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City of Canby, Oregon

Budget Committee

June 30, 2015

Budget Committee Members	
Member	Term Ends
Robert Backstrom	June 30, 2016
Gwendolyn Polgar	June 30, 2016
OPEN	June 30, 2017
Jason Padden	June 30, 2017
Jack Pendleton	June 30, 2015
Daniel Stearns	June 30, 2015
Robert Fowke (Urban Renewal Only)	June 30, 2015
Councilor Clint Coleman	December 31, 2016
Councilor Traci Hensley	December 31, 2016
Councilor Tim Dale, Chair	December 31, 2016
Councilor Todd Rocha	December 31, 2018
Councilor Greg Parker	December 31, 2018
Councilor Tracie Heidt	December 31, 2018

Brian Hodson, Mayor

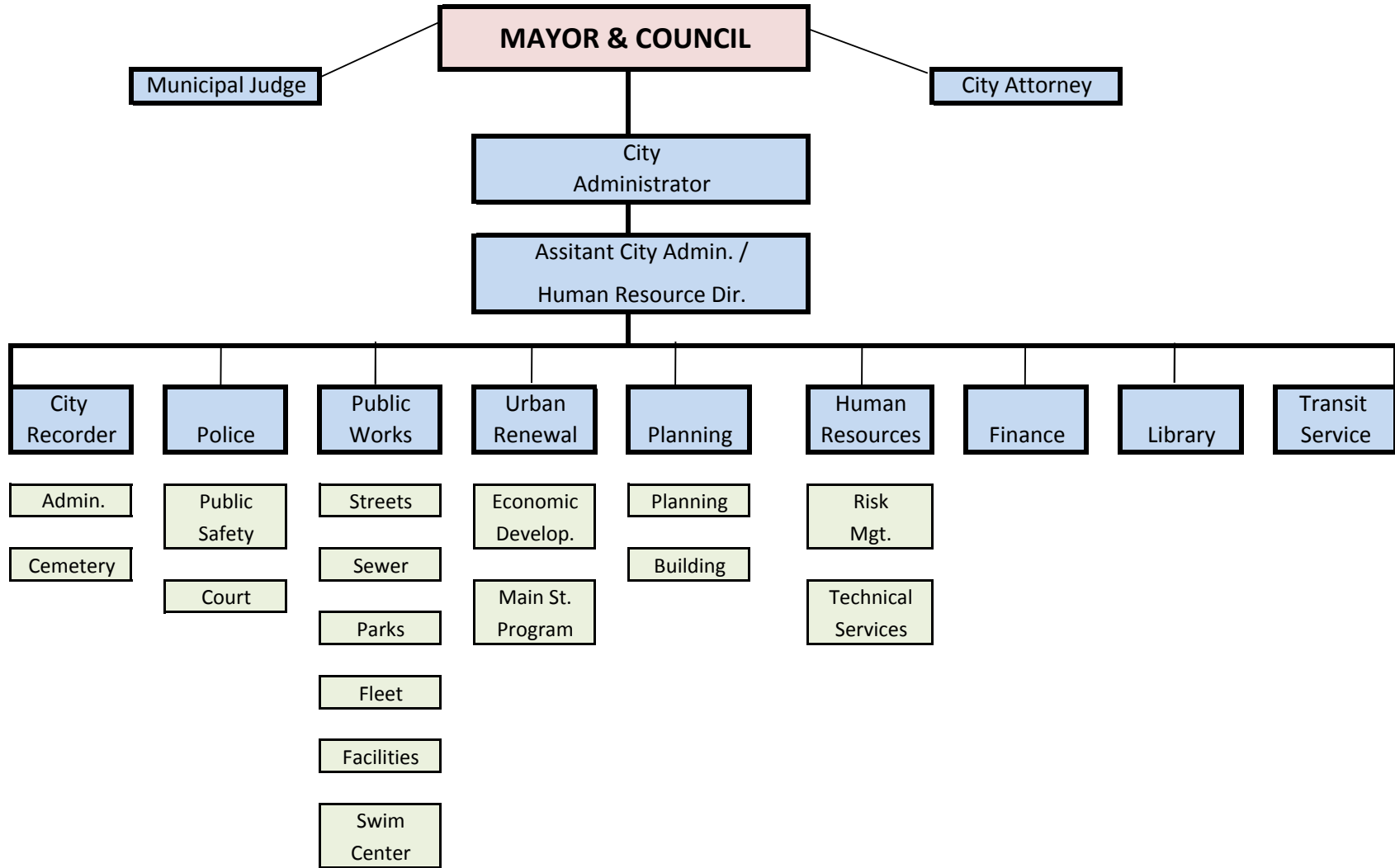
Rick Robinson, City Administrator

Haley Fish, Finance Director

City of Canby PO Box 930 Canby, OR 97013

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

CITY OF CANBY ORGANIZATIONAL CHART - 2015-2016





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

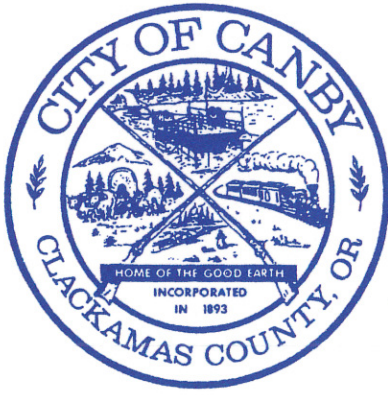
- Identify and implement strategies for attracting additional tenants to industrial parks
- Identify and implement strategies for improving overall health of the business community
- Collaborate with Clackamas County Tourism and Event Center to encourage increased cultural and commercial activity
- Build 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

General Administration Office

Included herein is the fiscal 2015-2016 budget including the budget *proposed* by management, the budget *approved* by the Budget Committee and the budget *adopted* by the City Council.

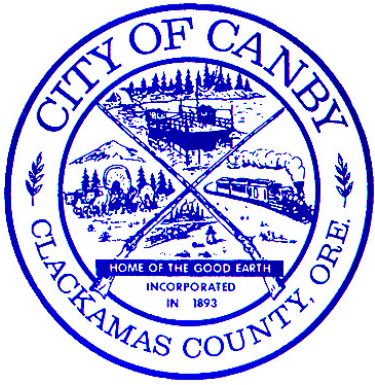
In the proposed budget document management provided a 5 year history of the general fund, additional trend analysis and classified revenue and expense by recurring, restricted, inconsistent/unreliable and prospectively irrelevant. This exemplified concepts inherent to a structurally balanced budget which is a key component of financial sustainability. These have not been retained within the final budget document however the proposed budget document will continue to be posted on the City's finance webpage (<http://www.ci.canby.or.us/Departments/Finance/finance.htm>) throughout the remainder of this fiscal year so it is available for reference.

Management, the Budget Committee, the new Municipal Audit and Financial Oversight Committee and the City Council are working on updating financial policies and strategic financial planning to move towards attaining financial stability in accordance with Council goals.

We thank everyone who participated in the budget process.

Sincerely,

Haley Fish, CPA, CFE
Finance Director
City of Canby



City of Canby

April 30, 2015

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 2015-2016.

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 2015-2016 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 2015-16 "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 6/30/2013 and FY End 6/30/14). The adopted budget for FY 2014-15 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, a section titled Goal Integration to outline how this budget is supporting the department/fund reach the goals as presented to City Council earlier this year, an outline of Noteworthy Changes for 2014-2015 and a Budget at a Glance section outlining in narrative form the applicable expense categories. 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 at the bottom of each department/fund. 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 2015. 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.
- Retained the Personnel Worksheet which was added to the proposed budget document last year. It summarizes actual FTE (Full – time equivalents) for the 3 prior year, the current year projected FTE and the proposed FTE.
- Retained additional trend and graphical information added to the proposed budget book last year.

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, 2015 of 2.4%
- 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 2015-2016 City Budget as submitted,



Rick Robinson
City Administrator

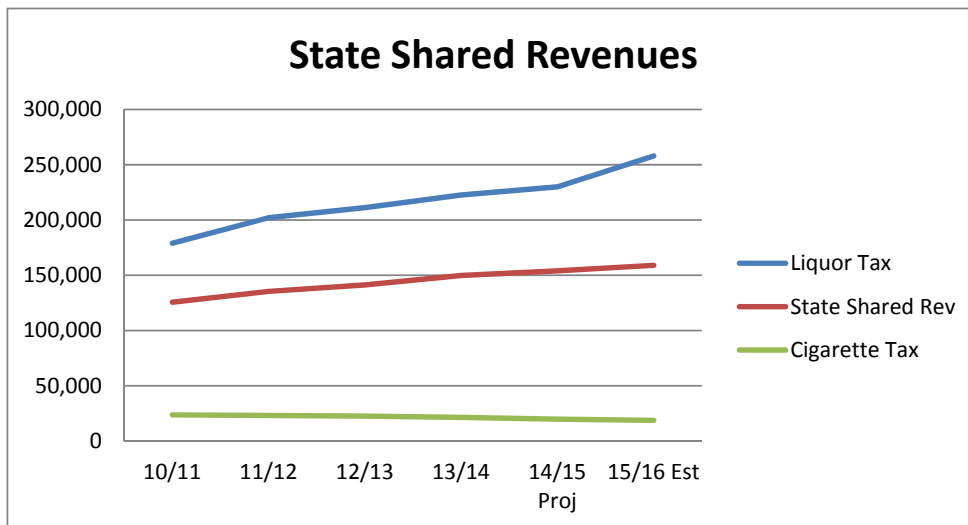
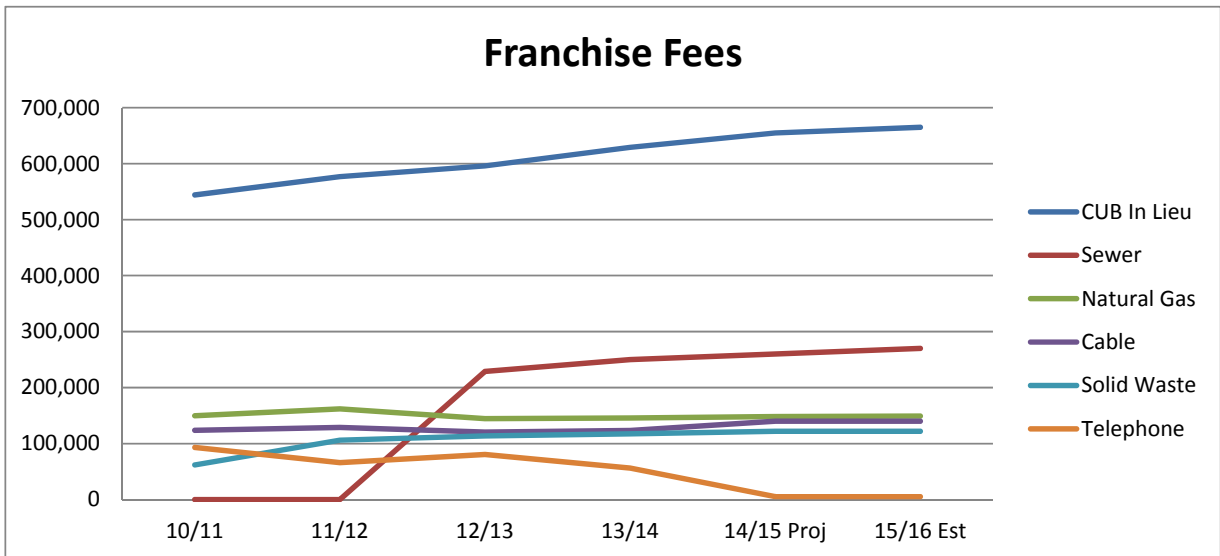
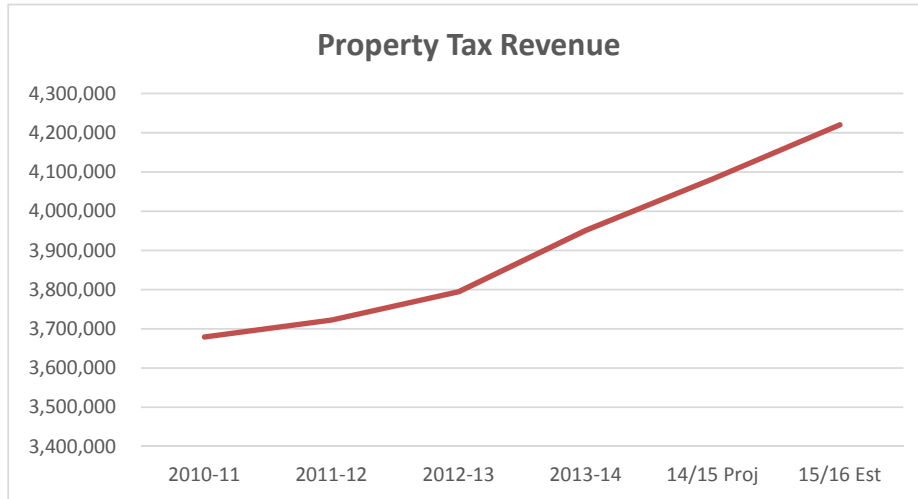
CITY OF CANBY BUDGET SUMMARY 15-16

FY 2015-2016

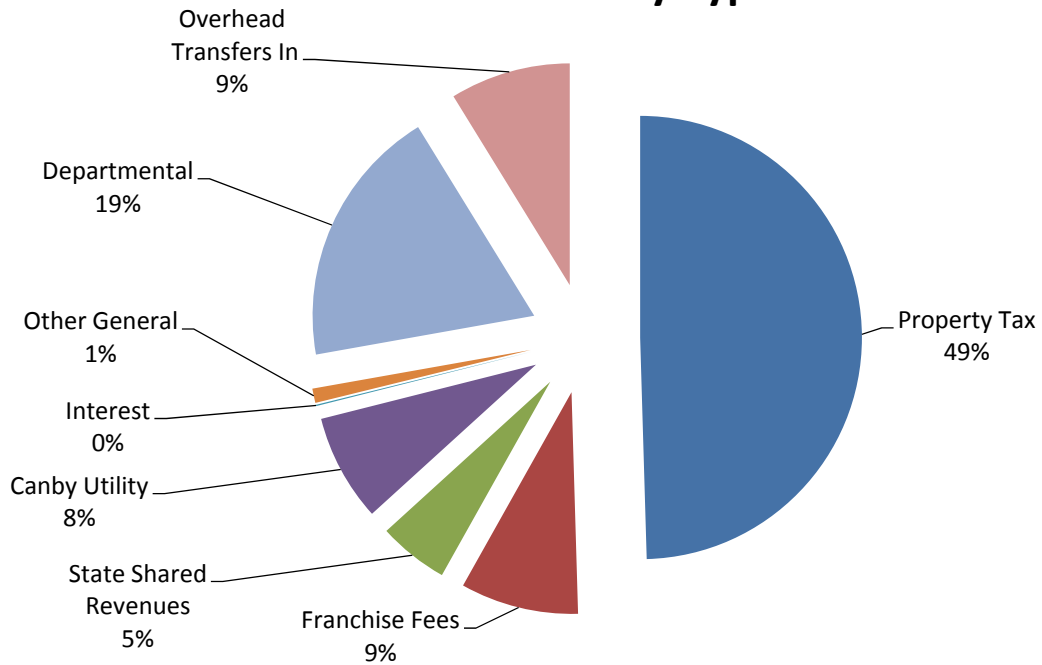
		<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Contingency/ Other</i>	<i>Transfers</i>	<i>Capital</i>	<i>Debt Service</i>	<i>Unap FB</i>	<i>Total Budget</i>
General Fund	FTE								0
Administration	4.01	531,626	495,021	0	0	0	0	0	1,026,647
Court	3.85	268,669	77,992	0	0	0	0	0	346,661
Planning	1.30	125,758	91,706	0	0	0	0	0	217,464
Parks	3.35	340,736	137,790	0	0	320,000	0	0	798,526
Building	0.25	30,766	1,042	0	11,428	0	0	0	43,236
Police	28.30	3,950,067	932,188	0	0	32,000	0	0	4,914,255
Cemetery	0.15	12,720	63,930	0	0	0	0	0	76,650
Finance	2.75	319,364	125,425	0	0	0	0	0	444,789
Economic Development	3.51	416,430	97,283	0	61,002	0	0	0	574,715
Unallocated	0.00	75,000	128,892	984,548	0	66,030	20,857	0	1,275,327
	47.47	6,071,136	2,151,269	984,548	72,430	418,030	20,857	0	9,718,270
Special Revenue Funds									
Library	8.18	626,783	163,735	1,267,964	93,755	0	0	0	2,152,237
Street	6.75	607,428	398,429	844,377	109,009	1,137,550	0	0	3,096,793
SDC Fund	0.00	0	0	1,617,386	560,038	0	0	0	2,177,424
Cemetery Perp Care	0.00	0	0	0	0	0	0	896,482	896,482
Forfeiture	0.00	0	45,002	0	0	0	0	0	45,002
Transit	2.85	275,605	1,303,434	792,651	170,116	656,561	0	0	3,198,367
Swim Center Levy	9.03	519,238	130,630	436,354	76,292	22,500	0	0	1,185,014
	26.81	2,029,054	2,041,230	4,958,732	1,009,210	1,816,611	0	896,482	12,751,319
Internal Services Funds									
Fleet Services	2.35	238,324	476,840	71,834	0	0	0	0	786,998
Facilities	0.90	102,367	165,500	68,168	0	27,900	0	0	363,935
Technical Services	0.95	74,443	185,178	51,397	0	66,739	0	0	377,757
	4.20	415,134	827,518	191,399	0	94,639	0	0	1,528,690
Enterprise Fund									
Sewer (WWTP)	5.100	611,709	541,040	0	407,846	910,000	0	0	2,470,595
Sewer Collections	3.10	304,656	93,156	0	48,715	330,000	0	0	776,527
Stormwater	2.78	285,216	56,180	0	40,399	0	0	0	381,795
Unallocated	0.55	50,200	64,100	250,322	54,000	3,756,281	599,334	0	4,774,237
	11.53	1,251,781	754,476	250,322	550,960	4,996,281	599,334	0	8,403,154
									0
Total all funds	90.01	9,767,105	5,774,493	6,385,001	1,632,600	7,325,561	620,191	896,482	32,401,433
Less transfers									-1,632,600
									30,768,833

GENERAL FUND

General Revenue Trends



General Fund 2015-16 Budget Revenue By Type



Property Tax	4,220,280
Franchise Fees	733,000
State Shared Revenues	435,700
Canby Utility	665,000
Interest	8,300
Other General	88,935
Departmental	1,619,923
Overhead Transfers In	748,562
Total	8,519,700

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GENERAL						
PROPERTY TAXES						
3,666,650	3,821,531	3,928,957	PROPERTY TAX CURRENT	4,083,280	4,083,280	4,083,280
127,860	129,556	117,600	PROPERTY TAX PRIOR	137,000	137,000	137,000
3,794,510	3,951,087	4,046,557	TOTAL PROPERTY TAXES	4,220,280	4,220,280	4,220,280
FRANCHISE FEES						
120,477	123,486	141,000	CABLE FRANCHISE FEE	140,000	140,000	140,000
80,540	56,119	57,000	TELEPHONE FRANCHISE FEE	52,000	52,000	52,000
113,538	117,272	118,000	SOLID WASTE FRANCHISE FEE	122,000	122,000	122,000
144,545	145,621	146,000	NATURAL GAS FRANCHISE FEE	149,000	149,000	149,000
459,100	442,497	462,000	TOTAL FRANCHISE FEES	463,000	463,000	463,000
INTERGOVERNMENTAL						
22,515	21,381	19,900	CIGARETTE TAX	18,700	18,700	18,700
211,210	222,601	226,000	LIQUOR REVENUE	258,000	258,000	258,000
141,227	149,754	149,600	STATE REVENUE SHARING	159,000	159,000	159,000
374,953	393,736	395,500	TOTAL INTERGOVERNMENTAL	435,700	435,700	435,700
IN LIEU OF TAXES						
595,905	629,307	638,000	CU IN LIEU OF TAXES	665,000	665,000	665,000
595,905	629,307	638,000	TOTAL IN LIEU OF TAXES	665,000	665,000	665,000
CHARGES FOR SERVICES						
13,300	11,825	11,000	TITLE LIEN SEARCH FEES	12,000	12,000	12,000
1,112	3,456	4,265	SDC COMPLIANCE COST FEE	4,590	4,590	4,590
620	160	0	MAIN STREET FEES			0
15,032	15,441	15,265	TOTAL CHARGES FOR SERVICES	16,590	16,590	16,590
PASS THRU REVENUE						
0	43,446	57,300	PEG ACCESS FEES	28,640	28,640	28,640
516,787	0	0	FEMA GRANT - CU			0
516,787	43,446	57,300	TOTAL PASS THRU REVENUE	28,640	28,640	28,640
SPECIAL ASSESSMENTS						
0	10,103	1,200	AFD 3 LRIP PHASE I PRIN/INT	2,400	2,400	2,400
0	10,103	1,200	TOTAL SPECIAL ASSESSMENTS	2,400	2,400	2,400
MISCELLANEOUS REVENUE						
2,730	3,534	2,200	MISCELLANEOUS-INCOME	2,200	2,200	2,200
5,500	6,000	6,000	LEASE RECEIPTS (ADULT CENTER)	6,000	6,000	6,000
8,230	9,534	8,200	TOTAL MISCELLANEOUS REVENUE	8,200	8,200	8,200
INTEREST REVENUES						
7,652	8,138	7,000	INTEREST REVENUES	8,300	8,300	8,300
7,652	8,138	7,000	TOTAL INTEREST REVENUES	8,300	8,300	8,300
PERS RESERVE						
0	237,896	0	PERS RESERVE			0
0	237,896	0	TOTAL PERS RESERVE			0

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
RETIREMENT/SEPARATION RESERVE						
0	68,254	0	RETIREMENT/SEPARATION RESERVE	33,105	33,105	33,105
0	0	0	WORKERS COMP CLAIM RESERVE			0
0	68,254	0	TOTAL RETIREMENT/SEPARATION RES	33,105	33,105	33,105
REVENUE TRANSFERS						
228,824	249,879	260,000	REVENUE TRANS FRANCHISE FEE	270,000	270,000	270,000
228,824	249,879	260,000	TOTAL REVENUE TRANSFERS	270,000	270,000	270,000
CASH CARRYOVER						
0	0	1,234,770	CASH CARRYOVER	1,198,570	1,198,570	1,198,570
0	0	1,234,770	TOTAL CASH CARRYOVER	1,198,570	1,198,570	1,198,570
ADMINISTRATION						
CHARGES FOR SERVICES						
57,320	59,230	56,950	BUSINESS LICENSES	62,000	62,000	62,000
57,320	59,230	56,950	TOTAL CHARGES FOR SERVICES	62,000	62,000	62,000
COURT						
CHARGES FOR SERVICES						
356,023	368,724	320,082	FINES AND BAIL	405,000	405,000	405,000
18,540	38,022	14,000	FINES / JUSTICE COURT	36,000	36,000	36,000
10,119	0	0	PAST DUE COLLECTIONS			0
33,549	34,913	35,000	TRAFFIC SAFETY			0
418,231	441,658	369,082	TOTAL CHARGES FOR SERVICES	441,000	441,000	441,000
PASS THRU REVENUE						
630	885	1,000	HELMETS & CARSEATS	1,000	1,000	1,000
630	885	1,000	TOTAL PASS THRU REVENUE	1,000	1,000	1,000
MISCELLANEOUS REVENUE						
12,542	14,867	12,500	COURT COSTS	13,750	13,750	13,750
0	10	0	COURT MISCELLANEOUS	125	125	125
13,782	5,725	5,500	CITY COSTS	4,000	4,000	4,000
6,530	6,795	4,900	ATTORNEY REIMBURSEMENTS	6,500	6,500	6,500
32,854	27,397	22,900	TOTAL MISCELLANEOUS REVENUE	24,375	24,375	24,375
PLANNING						
CHARGES FOR SERVICES						
17,478	58,732	21,000	LAND USE APPLICATIONS	20,000	20,000	20,000
5,393	22,150	17,250	TRAFFIC STUDIES	14,000	14,000	14,000
6,920	8,426	4,000	PLAN REVIEWS	11,000	11,000	11,000
0	7,214	4,350	ANNEXATIONS	4,350	4,350	4,350
29,790	96,523	46,600	TOTAL CHARGES FOR SERVICES	49,350	49,350	49,350
MISCELLANEOUS REVENUE						
233	195	130	MISCELLANEOUS-PLANNING	50	50	50
233	195	130	TOTAL MISCELLANEOUS REVENUE	50	50	50
PARKS						
CHARGES FOR SERVICES						
645	535	500	PARK RENTALS	500	500	500
645	535	500	TOTAL CHARGES FOR SERVICES	500	500	500

CITY OF CANBY
REVENUES

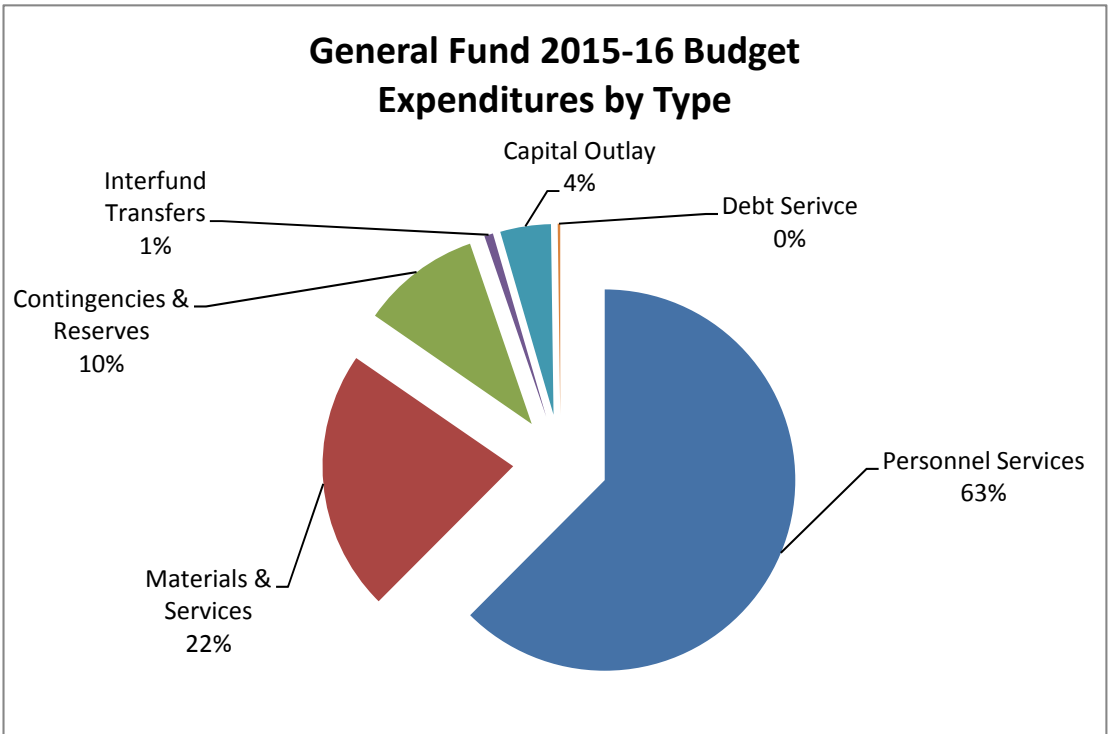
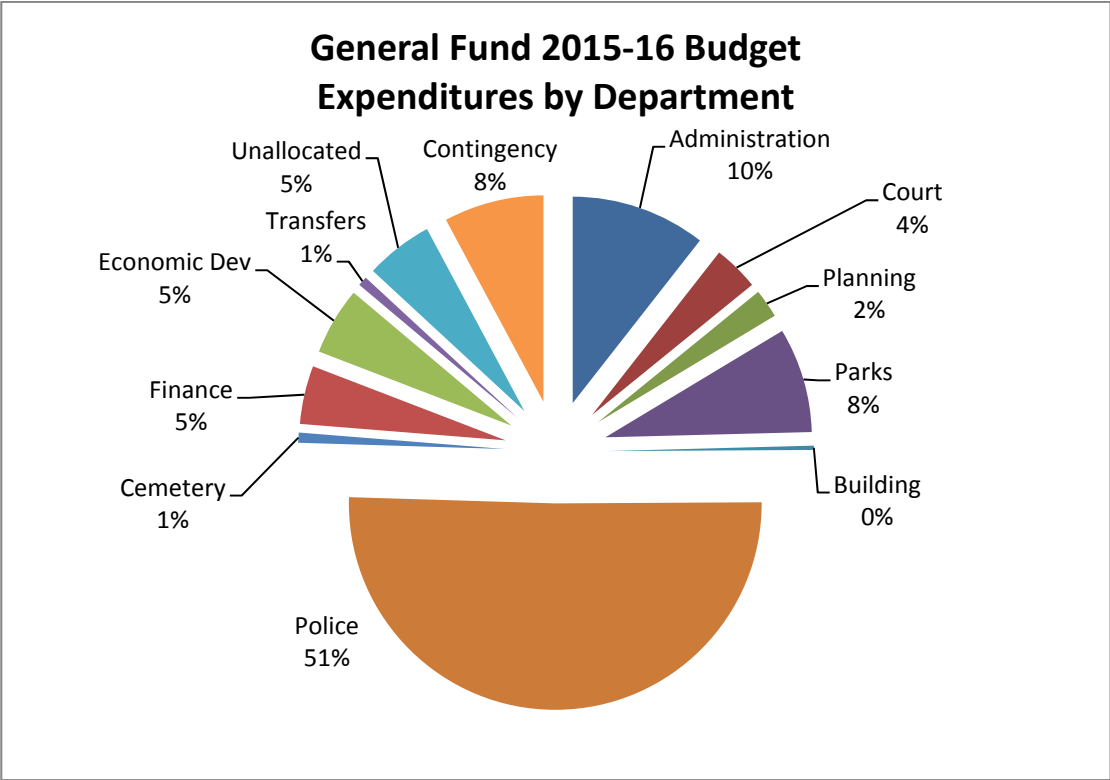
GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MISCELLANEOUS REVENUE						
500	2,236	3,360	MISCELLANEOUS-PARKS	3,660	3,660	3,660
500	2,236	3,360	TOTAL MISCELLANEOUS REVENUE	3,660	3,660	3,660
DONATIONS						
0	0	5,000	DONATIONS-PARKS			0
0	0	5,000	TOTAL DONATIONS			0
TRANSFERS IN						
0	0	521,700	TRANSFER FROM SDC FUND	320,000	320,000	320,000
0	0	521,700	TOTAL TRANSFERS IN	320,000	320,000	320,000
BUILDING						
CHARGES FOR SERVICES						
14,071 99	17,719 0	15,000 0	BUILDING PERMITS REINSPECTION FEES	14,000	14,000	14,000 0
14,170	17,719	15,000	TOTAL CHARGES FOR SERVICES	14,000	14,000	14,000
POLICE						
GRANT REVENUE						
4,440	1,600	2,500	GRANTS - DUII	2,500	2,500	2,500
12,915	0	0	GRANTS-POLICETRAFFIC	1,000	1,000	1,000
1,520	3,300	2,500	GRANT - SEATBELT	2,500	2,500	2,500
0	61,918	0	GRANT - EQUIPMENT			0
2,388	2,395	1,000	GRANT - OJP VEST PROGRAM	1,000	1,000	1,000
21,263	69,213	6,000	TOTAL GRANT REVENUE	7,000	7,000	7,000
CHARGES FOR SERVICES						
11,375	15,750	10,000	VEHICLE RELEASE/TOW FEES	11,000	11,000	11,000
8,480	9,185	8,200	ALARM PERMIT FEES	8,500	8,500	8,500
4,170	3,950	4,000	FINGER PRINTING FEES	4,200	4,200	4,200
2,020	2,085	1,650	REPORTS REVENUE	1,700	1,700	1,700
26,045	30,970	23,850	TOTAL CHARGES FOR SERVICES	25,400	25,400	25,400
MISCELLANEOUS REVENUE						
1,352	12,008	500	MISCELLANEOUS-POLICE	1,000	1,000	1,000
60,188	64,423	66,730	CSD-SHARED SRO REIMBURSEMT	67,737	67,737	67,737
4,804	4,686	16,800	FEDERAL TASK FORCE REIMBURSEMT	16,800	16,800	16,800
3,819	2,272	0	COUNTY GREAT PGM REIMBURSEMEN			0
70,163	83,388	84,030	TOTAL MISCELLANEOUS REVENUE	85,537	85,537	85,537
DONATIONS						
2,429	2,250	500	DONATIONS-POLICE	500	500	500
0	0	0	DONATIONS-CANINE	500	500	500
2,429	2,250	500	TOTAL DONATIONS	1,000	1,000	1,000

CITY OF CANBY
REVENUES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CEMETERY						
CHARGES FOR SERVICES						
17,150	9,000	8,825	GRAVE SALES	9,000	9,000	9,000
28,225	27,850	24,650	GRAVE OPEN & CLOSE	2,400	2,400	2,400
10,200	9,060	8,280	LINER SALES			0
1,460	160	1,250	MARKER & MONUMENTS			0
4,008	3,997	2,000	MAUSOLEUM NAME BARS	3,000	3,000	3,000
1,960	9,583	18,350	MAUSOLEUM SALES	5,450	5,450	5,450
5,100	4,025	2,670	MAUSOLEUM OPEN & CLOSE	3,080	3,080	3,080
68,103	63,675	66,025	TOTAL CHARGES FOR SERVICES	22,930	22,930	22,930
MISCELLANEOUS REVENUE						
4,650	3,300	3,300	MISCELLANEOUS-CEMETERY	4,500	4,500	4,500
4,650	3,300	3,300	TOTAL MISCELLANEOUS REVENUE	4,500	4,500	4,500
DONATIONS						
0	0	0	DONATIONS-CEMETERY			0
0	0	0	TOTAL DONATIONS			0
INTERNAL						
OPERATIONAL TRANSFERS IN						
79,781	19,197	19,010	O/H FROM BUILDING	11,428	11,428	11,428
0	0	72,367	O/H FROM ECONOMIC DEV	61,002	61,002	61,002
118,976	105,423	103,142	O/H FROM LIBRARY FUND	93,755	93,755	93,755
133,971	85,597	98,649	O/H FROM STREET	109,009	109,009	109,009
600	0	0	O/H FROM 911			0
600	0	0	O/H FROM PARKS DEV			0
600	0	0	O/H FROM LIBRARY ENDOW			0
600	0	0	O/H FROM CPC			0
68,883	132,985	155,216	O/H FROM TRANSIT	170,116	170,116	170,116
97,624	77,600	76,712	O/H FROM SWIM LEVY	76,292	76,292	76,292
47,132	97,969	0	O/H FROM UR			0
160,050	163,728	147,689	O/H FROM WWTP	137,846	137,846	137,846
74,152	45,863	44,988	O/H FROM COLLECTIONS	48,715	48,715	48,715
75,393	29,073	42,084	O/H FROM STORMWATER	40,399	40,399	40,399
600	0	0	O/H FROM SEWER RESERVE			0
600	0	0	O/H FROM STREET RESERVE			0
859,562	757,435	759,857	TOTAL OPERATIONAL TRANSFERS IN	748,562	748,562	748,562
INTERFUND TRANSFERS						
192,960	0	0	TRANSFER FROM CLOSED FUNDS			0
0	94,806	0	RESERVE TRANS FROM TECH RES			0
192,960	94,806	0	TOTAL INTERFUND TRANSFERS			0
ECONOMIC DEV						
CHARGES FOR SERVICES						
0	0	500	EVENT REVENUE	250	250	250
0	0	500	TOTAL CHARGES FOR SERVICES	250	250	250
TRANSFERS						
0	0	544,835	TRANSFER FROM UR	557,371	557,371	557,371
0	0	544,835	TOTAL TRANSFERS	557,371	557,371	557,371
7,800,541	7,810,732	9,656,911	TOTAL FUND REVENUE	9,718,270	9,718,270	9,718,270



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,

Goals Integration

- Administration staff will continue to work on Departmental goals to the best of their abilities, budget constraints, and staffing level.
- To ensure that customer service goals continue to be met subsequent to staffing reductions implemented July 1, 2014 due to budget constraints, Finance Department staff have established a rotation at City Hall to meet customer service demands for utility billing and for front office backup support.

Noteworthy Changes for 2015-2016

- An unallocated department has been created within the general fund to account for non-departmental debt, special payments passed through to CTV5 for capital expenditure reimbursement in accordance with telecommunication franchise PEG funding, operating contingencies and reserves restricted for specific purposes. These requirements were previously recorded within the Administration Department of the General Fund.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes office supplies, employee training, memberships in professional organizations for the City and its officers, insurance, contract legal and professional services, recruitment and retention costs, employee testing, printing and publishing costs, codification, and other miscellaneous costs of providing customer service.

Capital Outlay – Moved to the unallocated department.

Contingency – Moved to the unallocated department.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
ADMINISTRATION DEPT						
PERSONNEL SERVICES:						
95,834	27,526	42,449	CITY ADMINISTRATOR	41,566	41,566	41,566
65,880	85,123	90,900	CITY ATTORNEY	90,900	90,900	90,900
102,303	79,951	82,909	ASSISTANT CITY ADMINISTRATOR	82,742	82,742	82,742
62,442	71,536	60,488	CITY RECORDER	61,932	61,932	61,932
38,381	41,372	0	DEPUTY CITY RECORDER			0
9,600	9,400	9,600	MAYOR & COUNCIL	9,600	9,600	9,600
37,743	38,656	41,453	OFFICE SPECIALIST II	43,932	43,932	43,932
2,473	12,470	10,547	HR ASSISTANT	14,630	14,630	14,630
8,437	4,644	0	MAIN STREET PROJECT MGR			0
1,133	1,142	2,097	PART TIME/OFFICE SPEC II	2,147	2,147	2,147
29,193	22,670	56,807	RETIREMENT PAYOUT			0
206,032	237,044	179,634	EMPLOYEE BENEFITS	184,177	184,177	184,177
659,451	631,535	576,884	TOTAL PERSONNEL SERVICES	531,626	531,626	531,626
MATERIAL AND SERVICES:						
337	0	500	ELECTION			0
11,408	4,423	10,000	PROF/TECH SERVICES	10,000	10,000	10,000
3,397	18,366	20,485	HR-PROFESSIONAL SERVICES	8,000	8,000	8,000
26,000	36,000	36,000	CTV5 PROFESSIONAL SERVICES	36,000	36,000	36,000
286	23,505	13,000	HR-LEGAL/LABOR NEGOTIATIONS	8,000	8,000	8,000
3,262	6,014	5,300	HR-RECRUIT/EMPLOY TESTING	6,200	6,200	6,200
395	1,860	4,300	CODIFICATION	4,300	4,300	4,300
4,250	4,273	5,000	COPIER LEASE & MAINT	5,000	5,000	5,000
5,500	6,100	6,000	GROUND LEASE (ADULT CENTER)			0
186,424	201,861	273,252	LIABILITY INSURANCE	278,500	278,500	278,500
6,141	0	10,000	NON-INSURANCE CLAIMS	15,000	15,000	15,000
20,000	0	36,878	LIAB INS DEDUCTIBLE ACCRUED	40,000	40,000	40,000
424	488	600	PRINTING & BINDING	600	600	600
5,240	4,758	9,000	MAYOR & CITY COUNCIL	7,000	7,000	7,000
3,546	5,144	0	MAYOR & CC TRAVEL & TRAINING			0
120	122	150	MAYOR & CC MEMBERSHIP DUES	125	125	125
1,636	2,333	5,400	ADMIN STAFF TRAVEL & TRAINING	5,275	5,275	5,275
2,248	1,040	2,500	ATTORNEY TRAVEL & TRAINING	2,500	2,500	2,500
3,422	935	4,300	HR-TRAVEL & TRAINING	3,800	3,800	3,800
14,503	14,826	15,755	ADMIN MEMBERSHIP DUES & FEES	15,185	15,185	15,185
264	84	550	HR-MEMBERSHIP DUES & FEES	555	555	555
0	7,420	5,920	INTERNAL CHARGE-FLEET	3,247	3,247	3,247
0	139,216	50,321	INTERNAL CHARGE-FACILITIES	10,604	10,604	10,604
0	23,584	26,731	INTERNAL CHARGE-TECH SERVICES	19,680	19,680	19,680
6,878	6,456	5,700	SUPPLIES & SERVICES	6,700	6,700	6,700
3,742	4,973	5,000	HR-SUPPLIES & SERVICES	6,450	6,450	6,450
3,370	1,157	0	MAIN STREET SUPPLIES & SVCS			0
5,822	3,092	0	DOWNTOWN FLOWER BASKETS			0
1,299	0	0	VISIONING			0
0	0	25,000	PROPERTY HELD FOR SALE			0
2,548	2,472	750	EMPLOYEE RECOGNITION	250	250	250
1,185	3,584	3,040	HR-RISK MGMT/SAFETY COMMITTEE	2,050	2,050	2,050
516,787	0	0	FEMA GRANT PASS-THRU (CU)			0
840,434	524,086	581,432	TOTAL MATERIAL AND SERVICES	495,021	495,021	495,021
CAPITAL OUTLAY:						
0	27,178	62,217	CAPITAL - PEG ACCESS			0
0	27,178	62,217	TOTAL CAPITAL OUTLAY			0

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DEBT:						
0	45,350	50,293	LOGGING ROAD PRINCIPLES PHS 1			0
0	17,797	17,936	LOGGING ROAD PRINCIPLE PHS 2			0
0	5,560	3,065	LOGGING ROAD INTEREST PHS 1			0
0	4,560	3,670	LOGGING ROAD INTEREST PHS 2			0
0	73,268	74,964	TOTAL DEBT			0
TRANSFERS:						
70,000	70,000	0	TRANSFER TO LIBRARY			0
4,185	0	0	OP TRANSFER TO FLEET			0
146,341	0	0	OP TRANSFER TO FACILITIES			0
19,132	0	0	OP TRANSFER TO TECHNICAL SVC.			0
188,635	0	0	TRANSFER TO DEBT			0
428,293	70,000	0	TOTAL TRANSFERS			0
1,928,178	1,326,067	1,295,497	TOTAL ADMINISTRATION DEPT	1,026,647	1,026,647	1,026,647
OTHER:						
0	0	563,621	CONTINGENCY			0
0	0	0	RETIREMENT/SEP CONTINGENCY			0
0	0	224,600	RESERVE FOR FUTURE EXP-PERS			0
0	0	0	UNAPPROP ENDING FUND BALANCE			0
0	0	788,221	TOTAL OTHER			0

Department Description

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

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

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

Goals Integration

- The Municipal Court has worked with the IT and Finance Departments to develop the online credit and debit card payment service for the convenience of constituents. Due to a court management software conversion, the project was delayed until February 2015. It is expected to be implemented and fully operational by July of 2015.

Noteworthy Changes for 2015-2016

- Traffic Safety revenue as a stand-alone revenue line item has been eliminated. Revenue from all sources will be in the Fines and Bail revenue line.
- Revenue estimates generally have been increased to reflect fines and collections increases.
- Supervision costs are allocated between the Court and Police departments. The allocation of supervision to Court has been revised from 60% to 50% to reflect current status of supervision.
- Two part time temporary clerks will replace a full time position during an employee's FMLA leave.
- One part time clerk (16 hours per week) will remain through the end of the fiscal year due to an increase in citations, defendants and court workload. The benefit and impact of the position will be re-evaluated during the next budget process.
- Additional Spanish interpreter sessions have been schedule to reflect court and trial needs.

Budget at a Glance

Personal Services - - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Include office supplies, postage and forms; interpreter and court appointed attorney costs; employee training and travel; fees for jury, witness and discovery; and traffic safety costs.

Capital Outlay – None at this time.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
COURT DEPT						
PERSONNEL SERVICES:						
3,641	3,204	40,839	COURT SUPERVISOR	35,887	35,887	35,887
41,040	0	0	OFFICE SPEC IV			0
12,085	0	0	OFFICE SPEC III			0
42,336	47,099	45,511	MUNICIPAL JUDGE	45,511	45,511	45,511
0	19,367	73,385	MUNICIPAL COURT CLERK I	105,211	105,211	105,211
47,234	51,369	3,082	MUNICIPAL COURT CLERK II			0
6,008	6,173	7,000	PT COURT SERVICES OFFICER	7,987	7,987	7,987
48,720	43,790	71,840	EMPLOYEE BENEFITS	74,073	74,073	74,073
201,062	171,000	241,657	TOTAL PERSONNEL SERVICES	268,669	268,669	268,669
MATERIAL AND SERVICES:						
1,425	1,961	2,060	SOFTWARE SUPPORT/MAINT			0
1,170	1,260	1,260	INTERPRETER	2,840	2,840	2,840
41,400	41,400	41,400	COURT APPOINTED ATTORNEYS	41,400	41,400	41,400
3,105	3,251	3,276	TECHNICAL/ATTORNEY	3,276	3,276	3,276
598	40	1,690	TRAINING/CONF/TRAVEL	1,620	1,620	1,620
0	0	195	MEMBERSHIP FEES & DUES	195	195	195
0	0	150	JURY FEES	100	100	100
0	19	75	WITNESS FEES	50	50	50
0	0	4,640	INTERNAL CHARGE-FACILITIES	3,676	3,676	3,676
0	13,476	17,821	INTERNAL CHARGE-TECH SERVICES	14,760	14,760	14,760
9,520	5,594	6,310	SUPPLIES & SERVICES	5,200	5,200	5,200
23	15	65	DISCOVERY EXPENSE	75	75	75
1,681	3,354	3,800	BANK CHARGES	3,800	3,800	3,800
1,992	532	1,500	HELMETS & CARSEATS	1,000	1,000	1,000
60,914	70,901	84,242	TOTAL MATERIAL AND SERVICES	77,992	77,992	77,992
CAPITAL OUTLAY:						
15,650	0	0	CAPITAL OFFICE EQUIPMENT			0
15,650	0	0	TOTAL CAPITAL OUTLAY			0
TRANSFERS:						
14,349	0	0	OP TRANSFER TO TECH SVC.			0
14,349	0	0	TOTAL TRANSFERS			0
291,975	241,902	325,899	TOTAL COURT DEPT	346,661	346,661	346,661
OTHER:						
0	0	0	TOTAL OTHER			0

Department Description

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

Goals Integration

- The Transportation Growth Management Grant funded North Redwood Development Concept Plan (DCP) will be completed early in the fiscal year to provide property owners the DCP needed for annexation and guidance on how their property is to be developed.
- Will explore possible expansion of Open Counter software program to assist with residential home permits with our partnering host company.
- Completed land needs study will help inform future UGB decisions and annexation requests.

Noteworthy Changes for 2015-2016

- Cash match to increase competitiveness when seeking available grants has been included in the budget this year.
- We continue to included a Public Works Director in the proposed budget allocated across various public works departments to address the need for supervision, strategic planning and compliance initiatives.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes office supplies, planning commission expenses, employee training, contract professional services, internal technical services charges and the pass-thru revenue/expense neutral annexation and traffic study line items that are paid by applicant.

Capital Outlay – none.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PLANNING DEPT						
PERSONNEL SERVICES:						
86,001	12,570	35,938	PLANNING DIRECTOR	36,798	36,798	36,798
66,377	7,575	11,601	SENIOR PLANNER	11,879	11,879	11,879
0	0	4,448	PUBLIC WORKS DIRECTOR	4,266	4,266	4,266
18,858	8,592	8,719	OFFICE SPECIALIST II	12,710	12,710	12,710
29,794	29,189	28,161	ASSOCIATE PLANNER	22,352	22,352	22,352
10,299	10,454	10,674	CODE ENFORCEMENT OFFICER	5,466	5,466	5,466
0	0	0	PART TIME HELP	903	903	903
84,284	35,292	43,680	EMPLOYEE BENEFITS	31,384	31,384	31,384
295,613	103,672	143,221	TOTAL PERSONNEL SERVICES	125,758	125,758	125,758
MATERIAL AND SERVICES:						
774	142	2,500	ANNEXATION EXPENSES	3,300	3,300	3,300
8,339	47,188	24,000	PROF/TECH SERVICES	45,000	45,000	45,000
300	0	0	BUILDING MAINTENANCE			0
74	68	100	COMMUNICATIONS	100	100	100
800	400	400	MAPPING	500	500	500
408	157	600	PLANNING COMMISS. EXPENSES	500	500	500
923	720	2,200	TRAVEL & TRAINING	2,200	2,200	2,200
655	450	1,135	FEES & DUES	910	910	910
0	0	2,627	INTERNAL CHARGE-FACILITIES	2,081	2,081	2,081
0	16,845	14,851	INTERNAL CHARGE-TECH SERVICES	14,760	14,760	14,760
6,186	7,597	7,750	SUPPLIES & SERVICES	8,355	8,355	8,355
2,863	24,201	17,250	TRAFFIC STUDY	14,000	14,000	14,000
21,322	97,768	73,413	TOTAL MATERIAL AND SERVICES	91,706	91,706	91,706
TRANSFERS:						
14,349	0	0	OP TRANSFER TO TECHNICAL SVC.			0
14,349	0	0	TOTAL TRANSFERS			0
331,283	201,440	216,634	TOTAL PLANNING DEPT	217,464	217,464	217,464
OTHER:						
0	0	0	TOTAL OTHER			0
OTHER:						
0	0	0	TOTAL OTHER			0

Department Description

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

Goals Integration

- The number one goal of the Parks Department will be to continue to provide excellent internal and external customer service while being fiscally responsible. Due to budget constraints 2 parks maintenance positions were eliminated in the 14-15 budget cycle. This has resulted in a reduction of the service level received throughout City parklands; all lands are still receiving service however at varying levels based on prioritizing safety then highly used and visible properties.
- Capital development projects have been deferred until a sustainable solution for park maintenance giving the City the capacity to maintain said improvements is found.

Noteworthy Changes for 2015-2016

- None

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes grounds maintenance supplies, building maintenance supplies, tools, small equipment, internal charges for fleet and technical services and employee training.

Capital Outlay – Funds have been included so that the City can purchase a small portion of land that would correspond with a large donation of land. The City has been working with the property owner to reach an agreement for years and would not develop the land until the City has the capacity to maintain it.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PARKS DEPT						
PERSONNEL SERVICES:						
0	0	4,448	PUBLIC WORKS DIRECTOR	4,266	4,266	4,266
64,621	66,097	67,232	MAINT LEAD WORKER	68,850	68,850	68,850
61,658	63,910	0	PARK MAINTENANCE I			0
0	22,724	23,203	SENIOR PLANNER	23,759	23,759	23,759
48,184	64,667	56,332	PARK UTILITY MAINT II	46,332	46,332	46,332
53,940	55,388	56,555	PARK UTILITY MAINT III	57,913	57,913	57,913
3,284	2,780	3,000	OVERTIME	3,000	3,000	3,000
142,942	205,704	129,328	EMPLOYEE BENEFITS	135,416	135,416	135,416
1,885	2,000	2,000	CLOTHING ALLOWANCE	1,200	1,200	1,200
376,515	483,270	342,098	TOTAL PERSONNEL SERVICES	340,736	340,736	340,736
MATERIAL AND SERVICES:						
1,170	2,010	2,500	CONTRACT SERVICES	2,500	2,500	2,500
9,094	9,082	8,500	PARKS GROUND MAINTENANCE	8,500	8,500	8,500
7,458	4,878	6,100	PARK BLDG MAINTENANCE	6,100	6,100	6,100
2,090	3,215	3,000	VANDALISM REPAIR	3,000	3,000	3,000
1,940	2,092	2,000	COMMUNICATIONS	2,000	2,000	2,000
2,245	2,109	2,450	TRAINING/CONF/TRAVEL	2,450	2,450	2,450
0	48,324	69,950	INTERNAL CHARGE-FLEET	55,263	55,263	55,263
0	0	26,638	INTERNAL CHARGE-FACILITIES	21,107	21,107	21,107
0	6,738	5,940	INTERNAL CHARGE-TECH SERVICES	4,920	4,920	4,920
11,851	8,136	9,950	SUPPLIES & SERVICES	9,950	9,950	9,950
8,875	7,854	6,000	PARK EQUIPMENT	6,000	6,000	6,000
14,971	15,433	16,000	UTILITIES	16,000	16,000	16,000
0	0	0	DONATIONS - PARKS EXPENDED			0
59,694	109,870	159,028	TOTAL MATERIAL AND SERVICES	137,790	137,790	137,790
CAPITAL OUTLAY:						
0	0	6,200	EQUIPMENT			0
0	0	216,700	MOLALLA RVR PW/WILL. WAYSIDE			0
0	0	5,000	NORTH WOODS ESTATES PARK			0
0	0	300,000	COMMUNITY PARK EXPANSION	320,000	320,000	320,000
0	0	527,900	TOTAL CAPITAL OUTLAY	320,000	320,000	320,000
TRANSFERS:						
36,024	0	0	OP TRANSFER TO FLEET			0
4,783	0	0	OP TRANSFER TO TECHNICAL SVC.			0
40,807	0	0	TOTAL TRANSFERS			0
477,016	593,140	1,029,026	TOTAL PARKS DEPT	798,526	798,526	798,526
OTHER:						
0	0	0	TOTAL OTHER			0

Department Description

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

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

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

Goals Integration

City development services staff discuss and review all building permits to assure that that all land use or zoning related standards are met prior to issuing a building permit authorization letter that the applicant presents to Clackamas County Building Codes division that allows the County to release a building permit when they have completed their review with building codes. We strive to move each permit review forward as rapidly as possible so that the City review is never a source of delay in the issuance of a building permit by the County.

Noteworthy Changes for 2015-2016

- A renewed and possibly revised building inspection program contract agreement with the County will be executed this fiscal year.
- Contract labor expense has been eliminated as last City issued building permit has been finalized.
- Supplies expense has been significantly reduced.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function. This staffing level is considered to be the minimum necessary to retain program control, provide administrative oversight and coordination with in-house land use review and approval, and assist with local building code enforcement.

Materials and Services – Includes funds for basic office supplies and internal charge for facilities and technical services.

Transfers – To General Fund for administrative and finance overhead.

Capital Outlay – None

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
BUILDING DEPT						
PERSONNEL SERVICES:						
9,556	12,570	15,402	PLANNING DIRECTOR	15,770	15,770	15,770
22,245	22,954	0	OFFICE SPECIALIST II			0
10,299	10,454	10,674	CODE ENFORCEMENT OFFICER	5,466	5,466	5,466
26,104	32,105	12,502	EMPLOYEE BENEFITS	9,530	9,530	9,530
68,205	78,083	38,578	TOTAL PERSONNEL SERVICES	30,766	30,766	30,766
MATERIAL AND SERVICES:						
0	0	800	CONTRACT LABOR			0
3,759	431	0	CONTRACT BUILDING INSPECTIONS			0
385	0	0	COMPUTER HW/SW			0
74	68	100	COMMUNICATIONS	100	100	100
0	370	437	INTERNAL CHARGE-FACILITIES	347	347	347
0	6,738	2,970	INTERNAL CHARGE-TECH SERVICES			0
1,274	1,013	1,150	SUPPLIES & SERVICE	495	495	495
0	0	150	ARCHIVE COSTS	100	100	100
5,493	8,621	5,607	TOTAL MATERIAL AND SERVICES	1,042	1,042	1,042
TRANSFERS:						
79,781	19,197	19,010	O/H TRANSFER TO GENERAL FUND	11,428	11,428	11,428
389	0	0	OP TRANSFER TO FACILITIES			0
5,979	0	0	OP TRANSFER TO TECHNICAL SVC.			0
86,149	19,197	19,010	TOTAL TRANSFERS	11,428	11,428	11,428
159,847	105,901	63,195	TOTAL BUILDING DEPT	43,236	43,236	43,236
OTHER:						
0	0	0	BUILDING RESERVE FUNDS			0
0	0	0	TOTAL OTHER			0

General Fund:

Police

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, preserve and deliver quality law enforcement services to our community in order to assure safety and security to all.

Department Description:

The 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.

The mission of the Canby Police Department is to protect life and property; enhance community safety and improve quality of life by reducing crime and the fear of crime and to perform in such a manner that promotes the public's trust and confidence, sense of safety and security; while ensuring every member is in compliance with the professional standards established by the Oath of Office, Professional Code of Ethics and Department Policies and Directives.

This year's budget will continue to focus on stabilizing and maintaining our current staffing and level of service. Due to budget constraints, an entry level police officer position including salary and benefits has been and continues to be unfunded (frozen) since the 2010-11 FY. This reduction has changed our department's authorized strength of sworn police officers; from twenty-five (24) to twenty-four positions (25).

Goals Integration:

- The successful activation of the RegJIN Police Records Database took place on April 14, 2015. RegJIN is a modernized law enforcement data collection and record keeping system that allows for greater law enforcement sharing and collaboration for enhanced and quick access to crime information and emerging crime trends.
- \$3,000 is budgeted to the development of an annual Police Officer & Citizens Award ceremony and independent method of recognizing positive community interactions.
- \$1,000 is committed to the Citizens Academy for the purpose of continuing training and education opportunities to community members.
- \$31,000 is budgeted to continue the yearly vehicle replacement program. Three (3) new vehicles will be added to the department inventory.
- 50% of the SRO's salary and benefits is being paid for by the School District to maintain the SRO position at the high school.
- Eight (8) Mobile Data Computers (MDCs) will be replaced with a plan to replace the remaining four (4) MDC's within the next two (2) years.

General Fund:

Police

- Due to budget constraints the following goals will not be realized for the fiscal year 2015 – 2016:
 - Fill the police officer vacancy position/hire personnel to meet the authorized sworn position established at twenty-five (25).
 - Add two police officer positions, expanding the authorized sworn positions to twenty-seven (27).
 - Create one (1) Lieutenant and two (2) Sergeant Positions to establish proper supervisory oversight for all shifts.
 - Participate in Multi-Agency Task Force – Clackamas County Inter-Agency Task Force (CCITF)

Noteworthy Changes for 2015-2016:

- Sergeant Tim Sommer retired in February 2015 with over twenty-seven (27) years of service to the Canby Police Department.
- Officer Mike Smith was promoted to the position of Sergeant.
- K-9 Sergeant Tim Warren will retire his dog, Freddy, in May of 2015, after seven (7) years of service as a tracking and drug detection dog.
- Officer Chris Koehnke was selected to the position of K-9 officer. Officer Koehnke selected fourteen (14) month old “Cavo” as his new partner. Cavo will work as a drug detection dog.
- The Regional Justice Information Network (RegJIN) records management system successfully went “live” on April 14, 2015.
- A new police officer was hired to fill a vacant position. Jacob Bailey started with the department in January 2015.
- Activation of the Police Reserve Program is planned. It is envisioned that two (2) to three (3) persons will participate in the program.

Budget at a Glance:

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes office supplies, employee training, contracted dispatch services, crime prevention expenses, canine expenses, vehicle leases and internal charges for fleet, facilities and technical services.

Capital Outlay – Includes budget for Mobile Data Computers (MDCs) and Police Bullet Proof Vests.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
POLICE DEPT						
PERSONNEL SERVICES:						
117,720	120,895	123,443	POLICE CHIEF	126,394	126,394	126,394
110,011	112,981	115,362	LIEUTENANT	118,108	118,108	118,108
56,631	60,876	27,226	ADMINISTRATIVE ASSISTANT	35,887	35,887	35,887
0	0	0	OFFICE SPECIALIST III			0
83,669	67,956	42,478	RECORDS CLERK/OSII	83,334	83,334	83,334
0	11,481	35,077	RECORDS CLERK/OSI			0
30,899	31,361	32,022	CODE ENFORCEMENT OFFICER	43,726	43,726	43,726
370,854	382,409	383,378	SERGEANTS	380,985	380,985	380,985
723,346	794,434	805,289	PATROL OFFICERS	745,447	745,447	745,447
261,571	254,826	261,595	DETECTIVES	267,885	267,885	267,885
75,540	77,293	78,250	SCHOOL RESOURCE OFFICER	80,134	80,134	80,134
76,217	80,915	81,796	TRAFFIC SAFETY OFFICER	83,765	83,765	83,765
80,892	82,560	81,796	CANINE OFFICERS	166,441	166,441	166,441
75,801	78,640	80,732	GANG OFFICER	83,765	83,765	83,765
56,128	57,395	59,607	PROPERTY & EVIDENCE	61,110	61,110	61,110
45,939	60,181	66,800	OVERTIME	68,403	68,403	68,403
24,693	30,611	30,000	COURT OVERTIME	30,720	30,720	30,720
42,842	42,039	40,000	HOLIDAY OVERTIME	40,960	40,960	40,960
38,667	47,831	35,000	SIU OVERTIME	35,840	35,840	35,840
55,764	56,514	40,000	TRAINING OVERTIME	40,960	40,960	40,960
4,403	6,835	10,000	TET TRAINING OT	10,240	10,240	10,240
2,790	4,936	5,000	SPECIAL EVENTS OVERTIME	5,120	5,120	5,120
10,339	11,526	8,000	CC SWAT OT	8,192	8,192	8,192
7,569	4,476	6,000	SUPERVISION OVERTIME	6,144	6,144	6,144
0	0	0	GRANTS-POLICE TRAFFIC	1,075	1,075	1,075
4,085	3,415	3,400	GRANT - DUII WAGES EXP	2,688	2,688	2,688
1,405	2,824	3,400	GRANT - SEATBELT WAGES EXP	2,688	2,688	2,688
13,112	0	0	GRANT - ODOT			0
1,193,256	1,448,858	1,391,247	EMPLOYEE BENEFITS	1,399,656	1,399,656	1,399,656
13,325	13,600	15,000	UNIFORM CLEANING ALLOWANCE	14,400	14,400	14,400
1,925	1,975	2,400	CLOTHING ALLOWANCE	2,400	2,400	2,400
3,450	3,450	3,750	FOOTWEAR ALLOWANCE	3,600	3,600	3,600
3,582,842	3,953,093	3,868,048	TOTAL PERSONNEL SERVICES	3,950,067	3,950,067	3,950,067

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MATERIAL AND SERVICES:						
0	944	1,000	PROFESSIONAL SERVICES	1,000	1,000	1,000
705	0	0	STORAGE FACILITY RENT			0
0	95,548	94,131	VEHICLE LEASE PAYMENTS	124,494	124,494	124,494
9,935	7,692	8,000	INVESTIGATION & INFO	8,000	8,000	8,000
1,560	1,015	1,000	PRISONERS BOARD & MEDICAL	1,000	1,000	1,000
127	368	1,500	CRIME PREVENTION	1,500	1,500	1,500
24,929	21,919	26,000	COMMUNICATIONS	26,000	26,000	26,000
0	155,862	164,336	COUNTY DISPATCH FEES	167,488	167,488	167,488
2,500	2,500	2,500	JUVENILE DIVERSION SERVICES	3,500	3,500	3,500
38,602	25,186	32,000	TRAINING & TRAVEL	33,000	33,000	33,000
28,724	29,696	30,000	FIREARM EQUIPMENT	30,000	30,000	30,000
1,200	923	1,000	TRAFFIC SAFETY TRAINING			0
7,561	3,570	4,000	TACTICAL ENTRY TEAM EQUIPMENT	4,000	4,000	4,000
150	100	500	E.O.C.	500	500	500
10,563	6,731	15,000	DETECTIVE EQUIPMENT	15,000	15,000	15,000
1,025	1,005	1,000	MEMBERSHIP FEES & DUES	1,000	1,000	1,000
15,765	14,580	27,552	INFORMATION SYSTEM SERVICES	29,670	29,670	29,670
0	230,518	244,245	INTERNAL CHARGE-FLEET	240,929	240,929	240,929
0	0	73,982	INTERNAL CHARGE-FACILITIES	58,620	58,620	58,620
0	131,395	95,044	INTERNAL CHARGE-TECH SERVICES	91,019	91,019	91,019
41,879	32,704	34,000	SUPPLIES & SERVICES	36,700	36,700	36,700
22,821	16,211	20,000	UNIFORMS & PATROL EQUIPMENT	20,000	20,000	20,000
817	258	2,000	EQUIPMENT REPAIR & MAINT	2,000	2,000	2,000
1,456	993	2,000	RADIO REPAIR	2,000	2,000	2,000
20,085	26,218	25,818	800 RADIO OPERATING FEE	26,218	26,218	26,218
3,283	1,679	2,000	CANINE EXPENSES	3,000	3,000	3,000
6,917	2,207	4,000	TRAFFIC SAFETY EQUIPMENT	4,000	4,000	4,000
0	0	0	DONATIONS - POLICE/CANINE EXP			0
2,294	2,096	500	DONATIONS-POLICE	500	500	500
1,050	1,050	1,050	ACCREDITATION	1,050	1,050	1,050
243,949	812,967	914,158	TOTAL MATERIAL AND SERVICES	932,188	932,188	932,188
CAPITAL OUTLAY:						
61,918	0	0	ODOT GRANT - EQUIPMENT			0
0	10,000	20,000	EQUIP - COMPUTER/SOFTWARE	20,000	20,000	20,000
0	0	6,000	EQUIP - VESTS	12,000	12,000	12,000
61,918	10,000	26,000	TOTAL CAPITAL OUTLAY	32,000	32,000	32,000
TRANSFERS:						
237,037	0	0	OP TRANSFER TO FLEET			0
111,902	0	0	OP TRANSFER TO 911			0
86,095	0	0	OP TRANSFER TO TECHNICAL SVC.			0
20,000	0	0	RESERVE TRANSFER TO COMPUTER			0
455,034	0	0	TOTAL TRANSFERS			0
4,343,743	4,776,060	4,808,206	TOTAL POLICE DEPT	4,914,255	4,914,255	4,914,255
OTHER:						
0	0	0	TOTAL OTHER			0

Department Description

Zion Memorial Cemetery is owned, operated and maintained by the City.

Goals Integration

- To provide economic public services and preserve the vitality of the community. Since taking over the grounds maintenance staff have significantly improved quality of the grounds.

Noteworthy Changes for 2015-2016

- 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. The City has decided to use City staff to manage ground maintenance and has an agreement with a local funeral home to directly contract burial services with customers.
- Staff is working with the planning department to get an interactive map of cemetery plot inventory posted to the website for customers to use when purchasing a plot.

Budget at a Glance

Personal Services – Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes the cost of contract labor being performed primarily by streets staff and charged to the cemetery based on the public works hourly rate as adopted by the Council annually in the master fee schedule, miscellaneous small expenses and refunds.

Capital Outlay – None.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CEMETERY DEPT						
PERSONNEL SERVICES:						
3,220	0	0	OFFICE SPECIALIST IV			0
0	2,035	2,182	OFFICE SPECIALIST II	7,112	7,112	7,112
1,775	1,922	1,876	EMPLOYEE BENEFITS	5,608	5,608	5,608
4,996	3,956	4,058	TOTAL PERSONNEL SERVICES	12,720	12,720	12,720
MATERIAL AND SERVICES:						
94,850	93,349	93,100	CONTRACTUAL AGREEMENT			0
0	0	16,029	CONTRACT LABOR	50,430	50,430	50,430
0	0	0	SUPPLIES - MAINTENANCE	2,500	2,500	2,500
412	1,010	1,012	MISCELLANEOUS			0
0	2,450	4,000	REFUNDS	4,000	4,000	4,000
0	0	0	SUPPLIES - RECORDS	100	100	100
0	0	0	TOOLS & EQUIPMENT	1,500	1,500	1,500
0	0	0	UTILITIES	2,400	2,400	2,400
0	0	0	NAME BARS	3,000	3,000	3,000
95,262	96,809	114,141	TOTAL MATERIAL AND SERVICES	63,930	63,930	63,930
100,258	100,765	118,199	TOTAL CEMETERY DEPT	76,650	76,650	76,650
OTHER:						
0	0	0	TOTAL OTHER			0

Department Description

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

Goals Integration

- Efforts to update the financial policies are being undertaken by the Municipal Audit and Financial Oversight Committee (MAFOC).
- The finance department has made significant progress in improving the consistency and relevance of financial information. The City received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. In addition quarterly reports to the City Council are being provided at the second meeting after the close of each fiscal quarter.
- Finance has been working with departments to initiate Capital Improvement Plans which have been used in the preparation of the proposed budget. The finance department plans to expand the scope of these planning initiatives including the goal to implement financial forecast as time and resources allow.
- To ensure that customer service goals continue to be met subsequent to staffing reductions implemented July 1, 2014 due to budget constraints, Finance Department staff has established a rotation at City Hall to meet customer service demands for utility billing and for front office backup support.

Noteworthy Changes for 2015-2016

- We will be implementing an online paystub and W2 distribution portal. This is expected to be more environmentally, economically and operationally sustainable.
- We are also proposing that we move to software assurance a new fee structure with our current accounting software provider, Caselle. Software assurance increases our annual maintenance and support contract however it includes all future software upgrades which we previously had to purchase in addition to our maintenance and support contract. Caselle is no longer improving our current version of the software and to get the next version of the software customers are required to move to software assurance. Caselle has offered incentives to move to software assurance now. Including the licenses for 2 new modules, time keeping and HR, which finance believes are integral to gaining operating efficiencies and provide the resources we need to meet the new Affordable Care Act (ACA) reporting requirements that will be required to comply with effective January 2016.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes office supplies and equipment, employee training, professional services, printing and binding, software maintenance agreements, bank service fees, internal charges for technical services and auditing.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FINANCE DEPT						
PERSONNEL SERVICES:						
97,985	88,994	95,818	FINANCE DIRECTOR	102,943	102,943	102,943
61,184	68,166	52,177	OFFICE SPECIALIST IV	53,434	53,434	53,434
73,541	69,736	35,653	OFFICE SPECIALIST III	36,510	36,510	36,510
32,455	29,098	31,641	OFFICE SPECIALIST II	19,507	19,507	19,507
0	136	1,200	PART TIME HELP	1,000	1,000	1,000
131,923	162,653	121,978	EMPLOYEE BENEFITS	105,970	105,970	105,970
397,088	418,783	338,467	TOTAL PERSONNEL SERVICES	319,364	319,364	319,364
MATERIAL AND SERVICES:						
7,150	900	4,000	PROF/TECH SERVICE	4,000	4,000	4,000
5,310	4,740	4,740	PROF SRVTITLE LIEN SEARCH COST	5,500	5,500	5,500
25,400	26,300	28,250	AUDITING	37,000	37,000	37,000
14,096	13,057	13,710	SOFTWARE MAINTENANCE	31,338	31,338	31,338
100	0	0	REPAIRS & MAINTENANCE			0
3,453	3,730	3,700	COPIER LEASE & MAINT	4,000	4,000	4,000
746	35	500	PUBLICATIONS/BOOKS	500	500	500
1,473	1,593	2,000	PRINTING & BINDING	2,000	2,000	2,000
3,164	5,222	5,575	TRAINING/CONF/TRAVEL	5,500	5,500	5,500
885	1,095	1,065	MEMBERSHIP DUES & FEES	1,685	1,685	1,685
0	0	4,218	INTERNAL CHARGE-FACILITIES	3,342	3,342	3,342
0	23,584	14,851	INTERNAL CHARGE-TECH SERVICES	14,760	14,760	14,760
9,165	3,597	8,545	SUPPLIES & SERVICE	6,600	6,600	6,600
6,818	7,459	7,900	BANK CHARGES	8,200	8,200	8,200
346	134	0	CASH OVER & SHORT			0
472	400	1,500	MISC OFFICE EQUIPMENT	1,000	1,000	1,000
652	0	0	SOFTWARE			0
79,231	91,846	100,554	TOTAL MATERIAL AND SERVICES	125,425	125,425	125,425
TRANSFERS:						
14,349	0	0	OP TRANSFER TO TECHNICAL SVC.			0
7,000	0	0	RESERVE TRANSFER TO COMPUTER			0
21,349	0	0	TOTAL TRANSFERS			0
497,667	510,629	439,021	TOTAL FINANCE DEPT	444,789	444,789	444,789
OTHER:						
0	0	0	TOTAL OTHER			0

Statement of Purpose

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

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.

Goals Integration

Major goals that align with Canby's Community Vision for this fiscal year include:

- Supporting existing businesses through outreach, online promotion, connections to opportunities and resources, and coordinating business gatherings.
- Building on the successful Main Street Program to support downtown businesses, partner with community organizations, and coordinate events to attract visitors and future customers. The program focuses on the 4-Point Approach which includes promotion, design, economic restructuring and organization, Main Street also oversees the Historic Review Board and the Arts & Culture Advisory Council.
- Recruiting new businesses and development to the Canby Pioneer Industrial Park, other Industrial areas and the downtown core.
- Assisting new businesses in the development process and providing resources, connections and technical assistance to help them succeed.
- Promoting vacant industrial and commercial buildings and sites in an online inventory, and through the *Canby in the Spotlight* Newsletter.
- Launch a three year Main Street Program transition strategy, by exploring funding options to fill the gap when Urban Renewal funding is no longer available.

General Fund:

Economic Development

Noteworthy Changes for 2015 – 2016

- Staff will work with several developers to construct a new retail / housing mixed use project on the downtown civic block, a commercial tenant to the library site, and several larger scale private sector commercial developments over the next few years.
- Staff will participate in a statewide manufacturing recruitment initiative as part of Team Oregon and Greater Portland Inc. including targeted trade shows and corporate outreach visits.
- Enhanced social media promotion will be used to showcase Canby for industrial and large scale commercial development.
- The Main Street Program, with the help of the RARE Student, will explore the feasibility of funding the program as a 501c3 organization. The long term goal would be to build a freestanding program, so the Main Street program can continue after the sunset of the Urban Renewal District.
- A new 2015-2016 Certified Local Government(CLG) Grant provides funding for creating and submitting a National Register nomination, five intensive level surveys, a brochure to highlight historic buildings, and public outreach. The CLG Grant will help to discover Canby's rich history and promote it to residents and tourists.
- The Light Up The Night and Canby's Spooktacular Village events will continue to delight children of all ages. New this year we will be sponsoring Canby's Big Night Out street dance with live music, children's activities and local vendors in downtown. It will build on Canby's Big Weekend, which has been a long standing, successful event that includes the Car Show, Dahlia Festival, Dahlia Run, and more.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services – Economic Development related materials and services include business recruitment, expansion and promotion efforts, the Main Street Program, downtown beautification efforts through art and the flower basket and planter program, event coordination and promotion, Light Up the Night holiday celebration among others. Urban Renewal District administration includes staff support for URA meetings, general agency and project specific record keeping, contracting and project specific implementation efforts.

Transfers – To General Fund for administrative and finance overhead.

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
ECONOMIC DEVELOPMENT DEPT						
PERSONNEL SERVICES:						
0	0	42,449	CITY ADMINISTRATOR	41,566	41,566	41,566
0	0	25,511	ASSISTANT CITY ADMINISTRATOR	38,188	38,188	38,188
0	0	103,580	ECONOMIC DEVELOPMENT DIRECTOR	106,036	106,036	106,036
0	0	20,163	CITY RECORDER	20,644	20,644	20,644
0	0	21,796	OFFICE SPECIALIST II	23,109	23,109	23,109
0	0	7,734	SENIOR PLANNER	7,920	7,920	7,920
0	0	44,802	MAIN STREET MANAGER	48,098	48,098	48,098
0	0	4,978	MAIN STREET MGR - NON-URD	5,344	5,344	5,344
0	0	2,272	PART TIME HELP	2,326	2,326	2,326
0	0	113,127	EMPLOYEE BENEFITS	123,199	123,199	123,199
0	0	386,412	TOTAL PERSONNEL SERVICES	416,430	416,430	416,430
MATERIAL AND SERVICES:						
0	0	2,856	INTERNAL CHARGE-FACILITIES	2,263	2,263	2,263
0	0	11,880	INTERNAL CHARGE-TECH SERVICES	12,300	12,300	12,300
0	0	49,164	SUPPLIES & SERVICES	49,682	49,682	49,682
0	0	6,000	MAIN STREET (GENERAL FUND)	6,500	6,500	6,500
0	0	5,107	FLOWER PROGRAM	5,500	5,500	5,500
0	0	10,000	LIGHT THE NIGHT COSTS			0
0	0	29,227	MAIN STREET (UR ALLOWABLE)	21,038	21,038	21,038
0	0	114,234	TOTAL MATERIAL AND SERVICES	97,283	97,283	97,283
TRANSFERS:						
0	0	72,367	O/H TRANSFER TO GENERAL FUND	61,002	61,002	61,002
0	0	72,367	TOTAL TRANSFERS	61,002	61,002	61,002
0	0	573,013	TOTAL ECONOMIC DEVELOPMENT DEP	574,715	574,715	574,715
OTHER:						
0	0	0	TOTAL OTHER			0

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.

Goals Integration

This presentation is more transparent and better meets the intention of Oregon local budget law.

Noteworthy Changes for 2015-2016

- New this year.

Budget at a Glance

Personal Services – Includes the reserve for retirement and separation payouts, see the reserve handout in the front of the proposed budget document for a description of how this reserve is funded.

Materials and Services – Includes our ground lease payments to the school district for the Adult Center, Internal charges for facilities not used in departmental operations and a reserve for workers comp claims, this is new this year as we changed premium structures as of July 1, 2014.

Debt – Includes logging road debt that has been funded by the general fund for the last several years.

Contingency – Includes the PERS contributions stabilization reserve and an unrestricted contingency equal to 9% of operating expenses (personnel services + materials and services).

CITY OF CANBY
EXPENDITURES

GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
UNALLOCATED						
PERSONNEL SERVICES:						
0	0	0	RETIREMENT & SEPARATION PAYOUT	75,000	75,000	75,000
0	0	0	TOTAL PERSONNEL SERVICES	75,000	75,000	75,000
MATERIAL AND SERVICES:						
0	0	0	GROUND LEASE (ADULT CENTER)	6,000	6,000	6,000
0	0	0	WORKERS COMP PRIOR YEAR CLAIMS	93,623	93,623	93,623
0	0	0	INTERNAL CHARGE-FACILITES	29,269	29,269	29,269
0	0	0	TOTAL MATERIAL AND SERVICES	128,892	128,892	128,892
CAPITAL OUTLAY:						
0	0	0	PEG ACCESS	66,030	66,030	66,030
0	0	0	TOTAL CAPITAL OUTLAY	66,030	66,030	66,030
DEBT:						
0	0	0	LOGGING ROAD PRINCIPLE PH 2	18,083	18,083	18,083
0	0	0	LOGGING ROAD INTEREST PH 2	2,774	2,774	2,774
0	0	0	TOTAL DEBT	20,857	20,857	20,857
0	0	0	TOTAL UNALLOCATED	290,779	290,779	290,779
OTHER:						
0	0	0	CONTINGENCY	759,948	759,948	759,948
0	0	0	RESERVE FOR FUTURE EXP-PERS	224,600	224,600	224,600
0	0	0	TOTAL OTHER	984,548	984,548	984,548
8,129,967	7,855,904	9,656,911	TOTAL FUND EXPENDITURES	9,718,270	9,718,270	9,718,270

SPECIAL REVENUE FUNDS

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 15,910 residents within the city limits of Canby and 7,455 in unincorporated Clackamas County, for a total service population of 23,365.

Funding for the library comes from the permanent library district Clackamas County voters approved in 2008, as well as the city's General Fund, the Friends of the Library, grants, and individual donations.

Goals Integration

- The library will be purchasing an opening day collection of books for the new library in FY 15-16. Therefore, a percentage of the book budget from FY 14-15 was purposefully saved and integrated into the FY 15-16 budget, in the amount of approximately \$2,000.
- The proposed budget includes additional travel & training funds to provide professional development opportunities for newer management staff.
- Additional funds were budgeted under Supplies & Services for website hosting & content management, as the Oregon State Library will no longer provide these services for free beginning July 1.

Noteworthy Changes for 2015-16

- The proposed budget includes a reduction of .45 TFE due to a retirement of a part-time Library Page position which we will not be filling prospectively.
- In FY 14-15, the Library Director position was re-classified from Range 9 to Range 8 on the Non-Represented Employees salary schedule and given the "Library Manager" title. It was later determined that the job title should be Library Director. The FY 2015-16 budget reflects this clarification in job title but maintains the Range 8 salary.
- The library is able to maintain current service levels without a current year general fund contribution; however, the District levy was not structured to fully support library operations and to maintain services levels in the future it is likely that a general fund contribution will be needed.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services – Includes purchases of new library books and other materials, computer hardware & software, office supplies, building maintenance costs, employee training costs, internal charges for facilities and technical services and other expenses.

Transfers – Includes the cost of services provided by Administration and Finance.

Capital Outlay – None

Contingency – Is approximately 16% of personnel services plus materials and services. A minimum of 10% is recommended; surplus realized due to vacancies in FY13-14 will be used to fund future ongoing operations in the absence of additional general fund contributions. Cash Carryover and corresponding restricted contingency includes restricted funds for the new library, including \$1 million from Clackamas County and funds transferred from the Library Endowment Fund.

CITY OF CANBY
REVENUES

LIBRARY FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
707,376	733,693	749,246	CC LIBRARY DISTRICT	789,404	789,404	789,404
707,376	733,693	749,246	TOTAL PROPERTY TAXES	789,404	789,404	789,404
GRANT REVENUE						
1,010,682	10,589	8,689	GRANTS-LIBRARY	3,000	3,000	3,000
1,010,682	10,589	8,689	TOTAL GRANT REVENUE	3,000	3,000	3,000
CHARGES FOR SERVICES						
2,820	2,133	2,500	LOST BOOK REVENUE	2,000	2,000	2,000
2,803	3,129	2,000	COPIER RECEIPTS	2,500	2,500	2,500
5,623	5,262	4,500	TOTAL CHARGES FOR SERVICES	4,500	4,500	4,500
MISCELLANEOUS REVENUE						
23,520	23,495	23,000	MISCELLANEOUS-LIBRARY	23,000	23,000	23,000
23,520	23,495	23,000	TOTAL MISCELLANEOUS REVENUE	23,000	23,000	23,000
INTEREST REVENUES						
3,547	6,962	6,000	INTEREST REVENUES	6,700	6,700	6,700
3,547	6,962	6,000	TOTAL INTEREST REVENUES	6,700	6,700	6,700
DONATIONS						
3,527	3,982	5,553	DONATIONS-LIBRARY	3,500	3,500	3,500
12,980	12,970	13,000	DONATIONS-FOL SPECIAL DRIVE	15,000	15,000	15,000
50,935	0	0	DONATIONS-NEW LIBRARY BUILDING			0
67,442	16,952	18,553	TOTAL DONATIONS	18,500	18,500	18,500
OPERATIONAL TRANSFERS IN						
70,000	70,000	0	TRANSFER FROM GENERAL FUND			0
70,000	70,000	0	TOTAL OPERATIONAL TRANSFERS IN			0
INTERFUND TRANSFERS						
135,481	0	0	TRANSFER FROM LIBRARY ENDOW			0
135,481	0	0	TOTAL INTERFUND TRANSFERS			0
CASH CARRYOVER						
0	0	1,390,022	CASH CARRYOVER	1,307,133	1,307,133	1,307,133
0	0	1,390,022	TOTAL CASH CARRYOVER	1,307,133	1,307,133	1,307,133
2,023,671	866,953	2,200,010	TOTAL FUND REVENUE	2,152,237	2,152,237	2,152,237
OTHER:						

CITY OF CANBY
EXPENDITURES

LIBRARY FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LIBRARY EXPENDITURES						
PERSONNEL SERVICES:						
94,435	37,650	0	LIBRARY DIRECTOR	76,874	76,874	76,874
0	0	71,586	LIBRARY MGR - DIRECTOR OF OPS			0
40,144	45,350	49,011	LIBRARY OFFICE SPEC I	45,761	45,761	45,761
137,657	145,164	149,622	OFFICE SPECIALIST II	150,934	150,934	150,934
66,336	49,669	51,642	LIBRARY SUPERVISOR	62,241	62,241	62,241
45,793	45,732	46,875	TECH REF LIBRARIAN	47,997	47,997	47,997
40,050	23,632	0	REFERENCE/ACCESS LIBRARIAN			0
18,906	17,834	20,943	LIBRARY PAGE (SHELVERS)	16,096	16,096	16,096
181,509	158,721	226,153	EMPLOYEE BENEFITS	226,880	226,880	226,880
624,830	523,753	615,832	TOTAL PERSONNEL SERVICES	626,783	626,783	626,783
MATERIAL AND SERVICES:						
2,366	5,940	7,000	COMPUTER HARDWARE/SOFTWARE	5,000	5,000	5,000
1,837	763	1,500	TRAVEL & TRAINING	4,000	4,000	4,000
0	28,779	33,995	INTERNAL CHARGE-FACILITIES	26,936	26,936	26,936
0	13,476	8,910	INTERNAL CHARGE-TECH SERVICES	9,840	9,840	9,840
13,101	8,708	13,800	SUPPLIES & SERVICES	13,359	13,359	13,359
0	14-	0	CASH OVER & SHORT			0
7,795	7,098	7,000	AUDIO MATERIALS	7,500	7,500	7,500
13,451	12,091	11,500	VISUAL MATERIALS	12,000	12,000	12,000
10,021	5,517	12,000	ELECTRONIC MATERIALS	10,000	10,000	10,000
58,091	51,822	49,100	BOOKS	50,500	50,500	50,500
74	8	100	LOST BOOKS REFUNDS	100	100	100
3,148	3,186	3,500	PERIODICALS (MAGAZINES)	3,000	3,000	3,000
10,561	9,883	8,689	GRANTS-LIBRARY EXPENDED	3,000	3,000	3,000
2,376	2,374	5,553	DONATIONS-LIBRARY EXPENDED	3,500	3,500	3,500
10,118	9,718	13,000	DONATIONS EXPENDED FOL	15,000	15,000	15,000
0	48,205	0	LIBRARY PROJ DONATION REFUNDS			0
132,938	207,553	175,647	TOTAL MATERIAL AND SERVICES	163,735	163,735	163,735
TRANSFERS:						
118,976	105,423	103,142	O/H TO GENERAL FUND	93,755	93,755	93,755
30,252	0	0	OP TRANSFER TO FACILITIES			0
7,175	0	0	OP TRANSFER TO TECH SVCS.			0
156,403	105,423	103,142	TOTAL TRANSFERS	93,755	93,755	93,755
914,171	836,728	894,621	TOTAL LIBRARY EXPENDITURES	884,273	884,273	884,273
OTHER:						
0	0	167,148	CONTINGENCY	129,723	129,723	129,723
0	0	1,138,241	CONTINGENCY-RES/LIBRARY PROJ	1,138,241	1,138,241	1,138,241
0	0	1,305,389	TOTAL OTHER	1,267,964	1,267,964	1,267,964
914,171	836,728	2,200,010	TOTAL FUND EXPENDITURES	2,152,237	2,152,237	2,152,237

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.

Goals Integration

- In addition to normal maintenance operations the proposed budget includes continuation of the street maintenance program as well as a few other improvement projects to maintain and improve city street infrastructure.

Noteworthy Changes for 2015-2016

- This budget includes continuing to hire a season part-time street maintenance person in the current year we are planning to use this part-time employee to help maintain the grounds out at the cemetery. Actual hours worked at the cemetery will be charged at the comprehensive part-time hourly rate to the cemetery department.
- We have continued to include a Public Works Director in the proposed budget allocated across various public works departments to address the need for supervision, strategic planning and compliance initiatives.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes office supplies, street light utilities and repairs, cell phones, equipment rentals, street signs, consulting engineer, street preventive maintenance, curb/sidewalk repair, street and right-of-way maintenance supplies, materials and related services, training and education, , safety items, internal charges for fleet, facilities and technical services and other miscellaneous department expenses.

Transfers - Include charges for finance and administrative services.

Capital Outlay – \$320,000 is budgeted for street maintenance projects. \$245,000 is budgeted for 1st Avenue street improvements west of Elm to include sidewalks, parking and other street improvements. \$499,550 has been included for 10th Ave Improvements, this is the City's contribution to a larger project in which the County is recommending \$200,000 of Community Development Block Grant Funds be awarded. The project will include adding sidewalks and paving the street. \$72,000 has been included for a vehicle replacement.

Contingency – Is approximately 20% of personnel services plus materials and services. A reserve for future street maintenance is also budgeted, amount is based on a reconciliation of street maintenance fee revenue and allowable projects completed through this proposed budget year.

CITY OF CANBY
REVENUES

STREETS FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
INTERGOVERNMENTAL						
866,842	908,082	910,500	STATE HIGHWAY FUND	923,000	923,000	923,000
249,410	231,438	235,000	LOCAL GAS TAX	231,800	231,800	231,800
0	0	259,505	FEDERAL FUND EXCHANGE	173,233	173,233	173,233
35,219	48,201	25,481	CONSTRUCTION EXCISE TAX	33,000	33,000	33,000
1,151,471	1,187,721	1,430,486	TOTAL INTERGOVERNMENTAL	1,361,033	1,361,033	1,361,033
CHARGES FOR SERVICES						
525,416	538,102	533,800	STREET MAINTENANCE FEE	532,900	532,900	532,900
5,946	9,820	6,000	EROSION CONTROL FEES	6,125	6,125	6,125
1,600	1,300	1,500	STREET EXCAVATION/OPENING FEE	1,300	1,300	1,300
0	0	25,475	URBAN FORESTRY PROGRAM REVENU	20,000	20,000	20,000
0	0	0	STREET SIGN PROGRAM REVENUE	4,000	4,000	4,000
532,962	549,222	566,775	TOTAL CHARGES FOR SERVICES	564,325	564,325	564,325
SPECIAL ASSESSMENTS-SDC'S						
0	0	34,033	TRANSPORTATION REIMBURSE SDC'S	36,725	36,725	36,725
0	0	34,033	TOTAL SPECIAL ASSESSMENTS-SDC'S	36,725	36,725	36,725
MISCELLANEOUS REVENUE						
1,290	4,289	1,350	MISCELLANEOUS REVENUE	52,630	52,630	52,630
0	0	0	DAMAGED PROPERTY CLAIM REVENUE	5,000	5,000	5,000
1,290	4,289	1,350	TOTAL MISCELLANEOUS REVENUE	57,630	57,630	57,630
INTEREST REVENUES						
3,376	2,395	4,500	INTEREST REVENUES	2,200	2,200	2,200
3,376	2,395	4,500	TOTAL INTEREST REVENUES	2,200	2,200	2,200
TRANSFERS						
0	0	0	TRANSFER FROM SDC FUND	207,000	207,000	207,000
0	0	40,000	TRANSFER FROM SEWER	54,000	54,000	54,000
0	0	40,000	TOTAL TRANSFERS	261,000	261,000	261,000
CASH CARRYOVER						
0	0	358,375	CASH CARRYOVER	813,880	813,880	813,880
0	0	358,375	TOTAL CASH CARRYOVER	813,880	813,880	813,880
1,689,098	1,743,626	2,435,519	TOTAL FUND REVENUE	3,096,793	3,096,793	3,096,793
OTHER:						

CITY OF CANBY
EXPENDITURES

STREETS FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STREETS EXPENDITURES						
PERSONNEL SERVICES:						
0	13,763	21,224	CITY ADMINISTRATOR	20,783	20,783	20,783
0	25,140	20,536	PLANNING DIRECTOR	21,027	21,027	21,027
0	0	22,242	PUBLIC WORKS DIRECTOR	21,331	21,331	21,331
0	22,724	23,203	SENIOR PLANNER	23,759	23,759	23,759
29,107	33,906	25,289	OFFICE SPECIALIST II	27,542	27,542	27,542
0	0	6,258	ASSOCIATE PLANNER	6,386	6,386	6,386
24,481	25,846	26,740	OFFICE SPECIALIST III	27,383	27,383	27,383
0	0	0	PUBLIC WORKS I			0
47,769	50,334	117,601	PUBLIC WORKS II	75,816	75,816	75,816
106,313	90,704	51,465	PUBLIC WORKS III	110,059	110,059	110,059
32,144	33,919	35,297	PUBLIC WORKS LEAD MAN	36,146	36,146	36,146
0	2,208	0	PART TIME HELP	9,216	9,216	9,216
262	293	2,000	OVERTIME	2,000	2,000	2,000
150,125	198,662	234,293	EMPLOYEE BENEFITS	223,980	223,980	223,980
1,179	1,600	1,600	CLOTHING ALLOWANCE	2,000	2,000	2,000
391,379	499,098	587,748	TOTAL PERSONNEL SERVICES	607,428	607,428	607,428
MATERIAL AND SERVICES:						
3,329	4,160	12,000	CONSULTANT ENGINEER	12,000	12,000	12,000
0	540	2,700	SOFTWARE MAINTENANCE	2,700	2,700	2,700
278	1,231	1,500	CURB/SIDEWALK REPAIR	1,500	1,500	1,500
62,973	65,843	70,000	STREET LIGHTING & MAINT	70,000	70,000	70,000
7,262	11,389	33,000	STREET MAINTENANCE	33,000	33,000	33,000
95	393	150	EQUIPMENT RENTAL	150	150	150
0	42,455	0	SWEEPER LEASE			0
716	803	800	COPIER LEASE & MAINT	800	800	800
35,765	37,346	39,000	STREET MAINT BILLING	39,100	39,100	39,100
7,983	12,999	20,000	STREET SIGNING	20,000	20,000	20,000
0	0	0	STREET SIGN PROGRAM			0
9,244	7,542	6,000	STREET MARKING & STRIPING	6,000	6,000	6,000
0	0	0	DAMAGED PROPERTY CLAIM EXPENSE	5,000	5,000	5,000
1,664	4,379	2,000	COMMUNICATIONS	2,000	2,000	2,000
292	319	150	PUBLICATIONS	150	150	150
280	925	1,500	TRAVEL & TRAINING	1,500	1,500	1,500
40	85	150	MEMBERSHIP DUES & FEES	150	150	150
0	84,106	92,680	INTERNAL CHARGE-FLEET	91,164	91,164	91,164
0	22,683	26,793	INTERNAL CHARGE-FACILITIES	21,230	21,230	21,230
0	16,845	17,821	INTERNAL CHARGE-TECH SERVICES	14,760	14,760	14,760
3,808	5,093	4,150	SUPPLIES & SERVICES	4,150	4,150	4,150
2,099	3,249	3,000	SMALL TOOLS	3,000	3,000	3,000
421	0	0	UNIFORMS			0
84	0	150	CLEANING / SUPPLIES	150	150	150
947	469	1,000	SAFETY SUPPLIES	500	500	500
22,241	2,020	0	TREE REPLACEMENT			0
6,118	3,349	10,000	LANDSCAPING 2ND AVE	10,000	10,000	10,000
0	0	25,475	URBAN FORESTRY PROGRAM	53,925	53,925	53,925
3,846	3,861	5,500	UTILITIES	5,500	5,500	5,500
169,485	332,085	375,519	TOTAL MATERIAL AND SERVICES	398,429	398,429	398,429

CITY OF CANBY
EXPENDITURES

STREETS FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CAPITAL OUTLAY:						
31,463	0	120,000	EQUIPMENT	72,000	72,000	72,000
0	0	207,146	STREET MAINT FEE PROJECTS	321,000	321,000	321,000
0	0	0	NW 1ST AVE STREET IMPROVEMENTS	245,000	245,000	245,000
0	0	170,000	NW TERRITORIAL RD IMPROVEMENTS			0
0	0	330,000	SW 4TH AVE IMPROVEMENTS			0
0	0	0	10TH AVE IMPROVEMENTS	499,550	499,550	499,550
0	0	1,794	N JUNIPER RECONSTRUC N IVY-9TH			0
31,463	0	828,940	TOTAL CAPITAL OUTLAY	1,137,550	1,137,550	1,137,550
TRANSFERS:						
133,971	85,597	98,649	O/H TRANSFER TO GENERAL FUND	109,009	109,009	109,009
99,254	0	0	OP TRANSFER TO FLEET			0
23,844	0	0	OP TRANSFER TO FACILITIES			0
10,762	0	0	OP TRANSFER TO TECHNICAL SVC.			0
42,455	0	0	TRANSFER TO DEBT SERVICE			0
0	0	638	TRANSFER TO SDC FUND			0
328,000	348,778	0	RESERVE TRANSFER TO STREET			0
436,980	433,814	0	RES TRANS - ST MAINT FEE			0
199,528	185,151	0	RES - CANBY GAS TAX			0
1,274,794	1,053,340	99,287	TOTAL TRANSFERS	109,009	109,009	109,009
1,867,122	1,884,523	1,891,494	TOTAL STREETS EXPENDITURES	2,252,416	2,252,416	2,252,416
OTHER:						
0	0	179,176	STREETS CONTINGENCY	225,489	225,489	225,489
0	0	364,849	RESTRICTED FOR FUTURE ST MAINT	618,888	618,888	618,888
0	0	544,025	TOTAL OTHER	844,377	844,377	844,377
1,867,122	1,884,523	2,435,519	TOTAL FUND EXPENDITURES	3,096,793	3,096,793	3,096,793

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 2015-2016

- 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.

CITY OF CANBY
REVENUES

SYSTEMS DEVELOPMENT FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SPECIAL ASSESSMENTS-SDC'S						
0	0	98,801	PARKS IMPROVEMENT SDC'S	156,049	156,049	156,049
0	0	24,939	SEWER IMPROVEMENT SDC'S	32,691	32,691	32,691
0	0	7,510	STORM IMPROVEMENT SDC'S	33,467	33,467	33,467
0	0	174,933	TRANSPORTATION IMPROVE SDC'S	188,219	188,219	188,219
0	0	306,183	TOTAL SPECIAL ASSESSMENTS-SDC'S	410,426	410,426	410,426
INTEREST REVENUES						
0	0	5,200	INTEREST REVENUES	7,000	7,000	7,000
0	0	5,200	TOTAL INTEREST REVENUES	7,000	7,000	7,000
TRANSFERS						
0	1,463,363	638	TRANSFER FROM OTHER FUNDS			0
0	1,463,363	638	TOTAL TRANSFERS			0
CASH CARRYOVER						
0	0	1,463,363	CASH CARRYOVER	1,759,998	1,759,998	1,759,998
0	0	1,463,363	TOTAL CASH CARRYOVER	1,759,998	1,759,998	1,759,998
0	1,463,363	1,775,384	TOTAL FUND REVENUE	2,177,424	2,177,424	2,177,424
OTHER:						

CITY OF CANBY
EXPENDITURES

SYSTEMS DEVELOPMENT FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SYSTEMS DEVELOP EXPENDITURES						
TRANSFERS:						
0	0	521,700	TRANSFER TO PARKS	320,000	320,000	320,000
0	0	0	TRANSFER TO STREETS	207,000	207,000	207,000
0	0	25,000	TRANSFER TO SEWER	33,038	33,038	33,038
0	0	546,700	TOTAL TRANSFERS	560,038	560,038	560,038
0	0	546,700	TOTAL SYSTEMS DEVELOP EXPENDITU	560,038	560,038	560,038
OTHER:						
0	0	819,021	RESTRICTED FOR STREET IMPROVE	757,032	757,032	757,032
0	0	402,131	RESTRICTED FOR PARKS DEVELOP	819,112	819,112	819,112
0	0	0	RESTRICTED FOR SEWER IMPROVE			0
0	0	7,532	RESTRICTED FOR STORMWATER IMP	41,242	41,242	41,242
0	0	1,228,684	TOTAL OTHER	1,617,386	1,617,386	1,617,386
0	0	1,775,384	TOTAL FUND EXPENDITURES	2,177,424	2,177,424	2,177,424

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 2015-2016

None

CITY OF CANBY
REVENUES

CEMETERY PERPETUAL CARE FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CHARGES FOR SERVICES						
23,060	14,515	13,000	PERPETUAL CARE: CURRENT SALES	14,000	14,000	14,000
23,060	14,515	13,000	TOTAL CHARGES FOR SERVICES	14,000	14,000	14,000
INTEREST REVENUES						
4,390	4,468	5,000	INTEREST REVENUES	4,500	4,500	4,500
4,390	4,468	5,000	TOTAL INTEREST REVENUES	4,500	4,500	4,500
INTERFUND LOAN TRANSFERS						
620	0	0	TRNSFR MAUSOLEUM IF LOANS			0
620	0	0	TOTAL INTERFUND LOAN TRANSFERS			0
CASH CARRYOVER						
0	0	858,099	CASH CARRYOVER	877,982	877,982	877,982
0	0	858,099	TOTAL CASH CARRYOVER	877,982	877,982	877,982
28,069	18,983	876,099	TOTAL FUND REVENUE	896,482	896,482	896,482
OTHER:						

CITY OF CANBY
EXPENDITURES

CEMETERY PERPETUAL CARE FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CEMETERY PERPETUAL CARE EXPEND						
TRANSFERS:						
600	0	0	O/H TO GENERAL FUND			0
600	0	0	TOTAL TRANSFERS			0
600	0	0	TOTAL CEMETERY PERPETUAL CARE			0
OTHER:						
0	0	876,099	UNAPPROP ENDING FUND BALANCE	896,482	896,482	896,482
0	0	876,099	TOTAL OTHER	896,482	896,482	896,482
600	0	876,099	TOTAL FUND EXPENDITURES	896,482	896,482	896,482

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 2015-2016

- None

CITY OF CANBY
REVENUES

FORFEITURE FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
16,817	35,829	0	FORFEITURE FUNDS-FEDERAL			0
29,080	0	0	FORFEITURE FUNDS-STATE			0
45,897	35,829	0	TOTAL MISCELLANEOUS REVENUE			0
			INTEREST REVENUES			
49	87	0	INTEREST EARNED-FEDERAL			0
78	146	0	INTEREST EARNED-STATE			0
136	0	0	INTEREST EARNED-MISC			0
263	233	0	TOTAL INTEREST REVENUES			0
			CASH CARRYOVER			
0	0	36,950	CASH CARRYOVER	45,002	45,002	45,002
0	0	36,950	TOTAL CASH CARRYOVER	45,002	45,002	45,002
46,160	36,062	36,950	TOTAL FUND REVENUE	45,002	45,002	45,002
			OTHER:			

CITY OF CANBY
EXPENDITURES

FORFEITURE FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FORFEITURE EXPENDITURES						
MATERIAL AND SERVICES:						
13,981	34,033	10,628	SUPPLIES & SERVICES-FEDERAL	16,066	16,066	16,066
6,715	4,239	26,322	SUPPLIES & SERVICE-STATE	28,936	28,936	28,936
20,696	38,272	36,950	TOTAL MATERIAL AND SERVICES	45,002	45,002	45,002
20,696	38,272	36,950	TOTAL FORFEITURE EXPENDITURES	45,002	45,002	45,002
OTHER:						
0	0	0	TOTAL OTHER			0
20,696	38,272	36,950	TOTAL FUND EXPENDITURES	45,002	45,002	45,002

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.

Goals Integration

- The Transit Department budget addresses the City Council's "Community" goal with improved Canby Area Transit (CAT) support to Canby residents and businesses, increased community outreach and the completion of a Transit Master Plan process.
- The Council's "Transportation, Public Safety, and Public Services" goal is also addressed by a departmental focus on improved transit facilities; the provision of a valuable public service; and planning efforts which will provide strategies for improving and sustaining CAT service.

Noteworthy Changes for 2015-16

- This budget includes the cost of purchasing approximately one acre for a bus storage yard and future site for a transit office building (Lots 15C & 15B) on Hazel Dell Way. Lot 15C is currently leased by the City for Transit and both lots are available for purchase according to a purchase option agreement with Pioneer Property, LLC.
- This budget includes the following vehicle replacements: two (2) 19 passenger, medium-duty, low-floor, cutaway vehicles and one (1) 16 passenger, light-duty, low-floor, cutaway vehicle.

Budget at a Glance

Grants – Both operating grant funds and capital grant funds are provided through various Federal Transit Administration grant programs (5305, 5339, 5310 & 5311). Additionally, Oregon's Special Transportation Fund provides an operating grants to provide transportation for the elderly and people with disabilities.

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes the cost of transit facility leases, supplies, printing costs, marketing, internal charges for fleet, facilities and technical services and the service contract for the dispatchers and bus drivers. Also included are the expenses related to the completion of a Transit Master Plan, a corresponding revenue for a planning grant has also been included in the proposed budget this was budgeted for 2014-15 but has been rolled forward due to delays.

Transfers - Includes charges for finance and administrative services.

Capital Outlay – Includes matching funds of 10.27 to 17% as required by Federal Transit Administration grants. The "vehicles" line includes three (3) grant funded vehicle replacements. The "Transit Projects" line includes an estimated one-time cost for a land purchase of approximately one acre.

Contingency – Is approximately 50% of personnel services plus materials and services, surplus due to Business Energy Tax Credit revenue will be used to help sustain cash flow and will be available for future capital expense or other one time purchase opportunities.

CITY OF CANBY
REVENUES

TRANSIT FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GRANT REVENUE						
115,704	162,163	203,363	GRANT - STF/STO	122,750	122,750	122,750
19,150	0	15,924	GRANT - 5309			0
255,467	342,345	323,580	GRANT - 5311	295,435	295,435	295,435
512,436	0	0	GRANT - DEPT OF ENERGY			0
81,583	0	0	GRANT - JARC 5316			0
5,381	0	0	GRANT-JTA 5310			0
0	0	60,000	GRANT - PLANNING	60,000	60,000	60,000
89,493	50,703	66,220	GRANT-PREVENTATIVE MAINTENANCE	66,200	66,200	66,200
19,971	672,075	0	GRANT - CAPITAL	411,546	411,546	411,546
63,919	93,916	53,530	GRANT - OPERATING	110,200	110,200	110,200
1,163,104	1,321,202	722,617	TOTAL GRANT REVENUE	1,066,131	1,066,131	1,066,131
PAYROLL TAX						
996,290	1,041,885	1,027,500	TRANSIT ER PAYROLL TAX	1,130,000	1,130,000	1,130,000
10,098	12,527	8,500	PAYROLL TAX PENALTIES & INT	11,000	11,000	11,000
68,860	80,236	75,000	FARES	70,000	70,000	70,000
1,075,247	1,134,649	1,111,000	TOTAL PAYROLL TAX	1,211,000	1,211,000	1,211,000
MISCELLANEOUS REVENUE						
2,332	54,250	20,000	MISCELLANEOUS-INCOME	15,000	15,000	15,000
2,332	54,250	20,000	TOTAL MISCELLANEOUS REVENUE	15,000	15,000	15,000
INTEREST REVENUES						
3,743	3,664	3,200	INTEREST REVENUES	4,000	4,000	4,000
3,743	3,664	3,200	TOTAL INTEREST REVENUES	4,000	4,000	4,000
DONATIONS						
727	706	600	DONATIONS-TRANSIT	400	400	400
727	706	600	TOTAL DONATIONS	400	400	400
CASH CARRYOVER						
0	0	877,760	CASH CARRYOVER	901,836	901,836	901,836
0	0	877,760	TOTAL CASH CARRYOVER	901,836	901,836	901,836
2,245,154	2,514,471	2,735,177	TOTAL FUND REVENUE	3,198,367	3,198,367	3,198,367
OTHER:						

CITY OF CANBY
EXPENDITURES

TRANSIT FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSIT EXPENDITURES						
PERSONNEL SERVICES:						
0	27,333	78,917	TRANSIT DIRECTOR	80,806	80,806	80,806
0	0	17,392	OFFICE SPECIALIST IV	17,811	17,811	17,811
45,217	52,175	78,257	OFFICE SPEC III	79,970	79,970	79,970
44,700	38,718	0	OFFICE SPECIALIST II			0
2,783	338	6,000	PART TIME HELP	6,000	6,000	6,000
49,846	62,912	111,677	EMPLOYEE BENEFITS	91,018	91,018	91,018
142,546	181,476	292,243	TOTAL PERSONNEL SERVICES	275,605	275,605	275,605
MATERIAL AND SERVICES:						
91,386	59,642	70,000	PROF/TECH SERVICES	70,000	70,000	70,000
669,426	800,254	824,100	CONTRACT SERVICES	839,379	839,379	839,379
4,405	5,292	6,000	TRANSIT FACILITIES MAINTENANCE	8,000	8,000	8,000
2,160	37,230	54,239	SPACE LEASE	48,273	48,273	48,273
121	254	4,000	VEHICLE MAINTENANCE	4,000	4,000	4,000
0	0	5,000	VEHICLE (NON-INS) REPAIR	5,000	5,000	5,000
0	0	1,000	INSURANCE DEDUCTIBLE	1,000	1,000	1,000
5,396	5,361	7,000	COMMUNICATIONS	7,000	7,000	7,000
8,777	7,943	10,000	MARKETING	14,000	14,000	14,000
51,342	0	0	APPLICATIONS/GRANTS			0
4,117	2,680	4,000	PRINTING	6,000	6,000	6,000
917	465	2,000	TRAVEL & TRAINING	2,000	2,000	2,000
1,245	4,635	5,300	MEMBERSHIP DUES & FEES	5,300	5,300	5,300
0	276,894	297,790	INTERNAL CHARGE-FLEET	244,287	244,287	244,287
0	2,258	6,203	INTERNAL CHARGE-FACILITIES	4,915	4,915	4,915
0	23,584	23,761	INTERNAL CHARGE-TECH SERVICES	19,680	19,680	19,680
10,112	15,205	12,000	SUPPLIES & SERVICES	24,600	24,600	24,600
645	0	0	CHARITABLE DONATIONS			0
850,050	1,241,697	1,332,393	TOTAL MATERIAL AND SERVICES	1,303,434	1,303,434	1,303,434
CAPITAL OUTLAY:						
0	0	305,000	TRANSIT PROJECTS	231,561	231,561	231,561
52,406	809,086	0	VEHICLES	425,000	425,000	425,000
0	0	25,000	BUS SHELTERS			0
52,406	809,086	330,000	TOTAL CAPITAL OUTLAY	656,561	656,561	656,561
TRANSFERS:						
68,883	132,985	155,216	O/H TO GENERAL FUND	170,116	170,116	170,116
295,692	0	0	OP TRANSFER TO FLEET			0
2,374	0	0	OP TRANSFER TO FACILITIES			0
19,132	0	0	OP TRANSFER TO TECHNICAL SVC.			0
2,169	0	0	TRANSFER TO DEBT SERVICE			0
0	543	0	TRANSFER TO SEWER IF LOAN			0
388,250	133,528	155,216	TOTAL TRANSFERS	170,116	170,116	170,116
1,433,252	2,365,787	2,109,852	TOTAL TRANSIT EXPENDITURES	2,405,716	2,405,716	2,405,716

CITY OF CANBY
EXPENDITURES

TRANSIT FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			OTHER:			
0	0	625,325	CONTINGENCY	792,651	792,651	792,651
0	0	625,325	TOTAL OTHER	792,651	792,651	792,651
1,433,252	2,365,787	2,735,177	TOTAL FUND EXPENDITURES	3,198,367	3,198,367	3,198,367

Special Revenue Fund

Swim Center Levy

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, and 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.

Goals Integration

- During the 2015-2016 budget year the Canby Swim Center will continue to provide a full range of programming for the community and outlying area. Our programming provides health and safety to the community with swimming lessons, public swims and exercise programs for all ages.
- Through our events and competitions, such as the Gator Grinder and meets from our three different swimming teams, The Canby Swim Center helps to bring people from all over Oregon and SW Washington which gives others a chance to see what our community can offer.

Noteworthy Changes for 2015-2016

- This fall we will address the Heating system and some pool deck resurfacing. We will ensure all equipment gets a check-up and the whole facility will get a fresh coat of paint.
- We continue to use the Active Network an online based system that we have been using for our swimming lesson and three month and annual pass registration for the past couple of years. It has been very useful in streamlining the pass process and making it easy to look up information for the customers.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes routine maintenance costs, pool chemicals, utilities etc.

Transfers - Includes charges for finance and administrative services.

Capital Outlay – \$22,000 for New heater and Duct work for HVAC system (\$11,500), Resurface south end of the pool deck (\$10,500).

Contingency – Is approximately 70% of personnel services plus materials and services, surplus due to operating efficiency in relation to local option property taxes realized will be used to continue operation beyond life of local option levy or for capital improvements to the pool facility.

CITY OF CANBY
REVENUES

SWIM CENTER LEVY

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
501,300	535,523	550,695	PROPERTY TAX LEVY	572,682	572,682	572,682
15,367	16,692	15,100	PROPERTY TAX - PRIOR	18,000	18,000	18,000
516,667	552,215	565,795	TOTAL PROPERTY TAXES	590,682	590,682	590,682
CHARGES FOR SERVICES						
189,519	185,199	168,000	POOL REVENUE	180,000	180,000	180,000
10,743	9,468	10,300	POOL REVENUE-SCHOOL DISTRICT	9,500	9,500	9,500
481-	2,726-	600-	LESS: POOL REFUNDS	(600)	(600)	600-
3,593	3,060	3,000	POOL CONCESSIONS	3,000	3,000	3,000
203,374	195,001	180,700	TOTAL CHARGES FOR SERVICES	191,900	191,900	191,900
INTEREST REVENUES						
1,189	1,507	1,200	INTEREST REVENUES	1,800	1,800	1,800
1,189	1,507	1,200	TOTAL INTEREST REVENUES	1,800	1,800	1,800
DONATIONS						
0	2,500	0	POOL DONATIONS			0
0	2,500	0	TOTAL DONATIONS			0
CASH CARRYOVER						
0	0	280,562	CASH CARRYOVER	400,632	400,632	400,632
0	0	280,562	TOTAL CASH CARRYOVER	400,632	400,632	400,632
721,229	751,223	1,028,257	TOTAL FUND REVENUE	1,185,014	1,185,014	1,185,014
OTHER:						

CITY OF CANBY
EXPENDITURES

SWIM CENTER LEVY

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SWIM CENTER EXPENDITURES						
PERSONNEL SERVICES:						
69,912	71,807	73,320	AQUATICS PROGRAM MANAGER	75,067	75,067	75,067
46,128	47,378	48,376	SWIM PROGRAM COORDINATOR	49,533	49,533	49,533
60,552	62,182	63,493	AQUATICS - FACILITY OPERATOR	65,016	65,016	65,016
132,466	133,771	153,077	GUARDS & INSTRUCTORS	157,000	157,000	157,000
6,296	6,784	5,000	OVERTIME	6,000	6,000	6,000
145,564	166,446	166,419	EMPLOYEE BENEFITS	166,622	166,622	166,622
460,918	488,368	509,685	TOTAL PERSONNEL SERVICES	519,238	519,238	519,238
MATERIAL AND SERVICES:						
14,618	19,065	16,500	BLDG MAINTENANCE	25,950	25,950	25,950
14,000	14,000	14,000	GROUND LEASE	14,000	14,000	14,000
5,018	4,490	5,000	ADVERTISING & MARKETING	5,000	5,000	5,000
1,361	3,646	4,250	TRAINING & TRAVEL	4,250	4,250	4,250
0	0	8,910	INTERNAL CHARGE-TECH SERVICES	7,380	7,380	7,380
10,491	10,820	11,300	SUPPLIES & SERVICES	8,050	8,050	8,050
1,155	1,223	1,300	BANK CHARGES	1,300	1,300	1,300
0	96-	0	CASH OVER & SHORT			0
6,045	8,211	9,000	POOL CHEMICALS	10,000	10,000	10,000
3,860	3,433	5,200	JANITORIAL SUPPLIES	5,200	5,200	5,200
1,886	1,614	2,500	POOL CONCESSION PURCHASES	2,500	2,500	2,500
26,277	27,620	33,000	UTILITY - GAS	30,000	30,000	30,000
2,581	2,885	4,000	UTILITY - WATER	4,000	4,000	4,000
10,566	11,309	12,000	UTILITY - ELECTRIC	13,000	13,000	13,000
0	2,500	0	POOL DONATIONS - EXPENDED			0
97,858	110,719	126,960	TOTAL MATERIAL AND SERVICES	130,630	130,630	130,630
CAPITAL OUTLAY:						
14,065	0	15,000	BLDG IMPROVEMENTS >\$5K	22,500	22,500	22,500
14,065	0	15,000	TOTAL CAPITAL OUTLAY	22,500	22,500	22,500
TRANSFERS:						
97,624	77,600	76,712	O/H TO GENERAL FUND	76,292	76,292	76,292
97,624	77,600	76,712	TOTAL TRANSFERS	76,292	76,292	76,292
670,464	676,687	728,357	TOTAL SWIM CENTER EXPENDITURES	748,660	748,660	748,660
OTHER:						
0	0	299,900	CONTINGENCY	436,354	436,354	436,354
0	0	299,900	TOTAL OTHER	436,354	436,354	436,354
670,464	676,687	1,028,257	TOTAL FUND EXPENDITURES	1,185,014	1,185,014	1,185,014

INTERNAL SERVICE FUNDS

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 replacement should be budgeted in the corresponding department budgets. This department also provides repair services to the Adult Center van and bus which is billed to them.

Goals Integration

- Although replacements are funded by departments the Fleet department maintains an inventory of rolling stock and has developed a recommended schedule of replacements which has been distributed and reviewed by departments and is being included in the departments 5 year Capital Improvement Plans (CIP).

Noteworthy Changes for 2015-2016

- We continue included a Public Works Director in the proposed budget allocated across various public works departments to address the need for supervision, strategic planning and compliance initiatives.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes office supplies, contract repair labor, vehicle and equipment materials, parts, employee training, tools and equipment, gasoline and diesel fuels, lubricants, charges for services provided by the Facilities and Technical Services Funds and other miscellaneous expenses.

Capital Outlay - none

Contingency – A contingency equal to approximately 10% of operating expenses (personal services plus materials and services) is proposed.

CITY OF CANBY
REVENUES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
2,463	1,824	2,300	MISCELLANEOUS-INCOME	1,000	1,000	1,000
2,463	1,824	2,300	TOTAL MISCELLANEOUS REVENUE	1,000	1,000	1,000
			INTEREST REVENUES			
2,351	1,727	1,500	INTEREST REVENUES	1,300	1,300	1,300
2,351	1,727	1,500	TOTAL INTEREST REVENUES	1,300	1,300	1,300
			CASH CARRYOVER			
0	0	235,556	CASH CARRYOVER	85,211	85,211	85,211
0	0	235,556	TOTAL CASH CARRYOVER	85,211	85,211	85,211
			CHARGES FOR SERVICES			
8,249	9,999	9,300	CANBY ADULT CENTER	12,840	12,840	12,840
8,249	9,999	9,300	TOTAL CHARGES FOR SERVICES	12,840	12,840	12,840
			INTERNAL CHARGES FOR SERVICES			
0	684,146	724,290	INTERNAL REVENUE-FLEET	686,647	686,647	686,647
0	684,146	724,290	TOTAL INTERNAL CHARGES FOR SERV	686,647	686,647	686,647
			OPERATIONAL TRANSFERS IN			
4,185	0	0	OP TRANSFER FROM ADMIN			0
36,024	0	0	OP TRANSFER FROM PARKS			0
237,037	0	0	OP TRANSFER FROM POLICE			0
99,254	0	0	OP TRANSFER FROM STREETS			0
3,000	0	0	OP TRANSFER FROM FACILITIES			0
295,692	0	0	OP TRANSFER FROM TRANSIT			0
21,499	0	0	OP TRANSFER FROM SEWER			0
34,344	0	0	OP TRANSFER FROM WW COLL			0
731,036	0	0	TOTAL OPERATIONAL TRANSFERS IN			0
744,100	697,696	972,946	TOTAL FUND REVENUE	786,998	786,998	786,998
			OTHER:			

CITY OF CANBY
EXPENDITURES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FLEET EXPENDITURES						
PERSONNEL SERVICES:						
0	0	4,448	PUBLIC WORKS DIRECTOR	4,266	4,266	4,266
64,128	65,844	67,232	MECHANIC SENIOR	68,850	68,850	68,850
13,410	13,772	14,063	OFFICE SPECIALIST II	9,599	9,599	9,599
58,620	60,195	61,463	MECHANIC	62,939	62,939	62,939
1,494	3,157	5,916	PART TIME HELP	6,058	6,058	6,058
81	685	2,500	OVERTIME	2,500	2,500	2,500
71,436	86,775	85,468	EMPLOYEE BENEFITS	83,312	83,312	83,312
800	800	800	CLOTHING ALLOWANCE	800	800	800
209,968	231,228	241,890	TOTAL PERSONNEL SERVICES	238,324	238,324	238,324
MATERIAL AND SERVICES:						
5,290	2,892	3,000	CONTRACT SERVICES-SHOP	4,500	4,500	4,500
16,420	19,705	15,000	CONTRACT SERVICES-VEHICLES	17,500	17,500	17,500
23,629	12,081	27,500	CAT CONTRACT SERVICES	17,500	17,500	17,500
7,138	4,317	8,000	DEDUCTIBLES/SELF-INSURE REPAIR	5,000	5,000	5,000
515	577	625	COPIER LEASE & MAINT	625	625	625
945	658	4,160	ADULT CENTER MAINTENANCE			0
36,523	22,761	53,150	CANBY AREA TRANSIT EXPENSES	30,000	30,000	30,000
1,549	1,170	2,000	COMMUNICATIONS	1,000	1,000	1,000
408	74	2,000	TRAVEL & TRAINING	2,000	2,000	2,000
360	0	500	MEMBERSHIP DUES & FEES	500	500	500
230	1,551	1,045	DEQ/DMV	1,500	1,500	1,500
0	31,502	37,211	INTERNAL CHARGE-FACILITIES	29,485	29,485	29,485
0	10,107	11,880	INTERNAL CHARGE-TECH SERVICES	9,840	9,840	9,840
71,635	61,192	50,000	SUPPLIES & SERVICES	102,650	102,650	102,650
16,336	13,705	20,000	TIRES	17,500	17,500	17,500
20,794	8,346	20,000	TIRES-TRANSIT	15,000	15,000	15,000
3,039	5,441	5,000	MISC SHOP SUPPLIES	5,000	5,000	5,000
6,066	7,794	7,500	TOOLS AND EQUIPMENT	4,500	4,500	4,500
221,706	221,369	241,675	GASOLINE/FUEL	207,390	207,390	207,390
3,407	1,373	1,500	OIL-GENERAL	2,000	2,000	2,000
2,937	2,288	2,000	OIL-TRANSIT	2,500	2,500	2,500
210	371	850	SAFETY EQUIPMENT	850	850	850
0	6	1,250	FLEET VEHICLES OP COST			0
439,136	429,280	515,846	TOTAL MATERIAL AND SERVICES	476,840	476,840	476,840
TRANSFERS:						
33,114	0	0	OP TRANSFER TO FACILITIES			0
9,566	0	0	OP TRANSFER TO TECHNICAL SVC.			0
150,000	0	0	RES TRANS TO CAPITAL RESERVE			0
192,680	0	0	TOTAL TRANSFERS			0
841,784	660,508	757,736	TOTAL FLEET EXPENDITURES	715,164	715,164	715,164
OTHER:						
0	0	157,556	FLEET CONTINGENCY	71,834	71,834	71,834
0	0	157,556	TOTAL OTHER	71,834	71,834	71,834

CITY OF CANBY
EXPENDITURES

FLEET SERVICES FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FLEET RESERVES						
CAPITAL OUTLAY:						
0	16,720	57,654	EQUIPMENT			0
39,156	39,671	0	SHOP IMPROVEMENTS			0
39,156	56,391	57,654	TOTAL CAPITAL OUTLAY			0
39,156	56,391	57,654	TOTAL FLEET RESERVES			0
OTHER:						
0	0	0	TOTAL OTHER			0
880,939	716,899	972,946	TOTAL FUND EXPENDITURES	786,998	786,998	786,998

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 Sewer facilities whose maintenance is provided by their respective funds. The costs of heating and cooling, cleaning, etc. that were formerly charged to individual departments and funds are now paid through the Facilities Fund.

Goals Integration

- The establishment of this fund is in direct response to City Council policy that the City provide for the ongoing maintenance of City buildings. Funding comes from charges to other funds that receive services. The allocation is based on current square footages.

Noteworthy Changes for 2015-2016

- None

Budget at a Glance

Personal Services –Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes contract services for janitorial services, utilities and alarm system monitoring. This also covers supplies needed for building maintenance and repairs, HVAC maintenance for City facilities as well as the Adult Center, small tools and utilities.

Capital Outlay – Some of the Capital outlay projects from 2014-15 were dependent on the new Library / Civic Building, as we are proceeding with the project improvements to the existing City offices are only being made if required to continue current operations. The City is once again operating the Cemetery so the remaining \$11,500 bequeathed to the City in past years will now be used to move the water backflow device towards Township Rd. This will bring us into compliance. Also time lock gates will be installed as well as updating the underground irrigation system. Funds were also budgeted for additional lighting and automatic door openers in the Fleet services Dept.

Contingency – A contingency equal to 25% of operating expenses (personal services plus materials and services) is proposed as this fund would absorb unexpected repairs if necessary.

CITY OF CANBY
REVENUES

FACILITIES FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MISCELLANEOUS REVENUES						
0	814	0	MISCELLANEOUS REVENUES			0
0	814	0	TOTAL MISCELLANEOUS REVENUES			0
INTEREST REVENUES						
547	481	300	INTEREST REVENUES	500	500	500
547	481	300	TOTAL INTEREST REVENUES	500	500	500
CASH CARRYOVER						
0	0	69,148	CASH CARRYOVER	127,432	127,432	127,432
0	0	69,148	TOTAL CASH CARRYOVER	127,432	127,432	127,432
CHARGES FOR SERVICE						
2,015	1,539	1,900	CANBY UTILITY	500	500	500
2,015	1,539	1,900	TOTAL CHARGES FOR SERVICE	500	500	500
INTERNAL CHARGES FOR SERVICE						
0	250,230	299,047	INTERNAL REVENUE-FACILITIES	235,503	235,503	235,503
0	250,230	299,047	TOTAL INTERNAL CHARGES FOR SERV	235,503	235,503	235,503
OPERATIONAL TRANSFERS						
146,341	0	0	TRANSFER FROM GENERAL FUND			0
389	0	0	TRANSFER FROM BUILDING			0
30,252	0	0	TRANSFER FROM LIBRARY			0
23,843	0	0	TRANSFER FROM STREETS			0
33,114	0	0	TRANSFER FROM FLEET			0
2,087	0	0	TRANSFER FROM TECH SERVICES			0
2,374	0	0	TRANSFER FROM TRANSIT			0
2,432	0	0	TRANSFER FROM URBAN RENEWAL			0
1,134	0	0	TRANSFER FROM SEWER			0
10,535	0	0	TRANSFER FROM SEWERCOLLECTION			0
10,535	0	0	TRANSFER FROM STORMWATER			0
263,036	0	0	TOTAL OPERATIONAL TRANSFERS			0
265,597	253,064	370,395	TOTAL FUND REVENUE	363,935	363,935	363,935
OTHER:						

CITY OF CANBY
EXPENDITURES

FACILITIES FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FACILITIES EXPENDITURES						
PERSONNEL SERVICES:						
58,195	59,317	60,509	FACILITIES LEAD WORKER	61,965	61,965	61,965
0	0	1,000	OVERTIME	1,000	1,000	1,000
33,099	39,353	38,313	EMPLOYEE BENEFITS	39,002	39,002	39,002
400	400	400	CLOTHING ALLOWANCE	400	400	400
91,694	99,070	100,222	TOTAL PERSONNEL SERVICES	102,367	102,367	102,367
MATERIAL AND SERVICES:						
3,108	2,325	5,800	CONTRACT SERVICES	6,000	6,000	6,000
46,253	48,934	61,000	JANITORIAL SERVICES & SUPPLIES	55,000	55,000	55,000
20,744	19,471	30,000	BUILDING REPAIRS & MAINTENANCE	30,000	30,000	30,000
0	3,000	5,000	INTERNAL CHARGE-FLEET	4,500	4,500	4,500
1,743	3,973	4,500	SUPPLIES AND SMALL TOOLS	5,000	5,000	5,000
52,205	57,533	65,000	UTILITIES	65,000	65,000	65,000
124,054	135,236	171,300	TOTAL MATERIAL AND SERVICES	165,500	165,500	165,500
TRANSFERS:						
3,000	0	0	OP TRANSFER TO FLEET			0
3,000	0	0	TOTAL TRANSFERS			0
218,748	234,305	271,522	TOTAL FACILITIES EXPENDITURES	267,867	267,867	267,867
OTHER:						
0	0	71,073	CONTINGENCY	68,168	68,168	68,168
0	0	0	UNAPPROP ENDING FUND BALANCE			0
0	0	71,073	TOTAL OTHER	68,168	68,168	68,168

CITY OF CANBY
EXPENDITURES

FACILITIES FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
FACILITIES RESERVES						
CAPITAL OUTLAY:						
0	5,100	0	CAPITAL EQUIPMENT			0
0	0	5,800	CAPITAL EXP- CITY HALL COMPLEX			0
0	0	4,000	CAPITAL EXP - TRANSIT/FIN BLDG			0
53,885	1,877	5,000	CAPITAL EXP - LIBRARY BLDG	5,000	5,000	5,000
2,199	0	0	CAPITAL EXP - SHOPS COMPLEX	11,000	11,000	11,000
6,725	0	1,500	CAPITAL EXP - ADULT CENTER BLD	400	400	400
1,520	0	11,500	CAPITAL EXP - CEMETERY	11,500	11,500	11,500
64,328	6,977	27,800	TOTAL CAPITAL OUTLAY	27,900	27,900	27,900
64,328	6,977	27,800	TOTAL FACILITIES RESERVES	27,900	27,900	27,900
OTHER:						
0	0	0	TOTAL OTHER			0
283,077	241,282	370,395	TOTAL FUND EXPENDITURES	363,935	363,935	363,935

Internal Service Fund

Technical (*Tech*) Services

Statement of 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.

Department Description

The computer system represents the basic infrastructure for all office operations and is fundamental to efficient staff performance. It is important to the work done by all departments that this infrastructure continues to be well maintained. The Technical Services Department operates on a cost reimbursement basis through charges to departments serviced.

Goals Integration

- Tech Services has been involved in supporting various departments make technology improvements like implementing paperless ticketing and online payment solutions, over time these improvements should improve both operating and economic efficiency.
- Tech Services with the help of their contractors have developed and are maintaining an inventory of equipment and 5 year capital improvement plan outlining the planned replacements. In the current year this has been incorporated into the contingency determination which will help the department be more financially sustainable.

Noteworthy Changes for 2015-16

- The City contracts with KinTechnology to provide IT services. There is no increase over the contract costs for last fiscal year.
- The Office Specialist II allocated to tech services was reduced in the 2014-15 budget from full time to 32 hours a week in response to the budget constraints in the general fund. Due to ongoing and increased needs for tech support, the position is increased in the 2015-16 budget to 36 hours per week (4 additional hours per week).
- The capital outlay budget includes \$30,000 to complete the Gigabit Internet Project which includes hardware, labor and subcontractors that would be required to make this upgrade. This has been rolled forward from prior years and is planned to be implemented at the new Civic Building.
- The capital outlay budget includes \$3,500 to pay for the implementation of online payment portals and accounting module updates for various departments. \$4,500 was used in the current year to implement online payment options for court and to implement an online paystub and W2 distribution portal.

Budget at a Glance

Personnel Service - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes office supplies, technical consultant contract services, computer and network cards, boards, switches, cables, servers, surge protectors and other associated parts, employee training and technical materials, and other incidental expenses. Software licenses, city web page maintenance and domain cost, and external cable access costs are also included.

Capital Outlay - Equipment replacement and system software are maintained and scheduled for replacement/updates based on recommendations from our IT contractors and input from departments.

Contingency – A contingency equal to 10% of operating expenses (personal services plus materials and services) plus 1/5 of the replacements included in the 5 year capital improvement plan is proposed; this is consistent with the draft reserve policy included in the front of the proposed budget document.

CITY OF CANBY
REVENUES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MISCELLANEOUS REVENUES						
20	229	0	MISCELLANEOUS-INCOME			0
20	229	0	TOTAL MISCELLANEOUS REVENUES			0
INTEREST REVENUES						
1,227	610	500	INTEREST REVENUES	500	500	500
1,227	610	500	TOTAL INTEREST REVENUES	500	500	500
CASH CARRYOVER						
0	0	121,851	CASH CARRYOVER	114,038	114,038	114,038
0	0	121,851	TOTAL CASH CARRYOVER	114,038	114,038	114,038
INTERNAL CHARGES FOR SERVICES						
0	336,908	297,011	INTERNAL REVENUE-TECH SERVICES	263,219	263,219	263,219
0	336,908	297,011	TOTAL INTERNAL CHARGES FOR SERV	263,219	263,219	263,219
OPERATIONAL TRANSFERS IN						
19,132	0	0	OP TRANSFER FROM ADMIN			0
14,349	0	0	OP TRANSFER FROM COURT			0
14,349	0	0	OP TRANSFER FROM PLANNING			0
4,783	0	0	OP TRANSFER FROM PARKS			0
5,979	0	0	OP TRANSFER FROM BUILDING			0
86,095	0	0	OP TRANSFER FROM POLICE			0
14,349	0	0	OP TRANSFER FROM FINANCE			0
7,175	0	0	OP TRANSFER FROM LIBRARY FUND			0
10,763	0	0	OP TRANSFER FROM STREETS			0
9,566	0	0	OP TRANSFER FROM FLEET			0
19,132	0	0	OP TRANSFER FROM TRANSIT			0
20,328	0	0	OP TRANSFER FROM SEWER			0
4,782	0	0	OP TRANSFER FROM SEWER COLL			0
8,370	0	0	OP TRANSFER FROM UR			0
239,152	0	0	TOTAL OPERATIONAL TRANSFERS IN			0
RESERVE TRANSFERS IN						
20,000	0	0	RESERVE TRANSFER FROM POLICE			0
7,000	0	0	RESERVE TRANSFER FROM FINANCE			0
27,000	0	0	TOTAL RESERVE TRANSFERS IN			0
267,400	337,747	419,362	TOTAL FUND REVENUE	377,757	377,757	377,757
OTHER:						

CITY OF CANBY
EXPENDITURES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TECH SERVICE EXPENDITURES						
PERSONNEL SERVICES:						
18,054	18,461	19,133	ASSISTANT CITY ADMINISTRATOR	6,365	6,365	6,365
44,016	44,711	37,500	OFFICE SPEC II	43,197	43,197	43,197
41,886	48,689	38,736	EMPLOYEE BENEFITS	24,881	24,881	24,881
103,956	111,861	95,369	TOTAL PERSONNEL SERVICES	74,443	74,443	74,443
MATERIAL AND SERVICES:						
91,639	93,652	93,600	TECHNICAL CONSULTANT	97,980	97,980	97,980
59,379	61,346	57,260	COMMUNICATIONS	62,720	62,720	62,720
6,436	5,967	10,420	WEB PAGE	8,420	8,420	8,420
0	40	1,000	TRAVEL & TRAINING	1,000	1,000	1,000
26,985	3,120	6,720	FEES & DUES	7,700	7,700	7,700
0	1,985	4,175	INTERNAL CHARGE-FACILITIES	1,858	1,858	1,858
5,177	3,470	10,200	SUPPLIES & SERVICES	5,500	5,500	5,500
189,616	169,581	183,375	TOTAL MATERIAL AND SERVICES	185,178	185,178	185,178
TRANSFERS:						
2,087	0	0	OP TRANSFER TO FACILITIES			0
0	94,806	0	RES TRANSFER TO GENERAL FUND			0
2,087	94,806	0	TOTAL TRANSFERS			0
295,658	376,248	278,744	TOTAL TECH SERVICE EXPENDITURES	259,621	259,621	259,621
OTHER:						
0	0	69,029	CONTINGENCY	51,397	51,397	51,397
0	0	69,029	TOTAL OTHER	51,397	51,397	51,397

CITY OF CANBY
EXPENDITURES

TECH SERVICES FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TECH RESERVE						
CAPITAL OUTLAY:						
923	17,044	71,589	COMPUTER EQUIPMENT	66,739	66,739	66,739
349	0	0	COMPUTER EQUIP-ADMIN			0
3,242	0	0	COMPUTER EQUIP-COURT			0
16,088	0	0	COMPUTER EQUIP-POLICE			0
6,770	0	0	COMPUTER EQUIP-FINANCE			0
566	0	0	COMPUTER EQUIP-FLEET			0
27,939	17,044	71,589	TOTAL CAPITAL OUTLAY	66,739	66,739	66,739
27,939	17,044	71,589	TOTAL TECH RESERVE	66,739	66,739	66,739
OTHER:						
0	0	0	TOTAL OTHER			0
323,598	393,292	419,362	TOTAL FUND EXPENDITURES	377,757	377,757	377,757

ENTERPRISE FUND

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.

Department 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.

Goals Integration

- Cost of improvements are significantly reduced by continuing to utilize existing structures for the scheduled biosolids handling facility modifications in the 2015-16 capital improvement plan (CIP).
- Through education and cross training of personnel, the WWTP continues refining the efficiency of positions to continue meeting EPA and DEQ permit requirements and treatment plant operations.

Noteworthy Changes for 2015-2016

- Since the failure and removal of the Therma Flite dryer we will begin the first of a 3 phase capital improvement project addressing the handling, storage, hauling and odor control of the city's biosolids/sludge.
- Renewed contract with Heard Farms for hauling and treating of Canby's biosolids/sludge.
- Wastewater treatment plant personnel have taken on a majority of the environmental services manager's duty's since the position was eliminated, the pretreatment coordinator position which was contracted part time this fiscal year is no longer considered necessary. Functions will be absorbed by current personnel with the option to contract technical services if needed.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Materials and Services - Includes office supplies, employee training, internal charges for fleet, facilities and technical services, consulting engineer, utilities, communications, safety items, parts and materials, equipment and tools, lab testing, billing and collections costs, lime, chemicals, polymer, permit fees, and other miscellaneous supplies, materials and equipment.

Transfers - Include charges for finance and administrative services and a 7% franchise fee on sewer rate revenue paid to the General Fund.

Capital Outlay – Has been incorporated into the department budget and includes building and equipment maintenances and Biosolids Handling Improvements.

Department Description

The objective of the Sewer Collections and Stormwater departments is to meet Oregon Department of Environmental Quality (DEQ) requirements for sewer collections and stormwater systems including catch basins and underground main lines.

Goals Integration

- We have prepared a budget to maintain infrastructure in order to preserve our ability to provide reliable sewer service to citizens of Canby.

Noteworthy Changes for 2015-2016

- We have continued to include a Public Works Director in the proposed budget allocated across various public works departments to address the need for supervision, strategic planning and compliance initiatives.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to this function.

Material and Services - Includes supplies and services, small tools and equipment, consulting engineer, internal charges for fleet, facilities and technical services and other maintenance costs.

Transfers – Includes charges for finance and administrative services.

Capital Outlay – Has been incorporated into the department budget and includes funds for vehicles and equipment and Improvements to the 34th street pump station.

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. These expenses were previously included in WWTP Department, Reserve Department (which will no longer be used prospectively) and the Debt Service Department (which has been converted to the unallocated department).

Goals Integration

This presentation is more transparent and better meets the intention of Oregon local budget law.

Noteworthy Changes for 2015-2016

- New this year.

Budget at a Glance

Personal Services - Includes salaries and benefits of City employees allocated to the utility billing function and related customer service.

Materials and Services - Includes supplies and services related to the process of utility billing, as well as costs related to rate studies and master planning that benefit all 3 operating departments.

Capital – Includes funds available to meet unanticipated capital improvement needs and fund planned future capital improvement projects.

Contingency – 10% of operating costs is budgeted in case of unforeseen operating expenses.

CITY OF CANBY
REVENUES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
3,647	54,253	6,000	MISCELLANEOUS-INCOME	5,300	5,300	5,300
3,647	54,253	6,000	TOTAL MISCELLANEOUS REVENUE	5,300	5,300	5,300
			INTEREST REVENUES			
12,908	20,264	10,000	INTEREST REVENUES	25,000	25,000	25,000
12,908	20,264	10,000	TOTAL INTEREST REVENUES	25,000	25,000	25,000
			CASH CARRYOVER			
0	0	5,358,682	CASH CARRYOVER	4,356,606	4,356,606	4,356,606
0	0	5,358,682	TOTAL CASH CARRYOVER	4,356,606	4,356,606	4,356,606
			CHARGES FOR SERVICES			
3,321,173	3,572,877	3,700,000	SERVICE CHARGE	3,880,000	3,880,000	3,880,000
3,321,173	3,572,877	3,700,000	TOTAL CHARGES FOR SERVICES	3,880,000	3,880,000	3,880,000
			SPECIAL ASSESSMENTS			
16,272	7,244	0	AFD - NORTH REDWOOD			0
23,591	26,815	0	SDC IMPROVEMENT (SEWER)			0
63,878	79,446	65,414	SDC REIMBURSEMENT (SEWER)	103,210	103,210	103,210
8,028	11,950	0	SDC IMPROVEMENT (STORM)			0
770	0	0	SDC REIMBURSEMENT (STORM)			0
112,538	125,455	65,414	TOTAL SPECIAL ASSESSMENTS	103,210	103,210	103,210
			INTERFUND LOAN TRANSFERS IN			
0	0	25,000	TRANSFER FROM SDC FUND	33,038	33,038	33,038
0	543	0	IF LOAN FROM TRANSIT			0
2,169	0	0	IF PRINCIPAL & INTEREST			0
2,169	543	25,000	TOTAL INTERFUND LOAN TRANSFERS I	33,038	33,038	33,038
3,452,435	3,773,391	9,165,096	TOTAL FUND REVENUE	8,403,154	8,403,154	8,403,154
			OTHER:			
			OTHER:			

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER/WWTP EXPENDITURES						
PERSONNEL SERVICES:						
0	0	8,897	PUBLIC WORKS DIRECTOR	8,532	8,532	8,532
45,780	47,053	0	ENVIRONMENTAL SERVICES MGR			0
11,227	11,477	6,539	OFFICE SPECIALIST II			0
24,481	12,923	13,370	OFFICE SPECIALIST III			0
21,951	24,089	0	STORM/PRETREATMENT TECH			0
132,028	136,800	140,220	OPERATOR III	143,598	143,598	143,598
68,856	70,779	72,201	OPERATOR LEAD	73,937	73,937	73,937
0	0	29,969	PRE-TREATMENT COORDINATOR			0
60,664	62,821	117,277	OPERATOR II	120,216	120,216	120,216
2,766	3,048	6,000	OVERTIME	6,000	6,000	6,000
15,675	13,623	16,484	STAND BY	16,484	16,484	16,484
14,911	12,125	16,569	WEEKEND SURVEILLANCE	16,569	16,569	16,569
219,807	220,627	236,272	EMPLOYEE BENEFITS	224,373	224,373	224,373
619	2,000	2,000	CLOTHING ALLOWANCE	2,000	2,000	2,000
618,764	617,364	665,798	TOTAL PERSONNEL SERVICES	611,709	611,709	611,709
MATERIAL AND SERVICES:						
0	0	20,000	PROFESSIONAL SERVICES	20,000	20,000	20,000
198,419	54,409	0	CONTRACT SERVICES			0
133,605	109,741	149,000	DISPOSAL SERVICES	149,000	149,000	149,000
1,401	1,684	1,850	STREET REPAIRS	1,800	1,800	1,800
47,552	34,758	53,000	MAINTENANCE OPERATIONS	53,000	53,000	53,000
19,027	11,278	22,000	PUMP AND MOTOR REPAIR	22,000	22,000	22,000
753	1,035	1,800	GROUPS MAINT	1,800	1,800	1,800
35,764	37,662	39,000	SEWER BILLING			0
19,353	15,087	22,000	EFFLUENT TESTING	22,000	22,000	22,000
2,173	871	3,500	SLUDGE TESTING	2,500	2,500	2,500
3,146	0	5,000	PRETREATMENT TESTING	3,500	3,500	3,500
2,547	2,613	3,300	COMMUNICATIONS	3,300	3,300	3,300
1,946	2,779	4,500	TRAVEL & TRAINING	4,500	4,500	4,500
2,011	909	2,670	MEMBERSHIP DUES & FEES	2,670	2,670	2,670
13,005	13,605	14,400	NPDES PERMIT FEES	14,400	14,400	14,400
0	20,307	18,020	INTERNAL CHARGE-FLEET	16,920	16,920	16,920
0	1,080	1,275	INTERNAL CHARGE-FACILITIES	1,010	1,010	1,010
0	23,584	23,761	INTERNAL CHARGE-TECH SERVICES	22,140	22,140	22,140
4,328	4,278	8,900	SUPPLIES & SERVICES	7,500	7,500	7,500
1,709	2,799	3,125	SAFETY SUPPLIES	3,100	3,100	3,100
349	605	790	TOOLS & EQUIPMENT	800	800	800
8,567	8,250	8,940	COMPUTER SUPPLIES	8,900	8,900	8,900
1,385	0	0	UNIFORMS			0
5,013	5,053	6,900	BLDG CLEANING SERVICE	6,900	6,900	6,900
14,972	13,916	13,800	LAB EQUIPMENT & CHEMICALS	13,800	13,800	13,800
1,886	6,705	20,000	BULK CHEMICALS	15,000	15,000	15,000
30,432	41,595	48,000	LIME	57,000	57,000	57,000
3,828	7,656	12,000	BIOSOLIDS - POLYMER	12,000	12,000	12,000
69,024	71,495	75,000	UTILITIES	75,500	75,500	75,500
625,699	497,257	582,531	TOTAL MATERIAL AND SERVICES	541,040	541,040	541,040
CAPITAL OUTLAY:						
0	0	0	BUILDING	15,000	15,000	15,000
0	0	0	VEHICLES & EQUIPMENT	20,000	20,000	20,000
0	0	0	BIOSOLIDS HANDLING	875,000	875,000	875,000
0	0	0	TOTAL CAPITAL OUTLAY	910,000	910,000	910,000

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
160,050	163,728	147,689	O/H TRANSFER TO GENERAL FUND	137,846	137,846	137,846
21,499	0	0	OP TRANSFER TO FLEET			0
1,134	0	0	OP TRANSFER TO FACILITIES			0
20,328	0	0	OP TRANSFER TO TECHNICAL SVC.			0
228,824	249,879	261,000	REVENUE TRANS FRANCHISE FEE	270,000	270,000	270,000
431,836	413,607	408,689	TOTAL TRANSFERS	407,846	407,846	407,846
1,676,299	1,528,227	1,657,018	TOTAL SEWER/WWTP EXPENDITURES	2,470,595	2,470,595	2,470,595
OTHER:						
0	0	295,413	CONTINGENCY			0
15,138	21,688	0	OPEB EXPENSE			0
262,315	279,098	0	DEPRECIATION EXPENSE			0
0	224,777	0	LOSS ON DISPOSAL OF ASSET			0
277,453	525,563	295,413	TOTAL OTHER			0

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER COLLECTIONS EXPENDITURES						
PERSONNEL SERVICES:						
0	13,763	21,224	CITY ADMINISTRATOR	20,783	20,783	20,783
0	25,140	10,268	PLANNING DIRECTOR	10,514	10,514	10,514
0	0	22,242	PUBLIC WORKS DIRECTOR	21,331	21,331	21,331
9,156	9,411	0	ENVIRONMENTAL SERVICES MGR			0
6,705	10,952	7,031	OFFICE SPECIALIST II	10,666	10,666	10,666
0	7,575	3,867	SENIOR PLANNER	3,960	3,960	3,960
0	14,595	21,903	ASSOCIATE PLANNER	3,193	3,193	3,193
38,964	42,008	45,898	UTILITY WORKER I	47,731	47,731	47,731
48,950	25,752	26,045	UTILITY MAINT WORKER II	26,671	26,671	26,671
52,632	27,721	28,428	UTILITY WORKER III	28,957	28,957	28,957
16,589	17,784	18,489	PUBLIC WORKS LEAD MAN	18,933	18,933	18,933
6,642	8,673	6,500	OVERTIME	6,500	6,500	6,500
96,719	115,115	112,955	EMPLOYEE BENEFITS	104,217	104,217	104,217
1,200	1,200	1,200	CLOTHING ALLOWANCE	1,200	1,200	1,200
277,558	319,688	326,050	TOTAL PERSONNEL SERVICES	304,656	304,656	304,656
MATERIAL AND SERVICES:						
200	0	2,500	CONSULTANT ENGINEER	2,500	2,500	2,500
0	1,445	2,600	SOFTWARE MAINT	2,600	2,600	2,600
4,630	3,561	4,000	LATERAL REPAIR	4,000	4,000	4,000
10,031	3,077	10,000	LIFT STATION MAINT	10,000	10,000	10,000
17,598	3,080	3,100	LIFT STATION TELEMTRY	3,100	3,100	3,100
3,187	4,640	6,000	COLLECTION SYSTEM MAINT	6,000	6,000	6,000
0	150	250	EQUIPMENT RENTAL	250	250	250
626	702	700	COPIER LEASE & MAINT	1,969	1,969	1,969
1,353	3,882	1,890	COMMUNICATIONS	1,890	1,890	1,890
0	0	150	PUBLICATIONS	150	150	150
680	1,850	1,500	TRAVEL & TRAINING	1,500	1,500	1,500
310	384	250	MEMBERSHIP DUES & FEES	250	250	250
0	13,577	18,685	INTERNAL CHARGE-FLEET	30,337	30,337	30,337
0	10,022	11,838	INTERNAL CHARGE-FACILITIES	9,380	9,380	9,380
0	10,107	11,880	INTERNAL CHARGE-TECH SERVICES	7,380	7,380	7,380
3,555	3,086	4,090	SUPPLIES & SERVICES	4,000	4,000	4,000
736	1,728	2,000	SMALL TOOLS	2,000	2,000	2,000
0	0	150	CLEANING/SUPPLIES	150	150	150
367	476	400	SAFETY SUPPLIES	400	400	400
4,465	4,796	5,375	UTILITIES-LIFT STATIONS	5,300	5,300	5,300
47,739	66,564	87,358	TOTAL MATERIAL AND SERVICES	93,156	93,156	93,156
CAPITAL OUTLAY:						
0	0	0	VEHICLES & EQUIPMENT	105,000	105,000	105,000
0	0	0	34TH ST PUMP STATION	225,000	225,000	225,000
0	0	0	TOTAL CAPITAL OUTLAY	330,000	330,000	330,000
TRANSFERS:						
74,152	45,863	44,988	O/H TRANSFER TO GENERAL FUND	48,715	48,715	48,715
34,344	0	0	OP TRANSFER TO FLEET			0
10,535	0	0	OP TRANSFER TO FACILITIES			0
4,782	0	0	OP TRANSFER TO TECHNICAL SVCS.			0
123,813	45,863	44,988	TOTAL TRANSFERS	48,715	48,715	48,715

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
449,110	432,116	458,396	TOTAL SEWER COLLECTIONS EXPENDI	776,527	776,527	776,527
			OTHER:			
0	0	0	TOTAL OTHER			0

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STORMWATER EXPENDITURES						
PERSONNEL SERVICES:						
0	9,175	14,150	CITY ADMINISTRATOR	13,855	13,855	13,855
0	25,140	20,536	PLANNING DIRECTOR	21,027	21,027	21,027
0	0	22,242	PUBLIC WORKS DIRECTOR	21,331	21,331	21,331
36,624	37,642	0	ENVIRONMENTAL SERVICES MGR			0
0	12,923	13,370	OFFICE SPECIALIST III			0
6,705	10,952	7,031	OFFICE SPECIALIST II	10,666	10,666	10,666
0	7,575	7,734	SENIOR PLANNER	7,920	7,920	7,920
6,575	14,595	6,258	ASSOCIATE PLANNER	6,386	6,386	6,386
21,950	24,089	0	STORM/PRETREATMENT TECH			0
0	0	0	UTILITY MAINT WORKER I			0
0	25,752	43,009	UTILITY MAINT WORKER II	49,145	49,145	49,145
0	27,720	28,428	UTILITY WORKER III	28,957	28,957	28,957
18,222	19,431	20,170	PUBLIC WORKS LEAD MAN	20,654	20,654	20,654
388	187	500	OVERTIME	500	500	500
46,917	123,554	110,299	EMPLOYEE BENEFITS	104,775	104,775	104,775
137,381	338,736	293,727	TOTAL PERSONNEL SERVICES	285,216	285,216	285,216
MATERIAL AND SERVICES:						
3,227	3,150	29,000	CONSULTANT ENGINEER	7,000	7,000	7,000
0	540	1,900	SOFTWARE MAINT	1,900	1,900	1,900
8,197	2,118	6,000	CATCH BASIN REPAIR	6,000	6,000	6,000
18,902	20,125	20,000	STORM SYSTEM MAINTENANCE	20,000	20,000	20,000
0	0	250	EQUIPMENT RENTAL	250	250	250
626	702	700	COPIER LEASE & MAINT	700	700	700
1,951	0	0	STORM WATER ANALYSIS	2,000	2,000	2,000
896	3,368	1,500	COMMUNICATIONS	1,500	1,500	1,500
0	0	150	PUBLICATIONS	150	150	150
485	447	500	TRAVEL & TRAINING	500	500	500
552	637	700	MEMBERSHIP DUES & FEES	700	700	700
0	10,022	11,838	INTERNAL CHARGE-FACILITIES	9,380	9,380	9,380
2,153	1,613	2,500	SUPPLIES & SERVICES	2,500	2,500	2,500
532	2,000	2,000	SMALL TOOLS	2,000	2,000	2,000
459	422	600	SAFETY SUPPLIES	600	600	600
566	600	1,000	GPS MAPPING PROJECT	1,000	1,000	1,000
38,545	45,744	78,638	TOTAL MATERIAL AND SERVICES	56,180	56,180	56,180
TRANSFERS:						
75,393	29,073	42,084	O/H TRANSFER TO GENERAL FUND	40,399	40,399	40,399
10,535	0	0	OP TRANSFER TO FACILITIES			0
85,928	29,073	42,084	TOTAL TRANSFERS	40,399	40,399	40,399
261,854	413,553	414,449	TOTAL STORMWATER EXPENDITURES	381,795	381,795	381,795
OTHER:						
0	0	0	TOTAL OTHER			0

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER UNALLOCATED						
PERSONNEL SERVICES:						
0	0	0	OFFICE SPECIALIST II	4,877	4,877	4,877
0	0	0	OFFICE SPECIALIST III	27,382	27,382	27,382
0	0	0	EMPLOYEE BENEFITS	17,941	17,941	17,941
0	0	0	TOTAL PERSONNEL SERVICES	50,200	50,200	50,200
MATERIAL AND SERVICES:						
0	0	0	RATE STUDIES AND MASTER PLANS	25,000	25,000	25,000
0	0	0	SEWER BILLING	39,100	39,100	39,100
0	0	0	TOTAL MATERIAL AND SERVICES	64,100	64,100	64,100
CAPITAL OUTLAY:						
0	0	0	SEWER PROJECT RESERVE	3,756,281	3,756,281	3,756,281
0	0	0	TOTAL CAPITAL OUTLAY	3,756,281	3,756,281	3,756,281
DEBT:						
0	0	255,000	SEWER BOND PRINC-08	275,000	275,000	275,000
53,944	45,281	36,891	SEWER BOND INT-08	27,284	27,284	27,284
0	0	302,285	SEWER BOND RES	297,050	297,050	297,050
53,944	45,281	594,176	TOTAL DEBT	599,334	599,334	599,334
TRANSFERS:						
0	0	0	TRANSFER TO STREET FUND	54,000	54,000	54,000
0	0	0	TOTAL TRANSFERS	54,000	54,000	54,000
53,944	45,281	594,176	TOTAL SEWER UNALLOCATED	4,523,915	4,523,915	4,523,915
OTHER:						
0	0	0	CONTINGENCY	250,322	250,322	250,322
0	0	0	TOTAL OTHER	250,322	250,322	250,322

CITY OF CANBY
EXPENDITURES

SEWER COMBINED FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SEWER RESERVE						
MATERIAL AND SERVICES:						
0	4,000	0	STORMWATER MANAGEMENT PLAN			0
73,175	26,825	0	STORMWATER MASTER PLAN			0
73,175	30,825	0	TOTAL MATERIAL AND SERVICES			0
CAPITAL OUTLAY:						
10,000	14,020	15,000	BUILDING			0
6,253	59,725	0	WWTP EFFLUENT DIFFUSER			0
0	71,400	1,782,022	14-15 WWTP IMPROVEMENTS			0
30,354	12,817	35,500	EQUIPMENT			0
15,000	0	0	POLICE ACCESS ROAD			0
0	18,246	80,000	34TH PUMP STATION REHAB/SDC			0
167,530	0	0	1ST AVENUE REDEVELOPMENT PROJ			0
0	0	200,000	WILLOW CREEK			0
0	0	92,000	TV TRUCK EQUIP REPLACEMENT			0
0	0	400,000	VACTOR TRUCK			0
0	6,993	0	SEWER PUSH CAMERA			0
219,076	163,168	3,101,122	SEWER PROJECT RESERVE			0
37,336	20,033	5,705,644	TOTAL CAPITAL OUTLAY			0
TRANSFERS:						
229,392	0	0	O/H TRANSFER TO GENERAL FUND			0
0	0	40,000	TRANSFER TO STREET FUND			0
229,392	0	40,000	TOTAL TRANSFERS			0
339,902	50,858	5,745,644	TOTAL SEWER RESERVE			0
OTHER:						
0	0	0	TOTAL OTHER			0
3,058,562	2,995,598	9,165,096	TOTAL FUND EXPENDITURES	8,403,154	8,403,154	8,403,154

CLOSED FUNDS

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.

CITY OF CANBY
REVENUES

PARKS DEVELOP FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS-SDC'S			
102,438	156,379	0	SDC'S PARKS-IMPROVEMENT			0
102,438	156,379	0	TOTAL SPECIAL ASSESSMENTS-SDC'S			0
			MISCELLANEOUS REVENUE			
600	600	0	MISCELLANEOUS-INCOME			0
600	600	0	TOTAL MISCELLANEOUS REVENUE			0
			INTEREST REVENUES			
4,933	4,489	0	INTEREST REVENUES			0
4,933	4,489	0	TOTAL INTEREST REVENUES			0
			DONATIONS			
27	0	0	DONATIONS PARKS			0
27	0	0	TOTAL DONATIONS			0
			TRANSFER IN			
256	0	0	IF PRINCIPAL & INTEREST			0
256	0	0	TOTAL TRANSFER IN			0
108,254	161,468	0	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

PARKS DEVELOP FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PARKS DEVELOP EXPENDITURES						
CAPITAL OUTLAY:						
74,764	41,252	0	MOLALLA RRV PW/WILL. WAYSIDE			0
17,820	242,398	0	NORTH WOODS ESTATES PARK			0
7,116	0	0	PARK SDC ENGINEER STUDY			0
99,701	283,650	0	TOTAL CAPITAL OUTLAY			0
TRANSFERS:						
600	0	0	O/H TO GENERAL FUND			0
0	822,317	0	TRANSFER TO SDC FUND			0
600	822,317	0	TOTAL TRANSFERS			0
100,301	1,105,967	0	TOTAL PARKS DEVELOP EXPENDITUR			0
OTHER:						
0	0	0	TOTAL OTHER			0
100,301	1,105,967	0	TOTAL FUND EXPENDITURES			0

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.

CITY OF CANBY
REVENUES

STREET RESERVE FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANT REVENUE			
164,266	184,553	0	FEDERAL FUND EXCHANGE			0
164,266	184,553	0	TOTAL GRANT REVENUE			0
			SPECIAL ASSESSMENTS-SDC'S			
91,514	117,657	0	SDC'S TRANS IMPROVEMENT			0
13,220	22,638	0	SDC'S TRANS REIMBURSEMENT			0
104,734	140,295	0	TOTAL SPECIAL ASSESSMENTS-SDC'S			0
			INTEREST REVENUES			
2,640	3,414	0	INTEREST REVENUES			0
2,640	3,414	0	TOTAL INTEREST REVENUES			0
			RESERVE TRANSFERS IN			
328,000	348,778	0	RESERVE TRANSFER FROM STREETS			0
436,980	433,814	0	RES TRANS STREET MAINT FEE			0
199,528	185,151	0	RES TRANS LOCAL GAS TAX			0
964,508	967,743	0	TOTAL RESERVE TRANSFERS IN			0
1,236,148	1,296,005	0	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

STREET RESERVE FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
STREET RESERVE EXPENDITURES						
CAPITAL OUTLAY:						
59,888	0	0	SDC STORM PROJECT-1ST AVENUE			0
17,898	1,618	0	OTHER PROJECTS			0
540,628	1,026,365	0	STREET MAINT FEE PROJECTS			0
521,204	0	0	1ST AVENUE REDEVELOPMENT PROJ			0
158,247	0	0	NE 4TH AVE IMPROVEMENTS			0
30,000	0	0	POLICE ACCESS ROAD			0
0	499,325	0	N JUNIPER RECONSTRUC N IVY-9TH			0
31,919	0	0	SE CANBY SIDEWALK CDBG/SDC			0
3,483	0	0	S IVY SIDEWALK PROJECT/SDC			0
5,488	0	0	SDC TRANS ENGINEER STUDY			0
1,368,755	1,527,307	0	TOTAL CAPITAL OUTLAY			0
TRANSFERS:						
600	0	0	O/H TRANSFER TO GENERAL FUND			0
0	641,046	0	TRANSFER TO SDC FUND			0
600	641,046	0	TOTAL TRANSFERS			0
1,369,355	2,168,353	0	TOTAL STREET RESERVE EXPENDITUR			0
OTHER:						
0	0	0	TOTAL OTHER			0
1,369,355	2,168,353	0	TOTAL FUND EXPENDITURES			0

Special Revenue Fund

911 Emergency

Department Description

In the past, the city received distribution of state 9-1-1 excise tax directly into its 911 Emergency Fund. An annual transfer from the Police Department to the 911 Emergency Fund was made in an amount sufficient to subsidize the cost of dispatch services provided by CCOM. However, with the passage of SB 1559, 911 distributions made after January 1, 2013, will be made directly to CCOM. The Police Department is now responsible for paying what is billed for dispatch services.

This fund was closed by City Council resolution in June 2013.

CITY OF CANBY
EXPENDITURES

911 EMERGENCY FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
911 EMERGENCY EXPENDITURES						
MATERIAL AND SERVICES:						
154,961	0	0	CENTRAL DISPATCH			0
0	0	0	911 RESERVE			0
154,961	0	0	TOTAL MATERIAL AND SERVICES			0
TRANSFERS:						
600	0	0	O/H TRANSFER TO GENERAL			0
600	0	0	TOTAL TRANSFERS			0
155,561	0	0	TOTAL 911 EMERGENCY EXPENDITURE			0
OTHER:						
0	0	0	TOTAL OTHER			0
155,561	0	0	TOTAL FUND EXPENDITURES			0

Special Revenue Fund

Library Endowment

Department Description

Historically, the purpose of the Library Endowment Fund was to accumulate funds from transfers and donations that could be used to improve the facilities and services of the Canby Public Library. This fund was closed to the Library Fund per the Library Board recommendation in April 2013 that the funds will be restricted to use on the new Library facility. Future endowment gifts will go to the newly formed Library Foundation.

This fund was closed by City Council resolution in June 2013.

CITY OF CANBY
REVENUES

LIBRARY ENDOWMENT FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTEREST REVENUES			
669	0	0	INTEREST REVENUES			0
669	0	0	TOTAL INTEREST REVENUES			0
			CASH CARRYOVER			
0	0	0	CASH CARRYOVER			0
0	0	0	TOTAL CASH CARRYOVER			0
669	0	0	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

LIBRARY ENDOWMENT FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
LIBRARY ENDOWMENT EXPENDITURES						
TRANSFERS:						
600	0	0	O/H TRANSFER TO GENERAL FUND			0
135,481	0	0	TRANSFER TO LIBRARY			0
136,081	0	0	TOTAL TRANSFERS			0
136,081	0	0	TOTAL LIBRARY ENDOWMENT EXPEND			0
OTHER:						
0	0	0	TOTAL OTHER			0
136,081	0	0	TOTAL FUND EXPENDITURES			0

Special Revenue Fund

Debt Service

Department Description

The Debt Service Fund was originally created to combine all non-bond debt into one fund. This created added layers of transfers between funds and it was deemed more efficient and transparent to show debt payments from the departments that incurred the obligation, therefore this fund was closed.

This fund was closed by City Council resolution in June 2013.

CITY OF CANBY
REVENUES

DEBT SERVICE FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS			
883	0	0	AFD 3 LRIP PHASE I PRIN/INT			0
434	0	0	AFD 4 LRIP PHASE I PRIN/INT			0
1,317	0	0	TOTAL SPECIAL ASSESSMENTS			0
			INTEREST REVENUES			
476	0	0	INTEREST REVENUES			0
476	0	0	TOTAL INTEREST REVENUES			0
			OPERATIONAL TRANSFERS IN			
188,635	0	0	TRANSFER FROM GENERAL FUND			0
42,455	0	0	TRANSFER FROM STREETS			0
0	0	0	TRANSFER FROM FLEET			0
101,277	0	0	TRANSFER FROM TRANSIT			0
332,367	0	0	TOTAL OPERATIONAL TRANSFERS IN			0
			CASH CARRYOVER			
0	0	0	CASH CARRYOVER			0
0	0	0	TOTAL CASH CARRYOVER			0
334,160	0	0	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

DEBT SERVICE FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DEBT EXPENDITURES						
MATERIAL AND SERVICES:						
70,546	0	0	POLICE CAR LEASES			0
42,455	0	0	SWEEPER LEASE			0
0	0	0	VEHICLE LIFT LEASE			0
0	0	0	BUS LEASE			0
113,001	0	0	TOTAL MATERIAL AND SERVICES			0
DEBT:						
42,860	0	0	LOGGING ROAD PRINCIPLES PHS 1			0
17,664	0	0	LOGGING ROAD PRINCIPLE PHS 2			0
8,050	0	0	LOGGING ROAD INTEREST PHS 1			0
5,444	0	0	LOGGING ROAD INTEREST PHS 2			0
0	0	0	RESERVE FOR DEBT			0
74,019	0	0	TOTAL DEBT			0
TRANSFERS:						
9,735	0	0	TRANSFER TO GENERAL FUND			0
17,067	0	0	IF LOAN TO PARKS DEVELOPMENT			0
24,636	0	0	IF LOAN TO CEM PERPETUAL CARE			0
101,277	0	0	IF LOAN TO SEWER			0
152,715	0	0	TOTAL TRANSFERS			0
339,735	0	0	TOTAL DEBT EXPENDITURES			0
OTHER:						
0	0	0	TOTAL OTHER			0
339,735	0	0	TOTAL FUND EXPENDITURES			0

Capital Project Fund

Capital Reserve

Department Description

Historically, the Capital Reserve Fund received transferred amounts from General Fund departments, as well as interest revenue for use on a variety of capital expenditures. Capital expenses are now funded through General Fund departments or the Facilities Fund.

This fund was closed by City Council resolution in June 2013.

CITY OF CANBY
REVENUES

CAPITAL RESERVE FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
60,429	0	0	PEG ACCESS FEES			0
60,429	0	0	TOTAL MISCELLANEOUS REVENUE			0
			INTEREST REVENUES			
567	0	0	INTEREST REVENUES			0
567	0	0	TOTAL INTEREST REVENUES			0
			RESERVE TRANSFERS IN			
0	0	0	RESERVE TRANSFER FROM POLICE			0
150,000	0	0	RESERVE TRANSFER FROM FLEET			0
150,000	0	0	TOTAL RESERVE TRANSFERS IN			0
			CASH CARRYOVER			
0	0	0	CASH CARRYOVER			0
0	0	0	TOTAL CASH CARRYOVER			0
210,996	0	0	TOTAL FUND REVENUE			0
			OTHER:			

CITY OF CANBY
EXPENDITURES

CAPITAL RESERVE FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CAPITAL RESERVE EXPENDITURES						
CAPITAL OUTLAY:						
63,780	0	0	CAPITAL - PEG ACCESS			0
24,800	0	0	CAPITAL - POLICE			0
88,580	0	0	TOTAL CAPITAL OUTLAY			0
TRANSFERS:						
183,225	0	0	O/H TRANSFER TO GENERAL FUND			0
0	0	0	TRANSFER TO FACILITIES			0
183,225	0	0	TOTAL TRANSFERS			0
271,806	0	0	TOTAL CAPITAL RESERVE EXPENDITURE			0
OTHER:						
0	0	0	TOTAL OTHER			0
271,806	0	0	TOTAL FUND EXPENDITURES			0

REQUIRED FILINGS

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

FORM LB-50 2015-2016

To assessor of Clackamas County

Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

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

PO Box 930 Canby OR 97013 6/30/15
Mailing Address of District City State ZIP code Date

Haley Fish Finance Director 503-266-0725 fishh@ci.canby.or.us
Contact Person Title Daytime Telephone Contact Person E-Mail

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits		
		Rate -or- Dollar Amount		
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	3.4886	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2.	Local option operating tax	2	0.49	
3.	Local option capital project tax	3		
4.	City of Portland Levy for pension and disability obligations	4		
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

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

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

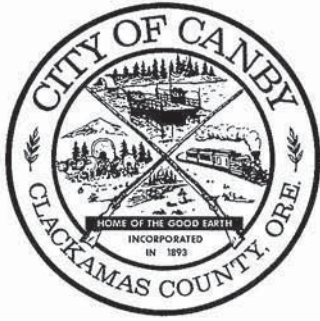
Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
mixed	11/8/2011	2012-2013	2016-2017	0.49

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 Delinquent Sewer Charges		\$94,775.79
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS 454.225 (Must be completed if you have an entry in Part IV)



Office of the Mayor

Proclamation

“Measure 3-385 Election Results”

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

MEASURE NO. 3-385

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

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

YES - 2,081

NO - 1,557

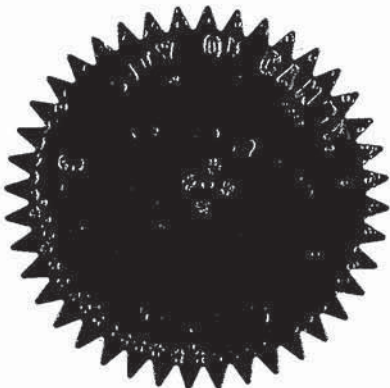
Blank - 1

Over Votes - 0

Under Votes - 44

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

Dated this 7th day of December, 2011.



Randy Carson
Mayor

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Canby City Council will be held on June 17, 2015 at 7:30 p.m at the Council Chambers, 155 NW 2nd Avenue, Canby, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the City of Canby Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 182 N Holly Street, Canby, between the hours of 8:00 a.m. and 5:00 p.m., or on the city's website at www.ci.canby.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

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

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2013-14	Adopted Budget This Year 2014-15	Approved Budget Next Year 2015-16
Beginning Fund Balance/Net Working Capital	10,938,822	12,263,138	11,988,320
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	9,354,218	9,370,622	9,734,580
Federal, State and All Other Grants, Gifts, Allocations and Donations	3,643,476	3,068,968	3,417,368
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	3,804,162	2,127,030	2,189,971
All Other Resources Except Property Taxes	1,870,871	296,340	415,232
Property Taxes Estimated to be Received	4,357,054	4,479,652	4,655,962
Total Resources	33,968,603	31,605,750	32,401,433

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	9,263,900	9,646,085	9,767,105
Materials and Services	5,114,177	5,762,305	5,774,493
Capital Outlay	2,920,834	7,583,744	7,325,561
Debt Service	369,312	669,140	620,191
Interfund Transfers	3,706,193	1,583,195	1,632,600
Contingencies	0	5,485,182	6,385,002
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	12,594,187	876,099	896,482
Total Requirements	33,968,603	31,605,750	32,401,434

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
Administration	1,326,067	2,099,747	1,026,647
FTE	4.87	3.93	4.01
Court	241,901	320,817	346,661
FTE	1.97	3.05	3.85
Planning	201,440	214,384	217,464
FTE	1.14	1.30	1.30
Parks	1,699,107	1,999,902	1,937,638
FTE	5.30	3.35	3.35
Building	105,901	63,195	43,236
FTE	0.83	0.25	0.25
Police	4,814,332	4,845,156	4,959,257
FTE	28.95	28.20	28.30
Cemetery	100,765	978,269	973,132
FTE	0.05	0.05	0.15
Finance	510,629	439,021	444,789
FTE	3.85	3.03	2.75
Economic Development	0	573,013	574,715
FTE	3.27	3.41	3.51
General Fund Unallocated	0	0	1,275,328
FTE	0.00	0.00	0.00
Library	836,729	2,192,268	2,152,237
FTE	8.09	8.50	8.18
Streets	4,052,876	3,126,024	4,060,825
FTE	5.12	6.23	6.75

Fleet Services	716,899	965,946	786,998
FTE	2.37	2.45	2.35
Facilities	241,283	370,395	363,935
FTE	0.90	0.90	0.90
Tech Services	393,292	419,362	377,757
FTE	1.15	0.95	0.95
Transit	2,566,180	2,720,177	3,198,367
FTE	2.20	2.85	2.85
Swim Center Levy	676,687	1,028,257	1,185,014
FTE	8.76	9.03	9.03
Wastewater Treatment	1,534,590	2,024,140	2,503,633
FTE	4.48	5.98	5.10
Collections	432,115	458,396	776,527
FTE	3.33	3.33	3.10
Stormwater	413,553	427,461	423,037
FTE	3.34	2.43	2.78
Sewer-Unallocated	510,070	6,339,820	4,774,237
FTE	0.00	0.00	0.55
Total Requirements	21,374,416	31,605,750	32,401,434
Total FTE	89.97	89.22	90.01

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

An Unallocated department has been added to both the General Fund and the Sewer Fund.
This budget includes consideration of fee adjustments as adopted by the council through Resolution 1216, which includes a 5% increase in sewer/stormwater utility rates.

PROPERTY TAX LEVIES

	Rate or Amount Approved	Rate or Amount Approved	Rate or Amount Approved
Permanent Rate Levy (rate limit 3.4886 per \$1,000)	3.4886	3.4886	3.4886
Local Option Levy	0.4200	0.4900	0.4900
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$26,166,990	\$0
Other Borrowings	\$1,879,416	\$0
Total	\$28,046,406	\$0

RESOLUTION NO. 1219

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAX FOR THE 2015-2016 FISCAL YEAR

WHEREAS, a public hearing for the 2015-2016 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 17, 2015; and

WHEREAS, the City Council of Canby proposes to levy the taxes provided for in the adopted budget at the permanent rate of 3.4886 per \$1,000 and a local option levy of 0.49 per \$1,000 of assessed property value and that these taxes be levied upon all taxable property within the district as of July 1, 2015; and

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

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Canby hereby adopts the budget for fiscal year 2015-16 in the total of \$32,401,433. This budget is now on file at City Hall, 182 N. Holly St., Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below are hereby appropriated:

GENERAL FUND

ADMINISTRATION	1,026,647
COURT	346,661
PLANNING	217,464
PARKS	798,526
BUILDING	31,808
POLICE	4,914,255
CEMETERY	76,650
FINANCE	444,789
ECONOMIC DEVELOPMENT	513,713
UNALLOCATED	
PERSONNEL SERVICES	75,000
MATERIALS & SERVICES	128,892
CAPITAL OUTLAY	66,030
DEBT SERVICE	20,857
TRANSFERS	72,430
CONTINGENCY	984,548
TOTAL GENERAL FUND	9,718,270

OTHER FUNDS

LIBRARY FUND

PERSONAL SERVICES	626,783
MATERIALS & SERVICES	163,735
TRANSFERS	93,755
CONTINGENCY	1,267,964
TOTAL	2,152,237

STREET FUND

PERSONAL SERVICES	607,428
MATERIALS & SERVICES	398,429
CAPITAL OUTLAY	1,137,550
TRANSFERS	109,009
CONTINGENCY	844,377
TOTAL	3,096,793

SDC FUND

TRANSFERS	560,038
CONTINGENCY	1,617,386
TOTAL	2,177,424

FLEET SERVICES FUND

PERSONNEL SERVICES	238,324
MATERIALS & SERVICES	476,840
CONTINGENCY	71,834
TOTAL	786,998

FACILITIES FUND

PERSONNEL SERVICES	102,367
MATERIALS & SERVICES	165,500
CAPITAL OUTLAY	27,900
CONTINGENCY	68,168
TOTAL	363,935

FORFEITURE FUND

MATERIALS & SERVICES	45,002
TOTAL	45,002

TECH SERVICES FUND

PERSONNEL SERVICES	74,443
MATERIALS & SERVICES	185,178
CAPITAL OUTLAY	66,739
CONTINGENCY	51,397
TOTAL	377,757

TRANSIT FUND

PERSONNEL SERVICES	275,605
MATERIALS & SERVICES	1,303,434
CAPITAL OUTLAY	656,561
TRANSFERS	170,116
CONTINGENCY	792,651
TOTAL	3,198,367

SWIM CENTER LEVY FUND

PERSONNEL SERVICES	519,238
MATERIALS & SERVICES	130,630
CAPITAL	22,500
TRANSFERS	76,292
CONTINGENCY	436,354
TOTAL	1,185,014

SEWER FUND

WASTEWATER TREATMENT	2,062,749
COLLECTIONS	727,812
STORMWATER	341,396
UNALLOCATED	
PERSONNEL SERVICES	50,200
MATERIALS & SERVICES	64,100
CAPITAL OUTLAY	3,756,281
DEBT SERVICE	599,334
TRANSFERS	550,960
CONTINGENCY	250,322
TOTAL SEWER FUND	8,403,154

TOTAL APPROPRIATIONS, ALL FUNDS	\$31,504,951
TOTAL UNAPPROPRIATED AMOUNTS, ALL FUNDS	\$ 896,482
TOTAL ADOPTED BUDGET	\$32,401,433

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for the tax year 2015-2016 upon the assessed value of all taxable property within the district:


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

RESOLUTION CATEGORIZING THE TAX

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


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

The above resolution statements were approved and declared adopted on this 17th day of June 2015.



Brian Hodson, Mayor

ATTEST:



Kimberly Scheafer, MMC
City Recorder

RESOLUTION NO. 1218

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

WHEREAS, ORS 221.760 provides as follows:

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

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


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

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

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

This Resolution shall take effect on June 17, 2015.

ADOPTED this 17th day of June 2015 by the Canby City Council.



Brian Hodson
Mayor

ATTEST:



Kimberly Scheafer, MMC
City Recorder

RESOLUTION NO. 1221

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2015-2016.

WHEREAS, a public hearing for the use of state revenue sharing funds was held before the Budget Committee on May 14, 2015 and before City Council on June 17, 2015; now therefore,

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1 Pursuant to ORS 221.770, the City of Canby hereby elects to receive state revenues for fiscal year 2015-2016.

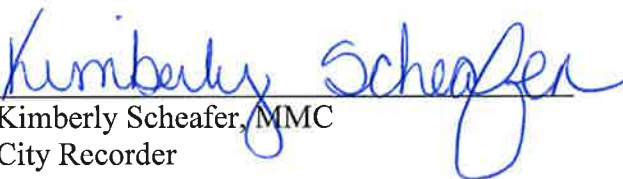
This Resolution shall take effect on June 17, 2015.

ADOPTED this 17th day of June 2015 by the Canby City Council.




Brian Hodson
Mayor

ATTEST:



Kimberly Scheafer, MMC
City Recorder

****I certify that a public hearing before the Budget Committee was held on May 14, 2015 and a public hearing before the City Council was held on June 17, 2015, giving citizens an opportunity to comment on use of State Revenue Sharing.**



Kimberly Scheafer, MMC
City Recorder

URBAN RENEWAL

Canby Urban Renewal Agency

Agency Directors Budget Message for Fiscal Year 2015-2016

To the Urban Renewal Budget Committee:

Following is the proposed budget for the Canby Urban Renewal Agency for the 2015-2016 Fiscal Year. The proposed budget is balanced, as required by state law.

Background

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

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

Funds

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

The Agency contracts with the City to provide staff to administer programs and required materials and services. In addition, the Agency at times contracts with outside experts, including financial consultants, engineers, and an attorney specializing in Urban Renewal law. Total contract costs for all of these functions are budgeted to be \$582,134.

Total debt obligations outstanding for the Agency as of July 1, 2015 will be approximately \$27,000,000. If paid in accordance with debt payment schedules as issued, all currently outstanding debt will be paid in full on June 1, 2036. However all of the debt has early payment provisions, the latest of which allows debt outstanding to be paid in full on June 1, 2022 if that is the will of the governing body and funds are available.

The Urban Renewal Plan projected completing all plan projects within 20 years of inception or fiscal year 2020. However the Agency has the authority to continue issuing debt until it has reached its maximum indebtedness of \$51,149,000. As of June 30, 2014, debt incurred was \$38,761,723 and additional debt capacity was \$12,387,277. Legally the Agency will exist until all debt has been extinguished.

Projects and Programs include:



Railroad Quiet Zone for Downtown Canby: \$80,000 for installation of medians and signage at Ivy, Grant, and Elm pending approval by Union Pacific Railroad. This improvement is important to several multi story developments along 1st Avenue that will bring new retail, office and housing to downtown. The Downtown District is adjacent to the Railroad that serves at least 18 trains per day. Railroad engineers sound their horns at each public crossing. Train horns discourage outdoor activity, and negatively impacts the economic vitality of our Downtown and nearby residential neighborhoods.

The Library / Civic Building: \$7,112,678 for the design and construction of a new two story building for a new library and Civic Building on NE 2nd Avenue and Juniper Street. The first floor will contain a library, council chambers and multipurpose space as well as a public courtyard. The second story will house city staff from administration, planning, finance, information technology and economic development departments. The building will be a community gathering space as well as to provide access books, information, computers and other technology. This building replaces cramped, inefficient space and will meet the growing needs of the community. Planning, permitting and early construction will occur this fiscal year. The project should be completed in late 2016.



SOUTH ELEVATION | 1" = 20'

Fire Department Capital Projects: \$257,000 as the first of four payments to the Canby Fire District to purchase a new ladder truck and ambulance and make building improvements to meet URA District fire safety and emergency service needs. This investment will help significantly reduce fire ratings and lower fire insurance rates for properties located in the district.

Façade Improvement Program: \$75,000 to help property owners and businesses spruce up their appearance. The program offers grants of up to \$1,500 for design, \$1,500 for construction documents and a 50% match up to \$25,000 for façade improvement construction. Over fifteen businesses have taken advantage of the program to date with more planned.

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

RARE Program: \$22,000 to participate in this University of Oregon program to bring a second year of technical assistance to rural communities. A graduate student will focus on forming a 501c3 organization for the Mainstreet program, researching funding sources, assisting with volunteers, coordinating events, creating business resource flyers, providing assistance to businesses, assisting with heritage and tourism promotion, and writing grant applications.

Wait and Community Park: \$13,000 to partner with Wilderness International and community groups to upgrade areas of the Park. The URA is investing money and is leveraging funds from donors. Projects include invasive plants, extending the nature trail, restoring wetlands areas, installing native plants and spreading bark dust. An additional \$7,000 to purchase an electrical panel for the gazebo in Wait Park to support community events and festivals.



The Main Street Program: Includes salary and benefits for a full time staff member to implement the National Main Street 4-Point Approach in Canby focused on Promotion, Design, Organization, and Economic Restructuring to create a vital Downtown.

- Promotions and events throughout the year include The First Friday program and annual events such as the Halloween Spooktacular Village, Light Up The Night, and new events like Canby's Big Night Out. These events invite Canby residents and tourists to downtown Canby and supports the strong and vibrant business climate downtown.



- The Design focus identifies and supports beautification efforts within the Urban Renewal District. Through the façade improvement program and the blade sign program, property owners have received funding to update the look of their buildings.



- The award-winning downtown flower basket program continues to highlight Canby's "Garden Spot" brand throughout the spring and summertime.
- Organization focuses recruiting volunteers and coordination with outside community organizations. Partnerships with the Canby Area Chamber of Commerce and the Canby Historical Society have been strengthened with ongoing outreach and projects.
- Economic Restructuring focuses on recruiting and retaining businesses throughout downtown. Staff updates the available properties database to promote vacant sites and buildings. The Main Street program

also works with others to provide targeted outreach to businesses who may be struggling. Each area of focus is important in continuing the momentum occurring in downtown Canby. This is accomplished through new and current events, attracting visitors, business recruitment and retention, strengthened relationships with other community organizations and effectively creating a beautiful, walkable downtown.

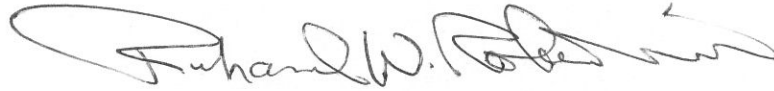
URD projects: \$120,000 is available for Urban Renewal projects including feasibility studies, land acquisition for development opportunities, commercial or industrial partnerships, public facilities, housing or other infrastructure projects described in the Urban Renewal Plan.

Contingency: \$665,922 is budgeted and will be available to fund high priority projects identified in the Plan. This might include revolving loan fund requests, larger beautification projects along Highway 99E, and road / infrastructure projects listed in the plan or to address unforeseen expenses. The Urban Renewal Agency management team plans to evaluate the remaining projects listed in the plan and make a recommendation to the Agency governing body on which projects are high priority and therefore should continue to be pursued and funded as resources are available. The team will also recommend no longer pursuing or funding other projects, either because alternate funding sources exist, they have already been implemented, or are no longer as high a priority.

Conclusion

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard W. Robinson". The signature is fluid and cursive, with a large initial "R" and a long, sweeping underline.

Rick Robinson

City Administrator

CITY OF CANBY
REVENUES

URBAN RENEWAL GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DEBT PROCEEDS						
15,179,711	0	0	DEBT PROCEEDS-2012 BOND ISSUE			0
15,179,711	0	0	TOTAL DEBT PROCEEDS			0
GRANT REVENUE						
10,300	0	3,000	URD GRANTS	9,275	9,275	9,275
10,300	0	3,000	TOTAL GRANT REVENUE	9,275	9,275	9,275
SPECIAL ASSESSMENTS						
0	7,691	10,255	REVOLVING LOAN INCOME	10,255	10,255	10,255
0	7,691	10,255	TOTAL SPECIAL ASSESSMENTS	10,255	10,255	10,255
MISCELLANEOUS REVENUE						
6,527	396	0	MISCELLANEOUS-INCOME			0
51	189	25	CITY LOGO PRODUCT SALES			0
6,578	585	25	TOTAL MISCELLANEOUS REVENUE			0
INTEREST REVENUES						
47,332	54,624	35,000	INTEREST REVENUE	25,000	25,000	25,000
47,332	54,624	35,000	TOTAL INTEREST REVENUES	25,000	25,000	25,000
OPERATIONAL TRANSFERS IN						
522,000	500,000	500,000	OP TRANSFER IN FROM UR DEBT	1,234,924	1,234,924	1,234,924
522,000	500,000	500,000	TOTAL OPERATIONAL TRANSFERS IN	1,234,924	1,234,924	1,234,924
CASH CARRYOVER						
0	0	9,194,291	CASH CARRYOVER	7,698,280	7,698,280	7,698,280
0	0	9,194,291	TOTAL CASH CARRYOVER	7,698,280	7,698,280	7,698,280
15,765,921	562,900	9,742,571	TOTAL FUND REVENUE	8,977,734	8,977,734	8,977,734
OTHER:						

CITY OF CANBY
EXPENDITURES

URBAN RENEWAL GENERAL FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
URD EXPENDITURES						
MATERIAL AND SERVICES:						
330,229	353,752	0	PERSONAL SERVICE CONTRACT			0
34,476	46,555	25,514	MAT & SVC CONTRACT	24,763	24,763	24,763
262,893	0	0	BOND ISSUANCE COSTS			0
9,890	8,937	0	MAIN STREET PROJECT			0
0	0	0	CITY LOGO PRODUCTS			0
57,934	117,127	530,796	DUE TO CITY	557,371	557,371	557,371
695,421	526,371	556,310	TOTAL MATERIAL AND SERVICES	582,134	582,134	582,134
CAPITAL OUTLAY:						
0	0	0	FIRE DEPT CAPITAL PROJECTS	257,000	257,000	257,000
0	0	20,000	RARE PROGRAM	22,000	22,000	22,000
1,060,810	2,765,265	25,000	SEQUOIA/13TH AVE CONNECTION			0
1,678,839	1,770	0	1ST AVENUE REDEVELOPMENT	15,000	15,000	15,000
65,757	5,125	120,000	URD PROJECTS	120,000	120,000	120,000
398,636	127,562	8,206,934	LIBRARY/CIVIC BUILDING PROJECT	7,112,678	7,112,678	7,112,678
1,595,741	0	0	URD PROJECT-POLICE STATION			0
0	0	96,227	SDC INCENTIVE PROGRAM			0
11,231	1,325	25,000	BEAUTIFICATION & MARKETING	25,000	25,000	25,000
65,770	37,507	150,000	FACADE IMP. PROGRAM	75,000	75,000	75,000
0	0	6,000	REDEVELOP. GRT PROGRM	3,000	3,000	3,000
2,935	26,000	13,000	WAIT AND COMMUNITY PARK	20,000	20,000	20,000
0	5,505	10,000	RAILROAD QUIET ZONE	80,000	80,000	80,000
0	35,000	250,000	REVOLVING LOAN FUND			0
4,879,720	3,005,060	8,922,161	TOTAL CAPITAL OUTLAY	7,729,678	7,729,678	7,729,678
TRANSFERS:						
2,212,853	0	0	TRANSFER TO URD DEBT SVC			0
2,212,853	0	0	TOTAL TRANSFERS			0
7,787,994	3,531,431	9,478,471	TOTAL URD EXPENDITURES	8,311,812	8,311,812	8,311,812
OTHER:						
0	0	264,100	CONTINGENCY	665,922	665,922	665,922
0	0	0	OTHER FINANCING USE			0
0	0	264,100	TOTAL OTHER	665,922	665,922	665,922
7,787,994	3,531,431	9,742,571	TOTAL FUND EXPENDITURES	8,977,734	8,977,734	8,977,734

CITY OF CANBY
REVENUES

URBAN RENEWAL DEBT SVC. FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2015-2016		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
2,119,121	2,332,265	2,397,500	TAX INCREMENT	2,485,619	2,485,619	2,485,619
63,885	70,345	63,500	TAX INCREMENT - PRIOR	77,000	77,000	77,000
2,183,006	2,402,610	2,461,000	TOTAL PROPERTY TAXES	2,562,619	2,562,619	2,562,619
SPECIAL ASSESSMENTS						
31,904	35,651	38,549	LID WALNUT ST PRINC	41,096	41,096	41,096
8,274	8,778	9,313	LID HAZEL DELL WAY PRINC	9,880	9,880	9,880
40,179	44,429	47,862	TOTAL SPECIAL ASSESSMENTS	50,976	50,976	50,976
INTEREST REVENUES						
2,844	3,592	2,500	INTEREST REVENUES	3,000	3,000	3,000
22,766	20,666	18,940	LID WALNUT ST INT.	16,393	16,393	16,393
3,697	3,193	2,659	LID HAZEL DELL WAY-INTEREST	2,092	2,092	2,092
62,144	58,691	57,125	BOND INTEREST REBATE (ARRA)	55,460	55,460	55,460
91,451	86,143	81,224	TOTAL INTEREST REVENUES	76,945	76,945	76,945
OPERATIONAL TRANSFERS IN						
2,212,853	0	0	TRANS FROM URBAN RENEWAL GENER			0
2,212,853	0	0	TOTAL OPERATIONAL TRANSFERS IN			0
CASH CARRYOVER						
0	0	406,773	CASH CARRYOVER	637,857	637,857	637,857
0	0	406,773	TOTAL CASH CARRYOVER	637,857	637,857	637,857
4,527,490	2,533,182	2,996,859	TOTAL FUND REVENUE	3,328,397	3,328,397	3,328,397
OTHER:						

CITY OF CANBY
EXPENDITURES

URBAN RENEWAL DEBT SVC. FUND

ACTUAL PRECEEDING YR 2012-2013	ACTUAL PRECEEDING YR 2013-2014	ADOPTED BUDGET YR 2014-2015	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2015-2016 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
URBAN RENEWAL DEBT EXPENDITURE						
DEBT:						
891,840	0	0	DEBT PAYMENTS-SEQUOIA PKWY			0
758,577	0	0	DEBT PAYMENTS-HAZELDELL WAY			0
672,701	0	0	DEBT PAYMENTS-SEQ & SE 4TH			0
73,085	78,543	79,018	DEBT PMTS-SEQUOIA ST 5 & 6	79,578	79,578	79,578
300,000	335,000	0	DEBT PAY-NW 2ND/LOT (CINEMA)			0
35,280	37,044	38,897	DEBT PAY-WALNUT ST	40,842	40,842	40,842
45,000	0	0	DEBT PAY-POLICE BUILDING	25,000	25,000	25,000
100,000	100,000	100,000	DEBT PAY-1ST AVE REDEV	105,000	105,000	105,000
0	145,000	550,000	DEBT PAY-2012 BOND PRINCIPAL	610,000	610,000	610,000
46,388	0	0	DEBT PAY-SEQUOIA PKWY INT			0
44,353	0	0	DEBT PAYMTS-HAZELDELL INTEREST			0
39,332	0	0	DEBT PAY-SEQUOIA & SE 4TH INT			0
79,665	77,107	74,359	DEBT PAY-SEQUOIA 5 & 6 INT	71,198	71,198	71,198
26,463	13,471	0	DEBT PAY-NW2ND/LOT INT (CINEMA)			0
18,843	17,079	15,228	DEBT PAY-WALNUT ST INT	13,283	13,283	13,283
426,638	425,738	425,738	DEBT PAY-POLICE BUILDING INT	425,738	425,738	425,738
144,294	140,544	136,794	DEBT PAY-1ST AVE REDEV INT	132,951	132,951	132,951
220,017	489,788	479,363	DEBT PAY-2012 BOND INT	461,962	461,962	461,962
0	0	405,962	LOAN PAYMENT RESERVE	127,921	127,921	127,921
0	0	191,500	SERIES 2008 BOND RESERVE			0
3,922,477	1,859,314	2,496,859	TOTAL DEBT	2,093,473	2,093,473	2,093,473
TRANSFERS:						
522,000	500,000	500,000	OP TRANSFER TO UR GENERAL	1,234,924	1,234,924	1,234,924
522,000	500,000	500,000	TOTAL TRANSFERS	1,234,924	1,234,924	1,234,924
4,444,477	2,359,314	2,996,859	TOTAL URBAN RENEWAL DEBT EXPEN	3,328,397	3,328,397	3,328,397
OTHER:						
0	0	0	TOTAL OTHER			0
4,444,477	2,359,314	2,996,859	TOTAL FUND EXPENDITURES	3,328,397	3,328,397	3,328,397

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

Check here if this is an amended form.

Notification

Canby Urban Renewal District authorizes its 2015-2016 ad valorem tax increment amounts
(Agency Name)

by plan area for the tax roll of Clackamas County.
(County Name)

Haley Fish 503-266-0725 June 30, 2015
(Contact Person) (Telephone Number) (Date Submitted)

PO Box 930, Canby, OR 97013 fishh@ci.canby.or.us
(Agency's Mailing Address) (Contact Person's E-mail Address)

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

Part 1: Option One Plans (Reduced Rate). For definition of Option One plans, see ORS 457.435(2)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	Special Levy Amount**
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$

Part 2: Option Three Plans (Standard Rate). For definition of Option Three plans, see ORS 457.435(2)(c)

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

Part 3: Other Standard Rate Plans. For definition of standard rate plans, see ORS 457.445(2)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
Canby Urban Renewal District	\$ Or	Yes <u>X</u>	
	\$ Or	Yes ___	
	\$ Or	Yes ___	
	\$ Or	Yes ___	
	\$ Or	Yes ___	

Part 4: Other Reduced Rate Plans. For definition of reduced rate plans, see ORS 457.445(1)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
	\$ Or	Yes ___	
	\$ Or	Yes ___	
	\$ Or	Yes ___	
	\$ Or	Yes ___	
	\$ Or	Yes ___	

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2015-2016, permanently increase frozen value to:

Plan Area Name	New frozen value \$
Plan Area Name	New frozen value \$

- * **All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100% Or check "Yes" to receive 100% of division of tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".
- ** If an **Option One plan** enters a Special Levy Amount, you **MUST** check "Yes" and **NOT** enter an amount of Increment to Use.
- *** **Option Three plans** enter EITHER an amount of Increment Value to Use to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the Amount from Division of Tax stated in the ordinance, **NOT** both.
- **** If an **Option Three plan** requests both an amount of Increment Value to Use that will raise less than the amount of division of tax stated in the 1998 ordinance and a Special Levy Amount, the Special Levy Amount cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Canby Urban Renewal Agency will be held on June 17, 2015 at 8 p.m at the Council Chambers, 155 NW 2nd Avenue, Canby, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the Canby Urban Renewal Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 182 N Holly Street, Canby, between the hours of 8:00 a.m. and 5:00 p.m., or on the city's website at www.ci.canby.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

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

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2013-14	Adopted Budget This Year 2014-15	Approved Budget Next Year 2015-16
Beginning Fund Balance/Net Working Capital	12,395,815	9,601,064	8,336,137
Federal, State and All Other Grants	0	3,000	9,275
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers	500,000	500,000	1,234,924
All Other Resources Except Division of Tax & Special Levy	263,816	237,866	240,176
Revenue from Division of Tax	2,332,265	2,397,500	2,485,619
Revenue from Special Levy	0	0	0
Total Resources	15,491,896	12,739,430	12,306,131

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	0	0	0
Materials and Services	526,371	556,310	582,134
Capital Outlay	3,005,060	8,922,161	7,729,678
Debt Service	1,859,314	2,496,859	2,093,473
Interfund Transfers	500,000	500,000	1,234,924
Contingencies	0	264,100	665,922
All Other Expenditures and Requirements	0	0	0
Unappropriated Ending Balance	9,601,151	0	0
Total Requirements	15,491,896	12,739,430	12,306,131

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
Urban Renewal	5,890,745	12,739,430	12,306,131
FTE	3.27	0.00	0.00
Total Requirements	5,890,745	12,739,430	12,306,131
Total FTE	3.27	0.00	0.00

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

None noted.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$27,124,450	\$0
Total	\$27,124,450	\$0

Canby Urban Renewal District

Resolution URR 15-006

A RESOLUTION ADOPTING THE BUDGET FOR THE 2015-2016 FISCAL YEAR

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby adopts the budget for fiscal year 2015-2016 in the total of \$12,306,131 now on file at the City of Canby, 182 N Holly St. Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2015 and for the purpose shown below are hereby appropriated:

URD General Fund

Materials & Services.....	582,134
Capital Outlay.....	7,729,678
Contingency.....	665,922
Total	<hr/> 8,977,734

URD Debt Service Fund

Debt Service.....	2,093,473
Transfers.....	1,234,924
Total	<hr/> 3,328,397

DECLARATION OF TAX INCREMENT

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby resolves to certify to the county assessor for the Canby Urban Renewal Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article XI of the Oregon Constitution and ORS Chapter 457.

The above resolution statements are approved and declared adopted on this 17th day of June 2015 and take effect July 1, 2015.



Tim Dale
Chair

ATTEST:



Kimberly Scheafer, MMC
City Recorder

APPENDIX

City of Canby

Financial Policies & Operating Guidelines

Statement of Purpose

The City of Canby, like other political subdivisions in the State of Oregon continues to face increasing financial challenges in light of voter approved property tax limitations and the on-going, natural increased cost of service delivery. While the City Administrator has previously incorporated a number of financial strategies in the budget development process, given the uncertainty of Oregon's public finance landscape and the need for the City to sustain an appropriate level of fiscal integrity, the role of the Budget Committee should be enhanced to more than an annual review of estimated revenues and expenditures within a 12 month time frame.

The Budget Committee has recommended to the City Council specific public policy recommendations that are focused on achieving and maintaining some fiscal stability. We want to note that many of these policies have been put in practice by the professional staff of the City. The City Council's formal adoption of these policies on September 18, 2002 provide reinforcement of their value in the City's financial management activities.

Periodic Review of Financial Policies

In adopting these financial policies, the City Council has also asked that they be reviewed by the Budget Committee on a regular basis and that the Budget Committee met throughout the year to discuss not only these policies but other issues that have an impact on the City's long-term financial health. For example, such topics as PERS, the State of Oregon's fiscal crisis as related to such things as state shared revenues and State Revenue Sharing should be discussed at some time prior to the actual deliberations on the annual budget. Such discussions provide a strong foundation of information and understanding of the factors influencing the development of the budget and the manner in which it will be implemented throughout the fiscal year.

Organization of Council-Adopted Financial Policies

The City's financial policies have been placed into major categories - Expenditure Control, Revenue Enhancement and Long-term Financial Health.

Expenditure Control

- > Efficiency measures should be utilized whenever possible to reduce costs and/or improve productivity in the organization. Care should be given not to reduce costs and/or funding to such a level that the particular service or program can no longer be delivered without an acknowledgment by the City Council that the particular service or program is officially discontinued.**
- > No new personnel or program will be added to the City organization without a corresponding revenue source identified and a complete analysis of the current and ongoing fiscal impact on that funding source.**
- > The Finance Director will be responsible for maintaining an expenditure control system to ensure strict adherence to the adopted budget. Reports will be developed for the Budget Committee and Council on a quarterly basis identifying expenditure trends, actual revenues vs. expenditures, and other information deemed necessary to evaluate the City's operating performance in fiscal resource management.**

The City will take immediate corrective action if, at any time, during the fiscal year, the Finance Director determines expenditures and revenue re-estimates are such that an operating deficit is projected ay fiscal year-end. Corrective actions to be taken are at the discretion of the City Administrator and may include hiring freezes, expenditure reductions, recommended increases to fees/charges, and/or a recommendation to the Council for the use of contingency funds. Expenditure deferrals into the following fiscal year, short-term external or inter-fund loans and/or use of one-time sources of revenue will be avoided.

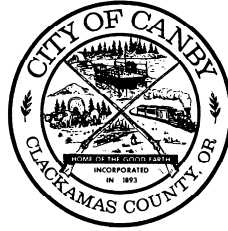
Revenue Enhancement

- > The City will continue efforts to expand its revenue base through new sources of revenue.**
- > The City will, on an annual basis, review the existing fees and charges for discretionary services. The Cost of Service Study and Fee Analysis will be the basis for such fees and charges and recommendations for adjustments to fees and charges will be anchored in the philosophy of "cost recovery."**

Long-term Financial Health

- > For cash-flow purposes, the cash balance in the General Fund at the beginning of the fiscal year should be sufficient to cover operational expenses until such time as property tax revenue is collected in November.**
- > The General Fund must remain intact. As a source of funding it realizes the smallest rate of growth and the largest rate of expenditure. Transfers from the General Fund are discouraged to preserve the financial health of the fund.**
- > Contributions to the General Fund reserves should be made whenever possible with a goal to achieve a level in reserve to sustain six months of General Fund supported City operations (excludes capital and equipment replacement reserves and contingency fund)**
- > No future capital improvements will be funded from City or Urban Renewal Agency funds unless accompanied by an analysis of all related ongoing annual maintenance and operational costs associated with the capital improvement and the City/Agency's capacity to fund those future costs.**
- > The Finance Director will take steps to ensure that the City's investment policies and cash management practices will achieve maximum investment earnings potential. Funds will be invested as authorized by the Oregon Revised Statutes and investment in stocks, speculative ventures, futures or options will be avoided.**
- > The City's enterprise operations will be self-supporting through appropriate rates and charges to be reviewed on a regular basis. Rate setting of these activities will be based on cost recovery.**
- > The City will maintain vehicle and equipment replacement schedules based upon recognized, industry-standards for the useful life of such assets. Replacement accounts should be funded to a level to implement those established replacement schedules.**

Adopted by the City Council on September 18, 2002



MEMORANDUM

DATE: APRIL 30, 2015
TO: BUDGET COMMITTEE
FROM: HALEY FISH, FINANCE DIRECTOR
THROUGH: RICK ROBINSON, CITY ADMINISTRATOR
RE: DRAFT RESERVE POLICY

Attached to this Memorandum included within the Proposed Budget Document is the Draft Reserve Policy being considered by City's Municipal Audit and Financial Oversight Committee (MAFOC). The MAFOC is considering various other financial policies including an Investment Policy, a Structurally Balanced Budget Policy, a Long-term Financial Planning Policy and updating the general financial policies which were adopted in 2002. The MAFOC will then make a recommendation to the City Council to adopt the new and updated policies.

We have included the draft Reserve Policy as management used it as a guide when preparing the current proposed budget. All funds met the minimum recommended operating contingency except the general fund which has a proposed unrestricted operating contingency of 9%. This is an improvement over last fiscal year in which a 7% unrestricted operating contingency was budgeted. Including restricted contingencies and reserves the total amount budgeted is approximately \$1,060,000 which is approximately 13% of budgeted general fund operating expenses (personnel services + materials and services).

To reach the target goal of a 25% operating contingency the general fund would need to budget approximately \$2,055,000 in combined unrestricted and restricted contingencies and reserves. Per the General Fund – Fund Balance Trend Analysis the general fund had reserves in excess of this as recently as fiscal year 2010.

Please note this is just a draft and it is subject to change.

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 2015-2015 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 4/3/2015 the City had 24 employees eligible for retirement or early retirement under PERS which in accordance with benefit agreements have an approximate liability of \$375,000 that would be paid out upon retirement. In addition the City has an approximate \$420,000 liability or accrued vacation that would be payable upon an employee's separation from the City, which in total is an approximate \$795,000 unfunded liability.

In the previous year 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 current year we are proposing funding this reserve with \$75,000 which will be allocated to departments as a percent of personnel services. Prospectively if the payouts exceed the amounts in reserve we will allocate the excess to departments as a percent of personnel services; 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.

Internal Charges and Overhead Cost Allocation

Internal Charges:

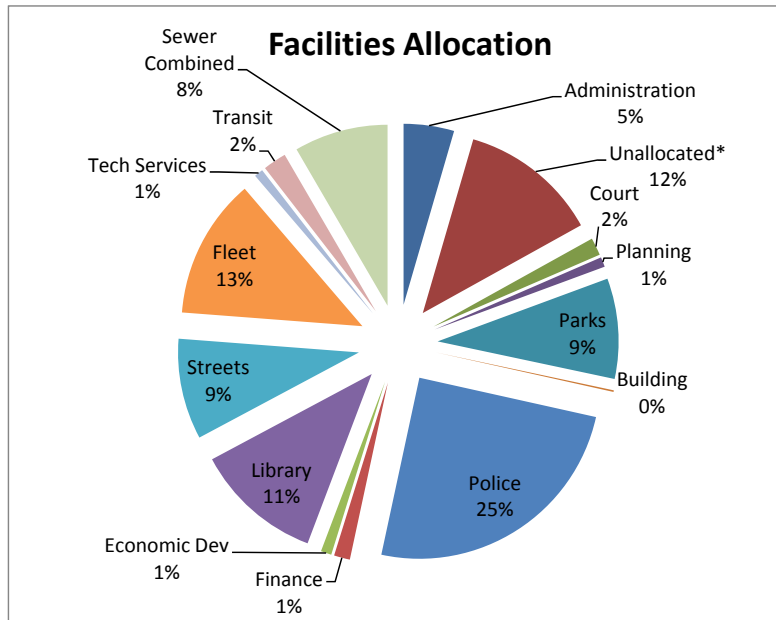
Facilities

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	10,604
Unallocated*	29,268
Court	3,676
Planning	2,081
Parks	21,107
Building	347
Police	58,620
Finance	3,342
Economic Dev	2,263
Library	26,936
Streets	21,230
Fleet	29,485
Tech Services	1,858
Transit	4,915
Sewer Combined	19,770
Total	235,502



*Unallocated includes Adult Center and the warehouse attached to the Development Services building

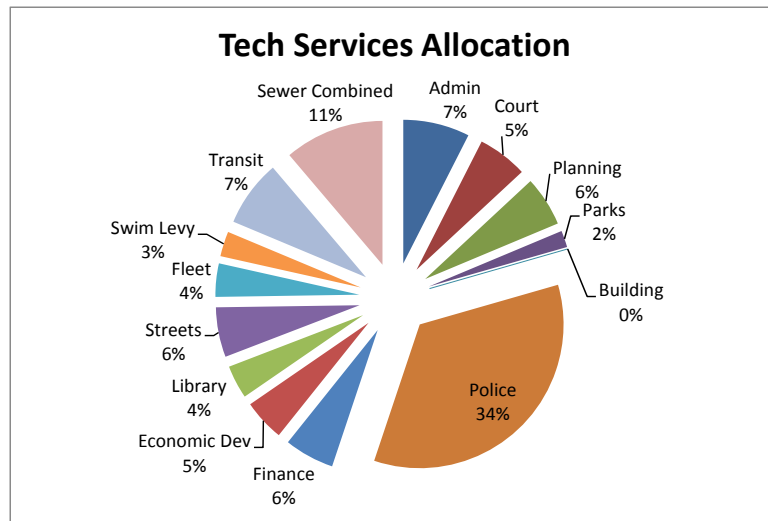
Tech Services

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	19,680
Court	14,760
Planning	14,760
Parks	4,920
Building	-
Police	91,019
Finance	14,760
Economic Dev	12,300
Library	9,840
Streets	14,760
Fleet	9,840
Swim Levy	7,380
Transit	19,680
Sewer Combined	29,520
Total	263,219



Internal Charges and Overhead Cost Allocation

Internal Charges (continued):

Fleet Services

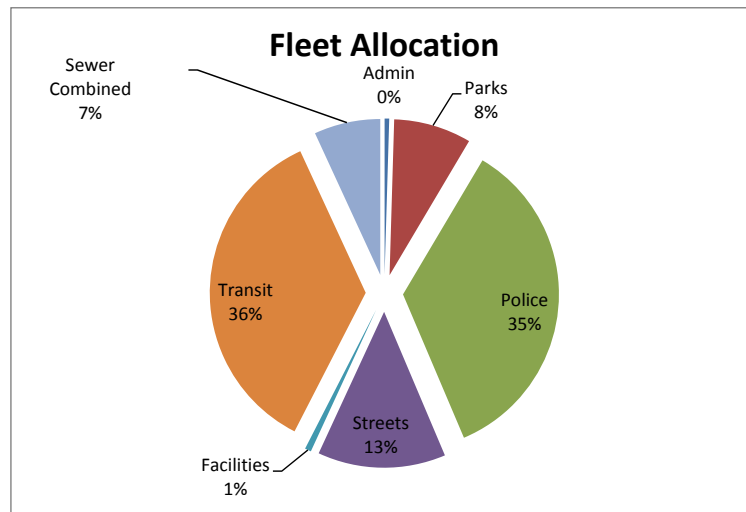
Purpose: The Fleet Services Department facilitates the purchase, outfitting, maintenance and repair of all City rolling stock and most machinery owned by the City to maximize safety and minimize equipment downtime.

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	3,247
Parks	55,263
Police	240,929
Streets	91,164
Facilities	4,500
Transit	244,287
Sewer Combined	47,257
Total	686,647

*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.

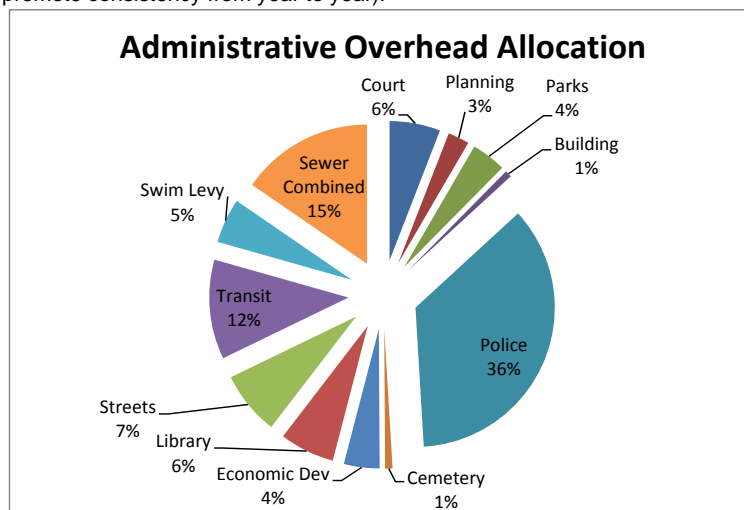
Cost allocation methodology:

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	86,783
Planning	36,648
Parks	59,027
Building	11,428
Police	527,785
Cemetery	12,631
Economic Dev	61,002
Library	93,755
Streets	109,009
Transit	170,116
Swim Levy	76,292
Sewer Combined	226,960
Total	1,471,436



CITY OF CANBY 2015-2016 BUDGET
PERSONNEL WORKSHEET

Department	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Projected 2014-2015	Proposed 2015-2016
<u>FULL TIME</u>					
Administration	5.10	5.25	4.56	3.88	3.95
Building	1.33	0.80	0.83	0.25	0.25
Cemetery	0.05	0.05	0.05	0.05	0.15
Court	1.88	2.18	1.73	2.90	2.80
Economic Development	4.15	3.65	3.26	3.35	3.45
Facilities	0.50	0.90	0.90	0.90	0.90
Finance	3.15	3.33	3.20	3.03	2.75
Fleet	2.51	2.30	2.37	2.40	2.35
Library	6.60	6.00	4.15	5.00	5.00
Parks	5.00	4.69	5.30	3.40	3.35
Planning	3.03	2.50	1.13	0.80	0.93
Police	28.45	27.83	28.95	30.20	28.30
Sewer Collections	2.13	3.53	3.33	2.73	3.05
Sewer Stormwater	0.40	1.35	3.34	2.48	2.68
Streets	5.00	4.63	5.03	5.58	5.85
Unallocated	0.00	0.00	0.00	0.00	0.55
Swim Center	3.00	3.00	3.00	3.00	3.00
Tech Services	1.09	1.15	1.15	0.95	0.95
Transit	1.90	1.80	2.19	2.75	2.75
Sewer	5.64	5.70	4.48	5.38	5.10
Sub-Total Full Time	80.91	80.64	78.95	79.03	78.11
<u>PART TIME</u>					
Administration	0.03	0.03	0.31	0.06	0.06
Building	0.03	0.00	0.00	0.00	0.00
Cemetery	0.00	0.00	0.00	0.00	0.00
Court	0.48	0.43	0.24	0.15	1.05
Economic Development	0.00	0.00	0.01	0.06	0.06
Facilities	0.00	0.00	0.00	0.00	0.00
Finance	0.72	0.34	0.65	0.00	0.00
Fleet	0.00	0.00	0.00	0.00	0.00
Library	3.42	3.34	3.94	3.63	3.18
Parks	0.00	0.00	0.00	0.00	0.00
Planning	0.43	0.73	0.01	0.45	0.37
Police	0.00	0.00	0.00	0.00	0.00
Sewer Collections	0.00	0.00	0.00	0.35	0.05
Sewer Stormwater	0.00	0.00	0.00	0.10	0.10
Streets	0.01	0.00	0.09	0.90	0.90
Swim Center	5.86	5.77	5.76	6.03	6.03
Tech Services	0.00	0.00	0.00	0.00	0.00
Transit	0.01	0.09	0.01	0.10	0.10
Sewer	0.00	0.00	0.00	0.50	0.00
Sub-Total Part Time	10.99	10.73	11.02	12.33	11.90
<u>TOTAL FULL TIME</u>					
<u>EQUIVALENT</u>	91.90	91.37	89.97	91.36	90.01

**City of Canby FY 15-16
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 15-16
Allocated Salaries**

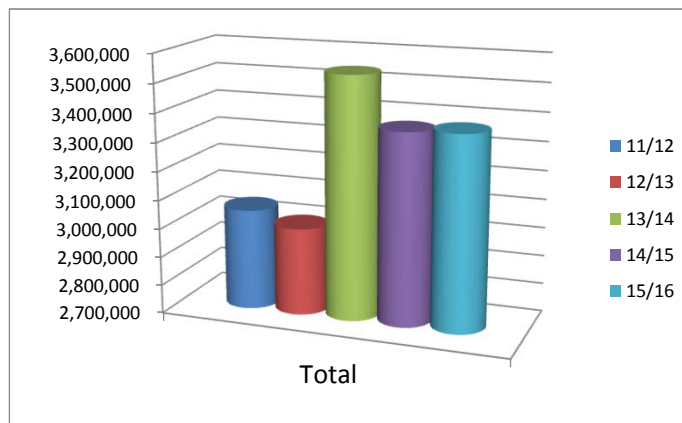
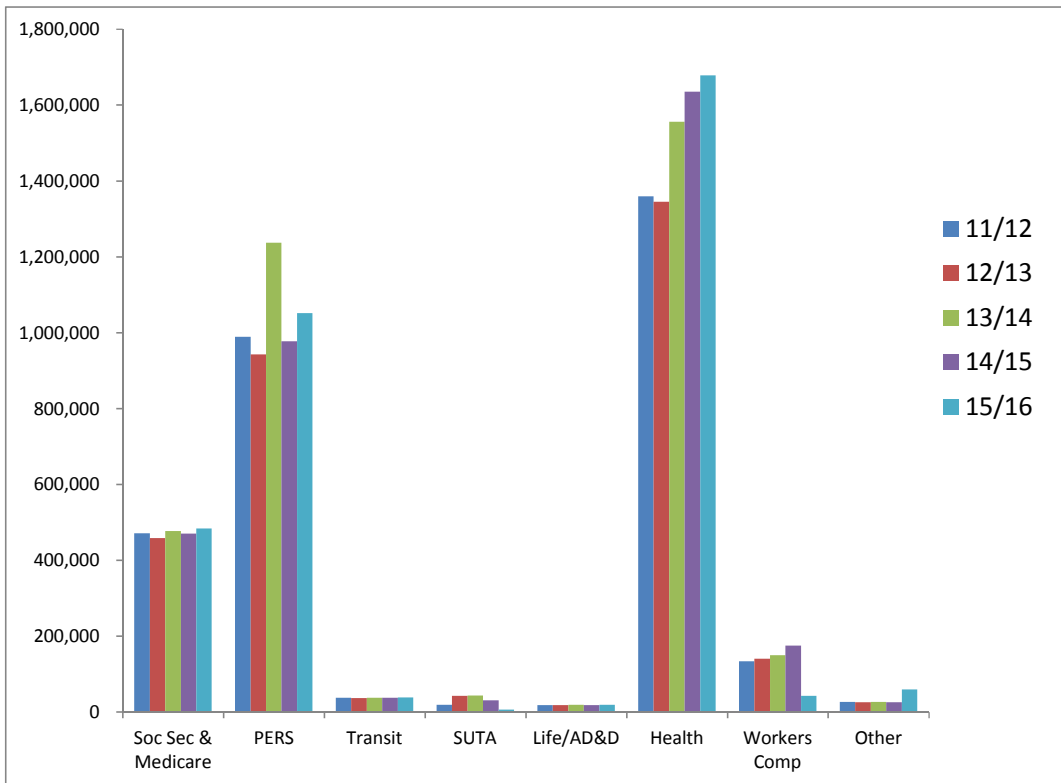
Position	Department	%
<i>Office Specialist II</i>	GF Planning	28%
	Economic Dev	50%
	WWTP	0%
	Streets	8%
	Stormwater	8%
	Collections	8%
	Total	<u>100%</u>
<i>Office Specialist II</i>	GF Cemetery	5%
	Admin	95%
	Total	<u>100%</u>
<i>Utility Office Specialist III</i>	Streets	45%
	Sewer-Unallocated	45%
	Finance	10%
		0.0%
	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 15-16
Allocated Salaries**

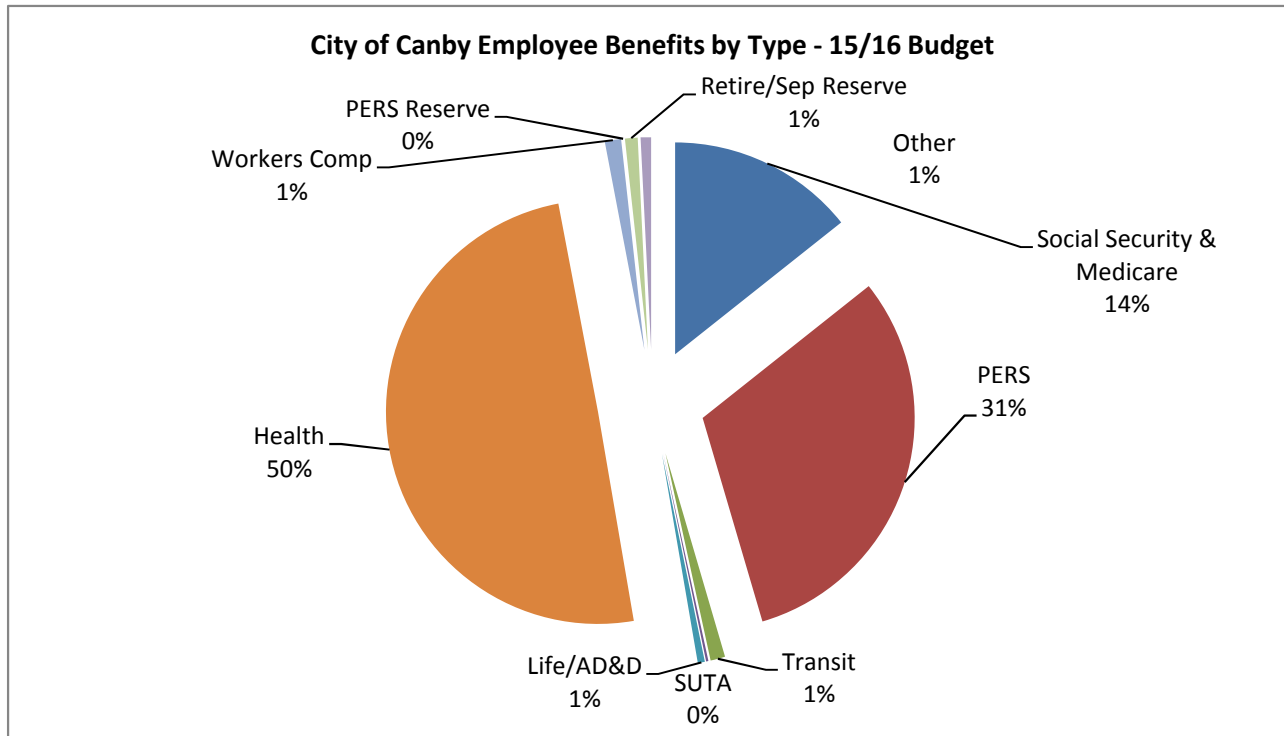
Position	Department	%
<i>Office Specialist II</i>	Finance	44%
	Admin-HR	33%
	Streets	11%
	Sewer Unallocated	11%
	Total	<u>100%</u>
<i>Maintenance Worker III</i>	Stormwater	50%
	Collections	50%
	Total	<u>100%</u>
<i>Maintenance Worker II</i>	Stormwater	50%
	Collections	50%
	Total	<u>100%</u>
<i>Public 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 Budgeted FY 11/12 to FY 15/16

	Soc Sec & Medicare	PERS	Transit	SUTA	Life/AD&D	Health	Workers Comp	Other	Total
11/12	470,783	988,835	36,925	18,461	18,101	1,359,454	133,676	26,551	3,052,786
12/13	458,151	942,461	35,931	41,922	17,377	1,344,419	139,734	24,970	3,004,965
13/14	476,405	1,236,708	37,364	43,270	18,268	1,555,261	149,495	25,827	3,542,598
14/15	469,549	977,382	36,828	30,687	17,799	1,634,791	175,078	25,743	3,367,857
15/16	483,183	1,051,274	37,897	6,334	18,278	1,677,881	42,081	59,090	3,376,018
<i>5-yr inc</i>	2.6%	6.3%	2.6%	-65.7%	1.0%	23.4%	-68.5%	122.6%	10.6%



15/16



Social Security & Medicare	PERS	Transit	SUTA	Life/AD&D	Health	Workers Comp	PERS Reserve	Retire/Sep Reserve	Other	Total
483,183	1,051,274	37,897	6,334	18,278	1,677,881	42,081	0	33,105	25,985	3,376,018