



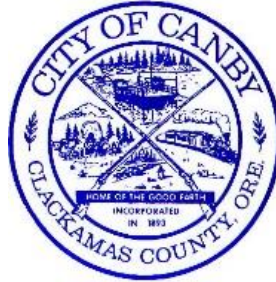
**City of Canby  
Oregon  
Fiscal Year  
2017-2018  
Adopted  
Budget**



# City of Canby Adopted Annual Budget

## For the Fiscal Year

### July 1, 2017 - June 30, 2018



#### **CITY COUNCIL:**

Brian Hodson, *Mayor*

Tim Dale, *Council President*

Tracie Heidt, *Council Member*

Traci Hensley, *Council Member*

Greg Parker, *Council Member*

Tyler Smith, *Council Member*

Sarah Spoon, *Council Member*

#### **BUDGET COMMITTEE:**

Robert Backstrom

Eric Humphreys

Kathleen Kelso

Jason Padden

Jack Pendleton

Vacant

#### **CITY STAFF:**

Rick Robinson, *City Administrator*

Julie Blums, *Finance Director*

[www.canbyoregon.gov](http://www.canbyoregon.gov)

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**How to Make the Most of the Budget Document**

This budget document serves to:

- Present the City Council and the public with a clear picture of the services the city provides.
- Provide city management with a financial and operating plan that adheres to the city's financial policies.
- Communicate the vision of the City Council and Leadership Team for the City of Canby.
- Present the financial and organizational operations for each of the city's departments.

**Reader's Guide**

The reader's guide provides a variety of information about the city.

- Budget Message
- Canby's unique history
- Demographic information
- Council Mission, Values, and Goals
- City organization chart
- Oregon budget process, including an explanation of funds

**Revenues & Expenditures**

This section includes current revenue by source and current expenses by major category. This section also includes an overview of the main sources of revenue for the City, including a review of Oregon's property tax system; as well as an overview of the major categories of expenses; personal services, materials and services, and capital outlay.

**Debt Service &**

This section includes information on our Full Faith and Credit Bonds and Sewer Revenue Bonds.

**Capital Improvement Plan (CIP)**

The CIP establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. While the CIP serves as a long-range plan, it is reviewed and revised annually.

**Budget Detail**

This section includes the detailed budgets for the City as a whole, each fund, and department in the City.

**Appendix**

The Appendix includes the FTE schedules, salary schedules, overview of internal charges and overhead, financial policies, and a glossary with acronyms.

**May 11, 2017**

**Fiscal Year 2017-18 City Administrator's Budget Message**

**The Honorable Mayor and City Council  
Members of the Budget Committee**

It is my pleasure to present the proposed Fiscal Year 2017-18 budget for the City of Canby. This proposed budget is submitted as required by Chapter 294 of the Oregon Revised Statutes. State budget law provides for three levels of review and scrutiny of this budget: the City Administrator, the Budget Committee, and the City Council. At any step in this process, the reviewing body can alter the proposed budget if they believe it is in the best interests of the City of Canby. I am excited to present a fiscally responsible budget that continues to provide the quality of public services Canby citizens have come to enjoy and expect from the City.

**Budget Overview**

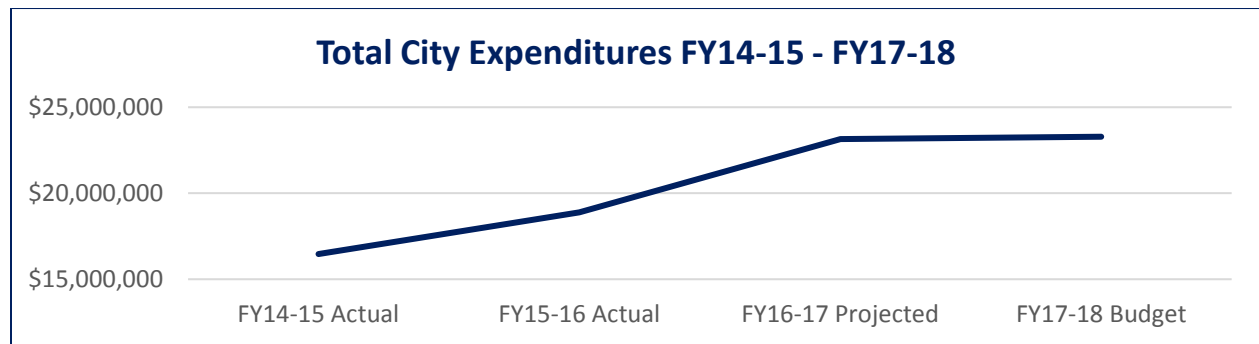
Commercial and residential development has experienced a strong rebound in the past two years as we continue to recover from the most recent recession. Revenues have come in higher than expected and, except for the anticipated increases to employee PERS rates, expenses have been relatively stable. It should be noted, however, that this rapid revenue growth is not sustainable in the long term. You will note in this budget that few changes are recommended from the previous year. My objective continues to be to review and recommend changes as necessary to evaluate and address the most critical services required to proactively manage the needs of the City.

As mentioned above, the methodology I utilized in constructing this proposed budget did not significantly change from the previous year. Department Managers were asked to submit a status quo expense budget and to fine tune revenue projections. The new Finance Director has worked diligently with the Department Managers to make this budget as realistic and accurate as possible. While the methodology did not change, the look and feel of this document changed dramatically. Our Finance Director's overarching goal is to make this budget document more informative and easier to navigate for both the Council and our citizens.

The proposed budget for FY2017-18 expenditures totals \$24.6 million. This represents an increase of \$1.5 million or 12% from the projected actuals for FY2016-17.

The Personnel Services budget for FY2017-18 is \$10.9 million. This is 10.35% higher than the current FY2016-17 projected budget. It is important to note that Personnel Services costs make up 71% of the General Fund budget and 46% of the total city budget.

Materials and Services expenses are those expenses incurred during the normal course of conducting the business of the City. Items included in this category are professional contract services, supplies, utilities, and property and liability insurance. The total M&S expenses for the proposed budget for the General Fund are \$2.1 million, an 11.4% increase from the projected FY2016-17 budget.



**Budget in Brief**

Expenditures	2016-17 Budget	2016-17 Projected	2017-18 Adopted	Variance Projected to Adopted	%Change
<b>General Fund</b>					
Admin	\$ 1,076,973	\$ 1,031,304	\$ 1,180,757	\$ 149,453	14%
Court	389,957	360,348	433,764	73,416	20%
Planning	236,757	224,236	235,504	11,268	5%
Parks	853,046	506,047	590,733	84,686	17%
Building	33,286	33,006	33,988	982	3%
Police	5,220,192	5,010,176	5,250,313	240,137	5%
Cemetery	79,643	55,286	117,125	61,839	112%
Finance	456,953	436,000	481,256	45,256	10%
EconomicDev	556,238	535,181	537,787	2,606	0%
Unallocated	1,355,128	209,086	798,247	589,161	282%
<b>Subtotal General Fund</b>	<b>10,258,173</b>	<b>8,400,670</b>	<b>9,659,474</b>	<b>1,258,804</b>	<b>15%</b>
Library Fund	2,437,755	2,296,296	1,089,876	\$ (1,206,420)	-53%
Street Fund	3,958,349	2,305,248	2,966,365	661,117	29%
Transit Fund	3,298,432	2,038,954	2,301,784	262,830	13%
Swim Fund	1,241,578	770,715	959,225	188,510	24%
SDC Fund	1,005,429	535,214	420,000	(115,214)	-22%
Cemetery Perpetual Care Fund	909,716	-	-	-	0%
Forfeiture Fund	35,289	5,000	31,449	26,449	529%
<b>Total General Govt. Funds</b>	<b>23,144,721</b>	<b>16,352,097</b>	<b>17,428,173</b>	<b>1,076,076</b>	<b>7%</b>
Facilities Fund	365,811	208,715	339,388	\$ 130,673	63%
Fleet Services Fund	808,734	631,420	785,387	153,967	24%
Tech Services Fund	395,328	324,708	362,839	38,131	12%
<b>Sewer Fund</b>					
WWTP	3,321,074	2,479,792	1,977,932	(501,860)	-20%
Collections	2,200,083	737,582	1,993,595	1,256,013	170%
Stormwater	1,278,227	416,888	401,185	(15,703)	-4%
Unallocated	2,517,723	896,442	1,329,380	432,938	48%
<b>Total Proprietary Funds</b>	<b>10,886,980</b>	<b>5,695,547</b>	<b>7,189,706</b>	<b>1,494,159</b>	<b>26%</b>
<b>Total All Funds</b>	<b>\$ 34,031,701</b>	<b>\$ 22,047,644</b>	<b>\$ 24,617,879</b>	<b>\$ 2,570,235</b>	<b>12%</b>

**Fund Balance**

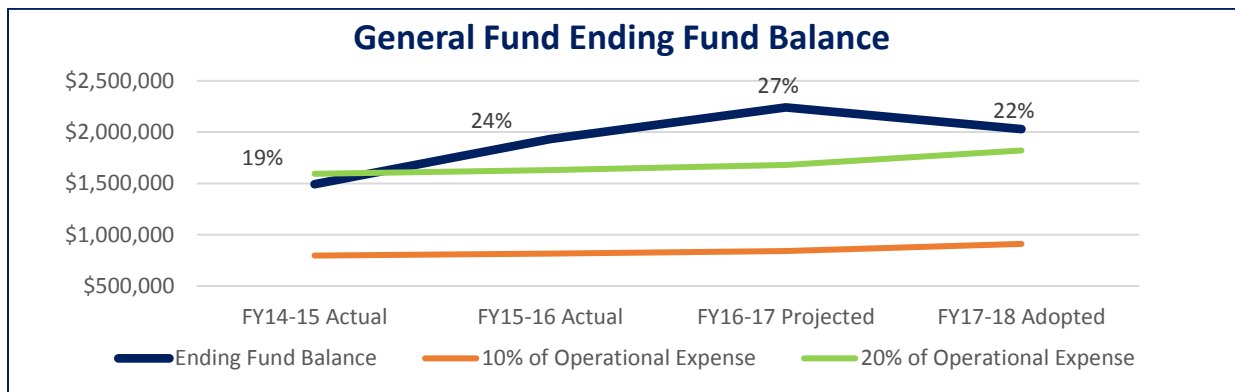
Below is a chart showing the proposed change in the City's major funds balances for FY17-18.

Change in Fund Balance	General Fund	Library Fund	Streets Fund	Transit Fund	SDC Fund	Sewer Fund
Proposed Beginning Fund Balance	2,240,796	157,748	1,692,030	1,307,006	4,678,673	5,036,758
Increase(Decrease) in Fund Balance	(210,399)	(119,140)	(528,482)	(135,586)	700,695	(984,595)
Ending Fund Balance	2,030,397	38,608	1,163,548	1,171,420	5,379,368	4,052,163
Percent Change in Fund Balance	-9.4%	-75.5%	-31.2%	-10.4%	15.0%	-19.5%

**General Fund**

The ending fund balance in the General Fund is projected to decrease 9.4% in FY17-18. This reduction is mainly due to the increase in PERS rates and health insurance costs. The city has been preparing for the PERS increase over the past few years by creating a reserve to be used to offset future rate increases. Some of that reserve was used in this budget.

The chart below outlines the General Fund ending fund balance compared to 10% and 20% of operational expense.



**Library Fund**

The Library fund is a special revenue fund with the majority of its funding coming from a Clackamas County Local Option Levy. The Library budget will be using a portion of its fund balance in FY2017-18, but will also carry over approximately \$38,600 in unrestricted fund balance to FY2018-19.

**Street Fund**

A number of projects are scheduled for FY2017-18 utilizing both current revenue and street maintenance reserves. These funds have been saved from prior years to accommodate the funding of future projects.

**Transit Fund**

The change in fund balance for the Transit Fund is related to a reduction in grant funding and an increase in contracted services costs.

**System Development Charges Fund**

The increase in fund balance is due to the transfer of reimbursement SDC's to be accounted for in the SDC fund rather than the Sewer and Street Funds.

### Sewer Combined Fund

The decrease in fund balance is due to the completion dates of several capital project being moved from FY16-17 to FY17-18. The funds to pay for the work will be rolled forward into FY17-18 as part of the beginning fund balance. An update to user rates and SDC rates is currently underway and should be completed by July 1, 2017.

### Strategic Goals and Strategies

The FY2017-18 budget is presented as a status quo budget, prepared with the intent of maintaining current levels of service. The Goals set forth by the City Council and Mayor form the guiding principles around which the Budget is developed. To this end, a continuing focus in FY2017-18 is the funding of programs that support the Council goals of have a safe and family friendly environment within the Canby community.

The FY2017-18 proposed budget reflects a level of stability in our current economic environment, and anticipates that this environment will be relatively stable over the next three budget cycles. Before describing them in detail, I want to enumerate the key principles used to develop the proposed budget.

*Continued Focus upon Core, Essential Services* – A central focus of the budget is the maintenance of core, essential services. These include local government services such as public safety (police and emergency management), utilities (sewer), infrastructure (roads) and the services that support these program areas (Administration, Finance, Human Resources, Information Technology, Risk Management).

*Invest in Infrastructure Maintenance* – While the City budgets on a fiscal year basis, we also monitor and manage fiscal resources based on future anticipated demand, particularly relative to infrastructure needs. The City, working often with consultants, makes strategic assumptions relative to both current and future infrastructure needs. Planning and budgeting for infrastructure often requires the accumulation of fund balances over several years, the use of System Development Charges, and the application of current year revenue to fund specific projects. The City is proactive in its efforts to identify priority projects and develop funding strategies for these projects. The FY2017-18 budget incorporates the costs for infrastructure maintenance to the extent we are financially able.

*Aligns with City Financial Policies, especially in terms of using fund balance* – The City Council has adopted financial policies to guide management in making sound budgetary and financial decisions. Two key financial policies, strictly adhered to in this proposed budget, are:

- The City of Canby will identify sustainable revenue levels and, to the extent possible, current operations will be funded by current sustainable revenues.
- One-time revenues will be used for one-time expenditures or as contributions to reserves and will not be used to pay for established services.



**Priorities and Issues**

Noteworthy staffing recommendations within the FY2017-18 include the following:

- In FY2016-17 the City restored partial funding to City Parks by authorizing and funding three half time positions to support the City's Park staff. FY2017-18 budget continues funding for these positions.
- The FY2016-17 budget authorized a change in staffing in the City's Police Department, with the net result being the addition of one new sworn officer. This was accomplished by consolidating the duties of Code Enforcement and Evidence and reclassifying one position as a sworn officer. FY2017-18 budget continues the funding for this position.
- Multiple positions were eliminated from the staffing of City Administration and Finance as part of the FY2014-15 budget. FY2017-18 reestablishes one position as a confidential employee to support the City's Administration, Human Resources, Risk Management, and Finance functions.

**Short-term Organization Factors**

Within the Canby community, signs of a strengthening economy are evident in a variety of key areas. Development activity continues to rebound strongly. New homes are being built and increased commercial/industrial/retail activity is evident in several areas of the City. Our community continues to receive national recognition for its strong quality of life, excellent schools, access to wonderful parks, and low crime rate.

As noted above, the Canby Police Department added one sworn officer with the adoption of the FY2016-17 budget. Continued population growth within the City is increasing the demand for law enforcement services. While no staffing increases are proposed in FY2017-18, future budget deliberations will include discussions about adequate staffing of sworn personnel.

The proposed budget funds a total workforce of 92.15 Full Time Equivalent (FTE) positions, an increase of 1.2% from the current workforce. As indicated above, only one addition to existing staffing is recommended for FY2017-18, the addition of a Confidential Administrative Assistant to support City Administration, Finance, Human Resources, and Risk Management.

Total Personnel Services costs are budgeted to increase 10.35% between the current year projected budget and the proposed FY2017-18 budget. Key personnel services cost increases in this proposed budget are as follows:

- Insurance costs are budgeted to increase by 6%.
- PERS rates increased an average of 3.5% of payroll, representing a 32.5% increase in the actual PERS rates for FY2017-18.
- The proposed budget includes an approximate 2% cost of living increase. Labor negotiations with AFSCME are in progress.

**Long-range Financial Plan**

This proposed budget continues the practice we have developed over the last few years of carefully considering the impact of today's decisions on tomorrow's budgets. Our Finance Director uses the word

“sustainable” to describe this practice. In this context, “sustainable” means that recurring expenses must be less than recurring revenues. This budget meets this practice of sustainability.

### Street Fund

Additional funds are being budgeted in FY17-18 for street maintenance projects. An additional \$330,000 is being allocated to allow for the maintenance and repair of additional streets in Canby.

### Library Fund

In FY16-17 there is a one-time transfer to the City Hall/Library project that was received from contributions from Clackamas County, Canby citizens, and the closing of a reserve fund. Due to this one-time transfer the expenditures for FY17-18 have dropped significantly from FY16-17.

### Transit Fund

The transit budget includes two notable items for FY17-18. The first is the replacement of one bus at a cost of approximately \$140,000. The second is a new contract for bus services. Contract bus services are currently out to bid. The new contract amount is expected to increase from the current contract.

### Swim Center Levy Fund

The local option tax levy renewal was passed by voters in November 2016 allowing for continued operations of the Swim Center. The center has increased their building improvement budget to \$56,500 for FY17-18.

### Sewer Combined Fund

Total expenditures in this fund are increasing by approximately \$1.2 million. This is mainly due to major capital projects being rolled over into FY17-18.

### Conclusion

Our continuing challenge is to focus on our priorities in the face of rising costs and uncertain revenues. This proposed budget presents a spending plan for FY2017-18 that reflects the priorities, policies and goals of the Canby City Council and the citizens it represents. Canby continues to be a financially sound organization. We rely on diverse revenue sources, and have equally diverse expenditure patterns. Prudent fiscal planning has contributed significantly to the positive fund balances on which the City relies.

We are fortunate in Canby to have a senior leadership team and very capable staff who do an outstanding job administering their respective departmental budgets. I would like to acknowledge and thank all involved for their efforts in developing the budget and contributing to the process. I want to particularly thank the City's Finance Director Julie Blums, and our very capable Department Managers for their input and support.

Respectfully Submitted,

Rick Robinson,  
City Administrator

**History**

Canby was incorporated on February 15, 1893, making it the second oldest city in Clackamas County. Heman A. Lee, served as the first mayor. By 1890 Canby boasted three hotels and a bank, and by 1910, the population was 587. The railroad tracks were quickly lined with warehouses as the agriculture industry grew in the Canby area. Local crops included grain, hay, potatoes, dairy products, turkeys, flax, prunes, rhubarb, asparagus, berries, nuts, livestock, lumber, bulbs, flowers, and nursery stock. For many years, three covered bridges crossed the Molalla River from Canby and in 1914, local businessmen established ferry service across the Willamette River.

Prior to 1920, the "Road of 1000 Wonders", now NW First Avenue, was the main route through Canby, running northeast to Oregon City and west to Barlow and up the valley. That year marked the arrival of the Pacific Highway (Hwy 99E) to the south of the railroad tracks, making the beginning of yet a new era of transportation and development in Canby. Canby has grown from 998 people in 1940, to 1,286 residents by 1945. Now Canby boasts a population of over 16,400, and the city covers a 4.4 square mile area. Many of the early buildings and homes in the original 24-block town site still exist and the city is surrounded by early farmhouses and barns, reminders of Canby's early pioneer, railroad and agricultural heritage.

**Authority**

The City of Canby has all powers granted to municipal corporations by State statutes, including the power to issue debt, levy taxes on real property within its boundaries, and extend its corporate limits by annexation.

**Services**

The City provides a full range of services: public safety; library; construction and maintenance of streets, parks, and wastewater infrastructure; recreational activities and swim center; a transit system; current and long-range planning; and development review.

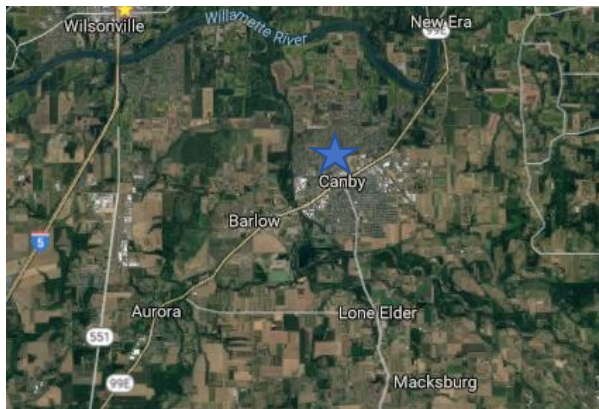
Canby owns and operates a wastewater system and treatment plant. The Canby Utility Board, a component unit of the City, manages and operates the water and electric infrastructure for the city.

Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District. Phone, cable, and trash disposal are provided by private businesses. Canby is part of Canby School District 86.

Canby has an Urban Renewal Agency (URA) which undertakes projects in the designated Urban Renewal District. The URA is a distinct municipal corporation and its budget is separate from the City.

**Location**

Canby's city limits span 4.4 square miles along Hwy 99E, just four miles from Interstate 5. This rapidly growing city is part of the Willamette Valley located in southwest Clackamas County. Canby is the home of the Clackamas County Fair Grounds, and bordered by the City of Wilsonville to the west, Oregon City to the north, and the City of Aurora to the south.



<b>DISTANCE FROM CANBY</b>	
Destination	Miles
<b>Cities</b>	
Portland, OR	26
Salem, OR	30
Eugene, OR	94
Seattle, WA	195
Boise, ID	445
San Francisco, CA	619
<b>Airports, Rail Stations</b>	
Aurora Airport	6
Portland International Airport	27
Portland Union Station	26
<b>Recreational Areas</b>	
Oregon Coast	88
Mt. Hood Ski Areas	64
Central Oregon	160
<b>Public Universities</b>	
Portland State University	24
Oregon State University	68
University of Oregon	95

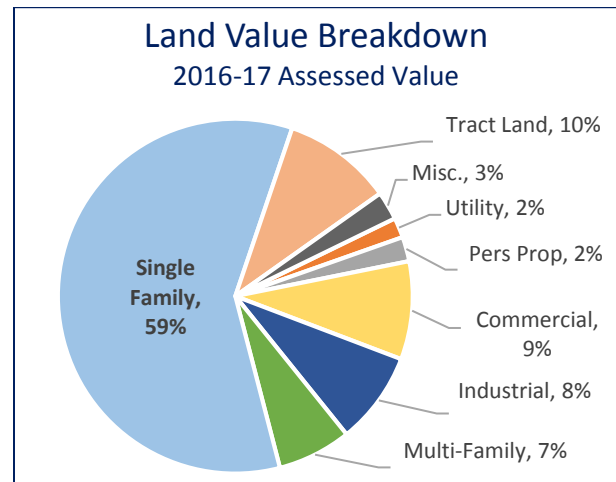
**Economy**

Canby's economic base consists of retail and commercial establishments, light industrial, manufacturing businesses, and nursery production.

The downtown business district is home to commercial businesses, government buildings, financial institutions, medical offices, an eight-screen movie theater with adjacent public parking, and a variety of shops and restaurants.

Established commercial areas have been improved with the help of funding from the Canby Urban Renewal Agency. Façade and streetscape improvements, gateway sign projects, business recruitment and retention and strategic planning for the business districts have all been funded by urban renewal.

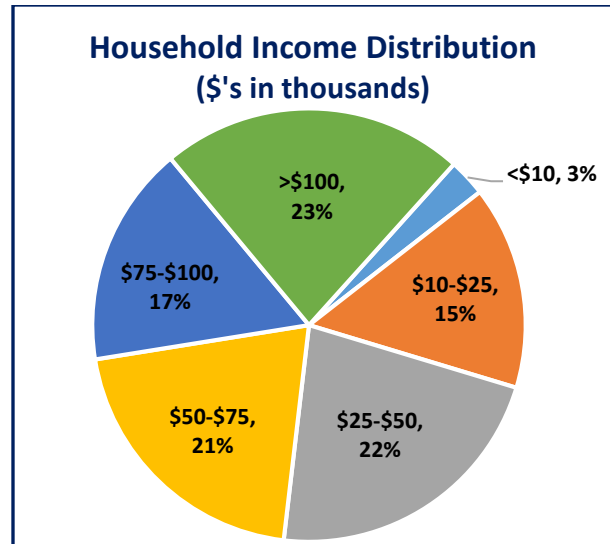
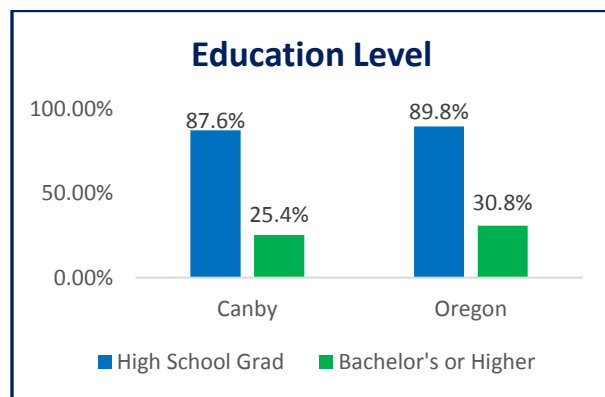
Industrial growth has been spurred by the development of two industrial parks: Logging Road Industrial Park and Canby Pioneer Industrial Park. An urgent care medical facility, fire station and other industrial and manufacturing businesses have located in the parks, creating local jobs. Access to industrial properties within the Canby Pioneer Industrial Park has been increased by construction of a new street that provides ready access to several industrial properties.



**Demographics**

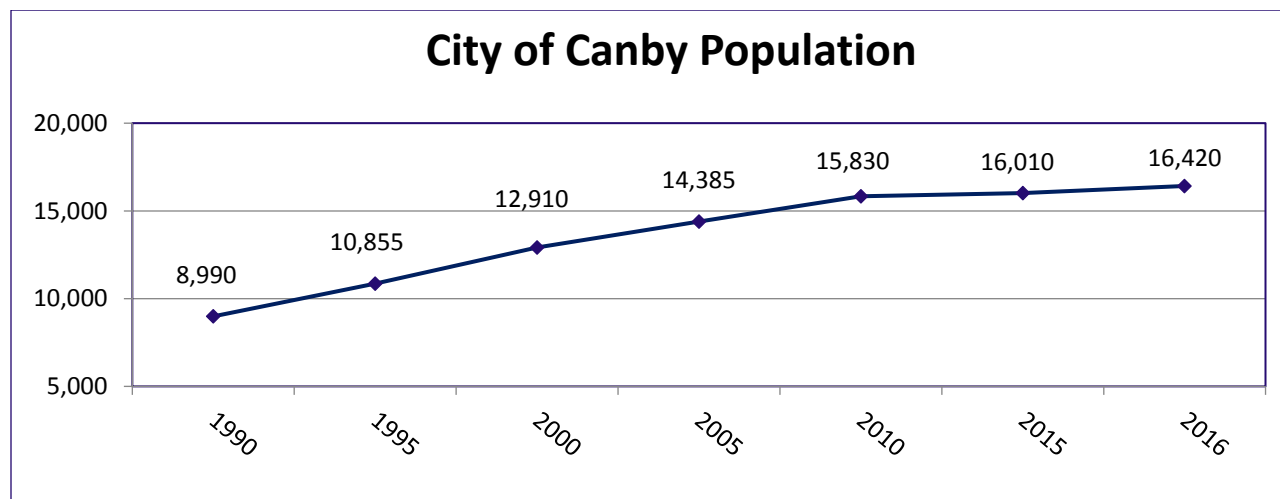
Over the last two and a half decades, Canby has nearly doubled its population. Between 1990 and 2016, the population has grown 83%. Canby has an average of 2.8 people per household as compared to 2.5 in Oregon as a whole. Canby's population is 51.2% female, compared to Oregon at 50.5%.

AGE DISTRIBUTION		
Age	Total	Percent
0-19	5,085	30%
20-39	4,238	25%
40-59	4,577	27%
60+	3,051	18%



77% of the homes in Canby are over 17 years old. Owner-occupied homes represent 66% of the community as opposed to 61.3% of Oregon as a whole.

16% of the Canby population speaks Spanish and an additional 3% speak a language other than English or Spanish.



CITY OF CANBY PRINCIPAL EMPLOYERS		
Employer	2016	
	Employees	% of Total City Employment
Canby School District	429	5.54%
Johnson Controls - Battery Division	220	2.48%
Kendal Floral LLC	206	2.66%
Fred Meyer Stores Inc.	195	2.52%
Milwaukie Electronics	130	1.68%
S R Smith LLC	120	1.55%
Shimadzu USA Mfg. Inc.	113	1.46%
JV Northwest Inc.	111	1.43%
City of Canby	87	1.12%
Wilson Construction Co	82	1.06%

Source: City of Canby Business License data, 2012 Market Analysis, Oregon Employment Department and Canby School District

CITY OF CANBY PRINCIPAL PROPERTY TAXPAYERS TODAY AND 9 YEARS AGO						
Taxpayer	2016			2007		
	Assessed Value	Rank	% of Total City Taxable Assessed Value	Assessed Value	Rank	% of Total City Taxable Assessed Value
Hope Village Inc.	\$20,459,759	1	1.47%	\$14,455,862	2	1.55%
Fred Meyer Stores Inc. #651	19,805,882	2	1.42%	15,825,204	1	1.70%
Canby Telephone Assn.	17,636,900	3	1.27%	10,185,000	3	1.09%
American Steel Corporation	15,377,958	4	1.11%			
Shimadzu USA Manufacturing	12,196,524	5	0.88%	7,169,866	6	0.77%
Johnson Controls Battery Group Inc	10,844,548	6	0.78%	9,487,257	5	1.02%
Argo Canby LLC	10,573,464	7	0.76%	9,886,700	4	1.06%
Kogap Enterprises Inc.	10,356,802	8	0.74%	6,921,722	7	0.74%
Jorken Oregon LLC	8,198,861	9	0.59%			
Truamerica Multifamily LLC	7,452,339	10	0.54%	5,711,596	9	0.61%
Willamette Valley Ctry Club				6,604,249	8	0.71%
Grand Oaks Willamette LLC				5,129,284	10	0.55%
	<u>\$132,903,037</u>		<u>9.56%</u>	<u>\$91,376,740</u>		<u>9.80%</u>

Source: Clackamas County Assessor's Office







## **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 manner
- Continue 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, improvement, and maintenance of park lands

### *Public Services*

- Maintain and improve City infrastructure – stormwater, road maintenance, Wastewater Treatment Plant (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 strategy for implementing Transportation System Plan (TSP) with emphasis on neighborhood safety and economic development
- 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 Organizational Chart 2017-2018



**Budget Process**

The annual budget is one of the most important and informative documents city officials will use. In simple terms, the city's budget is a financial plan for one fiscal year. The budget shows estimated expenditures (items or services the city wishes to purchase in the coming fiscal year) and the resources that will be available to pay for those expenditures.

The budget authorizes the city to spend money and limits how much money can be spent. It also justifies the levy of property taxes. In order to levy taxes through the county assessor, cities must prepare a budget following Oregon local budget law.

The City's fiscal year begins July 1 and ends June 30.

**Phase 1: Establish Priorities and Goals for the Next Fiscal Year**

The strategic planning process begins anew each year as the City Administrator and Senior Management Team collaborate to identify needs and assumptions for the short and long term, and update objectives.

Work on the annual budget begins in January, when forecasts for revenues and expenditures are updated.

In March the City Council has a planning meeting to adopt Council goals.

**Phase 2: Prepare Proposed Budget for Budget Committee**

The following is an outline of the steps required by the Oregon Department of Revenue for budget preparation and adoption.

Appoint Budget Officer:

Every local government is required to have a Budget Officer, either appointed

by the governing body or designated in its charter.

Prepare a Proposed Budget:

The Finance Director prepares the proposed budget and submits it to the Budget Officer for presentation to the Budget Committee. At this time the Capital Improvement Plan is also updated for the next five years.

Publish Public Notices:

Upon completion of the budget a "Notice of Budget Committee Meeting" is published in a newspaper and posted prominently on the City's website.

Budget Committee Meets:

The budget message and proposed budget document is presented to the Budget Committee for review.

Committee Approves the Budget:

When the Budget Committee is satisfied that the proposed budget will meet the needs of the citizens of Canby they will forward this to the City Council for adoption.

**Phase 3: Adopt Budget and Certify Property Taxes**

Publish Notice of Public Hearing:

After the budget is approved, a budget hearing must be held. The Budget Officer must publish a "Notice of Budget Hearing" in a newspaper or by mail or hand delivery.

Hold the Budget Hearing:

The budget hearing must be held by the governing body on the date specified in the public notice and must allow for public testimony.

Adopt Budget, Make Appropriations, and Levy Taxes:

The governing body adopts the budget prior to June 30th. The budget and tax levy certification is then filed with the County Assessor.

**Phase 4: Budget Changes After Adoption**

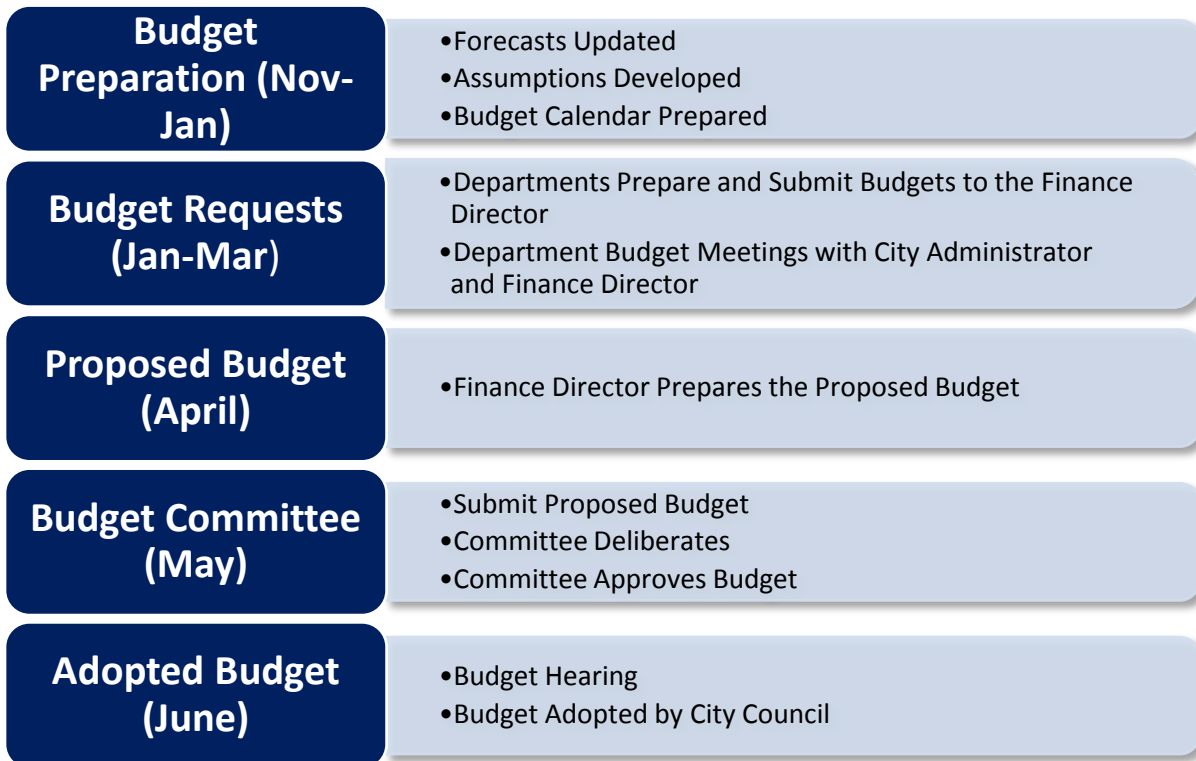
Oregon budget law requires all City funds to be appropriated. Appropriations are the legal authority to spend.

Appropriations may be changed during the fiscal year, within the limitations imposed by budget law. City staff monitors actual events and recommends changes as needed. The City

Council makes changes by resolution. Changes are categorized as appropriation transfers or supplemental budgets.

An appropriation transfer decreases an existing appropriation and increases another by the same amount. Supplemental budgets typically create new appropriations, funded by increased revenues. Supplemental budgets are used for occurrences or conditions which were not known at the time the budget was prepared. Directors and managers may amend their budgets for individual accounts without Council approval so long as appropriations at the legal level of control are not changed.

**Budget Calendar**



**Basis of Budgeting**

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, long-term compensated absences are recorded only when payment is due.

**Basis of Auditing**

The audit, as reported in the Comprehensive Annual Financial Report (CAFR), accounts for the City's finances on the basis of generally accepted accounting principles (GAAP). GAAP is defined as conventions, rules, and procedures necessary to describe accepted accounting practice at a particular time. The modified accrual basis of accounting, a GAAP approved method, is also used in the audit for all funds except for the Proprietary Fund types. The audit uses the full-accrual method of accounting for the Proprietary Funds. The CAFR shows all of the City's funds on both a budgetary and GAAP basis for comparison.

**Budgetary Basis of Accounting**

There is no appreciable difference in the basis of accounting used for financial statements and the accounting method used for budgeting. The budgetary basis of accounting for budgeting purposes is also modified accrual.

*The City of Canby uses a modified accrual basis of accounting for budgeting purposes. This means revenues are recognized when they become measurable and available.*

### Fund Structure and Description

The City of Canby uses various funds to account for its revenue and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Funds are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law.

The revenues in each fund may be spent only for the purpose specified by the fund.

### General

**General Fund** – Accounts for the financial operations of the City that are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees, court fines, and state and county shared revenue. Primary expenditures are for public safety, general government, parks, and cemetery services.

### Special Revenue

**Street Fund** – Accounts for the construction, repair, and maintenance of City streets. Principal sources of revenue are street maintenance fees, gas taxes, and vehicle taxes from the Oregon Department of Transportation. System Development Charges (SDC's) are transferred from the SDC fund to the Street fund for use on capital construction projects.

**Transit Fund** – Provides public transit services within the City of Canby and connecting transit service to neighboring communities. Primary sources of revenue are from grants and transit payroll taxes.

**Swim Fund** – Provides a swim center to develop swimming skills, teach water safety skills, and offer other water activities. Primary sources of revenue are taxes from the Swim Center local option levy and user fees.

**Library Fund** – Provides dynamic, relevant, efficient and cost-effective library services to Canby area residents of all ages. Primary sources of revenue are from the Clackamas County Library District and donations from the Friends of the Canby Public Library.

**System Development Charges Fund** – Records SDC revenue and maintains restricted balances by type in compliance with state statutes.

**Cemetery Perpetual Care Fund** – Provides for the future care of the Zion Memorial Park Cemetery once operational revenues from sales and activities have ceased. Revenue is received from perpetual care fees when property is sold.

**Forfeiture Fund** – Accumulates and accounts for assets received by the Police department as a result of Federal and civil drug forfeitures.

### Enterprise

**Sewer Fund** – Accounts for the construction, operations, and maintenance of the waste water treatment plant, sewer collections, and stormwater system. Primary sources of revenue consist of charges for sewer services, and SDC's transferred from the SDC fund to the Sewer fund for use on capital construction projects.

### Internal Service Funds

**Fleet, Facilities, and Tech Services Funds** – These funds provide services to internal City departments for maintenance and repair of all City rolling stock and equipment, the majority of City owned structures, and the repair and replacement of all City owned computers and servers. Revenue is received from the other departments who receive these services and is based on actual costs for fleet services, a prorated share of square feet maintained for facilities, and the number of computers for tech services.

Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation

Appropriation Level	General Government Funds								Internal Service Funds			Enterprise Fund
	General	Library	Street	Transit	SDC	Swim	Cemetery P.C.	Forfeiture	Fleet	Facilities	Tech	Sewer
	Major Funds					Non-Major Funds			Non-Major Funds			Major Fund
Administration	X											
Court	X											
Planning	X											
Parks	X											
Building	X											
Police	X											
Cemetery	X											
Finance	X											
Economic Dev.	X											
Streets			X									
Transit				X								
SDC					X							
Swim						X						
Cemetery PC							X					
Forfeiture								X				
Fleet									X			
Facilities										X		
Tech Services											X	
WWTP												X
Collections												X
Stormwater												X
Not Allocated P.S.	X											X
Not Allocated M & S	X											X
Not Allocated C.O.	X											X
Debt Service	X											X
Transfers Out	X	X	X	X	X	X						X
Contingency	X	X	X	X	X	X	X	X	X	X	X	X



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**City-Wide Revenue Summary by Source**

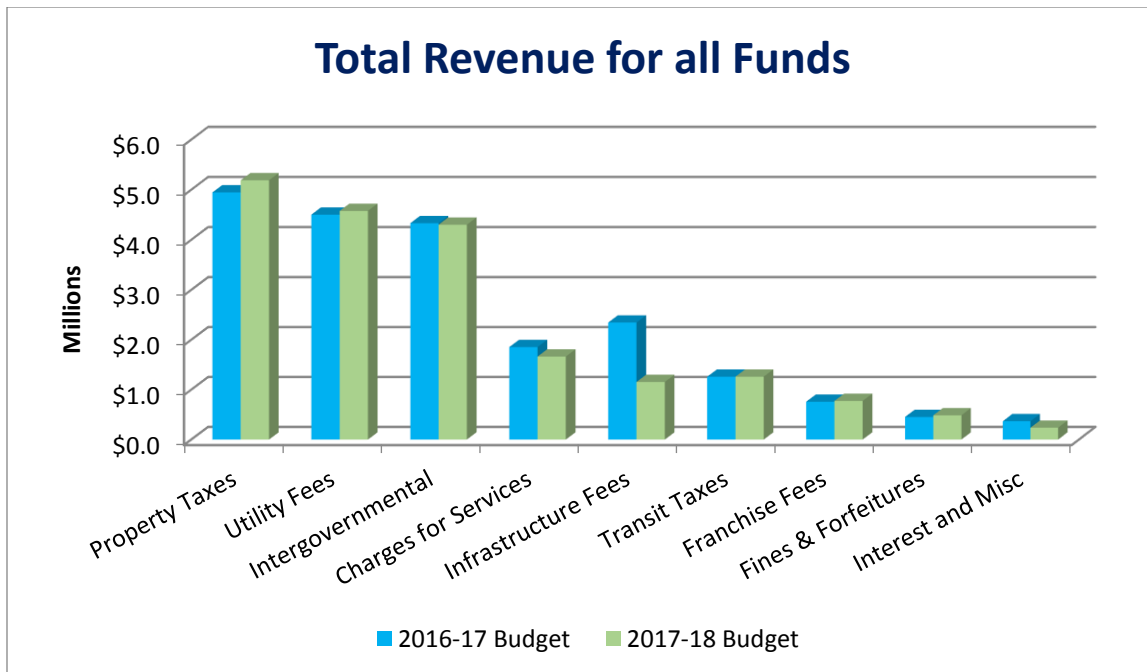
<b>Summary of Resources by Source</b>					
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Projected 2016-17	Adopted 2017-18
Property Taxes	\$ 4,623,396	\$ 4,781,737	\$ 4,946,458	\$ 4,986,700	\$ 5,188,085
Utility Fees	4,300,990	4,358,003	4,502,400	4,536,600	4,576,600
Intergovernmental	3,923,860	4,267,657	4,332,407	4,435,760	4,301,082
Infrastructure Fees	430,792	1,961,373	2,345,554	2,250,486	1,154,172
Charges for Services	1,749,079	1,903,205	1,853,737	1,827,972	1,664,289
Transit Taxes	1,180,173	1,284,333	1,260,000	1,268,800	1,260,000
Fines & Forfeitures	644,857	495,875	453,000	510,510	487,000
Franchise Fees	768,392	760,039	757,250	768,035	774,300
Interest and Misc Revenue	311,651	372,693	281,240	375,668	216,692
Donations	31,923	171,146	86,514	82,857	20,861
Transfers In	1,308,297	1,334,687	2,592,414	1,874,666	2,018,994
<b>Total Current Resources</b>	<b>19,273,411</b>	<b>21,690,746</b>	<b>23,410,974</b>	<b>22,918,054</b>	<b>21,662,075</b>
Beginning Fund Balance	12,571,931	13,349,796	15,079,162	16,157,085	17,027,494
<b>Total Resources</b>	<b>\$ 31,845,341</b>	<b>\$ 35,040,542</b>	<b>\$ 38,490,136</b>	<b>\$ 39,075,139</b>	<b>\$ 38,689,569</b>

**Detail of Transfers between funds:**

<u>Transfer From:</u>	<u>Transfer To:</u>		
	<u>General Fund</u>	<u>Street Fund</u>	<u>Sewer Fund</u>
<sup>1</sup> Library Fund	119,031		
<sup>1</sup> Street Fund	122,383		
<sup>1</sup> Transit Fund	175,876		
<sup>1</sup> Swim Fund	90,952		
<sup>1</sup> Sewer Fund	253,738		
<sup>1</sup> General Fund	85,203		
<sup>2</sup> URA GF	576,811		
<sup>3</sup> Sewer Fund	-	175,000	-
<sup>3</sup> SDC Fund	15,000	-	405,000
<b>Total</b>	<b>\$ 1,438,994</b>	<b>\$ 175,000</b>	<b>\$ 405,000</b>

**Purpose:**

- <sup>1</sup> Administrative Overhead
- <sup>2</sup> Overhead and Economic Development Reimbursement
- <sup>3</sup> Capital Project Funding



### Total Revenue for all Funds as a Percentage



Property Taxes	26%	Charges for Services	8%	Franchise Fees	4%
Utility Fees	23%	Infrastructure Fees	6%	Fines & Forfeitures	2%
Intergovernmental	22%	Transit Taxes	6%	Interest & Misc	1%

**Beginning Fund Balance**

Beginning fund balance is the cash carried forward into the new budget year and is equal to the prior year’s ending fund balance.

**Property taxes**

There are three types of property tax levies in Oregon. The permanent rate levy funds general city operations. The debt service levy is used for principal and interest payments on general obligation bonds approved by the voters. Local option levies are voter-approved, time-limited levies for specified purposes.

The Clackamas County Department of Assessment and Taxation determines assessed values and collects taxes. Property is assessed January 1 for the fiscal year beginning July 1. Taxes are due beginning November 15, and discounts are allowed for taxes paid in full by November 15.

**Assessed Value**

Each local government’s tax rate was determined by the state in 1997. Canby’s permanent rate is \$3.4886 per \$1,000 of assessed value. No action of the city can increase the permanent tax rate.

Ballot Measure 50, implemented in the 1997-98 tax year, limits assessed value to the lower of Maximum Assessed Value (MAV) or Real Market Value (RMV). Maximum Assessed Value increases by 3% annually.

There are exceptions to the 3% annual increase. Maximum Assessed Value may increase by more than 3% if:

- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistent with rezoning

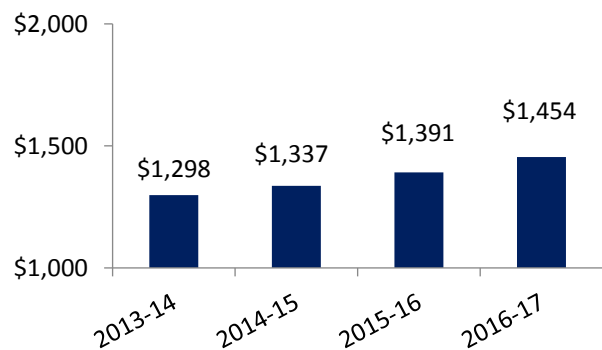
**Limits and Compression**

The total tax on a given piece of property is limited as follows:

- General Government: \$10 per \$1,000 of RMV
- Education: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation.

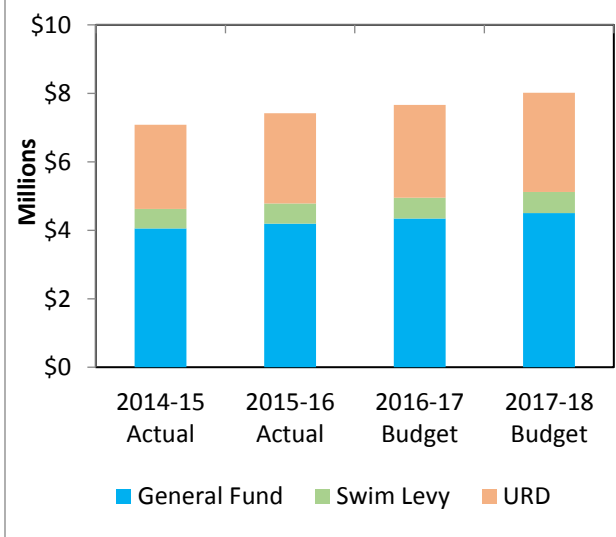
If the total tax bill exceeds the limits, taxes are reduced in a process called compression.

**Total Assessed Value in Canby (shown in \$millions)**



Property taxes represent approximately 61% of General Fund revenue.

**Property Tax Revenue**



**Effect of the Canby Urban Renewal Agency**

The Urban Renewal District (URD) is a geographic area within the City of Canby, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The District borrows money to fund infrastructure and other improvements, receives property taxes calculated on the increased assessed values, and uses the taxes to pay debt service on the borrowings.

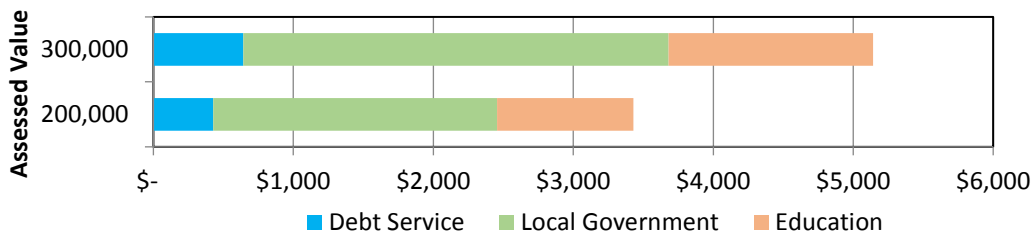
The Canby URA was established in 1999. The assessed value in the district was determined at that date and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year, the URA receives property tax attributable to the incremental assessed value; the city's general

fund receives property tax attributable to the city's assessed value less the URA incremental value.

Property tax for the URA is a portion of the permanent rate levy for the city and each overlapping tax district, not an addition to it. The amount of tax for the URA is *determined* by the incremental assessed value in the Urban Renewal District, but the tax is *collected* by dividing the city's (and each taxing entity's) permanent rate levy. Thus, tax for the URA appears on each tax bill in Canby, not just those in the URD. Absent the URA, the tax would go to the City and other taxing districts -- but without urban renewal efforts and expenditures, the assessed values presumably would not have increased.

The URD will cease to exist after it has incurred and repaid the maximum indebtedness specified in the plan; \$ 51,149,000.

**Average Annual Property Tax on Homes in Canby**



**Property Tax Allocation**



**Utility Fees**

The city charges utility fees for the sewer system and street maintenance programs. Sewer fees are charged based on a flat rate for residential and multifamily accounts; and usage for all other customers of the systems while street maintenance fees are a flat rate per house. The rates collected for each fund can only be used to support that individual funds’ operational and capital needs. Annual revenue projections are based on historical average increases, while taking into account any planned rate increases.

**Intergovernmental Revenue**

These include fees and taxes that are collected by other government agencies and passed through to the City as well as fees collected from other governments for services the City provides to them.

- State shared revenue, liquor and cigarette tax and vehicle fees. Revenue estimates are calculated based on information provided by the State.
- County support to the library as part of the Clackamas County Cooperative Library Service. Revenue estimates are provided by the County.
- State distribution of the local gas tax.
- Federal, State, and Local grants.

**Charges for services**

- Development fees for building and planning revenues are estimated based on the known development activity as well as projections of projects that are likely to be submitted.
- Recreation and event fee revenue is based on projections of the number of people to attend events and visit the swim center.
- Cemetery fees are for the sale of grave sites and services rendered to customers.
- Business and liquor licenses, revenue estimates are based on prior year actuals.

**Infrastructure Development Fees**

These are fees for system development charges (SDC’s) on new construction. SDC’s are restricted for capital improvement projects that support capacity for growth.

**Transit Payroll Taxes**

The City owned and operated transit system charges a transit payroll tax to all employers who do business in the City of Canby service area. Revenues are based on prior year actuals.

**Fines and Forfeitures**

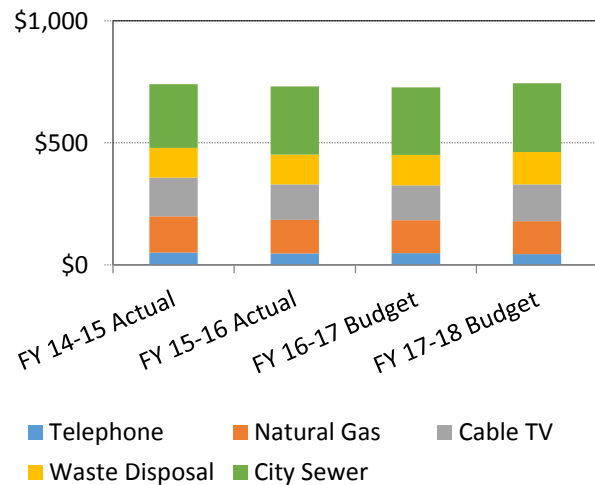
These fines are for court citations, municipal code violations, and library fines. Revenue estimates are based on prior year actuals.

**Franchise Fees/Privilege Taxes**

Fees are collected from utilities as compensation for use of the City’s rights of way. These fees are based on utility revenue, so they generally increase with population growth. Franchise fee revenue is estimated based on prior year actuals.

**Franchise Fees/Privilege Taxes**

(shown in \$1,000's)



**Transfers and Other Revenue**

- Transfers in from other funds.
- Interest earned on bank accounts.
- Sale of fixed assets.
- Proceeds from the issuance of debt.

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**City-Wide Expenses by Category**

<b>Summary of Requirements by Category</b>					
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Projected 2016-17	Adopted 2017-18
Personnel Services	9,097,638	9,727,136	10,354,868	9,849,856	10,869,669
Materials & Services	5,275,805	5,361,008	6,525,614	5,501,623	6,130,940
Capital Outlay	2,934,683	2,690,571	8,647,377	3,488,991	4,496,992
Debt Service	366,717	323,141	635,862	334,959	300,900
Transfers Out/Special Payments	820,703	781,600	3,294,986	2,872,215	1,486,583
Operating Contingency	-	-	4,572,994	-	1,332,795
<b>Total Current Requirements</b>	<b>18,495,545</b>	<b>18,883,456</b>	<b>34,031,701</b>	<b>22,047,644</b>	<b>24,617,879</b>
Reserved for Future Years	-	-	4,458,435	17,027,494	14,071,691
Ending Fund Balance	13,349,796	16,157,085	-	-	-
<b>Total Requirements</b>	<b>31,845,341</b>	<b>35,040,542</b>	<b>38,490,136</b>	<b>39,075,138</b>	<b>38,689,570</b>

**Total Expenses for all Funds as a Percentage**



Personnel  
services  
44%

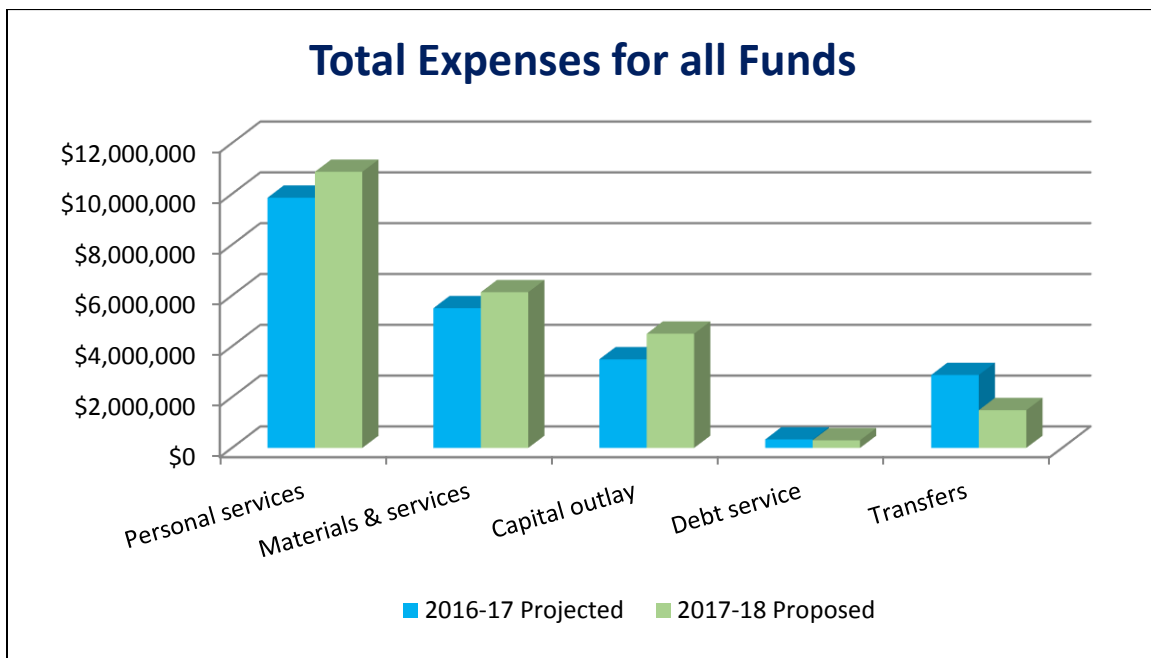
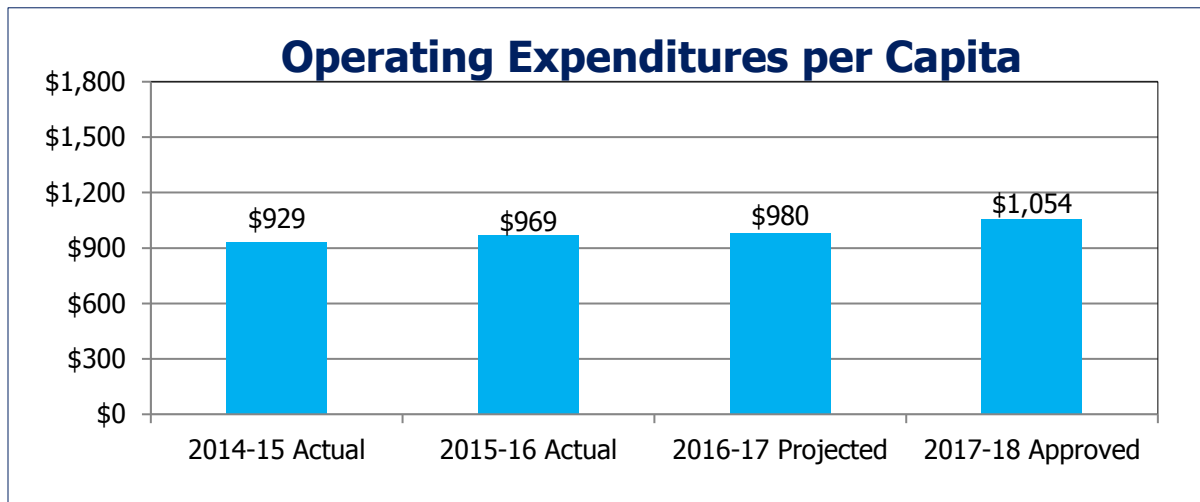
Materials  
& services  
25%

Capital  
outlay  
18%

Debt T/O &  
service Contg  
1% 11%



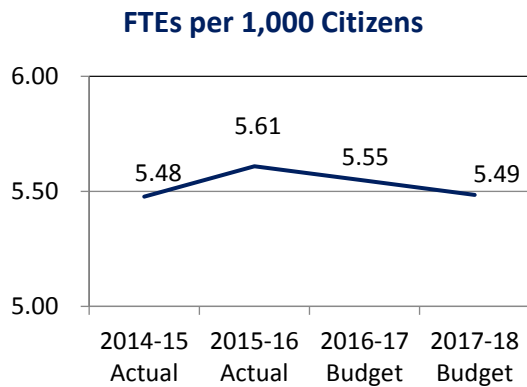
FY2017-18 city-wide operating costs are budgeted to increase 10.6% from the projected FY16-17 operating costs. Population increased by 310 people resulting in a 7.9% increase in cost per capita for our citizens.



**Personal Services**

**Full-Time Equivalent (FTE)**

The following compares City staffing to population growth.



Positions added in this budget are below:

- 1 Confidential Administrative Assistant (HR, Finance, and City Administrator)

**Wages**

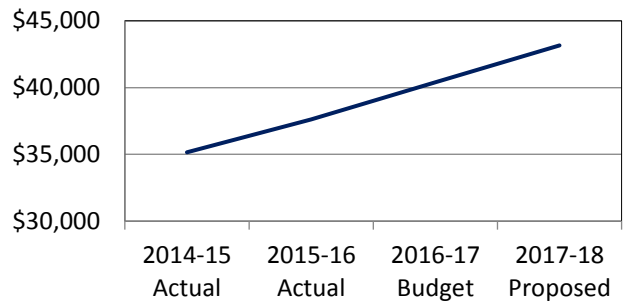
The budget includes a 2.1% cost of living increase as of July 1. Labor negotiations are in progress with AFSCME.

**Benefits**

The major benefits are health insurance and PERS. Employee insurance costs are budgeted to increase an average of 6% in 2017-18.

Overall benefit costs continue to increase; the average cost of benefits per employee follows:

**Annual Benefit Costs per FTE**



The most recently adopted PERS rates for the City of Canby and the prior two biennium's are:

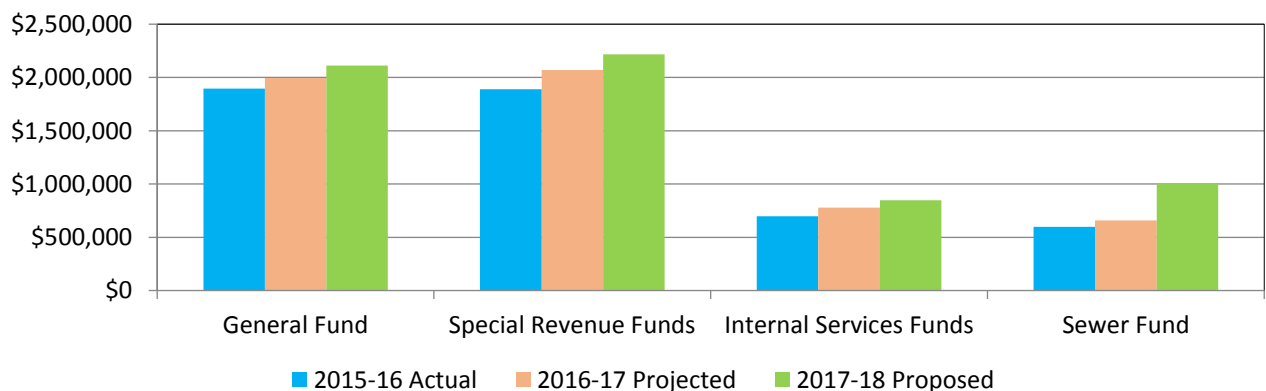
	FY13-15	FY15-17	FY17-19
<b>Tier 1 &amp; 2</b>	11.96	14.33	18.89
<b>OPSRP</b>	7.61	7.08	9.77
<b>OPSRP Police</b>	10.34	11.19	14.54

**Materials and Services**

Materials and services include costs for:

- Utilities
- Training
- Professional services
- Insurance
- Software maintenance
- Office supplies
- Book stock
- Internal charges for Fleet, Facilities, & Tech Services

**Materials and Services**



**Capital Outlay**

Capital outlay has two components, operations and capital projects. This section will cover capital outlay for operational purposes only. The capital project plan can be found on page 32.

Capital outlays for operations are single purchases whose value exceeds \$5,000. The significant FY17-18 capital outlay expenditures are:

**Parks**

New pickup truck	\$37,992
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**Police**

Digital radio replacement	10,000
2 Toughbooks	10,000

**Streets**

New pickup truck	45,000
New mower	15,000

**Transit**

New bus	140,000
---------	---------

**Swim Center**

Building improvements	56,500
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**Facilities**

HVAC	15,000
Backflow for the Cemetery	11,500

**Tech Services**

Computers	30,000
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**WWTP**

Building repairs	15,000
Replacement of pumps	20,000

**Collections**

Plate compactor & push camera	15,000
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**Debt Service**

Debt service is the required payments on the principal and interest on outstanding loans and bonds. More detail on the City’s outstanding debt can be found on the next page.

**Transfers Out and Special Payments**

- Transfers to other funds for capital project funding
- Transfers for Administrative Overhead
- Payment of money collected on behalf of another entity

**Operating Contingency**

The operating contingency is a budgeted amount in the operating funds that can only be spent with the authorization of a supplemental budget or transfer appropriation.

**Ending Fund Balance**

The ending fund balance is the difference between total estimated resources and total estimated requirements. Ending fund balance is budgeted in two categories:

1. **Reserved for future expenditure** are total sources less total expenses, contingency, and un-appropriated ending balance. Reserved for future expenditure funds can only be spent if authorized by a supplemental budget.
2. **Unappropriated** ending fund balance can only be spent in an emergency created by civil disturbance or natural disaster.

**Description of Long-Term Debt**

The City’s debt is separated into two categories; governmental activities and enterprise activities.

Governmental activities include the following:

- Full Faith and Credit Bonds on behalf of the URA for the construction of the Civic/Library building, the Police Station, and street projects.
- Long-term loan for the Logging Road Industrial Park and two long-term loans on behalf of the URA for street projects.

There are intergovernmental agreements for the URA to make the debt service payments on the five URA bonds/loans used to construct capital assets.

Enterprise activities include one Sewer Bond for improvements to the sewer system.

Canby’s A2 rating for the three Full Faith and Credit Bonds was upgraded by Moody’s in February 2017 to A1 after a review of the City’s fiscal health.

**Summary of Long-Term Debt and Principal and Interest Schedule**

	<u>Original Amount</u>	<u>6/30/2017 Balance</u>	<u>Reductions</u>	<u>6/30/2018 Balance</u>
<b>Governmental Activities</b>				
Bonds URA:				
2010 1st Ave Redevelopment (3.75-7%)	2,500,000	1,895,000	110,000	1,785,000
2010 Bond Discount		(30,924)	(2,208)	(28,716)
2011 Police Facility (2-5%)	9,000,000	8,860,000	45,000	8,815,000
2011 Bond Discount		(18,050)	(950)	(17,100)
2012 Civic Bldg & Sequoia Pkwy (3-4%)	14,050,000	12,095,000	645,000	11,450,000
2012 Premium		883,431	49,118	834,313
Long-term Loans:				
1997 Industrial Park Phase 2 (5.01%)	260,000	18,404	18,404	-
Long-term Loans URA:				
2009 Township Rd, Berg & Sequoia Pkwy (3-5.25%)	1,981,047	1,378,649	90,768	1,287,881
2009 Premium		11,443	953	10,490
2010 Walnut St (5%)	417,927	181,921	45,027	136,894
Total Governmental Activities		<u>\$25,274,874</u>	<u>\$ 1,001,112</u>	<u>\$24,273,762</u>
<b>Enterprise Activities</b>				
Enterprise Bonds				
Bank of NY - Sewer Bond 2008	2,505,000	\$ 295,000	\$ 295,000	-
Bond Premium		4,072	4,072	-
Total Enterprise Activities		<u>\$ 299,072</u>	<u>\$ 299,072</u>	<u>\$ -</u>

Fiscal Year Ending June 30,	Governmental Activities					Proprietary Activities			
	Bonds - URA	City Loans	URA Loans	Total Principal	Interest	Total Governmental Activities	Principal	Interest	Total Business Type Activities
2018	845,960	18,404	136,748	1,001,112	1,047,210	2,048,322	299,072	5,900	304,972
2019	875,960	-	139,631	1,015,591	1,016,534	2,032,125	-	-	-
2020	900,960	-	147,691	1,048,651	981,264	2,029,915	-	-	-
2021	930,960	-	143,788	1,074,748	941,232	2,015,980	-	-	-
2022-2026	5,274,800	-	582,007	5,856,807	4,006,580	9,863,387	-	-	-
2027-2031	6,859,791	-	422,148	7,281,939	2,575,094	9,857,033	-	-	-
2032-2036	7,996,026	-	-	7,996,026	942,213	8,938,239	-	-	-
Total	<u>\$ 23,684,457</u>	<u>\$ 18,404</u>	<u>\$ 1,572,013</u>	<u>\$ 25,274,874</u>	<u>\$ 11,510,127</u>	<u>\$ 36,785,001</u>	<u>\$ 299,072</u>	<u>\$ 5,900</u>	<u>\$ 304,972</u>

**Capital Improvement Plan**

A portion of the total City budget is for capital projects for building or improving the City infrastructure to handle growth. The projects and their total costs are detailed below. Expenditures for capital projects may vary dramatically between years, depending on the particular projects in process.

<b>City of Canby Five Year Capital Improvement Plan (FY17 Through FY21)</b>						
<b>Transportation</b>	<b>Estimated Cost</b>	<b>FY16-17</b>	<b>FY17-18</b>	<b>FY18-19</b>	<b>FY19-20</b>	<b>FY20-21</b>
NW Territorial Rd Improvements	620,000	600,000				
N Cedar Street	251,710	53,710				
N Maple Street, NE 10th to NE 14th Avenues	600,000	-	600,000			
N Locust, NE 4th to NE 10th Avenue Improvements	630,000	-	-	630,000		
N Pine Street, NE 4th Avenue to Pine Street Alignment	481,000	-	-	-	481,000	
S Ive Sidewalk Project	437,762	-	-	-	-	437,762
NE 10th Avenue, Phase 2, Locust to N Maple Streets	858,000	-	-	-	-	858,000
NE 12th Avenue, N Ivy Street east to Cul-de-Sac	95,000	-	-	-	-	95,000
Pine St 8th - 10th (CDBG Grant)	300,000	-	-	-	-	300,000
NE 10th Avenue, Phase 3, N Maple to N Pine Streets	520,000	-	-	-	-	520,000
NE 10 Avenue, Phase 1, N Ivy to N Locust Sidewalks	170,000	-	-	-	-	170,000
	<u>\$ 4,963,472</u>	<u>\$ 653,710</u>	<u>\$ 600,000</u>	<u>\$ 630,000</u>	<u>\$ 481,000</u>	<u>\$ 2,380,762</u>
<b>Storm</b>						
N Redwood Storm Drain Improvement, Phase 2	31,847	31,847				
NW 9th Avenue, N Holly to N Ivy Streets	30,000	-	30,000			
Comprehensive Survey of Existing System	10,000	-	10,000			
SW 13th Avenue, near Canby High School	30,000	-	30,000			
NE 4th Ave, Dry Well	30,000	-	30,000			
NE 10th Avenue, N Locust to N Maple Streets, Phase 2	150,000	-	-	150,000		
NE 10th Avenue, N Maple to N Pine Streets, Phase 3	50,000	-	-	-	50,000	
N Maple Street and NW 34th Place	30,000	-	-	-	30,000	
N Knights Bridge Road	130,000	-	-	-	-	130,000
Knights Bridge Runoff Treatment	50,000	-	-	-	-	50,000
	<u>\$ 541,847</u>	<u>\$ 31,847</u>	<u>\$ 100,000</u>	<u>\$ 150,000</u>	<u>\$ 80,000</u>	<u>\$ 180,000</u>
<b>Sanitary - Collections</b>						
Mulino Road Pump Station & Force Main	1,075,000	150,000	925,000			
Willow Creek Liftstation Replacement	375,000	100,000	275,000			
NE 11th and N Pine Liftstation Renovation/Re-Routing	325,000	-	350,000			
Sewer Master Plan Update	100,000	-	-	100,000		
N Locust, NE 4th to NE 10th Avenue Improvements	50,000	-	-	50,000		
Collection System Oversizing/Replacement	500,000	-	-	500,000		
N Birch Pump Station & Force Main	300,000	-	-	-	-	300,000
NE 22nd Avenue Pump Station & Forced Main	300,000	-	-	-	-	300,000
	<u>\$ 3,025,000</u>	<u>\$ 250,000</u>	<u>\$ 1,550,000</u>	<u>\$ 650,000</u>	<u>\$ -</u>	<u>\$ 600,000</u>
<b>Sanitary - Waste Water Treatment Plant</b>						
Sludge Storage and Conditioning	2,200,100	1,400,000	720,000			
Site restoration (asphalt repair)	400,000	-	-	400,000		
Outfall Diffuser/Mixing Zone Study (prompted by RPA)	100,000	-	-	-	100,000	
Scada/PLC/Power Distribution System Improvements	250,000	-	-	-	-	250,000
	<u>\$ 2,950,100</u>	<u>\$ 1,400,000</u>	<u>\$ 720,000</u>	<u>\$ 400,000</u>	<u>\$ 100,000</u>	<u>\$ 250,000</u>

### Street Capital Projects

Street capital projects are primarily funded by grants and SDC's.

#### N Maple St, NE 10<sup>th</sup> to NE 14<sup>th</sup> Ave:

This project is for improvements to the City portion of N Maple Street from 10th Avenue to 14th Avenue. Work includes new curbs, sidewalks, street widening and storm drainage, including two drywells, and installation of sanitary sewer cleanouts, between NE 10th Avenue and NE 14th Avenue. This will improve one of the few remaining unimproved streets in the City and eliminate stormwater ponding near the park entrance.

### Stormwater Capital Projects

Stormwater capital projects are primarily funded by grants, utility rates and SDC's.

#### NW 9<sup>th</sup> Ave, N Holly to N Ivy Street:

#### SW 13<sup>th</sup> Ave, near Canby High School:

#### NE 4<sup>th</sup> Ave Drywell:

All three of these projects will collect and dispose of storm water that collects on the streets. Work will include construction of catch basins, sedimentation manhole and a new dry well. This will eliminate nuisance ponding within the street and curb line.

#### Comprehensive Survey of the Existing System:

This is a multi-year task to identify all storm water infrastructure data within each drainage basin, including complete field surveys to tie out the GIS attributes of all pipelines, catch basins, manholes, and UIC locations, in an electronic format to integrate into the City's GIS mapping. This task is to secure the services of a survey crew to complete one basin per year for the next six years with surface water discharge, and thereafter to better document the existing dry well systems.

### Sanitary Capital Projects

Sanitary capital projects are primarily funded by grants, utility rates and SDC's

#### Mulino Rd Pump Station:

This project is to construct a sanitary sewer collection system along SE 13th Avenue from Sequoia to Mulino Road, and construct a new duplex pumping station with force main back to the gravity line in Sequoia Parkway, north of the bridge.

#### Willow Creek Lift Station Replacement:

This project is to upgrade and expand the existing Willow Creek Pump Station to serve the areas on the eastern portions of the UGB, both north and south of Highway 99E.

#### NW 11<sup>th</sup> and N Pine Lift Station Renovation/Rerouting:

This project includes re-construction of the 8" sanitary sewer main line and service reconnections for the homes along NE 11th Avenue, east of Pine Street. This will permit draining the existing services to a gravity manhole in the Molalla Forest Road, and abandoning the existing pumping station located at 11th and Pine Street.

#### Complete Sludge Storage and Conditioning:

This project is a continuation of the current WWTP project to provide a new 300,000 gallon concrete tank to store primary and waste activated sludge prior to processing through the belt press into bio-solids. This is also the first of two 300,000 gallon tanks that will be needed to provide sludge conditioning prior to dewatering and disposal, and can also function as an aerobic digester to meet DEQ disposal requirements.

Ongoing maintenance will require no additional staffing, however electrical usage costs for operating additional motors/pumps/blowers will increase.

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Budget Summary by Fund

FY 2017-18 Adopted Budget	General Fund	Library Fund	Streets Fund	Transit Fund	Swim Fund	SDC Fund	Cemetery Fund	Forfeiture Fund	Facilities Fund	Fleet Fund	Tech Fund	Sewer Fund	2017-18 Budget
<b>Resources</b>													
Beginning Fund Balance	2,240,796	157,748	1,692,030	1,307,006	535,229	4,678,673	929,955	31,124	197,138	140,102	80,935	5,036,758	17,027,494
Revenue	7,457,205	917,728	2,153,577	1,969,672	832,540	1,120,695	22,500	325	142,250	645,285	281,904	4,085,000	19,628,681
Transfers In/Other Sources	1,438,994	14,400	175,000	-	-	-	-	-	-	-	-	405,000	2,033,394
<b>Total Resources</b>	<b>11,136,995</b>	<b>1,089,876</b>	<b>4,020,607</b>	<b>3,276,678</b>	<b>1,367,769</b>	<b>5,799,368</b>	<b>952,455</b>	<b>31,449</b>	<b>339,388</b>	<b>785,387</b>	<b>362,839</b>	<b>9,526,758</b>	<b>38,689,569</b>
<b>Requirements</b>													
Personnel Services	6,872,725	708,089	588,232	331,496	593,080	-	-	-	110,383	260,620	87,950	1,317,094	10,869,669
Materials & Services	2,058,678	209,748	382,444	1,457,886	136,627	-	-	31,449	177,700	453,633	214,912	1,007,863	6,130,940
Capital Outlay	59,992	-	1,764,000	140,000	56,500	-	-	-	26,500	-	30,000	2,420,000	4,496,992
Debt Service	-	-	-	-	-	-	-	-	-	-	-	300,900	300,900
Transfers Out/Special Payments	115,203	133,431	122,383	175,876	90,952	420,000	-	-	-	-	-	428,738	1,486,583
Contingency	552,876	38,608	109,306	196,526	82,066	-	-	-	24,805	71,134	29,977	227,497	1,332,795
Reserve for Future Exp	1,477,521	-	1,054,242	974,894	408,544	5,379,368	952,455	-	-	-	-	3,824,666	14,071,691
<b>Total Requirements</b>	<b>11,136,995</b>	<b>1,089,876</b>	<b>4,020,607</b>	<b>3,276,678</b>	<b>1,367,769</b>	<b>5,799,368</b>	<b>952,455</b>	<b>31,449</b>	<b>339,388</b>	<b>785,387</b>	<b>362,839</b>	<b>9,526,758</b>	<b>38,689,569</b>



General Fund Budget Summary by Department

FY 2017-18 Approved Budget

	Not Allocated	Admin	Court	Planning	Parks	Building	Police	Cemetery	Finance	Economic Development	Total General Fund
<b>Resources</b>											
Beginning Fund Balance	\$ 2,240,796	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,240,796
Revenue	6,661,149	-	481,200	78,100	3,810	25,000	157,513	33,630	-	16,803	7,457,205
Transfers In	1,438,994	-	-	-	-	-	-	-	-	-	1,438,994
<b>Total Resources</b>	<b>\$ 10,340,939</b>	<b>\$ -</b>	<b>\$ 481,200</b>	<b>\$ 78,100</b>	<b>\$ 3,810</b>	<b>\$ 25,000</b>	<b>\$ 157,513</b>	<b>\$ 33,630</b>	<b>\$ -</b>	<b>\$ 16,803</b>	<b>\$ 11,136,995</b>
<b>Requirements</b>											
Personnel Services	\$ 75,000	\$ 626,232	\$ 351,309	\$ 152,931	\$ 414,201	\$ 33,298	\$ 4,292,368	\$ 104,477	\$ 376,762	\$ 446,147	\$ 6,872,725
Materials & Services	55,168	554,525	82,455	82,573	138,540	690	935,945	12,648	104,494	91,640	2,058,678
Capital Outlay	-	-	-	-	37,992	-	22,000	-	-	-	59,992
Transfers Out	115,203	-	-	-	-	-	-	-	-	-	115,203
Operating Contingency	552,876	-	-	-	-	-	-	-	-	-	552,876
Reserved for Future Exp - PEG	49,745	-	-	-	-	-	-	-	-	-	49,745
Reserved for Future Exp -PERS	200,000	-	-	-	-	-	-	-	-	-	200,000
Reserved for Future Exp - Work Comp	107,000	-	-	-	-	-	-	-	-	-	107,000
Reserved for Future Exp - Unrestricted	1,120,776	-	-	-	-	-	-	-	-	-	1,120,776
<b>Total Requirements</b>	<b>\$ 2,275,768</b>	<b>\$ 1,180,757</b>	<b>\$ 433,764</b>	<b>\$ 235,504</b>	<b>\$ 590,733</b>	<b>\$ 33,988</b>	<b>\$ 5,250,313</b>	<b>\$ 117,125</b>	<b>\$ 481,256</b>	<b>\$ 537,787</b>	<b>\$ 11,136,995</b>

## Budget Detail

## General Fund Resources

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
<b>1,234,770</b>	<b>1,492,275</b>	<b>1,564,981</b>	<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>2,240,796</b>	<b>2,240,796</b>	<b>2,240,796</b>
<b>REVENUE</b>						
548,567	423,059	430,000	Fines and Bail	425,000	425,000	425,000
58,503	64,542	23,000	Fines / Justice Court	32,000	32,000	32,000
10,543	-	-	Traffic Safety	-	-	-
1,287	1,619	2,000	Helmets	3,000	3,000	3,000
14,786	13,113	13,500	Court Costs	12,750	12,750	12,750
127	124	125	Court Miscellaneous	450	450	450
2,800	2,043	2,000	City Costs	2,000	2,000	2,000
8,855	7,137	7,500	Attorney Reimbursements	6,000	6,000	6,000
<b>645,468</b>	<b>511,636</b>	<b>478,125</b>	<b>Total Court Revenue</b>	<b>481,200</b>	<b>481,200</b>	<b>481,200</b>
39,507	51,683	47,500	Land Use Applications	35,000	35,000	35,000
17,250	33,595	28,000	Traffic Studies	28,000	28,000	28,000
16,470	28,663	14,250	Plan Reviews	15,000	15,000	15,000
-	7,855	-	Annexations	-	-	-
394	122	60	Miscellaneous-Planning	100	100	100
<b>73,621</b>	<b>121,917</b>	<b>89,810</b>	<b>Total Planning Revenue</b>	<b>78,100</b>	<b>78,100</b>	<b>78,100</b>
535	380	500	Park Rentals	450	450	450
4,554	4,550	5,000	Miscellaneous-Parks	3,360	3,360	3,360
194	-	-	Donations-Parks	-	-	-
<b>5,283</b>	<b>4,930</b>	<b>5,500</b>	<b>Total Park Revenue</b>	<b>3,810</b>	<b>3,810</b>	<b>3,810</b>
12,003	40,299	23,000	Building Permits	25,000	25,000	25,000
<b>12,003</b>	<b>40,299</b>	<b>23,000</b>	<b>Total Building Revenue</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
1,600	1,788	2,500	Grants - DUII	2,500	2,500	2,500
2,250	2,150	2,500	Grant - Seatbelt	2,500	2,500	2,500
-	1,320	2,000	Grant - Pedestrian Safety	2,000	2,000	2,000
-	20,012	15,000	Grant - HIDTA	12,000	12,000	12,000
-	7,228	10,000	Grant - OCDETF	6,042	6,042	6,042
-	-	25,000	Grant - Intellectual Property Crimes (IPC)	25,000	25,000	25,000
923	1,002	2,000	Grant - OJP Vest Program	2,000	2,000	2,000
14,375	21,375	11,000	Vehicle Release/Tow Fees	11,500	11,500	11,500
9,070	8,265	8,500	Alarm Permit Fees	8,500	8,500	8,500
4,405	3,390	4,200	Finger Printing Fees	3,500	3,500	3,500
2,197	2,201	1,700	Reports Revenue	1,800	1,800	1,800
15,931	30,156	42,415	Miscellaneous-Police	5,000	5,000	5,000
66,730	67,737	69,182	CSD-Shared SRO Reimbursemt	74,171	74,171	74,171
10,004	8,854	17,000	Federal Task Force Reimbursemt	-	-	-
2,550	520	500	Donations-Police	500	500	500
8,940	100	500	Donations-Canine	500	500	500
<b>138,974</b>	<b>176,097</b>	<b>213,997</b>	<b>Total Police Revenue</b>	<b>157,513</b>	<b>157,513</b>	<b>157,513</b>
8,250	11,000	7,000	Grave Sales	8,000	8,000	8,000
15,000	5,450	3,500	Grave Open & Close	4,000	4,000	4,000
4,380	950	1,200	Liner Sales	600	600	600
3,554	5,846	7,000	Mausoleum Name Bars	4,000	4,000	4,000
980	26,063	16,300	Mausoleum Sales	5,000	5,000	5,000
4,450	8,125	6,400	Mausoleum Open & Close	7,000	7,000	7,000
3,940	3,860	2,700	Miscellaneous-Cemetery	5,000	5,000	5,000
100	195	300	Donations-Cemetery	30	30	30
<b>40,654</b>	<b>61,490</b>	<b>44,400</b>	<b>Total Cemetery Revenue</b>	<b>33,630</b>	<b>33,630</b>	<b>33,630</b>

## Budget Detail

## General Fund Resources

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES (Continued)</b>						
1,440	1,120	950	Event Revenue	4,500	4,500	4,500
-	-	-	Miscellaneous Revenue	2,653	2,653	2,653
-	7,495	11,275	Independence Day Revenue	9,650	9,650	9,650
<b>1,440</b>	<b>8,615</b>	<b>12,225</b>	<b>Total Economic Dev. Revenue</b>	<b>16,803</b>	<b>16,803</b>	<b>16,803</b>
3,930,121	4,090,036	4,239,997	Property Tax Current	4,463,145	4,463,145	4,463,145
125,124	105,297	99,900	Property Tax Prior	100,000	100,000	100,000
159,249	145,360	144,200	Cable Franchise Fee	150,300	150,300	150,300
50,283	46,478	47,300	Telephone Franchise Fee	44,300	44,300	44,300
121,469	122,964	123,800	Solid Waste Franchise Fee	132,700	132,700	132,700
148,347	137,402	135,000	Natural Gas Franchise Fee	135,000	135,000	135,000
-	-	-	City Sewer Franchise Fee	282,000	282,000	282,000
21,303	21,126	19,100	Cigarette Tax	19,200	19,200	19,200
230,148	229,966	237,900	Liquor Revenue	274,600	274,600	274,600
155,267	152,277	159,400	State Revenue Sharing	163,500	163,500	163,500
637,231	704,473	731,000	CU In Lieu of Taxes	738,000	738,000	738,000
64,400	73,340	70,600	Business Licenses	60,000	60,000	60,000
15,375	13,900	13,200	Title Lien Search Fees	11,000	11,000	11,000
2,674	15,843	14,463	SDC Compliance Cost Fee	-	-	-
28,317	29,123	29,680	PEG Access Fees	30,000	30,000	30,000
4,170	42,381	2,250	AFD 3 LRIP Phase I Prin/Int	5,000	5,000	5,000
2,277	4,536	1,800	Miscellaneous-Income	3,000	3,000	3,000
6,000	6,000	6,000	Lease Receipts (Adult Center)	6,000	6,000	6,000
-	10,125	5,250	Retail Lease	-	-	-
8,343	12,019	9,600	Interest Revenues	16,000	16,000	16,000
-	33,105	32,910	Retirement/Separation Reserve	27,404	27,404	27,404
89,640	84,540	-	Workers Comp Claim Reserve	-	-	-
<b>5,799,739</b>	<b>6,080,290</b>	<b>6,123,350</b>	<b>Total Unallocated Revenue</b>	<b>6,661,149</b>	<b>6,661,149</b>	<b>6,661,149</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>						
19,010	11,428	10,941	O/H from Building	11,196	11,196	11,196
72,367	61,002	63,220	O/H from Economic Develop	74,007	74,007	74,007
103,142	93,755	96,295	O/H from Library Fund	119,031	119,031	119,031
98,649	109,009	114,081	O/H from Street	122,383	122,383	122,383
155,216	170,116	164,387	O/H from Transit	175,876	175,876	175,876
76,712	76,292	81,383	O/H from Swim Levy	90,952	90,952	90,952
147,689	137,846	129,119	O/H from WWTP	155,539	155,539	155,539
44,988	48,715	47,911	O/H from Collections	53,548	53,548	53,548
42,084	40,399	40,383	O/H from Stormwater	44,651	44,651	44,651
487,594	553,087	582,395	Transfer from UR	576,811	576,811	576,811
-	-	335,000	Transfer from SDC Fund	15,000	15,000	15,000
260,728	278,713	277,270	Revenue Trans Franchise Fee	-	-	-
<b>1,508,179</b>	<b>1,580,363</b>	<b>1,942,385</b>	<b>Total Unallocated Transfers In</b>	<b>1,438,994</b>	<b>1,438,994</b>	<b>1,438,994</b>
<b>9,460,131</b>	<b>10,077,910</b>	<b>10,497,773</b>	<b>TOTAL GENERAL FUND RESOURCES</b>	<b>11,136,995</b>	<b>11,136,995</b>	<b>11,136,995</b>

## Budget Detail

## General Fund Requirements

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR ADMINISTRATION</b>						
<b>PERSONNEL SERVICES</b>						
393,348	356,924	359,550	Regular Salaries and Wages	393,264	393,264	393,264
-	-	-	PERS Contributions	73,796	73,796	73,796
-	-	-	Insurance Benefits	126,602	126,602	126,602
-	-	-	Taxes/Other	32,570	32,570	32,570
181,990	185,781	194,587	Employee Benefits	-	-	-
<b>575,339</b>	<b>542,704</b>	<b>554,137</b>	<b>Total Admin Personnel Services</b>	<b>626,232</b>	<b>626,232</b>	<b>626,232</b>
3.8	3.6	4.0	<b>FTE</b>	4.7	4.7	4.7
<b>MATERIALS &amp; SERVICES</b>						
21,427	8,568	8,000	HR-Professional Services	8,000	8,000	8,000
11,350	1,361	8,000	HR-Legal/Labor Negotiations	6,000	6,000	6,000
5,430	6,946	6,200	HR-Recruit/Employ Testing	6,150	6,150	6,150
275,659	278,076	305,000	Liability Insurance	349,141	349,141	349,141
-	415	15,000	Non-Insurance Claims	15,000	15,000	15,000
36,878	30,000	40,000	Liab Ins Deductible Accrued	40,000	40,000	40,000
2,531	851	3,800	HR-Travel & Training	3,300	3,300	3,300
300	242	555	HR-Membership Dues & Fees	370	370	370
5,016	4,669	6,450	HR-Supplies & Services	6,700	6,700	6,700
103	345	250	Employee Recognition	250	250	250
608	1,892	2,050	HR-Risk Mgmt/Safety Committee	2,050	2,050	2,050
391	-	500	Election	-	-	-
4,284	2,337	4,000	Codification	2,798	2,798	2,798
183	579	1,000	Printing & Binding	500	500	500
4,467	5,207	7,400	Mayor & City Council	7,250	7,250	7,250
-	-	2,100	Mayor & CC Travel & Training	2,100	2,100	2,100
125	128	128	Mayor & CC Membership Dues	132	132	132
1,288	3,161	3,860	Admin Staff Travel & Training	4,180	4,180	4,180
1,396	-	2,000	Attorney Travel & Training	2,000	2,000	2,000
14,264	14,886	17,603	Admin Membership Dues & Fees	18,289	18,289	18,289
-	-	10,000	Prof/Tech Services	1,000	1,000	1,000
36,000	36,000	36,000	CTV5 Professional Services	36,000	36,000	36,000
4,541	4,607	5,000	Copier Lease & Maint	5,000	5,000	5,000
6,000	-	-	Ground Lease (Adult Center)	-	-	-
3,408	3,478	4,840	Internal Charge-Fleet	6,464	6,464	6,464
50,321	10,604	9,874	Internal Charge-Facilities	5,737	5,737	5,737
26,731	19,680	16,526	Internal Charge-Tech Services	19,764	19,764	19,764
7,088	6,633	6,700	Supplies & Services	6,350	6,350	6,350
23,114	-	-	Property Held for Sale	-	-	-
<b>542,902</b>	<b>440,665</b>	<b>522,836</b>	<b>Total Admin Materials &amp; Services</b>	<b>554,525</b>	<b>554,525</b>	<b>554,525</b>
<b>CAPITAL OUTLAY</b>						
55,687	-	-	Capital - PEG Access	-	-	-
<b>55,687</b>	-	-	<b>Total Admin Capital Outlay</b>	-	-	-
<b>1,173,927</b>	<b>983,369</b>	<b>1,076,973</b>	<b>TOTAL ADMIN REQUIREMENTS</b>	<b>1,180,757</b>	<b>1,180,757</b>	<b>1,180,757</b>

## Budget Detail

## General Fund Requirements

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR FINANCE</b>						
<b>PERSONNEL SERVICES</b>						
217,489	213,977	222,504	Regular Salaries and Wages	224,559	224,559	224,559
-	-	-	PERS Contributions	52,787	52,787	52,787
-	-	-	Insurance Benefits	79,988	79,988	79,988
-	-	-	Taxes/Other	19,428	19,428	19,428
116,838	105,061	112,418	Employee Benefits	-	-	-
<b>334,327</b>	<b>319,038</b>	<b>334,922</b>	<b>Total Finance Personnel Services</b>	<b>376,762</b>	<b>376,762</b>	<b>376,762</b>
3.0	2.8	2.8	<b>FTE</b>	2.9	2.9	2.9
<b>MATERIALS &amp; SERVICES</b>						
-	5,600	5,000	Prof/Tech Service	1,000	1,000	1,000
6,090	5,560	6,200	Prof SrvTitle Lien Search Cost	6,000	6,000	6,000
26,901	25,709	30,755	Auditing	30,000	30,000	30,000
13,057	31,021	32,500	Software Maintenance	30,000	30,000	30,000
4,104	4,193	4,400	Copier Lease & Maint	4,200	4,200	4,200
390	88	500	Publications/Books	100	100	100
1,098	1,932	2,500	Printing & Binding	2,100	2,100	2,100
6,893	4,060	6,650	Training/Conf/Travel	4,500	4,500	4,500
1,670	932	1,265	Membership Dues & Fees	1,200	1,200	1,200
4,218	3,342	3,570	Internal Charge-Facilities	2,074	2,074	2,074
14,851	14,760	12,241	Internal Charge-Tech Services	10,220	10,220	10,220
6,009	3,445	4,450	Supplies & Service	3,800	3,800	3,800
7,648	8,711	9,000	Bank Charges	9,000	9,000	9,000
18	13	-	Cash Over & Short	-	-	-
579	-	3,000	Misc Office Equipment	300	300	300
<b>93,528</b>	<b>109,366</b>	<b>122,031</b>	<b>Total Finance Materials &amp; Services</b>	<b>104,494</b>	<b>104,494</b>	<b>104,494</b>
<b>427,855</b>	<b>428,404</b>	<b>456,953</b>	<b>TOTAL FINANCE REQUIREMENTS</b>	<b>481,256</b>	<b>481,256</b>	<b>481,256</b>
<b>REQUIREMENTS FOR COURT</b>						
<b>PERSONNEL SERVICES</b>						
167,209	176,278	208,360	Regular Salaries and Wages	215,391	215,391	215,391
-	-	-	PERS Contributions	28,599	28,599	28,599
-	-	-	Insurance Benefits	88,667	88,667	88,667
-	-	-	Taxes/Other	18,652	18,652	18,652
66,579	70,592	102,911	Employee Benefits	-	-	-
<b>233,788</b>	<b>246,870</b>	<b>311,271</b>	<b>Total Court Personnel Services</b>	<b>351,309</b>	<b>351,309</b>	<b>351,309</b>
3.0	3.9	3.6	<b>FTE</b>	4.3	4.3	4.3
<b>MATERIALS &amp; SERVICES</b>						
1,961	-	-	Software Support/Maint	-	-	-
2,543	3,229	2,800	Interpreter	3,000	3,000	3,000
41,400	41,400	41,400	Court Appointed Attorneys	41,400	41,400	41,400
3,405	3,562	3,250	Technical/Attorney	3,500	3,500	3,500
2,071	1,330	1,670	Training/Conf/Travel	1,670	1,670	1,670
95	150	100	Membership & Dues	300	300	300
60	-	100	Jury Fees	100	100	100
5	-	50	Witness Fees	50	50	50
4,640	3,676	3,267	Internal Charge-Facilities	1,898	1,898	1,898
17,821	14,760	14,690	Internal Charge-Tech Services	12,102	12,102	12,102
4,470	4,408	4,535	Supplies & Services	10,460	10,460	10,460
21	21	50	Discovery Expense	200	200	200
4,774	4,791	4,774	Bank Charges	4,775	4,775	4,775
1,260	-	2,000	Helmets	3,000	3,000	3,000
<b>84,526</b>	<b>77,326</b>	<b>78,686</b>	<b>Total Court Materials &amp; Services</b>	<b>82,455</b>	<b>82,455</b>	<b>82,455</b>
<b>318,314</b>	<b>324,196</b>	<b>389,957</b>	<b>TOTAL COURT REQUIREMENTS</b>	<b>433,764</b>	<b>433,764</b>	<b>433,764</b>

## Budget Detail

## General Fund Requirements

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR PLANNING</b>						
<b>PERSONNEL SERVICES</b>						
75,364	93,545	103,270	Regular Salaries and Wages	113,554	113,554	113,554
-	-	-	PERS Contributions	14,093	14,093	14,093
-	-	-	Insurance Benefits	14,369	14,369	14,369
-	-	-	Taxes/Other	10,915	10,915	10,915
25,483	30,895	34,983	Employee Benefits	-	-	-
<b>100,847</b>	<b>124,440</b>	<b>138,253</b>	<b>Total Planning Personnel Services</b>	<b>152,931</b>	<b>152,931</b>	<b>152,931</b>
1.0	1.3	1.4	<b>FTE</b>	1.5	1.5	1.5
<b>MATERIALS &amp; SERVICES</b>						
4,492	-	-	Annexation Expenses	-	-	-
25,697	28,885	39,000	Prof/Tech Services	24,000	24,000	24,000
98	104	152	Communications	120	120	120
472	500	500	Mapping	500	500	500
-	65	4,553	Planning Commiss. Expenses	640	640	640
1,979	37	2,200	Travel & Training	2,150	2,150	2,150
460	490	840	Fees & Dues	860	860	860
2,627	2,081	2,784	Internal Charge-Facilities	1,617	1,617	1,617
14,851	14,760	21,422	Internal Charge-Tech Services	18,093	18,093	18,093
6,559	7,177	8,053	Supplies & Services	6,593	6,593	6,593
17,287	33,015	34,000	Traffic Study	28,000	28,000	28,000
<b>74,522</b>	<b>87,115</b>	<b>113,504</b>	<b>Total Planning Materials &amp; Services</b>	<b>82,573</b>	<b>82,573</b>	<b>82,573</b>
<b>175,369</b>	<b>211,555</b>	<b>251,757</b>	<b>TOTAL PLANNING REQUIREMENTS</b>	<b>235,504</b>	<b>235,504</b>	<b>235,504</b>
<b>REQUIREMENTS FOR BUILDING</b>						
<b>PERSONNEL SERVICES</b>						
20,867	22,004	21,995	Regular Salaries and Wages	22,124	22,124	22,124
-	-	-	PERS Contributions	4,008	4,008	4,008
-	-	-	Insurance Benefits	4,923	4,923	4,923
-	-	-	Taxes/Other	2,243	2,243	2,243
8,665	9,857	10,501	Employee Benefits	-	-	-
<b>29,531</b>	<b>31,861</b>	<b>32,496</b>	<b>Total Building Personnel Services</b>	<b>33,298</b>	<b>33,298</b>	<b>33,298</b>
0.3	0.3	0.3	<b>FTE</b>	0.3	0.3	0.3
<b>MATERIALS &amp; SERVICES</b>						
374	-	-	Contract Labor	-	-	-
98	104	100	Communications	100	100	100
437	347	328	Internal Charge-Facilities	190	190	190
2,970	-	-	Internal Charge-Tech Services	-	-	-
325	492	262	Supplies & Service	300	300	300
-	-	100	Archive Costs	100	100	100
<b>4,204</b>	<b>943</b>	<b>790</b>	<b>Total Building Materials &amp; Services</b>	<b>690</b>	<b>690</b>	<b>690</b>
<b>33,735</b>	<b>32,804</b>	<b>33,286</b>	<b>TOTAL BUILDING REQUIREMENTS</b>	<b>33,988</b>	<b>33,988</b>	<b>33,988</b>

## Budget Detail

## General Fund Requirements

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR POLICE</b>						
<b>PERSONNEL SERVICES</b>						
2,252,567	2,260,617	2,325,879	Regular Salaries and Wages	2,384,880	2,384,880	2,384,880
232,220	266,703	325,510	Overtime Wages	299,568	299,568	299,568
-	-	-	PERS Contributions	585,879	585,879	585,879
-	-	-	Insurance Benefits	719,752	719,752	719,752
-	-	-	Taxes/Other	282,639	282,639	282,639
1,277,494	1,386,968	1,514,831	Employee Benefits	-	-	-
19,725	19,371	19,650	Fringe Benefits	19,650	19,650	19,650
<b>3,782,006</b>	<b>3,933,658</b>	<b>4,185,870</b>	<b>Total Police Personnel Services</b>	<b>4,292,368</b>	<b>4,292,368</b>	<b>4,292,368</b>
28.3	27.3	28.3	<b>FTE</b>	28.3	28.3	28.3
<b>MATERIALS &amp; SERVICES</b>						
-	-	4,000	Professional Services	4,000	4,000	4,000
94,077	121,139	128,481	Vehicle Lease Payments	132,900	132,900	132,900
7,573	6,026	8,000	Investigation & Info	7,000	7,000	7,000
1,415	1,691	1,000	Prisoners Board & Medical	1,000	1,000	1,000
125	333	1,500	Crime Prevention	1,500	1,500	1,500
26,652	23,860	26,000	Communications	30,000	30,000	30,000
164,336	167,488	167,217	County Dispatch Fees	179,173	179,173	179,173
3,500	2,500	3,500	Juvenile Diversion Services	2,500	2,500	2,500
36,014	24,176	33,000	Training & Travel	33,000	33,000	33,000
28,970	30,840	30,000	Firearm Equipment	31,000	31,000	31,000
566	-	-	Traffic Safety Training	-	-	-
3,858	4,304	4,000	Tactical Entry Team Equipment	4,000	4,000	4,000
-	-	-	Equip - Vests	6,000	6,000	6,000
100	100	1,000	E.O.C.	1,000	1,000	1,000
5,904	10,849	15,000	Detective Equipment	15,000	15,000	15,000
1,692	1,150	1,150	Membership Fees & Dues	1,500	1,500	1,500
10,399	27,729	33,263	Information System Services	33,500	33,500	33,500
193,933	210,642	232,154	Internal Charge-Fleet	206,852	206,852	206,852
73,982	58,620	52,088	Internal Charge-Facilities	30,261	30,261	30,261
95,044	91,289	126,087	Internal Charge-Tech Services	105,459	105,459	105,459
30,172	29,071	39,398	Supplies & Services	39,500	39,500	39,500
20,609	19,891	20,000	Uniforms & Patrol Equipment	20,000	20,000	20,000
405	500	500	Equipment Repair & Maint	500	500	500
728	2,428	2,000	Radio Repair	2,000	2,000	2,000
26,218	28,589	29,769	800 Radio Operating Fee	32,000	32,000	32,000
2,543	3,616	3,000	Canine Expenses	3,000	3,000	3,000
3,198	3,734	6,750	Traffic Safety Equipment	11,250	11,250	11,250
8,940	-	500	Donations-Police/Canine Exp	500	500	500
2,300	595	500	Donations-Police	500	500	500
1,050	1,050	1,050	Accreditation	1,050	1,050	1,050
<b>844,302</b>	<b>872,208</b>	<b>970,907</b>	<b>Total Police Materials &amp; Services</b>	<b>935,945</b>	<b>935,945</b>	<b>935,945</b>
<b>CAPITAL OUTLAY</b>						
-	-	37,415	Vehicles	-	-	-
-	-	-	Police K-9's	2,000	2,000	2,000
20,000	20,000	10,000	Equip - Computer/Software	10,000	10,000	10,000
-	3,579	6,000	Equip - Vests	-	-	-
-	-	10,000	Digital Radio Replacement Project	10,000	10,000	10,000
<b>20,000</b>	<b>23,579</b>	<b>63,415</b>	<b>Total Police Capital Outlay</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>
<b>4,646,308</b>	<b>4,829,445</b>	<b>5,220,192</b>	<b>TOTAL POLICE REQUIREMENTS</b>	<b>5,250,313</b>	<b>5,250,313</b>	<b>5,250,313</b>

## Budget Detail

## General Fund Requirements

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR PARKS</b>						
<b>PERSONNEL SERVICES</b>						
196,558	201,206	207,657	Regular Salaries and Wages	210,795	210,795	210,795
-	768	28,754	Seasonal/Temp Wages	37,458	37,458	37,458
3,377	2,089	3,000	Overtime	3,000	3,000	3,000
-	-	-	PERS Contributions	47,809	47,809	47,809
-	-	-	Insurance Benefits	85,069	85,069	85,069
-	-	-	Taxes/Other	28,870	28,870	28,870
129,083	139,003	149,946	Employee Benefits	-	-	-
2,000	1,200	1,200	Clothing Allowance	1,200	1,200	1,200
<b>331,018</b>	<b>344,267</b>	<b>390,557</b>	<b>Total Park Personnel Services</b>	<b>414,201</b>	<b>414,201</b>	<b>414,201</b>
3.4	3.3	4.5	<b>FTE</b>	4.8	4.8	4.8
<b>MATERIALS &amp; SERVICES</b>						
2,420	3,025	4,900	Contract Services	4,900	4,900	4,900
-	2,391	15,000	Surveys & Master Plans- SDC	15,000	15,000	15,000
7,924	6,511	9,500	Parks Ground Maintenance	9,500	9,500	9,500
5,746	5,997	6,300	Park Bldg Maintenance	6,300	6,300	6,300
1,131	1,761	3,000	Vandalism Repair	3,000	3,000	3,000
-	-	-	Copier Lease & Maint	200	200	200
899	966	1,200	Communications	1,000	1,000	1,000
862	874	2,500	Training/Conf/Travel	1,600	1,600	1,600
50,914	35,091	37,438	Internal Charge-Fleet	38,785	38,785	38,785
26,638	21,107	18,755	Internal Charge-Facilities	10,896	10,896	10,896
5,940	4,920	4,896	Internal Charge-Tech Services	2,359	2,359	2,359
7,172	8,165	10,000	Supplies & Services	13,000	13,000	13,000
5,074	7,299	9,000	Park Equipment	9,000	9,000	9,000
17,528	21,650	20,000	Utilities	23,000	23,000	23,000
<b>132,246</b>	<b>119,756</b>	<b>142,489</b>	<b>Total Park Materials &amp; Services</b>	<b>138,540</b>	<b>138,540</b>	<b>138,540</b>
<b>CAPITAL OUTLAY</b>						
6,133	-	-	Equipment/Vehicles	37,992	37,992	37,992
994	-	-	Molalla Rrv PW/Will. Wayside	-	-	-
-	-	320,000	Community Park Expansion	-	-	-
<b>7,127</b>	<b>-</b>	<b>320,000</b>	<b>Total Parks Capital Outlay</b>	<b>37,992</b>	<b>37,992</b>	<b>37,992</b>
<b>470,392</b>	<b>464,023</b>	<b>853,046</b>	<b>TOTAL PARK REQUIREMENTS</b>	<b>590,733</b>	<b>590,733</b>	<b>590,733</b>



## Budget Detail

## General Fund Requirements

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR CEMETERY</b>						
<b>PERSONNEL SERVICES</b>						
2,192	7,409	7,326	Regular Salaries and Wages	62,484	62,484	62,484
-	-	-	PERS Contributions	9,777	9,777	9,777
-	-	-	Insurance Benefits	24,457	24,457	24,457
-	-	-	Taxes/Other	7,759	7,759	7,759
1,800	5,615	5,916	Employee Benefits	-	-	-
<b>3,992</b>	<b>13,024</b>	<b>13,242</b>	<b>Total Cemetery Personnel Services</b>	<b>104,477</b>	<b>104,477</b>	<b>104,477</b>
0.1	0.2	0.2	<b>FTE</b>	1.4	1.4	1.4
<b>MATERIALS &amp; SERVICES</b>						
45,600	-	-	Contractual Agreement	-	-	-
56,863	51,949	52,876	Contract Labor	52,876	-	-
1,582	2,885	2,500	Supplies - Maintenance	2,500	2,500	2,500
2,479	-	-	Miscellaneous	600	600	600
775	770	4,000	Refunds	1,000	1,000	1,000
-	-	-	Internal Charge-Tech Services	848	848	848
-	137	125	Supplies - Records	800	800	800
3,221	787	1,500	Tools & Equipment	1,500	1,500	1,500
663	874	2,400	Utilities	2,400	2,400	2,400
1,765	3,972	3,000	Name Bars	3,000	3,000	3,000
<b>112,949</b>	<b>61,373</b>	<b>66,401</b>	<b>Total Cemetery Materials &amp; Services</b>	<b>65,524</b>	<b>12,648</b>	<b>12,648</b>
<b>116,941</b>	<b>74,398</b>	<b>79,643</b>	<b>TOTAL CEMETERY REQUIREMENTS</b>	<b>170,001</b>	<b>117,125</b>	<b>117,125</b>
<b>REQUIREMENTS FOR ECONOMIC DEVELOPMENT</b>						
<b>PERSONNEL SERVICES</b>						
258,614	292,227	302,058	Regular Salaries and Wages	295,215	295,215	295,215
-	-	-	PERS Contributions	62,969	62,969	62,969
-	-	-	Insurance Benefits	59,545	59,545	59,545
-	-	-	Taxes/Other	28,418	28,418	28,418
97,762	133,561	142,908	Employee Benefits	-	-	-
<b>356,376</b>	<b>425,788</b>	<b>444,966</b>	<b>Total Economic Dev. Personnel Services</b>	<b>446,147</b>	<b>446,147</b>	<b>446,147</b>
3.3	3.2	3.5	<b>FTE</b>	3.2	3.2	3.2
<b>MATERIALS &amp; SERVICES</b>						
2,856	2,263	2,878	Internal Charge-Facilities	1,672	1,672	1,672
11,880	12,300	12,241	Internal Charge-Tech Services	8,709	8,709	8,709
27,351	44,353	41,063	Supplies & Services	33,463	33,463	33,463
3,538	5,904	8,840	Main Street (General Fund)	9,050	9,050	9,050
-	7,985	10,838	Independence Day Expenses	11,458	11,458	11,458
5,107	3,879	7,121	Flower Program	5,500	5,500	5,500
9,943	-	-	Light the Night Costs	-	-	-
21,761	12,577	28,291	Main Street (UR Allowable)	21,788	21,788	21,788
<b>82,436</b>	<b>89,261</b>	<b>111,272</b>	<b>Total Economic Dev. Materials &amp; Services</b>	<b>91,640</b>	<b>91,640</b>	<b>91,640</b>
<b>438,811</b>	<b>515,049</b>	<b>556,238</b>	<b>TOTAL ECONOMIC DEV. REQUIREMENTS</b>	<b>537,787</b>	<b>537,787</b>	<b>537,787</b>

## Budget Detail

## General Fund Requirements

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS NOT ALLOCATED</b>						
<b>PERSONNEL SERVICES</b>						
-	118,609	75,067	Retirement & Separation Payout	75,000	75,000	75,000
-	<b>118,609</b>	<b>75,067</b>	<b>Total Not Allocated Personnel Services</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>MATERIALS &amp; SERVICES</b>						
-	6,000	6,000	Ground Lease (Adult Center)	6,000	6,000	6,000
-	-	174,597	Workers Comp Prior Year Claims	31,000	31,000	31,000
-	29,269	31,271	Internal Charge-Facilities	18,168	18,168	18,168
-	3,600	-	Property Held for Sale	-	-	-
-	<b>38,869</b>	<b>211,868</b>	<b>Total Not Allocated Materials &amp; Services</b>	<b>55,168</b>	<b>55,168</b>	<b>55,168</b>
<b>DEBT SERVICE</b>						
50,294	-	-	Logging Road Principles Phs 1	-	-	-
2,926	-	-	Logging Road Interest Phs 1	-	-	-
17,936	18,083	36,642	Logging Road Principle Phs 2	-	-	-
3,670	2,774	1,270	Logging Road Interest Phs 2	-	-	-
<b>74,826</b>	<b>20,857</b>	<b>37,912</b>	<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>						
-	<b>31,999</b>	<b>45,558</b>	PEG Access	-	-	-
<b>TRANSFERS OUT &amp; SPECIAL PAYMENTS</b>						
19,010	11,428	10,941	O/H Transfer to General Fund	11,196	11,196	11,196
72,367	61,002	63,220	O/H Transfer to General Fund	74,007	74,007	74,007
-	-	-	Specials Payments-PEG Access	30,000	30,000	30,000
<b>91,377</b>	<b>72,430</b>	<b>74,161</b>	<b>Total Interfund Transfers</b>	<b>115,203</b>	<b>115,203</b>	<b>115,203</b>
-	-	<b>910,562</b>	<b>OPERATING CONTINGENCY</b>	<b>500,000</b>	<b>552,876</b>	<b>552,876</b>
<b>166,203</b>	<b>282,764</b>	<b>1,355,128</b>	<b>TOTAL REQUIREMENTS NOT ALLOCATED</b>	<b>745,371</b>	<b>798,247</b>	<b>798,247</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>						
-	-	-	Reserve for Future Exp-PEG	49,745	49,745	49,745
-	-	224,600	Reserve for Future Exp-PERS	200,000	200,000	200,000
-	-	-	Reserve for Future Exp-WC Retro Plan	107,000	107,000	107,000
-	-	-	Reserved for Future Expense - Unrestricted	1,120,776	1,120,776	1,120,776
-	-	<b>224,600</b>	<b>Total Reserves for Furture Expenditure</b>	<b>1,477,521</b>	<b>1,477,521</b>	<b>1,477,521</b>
<b>ENDING FUND BALANCE (prior year's)</b>						
21,321	18,445	-	Restricted for - PEG	-	-	-
-	224,600	-	Restricted for - PERS	-	-	-
89,640	174,180	-	Restricted for - WC Retro Plan	-	-	-
<b>1,381,314</b>	<b>1,514,679</b>	-	Unrestricted Ending Fund Balance	-	-	-
<b>1,492,275</b>	<b>1,931,904</b>	-	<b>Total General Fund Ending Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>9,460,131</b>	<b>10,077,911</b>	<b>10,497,773</b>	<b>TOTAL GENERAL FUND REQUIREMENTS</b>	<b>11,136,995</b>	<b>11,136,995</b>	<b>11,136,995</b>

**Administration**

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, the office of the City Recorder, and legal counsel to the Mayor and City Council through the office of the City Attorney.

**2016-17 Highlights**

- Transitioned two new members to the City Council
- Transferred ownership of a downtown city block to Hanlon Development for redevelopment into apartments and retail
- Completed construction of the new Library/Civic Building
- Established new City Council Goals for FY17-18
- Managed the election process for the Mayor and one City Council seat
- Managed City Committee database and appointment process for 11 committees
- Completed the 2016 codification of the Canby Municipal Code (Supplement-10)
- Implemented a records filing system for Administration
- Increased social media posts for the City
- Reviewed and processed records destructions requests for 101 cubic feet of records

**2017-18 Goals**

- Continue to improve the City’s social media presence (City-wide Goal – Community)
- Assist other City departments with records management (City-wide Goal – Exceptional Service)

**Performance Measures**

<b>Strategy</b>	<b>Measures</b>	<b>FY16-17 Projected</b>	<b>FY17-18 Projected</b>
<b>Increase transparency</b>	Council meetings held	24	24
	Work sessions held	7	10
	Executive sessions held	6	6
<b>Training for Council members</b>	LOC training	4	7
	CAC Dinners (Attendance)	10	24
<b>Adhere to public records law and respond to public records requests in a timely manner</b>	Public records requests	12	12
	Responded within 5 business days	12	12
	Municipal Code updates	1	1
<b>Adhere to OR election law</b>	Process candidate fillings	6	0
	Process other election fillings	3	0
<b>Enhance citizen communication</b>	Posts on the City web page and social media	300	350

## Budget Detail

## General Fund - Administration

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND - ADMINISTRATION	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR ADMINISTRATION</b>						
<b>PERSONNEL SERVICES</b>						
393,348	356,924	359,550	Regular Salaries and Wages	393,264	393,264	393,264
-	-	-	PERS Contributions	73,796	73,796	73,796
-	-	-	Insurance Benefits	126,602	126,602	126,602
-	-	-	Taxes/Other	32,570	32,570	32,570
181,990	185,781	194,587	Employee Benefits	-	-	-
<b>575,339</b>	<b>542,704</b>	<b>554,137</b>	<b>Total Admin Personnel Services</b>	<b>626,232</b>	<b>626,232</b>	<b>626,232</b>
3.8	3.6	4.0	<b>FTE</b>	4.7	4.7	4.7
<b>MATERIALS &amp; SERVICES</b>						
21,427	8,568	8,000	HR-Professional Services	8,000	8,000	8,000
11,350	1,361	8,000	HR-Legal/Labor Negotiations	6,000	6,000	6,000
5,430	6,946	6,200	HR-Recruit/Employ Testing	6,150	6,150	6,150
275,659	278,076	305,000	Liability Insurance	349,141	349,141	349,141
-	415	15,000	Non-Insurance Claims	15,000	15,000	15,000
36,878	30,000	40,000	Liab Ins Deductible Accrued	40,000	40,000	40,000
2,531	851	3,800	HR-Travel & Training	3,300	3,300	3,300
300	242	555	HR-Membership Dues & Fees	370	370	370
5,016	4,669	6,450	HR-Supplies & Services	6,700	6,700	6,700
103	345	250	Employee Recognition	250	250	250
608	1,892	2,050	HR-Risk Mgmt/Safety Committee	2,050	2,050	2,050
391	-	500	Election	-	-	-
4,284	2,337	4,000	Codification	2,798	2,798	2,798
183	579	1,000	Printing & Binding	500	500	500
4,467	5,207	7,400	Mayor & City Council	7,250	7,250	7,250
-	-	2,100	Mayor & CC Travel & Training	2,100	2,100	2,100
125	128	128	Mayor & CC Membership Dues	132	132	132
1,288	3,161	3,860	Admin Staff Travel & Training	4,180	4,180	4,180
1,396	-	2,000	Attorney Travel & Training	2,000	2,000	2,000
14,264	14,886	17,603	Admin Membership Dues & Fees	18,289	18,289	18,289
-	-	10,000	Prof/Tech Services	1,000	1,000	1,000
36,000	36,000	36,000	CTV5 Professional Services	36,000	36,000	36,000
4,541	4,607	5,000	Copier Lease & Maint	5,000	5,000	5,000
6,000	-	-	Ground Lease (Adult Center)	-	-	-
3,408	3,478	4,840	Internal Charge-Fleet	6,464	6,464	6,464
50,321	10,604	9,874	Internal Charge-Facilities	5,737	5,737	5,737
26,731	19,680	16,526	Internal Charge-Tech Services	19,764	19,764	19,764
7,088	6,633	6,700	Supplies & Services	6,350	6,350	6,350
23,114	-	-	Property Held for Sale	-	-	-
<b>542,902</b>	<b>440,665</b>	<b>522,836</b>	<b>Total Admin Materials &amp; Services</b>	<b>554,525</b>	<b>554,525</b>	<b>554,525</b>
<b>CAPITAL OUTLAY</b>						
55,687	-	-	Capital - PEG Access	-	-	-
<b>55,687</b>	-	-	<b>Total Admin Capital Outlay</b>	-	-	-
<b>DEBT SERVICE</b>						
50,294	-	-	Logging Road Principles Phs 1	-	-	-
17,936	-	-	Logging Road Principle Phs 2	-	-	-
2,926	-	-	Logging Road Interest Phs 1	-	-	-
3,670	-	-	Logging Road Interest Phs 2	-	-	-
<b>74,826</b>	-	-	<b>Total Admin Debt Service</b>	-	-	-
<b>1,248,753</b>	<b>983,369</b>	<b>1,076,973</b>	<b>TOTAL ADMIN REQUIREMENTS</b>	<b>1,180,757</b>	<b>1,180,757</b>	<b>1,180,757</b>

**Finance**

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 debt management. The department prepares the annual budget and the Comprehensive Annual Financial Report (CAFR).

**2016-17 Highlights**

- Received the GFOA Award for Excellence in Financial Reporting for FY2016-17
- Incorporated a new Finance Director into the department
- Successfully moved locations with very little service disruption to customers
- Created an SDC tracking and reporting process
- Revamped the budget document and internal processes for efficiency and ease of use

**2017-18 Goals**

- Implement the timekeeping and accounts receivable modules in the finance software system (City-wide Value – Fiscal Responsibility)
- Implement electronic 1099 reporting to the IRS (City-wide Value – Fiscal Responsibility)
- Consolidate and streamline the city’s copier lease program (City-wide Value – Fiscal Responsibility)

**Performance Measures**

<b>Strategy</b>	<b>Measures</b>	<b>FY15-16 Actual</b>	<b>FY16-17 Projected</b>	<b>FY17-18 Proposed</b>
<b>Maintain high levels of financial integrity</b>	Independent auditor opinion	Unqualified	Unqualified	Unqualified
	Number of GFOA reviewer comments on the CAFR	2 estimated	2	2
<b>Deliver efficient, effective financial services</b>	Credit rating	A2	A1	A1
	Cost to deliver financial services	\$428,000	\$436,000	\$481,000
	Cost to deliver financial services as a % of the City budget in total	2.6%	1.9%	2.1%

**Budget Detail**

**General Fund - Finance**

<b>FY14-15 Actual</b>	<b>FY15-16 Actual</b>	<b>FY16-17 Budget</b>	<b>GENERAL FUND - FINANCE</b>	<b>2017-18 Proposed</b>	<b>2017-18 Approved</b>	<b>2017-18 Adopted</b>
<b>REQUIREMENTS FOR FINANCE</b>						
<b>PERSONNEL SERVICES</b>						
217,489	213,977	222,504	Regular Salaries and Wages	224,559	224,559	224,559
-	-	-	PERS Contributions	52,787	52,787	52,787
-	-	-	Insurance Benefits	79,988	79,988	79,988
-	-	-	Taxes/Other	19,428	19,428	19,428
116,838	105,061	112,418	Employee Benefits	-	-	-
<b>334,327</b>	<b>319,038</b>	<b>334,922</b>	<b>Total Finance Personnel Services</b>	<b>376,762</b>	<b>376,762</b>	<b>376,762</b>
3.0	2.8	2.8	<b>FTE</b>	2.9	2.9	2.9
<b>MATERIALS &amp; SERVICES</b>						
-	5,600	5,000	Prof/Tech Service	1,000	1,000	1,000
6,090	5,560	6,200	Prof SrvTitle Lien Search Cost	6,000	6,000	6,000
26,901	25,709	30,755	Auditing	30,000	30,000	30,000
13,057	31,021	32,500	Software Maintenance	30,000	30,000	30,000
4,104	4,193	4,400	Copier Lease & Maint	4,200	4,200	4,200
390	88	500	Publications/Books	100	100	100
1,098	1,932	2,500	Printing & Binding	2,100	2,100	2,100
6,893	4,060	6,650	Training/Conf/Travel	4,500	4,500	4,500
1,670	932	1,265	Membership Dues & Fees	1,200	1,200	1,200
4,218	3,342	3,570	Internal Charge-Facilities	2,074	2,074	2,074
14,851	14,760	12,241	Internal Charge-Tech Services	10,220	10,220	10,220
6,009	3,445	4,450	Supplies & Service	3,800	3,800	3,800
7,648	8,711	9,000	Bank Charges	9,000	9,000	9,000
18	13	-	Cash Over & Short	-	-	-
579	-	3,000	Misc Office Equipment	300	300	300
<b>93,528</b>	<b>109,366</b>	<b>122,031</b>	<b>Total Finance Materials &amp; Services</b>	<b>104,494</b>	<b>104,494</b>	<b>104,494</b>
<b>427,855</b>	<b>428,404</b>	<b>456,953</b>	<b>TOTAL FINANCE REQUIREMENTS</b>	<b>481,256</b>	<b>481,256</b>	<b>481,256</b>

**Municipal Court**

The Canby Municipal Court is the judicial branch of the City government. Its mission is to provide a fair and impartial local forum for the resolution of all city and state law offenses committed within city limits, except for felony crimes. This includes traffic and parking violation citations, misdemeanor arrests, and City code violations.

Court staff collect fines for distribution to government agencies and victims; coordinate trial docketing between defendants, the Judge, the City Attorney, witnesses, and officers; monitor and report criminal probation/diversion progress; report criminal and traffic convictions to State agencies.

**2016-17 Highlights**

- Created efficiencies through online customer payments
- Audited collection accounts resulting in additional future revenue
- Expanded deferred sentencing program for distracted driver violations

**2017-18 Goals**

- Review collections program evaluating options to increase collection rates of unpaid fines (City-wide Value – Fiscal Responsibility)
- Purchase walk through metal detector to enhance court room security (City-wide Value – Livability)
- Implement a fines amnesty program (City-wide Value – Fiscal Responsibility)

**Performance Measures**

Strategy	Measures	FY 15-16 Actual	FY 16-17 Projected	FY17-18 Projected
<b>Manage an efficient and effective Municipal Court</b>	Traffic Violations	2,434	2,500	2,500
	Criminal Cases	209	140	160
	Parking/Ordinance/non-traffic Violations	128	100	115
	Total Processed	2,771	2,740	2,775
	Court FTE	3.85	3.61	3.61
	Violations processed by each Clerk	720	759	759
	Operating expenses	\$79,992	\$78,223	\$79,000
	Operating expenses per processed violation	\$29	\$29	\$31

**Budget Detail**

**General Fund - Court**

<b>FY14-15 Actual</b>	<b>FY15-16 Actual</b>	<b>FY16-17 Budget</b>	<b>GENERAL FUND - COURT</b>	<b>2017-18 Proposed</b>	<b>2017-18 Approved</b>	<b>2017-18 Adopted</b>
<b>RESOURCES</b>						
<b>REVENUE</b>						
548,567	423,059	430,000	Fines and Bail	425,000	425,000	425,000
58,503	64,542	23,000	Fines / Justice Court	32,000	32,000	32,000
10,543	-	-	Traffic Safety	-	-	-
1,287	1,619	2,000	Helmets	3,000	3,000	3,000
14,786	13,113	13,500	Court Costs	12,750	12,750	12,750
127	124	125	Court Miscellaneous	450	450	450
2,800	2,043	2,000	City Costs	2,000	2,000	2,000
8,855	7,137	7,500	Attorney Reimbursements	6,000	6,000	6,000
<b>645,468</b>	<b>511,636</b>	<b>478,125</b>	<b>Total Court Revenue</b>	<b>481,200</b>	<b>481,200</b>	<b>481,200</b>
<b>REQUIREMENTS FOR COURT</b>						
<b>PERSONNEL SERVICES</b>						
167,209	176,278	208,360	Regular Salaries and Wages	215,391	215,391	215,391
-	-	-	PERS Contributions	28,599	28,599	28,599
-	-	-	Insurance Benefits	88,667	88,667	88,667
-	-	-	Taxes/Other	18,652	18,652	18,652
66,579	70,592	102,911	Employee Benefits	-	-	-
<b>233,788</b>	<b>246,870</b>	<b>311,271</b>	<b>Total Court Personnel Services</b>	<b>351,309</b>	<b>351,309</b>	<b>351,309</b>
3.0	3.9	3.6	<b>FTE</b>	4.3	4.3	4.3
<b>MATERIALS &amp; SERVICES</b>						
1,961	-	-	Software Support/Maint	-	-	-
2,543	3,229	2,800	Interpreter	3,000	3,000	3,000
41,400	41,400	41,400	Court Appointed Attorneys	41,400	41,400	41,400
3,405	3,562	3,250	Technical/Attorney	3,500	3,500	3,500
2,071	1,330	1,670	Training/Conf/Travel	1,670	1,670	1,670
95	150	100	Membership & Dues	300	300	300
60	-	100	Jury Fees	100	100	100
5	-	50	Witness Fees	50	50	50
4,640	3,676	3,267	Internal Charge-Facilities	1,898	1,898	1,898
17,821	14,760	14,690	Internal Charge-Tech Services	12,102	12,102	12,102
4,470	4,408	4,535	Supplies & Services	10,460	10,460	10,460
21	21	50	Discovery Expense	200	200	200
4,774	4,791	4,774	Bank Charges	4,775	4,775	4,775
1,260	-	2,000	Helmets	3,000	3,000	3,000
<b>84,526</b>	<b>77,326</b>	<b>78,686</b>	<b>Total Court Materials &amp; Services</b>	<b>82,455</b>	<b>82,455</b>	<b>82,455</b>
<b>318,314</b>	<b>324,196</b>	<b>389,957</b>	<b>TOTAL COURT REQUIREMENTS</b>	<b>433,764</b>	<b>433,764</b>	<b>433,764</b>



**Planning**

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.

**2016-17 Highlights**

- Continued toward implementation of Downtown Rail Quiet Zone
- Applied for CDBG funding for a two block improvement of N Pine St., awaiting approval
- Assisted in arranging the Willow Creek Wetlands Restoration project - DEQ requirement
- Developed, executed, and summarized results of the Park Maintenance Funding Survey
- Complied with all state land use application processing laws
- Completed major land use reviews for Canby Crossing commercial building, Hanlon’s commercial/apartment building, and Canby Utility’s new office and operations facility

**2017-18 Goals**

- Complete the Buildable Lands Needs Study (City-wide Goal – Community)
- Coordinate tasks to allow implementation of Quiet Zone (City-wide Goal –Growth & Economic Development)
- Secure funding for Molalla Forest Trail Master Plan (City-wide Goal – Parks & Rec)
- Facilitate formation of a Development Concept Plan for a 77 acre annexation area in SW Canby (City-wide Goal – Growth & Economic Development)
- Provide coordination on county managed S Ivy Street STIP Enhancement Project to be constructed in 2018 (City-wide Goal – Public Services)
- Provide Responsive Information Exchange Application assistance to prospective and new industrial park tenants (City-wide Goal – Growth & Economic Development)

**Performance Measures**

Strategy	Measures	FY16-17 Projected	FY17-18 Projected
<b>Exceed State mandated deadlines for processing all land use applications and produce sound decisions</b>	Completeness reviews within 15 days of submittal	90%	85%
	Produce decisions within 120 days	100%	100%
	Land use decisions made by City staff	17	15
	Land use decisions by Planning Commission	19	17
	Land use decisions made by City Council	3	3
	Number of land use appeals	0	1
	% of staff recommendations upheld on appeal	N/A	100%
<b>Improve Clarity and Effectiveness of the Land Development &amp; Planning Process</b>	Major planning study	1	1
	Plan amendments	1	1
	Substantive code amendment	0	1
	Routine code update/refinement	1	1

**Budget Detail**

**General Fund - Planning**

<b>FY14-15 Actual</b>	<b>FY15-16 Actual</b>	<b>FY16-17 Budget</b>	<b>GENERAL FUND - PLANNING</b>	<b>2017-18 Proposed</b>	<b>2017-18 Approved</b>	<b>2017-18 Adopted</b>
<b>RESOURCES</b>						
<b>REVENUE</b>						
39,507	51,683	47,500	Land Use Applications	35,000	35,000	35,000
17,250	33,595	28,000	Traffic Studies	28,000	28,000	28,000
16,470	28,663	14,250	Plan Reviews	15,000	15,000	15,000
-	7,855	-	Annexations	-	-	-
394	122	60	Miscellaneous-Planning	100	100	100
<b>73,621</b>	<b>121,917</b>	<b>89,810</b>	<b>Total Planning Revenue</b>	<b>78,100</b>	<b>78,100</b>	<b>78,100</b>
<b>REQUIREMENTS FOR PLANNING</b>						
<b>PERSONNEL SERVICES</b>						
75,364	93,545	103,270	Regular Salaries and Wages	113,554	113,554	113,554
-	-	-	PERS Contributions	14,093	14,093	14,093
-	-	-	Insurance Benefits	14,369	14,369	14,369
-	-	-	Taxes/Other	10,915	10,915	10,915
25,483	30,895	34,983	Employee Benefits	-	-	-
<b>100,847</b>	<b>124,440</b>	<b>138,253</b>	<b>Total Planning Personnel Services</b>	<b>152,931</b>	<b>152,931</b>	<b>152,931</b>
1.0	1.3	1.4	<b>FTE</b>	1.5	1.5	1.5
<b>MATERIALS &amp; SERVICES</b>						
4,492	-	-	Annexation Expenses	-	-	-
25,697	28,885	39,000	Prof/Tech Services	24,000	24,000	24,000
98	104	152	Communications	120	120	120
472	500	500	Mapping	500	500	500
-	65	4,553	Planning Commiss. Expenses	640	640	640
1,979	37	2,200	Travel & Training	2,150	2,150	2,150
460	490	840	Fees & Dues	860	860	860
2,627	2,081	2,784	Internal Charge-Facilities	1,617	1,617	1,617
14,851	14,760	21,422	Internal Charge-Tech Services	18,093	18,093	18,093
6,559	7,177	8,053	Supplies & Services	6,593	6,593	6,593
17,287	33,015	34,000	Traffic Study	28,000	28,000	28,000
<b>74,522</b>	<b>87,115</b>	<b>113,504</b>	<b>Total Planning Materials &amp; Services</b>	<b>82,573</b>	<b>82,573</b>	<b>82,573</b>
<b>175,369</b>	<b>211,555</b>	<b>251,757</b>	<b>TOTAL PLANNING REQUIREMENTS</b>	<b>235,504</b>	<b>235,504</b>	<b>235,504</b>

**Building**

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.

**2016-17 Highlights**

- Renewed the Intergovernmental Agreement with Clackamas County Building Codes Division for 3 years through Dec. 31, 2019.

**2017-18 Goals**

- Coordinate zoning conformance review and authorization release letters to the County for all building permits involving new construction (City-wide Goal –Public Services)

**Performance Measures**

<b>Strategy</b>	<b>Measures</b>	<b>FY16-17 Projected</b>	<b>FY17-18 Projected</b>
<b>Provide Zoning Conformance Review and Authorizations for all Building Permits Issued by Clackamas County</b>	Sign permits reviewed & authorized	13	12
	Single-family home permits	30	40
	Misc. residential permits authorized	38	33
	Commercial/Industrial new building permits	9	5
	Misc. Commercial/Industrial permits	25	20

## Budget Detail

## General Fund - Building

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND - BUILDING	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
<b>REVENUE</b>						
12,003	40,299	23,000	Building Permits	25,000	25,000	25,000
<b>12,003</b>	<b>40,299</b>	<b>23,000</b>	<b>Total Building Revenue</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>REQUIREMENTS FOR BUILDING</b>						
<b>PERSONNEL SERVICES</b>						
20,867	22,004	21,995	Regular Salaries and Wages	22,124	22,124	22,124
-	-	-	PERS Contributions	4,008	4,008	4,008
-	-	-	Insurance Benefits	4,923	4,923	4,923
-	-	-	Taxes/Other	2,243	2,243	2,243
8,665	9,857	10,501	Employee Benefits	-	-	-
<b>29,531</b>	<b>31,861</b>	<b>32,496</b>	<b>Total Building Personnel Services</b>	<b>33,298</b>	<b>33,298</b>	<b>33,298</b>
0.3	0.3	0.3	<b>FTE</b>	0.3	0.3	0.3
<b>MATERIALS &amp; SERVICES</b>						
374	-	-	Contract Labor	-	-	-
98	104	100	Communications	100	100	100
437	347	328	Internal Charge-Facilities	190	190	190
2,970	-	-	Internal Charge-Tech Services	-	-	-
325	492	262	Supplies & Service	300	300	300
-	-	100	Archive Costs	100	100	100
<b>4,204</b>	<b>943</b>	<b>790</b>	<b>Total Building Materials &amp; Services</b>	<b>690</b>	<b>690</b>	<b>690</b>
<b>TRANSFERS OUT &amp; OTHER USES</b>						
19,010	11,428	10,941	O/H Transfer to General Fund	11,196	11,196	11,196
<b>19,010</b>	<b>11,428</b>	<b>10,941</b>	<b>Total Building Transfers Out</b>	<b>11,196</b>	<b>11,196</b>	<b>11,196</b>
<b>52,745</b>	<b>44,232</b>	<b>44,227</b>	<b>TOTAL BUILDING REQUIREMENTS</b>	<b>45,184</b>	<b>45,184</b>	<b>45,184</b>

**Police**

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 Canby officers.

**2016-17 Highlights**

- Created a Facebook account to increase police communication and community interaction and engagement
- Participated in numerous community events, that include the Bike Rodeo, 4<sup>th</sup> of July Parade and evening Fireworks display, Clackamas County Fair & Rodeo, Big Weekend, Cruise-In, and Junk Refunk, that attract the attention of thousands of residents and visitors to Canby
- Ranked as the #2 safest midsize city in Oregon to reside according to a study performed by ValuePenguin which analyzed the FBI Crime Report

**2017-18 Goals**

- Work with the City Administrator to determine future police staffing based on supervisory oversight, safety, community needs and expectations (City-wide Goal – Public Services)
- Continue community engagement by participating in programs such as Bridging Cultures, Citizen Fingerprinting, Police Citizens Academy, Ride-Along Program, and Canby High School Mock Interviews and Job Shadow Program. (City-wide Value – Inclusive Community)
- Complete the conversion to RegJIN; regional multi- agency law enforcement case management and paperless reporting system. (City-wide Value – Fiscal Responsibility)

**Performance Measures**

Strategy	Measures	FY15-16 Actual	FY16-17 Projected	FY17-18 Projected
<b>Maintain a patrol staffing level that provide response times to maintain public safety, allow for self-initiated activity and address concerns involving neighborhood livability and quality of life</b>	Total number of dispatch calls for service / traffic stops included	21,544	21,788	22,050
	Average response time for calls / traffic stops not included	5:51	6:40	6:42
	Number of self-initiated subject stops	1,185	1,188	1,186
	Number of self-initiated traffic stops	8,373	8,536	8,700
	Total number of self-initiated activities	9,558	9,724	9,886
	Number of sworn police officers	24	24	25
	Population served	16,010	16,420	16,800
	Sworn officers per thousand population	1.5	1.46	1.49

## Budget Detail

## General Fund - Police

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND - POLICE	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
<b>REVENUE</b>						
1,600	1,788	2,500	Grants - DUII	2,500	2,500	2,500
2,250	2,150	2,500	Grant - Seatbelt	2,500	2,500	2,500
-	1,320	2,000	Grant - Pedestrian Safety	2,000	2,000	2,000
-	20,012	15,000	Grant - HIDTA	12,000	12,000	12,000
-	7,228	10,000	Grant - OCDETF	6,042	6,042	6,042
-	-	25,000	Grant - Intellectual Property Crimes (IPC)	25,000	25,000	25,000
923	1,002	2,000	Grant - OJP Vest Program	2,000	2,000	2,000
14,375	21,375	11,000	Vehicle Release/Tow Fees	11,500	11,500	11,500
9,070	8,265	8,500	Alarm Permit Fees	8,500	8,500	8,500
4,405	3,390	4,200	Finger Printing Fees	3,500	3,500	3,500
2,197	2,201	1,700	Reports Revenue	1,800	1,800	1,800
15,931	30,156	42,415	Miscellaneous-Police	5,000	5,000	5,000
66,730	67,737	69,182	CSD-Shared SRO Reimbursemt	74,171	74,171	74,171
10,004	8,854	17,000	Federal Task Force Reimbursemt	-	-	-
2,550	520	500	Donations-Police	500	500	500
8,940	100	500	Donations-Canine	500	500	500
<b>138,974</b>	<b>176,097</b>	<b>213,997</b>	<b>Total Police Revenue</b>	<b>157,513</b>	<b>157,513</b>	<b>157,513</b>
<b>REQUIREMENTS FOR POLICE</b>						
<b>PERSONNEL SERVICES</b>						
2,252,567	2,260,617	2,325,879	Regular Salaries and Wages	2,384,880	2,384,880	2,384,880
232,220	266,703	325,510	Overtime Wages	299,568	299,568	299,568
-	-	-	PERS Contributions	585,879	585,879	585,879
-	-	-	Insurance Benefits	719,752	719,752	719,752
-	-	-	Taxes/Other	282,639	282,639	282,639
1,277,494	1,386,968	1,514,831	Employee Benefits	-	-	-
19,725	19,371	19,650	Fringe Benefits	19,650	19,650	19,650
<b>3,782,006</b>	<b>3,933,658</b>	<b>4,185,870</b>	<b>Total Police Personnel Services</b>	<b>4,292,368</b>	<b>4,292,368</b>	<b>4,292,368</b>
28.3	27.3	28.3	<b>FTE</b>	28.3	28.3	28.3

**Budget Detail**

**General Fund - Police**

<b>FY14-15 Actual</b>	<b>FY15-16 Actual</b>	<b>FY16-17 Budget</b>	<b>GENERAL FUND - POLICE</b>	<b>2017-18 Proposed</b>	<b>2017-18 Approved</b>	<b>2017-18 Adopted</b>
<b>REQUIREMENTS FOR POLICE (Continued)</b>						
<b>MATERIALS &amp; SERVICES</b>						
-	-	4,000	Professional Services	4,000	4,000	4,000
94,077	121,139	128,481	Vehicle Lease Payments	132,900	132,900	132,900
7,573	6,026	8,000	Investigation & Info	7,000	7,000	7,000
1,415	1,691	1,000	Prisoners Board & Medical	1,000	1,000	1,000
125	333	1,500	Crime Prevention	1,500	1,500	1,500
26,652	23,860	26,000	Communications	30,000	30,000	30,000
164,336	167,488	167,217	County Dispatch Fees	179,173	179,173	179,173
3,500	2,500	3,500	Juvenile Diversion Services	2,500	2,500	2,500
36,014	24,176	33,000	Training & Travel	33,000	33,000	33,000
28,970	30,840	30,000	Firearm Equipment	31,000	31,000	31,000
566	-	-	Traffic Safety Training	-	-	-
3,858	4,304	4,000	Tactical Entry Team Equipment	4,000	4,000	4,000
-	-	-	Equip - Vests	6,000	6,000	6,000
100	100	1,000	E.O.C.	1,000	1,000	1,000
5,904	10,849	15,000	Detective Equipment	15,000	15,000	15,000
1,692	1,150	1,150	Membership Fees & Dues	1,500	1,500	1,500
10,399	27,729	33,263	Information System Services	33,500	33,500	33,500
193,933	210,642	232,154	Internal Charge-Fleet	206,852	206,852	206,852
73,982	58,620	52,088	Internal Charge-Facilities	30,261	30,261	30,261
95,044	91,289	126,087	Internal Charge-Tech Services	105,459	105,459	105,459
30,172	29,071	39,398	Supplies & Services	39,500	39,500	39,500
20,609	19,891	20,000	Uniforms & Patrol Equipment	20,000	20,000	20,000
405	500	500	Equipment Repair & Maint	500	500	500
728	2,428	2,000	Radio Repair	2,000	2,000	2,000
26,218	28,589	29,769	800 Radio Operating Fee	32,000	32,000	32,000
2,543	3,616	3,000	Canine Expenses	3,000	3,000	3,000
3,198	3,734	6,750	Traffic Safety Equipment	11,250	11,250	11,250
8,940	-	500	Donations-Police/Canine Exp	500	500	500
2,300	595	500	Donations-Police	500	500	500
1,050	1,050	1,050	Accreditation	1,050	1,050	1,050
<b>844,302</b>	<b>872,208</b>	<b>970,907</b>	<b>Total Police Materials &amp; Services</b>	<b>935,945</b>	<b>935,945</b>	<b>935,945</b>
<b>CAPITAL OUTLAY</b>						
-	-	37,415	Vehicles	-	-	-
-	-	-	Police K-9's	2,000	2,000	2,000
20,000	20,000	10,000	Equip - Computer/Software	10,000	10,000	10,000
-	3,579	6,000	Equip - Vests	-	-	-
-	-	10,000	Digital Radio Replacement Project	10,000	10,000	10,000
<b>20,000</b>	<b>23,579</b>	<b>63,415</b>	<b>Total Police Capital Outlay</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>
<b>4,646,308</b>	<b>4,829,445</b>	<b>5,220,192</b>	<b>TOTAL POLICE REQUIREMENTS</b>	<b>5,250,313</b>	<b>5,250,313</b>	<b>5,250,313</b>

**Parks Department**

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 33 properties that total over 215 acres.

**2016-17 Highlights**

- Worked with volunteer groups to accomplish over 500 hours of maintenance tasks
- Utilized 1.5 FTE of seasonal employees to enhance service level
- Maintained six restroom buildings and cleaned the restrooms twice a week
- Maintained 10 playgrounds and one skate park weekly
- Mowed turf areas every seven to ten days
- Maintained 20 park areas and 13 city owned properties
- Maintained 1 water feature (Klohe Fountain)
- Designed custom steel poles installed on the gazebo at Wait Park
- Started tracking actual park maintenance hours

**2017-18 Goals**

- Continue to maintain all the cities park assets in the most cost effective, efficient manner possible while addressing customer concerns in a timely manner (City-wide Values- Exceptional Service)
- Continue to utilize volunteer groups to help maintain the cities properties and nurture community support (City-wide Values-Inclusive Community)
- Maintain the restrooms, playgrounds and landscaping to provide a safe and accessible park system for the citizens of Canby (City-wide Values-Livability)
- Continue to work with all City Departments to provide lateral support making best use of the cities equipment and personnel (City-wide Values-Fiscal Responsibility)
- Continue to track park maintenance actual hours (City-wide Values-Livability)
- Paint the Gazebo at Wait Park (City-wide Goal-Public Service)

**Performance Measures**

Strategy	Measures	FY16-17 Projected	FY17-18 Projected
<b>Support and maintain parks, recreation land, and natural areas</b>	Park acres maintained	160	160
	Six restrooms cleaned	624	624
	Number of park reservations	29	30
	Mow turf areas every 7-10 days	30	30
	Playgrounds maintained weekly	10	10
	Track park maintenance actual hours	daily	daily



## Budget Detail

## General Fund - Parks

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND - PARKS	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
<b>REVENUE</b>						
535	380	500	Park Rentals	450	450	450
4,554	4,550	5,000	Miscellaneous-Parks	3,360	3,360	3,360
194	-	-	Donations-Parks	-	-	-
<b>5,283</b>	<b>4,930</b>	<b>5,500</b>	<b>Total Park Revenue</b>	<b>3,810</b>	<b>3,810</b>	<b>3,810</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>						
-	-	335,000	Transfer from SDC Fund	15,000	15,000	15,000
-	-	<b>335,000</b>	<b>Total Parks Transfers In</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>5,283</b>	<b>4,930</b>	<b>340,500</b>	<b>TOTAL PARK RESOURCES</b>	<b>18,810</b>	<b>18,810</b>	<b>18,810</b>
<b>REQUIREMENTS FOR PARKS</b>						
<b>PERSONNEL SERVICES</b>						
196,558	201,206	207,657	Regular Salaries and Wages	210,795	210,795	210,795
-	768	28,754	Seasonal/Temp Wages	37,458	37,458	37,458
3,377	2,089	3,000	Overtime	3,000	3,000	3,000
-	-	-	PERS Contributions	47,809	47,809	47,809
-	-	-	Insurance Benefits	85,069	85,069	85,069
-	-	-	Taxes/Other	28,870	28,870	28,870
129,083	139,003	149,946	Employee Benefits	-	-	-
2,000	1,200	1,200	Clothing Allowance	1,200	1,200	1,200
<b>331,018</b>	<b>344,267</b>	<b>390,557</b>	<b>Total Park Personnel Services</b>	<b>414,201</b>	<b>414,201</b>	<b>414,201</b>
3.4	3.3	4.5	<b>FTE</b>	4.8	4.8	4.8
<b>MATERIALS &amp; SERVICES</b>						
2,420	3,025	4,900	Contract Services	4,900	4,900	4,900
-	2,391	15,000	Surveys & Master Plans- SDC	15,000	15,000	15,000
7,924	6,511	9,500	Parks Ground Maintenance	9,500	9,500	9,500
5,746	5,997	6,300	Park Bldg Maintenance	6,300	6,300	6,300
1,131	1,761	3,000	Vandalism Repair	3,000	3,000	3,000
-	-	-	Copier Lease & Maint	200	200	200
899	966	1,200	Communications	1,000	1,000	1,000
862	874	2,500	Training/Conf/Travel	1,600	1,600	1,600
50,914	35,091	37,438	Internal Charge-Fleet	38,785	38,785	38,785
26,638	21,107	18,755	Internal Charge-Facilities	10,896	10,896	10,896
5,940	4,920	4,896	Internal Charge-Tech Services	2,359	2,359	2,359
7,172	8,165	10,000	Supplies & Services	13,000	13,000	13,000
5,074	7,299	9,000	Park Equipment	9,000	9,000	9,000
17,528	21,650	20,000	Utilities	23,000	23,000	23,000
<b>132,246</b>	<b>119,756</b>	<b>142,489</b>	<b>Total Park Materials &amp; Services</b>	<b>138,540</b>	<b>138,540</b>	<b>138,540</b>
<b>CAPITAL OUTLAY</b>						
6,133	-	-	Equipment	37,992	37,992	37,992
994	-	-	Molalla Rrv PW/Will. Wayside	-	-	-
-	-	320,000	Community Park Expansion	-	-	-
<b>7,127</b>	<b>-</b>	<b>320,000</b>	<b>Total Parks Capital Outlay</b>	<b>37,992</b>	<b>37,992</b>	<b>37,992</b>
<b>470,392</b>	<b>464,023</b>	<b>853,046</b>	<b>TOTAL PARK REQUIREMENTS</b>	<b>590,733</b>	<b>590,733</b>	<b>590,733</b>

**Cemetery Department**

The Cemetery Department is responsible for maintenance, plot sales, and recordkeeping for the Zion Memorial Cemetery.

**2016-17 Highlights**

- Improved the cemetery grounds
- Continued work on automation improvements

**2017-18 Goals**

- Provide a high quality of customer service to assist with public inquires, administrative duties, internment services, grounds maintenance and beautification, and assisting bereaved families. (City-wide Value – Exceptional Service)

**Performance Measures**

<b>Strategy</b>	<b>Measures</b>	<b>FY16-17 Projected</b>	<b>FY17-18 Projected</b>
<b>Maintain an attractive, clean, safe, cemetery.</b>	Landscaping & Maintenance Hours	864	850
	Customer Service Hours	98	110
	Plot Sales	73	75
	Burials	66	70

## Budget Detail

## General Fund - Cemetery

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND - CEMETERY	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
<b>REVENUE</b>						
8,250	11,000	7,000	Grave Sales	8,000	8,000	8,000
15,000	5,450	3,500	Grave Open & Close	4,000	4,000	4,000
4,380	950	1,200	Liner Sales	600	600	600
3,554	5,846	7,000	Mausoleum Name Bars	4,000	4,000	4,000
980	26,063	16,300	Mausoleum Sales	5,000	5,000	5,000
4,450	8,125	6,400	Mausoleum Open & Close	7,000	7,000	7,000
3,940	3,860	2,700	Miscellaneous-Cemetery	5,000	5,000	5,000
100	195	300	Donations-Cemetery	30	30	30
<b>40,654</b>	<b>61,490</b>	<b>44,400</b>	<b>Total Cemetery Revenue</b>	<b>33,630</b>	<b>33,630</b>	<b>33,630</b>
<b>REQUIREMENTS FOR CEMETERY</b>						
<b>PERSONNEL SERVICES</b>						
2,192	7,409	7,326	Regular Salaries and Wages	62,484	62,484	62,484
-	-	-	PERS Contributions	9,777	9,777	9,777
-	-	-	Insurance Benefits	24,457	24,457	24,457
-	-	-	Taxes/Other	7,759	7,759	7,759
1,800	5,615	5,916	Employee Benefits	-	-	-
<b>3,992</b>	<b>13,024</b>	<b>13,242</b>	<b>Total Cemetery Personnel Services</b>	<b>104,477</b>	<b>104,477</b>	<b>104,477</b>
0.1	0.2	0.2	<b>FTE</b>	1.4	1.4	1.4
<b>MATERIALS &amp; SERVICES</b>						
45,600	-	-	Contractual Agreement	-	-	-
56,863	51,949	52,876	Contract Labor	52,876	-	-
1,582	2,885	2,500	Supplies - Maintenance	2,500	2,500	2,500
2,479	-	-	Miscellaneous	600	600	600
775	770	4,000	Refunds	1,000	1,000	1,000
-	-	-	Internal Charge-Tech Services	848	848	848
-	137	125	Supplies - Records	800	800	800
3,221	787	1,500	Tools & Equipment	1,500	1,500	1,500
663	874	2,400	Utilities	2,400	2,400	2,400
1,765	3,972	3,000	Name Bars	3,000	3,000	3,000
<b>112,949</b>	<b>61,373</b>	<b>66,401</b>	<b>Total Cemetery Materials &amp; Services</b>	<b>65,524</b>	<b>12,648</b>	<b>12,648</b>
<b>116,941</b>	<b>74,398</b>	<b>79,643</b>	<b>TOTAL CEMETERY REQUIREMENTS</b>	<b>170,001</b>	<b>117,125</b>	<b>117,125</b>

**Economic Development**

The Canby Economic Development Department promotes Canby as an attractive business location, supports local businesses and recruits new companies, development and investment. The Canby Main street program promotes economic vitality in our downtown commercial district. Staff supports retailers, coordinates events to attract visitors, manages programs to revitalize buildings and street environments, and enhance Canby's identity through promotion of downtown.

**2016-17 Highlights**

- Promoted Canby via newsletters, Canby Business website and Fabtech trade show
- Created two business recruitment proposals and conducted four company visits and site tours
- Recruited Trautman Art Glass and assisted with three manufacturing expansions
- Received a \$13,870 Certified Local Government Grant allowing for; the creation of a historic brochure, eight intensive level surveys, one reconnaissance level survey, and the listing of the old City hall building on the local register of historic resources
- Spearheaded the successful Canby Independence Day Celebration
- Received a grant to restore Baker Prairie Cemetery
- Completed a Retail Market Analysis to recruit and retain businesses in Canby

**2017-18 Goals**

- Attract new manufacturers and help local companies expand and create more jobs (City-wide Goal – Growth and Economic Development)
- Foster a supportive business friendly environment and assist local companies to grow and expand in Canby (City-wide Goal – Growth and Economic Development)
- Maintain strong partnerships with the Chamber of Commerce, Kiwanis, and Historical Society, to leverage Main Street resources and impacts (City-wide Goal – Community)
- Evaluate ways to increase event participation from local businesses and volunteers and increase revenue from the Canby Independence Day Celebration (City-wide Goal – Growth and Economic Development)

**Performance Measures**

<b>Strategy</b>	<b>Measures</b>	<b>FY16-17 Projected</b>	<b>FY17-18 Projected</b>
<b>Continue to grow Canby Main Street Program</b>	Volunteer hours per year	200	250
	Outreach for retail/restaurant recruitment	48	60
	Donations for events and promotions	\$5,000	\$7,000
	Outreach to downtown businesses	12	15
<b>Promote Canby</b>	Recruitment proposals to attract new companies	12	15
	Newsletters, press releases, and articles	7	11
	Outreach and assistance to local manufacturers	10	15

## Budget Detail

## General Fund - Economic Development

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND - ECONOMIC DEV.	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
<b>REVENUE</b>						
1,440	1,120	950	Event Revenue	4,500	4,500	4,500
-	-	-	Miscellaneous Revenue	2,653	2,653	2,653
-	7,495	11,275	Independence Day Revenue	9,650	9,650	9,650
<b>1,440</b>	<b>8,615</b>	<b>12,225</b>	<b>Total Economic Dev. Revenue</b>	<b>16,803</b>	<b>16,803</b>	<b>16,803</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>						
487,594	553,087	582,395	Transfer from UR	576,811	576,811	576,811
<b>487,594</b>	<b>553,087</b>	<b>582,395</b>	<b>Total Economic Dev. Transfers In</b>	<b>576,811</b>	<b>576,811</b>	<b>576,811</b>
<b>489,034</b>	<b>561,702</b>	<b>594,620</b>	<b>TOTAL ECONOMIC DEV. RESOURCES</b>	<b>593,614</b>	<b>593,614</b>	<b>593,614</b>
<b>REQUIREMENTS FOR ECONOMIC DEVELOPMENT</b>						
<b>PERSONNEL SERVICES</b>						
258,614	292,227	302,058	Regular Salaries and Wages	295,215	295,215	295,215
-	-	-	PERS Contributions	62,969	62,969	62,969
-	-	-	Insurance Benefits	59,545	59,545	59,545
-	-	-	Taxes/Other	28,418	28,418	28,418
97,762	133,561	142,908	Employee Benefits	-	-	-
<b>356,376</b>	<b>425,788</b>	<b>444,966</b>	<b>Total Economic Dev. Personnel Services</b>	<b>446,147</b>	<b>446,147</b>	<b>446,147</b>
3.3	3.2	3.5	<b>FTE</b>	3.2	3.2	3.2
<b>MATERIALS &amp; SERVICES</b>						
2,856	2,263	2,878	Internal Charge-Facilities	1,672	1,672	1,672
11,880	12,300	12,241	Internal Charge-Tech Services	8,709	8,709	8,709
27,351	44,353	41,063	Supplies & Services	33,463	33,463	33,463
3,538	5,904	8,840	Main Street (General Fund)	9,050	9,050	9,050
-	7,985	10,838	Independence Day Expenses	11,458	11,458	11,458
5,107	3,879	7,121	Flower Program	5,500	5,500	5,500
9,943	-	-	Light the Night Costs	-	-	-
21,761	12,577	28,291	Main Street (UR Allowable)	21,788	21,788	21,788
<b>82,436</b>	<b>89,261</b>	<b>111,272</b>	<b>Total Economic Dev. Materials &amp; Services</b>	<b>91,640</b>	<b>91,640</b>	<b>91,640</b>
<b>TRANSFERS OUT &amp; OTHER USES</b>						
72,367	61,002	63,220	O/H Transfer to General Fund	74,007	74,007	74,007
<b>72,367</b>	<b>61,002</b>	<b>63,220</b>	<b>Total Economic Dev. Transfers Out</b>	<b>74,007</b>	<b>74,007</b>	<b>74,007</b>
<b>511,178</b>	<b>576,051</b>	<b>619,458</b>	<b>TOTAL ECONOMIC DEV. REQUIREMENTS</b>	<b>611,794</b>	<b>611,794</b>	<b>611,794</b>

Not Allocated

The Not Allocated department accounts for revenue and expense in the General Fund that cannot be tied to the activities of an individual department.

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	GENERAL FUND - NOT ALLOCATED	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
<b>REVENUE</b>						
3,930,121	4,090,036	4,239,997	Property Tax Current	4,463,145	4,463,145	4,463,145
125,124	105,297	99,900	Property Tax Prior	100,000	100,000	100,000
159,249	145,360	144,200	Cable Franchise Fee	150,300	150,300	150,300
50,283	46,478	47,300	Telephone Franchise Fee	44,300	44,300	44,300
121,469	122,964	123,800	Solid Waste Franchise Fee	132,700	132,700	132,700
148,347	137,402	135,000	Natural Gas Franchise Fee	135,000	135,000	135,000
-	-	-	City Sewer Franchise Fee	282,000	282,000	282,000
21,303	21,126	19,100	Cigarette Tax	19,200	19,200	19,200
230,148	229,966	237,900	Liquor Revenue	274,600	274,600	274,600
155,267	152,277	159,400	State Revenue Sharing	163,500	163,500	163,500
637,231	704,473	731,000	CU In Lieu of Taxes	738,000	738,000	738,000
-	-	70,600	Business Licenses	60,000	60,000	60,000
15,375	13,900	13,200	Title Lien Search Fees	11,000	11,000	11,000
2,674	15,843	14,463	SDC Compliance Cost Fee	-	-	-
28,317	29,123	29,680	PEG Access Fees	30,000	30,000	30,000
4,170	42,381	2,250	AFD 3 LRIP Phase I Prin/Int	5,000	5,000	5,000
2,277	4,536	1,800	Miscellaneous-Income	3,000	3,000	3,000
6,000	6,000	6,000	Lease Receipts (Adult Center)	6,000	6,000	6,000
-	10,125	5,250	Retail Lease	-	-	-
8,343	12,019	9,600	Interest Revenues	16,000	16,000	16,000
-	33,105	32,910	Retirement/Separation Reserve	27,404	27,404	27,404
89,640	84,540	-	Workers Comp Claim Reserve	-	-	-
<b>5,735,339</b>	<b>6,006,950</b>	<b>6,123,350</b>	<b>Total Not Allocated Revenue</b>	<b>6,661,149</b>	<b>6,661,149</b>	<b>6,661,149</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>						
19,010	11,428	10,941	O/H from Building	11,196	11,196	11,196
72,367	61,002	63,220	O/H from Economic Develop	74,007	74,007	74,007
103,142	93,755	96,295	O/H from Library Fund	119,031	119,031	119,031
98,649	109,009	114,081	O/H from Street	122,383	122,383	122,383
155,216	170,116	164,387	O/H from Transit	175,876	175,876	175,876
76,712	76,292	81,383	O/H from Swim Levy	90,952	90,952	90,952
147,689	137,846	129,119	O/H from WWTP	155,539	155,539	155,539
44,988	48,715	47,911	O/H from Collections	53,548	53,548	53,548
42,084	40,399	40,383	O/H from Stormwater	44,651	44,651	44,651
260,728	278,713	277,270	Revenue Trans Franchise Fee	-	-	-
<b>1,020,585</b>	<b>1,027,275</b>	<b>1,024,990</b>	<b>Total Not Allocated Transfers In</b>	<b>847,183</b>	<b>847,183</b>	<b>847,183</b>
<b>6,755,924</b>	<b>7,034,225</b>	<b>7,148,340</b>	<b>TOTAL NOT ALLOCATED RESOURCES</b>	<b>7,508,332</b>	<b>7,508,332</b>	<b>7,508,332</b>
<b>REQUIREMENTS NOT ALLOCATED</b>						
<b>PERSONNEL SERVICES</b>						
-	118,609	75,067	Retirement & Separation Payout	75,000	75,000	75,000
-	<b>118,609</b>	<b>75,067</b>	<b>Total Not Allocated Personnel Services</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>MATERIALS &amp; SERVICES</b>						
-	6,000	6,000	Ground Lease (Adult Center)	6,000	6,000	6,000
-	-	174,597	Workers Comp Prior Year Claims	31,000	31,000	31,000
-	29,269	31,271	Internal Charge-Facilities	18,168	18,168	18,168
-	3,600	-	Property Held for Sale	-	-	-
-	<b>38,869</b>	<b>211,868</b>	<b>Total Not Allocated Materials &amp; Services</b>	<b>55,168</b>	<b>55,168</b>	<b>55,168</b>
<b>SPECIAL PAYMENTS</b>						
-	31,999	45,558	PEG Access	30,000	30,000	30,000
-	<b>31,999</b>	<b>45,558</b>	<b>Total Not Allocated Special Payments</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>DEBT SERVICE</b>						
-	18,083	36,642	Logging Road Principle Phs 2	-	-	-
-	2,774	1,270	Logging Road Interest Phs 2	-	-	-
-	<b>20,857</b>	<b>37,912</b>	<b>Total Not Allocated Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>
-	-	910,562	General Fund Operating Contingency	500,000	552,876	552,876
-	<b>210,334</b>	<b>1,280,967</b>	<b>TOTAL NOT ALLOCATED REQUIREMENTS</b>	<b>660,168</b>	<b>713,044</b>	<b>713,044</b>

**Library**

With the opening of the new library in October of 2016, the library’s role in the community has been redefined as the community’s “new living room”. The Canby Public Library is a place where residents gather for learning, leisure and collaboration. Services include some of the latest developments in information technology, digital content, and new ways of sharing information, a new teen room, study and conference rooms, children’s story/interactive play area, early literacy programs including community outreach, multicultural, family, and civic programs, book groups, and teen events, as well as culturally enriching programs and performances, and an expanded print and digital collection. The library is part of a 13-member consortium of LINCC (Libraries in Clackamas County) network at [www.lincc.org](http://www.lincc.org). The Canby Public Library’s service area population is 23,692.

**2016-17 Highlights**

- Increased library usage from 7,630 to 18,800 (147%) per month since the opening of the new library in October of 2016
- Increased patron reference questions to over 1,900 (160%) per month
- Increased program attendance to over 2,300 people (145%)
- Received a donation of 25 new computers for public use by Canby Telcom, resulting in a 35% usage increase
- Implemented Radio Frequency Identification Devices (RFID)
- Continued to offer free Wi-Fi with expanded one gigabyte internet access

**2017-18 Goals**

- Expand in-house programming for families, children, teens and adults. (City-wide Goal – Community)
- Increase community outreach to underserved populations (ex. seniors and the Spanish population) (City-wide Goal – Community)

**Performance Measures**

Strategy	Measures	FY16-17 Projected	FY17-18 Projected
<b>Increase in-house programs/ attendance for families, children, teens and adults.</b>	Children programs/attendance	166/3,027	183/3,330
	Teen programs/attendance	20/349	22/384
	Adult programs/attendance	236/1,952	260/2,148
	Family programs/attendance	78/947	86/1,042
<b>Increase community outreach to underserved populations (ex. seniors and the Spanish population )</b>	Outreach programs for seniors and the Spanish population	4	6
	Senior outreach numbers	15	23
	Spanish population outreach	75	112

## Budget Detail

## Library Fund

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	LIBRARY FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
<b>1,377,844</b>	<b>1,359,925</b>	<b>1,484,008</b>	<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>157,748</b>	<b>157,748</b>	<b>157,748</b>
<b>REVENUE</b>						
783,269	794,394	818,849	CC Library District	862,813	862,813	862,813
11,689	3,584	3,384	Grants-Library	3,384	3,384	3,384
1,916	2,510	-	Lost Book Revenue	-	-	-
3,053	3,244	-	Copier Receipts	-	-	-
23,849	22,859	30,000	Miscellaneous-Library	30,000	30,000	30,000
6,587	8,894	2,500	Interest Revenues	2,000	2,000	2,000
5,773	34,490	42,618	Donations-Library	2,000	2,000	2,000
13,055	14,328	15,883	Donations-FOL (Programming)	17,531	17,531	17,531
-	120,613	26,113	Donations-New Library Building	-	-	-
<b>849,191</b>	<b>1,004,915</b>	<b>939,347</b>	<b>Total Library Revenue</b>	<b>917,728</b>	<b>917,728</b>	<b>917,728</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>						
-	8,252	14,400	FOL Pass Thru Revenue	14,400	14,400	14,400
-	<b>8,252</b>	<b>14,400</b>	<b>Total Library Transfers In &amp; Other Sources</b>	<b>14,400</b>	<b>14,400</b>	<b>14,400</b>
<b>2,227,035</b>	<b>2,373,092</b>	<b>2,437,755</b>	<b>TOTAL LIBRARY RESOURCES</b>	<b>1,089,876</b>	<b>1,089,876</b>	<b>1,089,876</b>



FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	LIBRARY FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR LIBRARY</b>						
<b>PERSONNEL SERVICES</b>						
396,305	401,074	409,885	Regular Salaries and Wages	434,612	434,612	434,612
-	1,047	17,093	On Call Wages	27,571	27,571	27,571
-	-	-	PERS Contributions	82,009	82,009	82,009
-	-	-	Insurance Benefits	118,669	118,669	118,669
-	-	-	Taxes/Other	45,228	45,228	45,228
205,595	217,200	223,358	Employee Benefits	-	-	-
<b>601,900</b>	<b>619,321</b>	<b>650,336</b>	<b>Total Library Personnel Services</b>	<b>708,089</b>	<b>708,089</b>	<b>708,089</b>
8.5	8.4	8.5	<b>FTE</b>	8.7	8.7	8.7
<b>MATERIALS &amp; SERVICES</b>						
5,675	5,027	7,500	Computer Hardware/Software	5,000	5,000	5,000
-	-	13,055	LINCC Consortium	24,235	24,235	24,235
-	-	4,800	Copier Lease & Maint	7,500	7,500	7,500
2,575	2,596	2,500	Travel & Training	1,500	1,500	1,500
12,320	13,771	8,000	Office Supplies & Services	9,000	9,000	9,000
7	190	-	Cash Over & Short	-	-	-
-	-	98,747	Library Materials & Processing	80,000	80,000	80,000
6,489	6,482	-	Audio Materials	-	-	-
12,782	14,146	-	Visual Materials	-	-	-
10,939	5,754	-	Electronic Materials	-	-	-
45,493	53,104	-	Books	-	-	-
98	109	-	Lost Books Refunds	-	-	-
3,256	2,987	-	Periodicals (Magazines)	-	-	-
-	-	1,500	Volunteer Recognition	1,500	1,500	1,500
5,092	3,054	3,384	Grants-Library Expended	3,384	3,384	3,384
3,606	25	61,275	Donations-Library Expended	2,000	2,000	2,000
10,831	14,328	15,883	Donations Expended FOL	17,531	17,531	17,531
-	8,252	14,400	FOL Pass Thru Expense	-	-	-
33,995	26,936	43,672	Internal Charge-Facilities	25,372	25,372	25,372
8,910	9,840	17,138	Internal Charge-Tech Services	32,726	32,726	32,726
<b>162,068</b>	<b>166,600</b>	<b>291,854</b>	<b>Total Library Materials &amp; Services</b>	<b>209,748</b>	<b>209,748</b>	<b>209,748</b>
<b>TRANSFERS OUT/SPECIAL PAYMENTS</b>						
-	-	-	Special Payments-FOL Pass Thru	14,400	14,400	14,400
103,142	93,755	96,295	O/H to General Fund	119,031	119,031	119,031
-	-	1,284,967	Transfer to Building Project	-	-	-
<b>103,142</b>	<b>93,755</b>	<b>1,381,262</b>	<b>Total Library Transfers Out/Special Pmts</b>	<b>133,431</b>	<b>133,431</b>	<b>133,431</b>
-	-	<b>114,303</b>	<b>OPERATING CONTINGENCY</b>	<b>38,608</b>	<b>38,608</b>	<b>38,608</b>
-	-	-	<b>RESERVED FOR FUTURE EXPENDITURE</b>	-	-	-
<b>1,359,925</b>	<b>1,493,415</b>	-	<b>ENDING FUND BALANCE (prior year's)</b>	-	-	-
<b>2,227,035</b>	<b>2,373,092</b>	<b>2,437,755</b>	<b>TOTAL LIBRARY REQUIREMENTS</b>	<b>1,089,876</b>	<b>1,089,876</b>	<b>1,089,876</b>

**Transit Fund (Canby Area Transit - CAT)**

The Transit Department is responsible for providing public transit services within the City of Canby and facilitating transit connections to neighboring communities. Other responsibilities of the Department include assuring compliance with all regulations, overseeing the activities of the contracted service provider, monitoring customer service and safety, maintaining community relations, managing service design and efficiency, participating in local and regional transportation planning efforts, procuring services and equipment, pursuing available grant funds, and managing a balance between the need for service and the available revenue.

**2016-17 Highlights**

- Provided Canby businesses with a 22.28 % lower rate in payroll tax compared to TriMet
- Submitted all required reports to TriMet, Oregon Department of Transportation (ODOT), and the Federal Transit Administration (FTA)
- Purchased and installed an updated onboard surveillance camera system on the 12 vehicle transit fleet and updated surveillance cameras at the Canby Transit Center
- Conducted a Request for Proposal process to identify a service contractor for the provision and supervision of transit operators and dispatchers
- Completed a new Transit Master Plan

**2017-18 Goals (City-wide Goals – Public Services)**

- Receive \$240,000 in state Special Transportation Funds grants in 2017-18 & 2018-19 (City-wide Goals – Public Services)
- Receive \$1,061,256 in federal funding in 2017-18 and 2018-19 (City-wide Goals – Public Services)
- Provide Canby businesses with a 23.95 % lower rate in payroll tax compared to TriMet Plan and implement affordable aspects of the Transit Master Plan (City-wide Goals – Public Services)
- Focus on cost saving efficiencies and increasing productivity within the service outline identified by the Transit Master Plan (City-wide Goals – Public Services)
- Purchase one grant funded, accessible, low-floor, cutaway bus for demand responsive service to replace bus #17 (City-wide Goals – Public Services)
- Draft an updated Asset Plan that complies with state and federal requirements(City-wide Goals – Public Services)

**Performance Measures**

<b>Strategy</b>	<b>Measures</b>	<b>FY16-17 Projected</b>	<b>FY17-18 Projected</b>
<b>Provide Fixed-Route Transit Service (Route 99)</b>	One-way trips provided	70,000	75,000
	Service hours provided	7,500	7,500
	Service miles provided	145,000	145,000
<b>Provide Demand Response Transit Service (Dial-A-Ride)</b>	One-way trips provided	15,000	16,000
	Service hours provided	6,500	6,500
	Service miles provided	50,000	48,000

## Budget Detail

## Transit Fund

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	TRANSIT FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
986,369	1,041,466	1,309,140	BEGINNING BALANCE (Cash Carryover)	1,307,006	1,307,006	1,307,006
<b>REVENUE</b>						
162,162	122,750	122,750	Grant - STF/STO	134,378	134,378	134,378
15,282	352	-	Grant - 5309	-	-	-
323,580	312,503	278,366	Grant - 5311	295,435	295,435	295,435
-	-	60,000	Grant - Planning	-	-	-
71,684	66,200	66,200	Grant-Preventative Maintenance	31,937	31,937	31,937
-	392,059	13,176	Grant - Capital	125,622	125,622	125,622
53,529	110,200	110,200	Grant -Operating	55,000	55,000	55,000
1,161,811	1,263,815	1,250,000	Transit ER Payroll Tax	1,250,000	1,250,000	1,250,000
18,362	20,518	10,000	Payroll Tax Penalties & Int	10,000	10,000	10,000
79,425	69,974	68,000	Fares	55,000	55,000	55,000
2,797	3,246	5,000	Miscellaneous-Income	8,000	8,000	8,000
4,144	6,027	5,000	Interest Revenues	4,000	4,000	4,000
668	900	600	Donations-Transit	300	300	300
<b>1,893,444</b>	<b>2,368,544</b>	<b>1,989,292</b>	<b>Total Transit Revenue</b>	<b>1,969,672</b>	<b>1,969,672</b>	<b>1,969,672</b>
<b>2,879,813</b>	<b>3,410,010</b>	<b>3,298,432</b>	<b>TOTAL TRANSIT RESOURCES</b>	<b>3,276,678</b>	<b>3,276,678</b>	<b>3,276,678</b>

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	TRANSIT FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR TRANSIT</b>						
<b>PERSONNEL SERVICES</b>						
175,568	183,669	202,669	Regular Salaries and Wages	212,809	212,809	212,809
-	-	-	PERS Contributions	38,144	38,144	38,144
-	-	-	Insurance Benefits	59,825	59,825	59,825
-	-	-	Taxes/Other	20,718	20,718	20,718
77,110	90,610	106,472	Employee Benefits	-	-	-
<b>252,679</b>	<b>274,280</b>	<b>309,141</b>	<b>Total Transit Personnel Services</b>	<b>331,496</b>	<b>331,496</b>	<b>331,496</b>
2.8	2.8	2.9	<b>FTE</b>	2.8	2.8	2.8
<b>MATERIALS &amp; SERVICES</b>						
2,816	352	72,400	Prof/Tech Services	10,000	10,000	10,000
804,218	834,887	839,379	Contract Services	1,049,224	1,049,224	1,049,224
4,059	8,310	11,000	Transit Facilities Maintenance	12,080	12,080	12,080
42,708	58,857	42,000	Space Lease	43,640	43,640	43,640
2,705	147	4,000	Vehicle Maintenance	4,000	4,000	4,000
1,579	-	5,000	Vehicle (Non-Ins) Repair	5,000	5,000	5,000
-	-	1,000	Insurance Deductible	1,000	1,000	1,000
4,899	6,147	7,000	Communications	12,178	12,178	12,178
11,172	11,088	14,500	Marketing	8,375	8,375	8,375
1,754	2,940	5,000	Printing	5,000	5,000	5,000
1,323	4,308	2,200	Travel & Training	4,445	4,445	4,445
4,635	5,060	5,500	Membership Dues & Fees	6,540	6,540	6,540
186,939	221,532	262,675	Internal Charge-Fleet	252,101	252,101	252,101
6,203	4,915	4,367	Internal Charge-Facilities	2,537	2,537	2,537
23,761	19,680	19,586	Internal Charge-Tech Services	23,396	23,396	23,396
18,338	24,413	20,000	Supplies & Services	18,370	18,370	18,370
<b>1,117,109</b>	<b>1,202,635</b>	<b>1,315,607</b>	<b>Total Transit Materials &amp; Services</b>	<b>1,457,886</b>	<b>1,457,886</b>	<b>1,457,886</b>
<b>CAPITAL OUTLAY</b>						
294,989	2,324	210,000	Transit Projects	-	-	-
-	401,737	53,000	Vehicles	140,000	140,000	140,000
18,354	-	-	Bus Shelters	-	-	-
<b>313,343</b>	<b>404,061</b>	<b>263,000</b>	<b>Total Transit Capital Outlay</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>
<b>TRANSFERS OUT</b>						
155,216	170,116	164,387	O/H to General Fund	175,876	175,876	175,876
<b>155,216</b>	<b>170,116</b>	<b>164,387</b>	<b>Total Transit Transfers Out</b>	<b>175,876</b>	<b>175,876</b>	<b>175,876</b>
-	-	<b>1,246,297</b>	<b>OPERATING CONTINGENCY</b>	<b>196,526</b>	<b>196,526</b>	<b>196,526</b>
-	-	-	<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>974,894</b>	<b>974,894</b>	<b>974,894</b>
<b>1,041,466</b>	<b>1,358,918</b>	-	<b>ENDING FUND BALANCE (prior year's)</b>	-	-	-
<b>2,879,813</b>	<b>3,410,010</b>	<b>3,298,432</b>	<b>TOTAL TRANSIT REQUIREMENTS</b>	<b>3,276,678</b>	<b>3,276,678</b>	<b>3,276,678</b>

**Swim Center**

The 47 year-old Canby Swim Center is a year-round indoor swimming pool providing aquatic activities to Canby and the surrounding communities. The facilities include a 25-yard 6-lane pool with spectator area, dressing and shower facilities, an office and lobby. The Canby Swim Center is open 90 hours per week, not counting rentals, which average another 10 hours per week. An estimated 50% of Canby Swim Center usage is from outside the City limits. Swim lessons, public swims, fitness swims and competitive swimming (Gators swim team and high school swim team) round out the programs offered.

**2016-17 Highlights**

- Provided a safe swimming environment for public swims, rentals and other water activities
- Offered public swimming lessons year round and school lessons for local 2<sup>nd</sup> graders as well as any other area schools needing lessons
- Provided many adult fitness activities, Masters Swim Team, lap swims, senior/adult recreation swims, water exercise and learn to swim classes
- Hosted Canby Swim Club, Canby High School and our own spring and summer Penguin Club introductory swim team
- Maintained the facility and addressed major issues

**2017-18 Goals**

- Evaluate programs and adjust to changing community needs (City-wide Goal – Parks & Rec)
- Address maintenance issues during the annual closure and throughout the year (City-wide Goal – Parks & Rec)
- Replace the lighting over the pool with a more efficient set of light fixtures (City-wide Goal – Parks & Rec)
- Provide swimming lessons to the local schools and the public (City-wide Goal – Parks & Rec)
- Provide a safe swimming environment for swimming and water activities (City-wide Goal – Parks & Rec)
- Continue to support community activities and programs (City-wide Goal – Parks & Rec)

**Performance Measures**

Strategy	Measures	FY16-17 Projected	FY17-18 Projected
<b>Provide an attractive, clean, safe, and well maintained facility</b>	Public Lessons Taught (with Penguin club)	14,700	14,700
	Finish year under budget	100%	100%
	Continue partnerships with schools and the community	100%	100%
	School lessons taught	5,000	5,000

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	SWIM LEVY FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
301,597	405,580	449,617	BEGINNING BALANCE (Cash Carryover)	535,229	535,229	535,229
<b>REVENUE</b>						
551,430	571,961	592,861	Property Tax Levy	612,940	612,940	612,940
16,721	14,442	13,700	Property Tax - Prior	12,000	12,000	12,000
204,818	211,341	180,000	Pool Revenue	200,000	200,000	200,000
10,318	10,743	-	Pool Revenue-School District	-	-	-
(139)	(707)	-	Less: Pool Refunds	(600)	(600)	(600)
4,121	2,789	3,000	Pool Concessions	3,000	3,000	3,000
1,905	3,085	2,400	Interest Revenues	5,200	5,200	5,200
643	-	-	Pool Donations	-	-	-
<b>789,817</b>	<b>813,655</b>	<b>791,961</b>	<b>Total Swim Revenue</b>	<b>832,540</b>	<b>832,540</b>	<b>832,540</b>
<b>1,091,413</b>	<b>1,219,235</b>	<b>1,241,578</b>	<b>TOTAL SWIM RESOURCES</b>	<b>1,367,769</b>	<b>1,367,769</b>	<b>1,367,769</b>
<b>REQUIREMENTS FOR SWIM</b>						
<b>PERSONNEL SERVICES</b>						
337,935	338,376	360,512	Regular Salaries and Wages	375,216	375,216	375,216
5,358	6,123	6,000	Overtime	5,500	5,500	5,500
-	-	-	PERS Contributions	77,190	77,190	77,190
-	-	-	Insurance Benefits	88,950	88,950	88,950
-	-	-	Taxes/Other	46,224	46,224	46,224
154,232	171,444	181,141	Employee Benefits	-	-	-
<b>497,524</b>	<b>515,942</b>	<b>547,653</b>	<b>Total Swim Personnel Services</b>	<b>593,080</b>	<b>593,080</b>	<b>593,080</b>
9.4	9.2	8.9	<b>FTE</b>	8.8	8.8	8.8
<b>MATERIALS &amp; SERVICES</b>						
16,078	19,487	29,000	Bldg Maintenance	29,000	29,000	29,000
14,000	14,000	14,000	Ground Lease	14,000	14,000	14,000
4,520	5,306	5,000	Advertising & Marketing	5,000	5,000	5,000
1,312	1,095	4,250	Training & Travel	5,000	5,000	5,000
8,910	7,380	7,345	Internal Charge - Tech Services	6,827	6,827	6,827
8,017	6,703	8,050	Supplies & Services	9,000	9,000	9,000
1,118	10,165	8,200	Bank Charges	8,200	8,200	8,200
(188)	(60)	-	Cash Over & Short	-	-	-
10,476	9,904	11,000	Pool Chemicals	11,000	11,000	11,000
3,029	3,315	5,200	Janitorial Supplies	5,500	5,500	5,500
1,922	3,019	2,500	Pool Concession Purchases	2,500	2,500	2,500
26,877	22,607	31,500	Utility - Gas	25,000	25,000	25,000
3,303	3,552	4,750	Utility - Water	3,600	3,600	3,600
12,222	13,480	13,500	Utility - Electric	12,000	12,000	12,000
<b>111,596</b>	<b>119,952</b>	<b>144,295</b>	<b>Total Swim Materials &amp; Services</b>	<b>136,627</b>	<b>136,627</b>	<b>136,627</b>
<b>CAPITAL OUTLAY</b>						
-	14,165	39,500	Bldg Improvements >\$5k	56,500	56,500	56,500
-	<b>14,165</b>	<b>39,500</b>	<b>Total Swim Capital Outlay</b>	<b>56,500</b>	<b>56,500</b>	<b>56,500</b>
<b>TRANSFERS OUT</b>						
76,712	76,292	81,383	O/H to General Fund	90,952	90,952	90,952
<b>76,712</b>	<b>76,292</b>	<b>81,383</b>	<b>Total Swim Transfers Out</b>	<b>90,952</b>	<b>90,952</b>	<b>90,952</b>
-	-	<b>428,747</b>	<b>OPERATING CONTINGENCY</b>	<b>82,066</b>	<b>82,066</b>	<b>82,066</b>
-	-	-	<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>408,544</b>	<b>408,544</b>	<b>408,544</b>
<b>405,580</b>	<b>492,883</b>	-	<b>ENDING FUND BALANCE (prior year's)</b>	-	-	-
<b>1,091,413</b>	<b>1,219,235</b>	<b>1,241,578</b>	<b>TOTAL SWIM REQUIREMENTS</b>	<b>1,367,769</b>	<b>1,367,769</b>	<b>1,367,769</b>

**Street Fund**

The Street Fund is responsible for street construction and maintenance, and all related aspects of the public streets, alleys and rights-of-way. Tasks include paving, oiling, overlaying, sweeping, patching, striping lanes and crosswalks, landscaping and spraying the rights-of-way, creating and repairing street signs, maintaining city parking lots, and maintenance of streetlights.

**2016-17 Highlights**

- Improved NW Territorial Half street including: curbs, sidewalks, streetlights, striping and paving
- Improved N Cedar St including: curbs, sidewalks, streetlights, crosswalks and pedestrian crossing lights
- Performed 2.7 miles of asphalt overlays

**2017-18 Goals**

- NE 10 Avenue, Phase 1, N Ivy to N Locust Sidewalks (City-wide Goal – Public Services)
- N Maple Street, NE 10th to NE 14th Avenues (City-wide Goal – Public Services)

**Performance Measures**

Strategy	Measures	FY16-17 Projected	FY17-18 Projected
<b>Maintain roads and right-of-way to the highest quality standard</b>	Streets overlaid	14	15
	Signs updated	60	65
	Street miles restriped	10	10
	Line miles restriped	31.5	32
	Thermo-plastic street legends installed or replaced	25	15

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	STREET FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
358,376	1,089,596	1,429,578	BEGINNING BALANCE (Cash Carryover)	1,692,030	1,692,030	1,692,030
<b>REVENUE</b>						
922,195	947,091	940,000	State Highway Fund	922,300	922,300	922,300
241,483	282,591	276,900	Local Gas Tax	368,700	368,700	368,700
169,506	-	170,000	Federal Fund Exchange	175,000	175,000	175,000
-	-	165,000	CDBG	-	-	-
49,548	163,218	101,688	Construction Excise Tax	64,477	64,477	64,477
534,621	540,519	541,400	Street Maintenance Fee	546,600	546,600	546,600
-	-	-	CUB Street Repair Reimbursemnt	40,000	40,000	40,000
8,365	21,067	15,000	Erosion Control Fees	10,000	10,000	10,000
-	8,000	3,000	Driveway/Curb/Sidewalk Inspect	3,000	3,000	3,000
2,300	5,200	4,500	Street Excavation/Opening Fee	2,000	2,000	2,000
44,025	18,000	15,000	Urban Forestry Program Revenue	5,000	5,000	5,000
1,033	1,360	3,000	Street Sign Program Revenue	1,500	1,500	1,500
21,658	130,914	115,711	Transportation Reimbursement SDC	-	-	-
49,510	43,381	45,000	Miscellaneous Revenue	-	-	-
9,606	792	5,000	Damaged Property Claim Revenue	5,000	5,000	5,000
2,991	8,323	5,600	Interest Revenues	10,000	10,000	10,000
<b>2,056,840</b>	<b>2,170,457</b>	<b>2,406,799</b>	<b>Total Street Revenue</b>	<b>2,153,577</b>	<b>2,153,577</b>	<b>2,153,577</b>
<b>TRANSFERS IN</b>						
-	-	461,942	Transfer from SDC	-	-	-
39,000	-	111,500	Transfer from Collections	100,000	100,000	100,000
-	-	145,370	Transfer from Storm	75,000	75,000	75,000
<b>39,000</b>	<b>-</b>	<b>718,812</b>	<b>Total Street Transfers In</b>	<b>175,000</b>	<b>175,000</b>	<b>175,000</b>
<b>2,454,216</b>	<b>3,260,053</b>	<b>4,555,189</b>	<b>TOTAL STREET RESOURCES</b>	<b>4,020,607</b>	<b>4,020,607</b>	<b>4,020,607</b>
<b>REQUIREMENTS FOR STREETS</b>						
<b>PERSONNEL SERVICES</b>						
332,967	371,264	380,777	Regular Salaries and Wages	346,952	346,952	346,952
1,488	6,360	14,882	Seasonal/Temp Wages	12,486	12,486	12,486
625	355	2,000	Overtime	1,500	1,500	1,500
-	-	-	PERS Contributions	64,267	64,267	64,267
-	-	-	Insurance Benefits	112,035	112,035	112,035
-	-	-	Taxes/Other	48,992	48,992	48,992
181,768	225,978	240,560	Employee Benefits	-	-	-
1,200	2,000	2,000	Clothing Allowance	2,000	2,000	2,000
<b>518,047</b>	<b>605,957</b>	<b>640,219</b>	<b>Total Street Personnel Services</b>	<b>588,232</b>	<b>588,232</b>	<b>588,232</b>
5.6	6.1	6.6	<b>FTE</b>	5.7	5.7	5.7



FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	STREET FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR STREETS (Continued)</b>						
<b>MATERIALS &amp; SERVICES</b>						
3,928	7,273	12,000	Consultant Engineer	10,000	10,000	10,000
1,394	-	2,700	Software Maintenance	2,700	2,700	2,700
1,330	22	1,500	Curb/Sidewalk Repair	1,500	1,500	1,500
69,622	79,225	75,000	Street Lighting & Maint	75,000	75,000	75,000
27,549	28,712	30,000	Street Maintenance	60,000	60,000	60,000
175	-	200	Equipment Rental	200	200	200
821	849	800	Copier Lease & Maint	800	800	800
38,198	38,385	39,360	Street Maint Billing	40,260	40,260	40,260
23,334	8,850	8,000	Street Signing	18,000	18,000	18,000
4,710	6,963	10,000	Street Marking & Striping	10,000	10,000	10,000
3,730	626	5,000	Damaged Property Claim Expense	5,000	5,000	5,000
1,868	1,707	2,000	Communications	2,000	2,000	2,000
1,711	167	2,500	Travel & Training	2,000	2,000	2,000
50	50	150	Membership Dues & Fees	150	150	150
66,427	127,776	119,202	Internal Charge-Fleet	90,498	90,498	90,498
26,793	21,230	18,864	Internal Charge-Facilities	10,960	10,960	10,960
17,821	14,760	15,914	Internal Charge-Tech Services	13,176	13,176	13,176
5,318	5,866	5,450	Supplies & Services	5,000	5,000	5,000
2,821	3,740	4,000	Small Tools	4,000	4,000	4,000
626	653	700	Safety Supplies	700	700	700
11,157	11,828	10,000	Landscaping 2nd Ave	10,000	10,000	10,000
3,005	22,450	15,000	Urban Forestry Program	15,000	15,000	15,000
4,139	5,088	5,500	Utilities	5,500	5,500	5,500
<b>316,526</b>	<b>386,219</b>	<b>383,840</b>	<b>Total Street Materials &amp; Services</b>	<b>382,444</b>	<b>382,444</b>	<b>382,444</b>
<b>CAPITAL OUTLAY</b>						
-	195,426	61,000	Equipment	60,000	60,000	60,000
123,154	350,612	621,380	Street Maint Fee Projects	950,000	950,000	950,000
-	19,285	250,456	NW Territorial RD Improvements	-	-	-
289,717	-	-	SW 4th Avenue Improvements	-	-	-
16,095	9,061	-	10th Avenue Improvements	-	-	-
-	41,099	198,000	N Cedar Street Improvements	-	-	-
1,793	-	-	N Juniper Reconstruct N Ivy-9th	-	-	-
-	-	675,000	N Locust NE 4th-NE 10th Improve	-	-	-
-	-	437,762	S Ivy Sidewalk project/SDC	-	-	-
-	-	-	N Maple 10th-14th	754,000	754,000	754,000
<b>430,759</b>	<b>615,483</b>	<b>2,243,598</b>	<b>Total Street Capital Outlay</b>	<b>1,764,000</b>	<b>1,764,000</b>	<b>1,764,000</b>
<b>TRANSFERS OUT</b>						
98,649	109,009	114,081	O/H Transfer To General Fund	122,383	122,383	122,383
638	-	27,044	Transfer to SDC Fund	-	-	-
<b>99,287</b>	<b>109,009</b>	<b>141,125</b>	<b>Total Street Transfers Out</b>	<b>122,383</b>	<b>122,383</b>	<b>122,383</b>
-	-	<b>549,567</b>	<b>OPERATING CONTINGENCY</b>	<b>109,306</b>	<b>109,306</b>	<b>109,306</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>						
-	-	596,840	Reserved for Future Exp - St Maint. Prg	989,638	989,639	989,640
-	-	-	Reserved for Future Expenditure	64,604	64,603	64,602
-	-	<b>596,840</b>	<b>Total Reserves for Future Expenditure</b>	<b>1,054,242</b>	<b>1,054,242</b>	<b>1,054,242</b>
<b>1,089,596</b>	<b>1,543,385</b>	-	<b>ENDING FUND BALANCE (prior year's)</b>	-	-	-
<b>2,454,216</b>	<b>3,260,053</b>	<b>4,555,189</b>	<b>TOTAL STREET REQUIREMENTS</b>	<b>4,020,607</b>	<b>4,020,607</b>	<b>4,020,607</b>

System Development Charges Fund

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

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	SYSTEM DEVELOPMENT CHARGES FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
1,463,363	1,713,144	2,720,045	BEGINNING BALANCE (Cash Carryover)	4,678,673	4,678,673	4,678,673
<b>REVENUE</b>						
123,215	604,845	1,204,449	Parks Improvement SDC's	370,000	370,000	370,000
21,208	90,128	63,488	Sewer Improvement SDC's	75,000	75,000	75,000
-	-	-	Sewer Reimbursement SDC's	230,000	230,000	230,000
5,706	50,551	49,422	Storm Improvement SDC's	25,000	25,000	25,000
112,655	578,598	593,030	Streets Improvement SDC's	315,000	315,000	315,000
-	-	-	Streets Reimbursement SDC's	62,000	62,000	62,000
-	-	-	Street SDC Compliance Cost Fee	7,695	7,695	7,695
7,568	15,817	11,990	Interest Revenues	36,000	36,000	36,000
<b>270,351</b>	<b>1,339,940</b>	<b>1,922,379</b>	<b>Total SDC Revenue</b>	<b>1,120,695</b>	<b>1,120,695</b>	<b>1,120,695</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>						
638	-	27,400	Transfer from Other Funds	-	-	-
<b>638</b>	<b>-</b>	<b>27,400</b>	<b>Total SDC Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1,734,352</b>	<b>3,053,084</b>	<b>4,669,824</b>	<b>TOTAL SDC RESOURCES</b>	<b>5,799,368</b>	<b>5,799,368</b>	<b>5,799,368</b>
<b>REQUIREMENTS FOR SDC'S</b>						
<b>TRANSFERS OUT &amp; OTHER USES</b>						
-	-	335,000	Transfer to Parks	15,000	15,000	15,000
-	-	461,942	Transfer to Streets	-	-	-
21,208	33,038	120,780	Transfer to Sewer	305,000	305,000	305,000
-	-	87,707	Transfer to Storm	100,000	100,000	100,000
<b>21,208</b>	<b>33,038</b>	<b>1,005,429</b>	<b>Total SDC Transfers Out</b>	<b>420,000</b>	<b>420,000</b>	<b>420,000</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>						
-	-	1,312,376	Reserved for Street Improvements	2,214,522	2,214,522	2,214,522
-	-	27,400	Reserved for Street Reimbursements	169,059	169,059	169,059
-	-	-	Reserved for Street SDC Administration	20,944	20,944	20,944
-	-	2,324,619	Reserved for Parks Development	2,954,119	2,954,119	2,954,119
-	-	-	Reserved for Sewer Improvement	-	-	-
-	-	-	Reserved for Sewer Reimbursements	-	-	-
-	-	-	Reserved for Stormwater Improvements	20,724	20,724	20,724
-	-	<b>3,664,395</b>	<b>Total Reserves for Furture Expenditure</b>	<b>5,379,368</b>	<b>5,379,368</b>	<b>5,379,368</b>
<b>ENDING FUND BALANCE (prior year's)</b>						
757,685	1,343,318	-	Restricted for Street Improvements	-	-	-
-	-	-	Restricted for Street Reimbursements	-	-	-
-	-	-	Restricted for Street SDC Administration	-	-	-
949,727	1,562,757	-	Restricted for Parks Development	-	-	-
-	57,391	-	Restricted for Sewer Improvement	-	-	-
-	-	-	Restricted for Sewer Reimbursements	-	-	-
5,732	56,579	-	Restricted for Stormwater Improvements	-	-	-
<b>1,713,144</b>	<b>3,020,046</b>	<b>-</b>	<b>Total SDC Ending Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1,734,352</b>	<b>3,053,084</b>	<b>4,669,824</b>	<b>TOTAL SDC REQUIREMENTS</b>	<b>5,799,368</b>	<b>5,799,368</b>	<b>5,799,368</b>

**Cemetery Perpetual Care Fund**

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 earnings. With Resolution 1109 in 2011, Council formalized the commitment of the fund balance to the purposes and uses for which the fund was established.

<b>FY14-15 Actual</b>	<b>FY15-16 Actual</b>	<b>FY16-17 Budget</b>	<b>CEMETERY PERPETUAL CARE FUND</b>	<b>2017-18 Proposed</b>	<b>2017-18 Approved</b>	<b>2017-18 Adopted</b>
<b>RESOURCES</b>						
<b>859,582</b>	<b>876,116</b>	<b>892,916</b>	<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>929,955</b>	<b>929,955</b>	<b>929,955</b>
<b>REVENUE</b>						
12,170	14,735	12,000	Perpetual Care: Current Sales	14,000	14,000	14,000
4,363	5,705	4,800	Interest Revenues	8,500	8,500	8,500
<b>16,533</b>	<b>20,440</b>	<b>16,800</b>	<b>Total Cemetery Perpetual Care Revenue</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>
<b>876,116</b>	<b>896,555</b>	<b>909,716</b>	<b>TOTAL RESOURCES</b>	<b>952,455</b>	<b>952,455</b>	<b>952,455</b>
<b>REQUIREMENTS FOR CEMETERY PERPETUAL CARE</b>						
-	-	<b>909,716</b>	<b>OPERATING CONTINGENCY</b>	-	-	-
-	-	-	<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>952,455</b>	<b>952,455</b>	<b>952,455</b>
<b>876,116</b>	<b>896,555</b>	-	<b>ENDING FUND BALANCE (prior year's)</b>	-	-	-
<b>876,116</b>	<b>896,555</b>	<b>909,716</b>	<b>TOTAL REQUIREMENTS</b>	<b>952,455</b>	<b>952,455</b>	<b>952,455</b>

## Forfeiture Fund

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

Proceeds from the forfeiture of property due to drug arrests are placed into a Federal or civil 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.

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	FORFEITURE FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
36,840	44,215	35,289	BEGINNING BALANCE (Cash Carryover)	31,124	31,124	31,124
<b>REVENUE</b>						
19,264	4,591	-	Forfeiture Funds-Federal	-	-	-
6,064	1,172	-	Forfeiture Funds-Civil	-	-	-
79	136	-	Interest Earned-Federal	200	200	200
141	118	-	Interest Earned-Civil	125	125	125
<b>25,549</b>	<b>6,016</b>	-	<b>Total Forfeiture Revenue</b>	<b>325</b>	<b>325</b>	<b>325</b>
<b>62,389</b>	<b>50,231</b>	<b>35,289</b>	<b>TOTAL FORFEITURE RESOURCES</b>	<b>31,449</b>	<b>31,449</b>	<b>31,449</b>
<b>REQUIREMENTS FOR FORFEITURE</b>						
<b>MATERIALS &amp; SERVICES</b>						
13,604	-	21,032	Supplies & Services-Federal	21,516	21,516	21,516
4,570	14,943	14,257	Supplies & Service-Civil	9,933	9,933	9,933
<b>18,174</b>	<b>14,943</b>	<b>35,289</b>	<b>Total Forfeiture Materials &amp; Services</b>	<b>31,449</b>	<b>31,449</b>	<b>31,449</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>						
-	-	-	Reserved for Federal	-	-	-
-	-	-	Reserved for Civil	-	-	-
-	-	-	<b>Total Reserves for Furture Expenditure</b>	-	-	-
<b>ENDING FUND BALANCE (prior year's)</b>						
16,389	21,115	-	Restricted for Federal	-	-	-
27,826	14,173	-	Restricted for Civil	-	-	-
<b>44,215</b>	<b>35,289</b>	-	<b>Total Forfeiture Ending Fund Balance</b>	-	-	-
<b>62,389</b>	<b>50,231</b>	<b>35,289</b>	<b>TOTAL FORFEITURE REQUIREMENTS</b>	<b>31,449</b>	<b>31,449</b>	<b>31,449</b>

**Facilities**

The Facilities Fund provides for the maintenance and repair of all City-owned structures excluding the Swim Center and the WWTP whose maintenance is provided by their respective departments. The costs of heating and cooling, utilities, cleaning, etc. are paid through the Facilities Fund and allocated proportionally based on square footage to applicable departments. Significant capital improvements are budgeted in the corresponding department budgets.

**2016-17 Highlights**

- Replaced a 6 ton HVAC roof top unit at the adult center
- Completed weekly inspections of all city facilities
- Completed inspections of all contracted work
- Repaired blister and flashing on the roof top unit curbs to prevent possible leaks at the Police Station

**2017-18 Goals**

- Provide for and continually improve the process for the delivery of building maintenance (City-wide Goal – Infrastructure)

**Performance Measures**

<b>Strategy</b>	<b>Measures</b>	<b>FY16-17 Projected</b>	<b>FY17-18 Projected</b>
<b>Provide attractive, clean, safe, and well maintained City facilities</b>	Number of facility inspections per month	2	2
	Number of OSHA or safety violations reported	0	0
	Number of work orders completed	250	225
	Number of insurance claims involving City facilities	0	0

## Budget Detail

## Facilities Fund

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	FACILITIES FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
91,141	160,167	125,564	BEGINNING BALANCE (Cash Carryover)	197,138	197,138	197,138
<b>REVENUE</b>						
3,786	-	-	Miscellaneous Revenues	-	-	-
640	1,060	900	Interest Revenues	1,800	1,800	1,800
958	3,712	1,900	Canby Utility	2,500	2,500	2,500
299,047	235,503	237,447	Internal Revenue-Facilities	137,950	137,950	137,950
<b>304,431</b>	<b>240,275</b>	<b>240,247</b>	<b>Total Facilities Revenue</b>	<b>142,250</b>	<b>142,250</b>	<b>142,250</b>
<b>395,572</b>	<b>400,442</b>	<b>365,811</b>	<b>TOTAL FACILITIES FUND RESOURCES</b>	<b>339,388</b>	<b>339,388</b>	<b>339,388</b>
<b>REQUIREMENTS FOR FACILITIES</b>						
<b>PERSONNEL SERVICES</b>						
60,803	57,789	63,199	Regular Salaries and Wages	61,147	61,147	61,147
-	-	1,000	Overtime	250	250	250
-	-	-	PERS Contributions	11,431	11,431	11,431
-	-	-	Insurance Benefits	28,072	28,072	28,072
-	-	-	Taxes/Other	9,083	9,083	9,083
35,621	33,962	42,136	Employee Benefits	-	-	-
400	400	400	Clothing Allowance	400	400	400
<b>96,824</b>	<b>92,151</b>	<b>106,735</b>	<b>Total Facilities Personnel Services</b>	<b>110,383</b>	<b>110,383</b>	<b>110,383</b>
0.9	0.9	0.9	<b>FTE</b>	0.9	0.9	0.9
<b>MATERIALS &amp; SERVICES</b>						
2,374	2,217	6,500	Contract Services	9,500	9,500	9,500
45,993	44,351	55,000	Janitorial Services & Supplies	55,000	55,000	55,000
27,417	19,611	30,000	Building Repairs & Maintenance	30,000	30,000	30,000
5,000	4,500	4,000	Internal Charge-Fleet	3,200	3,200	3,200
4,181	4,183	5,000	Supplies and Small Tools	5,000	5,000	5,000
53,597	59,111	75,000	Utilities	75,000	75,000	75,000
<b>138,562</b>	<b>133,973</b>	<b>175,500</b>	<b>Total Facilities Materials &amp; Services</b>	<b>177,700</b>	<b>177,700</b>	<b>177,700</b>
<b>CAPITAL OUTLAY</b>						
-	11,772	4,000	Capital Exp - Shops Complex	15,000	15,000	15,000
19	-	-	Capital Exp - Adult Center Bld	-	-	-
-	-	11,500	Capital Exp - Cemetery	11,500	11,500	11,500
<b>19</b>	<b>11,772</b>	<b>15,500</b>	<b>Total Facilities Capital Outlay</b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>
-	-	68,076	<b>OPERATING CONTINGENCY</b>	<b>24,805</b>	<b>24,805</b>	<b>24,805</b>
-	-	-	<b>RESERVED FOR FUTURE EXPENDITURE</b>	-	-	-
<b>160,167</b>	<b>162,546</b>	-	<b>ENDING FUND BALANCE (prior year's)</b>	-	-	-
<b>395,572</b>	<b>400,442</b>	<b>365,811</b>	<b>TOTAL FACILITIES REQUIREMENTS</b>	<b>339,388</b>	<b>339,388</b>	<b>339,388</b>

**Fleet Service**

The Fleet Services Department facilitates the purchase, outfitting, maintenance and repair of all City rolling stock and machinery owned by the City to maximize in-service and on the road time and minimize equipment operating costs.

**2016-17 Highlights**

- Purchased and outfitted new and replacement vehicles and equipment
- Processed vendor bids for the annual maintenance and load testing of city’s emergency and backup power generators
- Reorganized fleet vehicle files
- Restocked and reorganized fleet vehicles winter tires and chains inventory

**2017-18 Goals**

- Maximize percentage of city vehicles and equipment in-service and on the road (City-wide Value – Fiscal Responsibility)
- Implement parts inventory bar code system (City-wide Value – Fiscal Responsibility)
- DEQ / Emission test all city vehicles model year 1975 and newer (City-wide Value – Livability)
- Implement city wide emergency and backup power generators maintenance plan (City-wide Value – Fiscal Responsibility)
- Reorganize fleet equipment files (City-wide Value – Fiscal Responsibility)

**Performance Measures**

Strategy	Measures	FY15-16 Actual	FY16-17 Projected
<b>Maintain City’s fleet of vehicles and equipment at a high level of quality with minimal cost</b>	Scheduled vehicle maintenance work orders	725	803
	Scheduled equipment maintenance work orders	160	180
	Total number of vehicle work orders	803	845
	Total number of equipment work orders	178	190
	Fleet vehicles and equipment that are in-service and on the road	90%	95%

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	FLEET SERVICES FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
248,193	105,409	82,318	BEGINNING BALANCE (Cash Carryover)	140,102	140,102	140,102
<b>REVENUE</b>						
4,159	6,296	540	Miscellaneous-Income	500	500	500
1,180	1,136	900	Interest Revenues	2,000	2,000	2,000
12,605	11,081	11,128	Canby Adult Center	6,100	6,100	6,100
546,625	645,165	713,848	Internal Revenue-Fleet	636,685	636,685	636,685
<b>564,568</b>	<b>663,677</b>	<b>726,416</b>	<b>Total Fleet Revenue</b>	<b>645,285</b>	<b>645,285</b>	<b>645,285</b>
<b>812,761</b>	<b>769,086</b>	<b>808,734</b>	<b>TOTAL FLEET FUND RESOURCES</b>	<b>785,387</b>	<b>785,387</b>	<b>785,387</b>
<b>REQUIREMENTS FOR FLEET</b>						
<b>PERSONNEL SERVICES</b>						
147,155	150,008	154,889	Regular Salaries and Wages	151,528	151,528	151,528
-	48	2,500	Overtime	500	500	500
-	-	-	PERS Contributions	32,015	32,015	32,015
-	-	-	Insurance Benefits	57,250	57,250	57,250
-	-	-	Taxes/Other	18,527	18,527	18,527
78,837	86,312	89,027	Employee Benefits	-	-	-
800	800	800	Clothing Allowance	800	800	800
<b>226,792</b>	<b>237,168</b>	<b>247,216</b>	<b>Total Fleet Personnel Services</b>	<b>260,620</b>	<b>260,620</b>	<b>260,620</b>
2.4	2.3	2.4	<b>FTE</b>	2.3	2.3	2.3
<b>MATERIALS &amp; SERVICES</b>						
4,327	3,115	3,625	Contract Services-Shop	4,515	4,515	4,515
25,910	17,465	22,860	Contract Services-Vehicles	25,350	25,350	25,350
7,360	18,221	22,050	CAT Contract Services	25,200	25,200	25,200
8,135	15,015	18,653	Deductibles/Self-insure repair	12,050	12,050	12,050
592	610	575	Copier Lease & Maint	625	625	625
2,093	-	-	Adult Center Maintenance	-	-	-
23,023	42,136	46,435	Canby Area Transit Expenses	55,550	55,550	55,550
660	655	650	Communications	750	750	750
1,586	1,137	2,000	Travel & Training	2,000	2,000	2,000
300	300	450	Membership Dues & Fees	1,050	1,050	1,050
1,636	1,007	2,550	DEQ/DMV	1,855	1,855	1,855
37,211	29,485	26,199	Internal Charge-Facilities	15,221	15,221	15,221
11,880	9,840	9,796	Internal Charge-Tech Services	7,012	7,012	7,012
78,288	64,192	88,250	Supplies & Services	79,695	79,695	79,695
15,171	14,406	18,500	Tires	22,550	22,550	22,550
11,341	14,284	20,545	Tires-Transit	22,650	22,650	22,650
2,374	4,988	5,500	Misc Shop Supplies	5,750	5,750	5,750
8,329	8,251	7,500	Tools and Equipment	7,650	7,650	7,650
184,460	134,831	185,850	Gasoline/Fuel	156,660	156,660	156,660
1,481	1,888	2,775	Oil-General	3,350	3,350	3,350
2,967	1,552	2,450	Oil-Transit	2,800	2,800	2,800
344	100	850	Safety Equipment	1,350	1,350	1,350
<b>429,467</b>	<b>383,478</b>	<b>488,063</b>	<b>Total Fleet Materials &amp; Services</b>	<b>453,633</b>	<b>453,633</b>	<b>453,633</b>
<b>CAPITAL OUTLAY</b>						
51,093	-	-	Equipment	-	-	-
<b>51,093</b>	-	-	<b>Total Fleet Capital Outlay</b>	-	-	-
-	-	73,455	<b>OPERATING CONTINGENCY</b>	<b>71,134</b>	<b>71,134</b>	<b>71,134</b>
-	-	-	<b>RESERVED FOR FUTURE EXPENDITURE</b>	-	-	-
<b>105,409</b>	<b>148,440</b>	-	<b>ENDING FUND BALANCE (prior year's)</b>	-	-	-
<b>812,761</b>	<b>769,086</b>	<b>808,734</b>	<b>TOTAL FLEET FUND REQUIREMENTS</b>	<b>785,387</b>	<b>785,387</b>	<b>785,387</b>



**Tech Services**

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

**2016-17 Highlights**

- Successful coordination and relocation of all phones/computers/servers from 4 locations to one new facility
- Updated City website for user efficiency
- Completed gigabit structure upgrade

**2017-18 Goals**

- Complete virtualization of server infrastructure (City-wide Value – Exceptional Service)
- Connect City offices with gig enabled VPN (City-wide Value – Exceptional Service)
- Start Windows 7 phase out (City-wide Value – Exceptional Service)

**Performance Measures**

Strategy	Measures	FY16-17 Projected	FY17-18 Projected
<b>Effectively maintain and support computer and informational systems throughout the City</b>	Computer Systems Supported (Computers, Laptops and MDT's, Tablets)	163	165
	Network Systems Supported (Servers)	17	15
	General Fund FTE	1.05	1.05

## Budget Detail

## Tech Services Fund

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	TECH SERVICES FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
121,094	121,654	91,039	BEGINNING BALANCE (Cash Carryover)	80,935	80,935	80,935
<b>REVENUE</b>						
-	535	-	Miscellaneous-Income	-	-	-
706	790	700	Interest Revenues	1,000	1,000	1,000
297,011	263,219	303,589	Internal Revenue-Tech Services	280,904	280,904	280,904
<b>297,717</b>	<b>264,544</b>	<b>304,289</b>	<b>Total Tech Revenue</b>	<b>281,904</b>	<b>281,904</b>	<b>281,904</b>
<b>418,811</b>	<b>386,198</b>	<b>395,328</b>	<b>TOTAL TECH FUND RESOURCES</b>	<b>362,839</b>	<b>362,839</b>	<b>362,839</b>
<b>REQUIREMENTS FOR TECH SERVICES</b>						
<b>PERSONNEL SERVICES</b>						
60,198	50,068	55,451	Regular Salaries and Wages	56,646	56,646	56,646
-	-	-	PERS Contributions	14,099	14,099	14,099
-	-	-	Insurance Benefits	11,694	11,694	11,694
-	-	-	Taxes/Other	5,511	5,511	5,511
29,781	25,026	27,530	Employee Benefits	-	-	-
<b>89,979</b>	<b>75,094</b>	<b>82,981</b>	<b>Total Tech Personnel Services</b>	<b>87,950</b>	<b>87,950</b>	<b>87,950</b>
1.0	1.0	1.1	<b>FTE</b>	1.1	1.1	1.1
<b>MATERIALS &amp; SERVICES</b>						
96,925	98,027	118,115	Technical Consultant	116,200	116,200	116,200
62,131	63,944	62,370	Communications	66,300	66,300	66,300
6,029	6,526	9,200	Web Page	9,200	9,200	9,200
175	749	1,000	Travel & Training	1,000	1,000	1,000
7,154	4,615	13,905	Fees & Dues	15,070	15,070	15,070
4,175	1,858	1,965	Internal Charge-Facilities	1,142	1,142	1,142
4,614	4,886	6,000	Supplies & Services	6,000	6,000	6,000
<b>181,204</b>	<b>180,605</b>	<b>212,555</b>	<b>Total Tech Materials &amp; Services</b>	<b>214,912</b>	<b>214,912</b>	<b>214,912</b>
<b>CAPITAL OUTLAY</b>						
25,974	31,045	41,800	Computer Equipment	30,000	30,000	30,000
<b>25,974</b>	<b>31,045</b>	<b>41,800</b>	<b>Total Tech Capital Outlay</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
-	-	57,992	<b>OPERATING CONTINGENCY</b>	<b>29,977</b>	<b>29,977</b>	<b>29,977</b>
-	-	-	<b>RESERVED FOR FUTURE EXPENDITURE</b>	-	-	-
<b>121,654</b>	<b>99,454</b>	-	<b>ENDING FUND BALANCE (prior year's)</b>	-	-	-
<b>418,811</b>	<b>386,198</b>	<b>395,328</b>	<b>TOTAL TECH SERVICES REQUIREMENTS</b>	<b>362,839</b>	<b>362,839</b>	<b>362,839</b>

**Sewer Combined Fund**

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. Additionally staff provide excellent customer service and maximize operating efficiencies to maintain reasonable utility rates for customers.

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	SEWER COMBINED FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
5,492,761	4,940,249	4,894,667	<b>BEGINNING BALANCE (Cash Carryover)</b>	3,941,758	5,036,758	5,036,758
<b>REVENUE</b>						
35,652	31,223	25,000	Miscellaneous-Income	15,000	15,000	15,000
26,785	32,007	26,900	Interest Revenues	40,000	40,000	40,000
3,766,369	3,817,484	3,961,000	Utility Charges for Service	4,030,000	4,030,000	4,030,000
22,808	8,510	-	AFD - North Redwood	-	-	-
67,150	276,385	201,053	SDC Reimbursement (Sewer)	-	-	-
-	5,750	-	Lease Proceeds-Canby Telephone	-	-	-
<b>3,918,764</b>	<b>4,171,358</b>	<b>4,213,953</b>	<b>Total Sewer Revenue</b>	<b>4,085,000</b>	<b>4,085,000</b>	<b>4,085,000</b>
<b>TRANSFERS IN</b>						
21,208	33,038	208,487	Transfer from SDC Fund	405,000	405,000	405,000
<b>21,208</b>	<b>33,038</b>	<b>208,487</b>	<b>Total Sewer Transfers In</b>	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>
<b>9,432,732</b>	<b>9,144,644</b>	<b>9,317,107</b>	<b>TOTAL SEWER COMBINED FUND RESOURCES</b>	<b>8,431,758</b>	<b>9,526,758</b>	<b>9,526,758</b>

**Waste Water Treatment Plant (WWTP)**

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

**2016-17 Highlights**

- Completed construction of a new bio-solids handling storage facility
- Passed all Treatment Plant Lab QA/QC testing standards as set by DEQ
- Hired a new Pretreatment Coordinator/Operator to fill vacant position
- Maintained the treatment plant appearance, operations and regulatory testing requirements without any major breakdowns or violations

**2017-18 Goals**

- Maintain discharge compliance, and infrastructure conditions while working through the new Sludge Storage/Conditioning CIP (City-wide Goal – Public Services)
- Review, finalize and implement the new NPDES permit conditions (City-wide Goal – Public Services)
- Continue training on testing, reporting and discharge requirements (City-wide Goal – Public Services)
- Update surveys and inspect commercial/industrial facility’s to ensure wastewater discharge compliance (City-wide Goal – Public Services)

**Performance Measures**

<b>Strategy</b>	<b>Measures</b>	<b>FY16-17 Projected</b>	<b>FY17-18 Projected</b>
<b>Maintain compliance of the NPDES permit conditions and facility’s infrastructure</b>	Construction meetings/updates	2x per month	2x per month
	Attend meetings and training on required NPDES updates and certifications	As offered or required	As offered or required
	Maintain WWTP equipment and infrastructure	Daily	Daily
	Commercial/Industrial inspections, compliance monitoring and report writing	3-5 per month	3-5 per month

## Budget Detail

## Sewer Combined Fund - WWTP

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	SEWER COMBINED FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR WASTE WATER TREATMENT PLANT</b>						
<b>PERSONNEL SERVICES</b>						
367,873	361,173	381,518	Regular Salaries and Wages	434,632	434,632	434,632
2,647	4,122	6,000	Overtime	4,000	4,000	4,000
-	-	-	PERS Contributions	86,483	86,483	86,483
-	-	-	Insurance Benefits	123,412	123,412	123,412
-	-	-	Taxes/Other	54,239	54,239	54,239
194,189	208,042	233,484	Employee Benefits	-	-	-
1,848	2,000	2,000	Clothing Allowance	2,000	2,000	2,000
<b>566,558</b>	<b>575,336</b>	<b>623,002</b>	<b>Total WWTP Personnel Services</b>	<b>704,766</b>	<b>704,766</b>	<b>704,766</b>
5.2	4.8	5.1	<b>FTE</b>	5.3	5.3	5.3
<b>MATERIALS &amp; SERVICES</b>						
1,193	2,416	20,000	Professional Services	20,000	20,000	20,000
95,951	103,299	149,000	Disposal Services	149,000	149,000	149,000
-	30	1,800	Street Repairs	900	900	900
36,647	47,797	53,000	Maintenance Operations	46,000	46,000	46,000
10,678	10,859	22,000	Pump and Motor Repair	20,000	20,000	20,000
1,309	1,791	1,800	Grounds Maint	1,800	1,800	1,800
38,219	-	-	Sewer Billing	-	-	-
14,869	9,836	22,000	Effluent Testing	20,000	20,000	20,000
2,280	1,742	2,500	Sludge Testing	2,500	2,500	2,500
1,286	1,068	2,200	Pretreatment Testing	2,100	2,100	2,100
1,725	1,682	2,000	Communications	2,000	2,000	2,000
1,408	1,151	4,500	Travel & Training	3,500	3,500	3,500
1,658	1,715	2,500	Membership Dues & Fees	2,100	2,100	2,100
12,455	14,207	20,400	NPDES Permit Fees	21,800	21,800	21,800
16,368	14,921	17,164	Internal Charge-Fleet	12,928	12,928	12,928
1,275	1,010	897	Internal Charge-Facilities	521	521	521
23,761	22,140	20,811	Internal Charge-Tech Services	18,517	18,517	18,517
4,207	5,440	7,500	Supplies & Services	6,500	6,500	6,500
1,432	1,856	3,100	Safety Supplies	2,100	2,100	2,100
63	223	800	Tools & Equipment	500	500	500
3,471	5,690	8,900	Computer Supplies	7,500	7,500	7,500
4,998	5,013	6,900	Bldg Cleaning Service	6,900	6,900	6,900
11,515	8,032	13,800	Lab Equipment & Chemicals	12,500	12,500	12,500
5,965	2,834	15,000	Bulk Chemicals	8,500	8,500	8,500
37,565	50,758	57,000	Lime	57,000	57,000	57,000
7,656	7,436	12,000	Biosolids - Polymer	8,000	8,000	8,000
73,215	78,951	75,500	Utilities	85,000	85,000	85,000
<b>411,168</b>	<b>401,898</b>	<b>543,072</b>	<b>Total WWTP Materials &amp; Services</b>	<b>518,166</b>	<b>518,166</b>	<b>518,166</b>
<b>CAPITAL OUTLAY</b>						
-	-	15,000	Building	15,000	15,000	15,000
-	-	20,000	Vehicles & Equipment	20,000	20,000	20,000
-	62,015	-	Improvements	-	-	-
-	991,304	-	Biosolids Handling	-	-	-
-	80,100	2,120,000	Sludge Storage and Conditioning	200,000	720,000	720,000
-	<b>1,133,419</b>	<b>2,155,000</b>	<b>Total WWTP Capital Outlay</b>	<b>235,000</b>	<b>755,000</b>	<b>755,000</b>
<b>977,725</b>	<b>2,110,653</b>	<b>3,321,074</b>	<b>TOTAL WWTP REQUIREMENTS</b>	<b>1,457,932</b>	<b>1,977,932</b>	<b>1,977,932</b>

**Sewer Collections Department**

The Sewer Collections Department is responsible for meeting Oregon Department of Environmental Quality (DEQ) requirements for sewer collections systems. This includes underground main lines and pump stations to transport sewage to the WWTP protecting public health and the local environment.

**2016-17 Highlights**

- Cleaned 49,632 feet of sanitary main lines
- Videoed 12,400 feet of sanitary main lines
- Completed annual inspections at City businesses to ensure Fat Oil and Grease (FOG) compliance
- Provided semi-annual cleaning of sanitary sewer mainlines which are inherent to FOG from our food establishments

**2017-18 Goals**

- Sewer Repairs (City-wide Goal – Public Services)
- Sewer lift stations maintained and cleaned monthly (City-wide Goal – Public Services)
- Increase public awareness of FOG (City-wide Goal – Public Services)
- No sanitary sewer overflows (City-wide Goal – Public Services)

**Performance Measures**

Strategy	Measures	FY16-17 Projected	FY17-18 Projected
<b>Maintain the sewer system to meet all DEQ requirements</b>	Total feet of sanitary lines	248,160	249,020
	Percentage of lines cleaned	20%	20%
	Percentage of lines video inspected	5%	5%
	Number of overflows or backups	0	0
	Percentage of businesses inspected and in compliance with city’s FOG Program	100%	100%
	Percentage of manholes inspected	50%	50%

## Budget Detail

## Sewer Combined Fund - Collections

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	SEWER COMBINED FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR SEWER COLLECTIONS</b>						
<b>PERSONNEL SERVICES</b>						
165,317	188,922	199,388	Regular Salaries and Wages	191,841	191,841	191,841
5,984	7,192	6,500	Overtime	3,500	3,500	3,500
-	-	-	PERS Contributions	34,500	34,500	34,500
-	-	-	Insurance Benefits	70,485	70,485	70,485
-	-	-	Taxes/Other	27,324	27,324	27,324
86,573	105,325	110,455	Employee Benefits	-	-	-
1,200	1,200	1,200	Clothing Allowance	1,200	1,200	1,200
<b>259,074</b>	<b>302,639</b>	<b>317,543</b>	<b>Total Collections Personnel Services</b>	<b>328,850</b>	<b>328,850</b>	<b>328,850</b>
2.9	3.0	3.1	<b>FTE</b>	2.8	2.8	2.8
<b>MATERIALS &amp; SERVICES</b>						
-	-	2,500	Consultant Engineer	3,000	3,000	3,000
1,394	400	2,600	Software Maint	1,500	1,500	1,500
5,016	5,047	13,875	Lateral Repair	12,000	12,000	12,000
7,596	2,464	10,000	Lift Station Maint	10,000	10,000	10,000
3,080	3,080	3,100	Lift Station Telemetry	3,100	3,100	3,100
2,866	8,111	6,000	Collection System Maint	16,000	16,000	16,000
175	-	250	Equipment Rental	250	250	250
933	1,914	1,969	Copier Lease & Maint	2,000	2,000	2,000
1,265	1,081	1,890	Communications	2,000	2,000	2,000
-	-	150	Publications	150	150	150
2,986	1,233	2,000	Travel & Training	3,500	3,500	3,500
320	-	250	Membership Dues & Fees	250	250	250
23,637	27,226	36,375	Internal Charge-Fleet	25,857	25,857	25,857
11,838	9,380	8,335	Internal Charge-Facilities	4,842	4,842	4,842
11,880	7,380	4,896	Internal Charge-Tech Services	1,696	1,696	1,696
4,877	5,618	5,300	Supplies & Services	5,000	5,000	5,000
2,776	2,395	2,000	Small Tools	2,000	2,000	2,000
114	-	150	Cleaning/Supplies	300	300	300
436	522	600	Safety Supplies	1,000	1,000	1,000
4,893	5,326	5,300	Utilities-Lift Stations	5,300	5,300	5,300
<b>86,081</b>	<b>81,176</b>	<b>107,540</b>	<b>Total Collections Materials &amp; Services</b>	<b>99,745</b>	<b>99,745</b>	<b>99,745</b>
<b>CAPITAL OUTLAY</b>						
-	-	150,000	Vehicles & Equipment	15,000	15,000	15,000
-	271,391	-	34th St Pump Station	-	-	-
-	-	300,000	Willow Creek Lift Station Replace	175,000	275,000	275,000
-	153,657	-	Fairway Lane Sewer Replacement	-	-	-
-	-	825,000	Mulino Road Pump Station & Force Main	450,000	925,000	925,000
-	-	500,000	S Ivy	-	-	-
-	-	-	NE 11th and N Pine Lift Station	350,000	350,000	350,000
-	<b>425,048</b>	<b>1,775,000</b>	<b>Total Collections Capital Outlay</b>	<b>990,000</b>	<b>1,565,000</b>	<b>1,565,000</b>
<b>345,156</b>	<b>808,863</b>	<b>2,200,083</b>	<b>TOTAL COLLECTIONS REQUIREMENTS</b>	<b>1,418,595</b>	<b>1,993,595</b>	<b>1,993,595</b>

**Stormwater Department**

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

**2016-17 Highlights**

- Completed monthly street sweeping
- Installed 1260 feet on new storm line
- Installed 9 new G-2 catch basins
- Cleaned 12 drywells

**2017-18 Goals**

- Install drywell at Maple Street park (City-wide Goal – Public Services)
- Install drywell at NW 9<sup>th</sup> Ave. (City-wide Goal – Public Services)
- Install drywell at SW 13<sup>th</sup> Ave. (City-wide Goal – Public Services)

**Performance Measures**

Strategy	Measures	FY16-17 Projected	FY17-18 Projected
<b>Maintain the stormwater system meeting all DEQ requirements</b>	Total feet of new storm lines installed.	810	300
	Percentage of system videoed	10%	10%
	Percentage of storm lines cleaned	16%	16%
	Total number of catch basins replaced	10	16
	Percentage of catch basins cleaned	10%	10%



## Budget Detail

## Sewer Combined Fund - Stormwater

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	SEWER COMBINED FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR STORMWATER</b>						
<b>PERSONNEL SERVICES</b>						
154,100	176,622	186,071	Regular Salaries and Wages	144,955	144,955	144,955
-	-	500	Overtime	250	250	250
-	-	-	PERS Contributions	25,812	25,812	25,812
-	-	-	Insurance Benefits	43,211	43,211	43,211
-	-	-	Taxes/Other	19,265	19,265	19,265
86,936	102,366	111,071	Employee Benefits	-	-	-
<b>241,036</b>	<b>278,988</b>	<b>297,642</b>	<b>Total Stormwater Personnel Services</b>	<b>233,493</b>	<b>233,493</b>	<b>233,493</b>
2.5	2.7	2.8	<b>FTE</b>	2.0	2.0	2.0
<b>MATERIALS &amp; SERVICES</b>						
22,446	10,489	10,000	Consultant Engineer	10,000	10,000	10,000
1,394	-	1,900	Software Maint	1,900	1,900	1,900
6,029	9,122	6,000	Catch Basin Repair	6,000	6,000	6,000
20,051	28,962	20,000	Storm System Maintenance	30,000	30,000	30,000
-	-	-	Willow Creek Storm Maintenance	-	-	-
-	175	250	Equipment Rental	250	250	250
721	743	700	Copier Lease & Maint	700	700	700
-	5,096	4,000	Storm Water Analysis	4,000	4,000	4,000
1,279	1,170	1,500	Communications	1,500	1,500	1,500
-	-	150	Publications	150	150	150
276	167	500	Travel & Training	1,000	1,000	1,000
-	-	700	Membership Dues & Fees	700	700	700
11,838	9,380	8,335	Internal Charge-Facilities	4,842	4,842	4,842
4,536	2,716	2,900	Supplies & Services	3,000	3,000	3,000
1,372	1,776	2,000	Small Tools	2,000	2,000	2,000
877	611	650	Safety Supplies	650	650	650
690	593	1,000	GPS Mapping Project	1,000	1,000	1,000
<b>71,508</b>	<b>70,998</b>	<b>60,585</b>	<b>Total Stormwater Materials &amp; Services</b>	<b>67,692</b>	<b>67,692</b>	<b>67,692</b>
<b>CAPITAL OUTLAY</b>						
-	-	30,000	N Maple Street at Maple Street Park	-	-	-
-	-	30,000	NW 9th Avenue, N Holly to N Ivy Streets	30,000	30,000	30,000
-	-	30,000	NW 13th Avenue, N Ash to N Birch Streets	-	-	-
-	-	30,000	S Pine Street and SE 2nd Avenue	-	-	-
-	-	30,000	N Redwood Storm Drain Improvement, Phase 2	-	-	-
-	-	10,000	Comprehensive Survey of Existing System	10,000	10,000	10,000
-	-	30,000	SW 13th Avenue, near Canby High School	30,000	30,000	30,000
-	-	730,000	S Ivy	-	-	-
-	-	-	NE 4th Ave, Dry Well	30,000	30,000	30,000
-	-	<b>920,000</b>	<b>Total Stormwater Capital Outlay</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>312,544</b>	<b>349,986</b>	<b>1,278,227</b>	<b>TOTAL STORMWATER REQUIREMENTS</b>	<b>401,185</b>	<b>401,185</b>	<b>401,185</b>

## Budget Detail

## Sewer Combined Fund – Not Allocated

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	SEWER COMBINED FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>REQUIREMENTS FOR SEWER RESERVE</b>						
<b>CAPITAL OUTLAY</b>						
4,201	-	-	Building	-	-	-
1,587,372	-	-	14-15 WWTP Improvements	-	-	-
35,718	-	-	Equipment	-	-	-
3,390	-	-	34th Pump Station Rehab/SDC	-	-	-
399,999	-	-	Vector Truck	-	-	-
<b>2,030,680</b>	-	-	<b>Total Sewer Reserve Capital Outlay</b>	-	-	-
<b>2,030,680</b>	-	-	<b>TOTAL SEWER RESERVE REQUIREMENTS</b>	-	-	-
<b>REQUIREMENTS FOR NOT ALLOCATED</b>						
<b>PERSONNEL SERVICES</b>						
-	32,386	32,822	Regular Salaries and Wages	31,701	31,701	31,701
-	-	-	PERS Contributions	4,999	4,999	4,999
-	-	-	Insurance Benefits	10,192	10,192	10,192
-	-	-	Taxes/Other	3,093	3,093	3,093
-	17,613	18,797	Employee Benefits	-	-	-
-	<b>49,999</b>	<b>51,619</b>	<b>Total Sewer Not Allocated Personnel Services</b>	<b>49,985</b>	<b>49,985</b>	<b>49,985</b>
-	0.6	0.6	<b>FTE</b>	0.5	0.5	0.5
<b>MATERIALS &amp; SERVICES</b>						
-	4,550	125,000	Rate Studies and Master Plans	-	-	-
-	38,385	39,360	Sewer Billing	40,260	40,260	40,260
-	-	-	Franchise Fee	282,000	282,000	282,000
-	<b>42,935</b>	<b>164,360</b>	<b>Total Sewer Not Allocated Materials &amp; Services</b>	<b>322,260</b>	<b>322,260</b>	<b>322,260</b>
<b>CAPITAL OUTLAY</b>						
-	-	737,962	Sewer Project Reserve	-	-	-
-	-	<b>737,962</b>	<b>Total Sewer Not Allocated Capital Outlay</b>	-	-	-
<b>DEBT SERVICE</b>						
255,000	275,000	280,000	Sewer Bond Princ-08	295,000	295,000	295,000
36,891	27,284	17,050	Sewer Bond Int-08	5,900	5,900	5,900
-	-	300,900	Sewer Bond Res	-	-	-
<b>291,891</b>	<b>302,284</b>	<b>597,950</b>	<b>Total Sewer Not Allocated Debt Service</b>	<b>300,900</b>	<b>300,900</b>	<b>300,900</b>
<b>TRANSFERS OUT</b>						
260,728	278,713	277,270	Revenue Trans Franchise Fee	-	-	-
147,689	137,846	129,119	O/H Transfer to General Fund-WWTP	155,539	155,539	155,539
44,988	48,715	47,911	O/H Transfer to General Fund-Collections	53,548	53,548	53,548
42,084	40,399	40,383	O/H Transfer to General Fund-Stormwater	44,651	44,651	44,651
39,000	-	256,870	Transfer to Street Fund	175,000	175,000	175,000
<b>534,489</b>	<b>505,673</b>	<b>751,553</b>	<b>Total Sewer Not Allocated Transfers Out</b>	<b>428,738</b>	<b>428,738</b>	<b>428,738</b>
-	-	<b>214,279</b>	<b>OPERATING CONTINGENCY</b>	<b>227,497</b>	<b>227,497</b>	<b>227,497</b>
<b>826,380</b>	<b>900,892</b>	<b>2,517,723</b>	<b>TOTAL REQUIREMENTS NOT ALLOCATED</b>	<b>1,329,380</b>	<b>1,329,380</b>	<b>1,329,380</b>
-	-	-	<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>3,824,666</b>	<b>3,824,666</b>	<b>3,824,666</b>
<b>4,940,249</b>	<b>4,974,250</b>	-	<b>ENDING FUND BALANCE (prior year's)</b>	-	-	-
<b>9,432,732</b>	<b>9,144,644</b>	<b>9,317,107</b>	<b>TOTAL SEWER COMBINED FUND REQUIREMENTS</b>	<b>8,431,758</b>	<b>9,526,758</b>	<b>9,526,758</b>

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## Personnel FTE Comparison to Prior Years

	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 Budget
Administration	4.9	3.8	3.6	4.0	4.7
Building	0.8	0.3	0.3	0.3	0.3
Cemetery	0.1	0.1	0.2	0.2	1.4
Court	2.0	3.0	3.9	3.6	4.3
Economic Development	3.3	3.3	3.2	3.5	3.2
Finance	3.9	3.0	2.8	2.8	2.9
Parks	5.3	3.4	3.3	4.5	4.8
Planning	1.1	1.0	1.3	1.4	1.5
Police	29.0	28.3	27.3	28.3	28.3
General Fund Total	50.2	46.1	45.6	48.5	51.4
Library	8.1	8.5	8.4	8.5	8.7
Transit	2.2	2.8	2.8	2.9	2.8
Swim Center	8.8	9.4	9.2	8.9	8.8
Streets	5.1	5.6	6.1	6.6	5.7
Facilities	0.9	0.9	0.9	0.9	0.9
Fleet	2.4	2.4	2.3	2.4	2.3
Tech Services	1.2	1.0	1.0	1.1	1.1
WWTP	4.5	5.2	4.8	5.1	5.3
Sewer Collections	3.3	2.9	3.0	3.1	2.8
Sewer Stormwater	3.3	2.5	2.7	2.8	2.0
Unallocated (Sewer)	-	-	0.6	0.6	0.5
Sewer Fund Total	11.2	10.5	11.0	11.5	10.5
City-wide Total	90.0	87.1	87.2	91.1	92.1

## Changes to personnel for FY2017-18

## Administration

Confidential Administrative Assistant

1

All other incremental changes are due to the reallocation of existing staff.

Fund	FTE	General	Street	Sewer	Transit	Tech
<b>Administration</b>						
City Administrator	1.00	60%	15%	25%		
Assistant City Administrator	1.00	95%				5%
City Recorder	1.00	100%				
City Attorney	1.00	100%				
Confidential Admin Assistant	1.00	100%				
Office Specialist II	1.06	100%				
<b>Finance</b>						
Finance Director	1.00	100%				
Office Specialist IV	1.00	75%			25%	
Office Specialist III	1.00	50%			50%	
Office Specialist III	1.00	5%	45%	50%		
Office Specialist II	0.65	95%			5%	
<b>Planning</b>						
Planning Director	1.00	50%	20%	30%		
Senior Planner	1.00	55%	30%	15%		
Associate Planner	0.63	75%	10%	15%		
Office Specialist II	1.00	70%	10%	20%		
<b>Parks</b>						
Park Lead	1.00	100%				
Maintenance Worker III	1.00	100%				
Maintenance Worker II	1.00	100%				
PT/Seasonal	1.50	100%				
<b>Court</b>						
Municipal Judge	1.00	100%				
Municipal Court Clerk II	1.00	100%				
Municipal Court Clerk I	1.65	100%				
Court Services Officer	0.19	100%				
<b>Police</b>						
Police Chief	1.00	100%				
Police Lieutenant	1.00	100%				
Police Sergeant	4.00	100%				
Police Patrol	18.00	100%				
Code Enforcement	1.00	100%				
Administrative Supervisor	1.00	100%				
Office Specialist II	1.00	100%				
Office Specialist III	1.00	100%				
<b>Economic Development</b>						
Economic Development Director	1.00	100%				
Main Street Manager	1.00	100%				

Fund	FTE	Transit	Library	Swim			
<b>Transit</b>							
Transit Director	1.00	100%					
Office Specialist III	1.00	100%					
<b>Library</b>							
Library Director	1.00		100%				
Library Supervisor	1.00		100%				
Tech Ref Librarian/Yth Svcs	1.00		100%				
Office Specialist II	4.49		100%				
Office Specialist I	0.75		100%				
Library Page	0.48		100%				
<b>Pool</b>							
Aquatics Program Manager	1.00			100%			
Swim Operator	1.00			100%			
Swim Instructor	1.00			100%			
Head Lifeguard	2.00			100%			
Lifeguard II/Instructor II	1.25			100%			
Lifeguard I/Instructor I	2.50			100%			
	<b>FTE</b>	<b>General</b>	<b>Street</b>	<b>Sewer</b>	<b>Facility</b>	<b>Fleet</b>	<b>Tech</b>
<b>Fleet</b>							
Lead Mechanic	1.00					100%	
Mechanic	1.00					100%	
<b>Tech Services</b>							
Office Specialist II	1.00						100%
<b>Public Works</b>							
Public Works Director	1.00		25%	55%	10%	10%	
Public Works Supervisor	1.00	5%	45%	40%	10%		
Maintenance Worker III	1.00		70%	30%			
Maintenance Worker III	1.00		15%	85%			
Maintenance Worker III	1.00			30%	70%		
Maintenance Worker II	1.00		15%	85%			
Maintenance Worker II	1.00	30%	70%	0%			
Maintenance Worker II	1.00	20%	70%	10%			
Maintenance Worker I	1.00		40%	60%			
Office Specialist III	1.00	30%	40%	10%		20%	
PT/Seasonal	1.00	50%	50%				
Operator Lead	1.00			100%			
Pre-Treatment Coordinator	1.00			100%			
Operator III	2.00			100%			
Operator II	1.00			100%			
<b>Total FTE for FY17-18</b>	<b>91.15</b>						

**Non-Represented (Management, Supervisory & Confidential) - Effective July 1, 2016**

Position	Minimum Monthly	Maximum Monthly
Confidential Administrative Assistant	3,271	4,345
Main Street Manager	3,729	4,953
	4,251	5,646
Aquatics Program Manager Library Supervisor Administrative Supervisor	4,804	6,380
City Recorder	5,284	7,018
	5,760	7,650
	5,932	7,879
Library Director Transit Director	6,229	8,273
Economic Development Director Planning Director	6,727	8,935
Police Lieutenant Public Works Director	7,198	9,561
Finance Director	7,630	10,134
Assistant City Administrator/HR Director Police Chief	8,089	10,744

**Part-time, non-represented employees working <20 hours per week - Effective July 1, 2017**

Position	Minimum Hourly	Maximum Hourly
Library Page	10.25	13.25
Lifeguard I Instructor I	10.25	13.74
Lifeguard II Instructor II	11.10	14.88
Head Lifeguard	12.10	16.22

**AFSCME - Effective July 1, 2016 (Will be updated upon labor contract ratification)**

Position	Minimum Monthly	Maximum Monthly
Office Specialist I	2,999	3,867
Library Coordinator Tech Ref Librarian/Yth Svcs Municipal Court Clerk I Office Specialist II	3,164	4,080
Mechanic Tech I Parks Maint. Worker Swim Instructor Maintenance Worker I	3,265	4,210
Maintenance Worker II	3,516	4,534
Municipal Court Clerk II Code Enforcement	3,603	4,646
Planning Tech	3,784	4,880
Maintenance Worker III	3,818	4,923
Operator I Pre-Treatment Tech	3,936	5,076
Office Specialist III	4,011	5,172
User Service Tech.	4,059	5,2344
Mechanic Librarian	4,148	5,349
Swim Operator	4,289	5,526
Operator II	4,325	5,577
Lead Mechanic Parks & Public Works Lead	4,538	5,852
Office Specialist IV	4,696	6,056
Operator III Pre-Treatment Coord.	4,733	6,103
Associate & Project Planner	4,777	6,160
Operator Lead	4,874	6,285
Senior Planner	5,220	6,731
<b>Canby Police Association – Effective 7/1/17</b>		
Police Patrol	5,186	6,524
Sergeant	6,282	7,903



## Combined Internal Charges and Overhead Summary 2017-2018

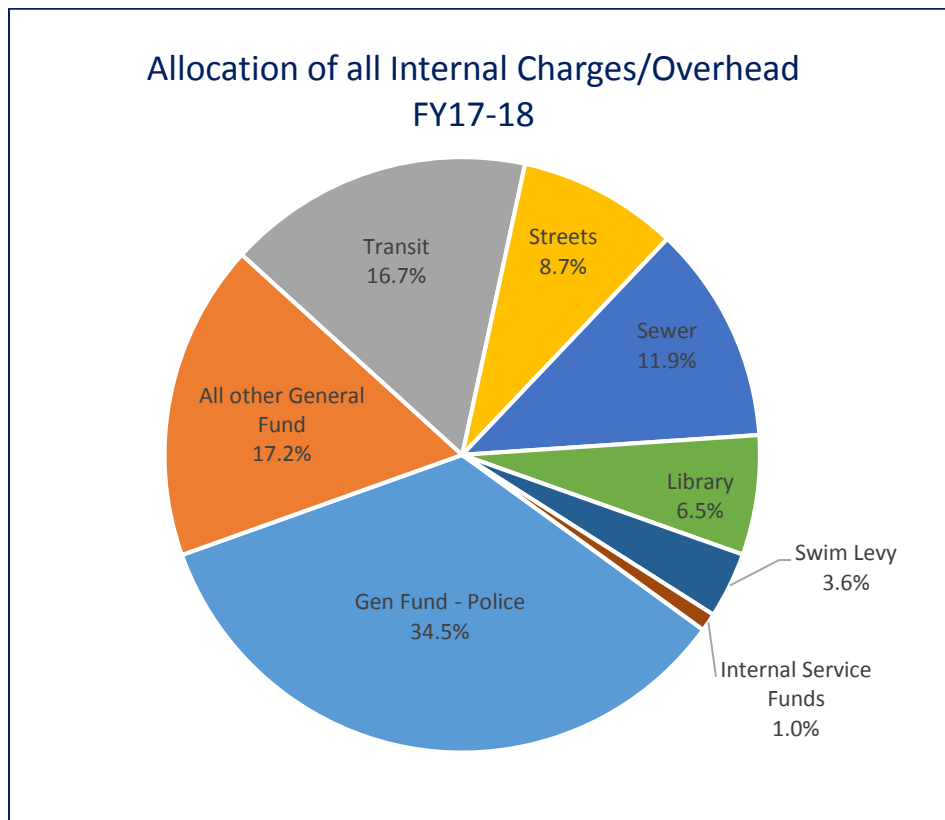
	Facilities	Tech	Fleet	Administrative	Total	Budgeted	Variance %
						16-17	YR over YR budget
Admin	5,737	19,764	6,464	-	31,965	31,240	2.32%
Unallocated*	18,167	-	-	-	18,167	31,269	-41.90%
Court	1,898	12,102	-	108,685	122,685	113,000	8.57%
Planning	1,617	18,093	-	38,939	58,649	62,595	-6.30%
Parks	10,896	2,359	38,785	66,378	118,418	118,705	-0.24%
Building	190	-	-	11,196	11,386	11,269	1.04%
Police	30,261	105,459	206,852	598,737	941,309	950,297	-0.95%
Cemetery	-	848	-	9,752	10,600	10,309	2.82%
Finance	2,074	10,220	-	-	12,294	15,811	-22.24%
Economic Dev	1,672	8,709	-	74,007	84,388	78,339	7.72%
Library	25,372	32,726	-	119,031	177,129	157,105	12.75%
Streets	10,960	13,176	90,498	122,383	237,017	268,061	-11.58%
Fleet	15,221	7,012	-	-	22,233	35,995	-38.23%
Facilities	-	-	3,200	-	3,200	4,000	-20.00%
Tech Services	1,142	-	-	-	1,142	1,965	-41.88%
Transit	2,537	23,396	252,101	175,876	453,910	451,015	0.64%
Swim Levy	-	6,827	-	90,952	97,779	88,728	10.20%
WWTP	521	18,517	12,928	155,539	187,505	167,991	11.62%
Collections	4,842	1,696	25,857	53,548	85,943	97,517	-11.87%
Storm	4,842	-	-	44,651	49,493	48,718	1.59%
<b>Total</b>	<b>137,949</b>	<b>280,904</b>	<b>636,685</b>	<b>1,669,674</b>	<b>2,725,212</b>	<b>2,743,929</b>	<b>-0.68%</b>

*General Finance/Admin Overhead costs are absorbed by the General Fund.*

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

Internal Charges	Allocation Methodology	Costs Include
Facilities	Costs are allocated to departments/ funds on a per square foot basis	Utilities, alarm monitoring, janitorial services and supplies, pest control, and other repair and maintenance costs
Fleet	Costs are estimated by dept. and adjusted to a 12 month actual at the end of March	Mechanic labor, contract services, oil, gas, parts, and other supplies and equipment
Tech Services	Costs are allocated to departments/ funds on a per computer basis	Contract IT services, internet and phone service, web hosting and maintenance, IT supplies and equipment, basic software licenses and computer replacement costs

Administrative Overhead	Allocation Methodology	Costs Include
Human Resources	Costs are allocated based on FTE (full time equivalent) count	Employee salaries and benefits, election costs, professional and technical services, costs to broadcast city council meetings, liability insurance, recruitment costs, travel and training for employees and City Council, accounting software licenses, audit fees, and other related supplies and services
City Attorney	Costs are allocated based on an estimation of time spent on initiatives for each department	
Administration & 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)	



## Financial Policies

Below is a list of the adopted financial policies for the City of Canby. These policies will be reviewed and updated with the Budget Committee during FY2017-18.

1. Efficiency measures should be utilized whenever possible to reduce costs and/or improve productivity in the organization.
2. 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.
3. The Finance Director will be responsible for maintaining an expenditure control system to ensure strict adherence to the adopted budget.
4. The City will continue efforts to expand its revenue base through new sources of revenue.
5. The City will, on an annual basis, review the existing fees and charges for discretionary services.
6. 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.
7. The General Fund must remain intact. As a source of funding it realizes the smallest rate of growth and the largest rate of expenditures. Transfers from the General Fund are discouraged to preserve the financial health of the fund.
8. 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.
9. 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 and associated costs and the City's capacity to fund those costs.
10. 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.
11. The City's business-type activities will be self-supporting through appropriate rates and charges. Rate setting of these activities will be based on cost recovery.
12. The City will maintain vehicle and equipment replacement schedules based upon recognized, industry-standards for the useful life of such assets.

## Glossary & Acronyms

**Actual** – Actual, as used in the fund summaries, revenue summaries and department summaries within the budget document, represents the actual financial results. This category is presented on a budgetary basis, and thus excludes full-accrual audit items such as depreciation and amortization.

**Ad Valorem Tax** – A tax based on the assessed value of a property.

**Adopted Budget** - The final budget appropriations approved by the City Council, which becomes the budget of the City.

**AFSCME** - American Federation of State, County and Municipal Employees. One of the union organizations representing the bargaining employees of the City.

**Accrual basis** - A method of timing in the recognition of transactions and events. Please see Modified accrual basis for the alternative method. Accrual basis records revenue when earned and expenses as soon as a liability is incurred.

**Approved Budget** – The budget recommended by the Budget Committee for adoption by the City Council.

**Appropriation** - Authorization to spend a specific amount of money. The City Council gives appropriation authority by adopting the budget.

**Assessed value** - The value set on real and personal property as a basis for imposing taxes. Assessed values are determined by Washington County.

**Assets** – Resources having a monetary value and that are owned or held by an entity.

**Base Budget** – Cost of continuing the existing levels of service in the current budget year. This is also referred to as a Status Quo budget.

**Beginning Fund Balance** – The beginning fund balance is the residual fund balance representing unused funds brought forward from the previous financial year (ending fund balance).

**Bond or Bond Issue** – Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or calculated variable rate of interest.

**Budget** – A plan of financial operation embodying an estimate of proposed expenditures for a given purpose and/or period. The budget is the financial plan of the City's allocations of the resources to provide services, and to accomplish the City's objectives.

**Budget Calendar** – Key dates or events which a government follows in the preparation and adoption of the budget.

**Budget Committee** - A committee required by Oregon Local Budget Law (ORS 294.305) which must recommend a budget and approve the maximum tax levy.

**Budget Document** – A written report showing a government's comprehensive financial plan for a specified period, typically one or two years that includes both capital and operations.

**Budget Message** – A written explanation of the budget and the City's financial priorities presented to the Budget Committee by the City Manager which is required by Oregon Local Budget Law, ORS 294.

**Budget Officer** - The Finance Director or other person appointed by the City Council to prepare the proposed budget. This designation is required by Oregon Local Budget Law (ORS 294.305)

**CAFR** - The Comprehensive Annual Financial Report, the audited report of the City's finances for the fiscal year.

**Capital Lease** - Lease of a capital asset. The lease may or may not result in the City's ownership of the item at the end of the lease term.

**Capital Assets** - Items which have a useful life of two or more years and a cost of \$5,000 or more. These include land, infrastructure, buildings, improvements other than buildings, vehicles, and certain furniture and equipment.

**Capital Improvement Plan (CIP)** - A schedule of planned capital projects and their costs, for three or more years.

**Capital Outlay** - Expenditures for capital assets. Includes all purchased capital assets. Expenditures for constructed capital projects appear in capital outlay, materials and services, and reimbursements, depending on the nature of the expenditure.

**Capital Projects** – Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

**COLA** - Cost of living. A COLA increases all salaries at all classes and steps by the same percentage.

**Comprehensive Plan** – This is an official statement of the goals, objectives and physical plan for the development of the City which contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of City development.

**Consumer Price Index (CPI)** – A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**Contingency** – An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget.

**Debt Service** - Principal and interest payments on long-term debt.

**Ending Fund Balance** – The residual funds after all revenue and expenditures are accounted for at the end of the fiscal year.

**Enterprise Funds** - A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting.

**ESC** – Erosion and Sediment Control.

**Fiscal Year** - The twelve month period to which the operating budget applies. The City's fiscal year is July 1 through June 30.

**Franchise Fee** – Fees charged to utilities for the use of public right-of-way.

**FTE** - Full-Time Equivalent - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

**Fund** - A fiscal and accounting entity, segregating resources for the purpose of carrying on specific activities in accordance with legal restrictions.

**Fund Balance** - The amount of available, spendable, financial resources in any given fund at a specified date.

**GASB** - The Governmental Accounting Standards Board, the body that defines generally accepted accounting principles for governments.

**General Fund** – The City’s primary operating fund. There are no restrictions as to the purpose in which the revenues in this fund can be used.

**GFOA** – Government Finance Officers Association.

**Goal** – A statement of direction, purpose or intent based on the needs of the community, generally to be completed in a specified amount of time.

**Grant** – A donation or contribution by one government unit or organization to another. This is usually made to aid a specified purpose.

**Infrastructure** - Infrastructure are assets that are immovable and of value only to the City. It includes roads, bridges, curbs and gutters, sidewalks, drainage systems, lighting systems, and water and sewer systems.

**Intergovernmental Revenues** – Levied by one government but shared on a predetermined basis with another government or class of governments.

**Levy** - The amount of property tax certified by the City Council.

**Local Budget Law** – Oregon Revised Statutes (ORS) Chapter 294 dictates local budgeting practices governed by Local Budget Law which regulates budget roles, authorities, and process.

**Local Improvement District** – Consists of a group property owners desiring improvements to their property. Bonds can be issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against affected properties to spread out the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Local Option Levy** – Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 10 years for capital purposes or 5 years for operations. A local option levy must be approved by a majority of voters.

**Materials and Services** – Expendable items purchased for delivery of services. This includes supplies, repairs, maintenance and replacement parts that are not of capital nature.

**Mission** – Defines the primary purpose of the City.

**Modified Accrual** - A method of timing in the recognition of transactions and events. Please see Accrual basis for the alternative method. Modified accrual basis records revenue when earned, if they are collectible within the period or soon enough afterwards to be used to pay liabilities of the period. Expenditures are recorded when a liability is incurred except that debt service payments and other specific accrued liabilities are recognized only when payment is due.

**Objective** - What we want to accomplish. City-wide objectives are longer term than one year, cross departments, and/or are comprehensive in scope.

**Operating Budget** - Sources and uses necessary for day-to-day operations.

**Ordinance** – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**ORS** - Oregon Revised Statutes, laws of the State of Oregon.

**PEG** - Public, Educational and Governmental Access Channel designations for cable television. Certain franchise fee revenue from cable providers is restricted to the costs of providing such access.

**Performance Measure** – Data collected to determine how effective or efficient a program is in achieving its objectives.

**PERS** - Public Employees Retirement System. A State of Oregon defined benefit pension plan to which both employees and employer contribute.

**Personal Services** - Expenditures for payroll, payroll taxes, and employee benefits.

**Project** - Projects are distinct, with a definable result, process, and beginning and end. Projects are capital or operating.

**Property Tax Levy** – Based upon the assessed value of property and is used as the source of monies to pay general obligation debts and to support the general fund.

**PSU** - Portland State University. The University prepares population estimates each July 1 for all Oregon Municipalities.

**Real Market Value (RMV)** – The estimated value of property as if it were sold.

**Reserved for Future Years** – An amount budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years.

**Resolution** – An action by the governing body which requires less formality and has a lower legal status than an ordinance.

**Resources** - Financial resources that are or will be available for expenditure during the fiscal year.

**Revenue** – The gross receipts and receivables that the City receives such as: tax payments, licenses, fines and forfeitures, grants and interest income.

**SFR** – Single Family Residential.

**System Development Charges (SDC)** - Fees charged upon issuance of building permits to offset the cost of infrastructure improvements that are or will be required to provide capacity to serve the development. SDC's are charged for parks, water, sanitary, storm, and streets.

**Supplemental Budget** – Appropriations established to meet the needs not anticipated at the time the budget was adopted.

**Transfers** - Amounts moved from one fund to finance activities in another fund, with no requirement of repayment.

**TSP** - Transportation System Plan. A long-range plan for transportation needs and facilities.

**Unappropriated Ending Fund Balance** – An amount set aside in the budget to be used as a cash carryover to the next year’s budget; providing the local government with operating cash until tax money is received in November.

**URA** - The City of Canby Urban Renewal Agency. The Agency is a municipal corporation distinct from the City. The Canby City Council serves as the Board of Directors for the URA, and its budget may be obtained from the City of Canby.

**URD** - The urban renewal district, the geographic area encompassed by the City of Canby Urban Renewal Agency.

**User Charges** - A fee charged for services to a person who directly benefits from the service.

**Uses** - The ways in which financial resources will be used during the fiscal year.

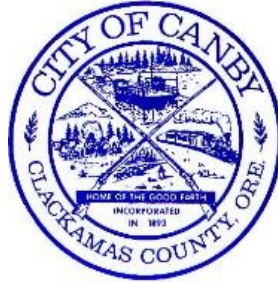


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# City of Canby Urban Renewal Agency Adopted Annual Budget

For the Fiscal Year

July 1, 2017 - June 30, 2018



## **BOARD OF COMMISSIONERS:**

Tim Dale, *Commission Chair*

Brian Hodson, *Commission Vice Chair*

Tracie Heidt, *Commissioner*

Traci Hensley, *Commissioner*

Greg Parker, *Commissioner*

Tyler Smith, *Commissioner*

Sarah Spoon, *Commissioner*

## **BUDGET COMMITTEE:**

Robert Backstrom

Eric Humphreys

Kathleen Kelso

Jason Padden

Jack Pendleton

Vacant

Vacant

## **CITY STAFF:**

Rick Robinson, *URA Administrator*

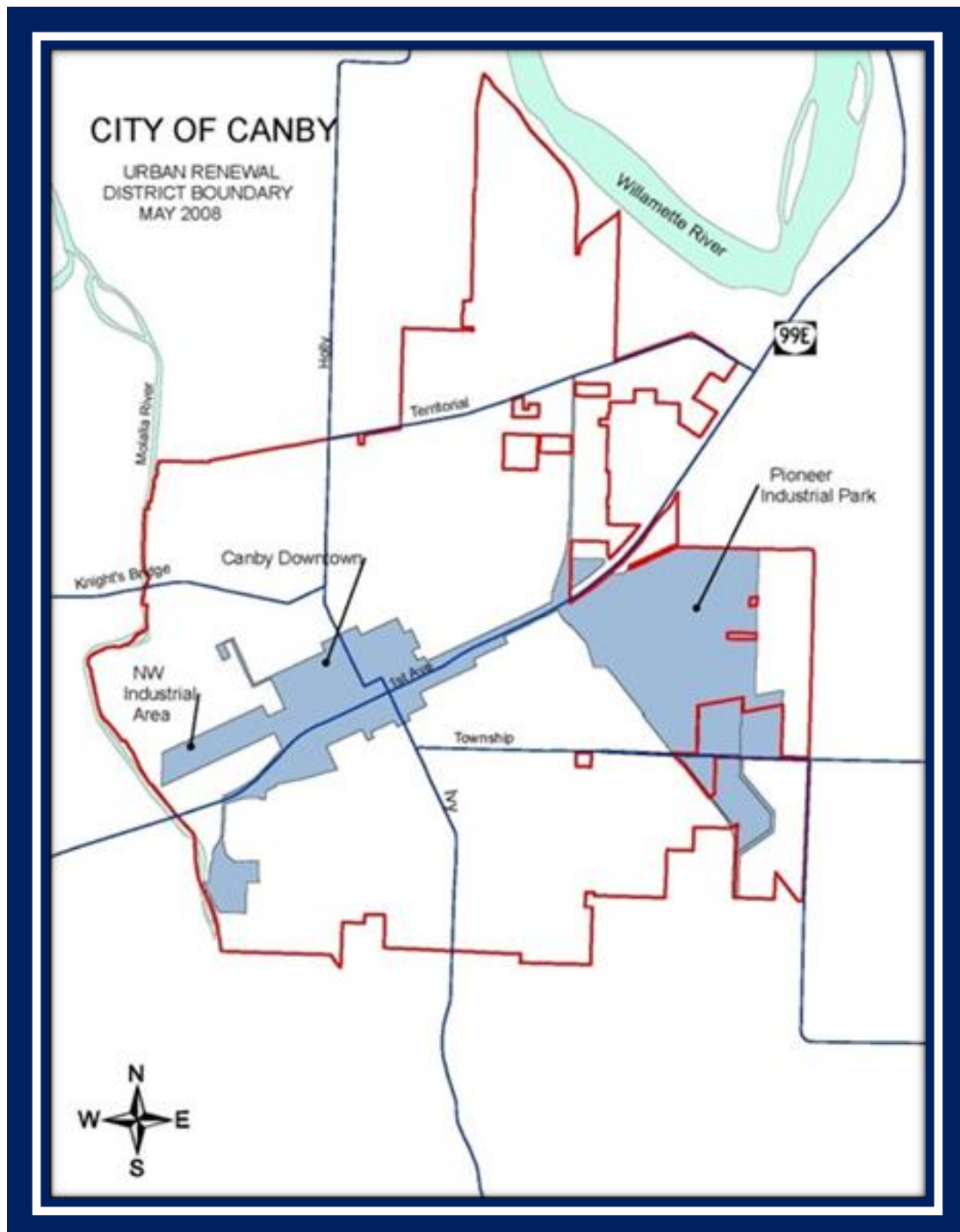
Julie Blums, *Finance Director*

[www.canbyoregon.gov](http://www.canbyoregon.gov)

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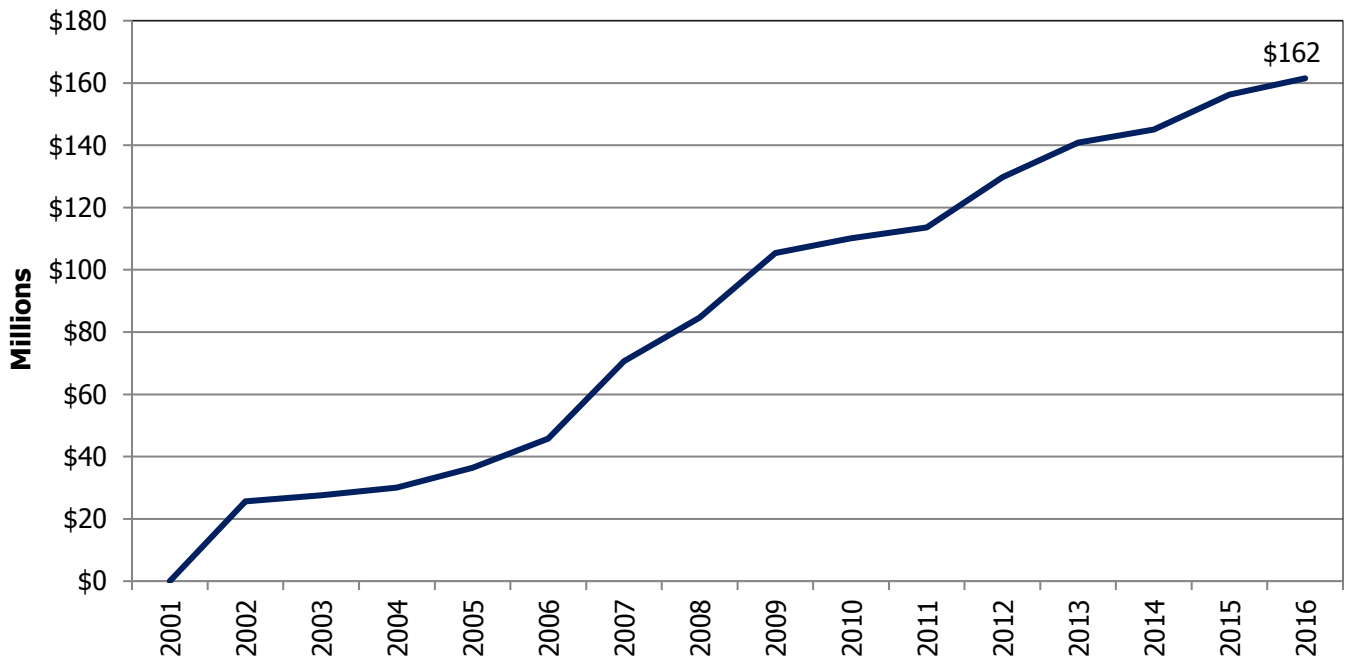
About the District

The City of Canby Urban Renewal Agency (URA) is a separate entity from the City. The Canby City Council serves as the Board of Commissioners for the URA and is financially accountable for its operations. In accordance with Oregon budget law, the URA prepares its own budget, and the Board of Commissioners approves its annual appropriations.

Urban renewal agencies are designed to borrow money and make expenditure for economic and community development projects included in the Urban Renewal Plan. When the Canby Urban Renewal Plan was adopted in 1999 property values were frozen. The taxes collected on that frozen value continues to flow to the taxing authorities (City, County, Schools, Fire, etc.). The taxes collected on increased property values that occur with NEW development generate incremental tax revenue. This tax increment is then used to repay the URA debt and implement the URA plan.

Urban Renewal Tax Collections are not an additional tax. Urban Renewal Tax Collections are used to initiate development that would not be financially feasible without infrastructure improvements made possible by urban renewal financing.

Urban Renewal District Incremental Assessed Value



**Budget Message**

It is my privilege to provide you, the citizens of the City of Canby, with my proposed Urban Renewal Agency budget for Fiscal Year 17-18.

The URA General Fund budget accounts for Agency administration costs, economic development activities within the Urban Renewal Area, construction projects, and property purchases. All of the projects funded through the URA are transferred to City ownership upon completion.

The URA Debt Service Fund budget accounts for property tax revenue and the annual payments on outstanding debt. Funds are transferred from this fund to the URA General Fund to fund the projects and expenditures captured there.

The Agency operates under guidance from the Agency Board of Commissioners.

**FY17-18 Proposed Budget**

The FY17-18 operating budget is largely a status quo budget, there are additional funds budgeted for capital project work mainly the civic block redevelopment. Economic development activities which support Downtown Canby and City involvement in regional economic development partnerships are budgeted to continue.

The FY17-18 capital projects primarily includes appropriations to:

- Contributions to the Civic Block Redevelopment
- Façade Grants
- Contributions to the Canby Fire Department capital purchases

I am looking forward to an active year of Agency progress and achievement.

Respectfully Submitted,

Rick Robinson  
Agency Director

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	URBAN RENEWAL GENERAL FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
9,174,535	7,954,602	2,906,812	BEGINNING URA GENERAL FUND BALANCE	1,512,483	1,512,483	1,512,483
<b>REVENUE</b>						
7,240	4,670	63,650	URD Grants	-	-	-
10,255	10,255	10,255	Revolving Loan Income	-	-	-
1,808	480	-	Miscellaneous-Income	-	-	-
43,619	40,047	25,440	Interest Revenue	5,001	5,001	5,001
-	11,100	65,000	Community Plaza Proj Donations	-	-	-
-	12,100	-	Civic Building Donations	-	-	-
500,000	1,234,924	860,135	OP Transfer In from UR Debt	1,125,965	1,125,965	1,125,965
-	-	1,238,254	Transfer from Library	-	-	-
<b>562,923</b>	<b>1,313,576</b>	<b>2,262,734</b>	<b>Total URA GF Revenue</b>	<b>1,130,966</b>	<b>1,130,966</b>	<b>1,130,966</b>
<b>9,737,458</b>	<b>9,268,177</b>	<b>5,169,546</b>	<b>TOTAL URA GF RESOURCES</b>	<b>2,643,449</b>	<b>2,643,449</b>	<b>2,643,449</b>
<b>REQUIREMENTS FOR URBAN RENEWAL</b>						
<b>MATERIALS &amp; SERVICES</b>						
26,425	17,417	124,430	Mat & Svc Contract	28,788	28,788	28,788
487,594	553,087	572,794	Due to City	576,811	576,811	576,811
-	-	-	Fire Dept Capital Projects	312,634	312,634	312,634
-	-	-	RARE Program	23,500	23,500	23,500
-	-	-	Beautification & Marketing	25,000	25,000	25,000
-	-	-	Facade Improvement Program	75,000	75,000	75,000
-	-	-	Redevelopment Grant Program	3,000	3,000	3,000
-	-	-	Canby Civic Block Redevelopment	1,320,459	1,320,459	1,320,459
<b>514,019</b>	<b>570,505</b>	<b>697,224</b>	<b>Total URA GF Materials &amp; Services</b>	<b>2,365,192</b>	<b>2,365,192</b>	<b>2,365,192</b>
<b>CAPITAL OUTLAY</b>						
-	162,492	387,508	Fire Dept Capital Projects	-	-	-
22,000	22,000	-	RARE Program	-	-	-
-	20,050	100,000	URD Projects	50,000	50,000	50,000
1,122,375	6,321,547	2,863,595	Library/Civic Building Project	-	-	-
25,730	-	25,000	Beautification & Marketing	-	-	-
-	-	-	Old Library Renovation	30,000	30,000	30,000
18,768	1,400	50,000	Facade Imp. Program	-	-	-
-	-	3,000	Redevelop. Grt Progrm	-	-	-
64,500	-	-	SDC Incentive Program	-	-	-
13,000	5,538	19,500	Wait and Community Park	5,000	5,000	5,000
2,465	-	80,000	Railroad Quiet Zone	150,000	150,000	150,000
<b>1,268,838</b>	<b>6,533,027</b>	<b>3,528,603</b>	<b>Total URA GF Capital Outlay</b>	<b>235,000</b>	<b>235,000</b>	<b>235,000</b>
-	-	943,719	<b>OPERATING CONTINGENCY</b>	<b>43,257</b>	<b>43,257</b>	<b>43,257</b>
-	-	-	<b>RESERVED FOR FUTURE EXPENDITURE</b>	-	-	-
<b>7,954,602</b>	<b>2,164,645</b>	-	<b>ENDING FUND BALANCE (prior year's)</b>	-	-	-
<b>9,737,458</b>	<b>9,268,177</b>	<b>5,169,546</b>	<b>TOTAL URA GF REQUIREMENTS</b>	<b>2,643,449</b>	<b>2,643,449</b>	<b>2,643,449</b>

# Urban Renewal Agency

# Debt Service Fund Budget

FY14-15 Actual	FY15-16 Actual	FY16-17 Budget	URBAN RENEWAL DEBT SERVICE FUND	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<b>RESOURCES</b>						
426,616	608,236	135,212	BEGINNING URA DEBT SERVICE FUND BALANCE	133,833	133,833	133,833
<b>REVENUE</b>						
2,390,446	2,576,315	2,654,881	Tax Increment	2,792,000	2,792,000	2,792,000
71,581	62,173	58,800	Tax Increment - Prior	60,000	60,000	60,000
31,119	45,115	41,012	LID Walnut St Princ	41,000	41,000	41,000
9,313	9,880	10,482	LID Hazel Dell Way Princ	10,000	10,000	10,000
3,398	3,510	3,400	Interest Revenues	3,500	3,500	3,500
15,433	18,966	14,805	LID Walnut St Int.	15,000	15,000	15,000
2,659	2,092	1,490	LID Hazel Dell Way-Interest	1,500	1,500	1,500
57,064	55,759	53,750	Bond Interest Rebate (ARRA)	51,200	51,200	51,200
<b>2,581,013</b>	<b>2,773,810</b>	<b>2,838,620</b>	<b>Total URA Debt Service Revenue</b>	<b>2,974,200</b>	<b>2,974,200</b>	<b>2,974,200</b>
<b>3,007,630</b>	<b>3,382,046</b>	<b>2,973,832</b>	<b>TOTAL URA DEBT SERVICE RESOURCES</b>	<b>3,108,033</b>	<b>3,108,033</b>	<b>3,108,033</b>
<b>REQUIREMENTS FOR URBAN RENEWAL DEBT SERVICE</b>						
<b>DEBT SERVICE</b>						
79,018	79,578	85,160	Debt Pmts-Sequoia St 5 & 6	90,768	90,768	90,768
38,896	40,841	42,883	Debt Pay-Walnut St	45,028	45,028	45,028
-	25,000	30,000	Debt Pay-Police Building	45,000	45,000	45,000
100,000	105,000	105,000	Debt Pay-1st Ave Redev	110,000	110,000	110,000
550,000	610,000	650,000	Debt Pay-2012 Bond Principal	645,000	645,000	645,000
74,358	71,198	68,015	Debt Pay-Sequoia 5 & 6 Int	64,608	64,608	64,608
15,227	13,282	11,240	Debt Pay-Walnut St Int	9,096	9,096	9,096
425,738	425,738	425,238	Debt Pay-Police Building Int	424,548	424,548	424,548
136,794	132,950	128,159	Debt Pay-1st Ave Redev Int	122,382	122,382	122,382
479,363	461,963	443,063	Debt Pay-2012 Bond Int	425,638	425,638	425,638
-	-	124,939	Loan Payment Reserve	-	-	-
<b>1,899,393</b>	<b>1,965,549</b>	<b>2,113,697</b>	<b>Total URA Debt Service</b>	<b>1,982,068</b>	<b>1,982,068</b>	<b>1,982,068</b>
<b>TRANSFERS OUT &amp; OTHER USES</b>						
500,000	1,234,924	860,135	OP Transfer to UR General	1,125,965	1,125,965	1,125,965
<b>500,000</b>	<b>1,234,924</b>	<b>860,135</b>	<b>Total URA Debt Service Transfers Out</b>	<b>1,125,965</b>	<b>1,125,965</b>	<b>1,125,965</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>						
-	-	-		-	-	-
<b>608,236</b>	<b>181,573</b>	<b>-</b>	<b>ENDING FUND BALANCE (prior year's)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3,007,630</b>	<b>3,382,046</b>	<b>2,973,832</b>	<b>TOTAL URA DEBT SERVICE REQUIREMENTS</b>	<b>3,108,033</b>	<b>3,108,033</b>	<b>3,108,033</b>

Urban Renewal Long-Term Debt

Fiscal Year Ending June 30,	Governmental Activities				Total Governmental Activities
	Bonds - URA	URA Loans	Total Principal	Interest	
2018	845,960	136,748	982,708	1,053,129	2,035,837
2019	875,960	139,631	1,015,591	1,019,291	2,034,882
2020	900,960	147,691	1,048,651	981,264	2,029,915
2021	930,960	143,788	1,074,748	941,232	2,015,980
2022-2026	5,274,800	582,007	5,856,807	4,006,580	9,863,387
2027-2031	6,859,791	422,148	7,281,939	2,575,094	9,857,033
2032-2036	7,996,026	-	7,996,026	942,213	8,938,239
<b>Total</b>	<b>\$ 23,684,457</b>	<b>\$ 1,572,013</b>	<b>\$ 25,256,470</b>	<b>\$ 11,518,803</b>	<b>\$ 36,775,273</b>

	Original Amount	6/30/2017 Balance	Reductions	6/30/2018 Balance
<b>URA Governmental Activities</b>				
Bonds URA:				
2010 1st Ave Redevelopment (3.75-7%)	2,500,000	1,895,000	110,000	1,785,000
2010 Bond Discount		(30,924)	(2,208)	(28,716)
2011 Police Facility (2-5%)	9,000,000	8,860,000	45,000	8,815,000
2011 Bond Discount		(18,050)	(950)	(17,100)
2012 Civic Bldg & Sequoia Pkwy (3-4%)	14,050,000	12,095,000	645,000	11,450,000
2012 Premium		883,431	49,118	834,313
Long-term Loans URA:				
2009 Township Rd, Berg & Sequoia Pkwy (3-5.25%)	1,981,047	1,378,649	90,768	1,287,881
2009 Premium		11,443	953	10,490
2010 Walnut St (5%)	417,927	181,921	45,027	136,894
<b>Total URA Activities</b>		<b>\$ 25,256,470</b>	<b>\$ 982,708</b>	<b>\$ 24,273,762</b>



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