Grant - Equipment	-	-	-
2,395	923	Grant - OJP Vest Program	1,000	1,002	2,000
15,750	14,375	Vehicle Release/Tow Fees	11,000	18,000	11,000
9,185	9,070	Alarm Permit Fees	8,500	8,500	8,500
3,950	4,405	Finger Printing Fees	4,200	4,200	4,200
2,085	2,197	Reports Revenue	1,700	1,700	1,700
12,008	15,931	Miscellaneous-Police	1,000	23,530	5,000
64,423	66,730	CSD-Shared SRO Reimbursemt	67,737	67,737	69,182
4,686	10,004	Federal Task Force Reimbursemt	16,800	10,000	17,000
-	-	County Task Force Reimbursemt	-	-	-
2,272	-	County GREAT Pgm Reimbursement	-	-	-
2,250	2,550	Donations-Police	500	500	500
-	8,940	Donations-Canine	500	100	500
185,821	138,974	POLICE REVENUE	118,937	169,814	176,582

General Fund
Police Department Proposed Budget Detail

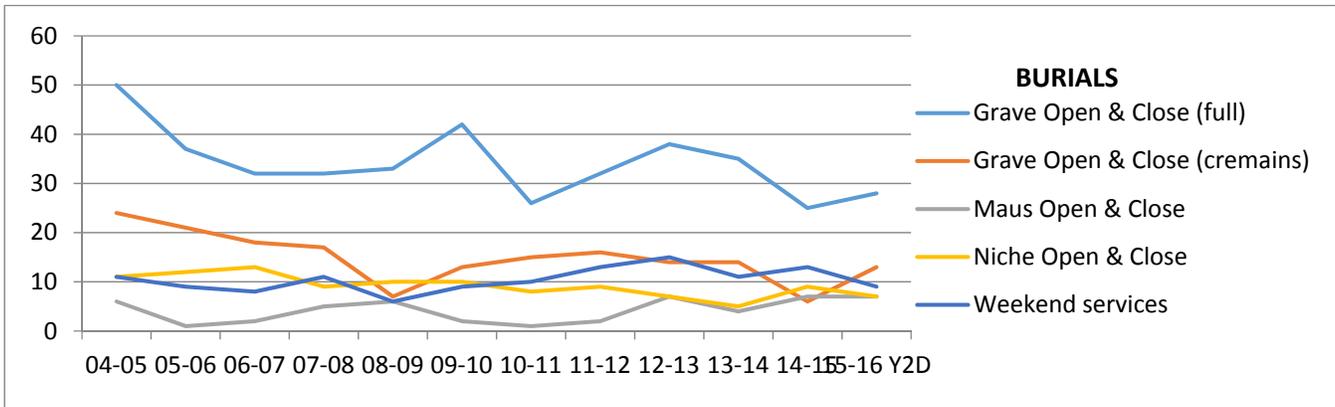
FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
120,895	123,907	Police Chief	126,394	126,394	128,912
112,981	115,784	Lieutenant	118,108	122,651	120,474
60,876	27,893	Administrative Assistant	35,887	35,887	37,701
-	4,962	Office Specialist III	-	47,633	51,018
67,956	51,382	Records Clerk/OSII	83,334	22,991	40,444
11,481	23,106	Records Clerk/OSI	-	-	-
31,361	42,766	Code Enforcement Officer	43,726	43,726	47,295
382,409	450,960	Sergeants	380,985	438,587	391,157
794,434	785,248	Patrol Officers	745,447	740,356	905,519
254,826	225,019	Detectives	267,885	274,169	359,771
77,293	78,262	School Resource Officer	80,134	80,134	81,734
80,915	83,377	Traffic Safety Officer	83,765	74,129	77,527
82,560	97,722	Canine Officers	166,441	82,676	84,327
78,640	82,592	Gang Officer	83,765	83,765	-
57,395	59,586	Property & Evidence	61,110	61,110	-
60,181	39,415	Overtime	68,403	65,000	69,771
30,611	28,716	Court Overtime	30,720	30,720	31,334
42,039	43,146	Holiday Overtime	40,960	40,960	41,779
47,831	39,484	SIU Overtime	35,840	48,594	36,557
56,514	45,277	Training Overtime	40,960	42,243	41,779
6,835	6,673	TET Training OT	10,240	1,024	10,445
4,936	5,633	Special Events Overtime	5,120	6,000	5,222
11,526	11,997	CC SWAT OT	8,192	13,124	8,356
4,476	7,739	Supervision Overtime	6,144	8,146	6,267
-	-	Grant - Police Traffic	1,075	1,075	-
3,415	508	Grant - DUII Wages Exp	2,688	2,688	2,500
2,824	3,633	Grant - Seatbelt Wages Exp	2,688	2,688	2,500
-	-	Grant - Pedestrian Wages Exp	-	1,298	2,000
-	-	Federal Task Force Lab OT	-	10,000	17,000
-	-	Grant - HIDTA OT	-	15,000	15,000
-	-	Grant - OCDETF OT	-	7,500	10,000
-	-	Grant - IPC OT	-	-	25,000
1,448,858	1,277,494	Employee Benefits	1,399,656	1,411,072	1,511,084
13,600	13,825	Uniform Cleaning Allowance	14,400	13,800	13,800
1,975	2,450	Clothing Allowance	2,400	2,400	2,400
3,450	3,450	Footwear Allowance	3,600	3,621	3,450
3,953,093	3,782,006	<i>SUBTOTAL PERSONNEL SERVICES</i>	3,950,067	3,961,161	4,182,123

General Fund
Police Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
944	-	Professional Services	1,000	1,000	4,000
95,548	94,077	Vehicle Lease Payments	124,494	121,139	128,481
7,692	7,573	Investigation & Info	8,000	5,000	8,000
1,015	1,415	Prisoners Board & Medical	1,000	1,000	1,000
368	125	Crime Prevention	1,500	1,000	1,500
21,919	26,652	Communications	26,000	26,000	26,000
155,862	164,336	County Dispatch Fees	167,488	167,488	167,217
2,500	3,500	Juvenile Diversion Services	3,500	3,500	3,500
25,186	36,014	Training & Travel	33,000	30,000	33,000
29,696	28,970	Firearm Equipment	30,000	30,000	30,000
923	566	Traffic Safety Training	-	-	-
3,570	3,858	Tactical Entry Team Equipment	4,000	4,000	4,000
100	100	E.O.C.	500	500	1,000
6,731	5,904	Detective Equipment	15,000	15,000	15,000
1,005	1,692	Membership Fees & Dues	1,000	1,000	1,150
14,580	10,399	Information System Services	29,670	29,670	33,263
230,518	193,933	Internal Charge-Fleet	240,929	210,642	232,154
-	73,982	Internal Charge-Facilities	58,620	58,620	52,088
131,395	95,044	Internal Charge-Tech Services	91,019	91,019	126,087
32,704	30,172	Supplies & Services	36,700	36,700	39,398
16,211	20,609	Uniforms & Patrol Equipment	20,000	20,000	20,000
258	405	Equipment Repair & Maint	2,000	1,000	500
993	728	Radio Repair	2,000	2,500	2,000
26,218	26,218	800 Radio Operating Fee	26,218	28,589	29,769
1,679	2,543	Canine Expenses	3,000	3,528	3,000
2,207	3,198	Traffic Safety Equipment	4,000	4,000	6,750
-	8,940	Donations-Police/Canine Exp	-	-	500
2,096	2,300	Donations-Police	500	500	500
1,050	1,050	Accreditation	1,050	1,050	1,050
812,967	844,302	<i>SUBTOTAL MATERIALS & SERVICES</i>	932,188	894,445	970,907
10,000	20,000	Equip - Computer/Software	20,000	20,000	10,000
-	-	Equip - Vests	12,000	12,000	6,000
-	-	Digital Radio Replacement Project	-	-	10,000
10,000	20,000	<i>SUBTOTAL CAPITAL</i>	32,000	32,000	26,000
4,776,060	4,646,308	<i>TOTAL REQUIREMENTS</i>	4,914,255	4,887,606	5,179,030

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 during the current fiscal year and 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	21.4	24
Child/baby	52	0.2	260
Cremains	26	3	9
Mausoleum	187	3	62
Niche	149	12.4	12

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

2017 Budget at a Glance			
Charges for Services	\$ 54,700	0.50%	\$ 59,500
<i>Primary Departmental Revenue</i>	<i>% of General Fund Rev</i>		<i>Total dept Revenue</i>
0.15	\$ 13,230	17%	\$ 79,631
<i>FTE</i>	<i>Personnel Services*</i>	<i>% of exp</i>	<i>Total dept Expense</i>
		0.89%	
	<i>% of General Fund Expense</i>		
*contracts labor from other departments paid at the public works houly rate, this is budgeted at materials and services.			

General Fund
Cemetery Department Proposed Budget Detail

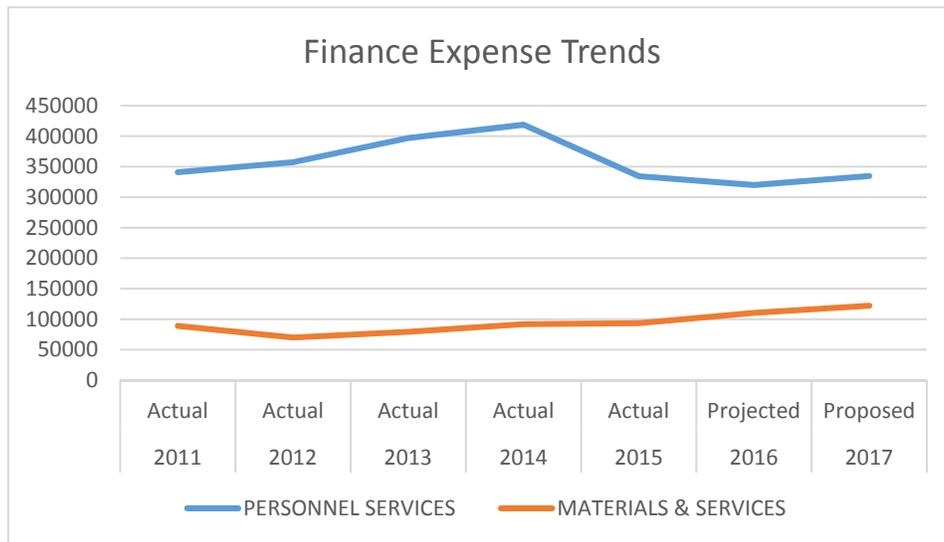
FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
9,000	8,250	Grave Sales	9,000	9,000	7,000
27,850	15,000	Grave Open & Close	2,400	3,500	3,500
9,060	4,380	Liner Sales	-	950	1,200
160	-	Marker & Monuments	-	-	-
3,997	3,554	Mausoleum Name Bars	3,000	7,000	7,000
9,583	980	Mausoleum Sales	5,450	23,808	16,300
4,025	4,450	Mausoleum Open & Close	3,080	5,975	6,400
3,300	3,940	Miscellaneous-Cemetery	4,500	4,500	2,700
-	100	Donations-Cemetery	-	200	300
66,975	40,654	<i>CEMETERY REVENUE</i>	27,430	54,933	44,400
2,035	2,192	Office Specialist II	7,112	7,352	7,326
1,922	1,800	Employee Benefits	5,608	5,685	5,904
3,956	3,992	<i>SUBTOTAL PERSONNEL SERVICES</i>	12,720	13,037	13,230
93,349	45,600	Contractual Agreement	-	-	-
-	56,863	Contract Labor	50,430	50,430	52,876
-	1,582	Supplies - Maintenance	2,500	2,643	2,500
1,010	2,479	Miscellaneous	-	-	-
2,450	775	Refunds	4,000	1,920	4,000
-	-	Supplies - Records	100	118	125
-	3,221	Tools & Equipment	1,500	1,500	1,500
-	663	Utilities	2,400	2,400	2,400
-	1,765	Name Bars	3,000	3,141	3,000
96,809	112,949	<i>SUBTOTAL MATERIALS & SERVICES</i>	63,930	62,153	66,401
100,765	116,941	<i>TOTAL REQUIREMENTS</i>	76,650	75,190	79,631

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	8%	\$ 747,720
<i>Primary Funding Source</i>	<i>% of General Fund Revenue</i>		<i>Total Revenue</i>
2.75	\$ 334,622	73%	\$ 456,653
<i>FTE</i>	<i>Personnel Services % of dept exp</i>		<i>Total Expense</i>
	5.32%		
	<i>% of General Fund Expense</i>		

General Fund
Finance Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
19,197	19,010	O/H from Building	11,428	11,428	10,941
-	72,367	O/H from Economic Develop	61,002	61,002	63,220
105,423	103,142	O/H from Library Fund	93,755	93,755	96,295
85,597	98,649	O/H from Street	109,009	109,009	114,081
132,985	155,216	O/H from Transit	170,116	170,116	164,387
77,600	76,712	O/H from Swim Levy	76,292	76,292	81,383
97,969	-	O/H from UR	-	-	-
163,728	147,689	O/H from WWTP	137,846	137,846	129,119
45,863	44,988	O/H from Collections	48,715	48,715	47,911
29,073	42,084	O/H from Stormwater	40,399	40,399	40,383
94,806	-	Reserve Trans from Tech Res	-	-	-
852,241	759,857	TRANSFER REVENUE	748,562	748,562	747,720
88,994	96,283	Finance Director	102,943	102,943	110,184
68,166	52,812	Office Specialist IV	53,434	53,434	54,502
69,736	36,248	Office Specialist III	36,510	36,510	37,234
29,098	31,782	Office Specialist II	19,507	19,507	19,584
136	364	Part Time Help	1,000	1,000	1,000
162,653	116,838	Employee Benefits	105,970	106,572	112,118
418,783	334,327	SUBTOTAL PERSONNEL SERVICES	319,364	319,966	334,622
900	-	Prof/Tech Service	4,000	4,000	5,000
4,740	6,090	Prof SrvTitle Lien Search Cost	5,500	5,500	6,200
26,300	26,901	Auditing	37,000	25,709	30,755
13,057	13,057	Software Maintenance	31,338	32,461	32,500
3,730	4,104	Copier Lease & Maint	4,000	4,000	4,400
35	390	Publications/Books	500	100	500
1,593	1,098	Printing & Binding	2,000	1,875	2,500
5,222	6,893	Training/Conf/Travel	5,500	4,000	6,650
1,095	1,670	Membership Dues & Fees	1,685	1,450	1,265
-	4,218	Internal Charge-Facilities	3,342	3,342	3,570
23,584	14,851	Internal Charge-Tech Services	14,760	14,760	12,241
3,597	6,009	Supplies & Service	6,600	5,000	4,450
7,459	7,648	Bank Charges	8,200	8,200	9,000
134	18	Cash Over & Short	-	-	-
400	579	Misc Office Equipment	1,000	-	3,000
91,846	93,528	SUBTOTAL MATERIALS & SERVICES	125,425	110,397	122,031
510,629	427,855	TOTAL REQUIREMENTS	444,789	430,363	456,653

General Fund:

Economic Development

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.

Department Description

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

- None

General Fund
Economic Development Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
-	1,440	Event Revenue	250	-	950
-	-	Independence Day Revenue	-	13,900	11,275
-	487,594	Transfer from UR	557,371	557,537	572,794
-	489,034	<i>ECONOMIC DEVELOP REVENUE</i>	557,621	571,437	585,019
-	28,155	City Administrator	41,566	42,000	43,064
-	26,389	Assistant City Administrator	38,188	38,188	38,944
-	105,456	Economic Development Director	106,036	106,036	108,122
-	19,928	City Recorder	20,644	20,644	21,056
-	21,565	Office Specialist II	23,109	21,255	24,281
-	7,648	Senior Planner	7,920	7,920	8,078
-	44,285	Main Street Manager -URD	48,098	48,098	50,526
-	4,997	Main Street Project Mgr - non URD	5,344	5,344	5,614
-	192	PT Help	2,326	2,326	2,373
-	97,762	Employee Benefits	123,199	134,325	142,510
-	356,376	<i>SUBTOTAL PERSONNEL SERVICES</i>	416,430	426,136	444,568
-	2,856	Internal Charge-Facilities	2,263	2,263	2,878
-	11,880	Internal Charge-Tech Services	12,300	12,300	12,241
-	27,351	Supplies & Services	49,682	42,142	41,063
-	3,538	Main Street (General Fund)	6,500	19,572	19,678
-	5,107	Flower Program	5,500	5,500	5,500
-	9,943	Light the Night Costs	-	-	-
-	21,761	Main Street (UR Allowable)	21,038	19,038	14,438
-	82,436	<i>SUBTOTAL MATERIALS & SERVICES</i>	97,283	100,815	95,798
-	72,367	O/H Transfer to General Fund	61,002	61,002	63,220
-	72,367	<i>SUBTOTAL TRANSFERS</i>	61,002	61,002	63,220
-	511,178	<i>TOTAL REQUIREMENTS</i>	574,715	587,953	603,586

General Fund:

Unallocated

Statement of Purpose

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

- None

General Fund
Unallocated Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
-	-	Retirement & Separation Payout	75,000	117,032	75,000
-	-	<i>SUBTOTAL PERSONNEL SERVICES</i>	75,000	117,032	75,000
-	-	Ground Lease (Adult Center)	6,000	6,000	6,000
-	-	Workers Comp Prior Year Claims	93,623	-	174,597
-	-	Internal Change-Facilities	29,269	29,269	31,271
-	-	Property Held for Sale	-	2,700	-
-	-	<i>SUBTOTAL MATERIALS & SERVICES</i>	128,892	37,969	211,868
-	-	PEG Access	66,030	34,698	45,558
-	-	<i>SUBTOTAL (CAPITAL)</i>	66,030	34,698	45,558
-	-	Logging Road Principle Phs 2	18,083	18,083	36,642
-	-	Logging Road Interest Phs 2	2,774	2,774	1,160
-	-	<i>SUBTOTAL DEBT</i>	20,857	20,857	37,802
-	-	Contingency	759,948	-	916,474
-	-	Reserve for Future Exp-PERS	224,600	-	224,600
-	-	<i>SUBTOTAL OTHER</i>	984,548	-	1,141,074
-	-	<i>TOTAL REQUIREMENTS</i>	1,275,327	210,556	1,511,302

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 RFID tags within materials and services; RFID self checks and security gates are capital expense so they are not eligible to be funded with District funds and are on the items of things still funded through civic building capital as contingency is available and/or through donations.
- 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.

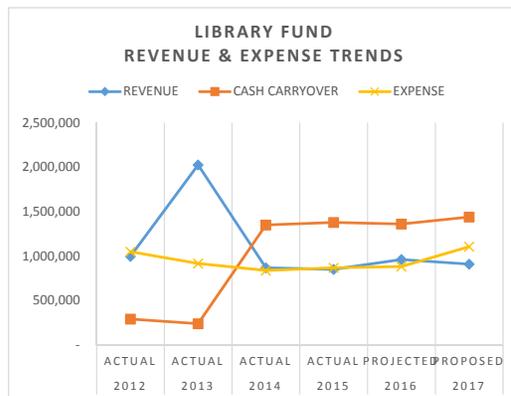
2017 Budget at a Glance				
Property Taxes	\$ 818,849	90%		\$ 907,486
<i>Primary Funding Source</i>		<i>% of rev</i>		<i>Total Revenue</i>
8.53	\$ 649,754	29% *		\$ 2,230,137
<i>FTE</i>	<i>Personnel Services</i>	<i>% of exp</i>		<i>Total Expense</i>
10% of Operating Expense		13%		\$ 114,885
<i>Contingency/Reserve Minimum Policy</i>		<i>Actual %</i>		<i>Contingency</i>
*excluding the transfer of funds dedicated to civic building project 73%				

Historical Trends & Forecast

LIBRARY FUND

	2012	2013	2014	2015	2016	2017		2018	2019	2020	2021
	Actual	Actual	Actual	Actual	Projected	Proposed		Forecasted	Forecasted	Forecasted	Forecasted
REVENUE											
<i>PROGRAM REVENUES</i>							Assumption				
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
<i>LIBRARY EXPENDITURES</i>											
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 EXPENSE	-	-	-	-	-	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

Library Fund Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
733,693	783,269	CC Library District	789,404	789,404	818,849
10,589	11,689	Grants-Library	3,000	3,584	3,384
2,133	1,916	Lost Book Revenue	2,000	2,000	-
3,129	3,053	Copier Receipts	2,500	2,500	-
-	-	FOL Pass Thru Revenue	-	6,500	14,400
23,495	23,849	Miscellaneous-Library	23,000	24,000	30,000
6,962	6,587	Interest Revenues	6,700	6,700	2,500
3,982	5,773	Donations-Library	3,500	8,617	5,000
12,970	13,055	Donations-FOL Special Drive	15,000	15,715	33,353
-	-	Donations-New Library Building	-	100,013	-
70,000	-	Transfer from General Fund	-	-	-
1,347,620	1,377,845	Cash Carryover	1,307,133	1,359,925	1,437,536
2,214,573	2,227,036	TOTAL REVENUE	2,152,237	2,318,958	2,345,022
37,650	-	Library Director	76,874	64,813	78,375
-	70,742	Library Manager - Director of Ops	-	-	-
45,350	60,902	Library Office Spec I	45,761	49,142	31,004
145,164	143,386	Office Specialist II	150,934	161,949	168,001
49,669	58,611	Library Coordinator	62,241	62,138	66,669
45,732	47,052	Tech Ref Librarian	47,997	46,892	48,960
23,632	352	Reference/Access Librarian	-	-	-
-	-	On Call	-	-	17,093
17,834	15,260	Library Page (Shelvers)	16,096	15,703	16,876
158,721	205,595	Employee Benefits	226,880	219,081	222,776
523,753	601,900	SUBTOTAL PERSONNEL SERVICES	626,783	619,718	649,754

Library Fund Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
5,940	5,675	Computer Hardware/Software	5,000	5,000	7,500
-	-	RFID Tags	-	-	13,055
-	-	Copier Lease & Maint	-	-	4,800
763	2,575	Travel & Training	4,000	4,000	2,500
28,779	33,995	Internal Charge-Facilities	26,936	26,936	43,672
13,476	8,910	Internal Charge-Tech Services	9,840	9,840	17,138
8,708	12,320	Office Supplies & Services	13,359	13,000	8,000
(14)	7	Cash Over & Short	-	161	-
-	-	Library Materials & Processing	-	-	83,000
7,098	6,489	Audio Materials	7,500	7,500	-
12,091	12,782	Visual Materials	12,000	12,000	-
5,517	10,939	Electronic Materials	10,000	10,000	-
51,822	45,493	Books	50,500	50,500	-
8	98	Lost Books Refunds	100	102	-
3,186	3,256	Periodicals (Magazines)	3,000	3,026	-
-	-	FOL Pass Thru Expense	-	6,500	14,400
-	-	Volunteer Recognition	-	-	1,500
9,883	5,092	Grants-Library Expended	3,000	3,584	3,384
2,374	3,606	Donations-Library Expended	3,500	85	13,532
9,718	10,831	Donations Expended FOL	15,000	15,715	33,353
48,205	-	Library Proj Donation Refunds	-	-	-
207,553	162,068	<i>SUBTOTAL MATERIALS & SERVICES</i>	163,735	167,949	245,834
105,423	103,142	O/H to General Fund	93,755	93,755	96,295
-	-	Transfer to Building Project	-	-	1,238,254
105,423	103,142	<i>SUBTOTAL TRANSFERS</i>	93,755	93,755	1,334,549
-	-	Contingency	129,723	-	114,885
-	-	Contingency-Restricted Lib Proj	1,138,241	-	-
-	-	<i>SUBTOTAL OTHER</i>	1,267,964	-	114,885
836,728	867,110	<i>TOTAL REQUIREMENTS</i>	2,152,237	881,422	2,345,022
1,377,845	1,359,926	<i>NET BALANCE</i>	-	1,437,536	-

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.

2017 Budget at a Glance			
Intergovernmental <i>Primary Funding Source</i>	\$ 1,653,588	53% <i>% of rev</i>	\$ 3,125,611 <i>Total Revenue</i>
6.55 <i>FTE</i>	\$ 639,646 <i>Personnel Services</i>	29% <i>% of exp</i>	\$ 3,408,209 <i>Total Expense</i>
	10% of Operating Expense <i>Contingency/Reserve Minimum Policy</i>		\$ 550,140 <i>Contingency</i>

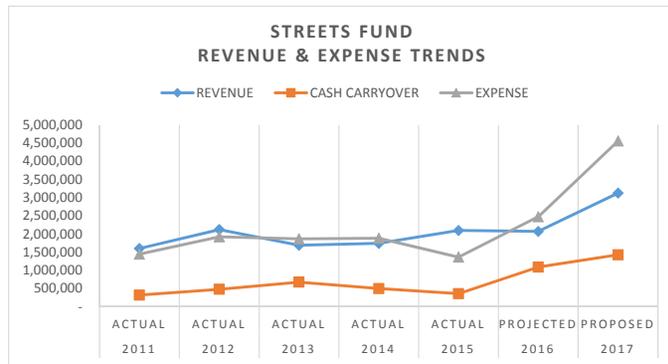
Historical Trends & Forecast

STREETS FUND

	2011	2012	2013	2014	2015	2016	2017	Assumptions	2018	2019	2020	2021
REVENUE	Actual	Actual	Actual	Actual	Actual	Projected	Proposed		Forecasted	Forecasted	Forecasted	Forecasted
<i>PROGRAM REVENUES</i>												
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												
<i>STREETS EXPENDITURES</i>												
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 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
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

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

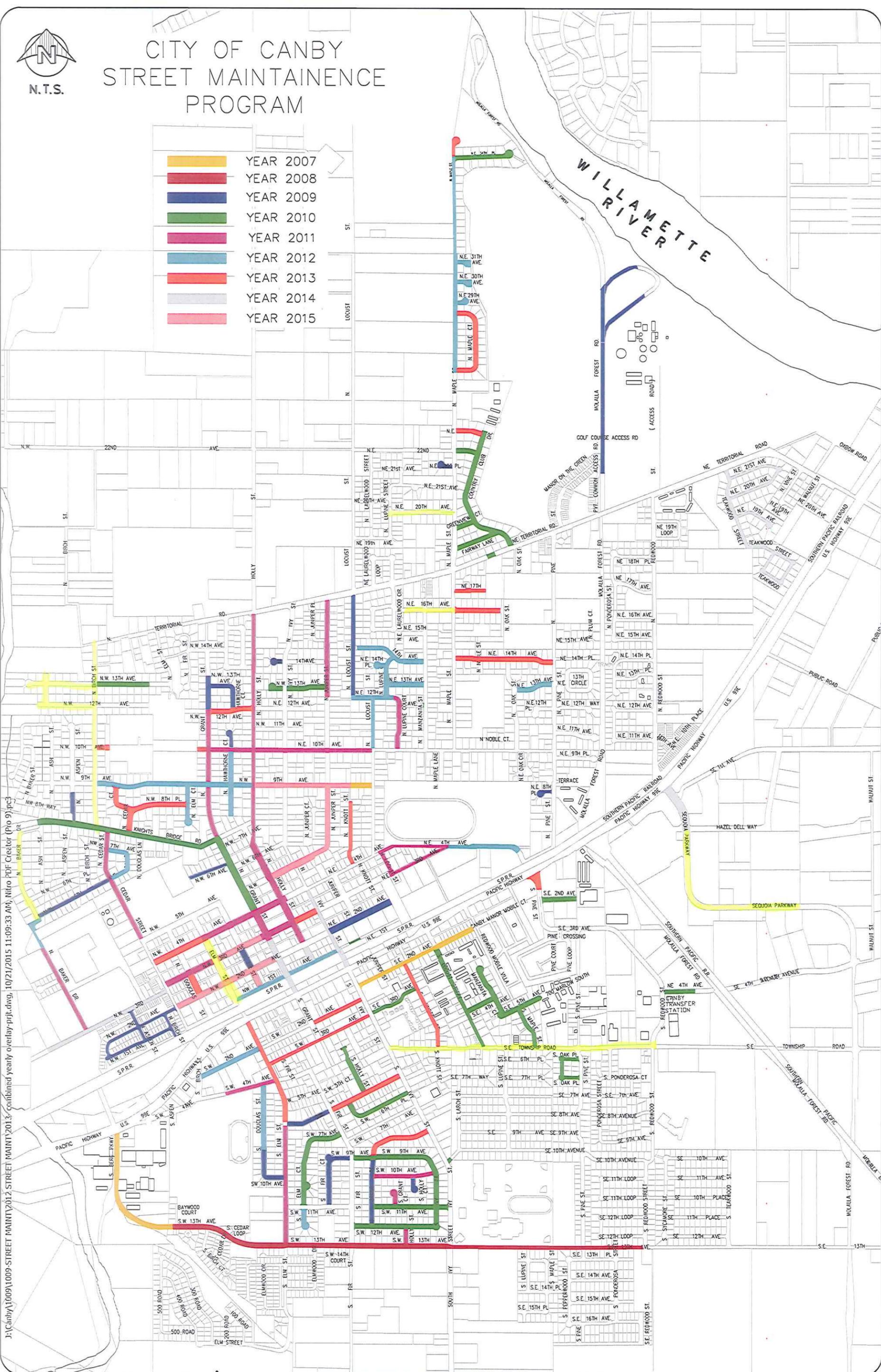
^ 90% of budgeted revenue, 10% unrestricted for program administration retained within the street fund *updated from 80 to per code

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



CITY OF CANBY STREET MAINTAINENCE PROGRAM

- YEAR 2007
- YEAR 2008
- YEAR 2009
- YEAR 2010
- YEAR 2011
- YEAR 2012
- YEAR 2013
- YEAR 2014
- YEAR 2015

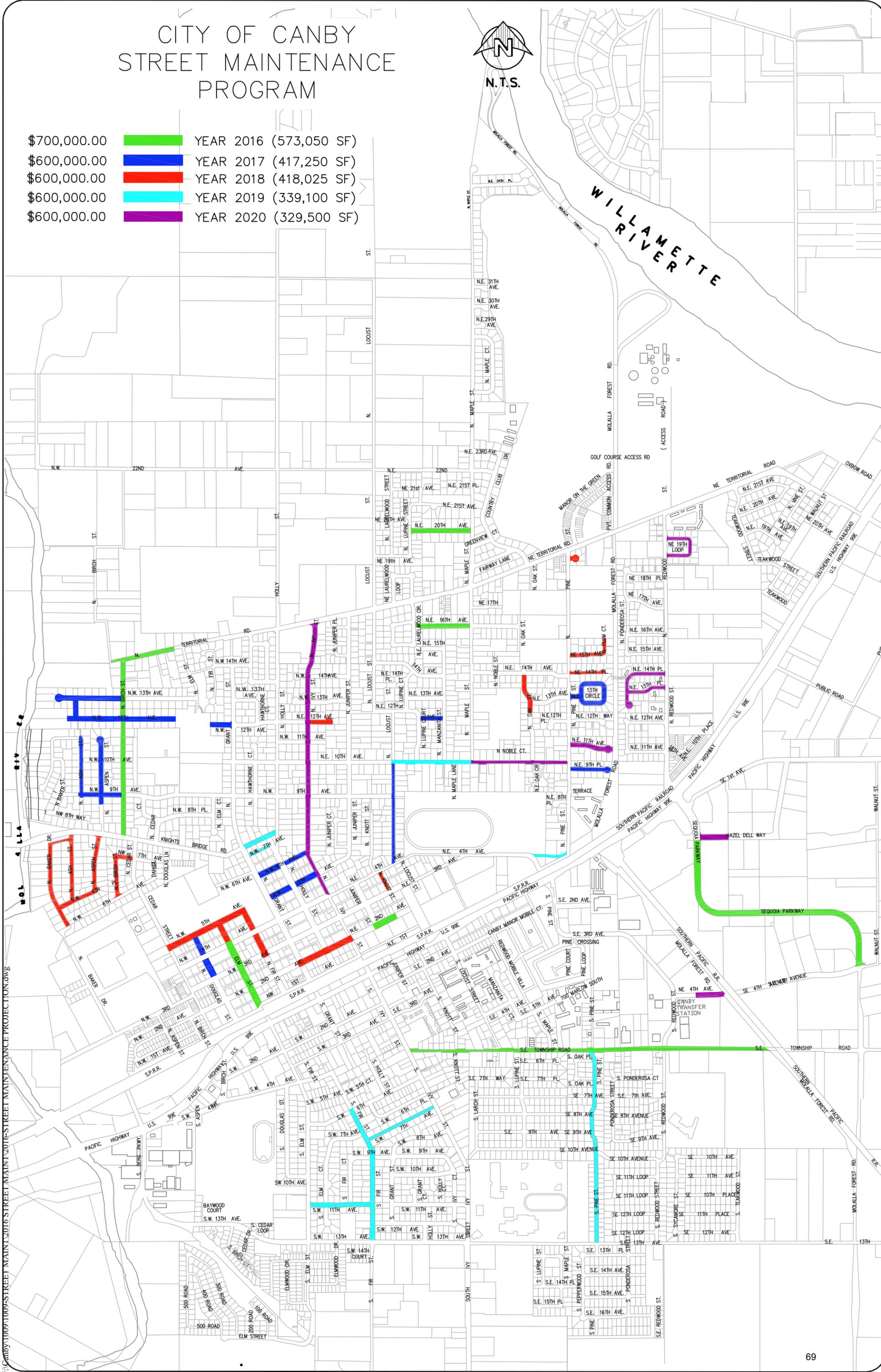


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CITY OF CANBY STREET MAINTENANCE PROGRAM



- \$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)



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Streets Fund Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
908,082	922,195	State Highway Fund	923,000	930,700	940,000
231,438	241,483	Local Gas Tax	231,800	263,800	276,900
-	169,506	Federal Fund Exchange CDBG	173,233	-	170,000
				20,000	165,000
48,201	49,548	Construction Excise Tax	33,000	124,588	101,688
538,102	534,621	Street Maintenance Fee	532,900	541,400	541,400
9,820	8,365	Erosion Control Fees	6,125	17,500	15,000
-	-	Driveway/Curb/Sidewalk Inspect	-	5,000	3,000
1,300	2,300	Street Excavation/Opening Fee	1,300	5,000	4,500
-	44,025	Urban Forestry Program Revenue	20,000	15,000	15,000
-	1,033	Street Sign Program Revenue	4,000	1,500	3,000
-	21,658	Transportation Reimbursement SDC	36,725	100,389	115,711
4,289	49,510	Miscellaneous Revenue	52,630	40,244	45,000
-	9,606	Damaged Property Claim Revenue	5,000	500	5,000
2,395	2,991	Interest Revenues	2,200	5,600	5,600
-	-	Transfer from SDC	207,000	-	461,942
-	39,000	Transfer from Collections	54,000	-	111,500
		Transfer from Storm	-	-	145,370
499,273	358,375	Cash Carryover	813,880	1,089,596	1,429,578
2,242,899	2,454,215	TOTAL REVENUE	3,096,793	3,160,817	4,555,189
13,763	14,078	City Administrator	20,783	21,000	21,532
25,140	20,692	Planning Director	21,027	21,836	21,444
-	-	Public Works Director	21,331	12,771	22,489
22,724	23,291	Senior Planner	23,759	23,759	24,235
33,906	25,354	Office Specialist II	27,542	28,225	28,122
-	2,874	Associate Planner	6,386	6,386	6,839
25,846	26,890	Office Specialist III	27,383	27,383	27,926
-	5,754	Public Works I	-	-	-
50,334	83,999	Public Works II	75,816	75,816	78,477
90,704	94,489	Public Works III	110,059	110,059	112,847
33,919	35,546	Public Works Lead Man	36,146	37,709	36,866
2,208	1,488	Part Time Help	9,216	9,623	14,882
293	625	Overtime	2,000	2,000	2,000
198,662	181,768	Employee Benefits	223,980	230,836	239,987
1,600	1,200	Clothing Allowance	2,000	2,000	2,000
499,098	518,047	SUBTOTAL PERSONNEL SERVICES	607,428	609,403	639,646

Streets Fund Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
4,160	3,928	Consultant Engineer	12,000	10,000	12,000
540	1,394	Software Maintenance	2,700	2,700	2,700
1,231	1,330	Curb/Sidewalk Repair	1,500	1,200	1,500
65,843	69,622	Street Lighting & Maint	70,000	70,000	75,000
11,389	27,549	Street Maintenance	33,000	30,000	30,000
393	175	Equipment Rental	150	150	200
42,455	-	Sweeper Lease	-	-	-
803	821	Copier Lease & Maint	800	800	800
37,346	38,198	Street Maint Billing	39,100	38,450	39,360
12,999	23,334	Street Signing	20,000	20,000	8,000
7,542	4,710	Street Marking & Striping	6,000	6,000	10,000
-	3,730	Damaged Property Claim Expense	5,000	626	5,000
4,379	1,868	Communications	2,000	2,000	2,000
319	-	Publications	150	-	-
925	1,711	Travel & Training	1,500	1,500	2,500
85	50	Membership Dues & Fees	150	150	150
84,106	66,427	Internal Charge-Fleet	91,164	127,776	119,202
22,683	26,793	Internal Charge-Facilities	21,230	21,230	18,864
16,845	17,821	Internal Charge-Tech Services	14,760	14,760	15,914
5,093	5,318	Supplies & Services	4,150	4,150	5,450
3,249	2,821	Small Tools	3,000	3,000	4,000
-	-	Cleaning / Supplies	150	-	-
469	626	Safety Supplies	500	700	700
2,020	-	Tree Replacement	-	-	-
3,349	11,157	Landscaping 2nd Ave	10,000	10,000	10,000
-	3,005	Urban Forestry Program	53,925	13,400	15,000
3,861	4,139	Utilities	5,500	5,500	5,500
332,085	316,526	SUBTOTAL MATERIALS & SERVICES	398,429	384,092	383,840
-	-	Equipment	72,000	196,903	61,000
-	123,154	Street Maint Fee Projects	321,000	370,271	621,380
-	-	NW 1st Ave Street Improvements	245,000	-	-
-	-	NW Territorial RD Improvements	-	32,500	277,500
-	289,717	SW 4th Avenue Improvements	-	-	-
-	16,095	10th Avenue Improvements	499,550	9,061	-
-	-	N Cedar Street Improvements	-	20,000	198,000
-	1,793	N Juniper Reconstruct N Ivy-9th	-	-	-
-	-	N Locust NE 4th-NE 10th Improve	-	-	675,000
-	-	S Ivy Sidewalk project/SDC	-	-	437,762
-	430,759	SUBTOTAL CAPITAL	1,137,550	628,735	2,270,642
-	-	Streets Contingency	225,489	-	550,140
-	-	Restricted for future Street Maint.	618,888	743,946	596,840
-	-	SUBTOTAL OTHER	844,377	743,946	1,146,980
85,597	98,649	O/H Transfer To General Fund	109,009	109,009	114,081
-	638	Transfer to SDC Fund	-	-	-
348,778	-	Reserve Transfer to Street	-	-	-
433,814	-	Res Trans - St Maint Fee	-	-	-
185,151	-	Res - Canby Gas Tax	-	-	-
1,053,340	99,287	SUBTOTAL TRANSFERS	109,009	109,009	114,081
1,884,523	1,364,620	TOTAL REQUIREMENTS	3,096,793	2,475,185	4,555,189

Special Revenue Fund

System Development Charge (SDC)

Statement of Purpose

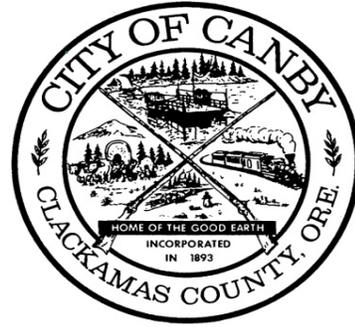
The purpose of this fund is to record SDC improvement revenue and maintain restricted balance by type so that compliance with allowable use can be more easily tracked and controlled in accordance with state statutes.

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 funded in whole or in part by SDC revenue.

For FY 2014-2015 the following was recognized:

TRANSPORTATION SDC

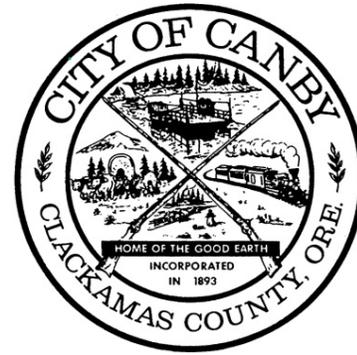
Improvement balance 7/1/2014:	641,683
Reimbursement balance 7/1/2014:	-
Revenue:	
Improvement SDC	116,002
Reimbursement SDC	21,658
Expenditures:	
Improvement SDC Projects	
None	-
Reimbursement SDC Projects	
SW 4th Ave Improvements	21,658
Improvement balance 7/1/2015:	757,685
Reimbursement balance 7/1/2015: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

PARKS SDC

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

System Development Charges

ANNUAL REPORT CONTINUED



Wastewater SDC

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

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

Stormwater SDC

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

Systems Development Fund Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
-	123,215	Parks Improvement SDC's	156,049	494,817	1,204,449
-	21,208	Sewer Improvement SDC's	32,691	71,759	63,488
-	5,706	Storm Improvement SDC's	33,467	32,123	49,422
-	112,655	Streets Improvement SDC's	188,219	414,758	593,030
1,463,363	638	Transfer from Other Funds	-	-	-
-	7,568	Interest Revenues	7,000	10,900	11,990
-	1,463,363	Cash Carryover	1,759,998	1,713,144	2,662,955
1,463,363	1,734,352	<i>TOTAL REVENUE</i>	2,177,424	2,737,501	4,585,334
-	-	Transfer to Parks	320,000	2,500	335,000
-	-	Transfer to Streets	207,000	-	461,942
-	21,208	Transfer to Sewer	33,038	72,046	63,690
-	-	Transfer to Storm	-	-	87,707
-	21,208	<i>SUBTOTAL TRANSFERS</i>	560,038	74,546	948,339
-	-	Restricted for Street Improvements	757,032	1,177,134	1,312,376
-	-	Restricted for Parks Development	819,112	1,447,814	2,324,619
-	-	Restricted for Sewer Improvement	-	-	-
-	-	Restricted for Stormwater improvements	41,242	38,007	-
-	-	<i>SUBTOTAL OTHER</i>	1,617,386	2,662,955	3,636,995
-	21,208	<i>TOTAL REQUIREMENTS</i>	2,177,424	2,737,501	4,585,334
	1,713,144	<i>NET BALANCE</i>		-	-

Special Revenue Fund

Cemetery Perpetual Care

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

Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
14,515	12,170	Perpetual Care: Current Sales	14,000	12,000	12,000
4,468	4,363	Interest Revenues	4,500	4,800	4,800
840,599	859,582	Cash Carryover	877,982	876,116	892,916
859,582	876,115	<i>TOTAL REVENUE</i>	896,482	892,916	909,716
-	-	Unapprop Ending Fund Balance	896,482	-	-
-	-	Contingency	-	-	909,716
-	-	<i>SUBTOTAL OTHER</i>	896,482	-	909,716
-	-	<i>TOTAL REQUIREMENTS</i>	896,482	-	909,716
859,582	876,115	<i>NET BALANCE</i>	-	892,916	-

Special Revenue Fund

Forfeiture

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 Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
35,829	19,264	Forfeiture Funds-Federal	-	4,591	-
-	6,064	Forfeiture Funds-State	-	1,172	-
87	79	Interest Earned-Federal	-	92	-
146	141	Interest Earned-State	-	89	-
39,050	36,840	Cash Carryover	45,002	44,215	35,289
75,112	62,389	TOTAL REVENUE	45,002	50,159	35,289
34,033	13,604	Supplies & Services-Federal	16,066	-	21,033
4,239	4,570	Supplies & Service-State	28,936	14,870	14,257
38,272	18,174	SUBTOTAL MATERIALS & SERVICES	45,002	14,870	35,289
38,272	18,174	TOTAL REQUIREMENTS	45,002	14,870	35,289
36,840	44,215	NET BALANCE	-	35,289	-

Statement of Purpose

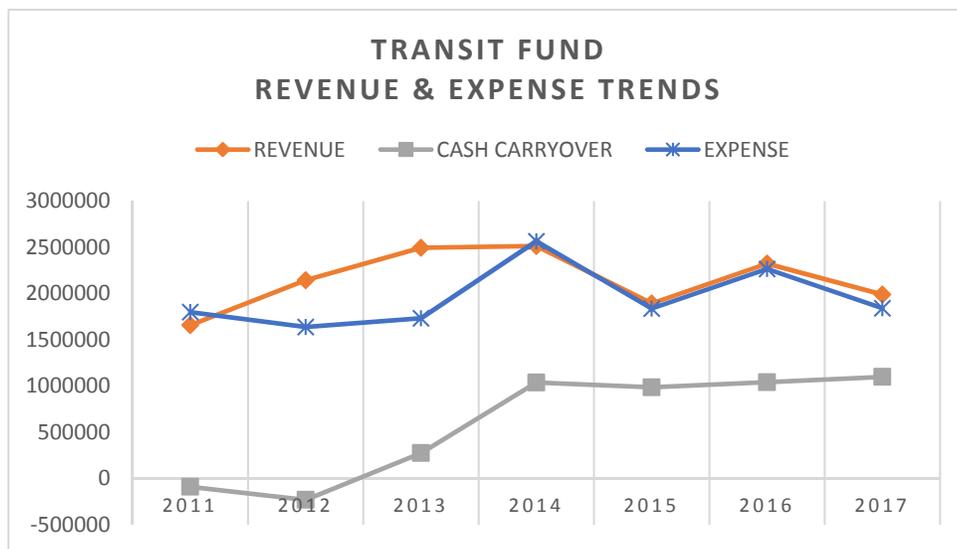
The purpose of the Transit Department (Canby Area Transit) is to provide reliable public transportation.

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 are in the process of finalizing the property purchase budgeted in the FY15016 budget, due to estimated closing dates the funds have been rolledforward into the FY16-17 proposed budget.
- 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
<i>Primary Funding Source</i>		<i>% of rev</i>	<i>Total Revenue</i>
2.85	\$ 308,864	17%	\$ 1,841,858
<i>FTE</i>	<i>Personnel Services</i>	<i>% of exp</i>	<i>Total Expense</i>
10% of Operating Expense		77%	\$ 1,246,574
<i>Contingency/Reserve Minimum Policy</i>		<i>Actual %</i>	<i>Contingency</i>

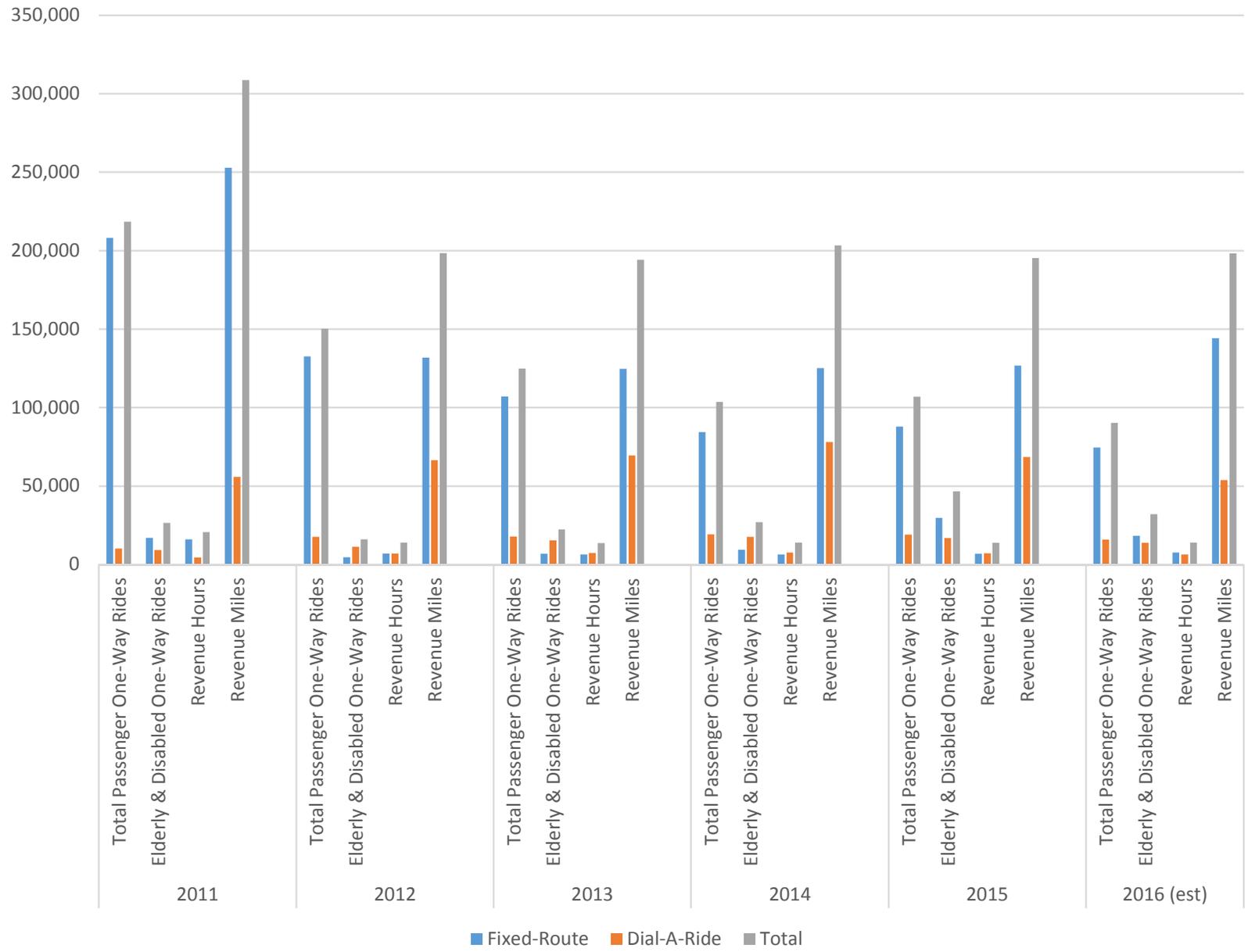
Historical Trends & Forecast

TRANSIT FUND

	2011	2012	2013	2014	2015	2016	2017		2018	2019	2020	2021
REVENUE	Actual	Actual	Actual	Actual	Actual	Projected	Proposed		Forecasted	Forecasted	Forecasted	Forecasted
<i>PROGRAM REVENUES</i>								Assumption				
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												
<i>TRANSIT EXPENDITURES</i>												
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

Ridership Statistics



Transit Fund Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
162,163	162,162	Grant - STF/STO	122,750	122,750	122,750
-	15,282	Grant - 5309	-	-	-
342,345	323,580	Grant - 5311	295,435	312,503	278,366
-	-	Grant - Planning	60,000	-	60,000
50,703	71,684	Grant-Preventative Maintenance	66,200	66,200	66,200
672,075	-	Grant - Capital	411,546	398,370	13,176
93,916	53,529	Grant -Operating	110,200	110,200	110,200
1,041,885	1,161,811	Transit ER Payroll Tax	1,130,000	1,210,800	1,250,000
12,527	18,362	Payroll Tax Penalties & Int	11,000	18,000	10,000
80,236	79,425	Fares	70,000	68,000	68,000
54,250	2,797	Miscellaneous-Income	15,000	11,358	5,000
3,664	4,144	Interest Revenues	4,000	4,800	5,000
706	668	Donations-Transit	400	800	600
1,038,078	986,369	Cash Carryover	901,836	1,041,466	1,099,140
3,552,549	2,879,813	TOTAL REVENUE	3,198,367	3,365,247	3,088,432
27,333	80,102	Transit Manager	80,806	85,740	91,758
-	17,267	Office Specialist IV	17,811	17,811	18,167
52,175	77,269	Office Spec III	79,970	82,445	86,744
38,718	704	Office Specialist II	-	-	-
338	227	Part Time Help	6,000	200	6,000
62,912	77,110	Employee Benefits	91,018	93,406	106,195
181,476	252,679	SUBTOTAL PERSONNEL SERVICES	275,605	279,602	308,864
59,642	2,816	Prof/Tech Services	70,000	5,000	72,400
800,254	804,218	Contract Services	839,379	815,000	839,379
5,292	4,059	Transit Facilities Maintenance	8,000	7,500	11,000
37,230	42,708	Space Lease	48,273	62,187	42,000
254	2,705	Vehicle Maintenance	4,000	3,000	4,000
-	1,579	Vehicle (Non-Ins) Repair	5,000	1,000	5,000
-	-	Insurance Deductible	1,000	1,000	1,000
5,361	4,899	Communications	7,000	4,897	7,000
7,943	11,172	Marketing	14,000	10,000	14,500
2,680	1,754	Printing	6,000	4,000	5,000
465	1,323	Travel & Training	2,000	4,500	2,200
4,635	4,635	Membership Dues & Fees	5,300	5,300	5,500
276,894	186,939	Internal Charge-Fleet	244,287	221,532	262,675
2,258	6,203	Internal Charge-Facilities	4,915	4,915	4,367
23,584	23,761	Internal Charge-Tech Services	19,680	19,680	19,586
15,205	18,338	Supplies & Services	24,600	27,000	20,000
1,241,697	1,117,109	SUBTOTAL MATERIALS & SERVICES	1,303,434	1,196,511	1,315,607

Transit Fund Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
-	294,989	Transit Projects	231,561	210,000	-
809,086	-	Vehicles	425,000	409,878	53,000
-	18,354	Bus Shelters	-	-	-
809,086	313,343	<i>SUBTOTAL CAPITAL</i>	656,561	619,878	53,000
132,985	155,216	O/H to General Fund	170,116	170,116	164,387
200,936	-	Transfer to Sewer IF Loan	-	-	-
333,921	155,216	<i>SUBTOTAL TRANSFERS</i>	170,116	170,116	164,387
-	-	Contingency	792,651	-	1,246,574
-	-	<i>SUBTOTAL OTHER</i>	792,651	-	1,246,574
2,566,180	1,838,347	<i>TOTAL REQUIREMENTS</i>	3,198,367	2,266,107	3,088,432
986,369	1,041,466	<i>NET BALANCE</i>	-	1,099,140	-

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	\$ 606,561	77%	\$ 791,961
<i>Primary Funding Source</i>		<i>% of rev</i>	<i>Total Revenue</i>
8.88	\$ 547,163	67%	\$ 812,341
<i>FTE</i>	<i>Personnel Services</i>	<i>% of exp</i>	<i>Total Expense</i>
10% of Operating Expense		62%	\$ 429,237
<i>Contingency/Reserve Minimum Policy</i>		<i>Actual</i>	<i>Contingency</i>

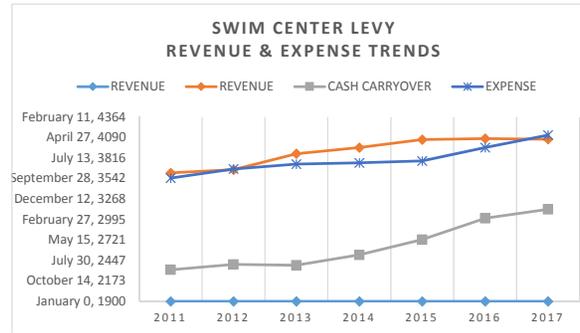
Historical Trends & Forecast

SWIM CENTER LOCAL OPTION LEVY FUND

	2011	2012	2013	2014	2015	2016	2017		2018	2019	2020	2021
REVENUE	Actual	Actual	Actual	Actual	Actual	Projected	Proposed		Forecasted	Forecasted	Forecasted	Forecasted
								Assumption				
PROGRAM REVENUES								3%				
PROPERTY TAXES	436,672	448,261	516,667	552,215	568,151	585,265	606,561		624,758	643,501	662,806	682,690
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
INTEREST REVENUES	777	970	1,189	1,507	1,905	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		822,158	840,901	860,206	880,090
CASH CARRYOVER	154,251	179,952	176,294	227,061	301,596	405,580	449,617		429,237	419,241	380,270	309,766
	781,738	822,716	897,523	978,284	1,091,413	1,200,545	1,241,578		1,251,395	1,260,141	1,240,476	1,189,856
EXPENDITURES												
<i>SWIM CENTER EXPENDITURES</i>												
PERSONNEL SERVICES	403,710	420,419	460,918	488,368	497,524	528,547	547,163	5%	574,521	603,247	633,410	665,080
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
CAPITAL OUTLAY	38,341	34,181	14,065	-	-	22,500	39,500		25,000	25,000	25,000	25,000
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
CONTINGENCY/OTHER EXPENSE	-	-	-	-	-	-	429,237	10%	72,170	76,515	81,150	86,098
EXPENSE	601,786	646,420	670,464	676,687	685,833	750,928	1,241,578		904,324	956,386	1,011,859	1,070,997
REVENUE OVER EXPENDITURE	25,701	(3,656)	50,766	74,536	103,984	44,037	(449,617)		(82,167)	(115,485)	(151,654)	(190,907)
CASH CARRYOVER		176,296	227,060	301,597	405,580	449,617	429,237	-	419,241	380,270	309,766	204,957 *
									347,070	231,585	79,932	(110,976) ^

*assumes contingency is not spent

^assumes contingency is fully spent each year



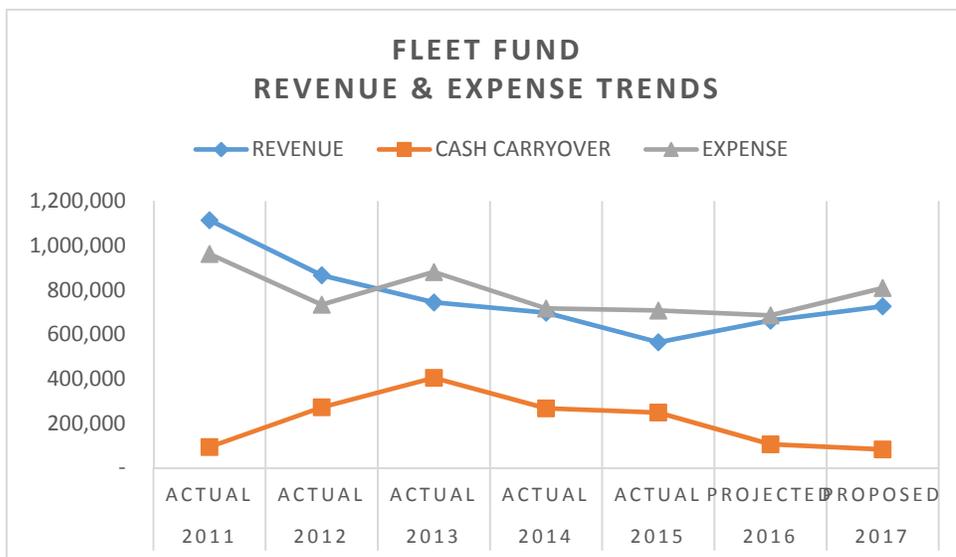
Swim Center Levy Fund
Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
535,523	551,430	Property Tax Levy	572,682	571,565	592,861
16,692	16,721	Property Tax - Prior	18,000	13,700	13,700
185,199	204,818	Pool Revenue	180,000	205,000	180,000
9,468	10,318	Pool Revenue-School District	9,500	425	-
(2,726)	(139)	Less: Pool Refunds	(600)	(612)	-
3,060	4,121	Pool Concessions	3,000	2,487	3,000
1,507	1,905	Interest Revenues	1,800	2,400	2,400
2,500	643	Pool Donations	-	-	-
227,061	301,596	Cash Carryover	400,632	405,580	449,617
978,284	1,091,413	TOTAL REVENUE	1,185,014	1,200,545	1,241,578
71,807	73,590	Aquatics Program Manager	75,067	75,067	76,561
47,378	48,651	Swim Program Coordinator	49,533	49,533	50,527
62,182	64,670	Aquatics - Facility Operator	65,016	65,016	66,304
133,771	151,024	Guards & Instructors	157,000	157,000	167,120
6,784	5,358	Overtime	6,000	6,000	6,000
166,446	154,232	Employee Benefits	166,622	175,931	180,651
488,368	497,524	SUBTOTAL PERSONNEL SERVICES	519,238	528,547	547,163
19,065	16,078	Bldg Maintenance	25,950	22,308	29,000
14,000	14,000	Ground Lease	14,000	14,000	14,000
4,490	4,520	Advertising & Marketing	5,000	4,520	5,000
3,646	1,312	Training & Travel	4,250	2,292	4,250
-	8,910	Internal Charge - Tech Services	7,380	7,380	7,345
10,820	8,017	Supplies & Services	8,050	7,079	8,050
1,223	1,118	Bank Charges	1,300	8,050	8,200
(96)	(188)	Cash Over & Short	-	-	-
8,211	10,476	Pool Chemicals	10,000	9,728	11,000
3,433	3,029	Janitorial Supplies	5,200	4,740	5,200
1,614	1,922	Pool Concession Purchases	2,500	1,825	2,500
27,620	26,877	Utility - Gas	30,000	24,500	31,500
2,885	3,303	Utility - Water	4,000	4,567	4,750
11,309	12,222	Utility - Electric	13,000	12,600	13,500
2,500	-	Pool Donations - Expended	-	-	-
110,719	111,596	SUBTOTAL MATERIALS & SERVICES	130,630	123,589	144,295
-	-	Bldg Improvements >\$5k	30,000	22,500	39,500
-	-	SUBTOTAL CAPITAL	30,000	22,500	39,500
77,600	76,712	O/H to General Fund	76,292	76,292	81,383
77,600	76,712	SUBTOTAL TRANSFERS	76,292	76,292	81,383
-	-	Contingency	428,854	-	429,237
-	-	SUBTOTAL OTHER	428,854	-	429,237
676,687	685,833	TOTAL REQUIREMENTS	1,185,014	750,928	1,241,578
301,597	405,580	NET BALANCE	-	449,617	-

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 department CIPs. This department also provides repair services to the Adult Center van and bus which is billed accordingly.



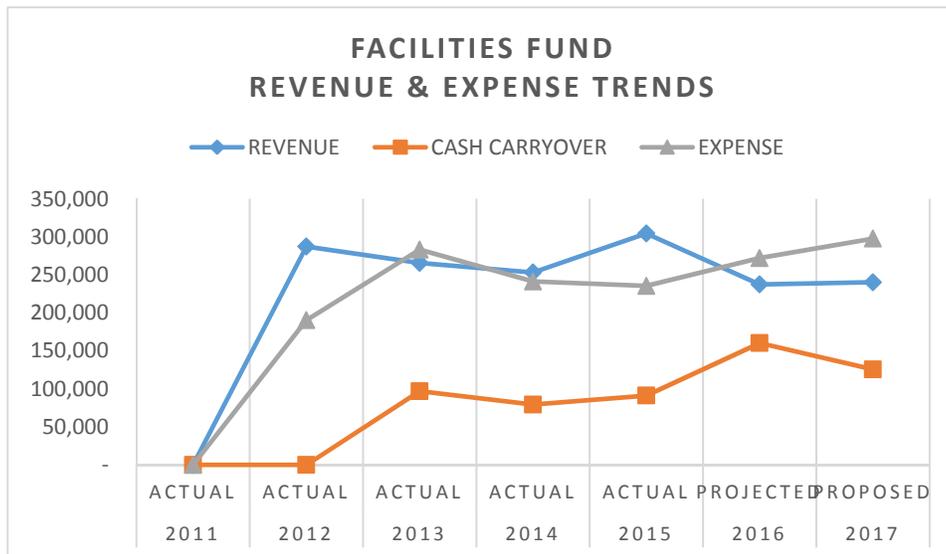
2017 Budget at a Glance			
Internal Charges	\$ 713,848	98%	\$ 726,416
<i>Primary Funding Source</i>		<i>% of rev</i>	<i>Total Revenue</i>
2.35	\$ 246,995	31%	\$ 808,734
<i>FTE</i>	<i>Personnel Services</i>	<i>% of exp</i>	<i>Total Expense</i>
	10% of Operating Expense		\$ 73,676
	<i>Contingency/Reserve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

Fleet Fund Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
1,824	4,159	Miscellaneous-Income	1,000	5,000	540
1,727	1,180	Interest Revenues	1,300	900	900
267,396	248,193	Cash Carryover	85,211	105,410	82,318
9,999	12,605	Canby Adult Center	12,840	11,380	11,128
684,146	546,625	Internal Revenue-Fleet	686,647	645,166	713,848
965,092	812,761	TOTAL REVENUE	786,998	767,856	808,734
-	-	Public Works Director	4,266	2,554	4,498
65,844	67,495	Mechanic Senior	68,850	68,850	70,221
13,772	14,116	Office Specialist II	9,599	10,080	9,792
60,195	61,700	Mechanic	62,939	62,939	64,199
3,157	3,844	Part Time Help	6,058	6,058	6,179
685	-	Overtime	2,500	2,500	2,500
86,775	78,837	Employee Benefits	83,312	84,472	88,806
800	800	Clothing Allowance	800	800	800
231,228	226,792	SUBTOTAL PERSONNEL SERVICES	238,324	238,253	246,995
2,892	4,327	Contract Services-Shop	4,500	3,450	3,625
19,705	25,910	Contract Services-Vehicles	17,500	21,500	22,860
12,081	7,360	CAT Contract Services	17,500	21,000	22,050
4,317	8,135	Deductibles/Self-insure repair	5,000	18,500	18,653
577	592	Copier Lease & Maint	625	545	575
658	2,093	Adult Center Maintenance	-	-	-
22,761	23,023	Canby Area Transit Expenses	30,000	44,220	46,435
1,170	660	Communications	1,000	590	650
74	1,586	Travel & Training	2,000	1,465	2,000
-	300	Membership Dues & Fees	500	150	450
1,551	1,636	DEQ/DMV	1,500	995	2,550
31,502	37,211	Internal Charge-Facilities	29,485	29,485	26,199
10,107	11,880	Internal Charge-Tech Services	9,840	9,840	9,796
61,192	78,288	Supplies & Services	102,650	83,850	88,250
13,705	15,171	Tires	17,500	15,500	18,500
8,346	11,341	Tires-Transit	15,000	18,675	20,545
5,441	2,374	Misc Shop Supplies	5,000	5,000	5,500
7,794	8,329	Tools and Equipment	4,500	9,050	7,500
221,369	184,460	Gasoline/Fuel	207,390	158,000	185,850
1,373	1,481	Oil-General	2,000	2,520	2,775
2,288	2,967	Oil-Transit	2,500	2,100	2,450
371	344	Safety Equipment	850	850	850
6	-	Fleet Vehicles Op Cost	-	-	-
429,280	429,467	SUBTOTAL MATERIALS & SERVICES	476,840	447,285	488,063
-	-	Fleet Contingency	71,834	-	73,676
-	-	SUBTOTAL OTHER	71,834	-	73,676
16,720	51,093	Equipment	-	-	-
39,671	-	Shop Improvements	-	-	-
56,391	51,093	SUBTOTAL CAPITAL	-	-	-
716,899	707,352	TOTAL REQUIREMENTS	786,998	685,538	808,734
248,193	105,409	NET BALANCE	-	82,318	-

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 except the Swim Center and the WWTP whose maintenance is provided by their respective funds. The costs of heating and cooling, cleaning, etc. that were formerly changed to individual departments and funds are now paid through the Facilities Fund and allocated proratically based on square footage; see the Internal Charge and Overhead Cost Allocation in the Introduction section of this 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 building which will consolidate 4 operating locations into one a comprehensive facilities CIP has not be completed.



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

Facilities Fund Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
814	3,786	Miscellaneous Revenues	-	-	-
481	640	Interest Revenues	500	900	900
79,358	91,141	Cash Carryover	127,432	160,167	125,564
1,539	958	Canby Utility	500	1,000	1,900
250,230	299,047	Internal Revenue-Facilities	235,503	235,503	237,447
332,422	395,572	TOTAL REVENUE	363,935	397,570	365,811
59,317	60,803	Facilities Lead Worker	61,965	61,965	63,199
-	-	Overtime	1,000	1,000	1,000
39,353	35,621	Employee Benefits	39,002	40,241	42,040
400	400	Clothing Allowance	400	400	400
99,070	96,824	SUBTOTAL PERSONNEL SERVICES	102,367	103,606	106,639
2,325	2,374	Contract Services	6,000	4,500	6,500
48,934	45,993	Janitorial Services & Supplies	55,000	55,000	55,000
19,471	27,417	Building Repairs & Maintenance	30,000	28,000	30,000
3,000	5,000	Internal Charge-Fleet	4,500	4,500	4,000
3,973	4,181	Supplies and Small Tools	5,000	4,000	5,000
57,533	53,597	Utilities	65,000	60,000	75,000
135,236	138,562	SUBTOTAL MATERIALS & SERVICES	165,500	156,000	175,500
-	-	Contingency	68,168	-	68,172
-	-	SUBTOTAL OTHER	68,168	-	68,172
5,100	-	Capital Equipment	-	-	-
1,877	-	Capital Exp - Library Bldg	5,000	5,000	-
-	-	Capital Exp - Shops Complex	11,000	7,000	4,000
-	19	Capital Exp - Adult Center Bld	400	400	-
-	-	Capital Exp - Cemetery	11,500	-	11,500
6,977	19	SUBTOTAL CAPITAL	27,900	12,400	15,500
241,282	235,405	TOTAL REQUIREMENTS	363,935	272,006	365,811
91,140	160,167	NET BALANCE	-	125,564	-

Statement of Purpose

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

Department Description

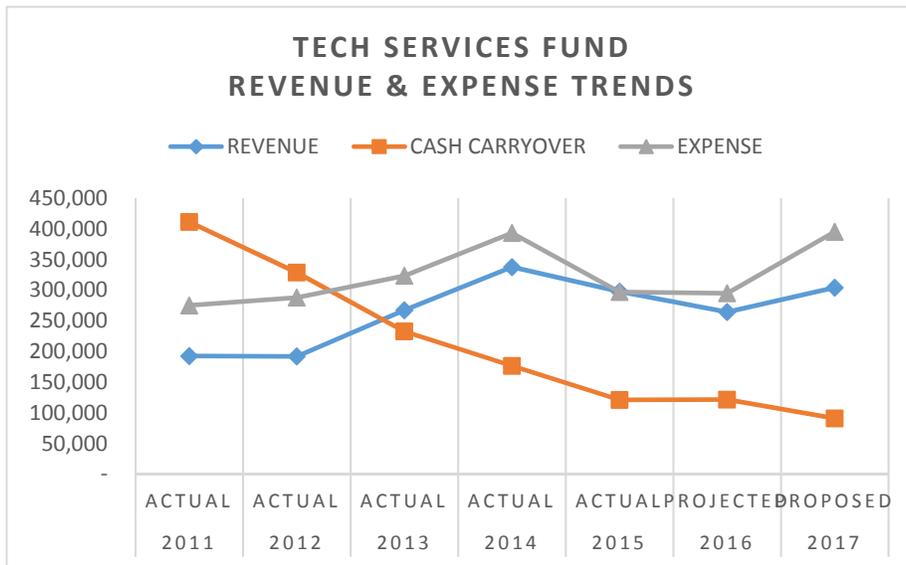
The computer system represents the basic infrastructure for all office operations and is fundamental to efficient staff performance. The Technical Services Department operates on a cost reimbursement basis through charges to departments allocated on a prorational basis based on computer count, see the Internal Charge and Overhead Cost Allocation in the Introduction section of this document for more information on the allocation methodology.

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
<i>Primary Funding Source</i>		<i>% of rev</i>	<i>Total Revenue</i>
1.05	\$ 82,907	21%	\$ 395,328
<i>FTE</i>	<i>Personnel Services</i>	<i>% of exp</i>	<i>Total Expense</i>
10% of Operating Expense + 1/5 5YR CIP			\$ 58,066
	<i>Contingency/Reserve Minimum Policy</i>		<i>Contingency</i>

Technical Services Fund
Proposed Budget Detail

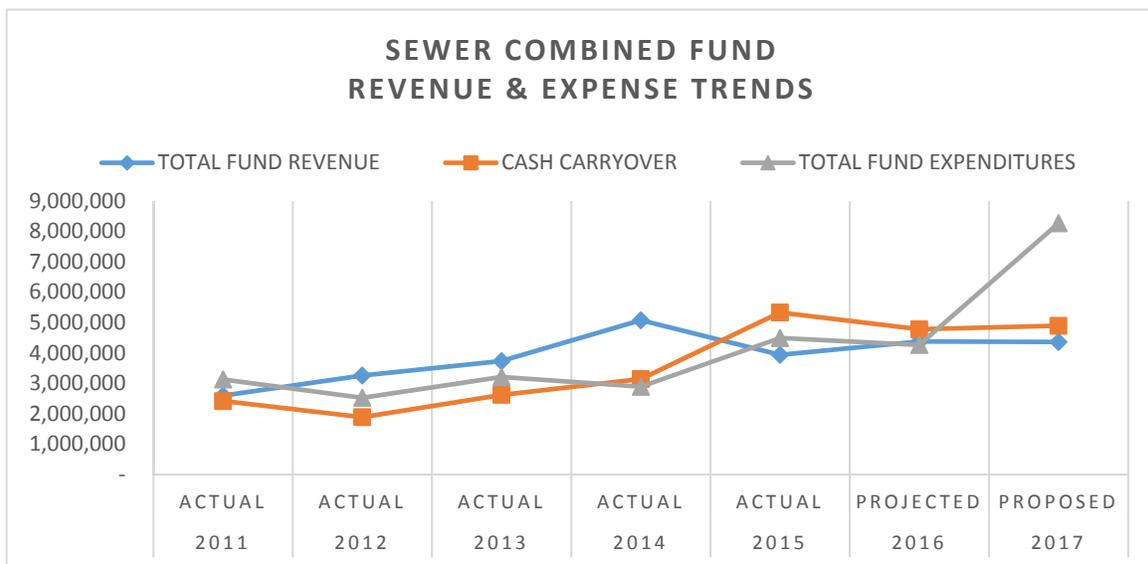
FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
229	-	Miscellaneous-Income	-	535	-
610	706	Interest Revenues	500	700	700
176,640	121,094	Cash Carryover	114,038	121,654	91,039
336,908	297,011	Internal Revenue-Tech Services	263,219	263,219	303,589
514,387	418,811	TOTAL REVENUE	377,757	386,108	395,328
18,461	19,968	Assistant City Administrator	6,365	6,365	6,491
44,711	40,230	Office Spec II	43,197	43,197	48,960
48,689	29,781	Employee Benefits	24,881	25,099	27,456
111,861	89,979	SUBTOTAL PERSONNEL SERVICES	74,443	74,661	82,907
93,652	96,925	Technical Consultant	97,980	97,980	118,115
61,346	62,131	Communications	62,720	63,380	62,370
5,967	6,029	Web Page	8,420	8,420	9,200
40	175	Travel & Training	1,000	1,000	1,000
3,120	7,154	Fees & Dues	7,700	7,700	13,905
1,985	4,175	Internal Charge-Facilities	1,858	1,858	1,965
3,470	4,614	Supplies & Services	5,500	4,840	6,000
169,581	181,204	SUBTOTAL MATERIALS & SERVICES	185,178	185,178	212,555
-	-	Contingency	51,397	-	58,066
-	-	SUBTOTAL OTHER	51,397	-	58,066
94,806	-	Res Transfer to General Fund	-	-	-
94,806	-	SUBTOTAL TRANSFERS	-	-	-
17,044	25,974	Computer Equipment	66,739	35,230	41,800
17,044	25,974	SUBTOTAL CAPITAL	66,739	35,230	41,800
393,292	297,157	TOTAL REQUIREMENTS	377,757	295,069	395,328
121,094	121,654	NET BALANCE	-	91,039	-

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
<i>Primary Funding Source</i>		<i>% of rev</i>	<i>Total Revenue</i>
0.55	\$ 51,573	5%	\$ 985,286
<i>FTE</i>	<i>Personnel Services</i>	<i>% of exp</i>	<i>Total Expense</i>
	10% of Operating Expense		\$ 215,433
	<i>Contingency/Reserve Minimum Policy</i>		<i>Contingency *</i>
<i>* Capital reserve budgeted separately</i>			

Historical Trends & Forecast

SEWER COMBINED FUND

	2011	2012	2013	2014	2015	2016	2017	Assumptions	2018	2019	2020	2021
	Actual	Actual	Actual	Actual	Actual	Projected	Proposed		Forecasted	Forecasted	Forecasted	Forecasted
REVENUE												
<i>PROGRAM REVENUES</i>												
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 *
<i>CASH CARRYOVER</i>							991,647	-	1,306,083	1,776,453	2,601,906	1,964,283 ^

*assumes contingency is not spent

^assumes contingency is fully spent each year

~ master plans and rate studies budgeted as materials and services

Sewer Fund Unallocated Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
1,175,363	35,652	Miscellaneous-Income	5,300	34,070	25,000
20,264	26,785	Interest Revenues	25,000	26,900	26,900
3,144,459	5,332,516	Cash Carryover	4,356,606	4,780,005	4,894,667
3,556,367	3,766,369	Service Charge	3,880,000	4,011,000	3,961,000
7,244	22,808	AFD - North Redwood	-	8,510	-
26,815	-	SDC Improvement (Sewer)	-	-	-
79,446	67,150	SDC Reimbursement (Sewer)	103,210	227,234	201,053
11,950	-	SDC Improvement (Storm)	-	-	-
200,936	-	IF Loan from Transit	-	-	-
-	21,208	Transfer from SDC Fund	33,038	72,046	151,397
8,222,844	9,272,488	TOTAL REVENUE	8,403,154	9,159,765	9,260,017
		UNALLOCATED			
-	-	Office Specialist II	4,877	4,877	4,896
-	-	Office Specialist III	27,382	27,383	27,926
-	-	Employee Benefits	17,941	17,949	18,751
-	-	SUBTOTAL PERSONNEL SERVICES	50,200	50,209	51,573
-	-	Rate Studies and Master Plans	25,000	5,000	125,000
-	-	Sewer Billing	39,100	38,450	39,360
-	-	SUBTOTAL MATERIALS & SERVICES	64,100	43,450	164,360
-	-	Sewer Project Reserve	3,576,281	-	690,747
-	-	SUBTOTAL CAPITAL	3,576,281	-	690,747
-	-	Contingency	250,322	-	215,433
-	-	SUBTOTAL OTHER	250,322	-	215,433
-	-	Transfer to Street Fund	54,000	-	256,870
-	-	SUBTOTAL TRANSFERS	54,000	-	256,870
250,000	255,000	Sewer Bond Princ-08	275,000	275,000	280,000
46,044	36,891	Sewer Bond Int-08	27,284	27,284	17,050
-	-	Sewer Bond Res	297,050	-	300,900
296,044	291,891	SUBTOTAL DEBT SERVICE	599,334	302,284	597,950
296,044	291,891	SUBTOTAL SEWER UNALLOCATED	4,594,237	395,943	1,976,933
4,000	-	Stormwater Management Plan	-	-	-
26,825	-	Stormwater Master Plan	-	-	-
30,825	-	SUBTOTAL MATERIALS & SERVICES	-	-	-
14,020	4,201	Building	-	-	-
59,725	-	WWTP Effluent Diffuser	-	-	-
71,400	1,587,372	14-15 WWTP Improvements	-	-	-
12,817	35,718	Equipment	-	-	-
18,246	3,390	34th Pump Station Rehab/SDC	-	-	-
-	399,999	Vactor Truck	-	-	-
6,993	-	Sewer Push Camera	-	-	-
183,201	2,030,680	SUBTOTAL CAPITAL	-	-	-
-	39,000	Transfer to Street Fund	-	-	-
-	39,000	SUBTOTAL TRANSFERS	-	-	-
214,026	2,069,680	SUBTOTAL SEWER RESERVE	-	-	-
2,890,327	4,492,483	TOTAL SEWER FUND	8,403,154	4,265,098	9,260,017

Statement of Purpose

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.

Fund Description

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

Capital Improvement Plan

<u>Project Description</u>	Proposed					
	Projected 2016	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
<i>Primary Funding Source</i>		<i>% of rev</i>	<i>Total Revenue</i>
5.10	\$ 622,444	17%	\$ 3,726,905
<i>FTE</i>	<i>Personnel Services</i>	<i>% of exp</i>	<i>Total Expense</i>

Sewer Fund WWTP Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
-	-	Public Works Director	8,532	5,109	8,996
47,053	-	Environmental Services Mgr	-	-	-
11,477	6,469	Office Specialist II	-	-	-
12,923	13,445	Office Specialist III	-	-	-
24,089	351	Pre-Treatment Tech	-	-	-
136,800	140,919	Operator III	143,598	120,123	73,232
70,779	72,591	Operator Lead	73,937	77,296	75,411
-	4,821	Pre-Treatment Coordinator	-	5,116	62,620
62,821	97,179	Operator II	120,216	120,216	128,206
3,048	2,647	Overtime	6,000	6,000	6,000
13,623	16,274	Stand By	16,484	16,484	16,484
12,125	15,824	Weekend Surveillance	16,569	16,569	16,569
230,493	194,189	Employee Benefits	224,373	213,151	232,926
2,000	1,848	Clothing Allowance	2,000	2,000	2,000
627,230	566,558	<i>SUBTOTAL PERSONNEL SERVICES</i>	611,709	582,064	622,444
-	1,193	Professional Services	20,000	10,000	20,000
54,409	-	Contract Services	-	-	-
109,741	95,951	Disposal Services	149,000	120,000	149,000
1,684	-	Street Repairs	1,800	800	1,800
34,758	36,647	Maintenance Operations	53,000	50,000	53,000
11,278	10,678	Pump and Motor Repair	22,000	18,000	22,000
1,035	1,309	Grounds Maint	1,800	1,800	1,800
37,662	38,219	Sewer Billing	-	-	-
15,087	14,869	Effluent Testing	22,000	18,000	22,000
871	2,280	Sludge Testing	2,500	2,500	2,500
-	1,286	Pretreatment Testing	3,500	2,000	2,200
2,613	1,725	Communications	3,300	1,800	2,000
2,779	1,408	Travel & Training	4,500	2,800	4,500
909	1,658	Membership Dues & Fees	2,670	1,800	2,500
13,605	12,455	NPDES Permit Fees	14,400	14,400	20,400
20,307	16,368	Internal Charge-Fleet	16,920	14,921	17,164
1,080	1,275	Internal Charge-Facilities	1,010	1,010	897
23,584	23,761	Internal Charge-Tech Services	22,140	22,140	20,811
4,278	4,207	Supplies & Services	7,500	6,000	7,500
2,799	1,432	Safety Supplies	3,100	2,200	3,100
605	63	Tools & Equipment	800	500	800
8,250	3,471	Computer Supplies	8,900	8,500	8,900
5,053	4,998	Bldg Cleaning Service	6,900	6,000	6,900
13,916	11,515	Lab Equipment & Chemicals	13,800	12,000	13,800
6,705	5,965	Bulk Chemicals	15,000	10,000	15,000
41,595	37,565	Lime	57,000	53,000	57,000
7,656	7,656	Biosolids - Polymer	12,000	7,700	12,000
71,495	73,214	Utilities	75,500	75,000	75,500
493,753	411,167	<i>SUBTOTAL MATERIALS & SERVICES</i>	541,040	462,871	543,072
-	-	Building	15,000	15,000	15,000
-	-	Vehicles & Equipment	20,000	-	20,000
-	-	Improvements	-	62,015	-
-	-	Biosolids Handling	875,000	1,025,000	-
-	-	Sludge Storage and Conditioning	-	80,000	2,120,000
-	-	<i>SUBTOTAL CAPITAL</i>	910,000	1,182,015	2,155,000
163,728	147,689	O/H Transfer to General Fund	137,846	137,846	129,119
249,879	260,728	Revenue Trans Franchise Fee	270,000	280,770	277,270
413,607	408,417	<i>SUBTOTAL TRANSFERS</i>	407,846	418,616	406,389
1,534,589	1,386,141	<i>SUBTOTAL WWTP REQUIREMENTS</i>	2,470,595	2,645,566	3,726,905

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

<u>Project Description</u>	Proposed					
	Projected 2016	Budget 2017	Forecasted 2018	Forecasted 2019	Forecasted 2020	Forecasted 2021
Collections equipment NW 34th cont.	- 260,000	100,000	10,000	10,000	10,000	10,000
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
<i>Primary Funding Source</i>		<i>% of rev</i>	<i>Total Revenue</i>
3.10	\$ 317,259	14%	\$ 2,237,835
<i>FTE</i>	<i>Personnel Services</i>	<i>% of exp</i>	<i>Total Expense</i>

Sewer Fund Collections Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
13,763	14,078	City Administrator	20,783	21,000	21,532
25,140	10,544	Planning Director	10,514	10,918	10,722
-	-	Public Works Director	21,331	12,771	22,489
9,411	-	Environmental Services Mgr	-	-	-
10,952	7,121	Office Specialist II	10,666	10,748	10,986
7,575	3,940	Senior Planner	3,960	3,960	4,039
14,595	10,287	Associate Planner	3,193	3,193	3,420
42,008	45,640	Utility Worker I	47,731	47,731	50,145
25,752	26,860	Utility Maint Worker II	26,671	26,671	27,203
27,721	28,231	Utility Worker III	28,957	28,957	29,541
17,784	18,618	Public Works Lead Man	18,933	19,715	19,311
8,673	5,984	Overtime	6,500	6,500	6,500
115,115	86,573	Employee Benefits	104,217	102,766	110,171
1,200	1,200	Clothing Allowance	1,200	1,200	1,200
319,688	259,074	<i>SUBTOTAL PERSONNEL SERVICES</i>	304,656	296,130	317,259
-	-	Consultant Engineer	2,500	2,500	2,500
1,445	1,394	Software Maint	2,600	2,600	2,600
3,561	5,016	Lateral Repair	4,000	5,047	4,000
3,077	7,596	Lift Station Maint	10,000	5,000	10,000
3,080	3,080	Lift Station Telemetry	3,100	3,100	3,100
4,640	2,866	Collection System Maint	6,000	6,000	6,000
150	175	Equipment Rental	250	250	250
702	933	Copier Lease & Maint	1,969	1,969	1,969
3,882	1,265	Communications	1,890	1,890	1,890
-	-	Publications	150	150	150
1,850	2,986	Travel & Training	1,500	1,500	2,000
384	320	Membership Dues & Fees	250	250	250
13,577	23,637	Internal Charge-Fleet	30,337	27,226	36,375
10,022	11,838	Internal Charge-Facilities	9,380	9,380	8,335
10,107	11,880	Internal Charge-Tech Services	7,380	7,380	4,896
3,086	4,877	Supplies & Services	4,000	4,669	5,300
1,728	2,776	Small Tools	2,000	2,000	2,000
-	114	Cleaning/Supplies	150	150	150
476	436	Safety Supplies	400	600	600
4,796	4,893	Utilities-Lift Stations	5,300	5,300	5,300
66,564	86,081	<i>SUBTOTAL MATERIALS & SERVICES</i>	93,156	86,961	97,665
-	-	Vehicles & Equipment	105,000	-	150,000
-	-	34th St Pump Station	260,000	260,000	-
-	-	Willow Creek Lift Station Replace	-	-	300,000
-	-	Fairway Lane Sewer Replacement	145,000	150,965	-
-	-	Mulino Road Pump Station & Force Main S Ivy	-	-	825,000
-	-	<i>SUBTOTAL CAPITAL</i>	510,000	410,965	1,775,000
45,863	44,988	O/H Transfer to General Fund	48,715	48,715	47,911
45,863	44,988	<i>SUBTOTAL TRANSFERS</i>	48,715	48,715	47,911
432,116	390,144	<i>SUBTOTAL COLLECTIONS</i>	956,527	842,771	2,237,835

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

<u>Project Description</u>	Proposed					
	Projected	Budget	Forecasted	Forecasted	Forecasted	Forecasted
	2016	2017	2018	2019	2020	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
<i>Primary Funding Source</i>		<i>% of rev</i>	<i>Total Revenue</i>
2.78	\$ 297,376	23%	\$ 1,318,344
<i>FTE</i>	<i>Personnel Services</i>	<i>% of exp</i>	<i>Total Expense</i>

Sewer Fund Stormwater Department Proposed Budget Detail

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
STORMWATER					
9,175	9,385	City Administrator	13,855	14,000	14,355
25,140	20,692	Planning Director	21,027	21,836	21,444
-	-	Public Works Director	21,331	12,771	22,489
37,642	-	Environmental Services Mgr	-	-	-
12,923	13,445	Office Specialist III	-	-	-
10,952	7,121	Office Specialist II	10,666	10,748	10,986
7,575	7,764	Senior Planner	7,920	7,920	8,078
14,595	3,101	Associate Planner	6,386	6,386	6,839
24,089	351	Storm/Pretreatment Tech	-	-	-
-	4,603	Utility Maint Worker I	-	-	-
25,752	39,101	Utility Maint Worker II	49,145	49,145	51,273
27,720	28,230	Utility Worker III	28,957	28,957	29,541
19,431	20,307	Public Works Lead Man	20,654	21,436	21,066
187	-	Overtime	500	500	500
123,554	86,936	Employee Benefits	104,775	102,845	110,805
338,736	241,036	SUBTOTAL PERSONNEL SERVICES	285,216	276,544	297,376
3,150	22,446	Consultant Engineer	7,000	8,145	10,000
540	1,394	Software Maint	1,900	1,900	1,900
2,118	6,029	Catch Basin Repair	6,000	6,000	6,000
20,125	20,051	Storm System Maintenance	20,000	25,000	20,000
-	-	Equipment Rental	250	250	250
702	721	Copier Lease & Maint	700	700	700
-	-	Storm Water Analysis	2,000	4,000	4,000
3,368	1,279	Communications	1,500	1,500	1,500
-	-	Publications	150	150	150
447	276	Travel & Training	500	500	500
637	-	Membership Dues & Fees	700	700	700
10,022	11,838	Internal Charge-Facilities	9,380	9,380	8,335
1,613	4,536	Supplies & Services	2,500	2,500	2,900
2,000	1,372	Small Tools	2,000	2,000	2,000
422	877	Safety Supplies	600	650	650
600	690	GPS Mapping Project	1,000	500	1,000
45,744	71,508	SUBTOTAL MATERIALS & SERVICES	56,180	63,875	60,585
-	-	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
SUBTOTAL CAPITAL					
29,073	42,084	O/H Transfer to General Fund	40,399	40,399	40,383
29,073	42,084	SUBTOTAL TRANSFERS	40,399	40,399	40,383
413,553	354,628	SUBTOTAL STORMWATER	381,795	380,818	1,318,344

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 Development Fund Budget

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
156,379	-	SDC's Parks-Improvement	-	-	-
600	-	Miscellaneous-Income	-	-	-
4,489	-	Interest Revenues	-	-	-
161,468	-	<i>TOTAL REVENUE</i>	-	-	-
-	-	Supplies & Services	-	-	-
-	-	<i>SUBTOTAL MATERIALS & SERVICES</i>	-	-	-
41,252	-	Molalla Rrv PW/Will. Wayside	-	-	-
242,398	-	North Woods Estates Park	-	-	-
283,650	-	<i>SUBTOTAL CAPITAL</i>	-	-	-
822,317	-	Transfer to SDC Fund	-	-	-
822,317	-	<i>SUBTOTAL TRANSFERS</i>	-	-	-
1,105,967	-	<i>TOTAL REQUIREMENTS</i>	-	-	-
		<i>NET BALANCE</i>	-	-	-

Capital Projects Fund

Street Reserve

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 Budget

FY End Actual 6/30/2014	FY End Actual 6/30/2015	Account Title	2015-16 Budget 4/30/2016	2015-16 Projected YE Totals	2016-17 Proposed Budget
184,553	-	Federal Fund Exchange	-	-	-
117,657	-	SDC's Trans Improvement	-	-	-
22,638	-	SDC's Trans Reimbursement	-	-	-
3,414	-	Interest Revenues	-	-	-
348,778	-	Reserve Transfer from Streets	-	-	-
433,814	-	Res Trans Street Maint Fee	-	-	-
185,151	-	Res Trans Local Gas Tax	-	-	-
1,296,005	-	<i>TOTAL REVENUE</i>	-	-	-
1,618	-	Other Projects	-	-	-
1,026,365	-	Street Maint Fee Projects	-	-	-
499,325	-	N Juniper Reconstruc N Ivy-9th	-	-	-
1,527,307	-	<i>SUBTOTAL CAPITAL</i>	-	-	-
641,046	-	Transfer to SDC Fund	-	-	-
641,046	-	<i>SUBTOTAL TRANSFERS</i>	-	-	-
2,168,353	-	<i>TOTAL REQUIREMENTS</i>	-	-	-
		<i>NET BALANCE</i>	-	-	-