



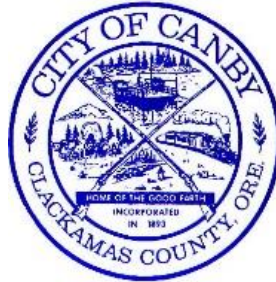
City of Canby Oregon
Fiscal Year 2018-2019
Adopted Budget



City of Canby Adopted Annual Budget

For the Fiscal Year

July 1, 2018 - June 30, 2019



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:

Michelle Hensley

Andrea McCracken

Jason Padden

Jack Pendleton

Edward Warnock

Vacant

CITY STAFF:

Rick Robinson, *City Administrator*

Julie Blums, *Finance Director*

www.canbyoregon.gov



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Canby
Oregon**

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morrill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Canby, Oregon, for its Annual Budget for the fiscal year beginning July 1, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Table of Contents

Table of Contents	iii
Reader's Guide	1
Fiscal Year 2018-19 City Administrator's Budget Message.....	2
About Canby.....	10
Principal Property Taxpayers & Employers.....	13
Maps	14
CITY OF CANBY CITY COUNCIL VALUES AND GOALS.....	16
City of Canby Organizational Chart.....	18
City of Canby Organizational Chart by Fund	19
Budget Process.....	20
Budget Calendar.....	21
Basis of Budgeting.....	22
Fund Structure and Description	23
Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation	24
Revenue & Expenditures.....	25
Revenue Summary by Source	25
Where the Money Comes From.....	26
Overview of Major Revenue Sources.....	27
Expense Summary by Category.....	30
Where the Money Goes.....	31
Overview of Major Categories of Expense.....	32
Debt Service	34
Overview of Long-Term Debt.....	34
Capital Improvement Plan	35
Overview of 5 Year CIP.....	35
Current Year Capital Projects	36
Budget Detail	38
Budget Summary by Fund.....	38
General Fund.....	39
General Fund Budget Summary by Department	39
General Fund Resources	40
General Fund Requirements	42
Administration	48
Finance	50

Municipal Court.....	52
Planning.....	54
Building	56
Police.....	58
Parks Department	61
Cemetery Department	63
Economic Development	65
Not Allocated	67
Special Revenue Funds.....	68
Library	68
Transit Fund (Canby Area Transit - CAT)	70
Swim Center.....	72
Street Fund.....	74
System Development Charges Fund	77
Cemetery Perpetual Care Fund.....	78
Forfeiture Fund	79
Internal Service Funds.....	80
Facilities.....	80
Fleet Service	82
Tech Services.....	84
Enterprise Fund.....	86
Sewer Combined Fund Resources.....	86
Waste Water Treatment Plant (WWTP)	87
Sewer Collections Department	89
Stormwater Department.....	91
Not Allocated	93
Appendix	94
Personnel FTE Comparison to Prior Years	94
FTE Allocations	95
Salary Schedules.....	97
Overhead and Internal Charges	99
Financial Policies	101
Glossary & Acronyms	102
Required Notices and Filings.....	107

Reader's Guide

Reader's Guide

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.

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 charts
- 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 loans on behalf of the Urban Renewal Agency (URA).

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 and narratives 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, a glossary with acronyms, and required notices and filings.



City of Canby

PO Box 930 Phone: 503.266.4021
222 NE 2nd Ave Fax: 503.266.7961
Canby, OR 97013 www.canbyoregon.gov

May 10, 2018

Fiscal Year 2018-19 City Administrator's Budget Message

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

Introduction

It is my pleasure to present the proposed Fiscal Year 2018-19 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 pleased 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.

With one major exception, the methodology utilized in constructing this proposed budget did not significantly change from the previous year. The exception noted relates to the recommendation of new staffing to begin to address the need for succession planning within the City organization.

As in prior years, Department Managers were asked to submit a status quo expense budget and to fine tune revenue projections. In the City Administrator's proposed budget, new positions are recommended based both on current workloads and on the need to begin the implementation of a planning process that will assure a more orderly transfer of responsibility and continuity of services as several of our Department Managers begin to contemplate retirement. Our Finance Director, Julie Blums, has worked diligently with the Department Managers to make this budget as realistic and accurate as possible.

Budget Overview

Our City operations have seen strong revenue growth in a number of areas over the past three years as the economic recovery continues in this region. While the strong revenue performance has been very beneficial to the City, we also recognize that this pattern is not sustainable in the long term. The City has established a healthy reserve balance to help mitigate the adverse effects associated with the cyclical nature of the economy, and to carry us through the challenges posed as the current economic expansion begins to slow. With this in mind, my objective continues to be to proactively review and recommend changes required to address the most critical service needs of our community and to proactively manage the needs of Canby City government.

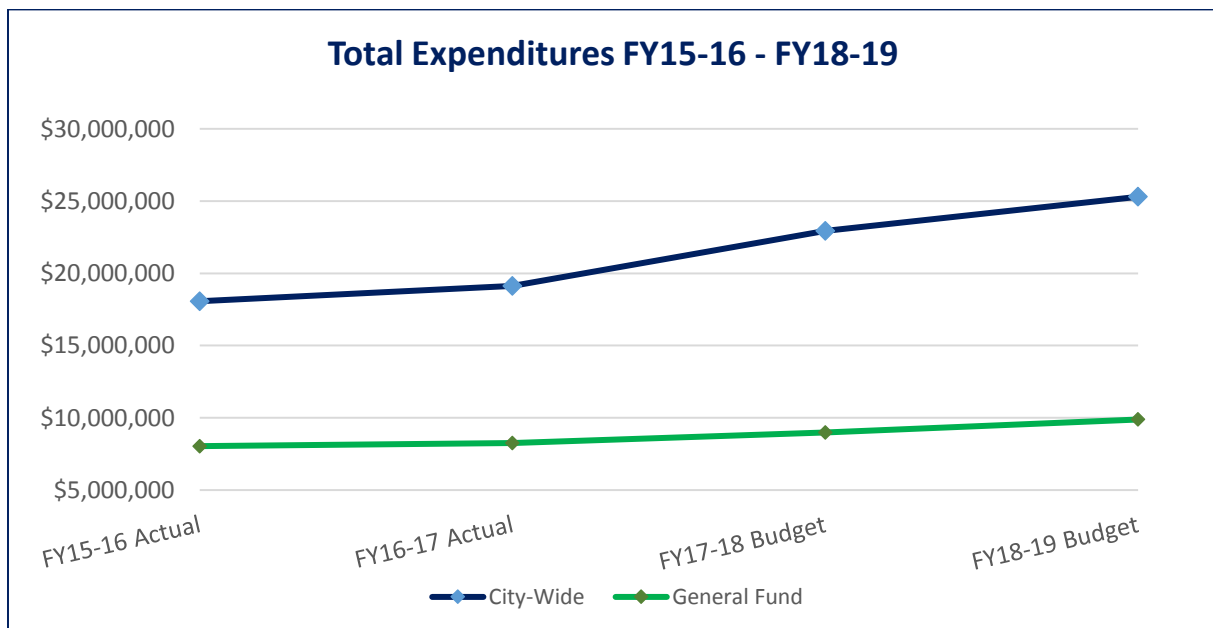
I've spoken often about my concerns relative to the impending retirement eligibility of several of our department heads, and about the potential impacts of the loss of key personnel in our City departments. The 2018-19 City Administrator's Budget recommendation proposes to take proactive steps to help mitigate these impacts in several key areas. I am recommending the addition of an Assistant Planning Director, a new Lieutenant in the Police Department, and the creation of an Assistant Public Works Director. I am also recommending the addition of a new ½ time allocation in our Transit program. The addition of these new key positions will be of significant value as we prepare for new leadership within the City organization.

Commercial and residential development has experienced a strong rebound over the last three years, and based on current market conditions we expect that this trend will continue in the new fiscal year. Revenues have come in higher than expected and, as mentioned above, an increase in staffing has been recommended. The staffing increase is expected to help address the increase in demand for services, and to create an opportunity to pass on valuable institutional knowledge to departmental staff.

The proposed budget for FY2018-19 expenditures totals \$25.3 million; representing an increase of \$2.3 million (10%) from the prior year budget.

The Personnel Services budget for FY2018-19 is \$11.6 million. This is 6.6% higher than the current FY2017-18 budget. It is important to note that Personnel Services costs make up 74% of the General Fund budget and 41% 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 Materials and Services expenses for the proposed budget for the General Fund are \$2.4 million, a 15% increase from the FY2017-18 budget.



Budget in Brief

Requirements	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Adopted	Variance	%Change
General Fund						
Admin	\$ 983,369	\$ 1,019,391	\$ 1,180,757	\$ 1,126,873	\$ (53,884)	-5%
Court	324,196	356,103	433,764	432,937	(827)	0%
Planning	211,555	236,330	235,504	323,645	88,141	37%
Parks	464,023	482,168	590,733	959,611	368,878	62%
Building	32,804	32,655	33,988	53,387	19,399	57%
Police	4,829,445	4,985,820	5,250,313	5,713,347	463,034	9%
Cemetery	74,398	58,601	117,125	139,326	22,201	19%
Finance	428,404	439,180	481,256	476,610	(4,646)	-1%
EconomicDev	515,049	531,695	537,787	533,955	(3,832)	-1%
Unallocated	282,764	200,083	798,247	795,915	(2,332)	0%
Subtotal General Fund	8,146,007	8,342,025	9,659,474	10,555,606	896,132	9%
Library Fund	879,677	2,300,984	1,089,876	1,586,792	\$ 496,916	46%
Street Fund	1,716,668	2,308,929	2,966,365	5,213,604	2,247,239	76%
Transit Fund	2,051,092	2,031,398	2,105,258	2,548,364	443,106	21%
Swim Fund	726,352	761,736	959,225	1,427,626	468,401	49%
SDC Fund	33,038	-	420,000	1,837,378	1,417,378	337%
Cemetery Perpetual Care Fund	-	-	-	500,000	500,000	
Forfeiture Fund	14,943	5,297	31,449	52,015	20,566	65%
Total General Govt. Funds	13,567,776	15,750,369	17,231,647	23,721,386	6,489,739	38%
Facilities Fund	237,897	233,688	339,388	414,342	\$ 74,954	22%
Fleet Services Fund	620,646	584,285	785,387	699,917	(85,470)	-11%
Tech Services Fund	286,745	308,584	362,839	365,748	2,909	1%
Sewer Fund						
WWTP	2,110,654	2,569,512	1,977,932	1,303,283	(674,649)	-34%
Collections	808,863	720,319	1,993,595	1,501,517	(492,078)	-25%
Stormwater	349,986	408,007	401,185	292,850	(108,335)	-27%
Unallocated	900,892	897,308	1,329,380	1,080,788	(248,592)	-19%
Total Proprietary Funds	5,315,681	5,721,703	7,189,706	5,658,445	(1,531,262)	-21%
Total Requirements All Funds	\$ 18,883,457	\$ 21,472,072	\$ 24,421,353	\$ 29,379,830	\$ 4,958,477	20%
Less Transfers between Funds	813,599	2,351,604	1,486,583	4,083,730	2,597,147	175%
Total Expenditures All Funds	\$ 18,069,859	\$ 19,120,468	\$ 22,934,770	\$ 25,296,100	\$ 2,361,330	10%

Fund Balance

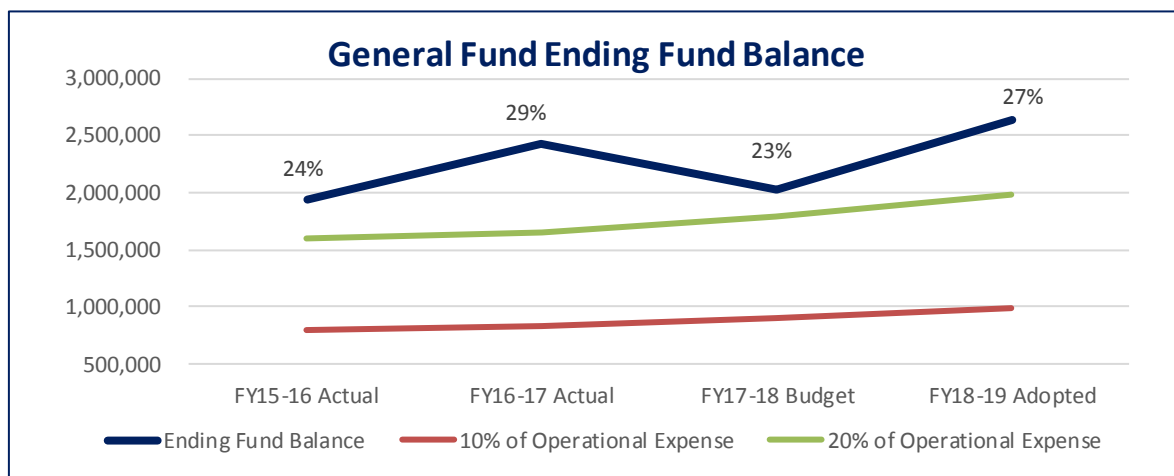
Below is a chart showing the proposed change in the City's major funds balances for FY2018-19.

Change in Fund Balance	General Fund	Streets Fund	Transit Fund	SDC Fund	Sewer Fund
Approved Beginning Fund Balance	2,847,805	1,734,960	1,624,427	6,023,102	4,336,674
Increase(Decrease) in Fund Balance	(213,134)	(998,926)	30,138	(74,654)	841,862
Ending Fund Balance	2,634,671	736,034	1,654,565	5,948,448	5,178,536
Percent Change in Fund Balance	-7.5%	-57.6%	1.9%	-1.2%	19.4%

General Fund

The ending fund balance in the General Fund is projected to increase 30% in FY2018-19 from the FY2017-18 budgeted ending fund balance. This increase is mainly due to a higher actual beginning fund balance than was budgeted and a projected increase in property tax and development revenue.

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



Street Fund

A number of projects are scheduled for FY2018-19 utilizing both current revenue and street maintenance reserves. These funds have been saved from prior years to accommodate the funding of future projects. These projects are outlined more completely on pages 36 and 76.

Transit Fund

The Transit Fund is a special revenue fund with the majority of its funding coming from transit taxes collected from companies who do business in Canby. Grants are another major revenue source for the Transit Fund, the grants are used for both capital purchases and ongoing operations. The fund balance is staying fairly steady with a slight 1.9% increase in FY2018-19.

System Development Charges Fund

The slight decrease in fund balance is due to the use of SDC funds for street, sewer, and parks capital projects. Master Plans for all funds will be updated within the next couple of years. A review of SDC rates and funding needs will be evaluated along with the Master Plan updates.

Sewer Combined Fund

The increase in fund balance is due to saving for future capital projects that are not SDC eligible. An update to SDC rates was completed in FY2016-17 and user rates will be evaluated along with the Master Plan updates.

Strategic Goals and Strategies

Over the past three budget cycles, the City focused on delivering critical core services. This was in response to the significant effects of the recession from which we have only recently recovered. For the FY2018-19 budget, we are holding true to this approach with one very significant change – in the upcoming fiscal year, I am asking that you place a high priority on preparing for the eventual departure, principally through retirements, of key City Management. I have recommended the addition of five new positions, with 3 ½ of those positions directly targeting the development of future leadership within the Planning Department, Police Department, Public Works Department, and Transit Program. Taken together the five positions will also serve to support the service levels our citizens have come to expect from the City.

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 FY2018-19 is the funding of programs that support the Council goals to have a safe and family friendly environment within the Canby community. Specifically:

- The Budget expands the Parks staffing based on increased revenue from the Park Maintenance Fee. The Parks and Recreation Advisory Board, Mayor, and City Council continue to work to define a long term strategy to support parks and recreation activities within the community.
- The Budget continues to financially support community wide activities, including but not limited to Canby's Big Weekend, Canby Independence Day Celebration, and Light up the Night.
- The Budget continues to support tourism and economic development activities focused on bringing new opportunities to community residents and businesses.
- The Budget embraces a new focus on the Canby Library as a community resource, gathering place, and venue where residents of all ages can come, feel safe, and participate in community sponsored events.

The FY2018-19 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 FY2018-19 budget incorporates the costs for infrastructure maintenance to the extent we are financially able and capable of managing.

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 FY2018-19 include the following:

- The FY2018-19 budget recommends an additional Police Lieutenant, Assistant Planning Director, and Transit staffing to proactively manage succession planning.
- A new Assistant Public Works Director is being recommended to better manage the span of control over the Parks, Cemetery, Fleet, Facilities, Streets, Sewer Collections, Stormwater, and Waste Water Treatment Plant. Currently there is only one manager overseeing all of these departments.
- In FY2017-18 a new Parks maintenance fee was put in place to fund deferred maintenance of the City parks. During FY2017-18 one existing staff member was moved to the Parks department to begin this work and the FY2018-19 budget includes the addition of one more person.

Short-term Organization Factors

Within the Canby community, a strengthening economy is evident in a variety of key areas. Development activity continues to be strong. New homes are being built and increased commercial/industrial/retail activity is evident in several areas of the City.

As noted above, succession planning is a key component of the Proposed Budget as a large portion of our employees are either immediately eligible or will become eligible to retire in the next two to five years. Staffing is being added now to make those transitions easier, share institutional knowledge, and have minimal disruption to service levels.

The proposed budget funds a total workforce of 97.7 Full Time Equivalent (FTE) positions, an increase of 6% from the current workforce. Additional detail can be found on the FTE Summary on page 94.

Total Personnel Services costs are budgeted to increase 6.5% between the current year budget and the proposed FY2018-19 budget. Key personnel services cost increases in this proposed budget are as follows:

- Insurance costs are budgeted to increase by 9%.
- PERS rates increased in FY2017-18 and are only updated every other fiscal year, therefore the next PERS rate increase will be in FY2019-20. Even though there will be no rate increase the PERS expense will increase due to the budgeted increases in salary.
- The proposed budget includes a 3.5% cost of living increase for AFSCME and exempt staff; and a 4.2% cost of living increase for Canby Police Association employees.

Long-range Financial Plan

The City of Canby approaches the development of the annual budget in a very conservative manner. The budget presented to the Budget Committee and City Council must meet key criteria:

- Does the Budget generally address the organizational priorities of the Mayor and City Council?
- Based on current and projected economic forecasts, are staffing levels, service levels, and contractual obligations sustainable in future budget cycles? If not, what steps are proposed to align the budget with known and anticipated funding sources?

This Budget aligns with the adopted Values and Goals of the Mayor and City Council to the extent possible with available resources. It particularly embraces the Council Value of “Fiscal Responsibility and Financial Stability”, outlined as follows: *“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.”*

The FY2018-19 Proposed Budget includes new positions to address a critical need for succession planning in several key departments. This recommendation is made with the assumption that revenue sources supporting these positions will continue to grow at an average rate of 4% per year, as has been the trend over the 3 prior years.

The Proposed budget also anticipates contractually negotiated increases in employee health insurance costs of 9%, and salary COLAs of 3.5% for AFSCME and exempt staff, and 4.2% for the Canby Police Association employees. With labor costs exceeding 50% of the City’s overall operating budget, the continuation of a strong economy over the next 3 years will be an important factor in the long term sustainability of current service and staffing levels.

Street Fund

Additional funds are being budgeted in FY2018-19 for street maintenance projects. An additional \$600,000 is being allocated to allow for the maintenance and repair of additional streets in Canby.

Library Fund

In FY2018-19 the city’s General Fund is contributing \$50,000 to the Library Fund to maintain ongoing operations. City Council will be holding a work session to discuss options for a long-term funding plan to sustain the Library over time.

Transit Fund

The transit budget includes two notable items for FY2018-19. The first is the replacement of 4 buses at a cost of approximately \$400,000. The second is the addition of a staff person for the second half of the fiscal year to begin the training process to replace staff who will be retiring.

Swim Center Levy Fund

The Swim Center has increased their building improvement budget to \$500,000 for FY2018-19 to construct a Community Room that will support a variety of activities, including parties, meetings, and other community gatherings.

Sewer Combined Fund

Total expenditures in this fund are decreasing by approximately \$1.5 million. This is mainly due to a reduction in major capital projects for FY2018-19.

Conclusion

This proposed budget presents a spending plan for FY2018-19 that reflects the priorities, policies and goals of the Canby City Council and the citizens it represents. Our continuing challenge is to maintain a focus on our priorities in the face of rising costs. The prioritization of succession planning in the Proposed Budget materially affects the overall budget, but with an expanding economy I believe the City is in a good position to prepare for the inevitable departure of key staff members. 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 Department, expertly led by Director Julie Blums, and our very capable Department Managers for their input and support.

Respectfully Submitted,

Rick Robinson,
City Administrator

About Canby**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 grew from 998 people in 1940, to 1,286 residents by 1945. Now Canby boasts a population of over 16,660, and the city covers a 4.5 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, cemetery, and wastewater infrastructure; recreational activities and swim center; a transit system; current and long-range planning; and development review.

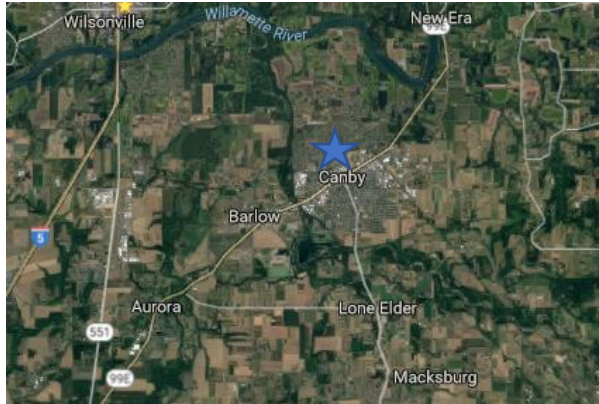
Canby owns and operates a wastewater system and treatment plant. The Canby Utility Board, a component unit of the City, manages and operates the water and electric infrastructure for the city.

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 4.5 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.



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

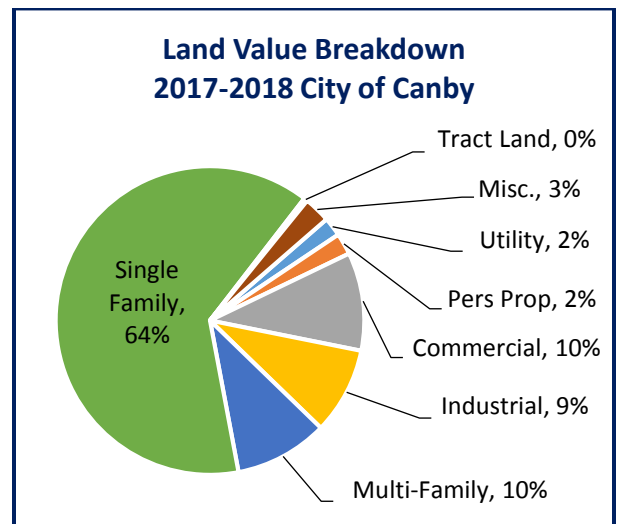
Economy

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.

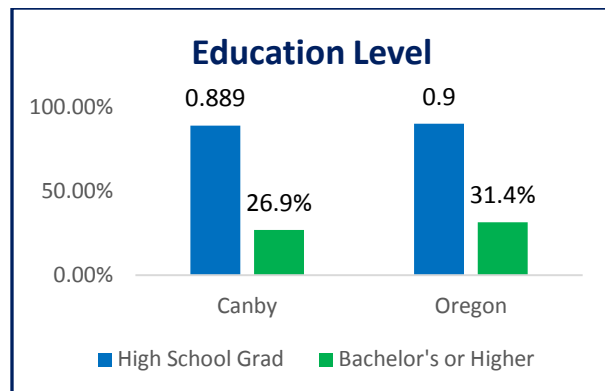


Source: Clackamas County Assessor's Office

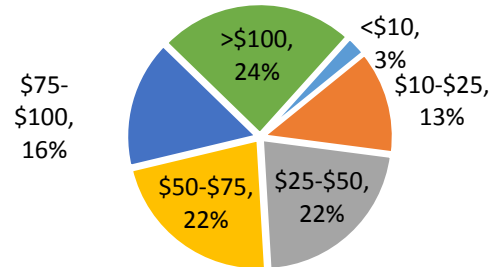
Demographics

Over the last two and a half decades, Canby has nearly doubled its population. Between 1990 and 2017, the population has grown 85%. Canby has an average of 2.79 people per household as compared to 2.53 in Oregon as a whole. Canby's population is 50.6% female, compared to Oregon at 50.5%.

AGE DISTRIBUTION		
Age	Total	Percent
0-19	4,998	30%
20-39	4,165	25%
40-59	4,165	25%
60+	3,332	20%

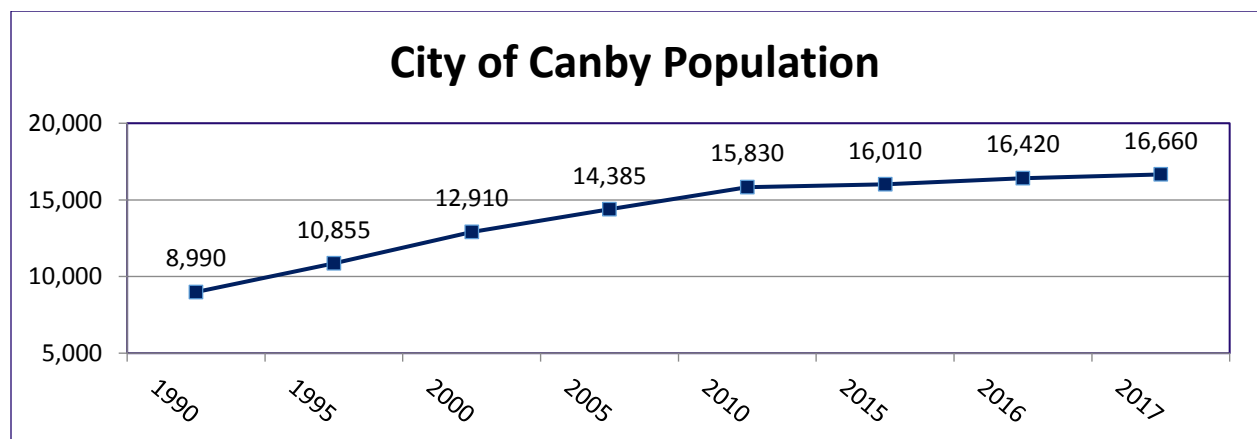


Household Income Distribution (\$'s in thousands)



79.4% of the homes in Canby were built prior to the year 2000. Owner-occupied homes represent 67% of the community as opposed to 62.2% of Oregon as a whole.

16.7% of the Canby population speaks Spanish and an additional 3.4% speak a language other than English or Spanish.



Source for demographic information, excluding population: American Fact Finder www.factfinder.census.gov

Source for population data: Portland State University www.pdx.edu/prc/population-reports-estimates

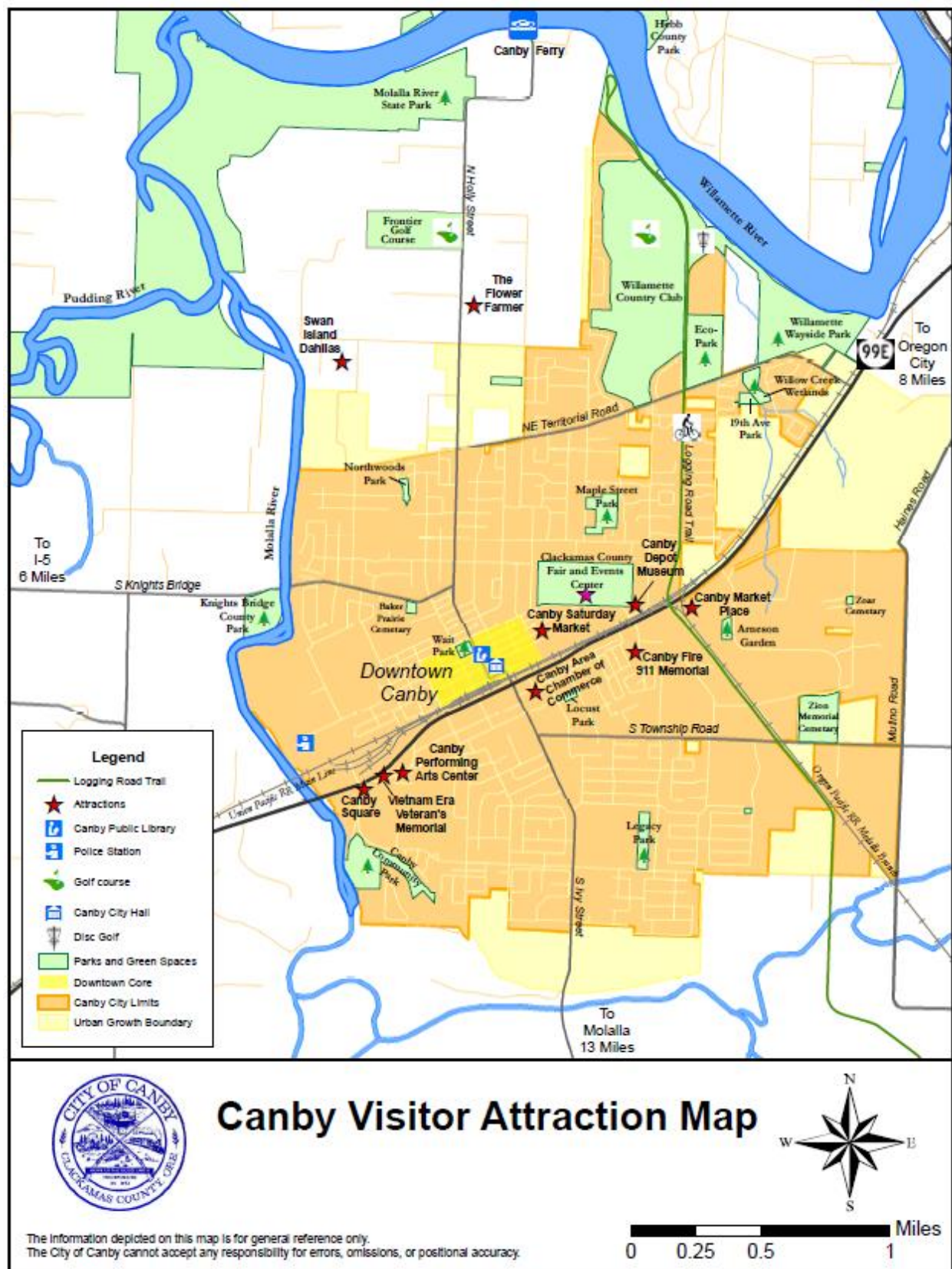
Principal Property Taxpayers & Employers

CITY OF CANBY PRINCIPAL EMPLOYERS		
Employer	2017	
	Employees	% of Total City Employment
Canby School District	499	6.19%
Johnson Controls - Battery Division	220	2.73%
Kendal Floral LLC	206	2.56%
Fred Meyer Stores Inc.	195	2.42%
Shimadzu USA Mfg. Inc.	135	1.67%
Milwaukie Electronics	130	1.61%
S R Smith LLC	120	1.49%
JV Northwest Inc.	105	1.30%
City of Canby	87	1.08%
Wilson Construction Co	82	1.02%
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	2017			2008		
	Assessed Value	Rank	% of Total City Taxable Assessed Value	Assessed Value	Rank	% of Total City Taxable Assessed Value
Hope Village Inc.	\$21,722,311	1	1.49%	\$15,280,976	2	1.51%
Fred Meyer Stores Inc. #651	20,808,256	2	1.43%	15,988,624	1	1.58%
Canby Telephone Assn.	16,685,800	3	1.15%	11,176,000	3	1.11%
Shimadzu USA Manufacturing	15,862,262	4	1.09%	7,309,348	7	0.72%
American Steel Corporation	15,587,829	5	1.07%			
Johnson Controls Battery Group Inc	12,267,699	6	0.84%	9,732,110	5	0.96%
Argo Canby LLC	12,216,435	7	0.84%	10,183,301	4	1.01%
Kogap Enterprises Inc.	10,667,506	8	0.73%	7,727,431	6	0.76%
Jorken Oregon LLC	8,452,458	9	0.58%			
Truamerica Multifamily LLC	7,675,909	10	0.53%	5,882,944	9	0.58%
Willamette Valley Ctry Club				6,867,044	8	0.68%
Grand Oaks LLC				5,283,163	10	0.52%
	<u>\$141,946,465</u>		9.75%	<u>\$95,430,941</u>		9.43%
Source: Clackamas County Assessor's Office						

Maps





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

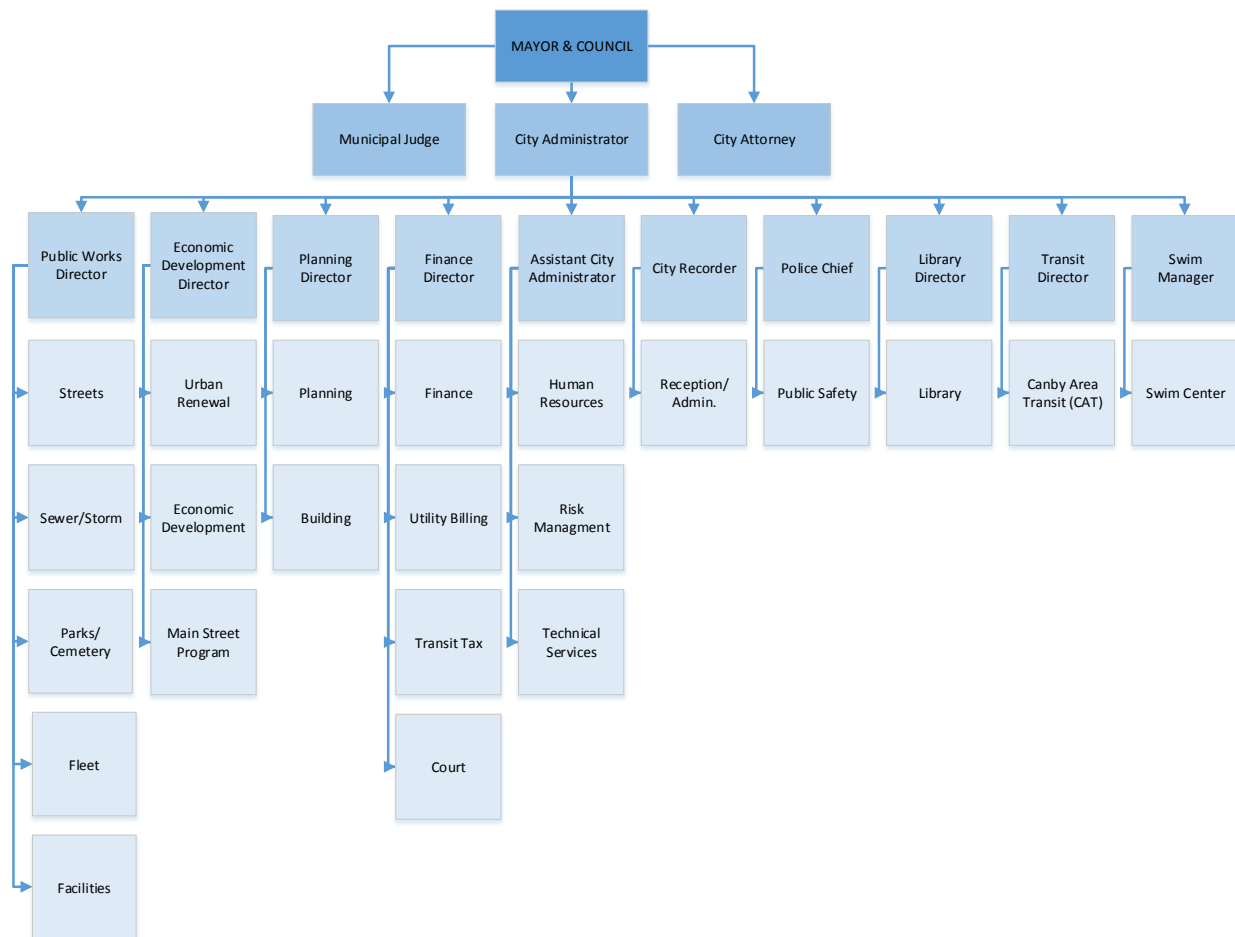
Parks and Recreation

- 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

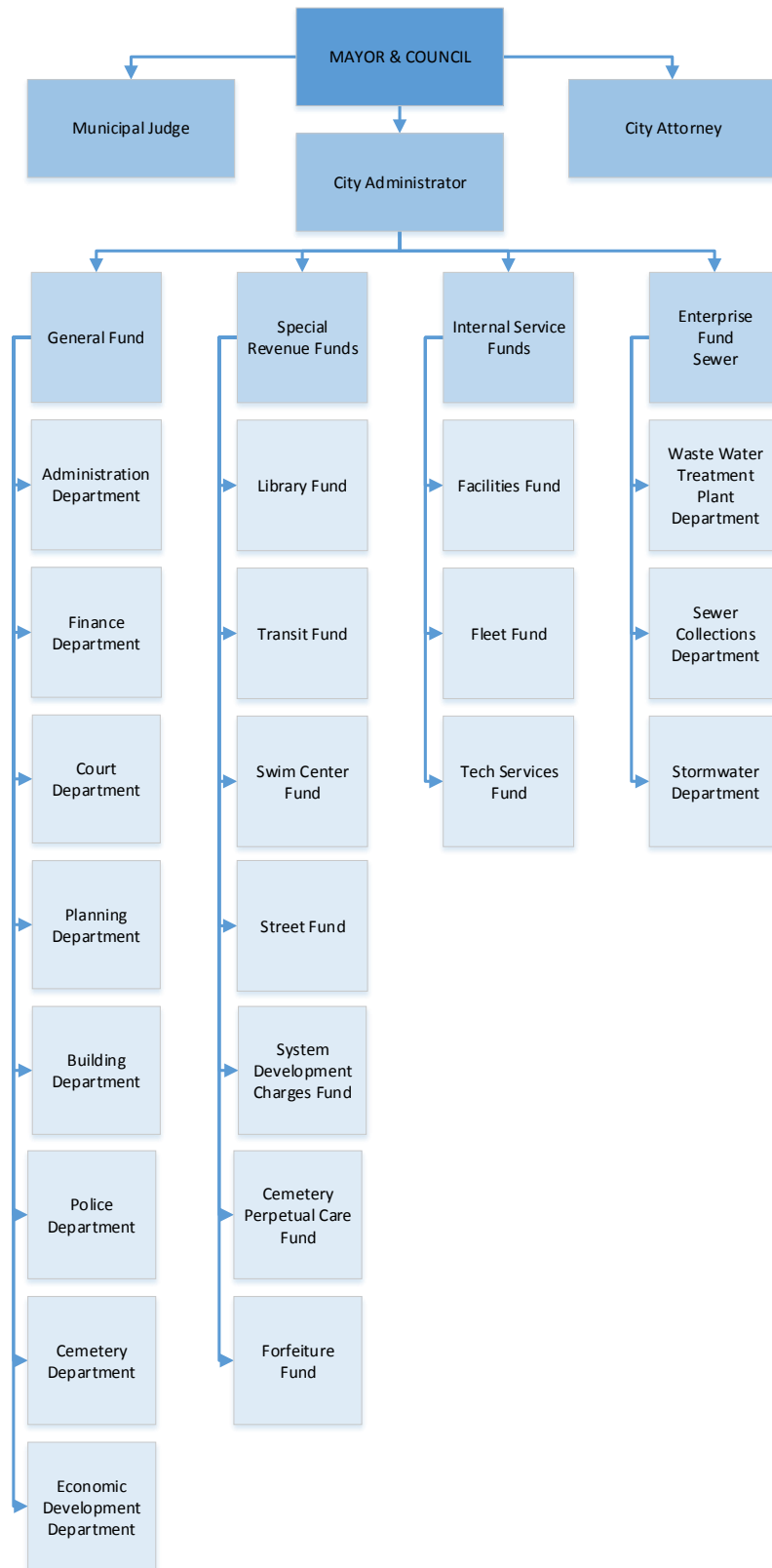
Public Services

- 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



City of Canby Organizational Chart by Fund



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

Budget Preparation (Nov-Jan)	<ul style="list-style-type: none"> •Forecasts Updated •Assumptions Developed •Budget Calendar Prepared
Budget Requests (Jan-Mar)	<ul style="list-style-type: none"> •Departments Prepare and Submit Budgets to the Finance Director •Department Budget Meetings with City Administrator and Finance Director
Proposed Budget (April)	<ul style="list-style-type: none"> •Finance Director Prepares the Proposed Budget •Budget Officer Prepares the Budget Message
Budget Committee (May)	<ul style="list-style-type: none"> •Submit Proposed Budget •Committee Deliberates •Committee Approves Budget
Adopted Budget (June)	<ul style="list-style-type: none"> •Budget Hearing •Budget Adopted by City Council

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 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, donations from the Friends of the Canby Public Library, and Library fines.

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 grave sites are 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	Street	Transit	SDC	Library	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								
Library					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
Transfers Out	X	X	X	X	X	X						X
Contingency	X	X	X	X	X	X	X	X	X	X	X	X

Revenue & Expenditures

Revenue Summary by Source

City-Wide Revenue Summary by Source

Summary of Resources by Source

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Projected 2017-18	Adopted 2018-19
Property Taxes	\$ 4,781,737	\$ 4,993,915	\$ 5,188,085	\$ 5,333,800	\$ 5,543,000
Utility Fees	4,358,003	4,490,550	4,576,600	4,724,000	4,767,000
Intergovernmental	2,513,183	3,076,969	2,905,284	3,408,044	4,405,134
Infrastructure Fees	1,961,373	2,370,003	1,154,172	1,097,100	1,732,724
Charges for Services	1,904,663	1,920,621	1,630,539	1,786,171	2,359,187
Franchise Fees	1,435,389	1,494,353	1,482,300	1,581,250	1,600,400
Transit Taxes	1,284,333	1,331,095	1,260,000	1,367,000	1,381,000
Grants & Donations	1,221,147	826,113	718,659	18,131	17,761
Fines & Forfeitures	517,276	510,921	480,750	555,173	515,000
Interest and Misc Revenue	223,937	374,688	174,888	406,652	273,958
Transfers In/Other Sources	1,489,707	1,394,824	2,090,798	1,818,648	4,580,998
Total Current Resources	21,690,746	22,784,052	21,662,075	22,095,969	27,176,162
Beginning Fund Balance	13,349,796	16,157,084	17,027,494	17,469,066	18,571,322
Total Resources	\$ 35,040,541	\$ 38,941,136	\$ 38,689,569	\$ 39,565,034	\$ 45,747,484

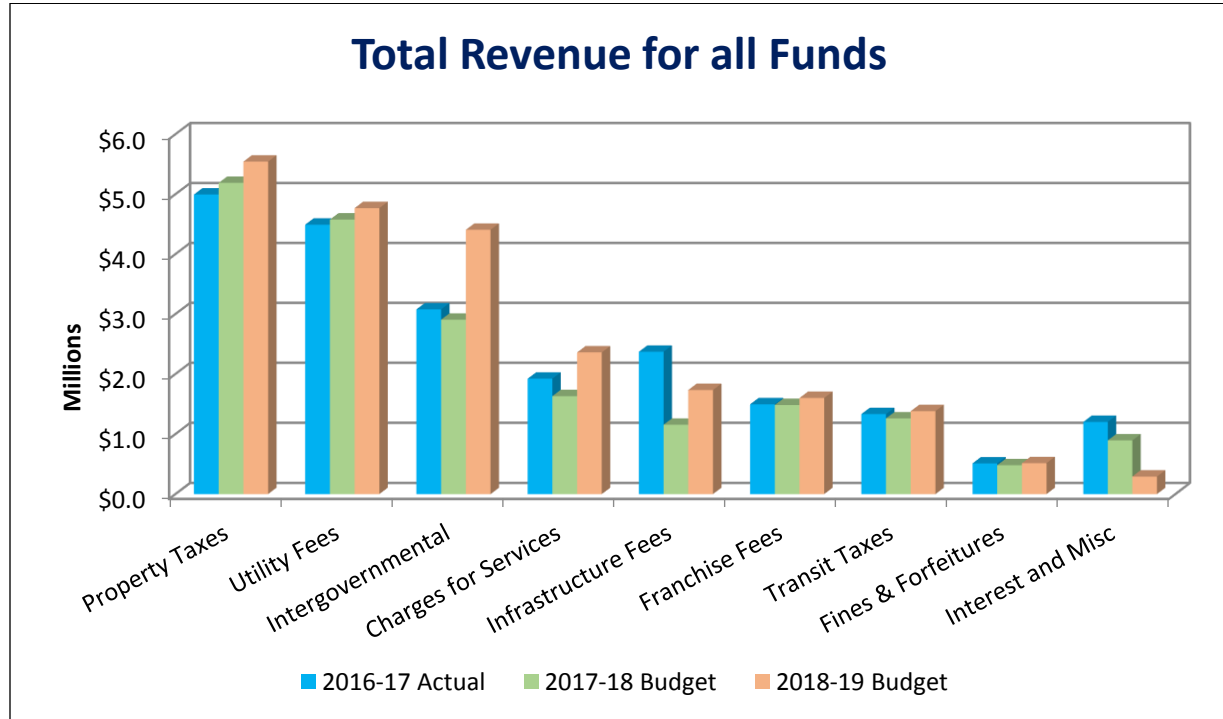
Detail of Transfers between funds:

Transfer From:	Transfer To:				
	General Fund	Street Fund	Sewer Fund	Library Fund	Cemetery Fund
¹ Library Fund	111,778				
¹ Street Fund	110,345				
¹ Transit Fund	185,937				
¹ Swim Fund	88,071				
¹ Sewer Fund	256,978				
¹ General Fund	79,243				
² URA GF	529,268				
³ Street Fund	10,000				
⁴ SDC Fund	200,000	1,221,378	414,000		
⁴ Sewer Fund		210,000			
⁴ Street Fund			100,000		
⁵ General Fund				50,000	
⁶ Cemetery Fund				500,000	
⁶ Library Fund					502,000
Total	\$ 1,571,620	\$1,431,378	\$ 514,000	\$ 550,000	\$ 502,000

Purpose:

- ¹ Administrative Overhead
- ² Overhead and Economic Development Reimbursement
- ³ Streetscape landscaping funding to parks
- ⁴ Capital Project Funding
- ⁵ General fund contribution to the Library
- ⁶ Interfund loan until tax revenue is received and the corresponding loan payback with interest

Where the Money Comes From



Total Revenue for all Funds as a Percentage



Overview of Major Revenue Sources

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

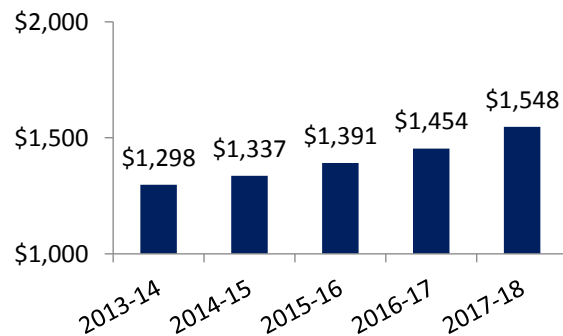
Limits and Compression

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.

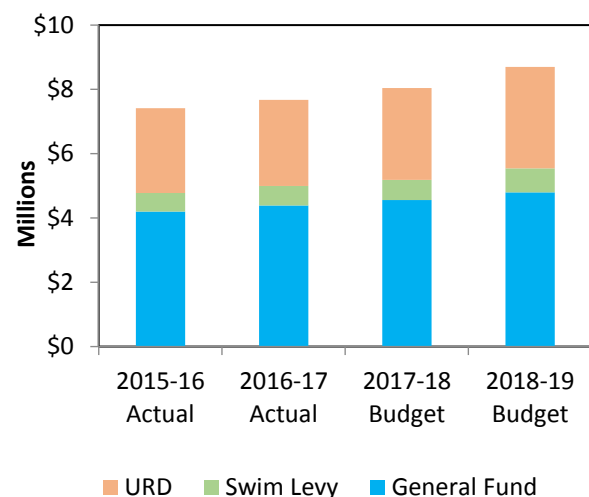
If the total tax bill exceeds the limits, taxes are reduced in a process called compression.

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



Property taxes represent approximately 49% 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.

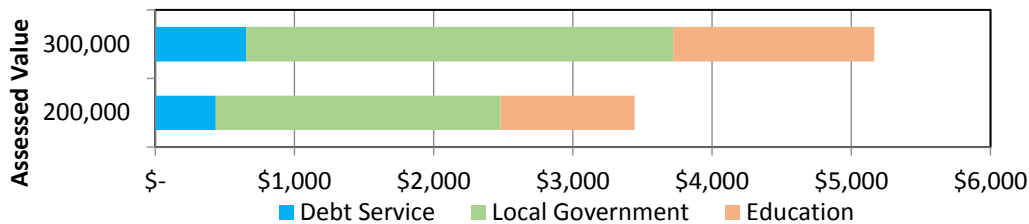
The Canby URA was established in 1999. The assessed value in the district was determined at that date and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year, the URA receives property 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, street maintenance, and parks maintenance programs. Sewer fees and Street and Park maintenance fees are charged based on a flat rate for residential and multifamily accounts. All other customers are charged the sewer fee based on usage, street fee based on impact to the roads, and the parks fee is a flat rate per account. 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 League of Oregon Cities.
- The Clackamas County Cooperative Library Service provides property taxes to fund the majority of the operations of the library.
- State distribution of the local gas tax.
- Federal, State, and Local grants.

Charges for services

- Development revenue for building and planning are estimated based on the known development activity as well as projections of projects that are likely to be submitted.
- Recreation and event 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.

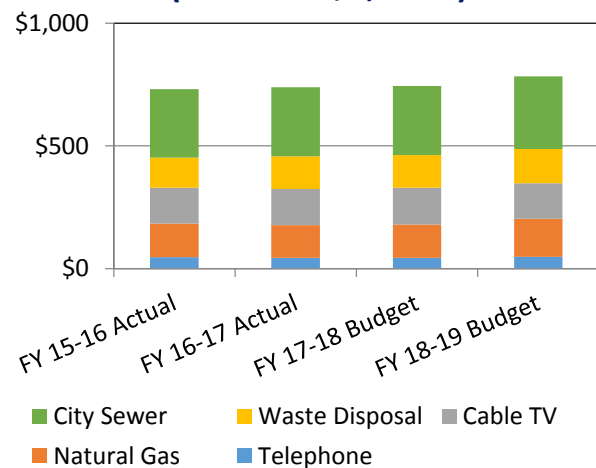
Fines and Forfeitures

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.

Expense Summary by Category

City-Wide Expenses by Category

Summary of Requirements by Category

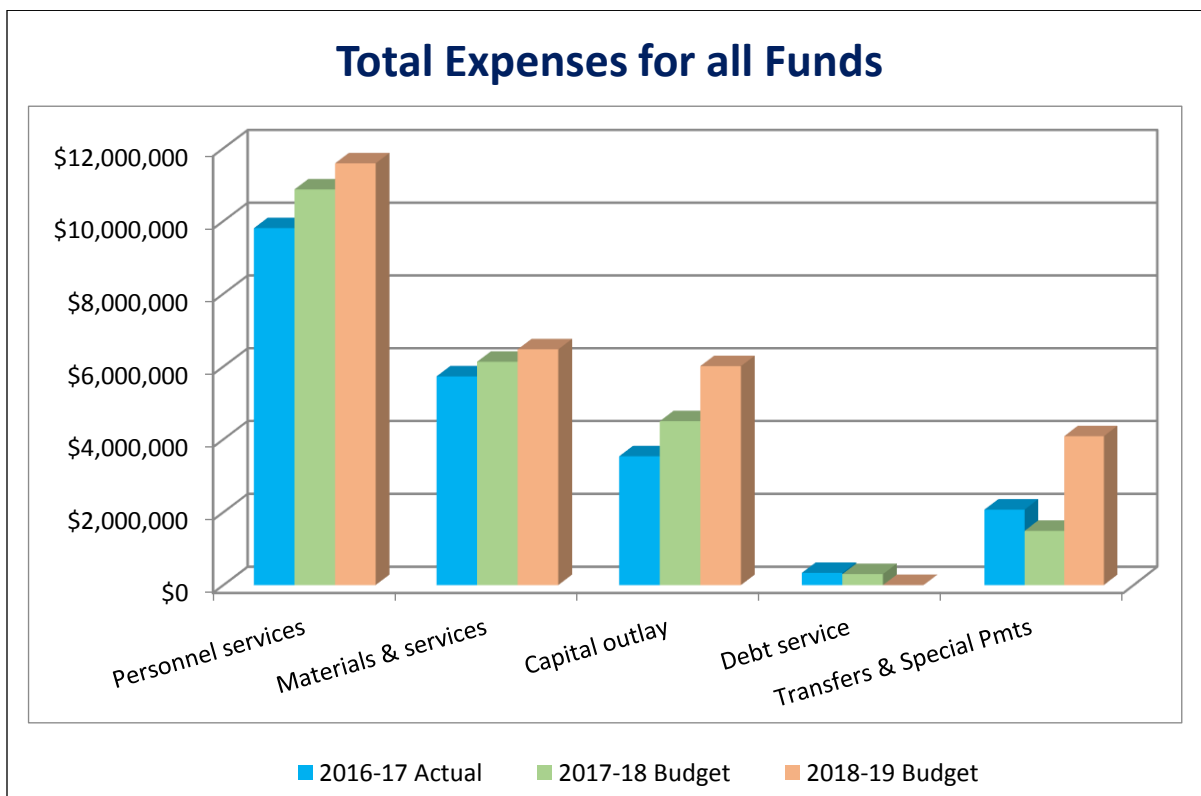
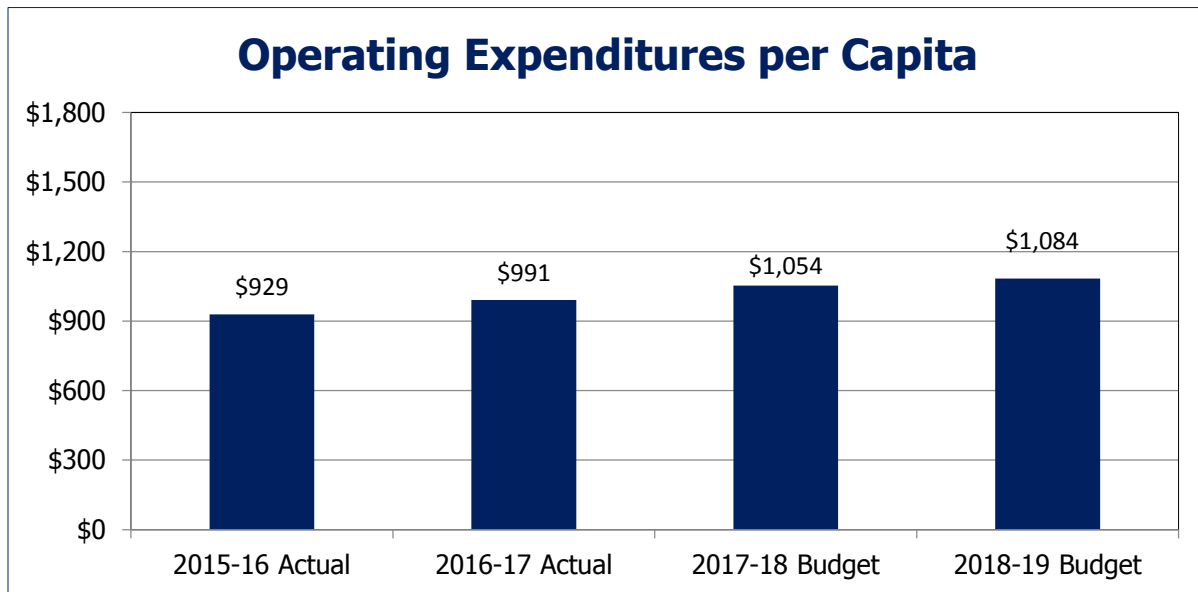
	Actual 2015-16	Actual 2016-17	Budget 2017-18	Projected 2017-18	Adopted 2018-19
Personnel Services	\$ 9,727,136	\$ 9,803,905	\$ 10,869,669	\$ 10,394,077	\$ 11,585,099
Materials & Services	5,361,009	5,447,534	6,130,940	5,519,803	6,473,300
Capital Outlay	2,658,573	3,534,070	4,496,992	3,468,235	6,011,378
Debt Service	323,141	334,959	300,900	300,900	-
Transfers Out/Special Payments	813,599	2,351,604	1,486,583	1,310,697	4,083,730
Operating Contingency	-	-	1,332,795	-	1,226,323
Total Current Requirements	18,883,457	21,472,072	24,617,879	20,993,712	29,379,830
Reserved for Future Years	-	-	14,071,690	18,571,322	16,367,654
Ending Fund Balance	16,157,084	17,469,066	-	-	-
Total Requirements	\$ 35,040,541	\$ 38,941,136	\$ 38,689,569	\$ 39,565,034	\$ 45,747,484

Total Expenses for all Funds as a Percentage



Where the Money Goes

FY2018-19 city-wide operating costs are budgeted to increase 4.3% from the budgeted FY2017-18 operating costs. Population increased by 240 people resulting in a 2.8% increase in cost per capita for our citizens.

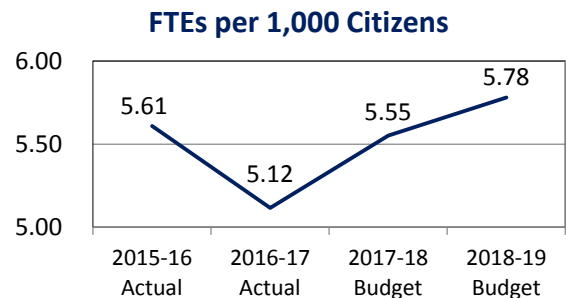


Overview of Major Categories of Expense

Personnel Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



Positions added in this budget are below:

- 1 Maintenance Worker I (Parks/Cemetery)
- 1 Police Lieutenant
- 1 Assistant Planning Director
- 1 Assistant Public Works Director
- 1 Street Sweeper
- 0.5 Backfill for Transit staff

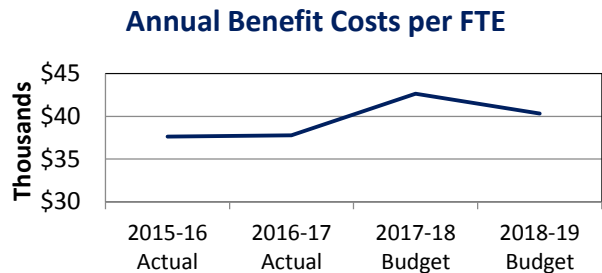
Wages

The budget includes a cost of living increase as of July 1. AFSCME and exempt 3.5% and Police 4.2%.

Benefits

The major benefits are health insurance and PERS. Employee insurance rates are budgeted to increase an average of 9% in FY2018-19.

During FY2017-18 the City switched insurance providers for all employees except police. This change resulted in an overall benefit cost reduction for FY2018-19; the average cost of benefits per employee follows:



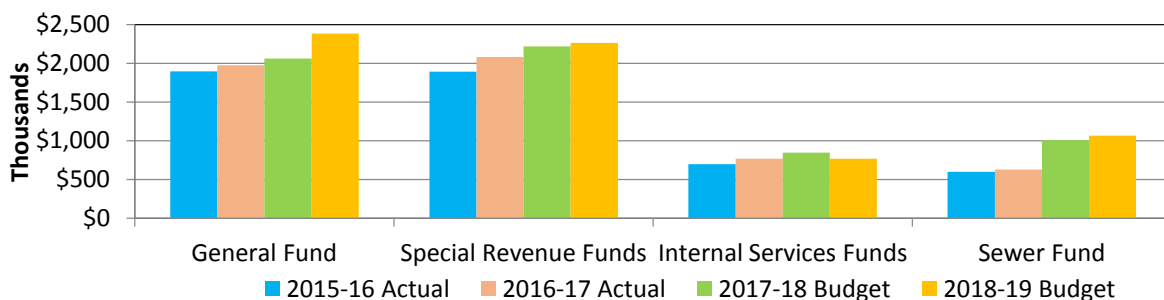
The most recently adopted PERS rates for the City of Canby and the prior two biennium's are:

	FY13-15	FY15-17	FY17-19
Tier 1 & 2	11.96	14.33	18.89
OPSRP	7.61	7.08	9.77
OPSRP Police	10.34	11.19	14.54

Materials and Services include costs for:

- Utilities
- 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 35.

Capital outlay for operations are single purchases whose value exceeds \$5,000. The significant FY2018-19 capital outlay expenditures are:

Police

2 Police Cars	\$90,000
Computer Equipment	10,000

Parks

Gator	10,000
-------	--------

Transit

3 Buses	404,000
---------	---------

Swim Center

Building Addition	500,000
-------------------	---------

Facilities

Alarm System for PW Shops	25,000
Shop Bay Enclosure	40,000
Improvements at the Cemetery	9,500

Tech Services

Computer Equipment	37,500
--------------------	--------

Debt Service

Debt service is the required payments on the principal and interest of outstanding loans and bonds. More detail on the City's outstanding debt can be found on page 34.

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.

Debt Service

Overview of Long-Term Debt

Currently the City's debt only includes bonds and loans on behalf of the Urban Renewal Agency. There are intergovernmental agreements for the URA to make the debt service payments on the five URA bonds/loans used to construct capital assets. A brief description of the debt follows:

- Three Full Faith and Credit Bonds on behalf of the URA for the construction of the Civic/Library building, the Police Station, and street projects.
- Two long-term loans on behalf of the URA for street projects. Both of these loans are budgeted to be paid off early in FY2018-19.

Canby has an A1 rating from Moody's for the three Full Faith and Credit Bonds. The City has no General Obligation Bonds therefore no legal debt limit exists.

Summary of Long-Term Debt and Principal and Interest Schedule

	Original Amount	6/30/2018 Balance	Reductions	6/30/2019 Balance
Governmental Activities				
Bonds URA:				
2010 1st Ave Redevelopment (3.75-7%)	2,500,000	1,785,000	110,000	1,675,000
2010 Bond Discount		(28,716)	(2,208)	(26,508)
2011 Police Facility (2-5%)	9,000,000	8,815,000	115,000	8,700,000
2011 Bond Discount		(17,100)	(950)	(16,150)
2012 Civic Bldg & Sequoia Pkwy (3-4%)	14,050,000	11,450,000	605,000	10,845,000
2012 Premium		834,313	49,118	785,195
Long-term Loans URA:				
2009 Township Rd, Berg & Sequoia Pkwy (3-5.25%)	1,981,047	1,287,881	1,287,881	-
2009 Premium		10,490	10,490	-
2010 Walnut St (5%)	417,927	136,894	136,894	-
Total Governmental Activities		\$ 24,273,762	\$ 2,311,225	\$ 21,962,537

Governmental Activities					
Fiscal Year Ending June 30,	Bonds - URA	URA Loans	Total Principal	Interest	Total Governmental Activities
2019	875,960	1,435,265	2,311,225	1,017,534	3,328,759
2020	900,960	-	900,960	919,689	1,820,649
2021	930,960	-	930,960	886,508	1,817,468
2022	970,960	-	970,960	847,818	1,818,778
2023	1,005,960	-	1,005,960	807,030	1,812,990
2024-2028	5,759,800	-	5,759,800	3,348,948	9,108,748
2029-2033	7,729,204	-	7,729,204	1,930,988	9,660,192
2034-2036	4,664,693	-	4,664,693	357,444	5,022,137
Total	\$ 22,838,497	\$ 1,435,265	\$ 24,273,762	\$ 10,115,959	\$ 34,389,721

Capital Improvement Plan Overview of 5 Year CIP

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.

City of Canby Five Year Capital Improvement Plan (FY19 Through FY23)							
	Estimated						
Transportation	Cost	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
N Maple Street, NE 10th to NE 14th Avenues	675,000	40,000	635,000	-	-	-	-
Hazeldell Way Connection to 99E	4,265,735	15,000	1,016,378	950,000	2,284,357	-	-
N Locust, NE 4th to NE 10th Avenue	778,500	-	778,500	-	-	-	-
NE 10th Avenue, Phase 2, Locust to N Maple Streets	842,000	-	-	762,000	-	-	-
S Ivy Sidewalk Project	437,762	-	-	-	437,762	-	-
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	-
N Pine Street, NE 4th Avenue to Pine Street Alignment	481,000	-	-	-	-	481,000	-
NE 10th Avenue, Phase 3, N Maple to N Pine Streets	570,000	-	-	-	-	50,000	520,000
NE 10 Avenue, Phase 1, N Ivy to N Locust Sidewalks	170,000	-	-	-	-	-	170,000
	\$8,614,997	\$ 55,000	\$2,429,878	\$1,712,000	\$2,722,119	\$ 926,000	\$ 690,000
Parks							
Logging Road Extension	1,010,114	5,114	-	-	-	-	1,005,000
Parks Master Plan Update	200,000	-	200,000	-	-	-	-
	\$1,210,114	\$ 5,114	\$ 200,000	\$ -	\$ -	\$ -	\$ 1,005,000
Storm							
NW 9th Avenue, N Holly to N Ivy Streets	40,500	31,500	9,000	-	-	-	-
S Elm St Drywell, near Canby High School	40,500	31,500	9,000	-	-	-	-
NE 4th Ave, Dry Well	53,500	41,500	12,000	-	-	-	-
Comprehensive Survey of Existing System	10,000	-	10,000	-	-	-	-
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
	\$ 354,500	\$ 104,500	\$ 40,000	\$ -	\$ -	\$ 30,000	\$ 180,000
Sanitary - Collections							
Mulino Road Pump Station & Force Main	1,100,000	950,937	-	-	-	-	-
Willow Creek Liftstation Replacement	375,000	375,000	-	-	-	-	-
NE 11th and N Pine Liftstation Renovation/Re-Routing	526,000	50,000	476,000	-	-	-	-
South Ivy Pump Station	530,000	30,000	500,000	-	-	-	-
10th Ave Sanitary Sewer	48,000	-	48,000	-	-	-	-
Sewer Master Plan Update (SDC)	200,000	-	-	300,000	-	-	-
Collection System Oversizing/Replacement	700,000	-	-	200,000	500,000	-	-
Nights Bridge Pump Station Removal	600,000	-	-	-	-	600,000	-
N Birch Pump Station & Force Main	300,000	-	-	-	-	-	300,000
NE 22nd Avenue Pump Station & Forced Main	300,000	-	-	-	-	-	300,000
	\$4,679,000	\$1,405,937	\$1,024,000	\$ 500,000	\$ 500,000	\$ 600,000	\$ 600,000
Sanitary - Waste Water Treatment Plant							
Sludge Storage and Conditioning	2,120,000	589,400	-	-	-	-	-
WWTP Master Plan Update Feasibility Study	8,000	-	8,000	-	-	-	-
Additional Primary clarifier/Drive replace existing	1,100,000	-	-	1,100,000	-	-	-
Scada/PLC/Power Distribution System Improvements	500,000	-	-	-	250,000	250,000	-
U.V Sustem Upgrades	800,000	-	-	-	-	800,000	-
Solids Dewatering Equipment	800,000	-	-	-	-	-	800,000
	\$5,328,000	\$ 589,400	\$ 8,000	\$1,100,000	\$ 250,000	\$1,050,000	\$ 800,000

Current Year Capital Projects**Street Capital Projects**

Street capital projects are primarily funded by grants, street maintenance fees, and SDC's.

N Maple St, NE 10th to NE 14th Ave:

This project will improve the City portion of N Maple Street from 10th Avenue to 14th Avenue. Work includes new ADA Ramps, sidewalks, signing, paving, improved lighting, storm drainage, including adding sediment manholes & drywells, and adding new sewer lateral cleanouts. This will improve one of the remaining unimproved streets in the City and eliminate stormwater ponding near the park entrance while enhancing pedestrian safety and connectivity to the park.

N Locust St – NE 4th to NE 10th Ave:

This project is for improvements to the City portion of N Locust Street from 4th Avenue to 10th Avenue. Work includes new ADA Ramps, sidewalks, paving, improved lighting, storm drainage, including adding sediment manholes & drywells, and installation of sanitary sewer cleanouts. This will improve one of the remaining unimproved streets in the City while enhancing pedestrian safety and connectivity near the County Fair Grounds.

SE Hazeldell Way Connection to 99E

This project is to extend SE Hazel Dell Way to Hwy 99E for future industrial development. This funding is for the design phase to include work but not limited to; right of way, permits, geotech analysis and design of embankment, pavement section, sidewalks, lighting, storm drainage, sewer, water, traffic and traffic signals. This project will improve industrial park connectivity to HWY 99E to accommodate future planned growth and reduce congestion at the existing S Sequoia Parkway and Hwy 99E intersection.

Stormwater Capital Projects

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

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 survey services to complete one basin per year for the next six years, and thereafter to better document the existing systems.

NW 9th Ave, N Holly to N Ivy Street, Elm St, near Canby High School and NE 4th Ave Drywell:

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

Sanitary Capital Projects

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

NW 11th Place – Sanitary Sewer Replacement

This project includes; removal of the existing pump station at 11th and Pine, new 8" sanitary sewer main line, new service laterals with cleanouts, and reconstruction of the existing pavement on 11th Place. By removing the pump station and replacing the aging sewer lines, this project will reduce maintenance and eliminate utility expenses for power.

S Ivy Pump Station:

This project phase is for design of a new duplex pumping station with force main and sanitary sewer collection system along S Ivy Street from Molalla River to south of SE 16th Ave. This new system will serve planned residential and future development south of 16th Ave. The station will include a masonry control building, duplex pumps with auxiliary generator, 6-In. force main and 12-In. gravity main. Future ongoing maintenance will be needed to serve this new pump station including added sewer lines.

10th Ave Sewer:

This project will construct 177 feet of new 8-In. gravity main, two new lateral services and one cleanout for future service from 10th Ave to end of flag lot.

Waste Water Treatment Plant Master Plan Update Feasibility Study

The current Wastewater Treatment & Collection Systems Master Plan was completed in December of 1999 with a population near 12,000 residents. Since that time the City has completed several capital projects and seen consistent growth approaching 17,000 residents. Taking into account master plan updates are recommended every ten years and the other factors mentioned above, a master plan update feasibility study has been budgeted utilizing eligible SDC funding.

Parks Capital Projects

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

Parks Master Plan Update

The current Parks Master Plan was completed in 2002 with a population near 12,000 residents. Since that time Canby has seen consistent growth approaching 17,000 residents. Taking into account master plan updates are recommended every ten years and the population growth, a Parks Master Plan update has been budgeted utilizing SDC funds.

This Page Intentionally Left Blank

Budget Detail

Budget Summary by Fund

FY18-19 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	Total of all Funds
Resources													
Beginning Fund Balance	\$ 2,847,805	\$ 90,124	\$ 1,734,960	\$ 1,624,427	\$ 700,260	\$ 6,023,102	\$ 967,367	\$ 51,565	\$ 42,681	\$ 94,492	\$ 57,867	\$ 4,336,674	\$ 18,571,322
Revenue	8,270,853	934,668	2,673,300	2,403,502	961,400	1,762,724	32,000	450	371,661	605,425	307,881	4,271,300	22,595,164
Transfers In	1,571,620	550,000	1,431,378	-	-	-	502,000	-	-	-	-	514,000	4,568,998
Other Sources	-	12,000	-	-	-	-	-	-	-	-	-	-	12,000
Total Resources	\$ 12,690,277	\$ 1,586,792	\$ 5,839,638	\$ 4,027,929	\$ 1,661,660	\$ 7,785,826	\$ 1,501,367	\$ 52,015	\$ 414,342	\$ 699,917	\$ 365,748	\$ 9,121,974	\$ 45,747,484
Requirements													
Personnel Services	\$ 7,400,868	\$ 711,753	\$ 691,580	\$ 367,867	\$ 609,581	\$ -	\$ -	\$ -	\$ 130,395	\$ 256,063	\$ 87,788	\$ 1,329,204	\$ 11,585,099
Materials & Services	2,380,495	245,891	395,301	1,415,560	154,974	-	-	52,015	179,400	376,491	209,917	1,063,256	6,473,300
Capital Outlay	115,000	-	3,796,378	404,000	500,000	-	-	-	74,500	-	37,500	1,084,000	6,011,378
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	129,243	613,778	220,345	185,937	88,071	1,837,378	500,000	-	-	-	-	466,978	4,041,730
Special Payments	30,000	12,000	-	-	-	-	-	-	-	-	-	-	42,000
Contingency	500,000	3,370	110,000	175,000	75,000	-	-	-	30,047	67,363	30,543	235,000	1,226,323
Reserve for Future Exp	2,134,671	-	626,034	1,479,565	234,034	5,948,448	1,001,367	-	-	-	-	4,943,536	16,367,654
Total Requirements	\$ 12,690,277	\$ 1,586,792	\$ 5,839,638	\$ 4,027,929	\$ 1,661,660	\$ 7,785,826	\$ 1,501,367	\$ 52,015	\$ 414,342	\$ 699,917	\$ 365,748	\$ 9,121,974	\$ 45,747,484

General Fund

General Fund Budget Summary by Department

FY 2018-19 Adopted Budget	Not Allocated	Admin	Court	Planning	Parks	Building	Police	Cemetery	Finance	Economic Dev.	Total General Fund
Resources											
Beginning Fund Balance	\$ 2,847,805	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,847,805
Revenue	7,041,100	-	496,900	127,200	373,810	41,000	139,935	30,600	-	20,308	8,270,853
Transfers In	1,571,620	-	-	-	-	-	-	-	-	-	1,571,620
Total Resources	\$ 11,460,524	\$ -	\$ 496,900	\$ 127,200	\$ 373,810	\$ 41,000	\$ 139,935	\$ 30,600	\$ -	\$ 20,308	\$ 12,690,277
Requirements											
Personnel Services	\$ 90,000	\$ 593,974	\$ 333,258	\$ 223,839	\$ 564,628	\$ 52,511	\$ 4,616,502	\$ 123,585	\$ 361,549	\$ 441,022	\$ 7,400,868
Materials & Services	46,672	532,899	99,679	99,806	384,983	876	991,845	15,741	115,061	92,933	2,380,495
Capital Outlay	-	-	-	-	10,000	-	105,000	-	-	-	115,000
Transfers Out	159,243	-	-	-	-	-	-	-	-	-	159,243
Operating Contingency	500,000	-	-	-	-	-	-	-	-	-	500,000
Reserved for Future Exp - PEG	34,010	-	-	-	-	-	-	-	-	-	34,010
Reserved for Future Exp -PERS	175,000	-	-	-	-	-	-	-	-	-	175,000
Reserved for Future Exp - Work Comp	107,000	-	-	-	-	-	-	-	-	-	107,000
Reserved for Future Exp-Building Dept.	4,436	-	-	-	-	-	-	-	-	-	4,436
Reserved for Park Maintenance	160,308	-	-	-	-	-	-	-	-	-	160,308
Reserved for Future Exp - Unrestricted	1,653,917	-	-	-	-	-	-	-	-	-	1,653,917
Total Requirements	\$ 2,930,586	\$ 1,126,873	\$ 432,937	\$ 323,645	\$ 959,611	\$ 53,387	\$ 5,713,347	\$ 139,326	\$ 476,610	\$ 533,955	\$ 12,690,277

General Fund Resources

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
1,492,275	1,931,904	2,240,796	BEGINNING BALANCE (Cash Carryover)	2,847,805	2,847,805	2,847,805
REVENUE						
423,059	426,627	425,000	Fines and Bail	425,000	425,000	425,000
64,542	61,237	32,000	Fines / Justice Court	60,000	60,000	60,000
-	-	-	Miscellaneous Fees	400	400	400
7,137	6,480	6,000	Attorney Reimbursements	6,500	6,500	6,500
124	548	450	Miscellaneous Revenue - Court	5,000	5,000	5,000
1,619	3,572	3,000	Helmets	-	-	-
13,113	10,724	12,750	Court Costs	-	-	-
2,043	1,771	2,000	City Costs	-	-	-
511,636	510,959	481,200	Total Court Revenue	496,900	496,900	496,900
51,683	77,382	35,000	Land Use Applications	65,000	65,000	65,000
-	-	-	Miscellaneous Fees	200	200	200
33,595	39,507	28,000	Traffic Studies	35,000	35,000	35,000
28,663	39,412	15,000	Plan Reviews	27,000	27,000	27,000
7,855	-	-	Annexations	-	-	-
122	392	100	Miscellaneous Revenue - Planning	-	-	-
121,917	156,694	78,100	Total Planning Revenue	127,200	127,200	127,200
380	320	450	Park Rentals	450	450	450
-	-	-	Miscellaneous Fees	3,360	3,360	3,360
-	-	-	Park Maintenance Fee	370,000	370,000	370,000
4,550	5,190	3,360	Miscellaneous Revenue - Parks	-	-	-
4,930	5,510	3,810	Total Park Revenue	373,810	373,810	373,810
40,299	30,434	25,000	Building Permits	41,000	41,000	41,000
40,299	30,434	25,000	Total Building Revenue	41,000	41,000	41,000
1,788	4,339	2,500	Grants - DUII	2,500	2,500	2,500
2,150	6,642	2,500	Grant - Seatbelt	2,500	2,500	2,500
1,320	4,557	2,000	Grant - Pedestrian Safety	2,500	2,500	2,500
20,012	13,277	12,000	Grant - HIDTA	17,000	17,000	17,000
7,228	4,476	6,042	Grant - OCDETF	-	-	-
-	19,930	25,000	Grant - Intellectual Property Crimes (IPC)	5,000	5,000	5,000
1,002	3,460	2,000	Grant - OJP Vest Program	2,000	2,000	2,000
67,737	69,182	74,171	CSD-Shared SRO Reimbursemt	77,585	77,585	77,585
8,854	-	-	Federal Task Force Reimbursemt	-	-	-
-	-	-	Miscellaneous Fees	200	200	200
21,375	16,250	11,500	Vehicle Release/Tow Fees	12,000	12,000	12,000
8,265	7,840	8,500	Alarm Permit Fees	8,000	8,000	8,000
-	-	-	Temporary Liquor License	1,500	1,500	1,500
-	-	-	Subpoena Fees	250	250	250
3,390	2,865	3,500	Finger Printing Fees	2,500	2,500	2,500
2,201	2,925	1,800	Reports Revenue	2,500	2,500	2,500
-	-	-	Special Event Security	3,900	3,900	3,900
30,156	79,198	5,000	Miscellaneous Revenue - Police	-	-	-
520	1,250	500	Donations-Police	-	-	-
100	-	500	Donations-Canine	-	-	-
176,097	236,190	157,513	Total Police Revenue	139,935	139,935	139,935

Budget Detail

General Fund Resources

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES (Continued)						
11,000	22,350	8,000	Grave Sales	10,400	10,400	10,400
5,450	5,400	4,000	Grave Open & Close	4,000	4,000	4,000
950	-	600	Liner Sales	600	600	600
5,846	8,062	4,000	Mausoleum Name Bars	2,000	2,000	2,000
26,063	11,065	5,000	Mausoleum Sales	5,000	5,000	5,000
8,125	9,500	7,000	Mausoleum Open & Close	6,000	6,000	6,000
-	-	-	Miscellaneous Fees	2,500	2,500	2,500
3,860	5,639	5,000	Miscellaneous Revenue - Cemetery	-	-	-
195	155	30	Donations-Cemetery	100	100	100
61,490	62,171	33,630	Total Cemetery Revenue	30,600	30,600	30,600
1,120	3,500	4,500	Event Revenue	4,000	4,000	4,000
-	-	2,653	Miscellaneous Revenue	5,008	5,008	5,008
7,495	10,043	9,650	Independence Day Revenue	11,300	11,300	11,300
8,615	13,543	16,803	Total Economic Dev. Revenue	20,308	20,308	20,308
4,090,036	4,295,493	4,463,145	Property Tax Current	4,700,000	4,700,000	4,700,000
105,297	91,251	100,000	Property Tax Prior	100,000	100,000	100,000
145,360	148,057	150,300	Cable Franchise Fee	144,900	144,900	144,900
46,478	44,266	44,300	Telephone Franchise Fee	47,500	47,500	47,500
122,964	132,999	132,700	Solid Waste Franchise Fee	140,000	140,000	140,000
137,402	132,165	135,000	Natural Gas Franchise Fee	155,000	155,000	155,000
278,713	280,828	282,000	City Sewer Franchise Fee	295,000	295,000	295,000
21,126	20,620	19,200	Cigarette Tax	20,200	20,200	20,200
229,966	249,666	274,600	Liquor Revenue	282,000	282,000	282,000
152,277	166,564	163,500	State Revenue Sharing	183,500	183,500	183,500
704,473	756,038	738,000	CU In Lieu of Taxes	789,000	789,000	789,000
-	-	-	Miscellaneous- Fees	400	400	400
73,340	72,510	60,000	Business Licenses	73,000	73,000	73,000
-	-	-	Liquor Licenses	2,000	2,000	2,000
13,900	12,750	11,000	Title Lien Search Fees	12,600	12,600	12,600
15,843	-	-	SDC Compliance Cost Fee	-	-	-
29,123	29,610	30,000	PEG Access Fees	29,000	29,000	29,000
42,381	20,508	5,000	AFD 3 LRIP Phase I Prin/Int	-	-	-
6,000	6,000	6,000	Lease Receipts (Adult Center)	6,000	6,000	6,000
10,125	7,375	-	Retail Lease	-	-	-
4,536	4,784	3,000	Miscellaneous-Income	-	-	-
12,019	25,906	16,000	Interest Revenues	30,000	30,000	30,000
33,105	31,116	27,404	Retirement/Separation Reserve	31,000	31,000	31,000
84,540	-	-	Workers Comp Claim Reserve	-	-	-
6,359,003	6,528,505	6,661,149	Total Unallocated Revenue	7,041,100	7,041,100	7,041,100
TRANSFERS IN & OTHER SOURCES						
11,428	10,941	11,196	O/H from Building	10,824	10,824	10,824
61,002	63,220	74,007	O/H from Economic Develop	68,419	68,419	68,419
93,755	96,295	119,031	O/H from Library Fund	111,778	111,778	111,778
109,009	114,081	122,383	O/H from Street	110,345	110,345	110,345
170,116	164,387	175,876	O/H from Transit	185,937	185,937	185,937
76,292	81,383	90,952	O/H from Swim Levy	88,071	88,071	88,071
137,846	129,119	155,539	O/H from WWTP	170,507	170,507	170,507
48,715	47,911	53,548	O/H from Collections	50,902	50,902	50,902
40,399	40,383	44,651	O/H from Stormwater	35,569	35,569	35,569
553,087	547,205	576,811	Transfer from UR	529,268	529,268	529,268
-	-	-	Transfer from Streets	10,000	10,000	10,000
-	-	15,000	Transfer from SDC Fund	200,000	200,000	200,000
1,301,649	1,294,925	1,438,994	Total Unallocated Transfers In	1,571,620	1,571,620	1,571,620
10,077,910	10,770,835	11,136,995	TOTAL GENERAL FUND RESOURCES	12,690,277	12,690,277	12,690,277

General Fund Requirements

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR ADMINISTRATION						
PERSONNEL SERVICES						
356,924	361,592	393,264	Regular Salaries and Wages	396,282	396,282	396,282
-	-	126,602	Insurance Benefits	88,114	88,114	88,114
-	-	32,570	Taxes/Other	33,518	33,518	33,518
-	-	73,796	PERS Contributions	76,060	76,060	76,060
185,781	181,049	-	Employee Benefits	-	-	-
542,704	542,641	626,232	Total Admin Personnel Services	593,974	593,974	593,974
4.0	3.7	4.7	FTE	4.4	4.4	4.4
MATERIALS & SERVICES						
8,568	2,400	8,000	HR-Professional Services	11,500	11,500	11,500
1,361	32,843	6,000	HR-Legal/Labor Negotiations	10,000	10,000	10,000
6,946	5,087	6,150	HR-Recruit/Employ Testing	6,150	6,150	6,150
278,076	320,318	349,141	Liability Insurance	310,000	310,000	310,000
415	1,183	15,000	Non-Insurance Claims	15,000	15,000	15,000
30,000	643	40,000	Liab Ins Deductible Accrued	30,000	30,000	30,000
851	2,566	3,300	HR-Travel & Training	4,900	4,900	4,900
242	231	370	HR-Membership Dues & Fees	400	400	400
4,669	6,765	6,700	HR-Supplies & Services	6,700	6,700	6,700
1,892	840	2,050	HR-Risk Mgmt/Safety Committee	2,050	2,050	2,050
-	266	-	Election	300	300	300
2,337	1,586	2,798	Codification	2,800	2,800	2,800
579	498	500	Printing & Binding	700	700	700
345	-	250	Employee Recognition	350	350	350
5,207	5,154	7,250	Mayor & City Council	6,108	6,108	6,108
-	875	2,100	Mayor & CC Travel & Training	5,800	5,800	5,800
128	132	132	Mayor & CC Membership Dues	290	290	290
3,161	932	4,180	Admin Staff Travel & Training	3,680	3,680	3,680
-	461	2,000	Attorney Travel & Training	2,000	2,000	2,000
14,886	17,038	18,289	Admin Membership Dues & Fees	23,385	23,385	23,385
-	610	1,000	Prof/Tech Services	-	-	-
36,000	36,000	36,000	CTV5 Professional Services	36,000	36,000	36,000
4,607	4,778	5,000	Copier Lease & Maint	5,000	5,000	5,000
3,478	2,774	6,464	Internal Charge-Fleet	3,242	3,242	3,242
10,604	9,874	5,737	Internal Charge-Facilities	12,843	12,843	12,843
19,680	16,526	19,764	Internal Charge-Tech Services	26,601	26,601	26,601
6,633	6,371	6,350	Supplies & Services	7,100	7,100	7,100
440,665	476,750	554,525	Total Admin Materials & Services	532,899	532,899	532,899
983,369	1,019,391	1,180,757	TOTAL ADMIN REQUIREMENTS	1,126,873	1,126,873	1,126,873

Budget Detail

General Fund Requirements

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR FINANCE						
PERSONNEL SERVICES						
213,977	205,466	224,559	Regular Salaries and Wages	232,046	232,046	232,046
-	-	79,988	Insurance Benefits	56,632	56,632	56,632
-	-	19,428	Taxes/Other	20,096	20,096	20,096
-	-	52,787	PERS Contributions	52,775	52,775	52,775
105,061	115,912	-	Employee Benefits	-	-	-
319,038	321,378	376,762	Total Finance Personnel Services	361,549	361,549	361,549
2.8	2.6	2.9	FTE	3.1	3.1	3.1
MATERIALS & SERVICES						
5,600	3,492	1,000	Prof/Tech Service	1,000	1,000	1,000
5,560	5,100	6,000	Prof SrvTitle Lien Search Cost	5,500	5,500	5,500
25,709	38,765	30,000	Auditing	30,000	30,000	30,000
31,021	30,408	30,000	Software Maintenance	30,000	30,000	30,000
4,193	4,324	4,200	Copier Lease & Maint	4,500	4,500	4,500
88	525	100	Publications/Books	100	100	100
1,932	1,751	2,100	Printing & Binding	2,100	2,100	2,100
4,060	3,218	4,500	Training/Conf/Travel	8,700	8,700	8,700
932	1,105	1,200	Membership Dues & Fees	1,400	1,400	1,400
3,342	3,570	2,074	Internal Charge-Facilities	4,644	4,644	4,644
14,760	12,241	10,220	Internal Charge-Tech Services	12,617	12,617	12,617
3,445	3,637	3,800	Supplies & Service	4,000	4,000	4,000
8,711	8,986	9,000	Bank Charges	10,000	10,000	10,000
13	1	-	Cash Over & Short	-	-	-
-	678	300	Misc Office Equipment	500	500	500
109,366	117,801	104,494	Total Finance Materials & Services	115,061	115,061	115,061
428,404	439,180	481,256	TOTAL FINANCE REQUIREMENTS	476,610	476,610	476,610
REQUIREMENTS FOR COURT						
PERSONNEL SERVICES						
176,278	186,604	215,391	Regular Salaries and Wages	217,859	217,859	217,859
-	-	88,667	Insurance Benefits	68,452	68,452	68,452
-	-	18,652	Taxes/Other	18,862	18,862	18,862
-	-	28,599	PERS Contributions	28,085	28,085	28,085
70,592	93,362	-	Employee Benefits	-	-	-
246,870	279,965	351,309	Total Court Personnel Services	333,258	333,258	333,258
2.7	2.7	4.3	FTE	4.1	4.1	4.1
MATERIALS & SERVICES						
3,229	2,721	3,000	Interpreter	3,150	3,150	3,150
41,400	41,400	41,400	Court Appointed Attorneys	41,400	41,400	41,400
3,562	3,738	3,500	Technical/Attorney	3,500	3,500	3,500
1,330	175	1,670	Training/Conf/Travel	1,500	1,500	1,500
150	150	300	Membership & Dues	325	325	325
-	60	100	Jury Fees	100	100	100
-	-	50	Witness Fees	50	50	50
3,676	3,267	1,898	Internal Charge-Facilities	4,249	4,249	4,249
14,760	14,690	12,102	Internal Charge-Tech Services	14,180	14,180	14,180
4,408	4,367	10,460	Supplies & Services	6,025	6,025	6,025
21	62	200	Discovery Expense	200	200	200
4,791	4,308	4,775	Bank Charges	5,000	5,000	5,000
-	-	-	Collection Costs	20,000	20,000	20,000
-	1,200	3,000	Helmets	-	-	-
77,326	76,138	82,455	Total Court Materials & Services	99,679	99,679	99,679
324,196	356,103	433,764	TOTAL COURT REQUIREMENTS	432,937	432,937	432,937

Budget Detail

General Fund Requirements

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR PLANNING						
PERSONNEL SERVICES						
93,545	96,742	113,554	Regular Salaries and Wages	170,200	170,200	170,200
-	-	14,369	Insurance Benefits	17,666	17,666	17,666
-	-	10,915	Taxes/Other	16,546	16,546	16,546
-	-	14,093	PERS Contributions	19,427	19,427	19,427
30,895	31,078	-	Employee Benefits	-	-	-
124,440	127,820	152,931	Total Planning Personnel Services	223,839	223,839	223,839
1.3	1.2	1.5	FTE	2.2	2.2	2.2
MATERIALS & SERVICES						
28,885	28,854	24,000	Prof/Tech Services	29,000	29,000	29,000
104	99	120	Communications	110	110	110
500	500	500	Mapping	500	500	500
65	3,234	640	Planning Commiss. Expenses	500	500	500
37	90	2,150	Travel & Training	2,150	2,150	2,150
490	415	860	Fees & Dues	1,100	1,100	1,100
2,081	2,784	1,617	Internal Charge-Facilities	3,621	3,621	3,621
14,760	21,422	18,093	Internal Charge-Tech Services	20,774	20,774	20,774
7,177	6,087	6,593	Supplies & Services	7,051	7,051	7,051
33,015	45,024	28,000	Traffic Study	35,000	35,000	35,000
87,115	108,510	82,573	Total Planning Materials & Services	99,806	99,806	99,806
211,555	236,330	235,504	TOTAL PLANNING REQUIREMENTS	323,645	323,645	323,645
REQUIREMENTS FOR BUILDING						
PERSONNEL SERVICES						
22,004	22,050	22,124	Regular Salaries and Wages	36,108	36,108	36,108
-	-	4,923	Insurance Benefits	6,533	6,533	6,533
-	-	2,243	Taxes/Other	3,640	3,640	3,640
-	-	4,008	PERS Contributions	6,230	6,230	6,230
9,857	10,029	-	Employee Benefits	-	-	-
31,861	32,079	33,298	Total Building Personnel Services	52,511	52,511	52,511
0.3	0.2	0.3	FTE	0.4	0.4	0.4
MATERIALS & SERVICES						
104	99	100	Communications	100	100	100
347	328	190	Internal Charge-Facilities	426	426	426
492	148	300	Supplies & Service	350	350	350
-	-	100	Archive Costs	-	-	-
943	576	690	Total Building Materials & Services	876	876	876
32,804	32,655	33,988	TOTAL BUILDING REQUIREMENTS	53,387	53,387	53,387

Budget Detail

General Fund Requirements

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR POLICE						
PERSONNEL SERVICES						
2,260,617	2,321,576	2,384,880	Regular Salaries and Wages	2,611,636	2,611,636	2,611,636
266,703	254,614	299,568	Overtime Wages	300,000	300,000	300,000
-	-	719,752	Insurance Benefits	736,627	736,627	736,627
-	-	282,639	Taxes/Other	319,181	319,181	319,181
-	-	585,879	PERS Contributions	630,008	630,008	630,008
1,386,968	1,415,849	-	Employee Benefits	-	-	-
19,371	19,375	19,650	Fringe Benefits	19,050	19,050	19,050
3,933,658	4,011,415	4,292,368	Total Police Personnel Services	4,616,502	4,616,502	4,616,502
27.8	26.5	28.3	FTE	29.8	29.8	29.8
MATERIALS & SERVICES						
-	3,614	4,000	Professional Services	5,000	5,000	5,000
121,139	127,640	132,900	Vehicle Lease Payments	110,287	110,287	110,287
6,026	-	7,000	Investigation & Info	5,000	5,000	5,000
1,691	1,360	1,000	Prisoners Board & Medical	1,000	1,000	1,000
333	332	1,500	Crime Prevention	1,000	1,000	1,000
23,860	26,262	30,000	Communications	30,000	30,000	30,000
167,488	167,217	179,173	County Dispatch Fees	185,928	185,928	185,928
2,500	2,500	2,500	Juvenile Diversion Services	2,500	2,500	2,500
24,176	36,518	33,000	Training & Travel	33,000	33,000	33,000
30,840	33,391	31,000	Firearm Equipment	31,000	31,000	31,000
-	150	-	Traffic Safety Training	-	-	-
4,304	4,148	4,000	Tactical Entry Team Equipment	4,000	4,000	4,000
-	-	6,000	Equip - Vests	6,000	6,000	6,000
100	-	1,000	E.O.C.	1,000	1,000	1,000
10,849	12,231	15,000	Detective Equipment	20,000	20,000	20,000
1,150	930	1,500	Membership Fees & Dues	1,500	1,500	1,500
27,729	33,527	33,500	Information System Services	40,500	40,500	40,500
210,642	193,360	206,852	Internal Charge-Fleet	199,356	199,356	199,356
58,620	52,088	30,261	Internal Charge-Facilities	67,750	67,750	67,750
91,289	126,087	105,459	Internal Charge-Tech Services	116,411	116,411	116,411
29,071	25,570	39,500	Supplies & Services	42,000	42,000	42,000
19,891	17,864	20,000	Uniforms & Patrol Equipment	26,500	26,500	26,500
500	-	500	Equipment Repair & Maint	500	500	500
2,428	593	2,000	Radio Repair	2,000	2,000	2,000
28,589	30,609	32,000	800 Radio Operating Fee	31,263	31,263	31,263
3,616	2,906	3,000	Canine Expenses	12,000	12,000	12,000
3,734	6,776	11,250	Traffic Safety Equipment	14,300	14,300	14,300
-	-	500	Donations-Police/Canine Exp	500	500	500
595	1,250	500	Donations-Police	500	500	500
1,050	1,050	1,050	Accreditation	1,050	1,050	1,050
872,208	907,973	935,945	Total Police Materials & Services	991,845	991,845	991,845
CAPITAL OUTLAY						
-	37,254	-	Vehicles	90,000	90,000	90,000
-	5,000	2,000	Police K-9's	-	-	-
20,000	9,674	10,000	Equip - Computer/Software	15,000	15,000	15,000
3,579	5,415	-	Equip - Vests	-	-	-
-	9,089	10,000	Digital Radio Replacement Project	-	-	-
23,579	66,432	22,000	Total Police Capital Outlay	105,000	105,000	105,000
4,829,445	4,985,820	5,250,313	TOTAL POLICE REQUIREMENTS	5,713,347	5,713,347	5,713,347

Budget Detail

General Fund Requirements

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR PARKS						
PERSONNEL SERVICES						
201,206	205,373	210,795	Regular Salaries and Wages	312,294	312,294	312,294
768	19,812	37,458	Seasonal/Temp Wages	36,100	36,100	36,100
2,089	1,493	3,000	Overtime	3,000	3,000	3,000
-	-	85,069	Insurance Benefits	100,762	100,762	100,762
-	-	28,870	Taxes/Other	42,822	42,822	42,822
-	-	47,809	PERS Contributions	67,250	67,250	67,250
139,003	142,204	-	Employee Benefits	-	-	-
1,200	1,200	1,200	Clothing Allowance	2,400	2,400	2,400
344,267	370,082	414,201	Total Park Personnel Services	564,628	564,628	564,628
3.4	3.9	4.8	FTE	5.9	5.9	5.9
MATERIALS & SERVICES						
3,025	3,700	4,900	Contract Services	4,900	4,900	4,900
2,391	2,066	15,000	Surveys & Master Plans- SDC	200,000	200,000	200,000
6,511	7,378	9,500	Parks Ground Maintenance	9,500	9,500	9,500
5,997	3,557	6,300	Park Bldg Maintenance	6,300	6,300	6,300
-	-	-	Streetscape Landscaping	10,000	10,000	10,000
1,761	1,174	3,000	Vandalism Repair	3,000	3,000	3,000
-	143	200	Copier Lease & Maint	-	-	-
-	-	-	Parks Maint Fee Billing	24,000	24,000	24,000
966	1,032	1,000	Communications	1,800	1,800	1,800
874	1,115	1,600	Training/Conf/Travel	2,400	2,400	2,400
35,091	30,577	38,785	Internal Charge-Fleet	39,849	39,849	39,849
21,107	18,755	10,896	Internal Charge-Facilities	33,680	33,680	33,680
4,920	4,896	2,359	Internal Charge-Tech Services	2,554	2,554	2,554
8,165	9,615	13,000	Supplies & Services	14,000	14,000	14,000
7,299	8,522	9,000	Park Equipment	9,000	9,000	9,000
21,650	19,556	23,000	Utilities	24,000	24,000	24,000
119,756	112,087	138,540	Total Park Materials & Services	384,983	384,983	384,983
CAPITAL OUTLAY						
-	-	37,992	Equipment/Vehicles	10,000	10,000	10,000
-	-	37,992	Total Parks Capital Outlay	10,000	10,000	10,000
464,023	482,168	590,733	TOTAL PARK REQUIREMENTS	959,611	959,611	959,611
REQUIREMENTS FOR CEMETERY						
PERSONNEL SERVICES						
7,409	7,600	62,484	Regular Salaries and Wages	79,087	79,087	79,087
-	-	24,457	Insurance Benefits	20,885	20,885	20,885
-	-	7,759	Taxes/Other	10,415	10,415	10,415
-	-	9,777	PERS Contributions	13,198	13,198	13,198
5,615	5,749	-	Employee Benefits	-	-	-
13,024	13,349	104,477	Total Cemetery Personnel Services	123,585	123,585	123,585
0.2	0.1	1.4	FTE	1.4	1.4	1.4
MATERIALS & SERVICES						
51,949	31,786	-	Contract Labor	-	-	-
2,885	2,951	2,500	Supplies - Maintenance	3,000	3,000	3,000
-	-	600	Miscellaneous	500	500	500
770	840	1,000	Refunds	2,000	2,000	2,000
-	-	848	Internal Charge-Tech Services	991	991	991
137	777	800	Supplies - Records	1,350	1,350	1,350
787	1,484	1,500	Tools & Equipment	1,500	1,500	1,500
874	1,003	2,400	Utilities	2,400	2,400	2,400
3,972	6,413	3,000	Name Bars	4,000	4,000	4,000
61,373	45,253	12,648	Total Cemetery Materials & Services	15,741	15,741	15,741
74,398	58,601	117,125	TOTAL CEMETERY REQUIREMENTS	139,326	139,326	139,326

Budget Detail

General Fund Requirements

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR ECONOMIC DEVELOPMENT						
PERSONNEL SERVICES						
292,227	304,160	295,215	Regular Salaries and Wages	306,220	306,220	306,220
-	-	59,545	Insurance Benefits	45,337	45,337	45,337
-	-	28,418	Taxes/Other	25,944	25,944	25,944
-	-	62,969	PERS Contributions	63,521	63,521	63,521
133,561	137,641	-	Employee Benefits	-	-	-
425,788	441,801	446,147	Total Economic Dev. Personnel Services	441,022	441,022	441,022
3.4	3.3	3.2	FTE	3.2	3.2	3.2
MATERIALS & SERVICES						
2,263	2,878	1,672	Internal Charge-Facilities	3,743	3,743	3,743
12,300	12,241	8,709	Internal Charge-Tech Services	7,273	7,273	7,273
44,353	25,563	33,463	Supplies & Services	29,851	29,851	29,851
5,904	8,903	9,050	Main Street (General Fund)	10,015	10,015	10,015
7,985	11,924	11,458	Independence Day Expenses	14,201	14,201	14,201
3,879	5,876	5,500	Flower Program	5,500	5,500	5,500
12,577	22,508	21,788	Main Street (UR Allowable)	22,350	22,350	22,350
89,261	89,893	91,640	Total Economic Dev. Materials & Services	92,933	92,933	92,933
515,049	531,695	537,787	TOTAL ECONOMIC DEV. REQUIREMENTS	533,955	533,955	533,955
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
118,609	39,699	75,000	Retirement & Separation Payout	90,000	90,000	90,000
118,609	39,699	75,000	Total Not Allocated Personnel Services	90,000	90,000	90,000
MATERIALS & SERVICES						
6,000	6,000	6,000	Ground Lease (Adult Center)	6,000	6,000	6,000
-	-	31,000	Workers Comp Prior Year Claims	-	-	-
29,269	31,269	18,168	Internal Charge-Facilities	40,672	40,672	40,672
3,600	-	-	Property Held for Sale	-	-	-
38,869	37,269	55,168	Total Not Allocated Materials & Services	46,672	46,672	46,672
DEBT SERVICE						
18,083	36,642	-	Logging Road Principle Phs 2	-	-	-
2,774	1,267	-	Logging Road Interest Phs 2	-	-	-
20,857	37,909	-	Total Debt Service	-	-	-
TRANSFERS OUT & SPECIAL PAYMENTS						
11,428	10,941	11,196	O/H Transfer to General Fund	10,824	10,824	10,824
61,002	63,220	74,007	O/H Transfer to General Fund	68,419	68,419	68,419
-	-	-	Transfer to Library Fund	50,000	50,000	50,000
31,999	11,045	30,000	Special Payments-PEG Access	30,000	30,000	30,000
104,429	85,206	115,203	Total Interfund Transfers	159,243	159,243	159,243
-	-	552,876	OPERATING CONTINGENCY	500,000	500,000	500,000
282,764	200,083	798,247	TOTAL REQUIREMENTS NOT ALLOCATED	795,915	795,915	795,915
RESERVED FOR FUTURE EXPENDITURE						
-	-	49,745	Reserve for Future Exp-PEG	35,010	35,010	34,010
-	-	200,000	Reserve for Future Exp-PERS	175,000	175,000	175,000
-	-	107,000	Reserve for Future Exp-WC Retro Plan	107,000	107,000	107,000
-	-	-	Reserve for Future Exp-Building Dept.	4,436	4,436	4,436
-	-	-	Reserved for Future Exp-Park Maintenance	-	160,308	160,308
-	-	1,120,776	Reserved for Future Expense - Unrestricted	1,813,225	1,652,917	1,653,917
-	-	1,477,521	Total Reserves for Future Expenditure	2,134,671	2,134,671	2,134,671
ENDING FUND BALANCE (prior year's)						
18,445	37,010	-	Restricted for - PEG	-	-	-
224,600	200,000	-	Restricted for - PERS	-	-	-
174,180	26,829	-	Restricted for - WC Retro Plan	-	-	-
1,514,679	2,164,971	-	Unrestricted Ending Fund Balance	-	-	-
1,931,904	2,428,810	-	Total General Fund Ending Balance	-	-	-
10,077,910	10,770,835	11,136,995	TOTAL GENERAL FUND REQUIREMENTS	12,690,277	12,690,277	12,690,277

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.

2017-18 Highlights

- Managed City Committee database and appointment process for 11 committees
- Reviewed and processed records destructions requests for 49 cubic feet of records
- Worked with the State of Oregon for implementation of the Oregon Records Management System (ORMS)
- Updated public records policy and forms to coincide with new legislation effective January 1, 2018
- Issued approximately 350 new business licenses
- Processed approximately 1,500 business licenses
- Completed eight recruitments to fill eleven vacancies
- Worked collaboratively with the AFSCME bargaining unit to successfully implement a successor collective bargaining agreement
- Added a full time Confidential Administrative Assistant to assist administration and finance

2018-19 Goals

- Continue to improve the City's social media presence (Citywide Goal – Community)
- Assist other City departments with records management (Citywide Value – Exceptional Service)
- Transfer permanent City records to the ORMS and assist with bringing other departments onto the system (Citywide Value – Exceptional Service)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Increase transparency	Council meetings held	24	22	24
	Work sessions held	7	7	6
	Executive sessions held	6	4	6
	URA meetings & work sessions held	6	4	4
Training for Council members	LOC Annual Conference	2	4	7
	CAC Dinners (Attendance)	10	15	15
Adhere to public records law and respond to public records requests in a timely manner	Public records requests	18	25	12
	Municipal Code updates	1	1	1
Adhere to OR election law	Process candidate fillings	6	0	4
Enhance citizen communication	Posts on the City web page and social media	215	100	150

Budget Detail

General Fund - Administration

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - ADMINISTRATION	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR ADMINISTRATION						
PERSONNEL SERVICES						
356,924	361,592	393,264	Regular Salaries and Wages	396,282	396,282	396,282
-	-	126,602	Insurance Benefits	88,114	88,114	88,114
-	-	32,570	Taxes/Other	33,518	33,518	33,518
-	-	73,796	PERS Contributions	76,060	76,060	76,060
185,781	181,049	-	Employee Benefits	-	-	-
542,704	542,641	626,232	Total Admin Personnel Services	593,974	593,974	593,974
4.0	3.7	4.7	FTE	4.4	4.4	4.4
MATERIALS & SERVICES						
8,568	2,400	8,000	HR-Professional Services	11,500	11,500	11,500
1,361	32,843	6,000	HR-Legal/Labor Negotiations	10,000	10,000	10,000
6,946	5,087	6,150	HR-Recruit/Employ Testing	6,150	6,150	6,150
278,076	320,318	349,141	Liability Insurance	310,000	310,000	310,000
415	1,183	15,000	Non-Insurance Claims	15,000	15,000	15,000
30,000	643	40,000	Liab Ins Deductible Accrued	30,000	30,000	30,000
851	2,566	3,300	HR-Travel & Training	4,900	4,900	4,900
242	231	370	HR-Membership Dues & Fees	400	400	400
4,669	6,765	6,700	HR-Supplies & Services	6,700	6,700	6,700
1,892	840	2,050	HR-Risk Mgmt/Safety Committee	2,050	2,050	2,050
-	266	-	Election	300	300	300
2,337	1,586	2,798	Codification	2,800	2,800	2,800
579	498	500	Printing & Binding	700	700	700
345	-	250	Employee Recognition	350	350	350
5,207	5,154	7,250	Mayor & City Council	6,108	6,108	6,108
-	875	2,100	Mayor & CC Travel & Training	5,800	5,800	5,800
128	132	132	Mayor & CC Membership Dues	290	290	290
3,161	932	4,180	Admin Staff Travel & Training	3,680	3,680	3,680
-	461	2,000	Attorney Travel & Training	2,000	2,000	2,000
14,886	17,038	18,289	Admin Membership Dues & Fees	23,385	23,385	23,385
-	610	1,000	Prof/Tech Services	-	-	-
36,000	36,000	36,000	CTV5 Professional Services	36,000	36,000	36,000
4,607	4,778	5,000	Copier Lease & Maint	5,000	5,000	5,000
3,478	2,774	6,464	Internal Charge-Fleet	3,242	3,242	3,242
10,604	9,874	5,737	Internal Charge-Facilities	12,843	12,843	12,843
19,680	16,526	19,764	Internal Charge-Tech Services	26,601	26,601	26,601
6,633	6,371	6,350	Supplies & Services	7,100	7,100	7,100
440,665	476,750	554,525	Total Admin Materials & Services	532,899	532,899	532,899
983,369	1,019,391	1,180,757	TOTAL ADMIN REQUIREMENTS	1,126,873	1,126,873	1,126,873

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).

2017-18 Highlights

- Received the GFOA Distinguished Budget Award for FY2017-18
- Received the GFOA Award for Excellence in Financial Reporting for FY2016-17
- Implemented billing for the new parks maintenance fee
- Converted the LID tracking system to a new platform
- Converted the Fixed Assets tracking system to a new platform
- Updated purchasing procedures to have better internal controls
- Processed all necessary changes in payroll to convert to a new Health Insurance plan
- Implemented the accounts receivable module in the finance software system
- Implemented electronic 1099 reporting to the IRS
- Implemented a new project and grant tracking system
- Implemented electronic reporting of unclaimed property to the Department of State Lands
- Began implementation of online timekeeping city wide

2018-19 Goals

- Complete the implementation of online timekeeping city wide
- Continue with cross training staff especially for payroll
- Receive the GFOA Distinguished Budget Award
- Receive the GFOA Award for Excellence in Financial Reporting
- Work with the Budget Committee to update the City's Financial Policies

Performance Measures

Strategy	Measures	FY15-16 Actuals	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Maintain high levels of financial integrity	Independent auditor opinion	Unqualified	Unqualified	Unqualified	Unqualified
	Receive GFOA CAFR Award	Yes	Yes	Yes	Yes
	Receive GFOA Budget Award	No	No	Yes	Yes
Deliver efficient, effective financial services	Credit rating	A2	A1	A1	A1
	Cost to deliver financial services	\$428,000	\$439,000	\$481,600	\$476,600
	Cost to deliver financial services as a % of the total City budget	2.37%	2.26%	2.45%	1.97%

Budget Detail

General Fund - Finance

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - FINANCE	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR FINANCE						
PERSONNEL SERVICES						
213,977	205,466	224,559	Regular Salaries and Wages	232,046	232,046	232,046
-	-	79,988	Insurance Benefits	56,632	56,632	56,632
-	-	19,428	Taxes/Other	20,096	20,096	20,096
-	-	52,787	PERS Contributions	52,775	52,775	52,775
105,061	115,912	-	Employee Benefits	-	-	-
319,038	321,378	376,762	Total Finance Personnel Services	361,549	361,549	361,549
2.8	2.6	2.9	FTE	3.1	3.1	3.1
MATERIALS & SERVICES						
5,600	3,492	1,000	Prof/Tech Service	1,000	1,000	1,000
5,560	5,100	6,000	Prof SrvTitle Lien Search Cost	5,500	5,500	5,500
25,709	38,765	30,000	Auditing	30,000	30,000	30,000
31,021	30,408	30,000	Software Maintenance	30,000	30,000	30,000
4,193	4,324	4,200	Copier Lease & Maint	4,500	4,500	4,500
88	525	100	Publications/Books	100	100	100
1,932	1,751	2,100	Printing & Binding	2,100	2,100	2,100
4,060	3,218	4,500	Training/Conf/Travel	8,700	8,700	8,700
932	1,105	1,200	Membership Dues & Fees	1,400	1,400	1,400
3,342	3,570	2,074	Internal Charge-Facilities	4,644	4,644	4,644
14,760	12,241	10,220	Internal Charge-Tech Services	12,617	12,617	12,617
3,445	3,637	3,800	Supplies & Service	4,000	4,000	4,000
8,711	8,986	9,000	Bank Charges	10,000	10,000	10,000
13	1	-	Cash Over & Short	-	-	-
-	678	300	Misc Office Equipment	500	500	500
109,366	117,801	104,494	Total Finance Materials & Services	115,061	115,061	115,061
428,404	439,180	481,256	TOTAL FINANCE REQUIREMENTS	476,610	476,610	476,610

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, excluding felony crimes committed within city limits. This includes traffic, parking, city code violations and misdemeanor arrests.

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.

2017-18 Highlights

- Changed collections agencies to increase collection rate of unpaid fines
- Created policies and procedures to write off outstanding collection accounts that are no longer collectible
- Established a court supervisor and transferred Court oversight from Police to Finance to address separation of duties issues between the police and court departments as well as to enhance the effectiveness of court operations

2018-19 Goals

- Implement a fines amnesty program (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY 15-16 Actuals	FY 16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Manage an efficient and effective Municipal Court	Traffic Violations	2,434	2,591	3,000	3,100
	Criminal Cases	209	178	175	180
	Parking/Ordinance/non-traffic Violations	128	97	100	105
	Total Processed	2,771	2,866	3,275	3,285
	Court Clerk FTE	2.13	2.06	2.50	2.65
	Violations processed by each Clerk	1,301	1,392	1,310	1,194
	Operating expenses	\$324,196	\$356,103	\$382,300	\$433,000
	Operating expenses per processed violation	\$117	\$125	\$117	\$132

Budget Detail

General Fund - Court

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - COURT	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
REVENUE						
423,059	426,627	425,000	Fines and Bail	425,000	425,000	425,000
64,542	61,237	32,000	Fines / Justice Court	60,000	60,000	60,000
-	-	-	Miscellaneous Fees	400	400	400
7,137	6,480	6,000	Attorney Reimbursements	6,500	6,500	6,500
124	548	450	Miscellaneous Revenue - Court	5,000	5,000	5,000
1,619	3,572	3,000	Helmets	-	-	-
13,113	10,724	12,750	Court Costs	-	-	-
2,043	1,771	2,000	City Costs	-	-	-
511,636	510,959	481,200	Total Court Revenue	496,900	496,900	496,900
REQUIREMENTS FOR COURT						
PERSONNEL SERVICES						
176,278	186,604	215,391	Regular Salaries and Wages	217,859	217,859	217,859
-	-	88,667	Insurance Benefits	68,452	68,452	68,452
-	-	18,652	Taxes/Other	18,862	18,862	18,862
-	-	28,599	PERS Contributions	28,085	28,085	28,085
70,592	93,362	-	Employee Benefits	-	-	-
246,870	279,965	351,309	Total Court Personnel Services	333,258	333,258	333,258
2.7	2.7	4.3	FTE	4.1	4.1	4.1
MATERIALS & SERVICES						
3,229	2,721	3,000	Interpreter	3,150	3,150	3,150
41,400	41,400	41,400	Court Appointed Attorneys	41,400	41,400	41,400
3,562	3,738	3,500	Technical/Attorney	3,500	3,500	3,500
1,330	175	1,670	Training/Conf/Travel	1,500	1,500	1,500
150	150	300	Membership & Dues	325	325	325
-	60	100	Jury Fees	100	100	100
-	-	50	Witness Fees	50	50	50
3,676	3,267	1,898	Internal Charge-Facilities	4,249	4,249	4,249
14,760	14,690	12,102	Internal Charge-Tech Services	14,180	14,180	14,180
4,408	4,367	10,460	Supplies & Services	6,025	6,025	6,025
21	62	200	Discovery Expense	200	200	200
4,791	4,308	4,775	Bank Charges	5,000	5,000	5,000
-	-	-	Court Collection Costs	20,000	20,000	20,000
-	1,200	3,000	Helmets	-	-	-
77,326	76,138	82,455	Total Court Materials & Services	99,679	99,679	99,679
324,196	356,103	433,764	TOTAL COURT REQUIREMENTS	432,937	432,937	432,937

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.

2017-18 Highlights

- Began working on the Downtown Railroad Quiet Zone
- Assisted with the implementation of a new Park Maintenance fee
- Concluded controversial subdivision proposal 2-year review process with Council approval upon appeal and guided two significant annexation applications involving adoption of a Development Concept Plan for the annexed area
- Partnered with Finance Director to improve System Development Charge fee assessment tool

2018-19 Goals

- Coordinate grant project to update Transportation System Plan (City-wide Goal – Community & Public Services)
- Work with County Planning to secure grant funding for Molalla Forest Trail Master Plan (City-wide Goal – Parks & Rec)
- Continue to facilitate discussion towards a solution to long-term park maintenance funding (City-wide Goal – Parks & Rec)
- Enable requirements to construct Quiet Zone improvements in Downtown Canby (City-wide Goal – Growth & Economic Development)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Exceed State mandated deadlines for processing all land use applications and produce sound decisions	Completeness reviews within 15 days of submittal	55%	57%	60%
	Produce decisions within 120 days (no extensions)	100%	89%	98%
	Land use decisions made by City staff	35	28	25
	Land use decisions by Planning Commission	38	31	29
	Land use decisions made by City Council	3	3	2
	Number of land use appeals	0	3	0
	% of staff recommendations upheld on appeal	N/A	66%	100%
Improve Clarity and Effectiveness of the Land Development & Planning Process	Major planning study	2	1	1
	Plan amendments	0	0	1
	Substantive code amendment	0	0	0
	Routine code update/refinement	0	2	1

Budget Detail

General Fund - Planning

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - PLANNING	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
REVENUE						
51,683	77,382	35,000	Land Use Applications	65,000	65,000	65,000
-	-	-	Miscellaneous Fees	200	200	200
33,595	39,507	28,000	Traffic Studies	35,000	35,000	35,000
28,663	39,412	15,000	Plan Reviews	27,000	27,000	27,000
7,855	-	-	Annexations	-	-	-
122	392	100	Miscellaneous Revenue - Planning	-	-	-
121,917	156,694	78,100	Total Planning Revenue	127,200	127,200	127,200
REQUIREMENTS FOR PLANNING						
PERSONNEL SERVICES						
93,545	96,742	113,554	Regular Salaries and Wages	170,200	170,200	170,200
-	-	14,369	Insurance Benefits	17,666	17,666	17,666
-	-	10,915	Taxes/Other	16,546	16,546	16,546
-	-	14,093	PERS Contributions	19,427	19,427	19,427
30,895	31,078	-	Employee Benefits	-	-	-
124,440	127,820	152,931	Total Planning Personnel Services	223,839	223,839	223,839
1.3	1.2	1.5	FTE	2.2	2.2	2.2
MATERIALS & SERVICES						
28,885	28,854	24,000	Prof/Tech Services	29,000	29,000	29,000
104	99	120	Communications	110	110	110
500	500	500	Mapping	500	500	500
65	3,234	640	Planning Commiss. Expenses	500	500	500
37	90	2,150	Travel & Training	2,150	2,150	2,150
490	415	860	Fees & Dues	1,100	1,100	1,100
2,081	2,784	1,617	Internal Charge-Facilities	3,621	3,621	3,621
14,760	21,422	18,093	Internal Charge-Tech Services	20,774	20,774	20,774
7,177	6,087	6,593	Supplies & Services	7,051	7,051	7,051
33,015	45,024	28,000	Traffic Study	35,000	35,000	35,000
87,115	108,510	82,573	Total Planning Materials & Services	99,806	99,806	99,806
211,555	236,330	235,504	TOTAL PLANNING REQUIREMENTS	323,645	323,645	323,645

Building

The City of Canby maintains control of its building program while contracting all day-to-day operational building plan review, permitting and inspection functions 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 building 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 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 the City to assist with coordinating City permit activities including zoning conformance, City fee collection, and permit release letters.

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.

2017-18 Highlights

- Reviewed and processed release letters for all new development while building activity remains high.

2018-19 Goals

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

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Provide Zoning Conformance Review and Authorizations for all Building Permits Issued by Clackamas County	Sign permits reviewed & authorized	18	13	12
	Single-family home permits	65	40	65
	Misc. residential permits authorized	88	79	78
	Commercial/Industrial new building permits	5	5	5
	Misc. Commercial/Industrial permits	39	29	30

Budget Detail

General Fund - Building

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - BUILDING	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
REVENUE						
40,299	30,434	25,000	Building Permits	41,000	41,000	41,000
40,299	30,434	25,000	Total Building Revenue	41,000	41,000	41,000
REQUIREMENTS FOR BUILDING						
PERSONNEL SERVICES						
22,004	22,050	22,124	Regular Salaries and Wages	36,108	36,108	36,108
-	-	4,923	Insurance Benefits	6,533	6,533	6,533
-	-	2,243	Taxes/Other	3,640	3,640	3,640
-	-	4,008	PERS Contributions	6,230	6,230	6,230
9,857	10,029	-	Employee Benefits	-	-	-
31,861	32,079	33,298	Total Building Personnel Services	52,511	52,511	52,511
0.3	0.2	0.3	FTE	0.4	0.4	0.4
MATERIALS & SERVICES						
104	99	100	Communications	100	100	100
347	328	190	Internal Charge-Facilities	426	426	426
492	148	300	Supplies & Service	350	350	350
-	-	100	Archive Costs	-	-	-
943	576	690	Total Building Materials & Services	876	876	876
TRANSFERS OUT & OTHER USES						
11,428	10,941	11,196	O/H Transfer to General Fund	10,824	10,824	10,824
11,428	10,941	11,196	Total Building Transfers Out	10,824	10,824	10,824
44,232	43,596	45,184	TOTAL BUILDING REQUIREMENTS	64,211	64,211	64,211

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.

2017-18 Highlights

- Ranked as the #6 safest city in Oregon with a population of more than 5,000 according to a study performed by HomeSnacks which analyzed the FBI's Uniform Crime Report involving violent and property crimes per capita.
- Hired a 25th sworn officer to meet the authorized staffing level prior to hiring freezes 10 years ago.
- Started the conversion from RegJIN to Mark43 police case management and paperless reporting system.
- Added a full-time K9-Drug dog to the department.
- Participated in a Radio System Replacement project allowing the purchase of police radios as approved by voters in a Clackamas County Bond.

2018-19 Goals

- Create a staffing plan to include supervisory oversight, safety, community needs and expectations, and motorcycle traffic enforcement. (City-wide Goal – Public Service)
- Complete the conversion to Mark43 case management and paperless reporting system. (City-wide value – Fiscal Responsibility)
- Continue community engagement activities & events such as citizen fingerprinting, high school mock interviews and Job Shadow Program, Rotary, Bike Rodeo, 4th of July Parade and Fireworks Display, Canby's Big Weekend, and Police Ride-Along. (City-wide Goal – Inclusive Community)

Performance Measures

Strategy	Measures	FY15-16 Actuals	FY16-17 Actuals	FY17-18 Projected	*FY18-19 Proposed
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	Dispatch calls for service	21,544	23,413	25,450	27,664
	Average call response time	5:51	6:30	6:50	7:10
	Self-initiated subject stops	1,185	744	965	608
	Self-initiated traffic stops	8,373	6,179	7,276	5,748
	Sworn police officers	24	24	25	25
	Population served	16,420	16,660	16,900	17,200
	Sworn officers per capita	1.46	1.44	1.48	1.45

*Projections for FY18-19 are based on maintaining 25 sworn officers per capita in comparison to the projected growth in the city population and an increase number of calls for service.

Budget Detail

General Fund - Police

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - POLICE	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
REVENUE						
1,788	4,339	2,500	Grants - DUII	2,500	2,500	2,500
2,150	6,642	2,500	Grant - Seatbelt	2,500	2,500	2,500
1,320	4,557	2,000	Grant - Pedestrian Safety	2,500	2,500	2,500
20,012	13,277	12,000	Grant - HIDTA	17,000	17,000	17,000
7,228	4,476	6,042	Grant - OCDEF	-	-	-
-	19,930	25,000	Grant - Intellectual Property Crimes (IPC)	5,000	5,000	5,000
1,002	3,460	2,000	Grant - OJP Vest Program	2,000	2,000	2,000
67,737	69,182	74,171	CSD-Shared SRO Reimbursemt	77,585	77,585	77,585
8,854	-	-	Federal Task Force Reimbursemt	-	-	-
-	-	-	Miscellaneous Fees	200	200	200
21,375	16,250	11,500	Vehicle Release/Tow Fees	12,000	12,000	12,000
8,265	7,840	8,500	Alarm Permit Fees	8,000	8,000	8,000
-	-	-	Temporary Liquor License	1,500	1,500	1,500
-	-	-	Subpoena Fees	250	250	250
3,390	2,865	3,500	Finger Printing Fees	2,500	2,500	2,500
2,201	2,925	1,800	Reports Revenue	2,500	2,500	2,500
-	-	-	Special Event Security	3,900	3,900	3,900
30,156	79,198	5,000	Miscellaneous Revenue - Police	-	-	-
520	1,250	500	Donations-Police	-	-	-
100	-	500	Donations-Canine	-	-	-
176,097	236,190	157,513	Total Police Revenue	139,935	139,935	139,935
REQUIREMENTS FOR POLICE						
PERSONNEL SERVICES						
2,260,617	2,321,576	2,384,880	Regular Salaries and Wages	2,611,636	2,611,636	2,611,636
266,703	254,614	299,568	Overtime Wages	300,000	300,000	300,000
-	-	719,752	Insurance Benefits	736,627	736,627	736,627
-	-	282,639	Taxes/Other	319,181	319,181	319,181
-	-	585,879	PERS Contributions	630,008	630,008	630,008
1,386,968	1,415,849	-	Employee Benefits	-	-	-
19,371	19,375	19,650	Fringe Benefits	19,050	19,050	19,050
3,933,658	4,011,415	4,292,368	Total Police Personnel Services	4,616,502	4,616,502	4,616,502
27.8	26.5	28.3	FTE	29.8	29.8	29.8

Budget Detail

General Fund - Police

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - POLICE	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR POLICE (Continued)						
MATERIALS & SERVICES						
-	3,614	4,000	Professional Services	5,000	5,000	5,000
121,139	127,640	132,900	Vehicle Lease Payments	110,287	110,287	110,287
6,026	-	7,000	Investigation & Info	5,000	5,000	5,000
1,691	1,360	1,000	Prisoners Board & Medical	1,000	1,000	1,000
333	332	1,500	Crime Prevention	1,000	1,000	1,000
23,860	26,262	30,000	Communications	30,000	30,000	30,000
167,488	167,217	179,173	County Dispatch Fees	185,928	185,928	185,928
2,500	2,500	2,500	Juvenile Diversion Services	2,500	2,500	2,500
24,176	36,518	33,000	Training & Travel	33,000	33,000	33,000
30,840	33,391	31,000	Firearm Equipment	31,000	31,000	31,000
-	150	-	Traffic Safety Training	-	-	-
4,304	4,148	4,000	Tactical Entry Team Equipment	4,000	4,000	4,000
-	-	6,000	Equip - Vests	6,000	6,000	6,000
100	-	1,000	E.O.C.	1,000	1,000	1,000
10,849	12,231	15,000	Detective Equipment	20,000	20,000	20,000
1,150	930	1,500	Membership Fees & Dues	1,500	1,500	1,500
27,729	33,527	33,500	Information System Services	40,500	40,500	40,500
210,642	193,360	206,852	Internal Charge-Fleet	199,356	199,356	199,356
58,620	52,088	30,261	Internal Charge-Facilities	67,750	67,750	67,750
91,289	126,087	105,459	Internal Charge-Tech Services	116,411	116,411	116,411
29,071	25,570	39,500	Supplies & Services	42,000	42,000	42,000
19,891	17,864	20,000	Uniforms & Patrol Equipment	26,500	26,500	26,500
500	-	500	Equipment Repair & Maint	500	500	500
2,428	593	2,000	Radio Repair	2,000	2,000	2,000
28,589	30,609	32,000	800 Radio Operating Fee	31,263	31,263	31,263
3,616	2,906	3,000	Canine Expenses	12,000	12,000	12,000
3,734	6,776	11,250	Traffic Safety Equipment	14,300	14,300	14,300
-	-	500	Donations-Police/Canine Exp	500	500	500
595	1,250	500	Donations-Police	500	500	500
1,050	1,050	1,050	Accreditation	1,050	1,050	1,050
872,208	907,973	935,945	Total Police Materials & Services	991,845	991,845	991,845
CAPITAL OUTLAY						
-	37,254	-	Vehicles	90,000	90,000	90,000
-	5,000	2,000	Police K-9's	-	-	-
20,000	9,674	10,000	Equip - Computer/Software	15,000	15,000	15,000
3,579	5,415	-	Equip - Vests	-	-	-
-	9,089	10,000	Digital Radio Replacement Project	-	-	-
23,579	66,432	22,000	Total Police Capital Outlay	105,000	105,000	105,000
4,829,445	4,985,820	5,250,313	TOTAL POLICE REQUIREMENTS	5,713,347	5,713,347	5,713,347

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 34 sites that total over 215 acres.

2017-18 Highlights

- Worked with multiple volunteer groups to accomplish maintenance tasks
- Maintained seven restroom buildings and cleaned the restrooms twice a week
- Maintained ten playgrounds and one skate park weekly
- Mowed turf areas every seven to ten days
- Maintained 20 park areas and 14 city owned properties
- Maintained 1 water feature (Klohe Fountain)
- Tracked actual park maintenance hours for all sites

2018-19 Goals

- Continue to maintain all City park assets in the most cost effective, efficient manner possible while addressing customers concerns in a timely manner (City-wide Value – Exceptional Service)
- Continue to work with all City departments to provide lateral support and make the best use of all City equipment and personnel (City-wide Values - Fiscal Responsibility)
- Continue to utilize volunteer groups to help maintain City properties and nurture community support (City-wide Values – Inclusive Community)
- Continue to track all park maintenance hours and begin working on the list of deferred maintenance tasks (City-wide Values – Livability and City-wide Goal – Public service)
- Maintain the restrooms, playgrounds and landscaping to provide a safe and accessible park system for the citizens of Canby (City-wide Values – Livability)
- Develop and maintain an annual Park Maintenance Program schedule
- Develop and report annually on the Park Maintenance Program

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Support and maintain parks, recreation land, and natural areas	Park acres maintained	160	160	162
	Restrooms cleaning	624	667	882
	Number of Wait Park reservations	30	30	27
	Mow turf areas every 7-10 days	30	30	30
	Playgrounds maintained weekly	10	10	10
	Track park maintenance actual hours	Daily	Daily	Daily

Budget Detail

General Fund - Cemetery

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - PARKS	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
REVENUE						
380	320	450	Park Rentals	450	450	450
-	-	-	Miscellaneous Fees	3,360	3,360	3,360
-	-	-	Park Maintenance Fee	370,000	370,000	370,000
4,550	5,190	3,360	Miscellaneous Revenue - Parks	-	-	-
4,930	5,510	3,810	Total Park Revenue	373,810	373,810	373,810
TRANSFERS IN & OTHER SOURCES						
-	-	-	Transfer from Streets	10,000	10,000	10,000
-	-	15,000	Transfer from SDC Fund	200,000	200,000	200,000
-	-	15,000	Total Parks Transfers In	210,000	210,000	210,000
4,930	5,510	18,810	TOTAL PARK RESOURCES	583,810	583,810	583,810
REQUIREMENTS FOR PARKS						
PERSONNEL SERVICES						
201,206	205,373	210,795	Regular Salaries and Wages	312,294	312,294	312,294
768	19,812	37,458	Seasonal/Temp Wages	36,100	36,100	36,100
2,089	1,493	3,000	Overtime	3,000	3,000	3,000
-	-	85,069	Insurance Benefits	100,762	100,762	100,762
-	-	28,870	Taxes/Other	42,822	42,822	42,822
-	-	47,809	PERS Contributions	67,250	67,250	67,250
139,003	142,204	-	Employee Benefits	-	-	-
1,200	1,200	1,200	Clothing Allowance	2,400	2,400	2,400
344,267	370,082	414,201	Total Park Personnel Services	564,628	564,628	564,628
3.4	3.9	4.8	FTE	5.9	5.9	5.9
MATERIALS & SERVICES						
3,025	3,700	4,900	Contract Services	4,900	4,900	4,900
2,391	2,066	15,000	Surveys & Master Plans- SDC	200,000	200,000	200,000
6,511	7,378	9,500	Parks Ground Maintenance	9,500	9,500	9,500
5,997	3,557	6,300	Park Bldg Maintenance	6,300	6,300	6,300
-	-	-	Streetscape Landscaping	10,000	10,000	10,000
1,761	1,174	3,000	Vandalism Repair	3,000	3,000	3,000
-	143	200	Copier Lease & Maint	-	-	-
-	-	-	Parks Maint Fee Billing	24,000	24,000	24,000
966	1,032	1,000	Communications	1,800	1,800	1,800
874	1,115	1,600	Training/Conf/Travel	2,400	2,400	2,400
35,091	30,577	38,785	Internal Charge-Fleet	39,849	39,849	39,849
21,107	18,755	10,896	Internal Charge-Facilities	33,680	33,680	33,680
4,920	4,896	2,359	Internal Charge-Tech Services	2,554	2,554	2,554
8,165	9,615	13,000	Supplies & Services	14,000	14,000	14,000
7,299	8,522	9,000	Park Equipment	9,000	9,000	9,000
21,650	19,556	23,000	Utilities	24,000	24,000	24,000
119,756	112,087	138,540	Total Park Materials & Services	384,983	384,983	384,983
CAPITAL OUTLAY						
-	-	37,992	Equipment	10,000	10,000	10,000
-	-	37,992	Total Parks Capital Outlay	10,000	10,000	10,000
464,023	482,168	590,733	TOTAL PARK REQUIREMENTS	959,611	959,611	959,611

Cemetery Department

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

2017-18 Highlights

- Provided exceptional customer service to customers and visitors of the cemetery
- Assisted the public with inquires, administrative duties, internment services, grounds maintenance and beautification
- Successfully transferred responsibility for cemetery maintenance to the Parks department

2018-19 Goals

- Continue to provide exceptional customer service in regards to public inquires and administrative duties (City-wide Value – Exceptional Service)
- Begin tracking actual hours for grounds maintenance/beautification and hours spent on internment services (City- wide Value – Exceptional Service & Accountability)
- Construct ADA access and parking to Cemetery office and construct necessary building structure updates (City-wide Goal – Infrastructure)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Maintain an attractive, clean, safe, cemetery.	Landscaping & Maintenance Hours	864	850	1,580
	Customer Service/Admin Support Hours	98	110	570
	Plot Sales (each)	73	75	75
	Burials (each)	66	70	70

Budget Detail

General Fund - Cemetery

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - CEMETERY	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
REVENUE						
11,000	22,350	8,000	Grave Sales	10,400	10,400	10,400
5,450	5,400	4,000	Grave Open & Close	4,000	4,000	4,000
950	-	600	Liner Sales	600	600	600
5,846	8,062	4,000	Mausoleum Name Bars	2,000	2,000	2,000
26,063	11,065	5,000	Mausoleum Sales	5,000	5,000	5,000
8,125	9,500	7,000	Mausoleum Open & Close	6,000	6,000	6,000
-	-	-	Miscellaneous Fees	2,500	2,500	2,500
3,860	5,639	5,000	Miscellaneous Revenue - Cemetery	-	-	-
195	155	30	Donations-Cemetery	100	100	100
61,490	62,171	33,630	Total Cemetery Revenue	30,600	30,600	30,600
REQUIREMENTS FOR CEMETERY						
PERSONNEL SERVICES						
7,409	7,600	62,484	Regular Salaries and Wages	79,087	79,087	79,087
-	-	24,457	Insurance Benefits	20,885	20,885	20,885
-	-	7,759	Taxes/Other	10,415	10,415	10,415
-	-	9,777	PERS Contributions	13,198	13,198	13,198
5,615	5,749	-	Employee Benefits	-	-	-
13,024	13,349	104,477	Total Cemetery Personnel Services	123,585	123,585	123,585
0.2	0.1	1.4	FTE	1.4	1.4	1.4
MATERIALS & SERVICES						
51,949	31,786	-	Contract Labor	-	-	-
2,885	2,951	2,500	Supplies - Maintenance	3,000	3,000	3,000
-	-	600	Miscellaneous	500	500	500
770	840	1,000	Refunds	2,000	2,000	2,000
-	-	848	Internal Charge-Tech Services	991	991	991
137	777	800	Supplies - Records	1,350	1,350	1,350
787	1,484	1,500	Tools & Equipment	1,500	1,500	1,500
874	1,003	2,400	Utilities	2,400	2,400	2,400
3,972	6,413	3,000	Name Bars	4,000	4,000	4,000
61,373	45,253	12,648	Total Cemetery Materials & Services	15,741	15,741	15,741
74,398	58,601	117,125	TOTAL CEMETERY REQUIREMENTS	139,326	139,326	139,326

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 promotes downtown. The Canby Urban Renewal plan, Canby Economic Development Strategy and Canby Community Vision guide the department's efforts.

2017-18 Highlights

- Created two newsletters and led recruitment missions to Vancouver BC and Austin TX
- Created seven business recruitment proposals and conducted two site tours
- Assisted two local industrial businesses with their expansion efforts
- Started the planning / development stages for new Canby industrial businesses including; Premier Gear, BE Group, OCI Riemers and Cascade Manufacturing. In addition eight industrial tax lots were sold.
- Received a Certified Local Government Grant and Historic Cemeteries Grant for Phase II of the Baker Prairie Cemetery Restoration totaling \$12,260 to continue historic preservation efforts in the city of Canby
- Spearheaded the second year of the successful Canby Independence Day Celebration
- Created a tourism website, VisitCanby.com, to promote the events, businesses, and attractions that Canby has to offer
- Awarded Façade Improvements grants to Canby Kiwanis Thrift Store and PNR LLC., and work continued on the Bell Building, which was approved in 2016

2018-19 Goals *(City-wide Goals – Growth and Economic Development)*

- Attract new manufacturers and help local companies expand and create more jobs
- Foster a supportive business friendly environment
- Maintain strong partnerships with the Chamber of Commerce, Kiwanis, Historical Society, and more to leverage Main Street resources and impacts
- Increase volunteers at City of Canby events
- Research ways to improve event participation with local businesses
- Increase the revenue from the Canby Independence Day Celebration to cover a higher percentage of the events expenses

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Continue to grow Canby Main Street Program	Volunteer hours per year	250	308	350
	Outreach for retail/restaurant recruitment	12	48	60
	Donations for events and promotions	\$4,000	\$4,500	\$5,000
Promote Canby	Industrial recruitment proposals prepared	13	7	10
	Newsletters, press releases, and articles	64	50	11
	Outreach and assistance to local manufacturers	18	10	15

Budget Detail

General Fund - Economic Development

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - ECONOMIC DEV.	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
REVENUE						
1,120	3,500	4,500	Event Revenue	4,000	4,000	4,000
	-	2,653	Miscellaneous Revenue	5,008	5,008	5,008
7,495	10,043	9,650	Independence Day Revenue	11,300	11,300	11,300
8,615	13,543	16,803	Total Economic Dev. Revenue	20,308	20,308	20,308
TRANSFERS IN & OTHER SOURCES						
553,087	547,205	576,811	Transfer from UR	529,268	529,268	529,268
553,087	547,205	576,811	Total Economic Dev. Transfers In	529,268	529,268	529,268
561,702	560,748	593,614	TOTAL ECONOMIC DEV. RESOURCES	549,576	549,576	549,576
REQUIREMENTS FOR ECONOMIC DEVELOPMENT						
PERSONNEL SERVICES						
292,227	304,160	295,215	Regular Salaries and Wages	306,220	306,220	306,220
-	-	59,545	Insurance Benefits	45,337	45,337	45,337
-	-	28,418	Taxes/Other	25,944	25,944	25,944
-	-	62,969	PERS Contributions	63,521	63,521	63,521
133,561	137,641	-	Employee Benefits	-	-	-
425,788	441,801	446,147	Total Economic Dev. Personnel Services	441,022	441,022	441,022
3.4	3.3	3.2	FTE	3.2	3.2	3.2
MATERIALS & SERVICES						
2,263	2,878	1,672	Internal Charge-Facilities	3,743	3,743	3,743
12,300	12,241	8,709	Internal Charge-Tech Services	7,273	7,273	7,273
44,353	25,563	33,463	Supplies & Services	29,851	29,851	29,851
5,904	8,903	9,050	Main Street (General Fund)	10,015	10,015	10,015
7,985	11,924	11,458	Independence Day Expenses	14,201	14,201	14,201
3,879	5,876	5,500	Flower Program	5,500	5,500	5,500
12,577	22,508	21,788	Main Street (UR Allowable)	22,350	22,350	22,350
89,261	89,893	91,640	Total Economic Dev. Materials & Services	92,933	92,933	92,933
TRANSFERS OUT & OTHER USES						
61,002	63,220	74,007	O/H Transfer to General Fund	68,419	68,419	68,419
61,002	63,220	74,007	Total Economic Dev. Transfers Out	68,419	68,419	68,419
576,051	594,915	611,794	TOTAL ECONOMIC DEV. REQUIREMENTS	602,374	602,374	602,374

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.

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	GENERAL FUND - NOT ALLOCATED	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
REVENUE						
4,090,036	4,295,493	4,463,145	Property Tax Current	4,700,000	4,700,000	4,700,000
105,297	91,251	100,000	Property Tax Prior	100,000	100,000	100,000
145,360	148,057	150,300	Cable Franchise Fee	144,900	144,900	144,900
46,478	44,266	44,300	Telephone Franchise Fee	47,500	47,500	47,500
122,964	132,999	132,700	Solid Waste Franchise Fee	140,000	140,000	140,000
137,402	132,165	135,000	Natural Gas Franchise Fee	155,000	155,000	155,000
278,713	280,828	282,000	City Sewer Franchise Fee	295,000	295,000	295,000
21,126	20,620	19,200	Cigarette Tax	20,200	20,200	20,200
229,966	249,666	274,600	Liquor Revenue	282,000	282,000	282,000
152,277	166,564	163,500	State Revenue Sharing	183,500	183,500	183,500
704,473	756,038	738,000	CU In Lieu of Taxes	789,000	789,000	789,000
-	-	-	Miscellaneous- Fees	400	400	400
-	72,510	60,000	Business Licenses	73,000	73,000	73,000
-	-	-	Liquor Licenses	2,000	2,000	2,000
13,900	12,750	11,000	Title Lien Search Fees	12,600	12,600	12,600
15,843	-	-	SDC Compliance Cost Fee	-	-	-
29,123	29,610	30,000	PEG Access Fees	29,000	29,000	29,000
42,381	20,508	5,000	AFD 3 LRIP Phase I Prin/Int	-	-	-
6,000	6,000	6,000	Lease Receipts (Adult Center)	6,000	6,000	6,000
10,125	7,375	-	Retail Lease	-	-	-
4,536	4,784	3,000	Miscellaneous-Income	-	-	-
12,019	25,906	16,000	Interest Revenues	30,000	30,000	30,000
33,105	31,116	27,404	Retirement/Separation Reserve	31,000	31,000	31,000
89,640	-	-	Workers Comp Claim Reserve	-	-	-
6,290,763	6,528,505	6,661,149	Total Not Allocated Revenue	7,041,100	7,041,100	7,041,100
TRANSFERS IN & OTHER SOURCES						
11,428	10,941	11,196	O/H from Building	10,824	10,824	10,824
61,002	63,220	74,007	O/H from Economic Develop	68,419	68,419	68,419
93,755	96,295	119,031	O/H from Library Fund	111,778	111,778	111,778
109,009	114,081	122,383	O/H from Street	110,345	110,345	110,345
170,116	164,387	175,876	O/H from Transit	185,937	185,937	185,937
76,292	81,383	90,952	O/H from Swim Levy	88,071	88,071	88,071
137,846	129,119	155,539	O/H from WWTP	170,507	170,507	170,507
48,715	47,911	53,548	O/H from Collections	50,902	50,902	50,902
40,399	40,383	44,651	O/H from Stormwater	35,569	35,569	35,569
748,562	747,720	847,183	Total Not Allocated Transfers In	832,352	832,352	832,352
7,039,325	7,276,225	7,508,332	TOTAL NOT ALLOCATED RESOURCES	7,873,452	7,873,452	7,873,452
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
118,609	39,699	75,000	Retirement & Separation Payout	90,000	90,000	90,000
118,609	39,699	75,000	Total Not Allocated Personnel Services	90,000	90,000	90,000
MATERIALS & SERVICES						
6,000	6,000	6,000	Ground Lease (Adult Center)	6,000	6,000	6,000
-	-	31,000	Workers Comp Prior Year Claims	-	-	-
29,269	31,269	18,168	Internal Charge-Facilities	40,672	40,672	40,672
3,600	-	-	Property Held for Sale	-	-	-
38,869	37,269	55,168	Total Not Allocated Materials & Services	46,672	46,672	46,672
TRANSFERS & SPECIAL PAYMENTS						
-	-	-	Transfers to Library Fund	50,000	50,000	50,000
31,999	11,045	30,000	Special Payments-PEG Access	30,000	30,000	30,000
31,999	11,045	30,000	Total Not Allocated Special Payments	30,000	30,000	30,000
DEBT SERVICE						
18,083	36,642	-	Logging Road Principle Phs 2	-	-	-
2,774	1,267	-	Logging Road Interest Phs 2	-	-	-
20,857	37,909	-	Total Not Allocated Debt Service	-	-	-
-	-	552,876	General Fund Operating Contingency	500,000	500,000	500,000
210,334	125,922	713,044	TOTAL NOT ALLOCATED REQUIREMENTS	666,672	666,672	666,672

Special Revenue Funds

Library

The library's role in the community has been redefined as the city's "living room". It is a place where residents gather for learning, leisure, discovery, and collaboration. The Canby Library provides its service population of 23,692, access to over 56,800 print and visual materials, and as part of the 13-member consortium of Libraries in Clackamas County (LINCC) access to over 70,000 e-books. Services include reference and information, early literacy programs, community outreach, multicultural, family, and civic programs, book groups, teen events, and many other culturally enriching programs and performances. The library also provides copying and printing, a large meeting room, conference rooms, children's story/interactive play areas, teen and study rooms, and free Wi-Fi. Principal resources of revenue include the library district levy, fines, fees, grants, and donations.

2017-18 Highlights

- Launched new RFID self-checkout technology, enabling patrons to check out materials, and staff to check-in materials, quickly and easily. 63,000 items were tagged by staff and volunteers
- Provided weekly story times in three languages: English, Spanish and Russian
- Opened seven additional hours each week providing consistency in opening and closing times
- Increased the number of FTE staff with a Masters in Library Science from 2.0 to 4.61
- Registered over 1,100 people for reading programs
- Assisted 25 Canby residents in receiving their U.S citizenship through our weekly citizenship program

2018-19 Goals

- Increase the number of registered borrowers to population served from 45% to at least 55%.
- Expand our volunteer base by 20% (City-wide Goal – Community)
- Incorporate Science, Technology, Engineering, Arts, and Math (S.T.E.A.M.) into at least 12 programs (City-wide Goal – Community)
- Expand teen use of the library (ages 14-17) by 10% (City-wide Goal – Community)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Increase the number of registered borrowers	Borrowers to population served	45%	50%	55%
Expand volunteer base	Increase number of volunteers	34	38	41
Incorporate S.T.E.A.M. into more programs	Number of S.T.E.A.M. programs	5	8	12
Expand teen use of the library	Teen program attendance	328	360	400
	Circulation of YA materials	10,104	10,000	11,000
	Annual number of teens in the teen room	n/a	420	550

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	LIBRARY FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
1,359,925	1,493,415	157,748	BEGINNING BALANCE (Cash Carryover)	90,124	90,124	90,124
REVENUE						
794,394	830,972	862,813	CC Library District	881,525	881,525	881,525
3,584	4,595	3,384	Grants-Library	3,532	3,532	3,532
2,510	-	-	Lost Book Revenue	-	-	-
-	-	-	Library Fines & Fees	30,000	30,000	30,000
26,103	33,029	30,000	Miscellaneous Revenue - Library	-	-	-
8,894	11,291	2,000	Interest Revenues	2,000	2,000	2,000
34,490	39,306	2,000	Donations-Library	500	500	500
14,328	15,882	17,531	Donations-FOL (Programming)	17,111	17,111	17,111
120,613	26,113	-	Donations-New Library Building	-	-	-
1,004,915	961,187	917,728	Total Library Revenue	934,668	934,668	934,668
TRANSFERS IN & OTHER SOURCES						
8,252	12,129	14,400	FOL Pass Thru Revenue	12,000	12,000	12,000
-	-	-	Interfund Loan Transfer from CPC	500,000	500,000	500,000
-	-	-	Transfer from General Fund	50,000	50,000	50,000
8,252	12,129	14,400	Total Library Transfers In & Other Sources	562,000	562,000	562,000
2,373,092	2,466,731	1,089,876	TOTAL LIBRARY RESOURCES	1,586,792	1,586,792	1,586,792
REQUIREMENTS FOR LIBRARY						
PERSONNEL SERVICES						
401,074	409,892	434,612	Regular Salaries and Wages	478,704	478,704	478,704
1,047	22,285	27,571	On Call Wages	14,847	14,847	14,847
-	-	118,669	Insurance Benefits	91,910	91,910	91,910
-	-	45,228	Taxes/Other	42,120	42,120	42,120
-	-	82,009	PERS Contributions	84,172	84,172	84,172
217,200	220,564	-	Employee Benefits	-	-	-
619,321	652,741	708,089	Total Library Personnel Services	711,753	711,753	711,753
8.4	8.3	8.7	FTE	9.0	9.0	9.0
MATERIALS & SERVICES						
5,027	7,464	5,000	Computer Hardware/Software	1,000	1,000	1,000
-	391	24,235	LINCC Consortium	30,588	30,588	30,588
-	6,827	7,500	Copier Lease & Maint	7,885	7,885	7,885
2,596	1,319	1,500	Travel & Training	1,500	1,500	1,500
13,771	8,232	9,000	Office Supplies & Services	9,000	9,000	9,000
190	(77)	-	Cash Over & Short	-	-	-
82,582	94,415	80,000	Library Materials & Processing	80,000	80,000	80,000
-	1,505	1,500	Volunteer Recognition	1,500	1,500	1,500
3,054	5,711	3,384	Grants-Library Expended	3,532	3,532	3,532
25	55,564	2,000	Donations-Library Expended	500	500	500
14,328	12,691	17,531	Donations Expended FOL	17,111	17,111	17,111
8,252	12,129	-	FOL Pass Thru Expense	-	-	-
26,936	43,672	25,372	Internal Charge-Facilities	56,804	56,804	56,804
9,840	17,138	32,726	Internal Charge-Tech Services	36,471	36,471	36,471
166,601	266,981	209,748	Total Library Materials & Services	245,891	245,891	245,891
TRANSFERS OUT/SPECIAL PAYMENTS						
-	-	14,400	Special Payments-FOL Pass Thru	12,000	12,000	12,000
93,755	96,295	119,031	O/H to General Fund	111,778	111,778	111,778
-	-	-	Interfund loan pmt transfer to CPC	502,000	502,000	502,000
-	1,284,967	-	Transfer to Building Project	-	-	-
93,755	1,381,262	133,431	Total Library Transfers Out/Special Pmts	625,778	625,778	625,778
-	-	38,608	OPERATING CONTINGENCY	3,370	3,370	3,370
-	-	-	RESERVED FOR FUTURE EXPENDITURE	-	-	-
1,493,415	165,747	-	ENDING FUND BALANCE (prior year's)	-	-	-
2,373,092	2,466,731	1,089,876	TOTAL LIBRARY REQUIREMENTS	1,586,792	1,586,792	1,586,792

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.

2017-18 Highlights

- Received \$120,000 in state Special Transportation Funds grants
- Received \$483,348 in federal funding
- Provided Canby businesses with a 23.95 % 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)
- Ordered three grant funded replacement buses for delivery in FY2018-19
- Finalized the Transit Master Plan
- Implemented Phase 0 and Phase I of the Transit Master Plan

2018-19 Goals (*City-wide Goals – Public Services*)

- Receive \$120,000 in state Special Transportation Funds grants in FY2018-19
- Receive \$935,006 in federal grant funding in FY2018-19
- Provide Canby businesses with a 25.62 % lower rate in payroll tax compared to TriMet
- Develop timeline for implementation of Phases 2A and 2B of the Transit Master Plan
- Continue to focus on cost saving efficiencies and increasing productivity within the service outline identified by the Transit Master Plan
- Take delivery of and put into service three grant funded, accessible, low-floor, cutaway bus for demand responsive service to replace buses 17, 18 and 19
- Draft an updated Asset Plan that complies with state and federal regulations

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Provide Fixed-Route Transit Service (Route 99)	One-way trips provided	60,499	61,000	75,000
	Service hours provided	7,667	8,138	9,906
	Service miles provided	146,440	157,026	203,264
Provide Demand Response Transit Service (Dial-A-Ride)	One-way trips provided	15,795	6,096	16,500
	Service hours provided	7,026	6,500	5,500
	Service miles provided	64,478	65,000	66,000

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	TRANSIT FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
1,041,466	1,358,918	1,307,006	BEGINNING BALANCE (Cash Carryover)	1,624,427	1,624,427	1,624,427
REVENUE						
122,750	157,797	134,378	Grant - STF/STO	134,378	134,378	134,378
352	-	-	Grant - 5309	-	-	-
312,503	278,364	295,435	Grant - 5311	295,435	295,435	295,435
-	43,247	-	Grant - Planning	-	-	-
66,200	75,050	31,937	Grant-Preventative Maintenance	31,937	31,937	31,937
392,059	17,267	125,622	Grant - Capital	362,549	362,549	362,549
110,200	110,200	55,000	Grant -Operating	134,993	134,993	134,993
1,263,815	1,314,943	1,250,000	Transit ER Payroll Tax	1,371,000	1,371,000	1,371,000
20,518	16,152	10,000	Payroll Tax Penalties & Int	10,000	10,000	10,000
69,974	59,901	55,000	Fares	47,160	47,160	47,160
3,246	7,226	8,000	Miscellaneous-Income	8,000	8,000	8,000
6,027	10,252	4,000	Interest Revenues	8,000	8,000	8,000
900	45	300	Donations-Transit	50	50	50
2,368,544	2,090,444	1,969,672	Total Transit Revenue	2,403,502	2,403,502	2,403,502
3,410,010	3,449,362	3,276,678	TOTAL TRANSIT RESOURCES	4,027,929	4,027,929	4,027,929
REQUIREMENTS FOR TRANSIT						
PERSONNEL SERVICES						
183,669	197,715	212,809	Regular Salaries and Wages	253,954	253,954	253,954
-	-	59,825	Insurance Benefits	47,730	47,730	47,730
-	-	20,718	Taxes/Other	21,783	21,783	21,783
-	-	38,144	PERS Contributions	44,400	44,400	44,400
90,610	103,199	-	Employee Benefits	-	-	-
274,280	300,913	331,496	Total Transit Personnel Services	367,867	367,867	367,867
2.7	2.7	2.8	FTE	3.3	3.3	3.3
MATERIALS & SERVICES						
352	55,748	10,000	Prof/Tech Services	10,000	10,000	10,000
834,887	863,712	1,049,224	Contract Services	1,032,149	1,032,149	1,032,149
8,310	9,082	12,080	Transit Facilities Maintenance	12,700	12,700	12,700
58,857	51,132	43,640	Space Lease	44,795	44,795	44,795
147	819	4,000	Vehicle Maintenance	1,500	1,500	1,500
-	3,559	5,000	Vehicle (Non-Ins) Repair	5,000	5,000	5,000
-	-	1,000	Insurance Deductible	-	-	-
6,147	6,670	12,178	Communications	14,468	14,468	14,468
11,088	7,783	8,375	Marketing	9,435	9,435	9,435
2,940	2,299	5,000	Printing	5,000	5,000	5,000
4,308	960	4,445	Travel & Training	4,445	4,445	4,445
5,060	5,030	6,540	Membership Dues & Fees	6,540	6,540	6,540
221,532	256,038	252,101	Internal Charge-Fleet	219,415	219,415	219,415
4,915	4,367	2,537	Internal Charge-Facilities	5,680	5,680	5,680
19,680	19,586	23,396	Internal Charge-Tech Services	25,228	25,228	25,228
24,413	18,525	18,370	Supplies & Services	19,205	19,205	19,205
1,202,635	1,305,310	1,457,886	Total Transit Materials & Services	1,415,560	1,415,560	1,415,560
CAPITAL OUTLAY						
2,324	208,475	-	Transit Projects	-	-	-
401,737	52,313	140,000	Vehicles	404,000	404,000	404,000
404,061	260,788	140,000	Total Transit Capital Outlay	404,000	404,000	404,000
TRANSFERS OUT						
170,116	164,387	175,876	O/H to General Fund	185,937	185,937	185,937
170,116	164,387	175,876	Total Transit Transfers Out	185,937	185,937	185,937
-	-	196,526	OPERATING CONTINGENCY	175,000	175,000	175,000
-	-	974,894	RESERVED FOR FUTURE EXPENDITURE	1,479,565	1,479,565	1,479,565
1,358,918	1,417,964	-	ENDING FUND BALANCE (prior year's)	-	-	-
3,410,010	3,449,362	3,276,678	TOTAL TRANSIT REQUIREMENTS	4,027,929	4,027,929	4,027,929

Swim Center

The 48 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 offers swim lessons, public swims, fitness swims and competitive swimming (Gators and high school swim team).

2017-18 Highlights

- Provided swimming lessons for all 2nd grade students in the Canby School District
- Provided swimming lessons for several schools in the Molalla River School District as they prepare to re-open their pool
- Addressed maintenance issues during the annual closure and throughout the year
- Replaced the lighting over the pool with more efficient light fixtures
- Hosted several swim meets for Canby Gators, Canby High School and Oregon Masters, Canby High School was also the site for 800 people for the Oregon Swimming Awards
- Provided a safe environment for swimming and water activities, including swim teams, and the local triathlon hosted in May at the Canby Swim Center
- Continued to support community activities and programs by giving free swims to many different programs throughout the community

2018-19 Goals

- Upgrade the air circulation system to provide a more consistent air temperature all year long (City-wide Goal – Parks & Rec)
- 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)
- Provide swimming lessons to the local schools and the public (City-wide Goal – Parks & Rec)
- Provide a safe environment for swimming and water activities (City-wide Goal – Parks & Rec)
- Continue to support community activities and programs (City-wide Goal – Parks & Rec)
- Build a new community room attached to the Swim Center (City-wide Goal – Parks & Rec)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Provide an attractive, clean, safe, and well maintained facility	Public Lessons Taught (Penguin club)	23,072	23,000	22,500
	School lessons taught	4,909	5,100	4,700
	Public use hours per week	90	90	90
	Private use rental hours per week	10	10+	10+
	Usage from Canby citizens	50%	50%	50%
	Usage from outside Canby citizens	50%	50%	50%

Budget Detail

Swim Levy Fund

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	SWIM LEVY FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
405,580	492,883	535,229	BEGINNING BALANCE (Cash Carryover)	700,260	700,260	700,260
REVENUE						
571,961	594,465	612,940	Property Tax Levy	730,000	730,000	730,000
14,442	12,706	12,000	Property Tax - Prior	13,000	13,000	13,000
224,166	221,440	202,400	Pool Revenue	209,400	209,400	209,400
-	395	-	Miscellaneous Income	-	-	-
3,085	6,381	5,200	Interest Revenues	9,000	9,000	9,000
813,654	835,388	832,540	Total Swim Revenue	961,400	961,400	961,400
1,219,234	1,328,271	1,367,769	TOTAL SWIM RESOURCES	1,661,660	1,661,660	1,661,660
REQUIREMENTS FOR SWIM						
PERSONNEL SERVICES						
338,376	347,256	375,216	Regular Salaries and Wages	391,529	391,529	391,529
6,123	5,032	5,500	Overtime	6,000	6,000	6,000
-	-	88,950	Insurance Benefits	88,869	88,869	88,869
-	-	46,224	Taxes/Other	43,476	43,476	43,476
-	-	77,190	PERS Contributions	79,707	79,707	79,707
171,444	173,520	-	Employee Benefits	-	-	-
515,942	525,809	593,080	Total Swim Personnel Services	609,581	609,581	609,581
9.2	8.7	8.8	FTE	8.9	8.9	8.9
MATERIALS & SERVICES						
19,487	28,488	29,000	Bldg Maintenance	40,500	40,500	40,500
14,000	14,000	14,000	Ground Lease	14,000	14,000	14,000
5,306	4,693	5,000	Advertising & Marketing	5,000	5,000	5,000
1,095	2,926	5,000	Training & Travel	5,000	5,000	5,000
7,380	7,345	6,827	Internal Charge - Tech Services	7,974	7,974	7,974
6,703	7,182	9,000	Supplies & Services	9,000	9,000	9,000
10,165	10,415	8,200	Bank Charges	9,500	9,500	9,500
(60)	62	-	Cash Over & Short	-	-	-
9,904	10,521	11,000	Pool Chemicals	12,000	12,000	12,000
3,315	3,500	5,500	Janitorial Supplies	6,000	6,000	6,000
3,019	1,265	2,500	Pool Concession Purchases	2,500	2,500	2,500
22,607	24,234	25,000	Utility - Gas	25,500	25,500	25,500
3,552	3,009	3,600	Utility - Water	6,000	6,000	6,000
13,480	12,309	12,000	Utility - Electric	12,000	12,000	12,000
119,952	129,950	136,627	Total Swim Materials & Services	154,974	154,974	154,974
CAPITAL OUTLAY						
14,165	24,594	56,500	Bldg Improvements >\$5k	500,000	500,000	500,000
14,165	24,594	56,500	Total Swim Capital Outlay	500,000	500,000	500,000
TRANSFERS OUT						
76,292	81,383	90,952	O/H to General Fund	88,071	88,071	88,071
76,292	81,383	90,952	Total Swim Transfers Out	88,071	88,071	88,071
-	-	82,066	OPERATING CONTINGENCY	75,000	75,000	75,000
-	-	408,544	RESERVED FOR FUTURE EXPENDITURE	234,034	234,034	234,034
492,883	566,536	-	ENDING FUND BALANCE (prior year's)	-	-	-
1,219,235	1,328,271	1,367,769	TOTAL SWIM REQUIREMENTS	1,661,660	1,661,660	1,661,660

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.

2017-18 Highlights

- Acquired easements for construction of the N Maple Street - NE 10th to NE 14th Avenue capital improvement project
- Completed 2.13 miles of slurry seal
- Completed 2.5 miles of street over lays
- Reconstructed 23 ADA Ramps

2018-19 Goals

- Complete N Maple St – NE 10th Ave to NE 14th Ave transportation improvement project (City-wide Goal – Public Services)
- Construct N Locust - NE 4th Ave to NE 10th Ave transportation improvement project (City-wide Goal – Public Services)
- Maintain weekly sweeping schedule for approximately 58 miles of existing paved roads (City-wide Goal – Public Services)
- Develop sidewalk infill and ADA inventory and map (City-wide Goal – Public Services)
- Procure Asset Management program for capital improvement planning, GIS mapping, service orders and tracking (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Maintain roads and right-of-way to the highest quality standard	Streets Overlaid	14	15	15
	Streets Slurry Sealed	0	0	15
	Signs Replaced	65	150	150
	Street Miles Restriped	10	10	10
	Line Miles Restriped	31.5	31.5	32
	Thermo-plastic Legends Installed/Replaced (each)	25	25	20
	Weekly Street Sweeping Completed	100%	25%	100%

Budget Detail

Street Fund

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	STREET FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
1,089,596	1,543,385	1,692,030	BEGINNING BALANCE (Cash Carryover)	1,734,960	1,734,960	1,734,960
REVENUE						
947,091	972,963	922,300	State Highway Fund	1,169,000	1,169,000	1,169,000
282,591	370,835	368,700	Local Gas Tax	400,000	400,000	400,000
-	339,818	175,000	Federal Fund Exchange	367,000	367,000	367,000
163,218	118,089	64,477	Construction Excise Tax	50,000	50,000	50,000
-	-	-	Miscellaneous Fees	1,800	1,800	1,800
540,519	539,487	546,600	Street Maintenance Fee	557,000	557,000	557,000
-	43,925	40,000	CUB Street Repair Reimbursemnt	50,000	50,000	50,000
21,067	13,203	10,000	Erosion Control Fees	10,000	10,000	10,000
8,000	4,400	3,000	Driveway/Curb/Sidewalk Inspect	3,000	3,000	3,000
5,200	2,400	2,000	Street Excavation/Opening Fee	2,500	2,500	2,500
18,000	12,425	5,000	Urban Forestry Program Revenue	30,000	30,000	30,000
1,360	1,043	1,500	Street Sign Program Revenue	10,000	10,000	10,000
130,914	-	-	Transportation Reimbursement SDC	-	-	-
43,381	57,835	-	Miscellaneous Revenue	-	-	-
792	5,707	5,000	Damaged Property Claim Revenue	5,000	5,000	5,000
8,323	12,733	10,000	Interest Revenues	18,000	18,000	18,000
2,170,457	2,494,864	2,153,577	Total Street Revenue	2,673,300	2,673,300	2,673,300
TRANSFERS IN						
-	-	-	Transfer from SDC	1,221,378	1,221,378	1,221,378
-	-	100,000	Transfer from Collections	110,000	110,000	110,000
-	-	75,000	Transfer from Storm	100,000	100,000	100,000
-	-	175,000	Total Street Transfers In	1,431,378	1,431,378	1,431,378
3,260,053	4,038,248	4,020,607	TOTAL STREET RESOURCES	5,839,638	5,839,638	5,839,638
REQUIREMENTS FOR STREETS						
PERSONNEL SERVICES						
371,264	326,468	346,952	Regular Salaries and Wages	434,096	434,096	434,096
6,360	14,928	12,486	Seasonal/Temp Wages	9,023	9,023	9,023
355	604	1,500	Overtime	3,000	3,000	3,000
-	-	112,035	Insurance Benefits	111,101	111,101	111,101
-	-	48,992	Taxes/Other	56,262	56,262	56,262
-	-	64,267	PERS Contributions	76,498	76,498	76,498
225,978	191,064	-	Employee Benefits	-	-	-
2,000	2,000	2,000	Clothing Allowance	1,600	1,600	1,600
605,957	535,064	588,232	Total Street Personnel Services	691,580	691,580	691,580
6.2	5.5	5.7	FTE	6.8	6.8	6.8

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	STREET FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR STREETS (Continued)						
MATERIALS & SERVICES						
7,273	7,419	10,000	Consultant Engineer	10,000	10,000	10,000
-	370	2,700	Software Maintenance	2,500	2,500	2,500
22	-	1,500	Curb/Sidewalk Repair	2,000	2,000	2,000
79,225	79,698	75,000	Street Lighting & Maint	80,000	80,000	80,000
28,712	50,689	60,000	Street Maintenance	60,000	60,000	60,000
-	30	200	Equipment Rental	200	200	200
849	803	800	Copier Lease & Maint	1,100	1,100	1,100
38,385	40,686	40,260	Street Maint Billing	24,000	24,000	24,000
8,850	10,901	18,000	Street Signing	25,000	25,000	25,000
6,963	6,820	10,000	Street Marking & Striping	10,000	10,000	10,000
626	6,704	5,000	Damaged Property Claim Expense	5,000	5,000	5,000
1,707	2,013	2,000	Communications	2,100	2,100	2,100
167	1,546	2,000	Travel & Training	3,200	3,200	3,200
50	152	150	Membership Dues & Fees	175	175	175
127,776	90,412	90,498	Internal Charge-Fleet	92,957	92,957	92,957
21,230	18,864	10,960	Internal Charge-Facilities	33,822	33,822	33,822
14,760	15,914	13,176	Internal Charge-Tech Services	10,947	10,947	10,947
5,866	6,394	5,000	Supplies & Services	5,100	5,100	5,100
3,740	3,550	4,000	Small Tools	6,000	6,000	6,000
653	511	700	Safety Supplies	700	700	700
11,828	7,206	10,000	Landscaping 2nd Ave	-	-	-
22,450	16,298	15,000	Urban Forestry Program	15,000	15,000	15,000
5,088	5,393	5,500	Utilities	5,500	5,500	5,500
386,219	372,370	382,444	Total Street Materials & Services	395,301	395,301	395,301
CAPITAL OUTLAY						
195,426	58,851	60,000	Equipment	-	-	-
350,612	604,717	950,000	Street Maint Fee Projects	1,366,500	1,366,500	1,366,500
-	-	754,000	N Maple 10th-14th	635,000	635,000	635,000
-	-	-	N Locust St - NE 4th - NE 10th Ave	778,500	778,500	778,500
-	-	-	Hazeldell Way Connection to 99E	1,016,378	1,016,378	1,016,378
19,285	543,092	-	NW Territorial RD Improvements	-	-	-
9,061	-	-	10th Avenue Improvements	-	-	-
41,099	53,710	-	N Cedar Street Improvements	-	-	-
615,483	1,260,370	1,764,000	Total Street Capital Outlay	3,796,378	3,796,378	3,796,378
TRANSFERS OUT						
109,009	114,081	122,383	O/H Transfer To General Fund	110,345	110,345	110,345
-	-	-	Transfer to Sewer Fund	100,000	100,000	100,000
-	-	-	Transfer to Parks	10,000	10,000	10,000
-	27,044	-	Transfer to SDC Fund	-	-	-
109,009	141,125	122,383	Total Street Transfers Out	220,345	220,345	220,345
-	-	109,306	OPERATING CONTINGENCY	110,000	110,000	110,000
RESERVED FOR FUTURE EXPENDITURE						
-	-	989,638	Reserved for Future Exp - St Maint. Prg	176,498	176,498	176,498
-	-	64,604	Reserved for Future Expenditure	449,536	449,536	449,536
-	-	1,054,242	Total Reserves for Furture Expenditure	626,034	626,034	626,034
1,543,385	1,729,319	-	ENDING FUND BALANCE (prior year's)	-	-	-
3,260,053	4,038,248	4,020,607	TOTAL STREET REQUIREMENTS	5,839,638	5,839,638	5,839,638

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.

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	SYSTEM DEVELOPMENT CHARGES FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
1,713,144	3,020,046	4,678,673	BEGINNING BALANCE (Cash Carryover)	6,023,102	6,023,102	6,023,102
REVENUE						
578,598	515,453	315,000	Streets Improvement SDC's	535,066	535,066	535,066
-	102,215	62,000	Streets Reimbursement SDC's	93,282	93,282	93,282
-	12,987	7,695	Street SDC Compliance Cost Fee	9,729	9,729	9,729
604,845	1,060,404	370,000	Parks Improvement SDC's	612,359	612,359	612,359
-	-	-	Park SDC Compliance Cost Fee	12,035	12,035	12,035
90,128	121,354	75,000	Sewer Improvement SDC's	87,386	87,386	87,386
-	383,548	230,000	Sewer Reimbursement SDC's	285,982	285,982	285,982
-	-	-	Sewer SDC Compliance Cost Fee	8,806	8,806	8,806
50,551	35,445	25,000	Storm Improvement SDC's	32,094	32,094	32,094
-	-	-	Storm Reimbursement SDC's	5,600	5,600	5,600
-	-	-	Storm SDC Compliance Cost Fee	385	385	385
15,817	46,619	36,000	Interest Revenues	80,000	80,000	80,000
1,339,940	2,278,026	1,120,695	Total SDC Revenue	1,762,724	1,762,724	1,762,724
TRANSFERS IN & OTHER SOURCES						
-	27,044	-	Transfer from Other Funds	-	-	-
-	27,044	-	Total SDC Transfers In	-	-	-
3,053,084	5,325,116	5,799,368	TOTAL SDC RESOURCES	7,785,826	7,785,826	7,785,826
REQUIREMENTS FOR SDC'S						
TRANSFERS OUT & OTHER USES						
-	-	15,000	Transfer to Parks	200,000	200,000	200,000
-	-	-	Transfer to Streets	1,221,378	1,221,378	1,221,378
33,038	-	305,000	Transfer to Sewer	376,000	376,000	376,000
-	-	100,000	Transfer to Storm	40,000	40,000	40,000
33,038	-	420,000	Total SDC Transfers Out	1,837,378	1,837,378	1,837,378
RESERVED FOR FUTURE EXPENDITURE						
-	-	2,214,522	Reserved for Street Improvements	1,573,418	1,573,418	1,573,418
-	-	169,059	Reserved for Street Reimbursements	291,621	291,621	291,621
-	-	20,944	Reserved for Street SDC Administration	31,477	31,477	31,477
-	-	2,954,119	Reserved for Park Improvements	3,483,864	3,483,864	3,483,864
-	-	-	Reserved for Park SDC Administration	15,250	15,250	15,250
-	-	-	Reserved for Sewer Improvement	114,028	114,028	114,028
-	-	-	Reserved for Sewer Reimbursements	363,389	363,389	363,389
-	-	-	Reserved for Sewer SDC Administration	11,471	11,471	11,471
-	-	20,724	Reserved for Stormwater Improvements	57,191	57,191	57,191
-	-	-	Reserved for Storm Reimbursements	5,733	5,733	5,733
-	-	-	Reserved for Storm SDC Administration	1,004	1,004	1,004
-	-	5,379,368	Total Reserves for Future Expenditure	5,948,448	5,948,448	5,948,448
ENDING FUND BALANCE (prior year's)						
1,343,318	1,875,188	-	Restricted for Street Improvements	-	-	-
-	130,401	-	Restricted for Street Reimbursements	-	-	-
-	13,102	-	Restricted for Street SDC Administration	-	-	-
1,562,757	2,646,328	-	Restricted for Parks Development	-	-	-
57,391	180,324	-	Restricted for Sewer Improvement	-	-	-
-	386,935	-	Restricted for Sewer Reimbursements	-	-	-
56,579	92,836	-	Restricted for Stormwater Improvements	-	-	-
3,020,046	5,325,116	-	Total SDC Ending Fund Balance	-	-	-
3,053,084	5,325,116	5,799,368	TOTAL SDC REQUIREMENTS	7,785,826	7,785,826	7,785,826

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.

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	CEMETERY PERPETUAL CARE FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
876,116	896,555	929,955	BEGINNING BALANCE (Cash Carryover)	967,367	967,367	967,367
REVENUE						
14,735	34,030	14,000	Perpetual Care: Current Sales	20,000	20,000	20,000
5,705	9,781	8,500	Interest Revenues	12,000	12,000	12,000
20,440	43,811	22,500	Total Cemetery Perpetual Care Revenue	32,000	32,000	32,000
TRANSFERS IN						
-	-	-	Interfund Loan Transfer pmt from Library	502,000	502,000	502,000
-	-	-	Total Cemetery Perpetual Care Transfers In	502,000	502,000	502,000
896,556	940,367	952,455	TOTAL RESOURCES	1,501,367	1,501,367	1,501,367
REQUIREMENTS FOR CEMETERY PERPETUAL CARE						
TRANSFERS OUT						
-	-	-	Interfund Loan Transfer to Library	500,000	500,000	500,000
-	-	-	Total Cemetery Perpetual Care Transfers In	500,000	500,000	500,000
-	-	-	OPERATING CONTINGENCY	-	-	-
-	-	952,455	RESERVED FOR FUTURE EXPENDITURE	1,001,367	1,001,367	1,001,367
896,555	940,367	-	ENDING FUND BALANCE (prior year's)	-	-	-
896,555	940,367	952,455	TOTAL REQUIREMENTS	1,501,367	1,501,367	1,501,367

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.

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	FORFEITURE FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
44,215	35,288	31,124	BEGINNING BALANCE (Cash Carryover)	51,565	51,565	51,565
REVENUE						
4,591	-	-	Forfeiture Funds-Federal	-	-	-
1,172	510	-	Forfeiture Funds-Civil	-	-	-
136	226	200	Interest Earned-Federal	350	350	350
118	130	125	Interest Earned-Civil	100	100	100
6,016	866	325	Total Forfeiture Revenue	450	450	450
50,231	36,154	31,449	TOTAL FORFEITURE RESOURCES	52,015	52,015	52,015
REQUIREMENTS FOR FORFEITURE						
MATERIALS & SERVICES						
-	-	21,516	Supplies & Services-Federal	33,034	33,034	33,034
14,943	5,297	9,933	Supplies & Service-Civil	18,981	18,981	18,981
14,943	5,297	31,449	Total Forfeiture Materials & Services	52,015	52,015	52,015
RESERVED FOR FUTURE EXPENDITURE						
-	-	-	Reserved for Federal	-	-	-
-	-	-	Reserved for Civil	-	-	-
-	-	-	Total Reserves for Future Expenditure	-	-	-
ENDING FUND BALANCE (prior year's)						
21,115	21,431	-	Restricted for Federal	-	-	-
14,173	9,426	-	Restricted for Civil	-	-	-
35,288	30,857	-	Total Forfeiture Ending Fund Balance	-	-	-
50,231	36,154	31,449	TOTAL FORFEITURE REQUIREMENTS	52,015	52,015	52,015

Internal Service Funds

Facilities

The Facilities Fund provides for the maintenance and repair of all City-owned structures excluding the Parks, 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.

2017-18 Highlights

- Completed weekly inspections of all city facilities
- Completed inspections of all contracted or warrantee work
- Replaced a 4 ton HVAC roof top unit at Pubic Works offices

2018-19 Goals

- Develop and implement preventative maintenance schedule for existing facilities (City-wide Goal – Infrastructure)
- In conjunction with Canby Utility, construct facility improvements in line with active shooter and homeland security measures, including installation of automatic gates restricting public access to shops and WWTP during daytime hours (City-wide Goal – Public Services)
- Upgrade the Public Works offices with energy efficient lighting fixtures (City-wide Value – Fiscal Responsibility)
- Retrofit existing Public Works shop bay with heated bays for protective storage (City-wide Value – Fiscal Responsibility)
- Procure Asset Management program for capital improvement planning, GIS mapping, service orders and tracking (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Provide attractive, clean, safe, and well maintained City facilities	Number of facility inspections per month	2	2	2
	Number of OSHA or safety violations reported	0	0	0
	Number of work orders completed	250	225	200
	Number of insurance claims involving City facilities	0	0	0

Budget Detail

Facilities Fund

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	FACILITIES FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
160,167	162,546	197,138	BEGINNING BALANCE (Cash Carryover)	42,681	42,681	42,681
REVENUE						
-	57	-	Miscellaneous Revenues	-	-	-
1,060	2,054	1,800	Interest Revenues	2,100	2,100	2,100
3,712	4,679	2,500	Canby Utility	5,000	5,000	5,000
235,503	237,447	137,950	Internal Revenue-Facilities	364,561	364,561	364,561
240,275	244,236	142,250	Total Facilities Revenue	371,661	371,661	371,661
400,442	406,782	339,388	TOTAL FACILITIES FUND RESOURCES	414,342	414,342	414,342
REQUIREMENTS FOR FACILITIES						
PERSONNEL SERVICES						
57,789	22,757	61,147	Regular Salaries and Wages	77,942	77,942	77,942
-	-	250	Overtime	1,500	1,500	1,500
-	-	28,072	Insurance Benefits	27,416	27,416	27,416
-	-	9,083	Taxes/Other	10,150	10,150	10,150
-	-	11,431	PERS Contributions	12,987	12,987	12,987
33,962	16,271	-	Employee Benefits	-	-	-
400	-	400	Clothing Allowance	400	400	400
92,151	39,028	110,383	Total Facilities Personnel Services	130,395	130,395	130,395
1.2	0.3	0.9	FTE	1.2	1.2	1.2
MATERIALS & SERVICES						
2,217	23,515	9,500	Contract Services	16,500	16,500	16,500
44,351	53,368	55,000	Janitorial Services & Supplies	56,700	56,700	56,700
19,611	32,380	30,000	Building Repairs & Maintenance	31,700	31,700	31,700
4,500	4,000	3,200	Internal Charge-Fleet	3,500	3,500	3,500
4,183	5,483	5,000	Supplies and Small Tools	1,000	1,000	1,000
59,111	75,913	75,000	Utilities	70,000	70,000	70,000
133,973	194,660	177,700	Total Facilities Materials & Services	179,400	179,400	179,400
CAPITAL OUTLAY						
11,772	-	15,000	Capital Exp - Shops Complex	65,000	65,000	65,000
-	-	11,500	Capital Exp - Cemetery	9,500	9,500	9,500
11,772	-	26,500	Total Facilities Capital Outlay	74,500	74,500	74,500
-	-	24,805	OPERATING CONTINGENCY	30,047	30,047	30,047
162,546	173,094	-	ENDING FUND BALANCE (prior year's)	-	-	-
400,442	406,782	339,388	TOTAL FACILITIES REQUIREMENTS	414,342	414,342	414,342

Fleet Service

The Fleet Services Department provides exceptional service and support to all City departments, keeping all city owned vehicles and machinery safe, reliable, and in working condition. This allows staff to focus on serving the citizens of Canby.

2017-18 Highlights

- Integrated a new Lead Mechanic into Fleet
- Purchased and outfitted new vehicles for the Police and Public Works departments
- Used current fleet software to set up a maintenance program to service all lift stations and backup generators so staff can better service the equipment to avoid out sourcing and keeping expenses down
- Reduced on hand parts inventory without sacrificing service
- Utilized current fleet software to schedule more precise maintenance schedules to maintain better control over the City's equipment
- Completed all DEQ testing of all city vehicles 1975 and newer by utilizing DEQ's onsite testing program reducing emissions and labor related to taking the vehicles individually to DEQ

2018-19 Goals

- Continue to maximize percentage of city vehicles and equipment in-service and on the road (City-wide Value – Exceptional Service)
- Continue to reduce on hand parts inventory and create a more organized parts storage area (City-wide Value – Fiscal Responsibility & Stability)
- Create new Performance Measures to help Fleet Services provide a higher level of service and achieve more cost savings (City-wide Value – Fiscal Responsibility & Accountability)

Performance Measures

Strategy	Measures	FY15-16 Actuals	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Maintain City's fleet of vehicles and equipment at a high level of quality with minimal cost	Fleet vehicles and equipment that are in-service and on the road	90%	92%	93%	95%
	On-time preventative maintenance compliance	N/A	N/A	90%	90%
	Maximum unscheduled breakdowns & maintenance repairs	N/A	N/A	120	108

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	FLEET SERVICES FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
105,409	148,440	140,102	BEGINNING BALANCE (Cash Carryover)	94,492	94,492	94,492
REVENUE						
-	-	-	Miscellaneous Fees	1,000	1,000	1,000
11,081	5,558	6,100	Canby Adult Center	3,000	3,000	3,000
6,296	2,327	500	Miscellaneous - Revenue	-	-	-
1,136	2,530	2,000	Interest Revenues	3,200	3,200	3,200
645,165	614,412	636,685	Internal Revenue-Fleet	598,225	598,225	598,225
663,677	624,827	645,285	Total Fleet Revenue	605,425	605,425	605,425
769,086	773,267	785,387	TOTAL FLEET FUND RESOURCES	699,917	699,917	699,917
REQUIREMENTS FOR FLEET						
PERSONNEL SERVICES						
150,008	134,894	151,528	Regular Salaries and Wages	157,074	157,074	157,074
48	-	500	Overtime	500	500	500
-	-	57,250	Insurance Benefits	47,981	47,981	47,981
-	-	18,527	Taxes/Other	17,299	17,299	17,299
-	-	32,015	PERS Contributions	32,409	32,409	32,409
86,312	78,579	-	Employee Benefits	-	-	-
800	800	800	Clothing Allowance	800	800	800
237,168	214,273	260,620	Total Fleet Personnel Services	256,063	256,063	256,063
2.3	2.4	2.3	FTE	2.3	2.3	2.3
MATERIALS & SERVICES						
3,115	3,337	4,515	Contract Services-Shop	5,000	5,000	5,000
17,465	27,691	25,350	Contract Services-Vehicles	15,200	15,200	15,200
18,221	9,571	25,200	CAT Contract Services	20,000	20,000	20,000
15,015	500	12,050	Deductibles/Self-insure repair	5,000	5,000	5,000
610	61	625	Copier Lease & Maint	400	400	400
42,136	31,519	55,550	Canby Area Transit Expenses	35,000	35,000	35,000
655	628	750	Communications	800	800	800
1,137	-	2,000	Travel & Training	2,000	2,000	2,000
300	-	1,050	Membership Dues & Fees	1,050	1,050	1,050
1,007	518	1,855	DEQ/DMV	1,000	1,000	1,000
29,485	26,199	15,221	Internal Charge-Facilities	43,363	43,363	43,363
9,840	9,796	7,012	Internal Charge-Tech Services	6,778	6,778	6,778
64,192	64,367	79,695	Supplies & Services	60,000	60,000	60,000
14,406	22,097	22,550	Tires	10,400	10,400	10,400
14,284	19,824	22,650	Tires-Transit	10,000	10,000	10,000
4,988	2,159	5,750	Misc Shop Supplies	2,000	2,000	2,000
8,251	7,527	7,650	Tools and Equipment	4,000	4,000	4,000
134,831	141,512	156,660	Gasoline/Fuel	150,000	150,000	150,000
1,888	418	3,350	Oil-General	2,000	2,000	2,000
1,552	2,170	2,800	Oil-Transit	2,000	2,000	2,000
100	119	1,350	Safety Equipment	500	500	500
383,478	370,012	453,633	Total Fleet Materials & Services	376,491	376,491	376,491
-	-	71,134	OPERATING CONTINGENCY	67,363	67,363	67,363
148,440	188,982	-	ENDING FUND BALANCE (prior year's)	-	-	-
769,086	773,267	785,387	TOTAL FLEET FUND REQUIREMENTS	699,917	699,917	699,917

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. The City contracts with a third party service provider for technical services and has one City employee to support the department.

2017-18 Highlights

- Restructured and optimized Canby Police electronic evidence data
- Completed City-wide gigabit VPN connection
- Deployed 26 new computers
- Achieved approximately 99% server uptime

2018-19 Goals

- Replace primary virtual host at Canby Police Department (City-wide Goal – Public Services)
- Continue Windows 10 rollout (City-wide Value – Exceptional Services)
- Deploy centralized workstation backups (City-wide Value – Exceptional Services)
- Produce 99%+ server uptime (City-wide Value – Exceptional Services)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Effectively maintain and support computer and informational systems throughout the City	Computer Systems Supported (Computers, Laptops and MDT's, Tablets)	146	210	210
	Network Systems Supported (Servers)	21	21	17

Budget Detail

Tech Services Fund

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	TECH SERVICES FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
121,654	99,454	80,935	BEGINNING BALANCE (Cash Carryover)	57,867	57,867	57,867
REVENUE						
535	1,519	-	Miscellaneous-Income	-	-	-
790	1,159	1,000	Interest Revenues	1,200	1,200	1,200
263,219	303,589	280,904	Internal Revenue-Tech Services	306,681	306,681	306,681
264,544	306,268	281,904	Total Tech Revenue	307,881	307,881	307,881
386,198	405,722	362,839	TOTAL TECH FUND RESOURCES	365,748	365,748	365,748
REQUIREMENTS FOR TECH SERVICES						
PERSONNEL SERVICES						
50,068	55,681	56,646	Regular Salaries and Wages	58,999	58,999	58,999
-	-	11,694	Insurance Benefits	9,196	9,196	9,196
-	-	5,511	Taxes/Other	5,050	5,050	5,050
-	-	14,099	PERS Contributions	14,543	14,543	14,543
25,026	27,471	-	Employee Benefits	-	-	-
75,094	83,153	87,950	Total Tech Personnel Services	87,788	87,788	87,788
1.0	1.0	1.1	FTE	1.1	1.1	1.1
MATERIALS & SERVICES						
98,027	115,408	116,200	Technical Consultant	116,200	116,200	116,200
63,944	66,686	66,300	Communications	52,000	52,000	52,000
6,526	6,836	9,200	Web Page	9,300	9,300	9,300
749	154	1,000	Travel & Training	1,200	1,200	1,200
4,615	9,616	15,070	Fees & Dues	22,661	22,661	22,661
1,858	1,965	1,142	Internal Charge-Facilities	2,556	2,556	2,556
4,886	2,901	6,000	Supplies & Services	6,000	6,000	6,000
180,605	203,567	214,912	Total Tech Materials & Services	209,917	209,917	209,917
CAPITAL OUTLAY						
31,045	21,864	30,000	Computer Equipment	37,500	37,500	37,500
31,045	21,864	30,000	Total Tech Capital Outlay	37,500	37,500	37,500
-	-	29,977	OPERATING CONTINGENCY	30,543	30,543	30,543
99,454	97,138	-	ENDING FUND BALANCE (prior year's)	-	-	-
386,198	405,722	362,839	TOTAL TECH SERVICES REQUIREMENTS	365,748	365,748	365,748

Enterprise Fund

Sewer Combined Fund Resources

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.

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	SEWER COMBINED FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
RESOURCES						
4,940,249	4,974,250	5,036,758	BEGINNING BALANCE (Cash Carryover)	4,336,674	4,336,674	4,336,674
REVENUE						
-	-	-	Miscellaneous Fees	2,000	2,000	2,000
-	-	-	Sewer Tap Fees	5,300	5,300	5,300
3,817,484	3,951,063	4,030,000	Utility Charges for Service	4,210,000	4,210,000	4,210,000
8,510	-	-	AFD - North Redwood	-	-	-
276,385	-	-	SDC Reimbursement (Sewer)	-	-	-
5,750	-	-	Lease Proceeds-Canby Telephone	-	-	-
31,223	22,417	15,000	Miscellaneous Revenue	-	-	-
32,007	52,552	40,000	Interest Revenues	54,000	54,000	54,000
4,171,358	4,026,032	4,085,000	Total Sewer Revenue	4,271,300	4,271,300	4,271,300
TRANSFERS IN						
-	-	-	Transfer from Street Fund	100,000	100,000	100,000
33,038	-	405,000	Transfer from SDC Fund	414,000	414,000	414,000
33,038	-	405,000	Total Sewer Transfers In	514,000	514,000	514,000
9,144,644	9,000,282	9,526,758	TOTAL SEWER COMBINED FUND RESOURCES	9,121,974	9,121,974	9,121,974

Waste Water Treatment Plant (WWTP)

The WWTP department efficiently operates and maintains the WWTP to meet Oregon Department of Environmental Quality (DEQ) requirements for pretreatment, treatment, and discharge of treated effluent.

2017-18 Highlights

- Completed a capital improvement project which included: a new 300,000 gallon sludge conditioning tank, improvements on two sludge/filtrate tanks, rehabilitation of the lime silo, and converting and repurposing the old belt press room to a multipurpose blower/shop/storage building along with multiple upgrades of electrical panels
- Passed all treatment plant lab quality assurance/quality control testing standards as set by DEQ
- Installed new dissolved oxygen system on aeration basin to give better operational and monitoring parameters
- Maintained the treatment plant appearance, operations and regulatory testing requirements without any major breakdowns or violations

2018-19 Goals

- Maintain discharge compliance and infrastructure with updated testing procedures and planned in house facility repairs (City-wide Goal – Public Services)
- Continue to review and finalize with staff, DEQ, and consultants any new NPDES permit conditions that are implemented during the renewal cycle (City-wide Goal – Public Services)
- Continue operator training, testing, and reporting for updated ongoing discharge requirements (City-wide Goal – Public Services)
- Complete industrial/commercial facility inspections, update BMP agreements/discharge permits, and start reviewing/researching local limits for industrial dischargers (City-wide Goal – Public Services)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Maintain compliance of the NPDES permit conditions and facility's infrastructure	Construction meetings/updates	2 plus per month during CIP project	2x per month	Internal 1x per month
	Attend meetings and training on required NPDES updates and certifications	Approximately 17 between 4 operators	As offered or required	As offered or required
	Maintain WWTP equipment and infrastructure	Daily plus implementing CIP	Daily	Daily
	Commercial/Industrial inspections, compliance monitoring and report writing	108 inspections 9 meetings 1 annual report to DEQ	3-5 per month	3-5 per month

Budget Detail

Sewer Combined Fund - WWTP

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	SEWER COMBINED FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR WASTE WATER TREATMENT PLANT						
PERSONNEL SERVICES						
361,173	379,201	434,632	Regular Salaries and Wages	477,651	477,651	477,651
4,122	2,857	4,000	Overtime	4,000	4,000	4,000
-	-	123,412	Insurance Benefits	104,713	104,713	104,713
-	-	54,239	Taxes/Other	55,387	55,387	55,387
-	-	86,483	PERS Contributions	93,423	93,423	93,423
208,042	218,239	-	Employee Benefits	-	-	-
2,000	2,000	2,000	Clothing Allowance	2,000	2,000	2,000
575,336	602,296	704,766	Total WWTP Personnel Services	737,174	737,174	737,174
5.1	4.8	5.3	FTE	5.5	5.5	5.5
MATERIALS & SERVICES						
2,416	-	20,000	Professional Services	23,000	23,000	23,000
103,299	107,281	149,000	Disposal Services	149,000	149,000	149,000
30	-	900	Street Repairs	500	500	500
47,797	42,069	46,000	Maintenance Operations	46,000	46,000	46,000
10,859	16,720	20,000	Pump and Motor Repair	20,000	20,000	20,000
1,791	576	1,800	Grounds Maint	1,800	1,800	1,800
9,836	9,870	20,000	Effluent Testing	20,000	20,000	20,000
1,742	1,969	2,500	Sludge Testing	2,500	2,500	2,500
1,068	1,496	2,100	Pretreatment Testing	1,800	1,800	1,800
1,682	1,616	2,000	Communications	2,000	2,000	2,000
1,151	2,670	3,500	Travel & Training	3,500	3,500	3,500
1,715	1,429	2,100	Membership Dues & Fees	2,100	2,100	2,100
14,207	15,135	21,800	NPDES Permit Fees	22,000	22,000	22,000
14,921	14,122	12,928	Internal Charge-Fleet	15,263	15,263	15,263
1,010	897	521	Internal Charge-Facilities	10,453	10,453	10,453
22,140	20,811	18,517	Internal Charge-Tech Services	16,893	16,893	16,893
5,440	5,683	6,500	Supplies & Services	14,200	14,200	14,200
1,856	1,171	2,100	Safety Supplies	2,100	2,100	2,100
223	665	500	Tools & Equipment	500	500	500
5,690	9,438	7,500	Computer Supplies	4,000	4,000	4,000
5,013	5,018	6,900	Bldg Cleaning Service	6,000	6,000	6,000
8,032	11,707	12,500	Lab Equipment & Chemicals	12,500	12,500	12,500
2,834	5,076	8,500	Bulk Chemicals	7,000	7,000	7,000
50,758	51,326	57,000	Lime	57,000	57,000	57,000
7,436	7,436	8,000	Biosolids - Polymer	8,000	8,000	8,000
78,952	94,329	85,000	Utilities	98,000	98,000	98,000
401,899	428,511	518,166	Total WWTP Materials & Services	546,109	546,109	546,109
CAPITAL OUTLAY						
-	-	15,000	Building	-	-	-
-	17,852	20,000	Vehicles & Equipment	20,000	20,000	20,000
62,015	-	-	Improvements	-	-	-
991,304	-	-	Biosolids Handling	-	-	-
80,100	1,520,853	720,000	Sludge Storage and Conditioning	-	-	-
1,133,419	1,538,704	755,000	Total WWTP Capital Outlay	20,000	20,000	20,000
2,110,654	2,569,512	1,977,932	TOTAL WWTP REQUIREMENTS	1,303,283	1,303,283	1,303,283

Sewer Collections Department

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

2017-18 Highlights

- Cleaned 27,825 feet of sanitary main lines
- Videoed 12,400 feet of sanitary main lines
- Completed annual inspections at Canby businesses to ensure Fat Oil and Grease (FOG) program compliance
- Provided semi-annual cleaning of sanitary sewer mainlines which are inherent to FOG from food establishments

2018-19 Goals

- Complete NE 11th and N Pine Lift Station – Pump Station Removal and Improvement (City-wide Goal – Public Services)
- Perform sanitary sewer collection repairs (City-wide Goal – Public Services)
- Maintain and clean sewer lift stations 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)
- Procure Asset Management program for capital improvement planning, GIS mapping, service orders and tracking (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Maintain the sewer system to meet all DEQ requirements	Total feet of sanitary lines	248,160	249,020	250,020
	Percentage of lines cleaned	10%	11%	20%
	Percentage of lines video inspected	5%	5%	5%
	Number of overflows or backups	0	0	0
	Percentage of businesses inspected and in compliance with city's FOG Program	100%	100%	100%
	Percentage of manholes inspected	50%	50%	10%

Budget Detail

Sewer Combined Fund - Collections

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	SEWER COMBINED FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR SEWER COLLECTIONS						
PERSONNEL SERVICES						
188,922	178,592	191,841	Regular Salaries and Wages	227,071	227,071	227,071
7,192	5,087	3,500	Overtime	3,500	3,500	3,500
-	-	70,485	Insurance Benefits	57,946	57,946	57,946
-	-	27,324	Taxes/Other	29,941	29,941	29,941
-	-	34,500	PERS Contributions	39,949	39,949	39,949
105,325	106,313	-	Employee Benefits	-	-	-
1,200	1,200	1,200	Clothing Allowance	1,600	1,600	1,600
302,639	291,192	328,850	Total Collections Personnel Services	360,007	360,007	360,007
3.0	2.7	2.8	FTE	3.3	3.3	3.3
MATERIALS & SERVICES						
-	11,964	3,000	Consultant Engineer	10,000	10,000	10,000
400	895	1,500	Software Maint	1,000	1,000	1,000
5,047	11,791	12,000	Lateral Repair	12,000	12,000	12,000
2,464	7,914	10,000	Lift Station Maint	10,000	10,000	10,000
3,080	5,516	3,100	Lift Station Telemetry	3,500	3,500	3,500
8,111	5,389	16,000	Collection System Maint	10,000	10,000	10,000
-	-	250	Equipment Rental	1,000	1,000	1,000
1,914	1,856	2,000	Copier Lease & Maint	530	530	530
1,081	1,324	2,000	Communications	1,470	1,470	1,470
-	-	150	Publications	500	500	500
1,233	2,744	3,500	Travel & Training	4,200	4,200	4,200
-	160	250	Membership Dues & Fees	250	250	250
27,226	23,129	25,857	Internal Charge-Fleet	24,642	24,642	24,642
9,380	8,335	4,842	Internal Charge-Facilities	20,127	20,127	20,127
7,380	4,896	1,696	Internal Charge-Tech Services	991	991	991
5,618	5,297	5,000	Supplies & Services	5,500	5,500	5,500
2,395	1,720	2,000	Small Tools	4,000	4,000	4,000
-	6	300	Cleaning/Supplies	300	300	300
522	994	1,000	Safety Supplies	1,000	1,000	1,000
5,326	5,727	5,300	Utilities-Lift Stations	6,500	6,500	6,500
81,176	99,657	99,745	Total Collections Materials & Services	117,510	117,510	117,510
CAPITAL OUTLAY						
-	145,165	15,000	Vehicles & Equipment	-	-	-
271,391	810	-	34th St Pump Station	-	-	-
-	34,433	275,000	Willow Creek Lift Station Replace	-	-	-
153,657	-	-	Fairway Lane Sewer Replacement	-	-	-
-	149,063	925,000	Mulino Road Pump Station & Force Main	-	-	-
-	-	350,000	NE 11th and N Pine Lift Station Removal	476,000	476,000	476,000
-	-	-	South Ivy Pump Station	500,000	500,000	500,000
-	-	-	NE 10th Ave Sewer Extention	48,000	48,000	48,000
425,048	329,470	1,565,000	Total Collections Capital Outlay	1,024,000	1,024,000	1,024,000
808,863	720,319	1,993,595	TOTAL COLLECTIONS REQUIREMENTS	1,501,517	1,501,517	1,501,517

Stormwater Department

The Stormwater Department maintains the City Stormwater Management System safely and efficiently in accordance with Oregon Department of Environmental Quality (DEQ) requirements.

2017-18 Highlights

- Performed monthly street sweeping
- Constructed 4,707 feet of new storm line
- Installed 10 new G-2 catch basins
- Cleaned 10 drywells

2018-19 Goals

- Install drywell at S Elm St. (City-wide Goal – Public Services)
- Update storm system NE 4th Ave. (City-wide Goal – Public Services)
- Install drywell at Maple Street Park (City-wide Goal – Public Services)
- Procure Asset Management program for capital improvement planning, GIS mapping, service orders and tracking (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Projected	FY18-19 Proposed
Maintain the stormwater system, meeting all DEQ requirements	Feet of new storm lines installed	810	4,707	3,000
	Percentage of system videoed	1%	5%	5%
	Percentage of storm lines cleaned	2%	5%	5%
	Catch basins replaced	10	8	8
	Percentage of catch basins cleaned	10%	10%	10%

Budget Detail

Sewer Combined Fund - Stormwater

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	SEWER COMBINED FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR STORMWATER						
PERSONNEL SERVICES						
176,622	199,313	144,955	Regular Salaries and Wages	120,839	120,839	120,839
-	-	250	Overtime	3,000	3,000	3,000
-	-	43,211	Insurance Benefits	23,558	23,558	23,558
-	-	19,265	Taxes/Other	14,877	14,877	14,877
-	-	25,812	PERS Contributions	20,939	20,939	20,939
102,366	128,338	-	Employee Benefits	-	-	-
278,988	327,650	233,493	Total Stormwater Personnel Services	183,213	183,213	183,213
2.7	2.8	2.0	FTE	1.6	1.6	1.6
MATERIALS & SERVICES						
10,489	7,083	10,000	Consultant Engineer	10,000	10,000	10,000
-	-	1,900	Software Maint	700	700	700
9,122	-	6,000	Catch Basin Repair	6,000	6,000	6,000
28,962	13,585	30,000	Storm System Maintenance	20,000	20,000	20,000
-	3,329	-	Willow Creek Storm Maintenance	-	-	-
175	-	250	Equipment Rental	250	250	250
743	693	700	Copier Lease & Maint	240	240	240
5,096	6,681	4,000	Storm Water Analysis	2,700	2,700	2,700
1,170	1,456	1,500	Communications	1,270	1,270	1,270
-	-	150	Publications	1,000	1,000	1,000
167	696	1,000	Travel & Training	1,400	1,400	1,400
-	647	700	Membership Dues & Fees	350	350	350
9,380	8,335	4,842	Internal Charge-Facilities	20,127	20,127	20,127
2,716	3,963	3,000	Supplies & Services	3,000	3,000	3,000
1,776	1,508	2,000	Small Tools	2,000	2,000	2,000
611	110	650	Safety Supplies	600	600	600
593	425	1,000	GPS Mapping Project	-	-	-
70,998	48,510	67,692	Total Stormwater Materials & Services	69,637	69,637	69,637
CAPITAL OUTLAY						
-	-	30,000	NW 9th Avenue, N Holly to N Ivy Streets	9,000	9,000	9,000
-	31,847	-	N Redwood Storm Drain Improvement, Phase 2	-	-	-
-	-	10,000	Comprehensive Survey of Existing System	10,000	10,000	10,000
-	-	30,000	S Elm Drywell, near Canby High School	9,000	9,000	9,000
-	-	30,000	NE 4th Ave, Dry Well	12,000	12,000	12,000
-	31,847	100,000	Total Stormwater Capital Outlay	40,000	40,000	40,000
349,986	408,007	401,185	TOTAL STORMWATER REQUIREMENTS	292,850	292,850	292,850

Budget Detail

Sewer Combined Fund – Not Allocated

Not Allocated

FY15-16 Actual	FY16-17 Actual	FY17-18 Budget	SEWER COMBINED FUND	2018-19 Proposed	2018-19 Approved	2018-19 Adopted
REQUIREMENTS FOR NOT ALLOCATED						
PERSONNEL SERVICES						
32,386	33,253	31,701	Regular Salaries and Wages	30,539	30,539	30,539
-	-	10,192	Insurance Benefits	10,882	10,882	10,882
-	-	3,093	Taxes/Other	2,623	2,623	2,623
-	-	4,999	PERS Contributions	4,766	4,766	4,766
17,613	18,303	-	Employee Benefits	-	-	-
49,999	51,556	49,985	Total Sewer Not Allocated Personnel Services	48,810	48,810	48,810
0.6	0.5	0.5	FTE	0.5	0.5	0.5
MATERIALS & SERVICES						
4,550	9,750	-	Rate Studies and Master Plans	-	-	-
38,385	40,711	40,260	Sewer Billing	35,000	35,000	35,000
-	-	282,000	Franchise Fee	295,000	295,000	295,000
42,935	50,461	322,260	Total Sewer Not Allocated Materials & Services	330,000	330,000	330,000
DEBT SERVICE						
275,000	280,000	295,000	Sewer Bond Princ-08	-	-	-
27,284	17,050	5,900	Sewer Bond Int-08	-	-	-
302,284	297,050	300,900	Total Sewer Not Allocated Debt Service	-	-	-
TRANSFERS OUT						
278,713	280,828	-	Revenue Trans Franchise Fee	-	-	-
137,846	129,119	155,539	O/H Transfer to General Fund-WWTP	170,507	170,507	170,507
48,715	47,911	53,548	O/H Transfer to General Fund-Collections	50,902	50,902	50,902
40,399	40,383	44,651	O/H Transfer to General Fund-Stormwater	35,569	35,569	35,569
-	-	175,000	Transfer to Street Fund	210,000	210,000	210,000
505,673	498,241	428,738	Total Sewer Not Allocated Transfers Out	466,978	466,978	466,978
-	-	227,497	OPERATING CONTINGENCY	235,000	235,000	235,000
900,892	897,308	1,329,380	TOTAL REQUIREMENTS NOT ALLOCATED	1,080,788	1,080,788	1,080,788
-	-	3,824,666	RESERVED FOR FUTURE EXPENDITURE	4,943,536	4,943,536	4,943,536
4,974,250	4,405,137	-	ENDING FUND BALANCE (prior year's)	-	-	-
9,144,644	9,000,282	9,526,758	TOTAL SEWER COMBINED FUND REQUIREMENTS	9,121,974	9,121,974	9,121,974

Appendix

Personnel FTE Comparison to Prior Years

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Budget
Administration	3.8	4.0	3.7	4.7	4.4
Finance	3.0	2.8	2.6	2.9	3.1
Court	3.0	2.7	2.7	4.3	4.1
Planning	1.0	1.3	1.2	1.5	2.2
Building	0.3	0.3	0.2	0.3	0.4
Police	28.3	27.8	26.5	28.3	29.8
Parks	3.4	3.4	3.9	4.8	5.9
Cemetery	0.1	0.2	0.1	1.4	1.4
Economic Development	3.3	3.4	3.3	3.2	3.2
General Fund Total	46.1	45.7	44.4	51.4	54.5
Library	8.5	8.4	8.3	8.7	9.0
Transit	2.8	2.7	2.7	2.8	3.3
Swim Center	9.4	9.2	8.7	8.8	8.9
Streets	5.6	6.2	5.5	5.7	6.8
Facilities	0.9	1.2	0.3	0.9	1.2
Fleet	2.4	2.3	2.4	2.3	2.3
Tech Services	1.0	1.0	1.0	1.1	1.1
WWTP	5.2	5.1	4.8	5.3	5.5
Sewer Collections	2.9	3.0	2.7	2.8	3.3
Sewer Stormwater	2.5	2.7	2.8	2.0	1.6
Unallocated (Sewer)	-	0.6	0.5	0.5	0.5
Sewer Fund Total	10.5	11.4	10.9	10.5	10.9
City-wide Total	87.1	87.9	84.0	92.1	97.7

Changes to personnel for FY2018-19

Parks	Maintenance Worker I	1.0
Police	Lieutenant	1.0
Planning	Assistant Planning Director	1.0
Transit	Backfill for succession planning	0.5
Public Works	Assistant Public Works Director	1.0
Streets	Add back the Street Sweeping position	1.0
		5.5

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

FTE Allocations

Department	FTE	General	Street	Sewer	Transit	Tech
Administration						
City Administrator	1.00	75%	10%	15%		
Assistant City Administrator	1.00	95%				5%
City Recorder	1.00	100%				
City Attorney	1.00	100%				
Confidential Admin Assistant	1.00	90%	5%	5%		
Office Specialist II	1.06	80%	10%	10%		
Finance						
Finance Director	1.00	100%				
Office Specialist IV	1.00	75%			25%	
Purchasing & Accounting Specialist	1.00	100%				
Office Specialist III	2.00	43%	15%	17%	25%	
Court						
Municipal Judge	1.00	100%				
Court Supervisor	1.00	100%				
Municipal Court Clerk I	1.65	100%				
Court Services Officer	0.19	100%				
Planning						
Planning Director	1.00	50%	30%	20%		
Assistant Planning Director	1.00	50%	30%	20%		
Senior Planner	1.00	55%	30%	15%		
Associate Planner	1.00	75%	10%	15%		
Office Specialist II	1.00	70%	10%	20%		
Parks						
Park Lead	1.00	100%				
Maintenance Worker III	1.00	100%				
Maintenance Worker II	3.00	66%	27%	7%		
Maintenance Worker I	2.00	85%	15%			
PT/Seasonal	1.16	100%				
Police						
Police Chief	1.00	100%				
Police Lieutenant	2.00	100%				
Police Sergeant	5.00	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%				
Economic Development						
Economic Development Director	1.00	100%				
Main Street Manager	1.00	100%				

Department	FTE	Transit	Library	Swim	Tech	
Transit						
Transit Director	1.00	100%				
Office Specialist III	1.50	100%				
Library						
Library Director	1.00		100%			
Library Supervisor	1.00		100%			
Tech Ref Librarian/Youth Services	1.00		100%			
Office Specialist II	4.64		100%			
Office Specialist I	0.25		100%			
Library Page	1.08		100%			
Pool						
Aquatics Program Manager	1.00			100%		
Swim Operator	1.00			100%		
Swim Instructor	1.00			100%		
Head Lifeguard	2.50			100%		
Lifeguard II/Instructor II	1.25			100%		
Lifeguard I/Instructor I	2.50			100%		
Tech Services						
Office Specialist II	1.00				100%	
	FTE	General	Street	Sewer	Facility	Fleet
Public Works						
Public Works Director	1.00	20%	20%	50%	5%	5%
Facilities						
Maintenance Worker III	1.00				100%	
Fleet						
Lead Mechanic	1.00					100%
Mechanic	1.00					100%
Street/Collections/Storm						
Public Works Lead	1.00		50%	50%		
Maintenance Worker III	2.00		50%	50%		
Maintenance Worker I	3.00		50%	50%		
Office Specialist III	1.00	30%	35%	10%	5%	20%
PT/Seasonal	0.29	50%	50%			
WWTP						
Operator Lead	1.00			100%		
Pre-Treatment Coordinator	1.00			100%		
Operator III	3.00			100%		
Total FTE for FY17-18	97.07					

Salary Schedules

Non-Represented (Management, Supervisory & Confidential) - Effective July 1, 2018

Position	Range	Minimum Monthly	Maximum Monthly
Confidential Administrative Assistant	1	\$3,457	\$4,592
Main Street Manager	2	3,941	5,234
	3	4,493	5,967
Aquatics Program Manager Library Supervisor Administrative Supervisor Court Supervisor	4	5,077	6,743
City Recorder	5	5,584	7,417
	6	6,087	8,085
	7	6,270	8,327
Library Director Transit Director	8	6,583	8,744
Economic Development Director Planning Director	9	7,110	9,443
Police Lieutenant Public Works Director	10	7,607	10,104
Finance Director	11	8,064	10,711
Assistant City Administrator/HR Director Police Chief	12	8,548	11,353

Part-time, non-represented employees working <20 hours per week - Effective July 1, 2018

Position	Minimum Hourly	Maximum Hourly
Library Page	\$10.75	\$13.75
Lifeguard I Instructor I	10.75	14.41
Lifeguard II Instructor II	11.60	15.55
Head Lifeguard	12.60	16.89

AFSCME - Effective July 1, 2018

Position	Minimum Hourly	Maximum Hourly
Office Specialist I	\$18.28	\$23.58
Library Coordinator Tech Ref Librarian/Youth Services Municipal Court Clerk I Office Specialist II	19.29	24.87
Mechanic Tech I Parks Maintenance Worker Swim Instructor Maintenance Worker I	19.91	25.67
Maintenance Worker II	21.44	27.65
Municipal Court Clerk II Code Enforcement	21.96	28.32
Planning Tech	23.07	29.74
Maintenance Worker III	23.27	30.01
Operator I Pre-Treatment Tech	24.00	30.95
Office Specialist III	24.45	31.53
User Service Tech.	24.74	31.91
Mechanic Librarian Purchasing and Accounting Specialist	25.29	32.61
Swim Operator	26.12	33.69
Operator II	26.37	34.01
Lead Mechanic Parks & Public Works Lead	27.66	35.67
Office Specialist IV	28.63	36.92
Operator III Pre-Treatment Coordinator	28.85	37.21
Associate & Project Planner	29.12	37.56
Operator Lead	29.71	38.31
Senior Planner	31.83	41.04
Canby Police Association – Effective July 1, 2018		
Police Patrol	\$31.18	\$39.22
Sergeant	37.77	47.51

Overhead and Internal Charges

Combined Internal Charges and Overhead Summary 2018-2019

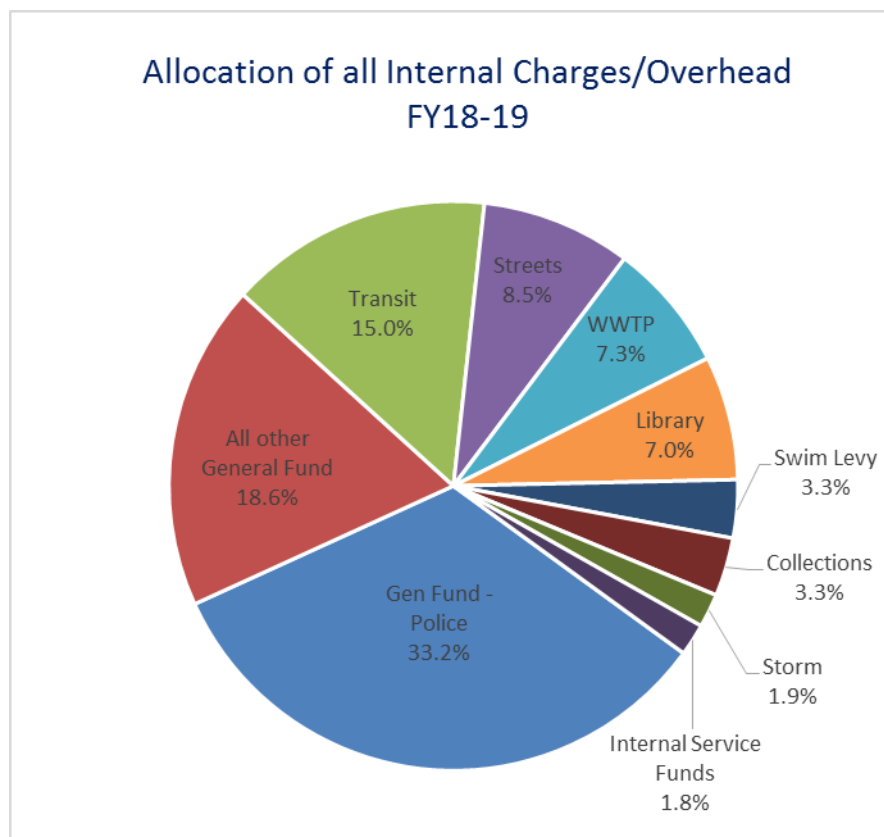
						Budgeted	Variance %
	Facilities	Tech	Fleet	Administrative	Total	17-18	YR over YR budget
Admin	12,843	26,601	3,242	-	42,686	31,965	33.54%
Unallocated*	40,672	-	-	-	40,672	18,167	123.88%
Court	4,249	14,180	-	108,941	127,370	122,685	3.82%
Planning	3,621	20,774	-	38,111	62,506	58,649	6.58%
Parks	33,680	2,554	39,849	65,818	141,901	118,418	19.83%
Building	426	-	-	10,824	11,250	11,386	-1.19%
Police	67,750	116,411	199,356	581,827	965,344	941,309	2.55%
Cemetery	-	991	-	15,573	16,564	10,600	56.26%
Finance	4,644	12,617	-	-	17,261	12,294	40.40%
Economic Dev	3,743	7,273	-	68,419	79,435	84,388	-5.87%
Library	56,804	36,471	-	111,778	205,053	177,129	15.76%
Streets	33,822	10,947	92,957	110,345	248,071	237,017	4.66%
Fleet	43,363	6,778	-	-	50,141	22,233	125.53%
Facilities	-	-	-	-	-	3,200	-100.00%
Tech Services	2,556	-	-	-	2,556	1,142	123.82%
Transit	5,680	25,228	219,415	185,937	436,260	453,910	-3.89%
Swim Levy	-	7,974	-	88,071	96,045	97,779	-1.77%
WWTP	10,453	16,893	15,263	170,507	213,116	187,505	13.66%
Collections	20,127	991	24,642	50,902	96,662	85,943	12.47%
Storm	20,127	-	-	35,569	55,696	49,493	12.53%
Total	364,561	306,681	594,725	1,642,622	2,908,589	2,725,212	6.73%

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.

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 Expenditure - Capital expenditures are the amounts spent to acquire or improve the City's fixed assets with a useful life of at least one year.

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 Limit - A city may incur indebtedness in the form of general obligation bonds and general obligation interim financing notes pursuant to ORS 223.235 (Issuance of bonds) to an amount which shall not exceed 0.03 of the latest real market valuation of the city.

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.

Required Notices and Filings

Notice of Budget Committee Meeting



6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Canby Herald**, a newspaper of general circulation, serving Canby in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

CITY OF CANBY

Notice of Budget Committee Meeting
Ad#: 43577

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
04/25/2018

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
04/25/2018.

[Signature]

NOTARY PUBLIC FOR OREGON

Acct #: 104498
Attn: JULIE BLUMS
CANBY, CITY OF
PO BOX 930
CANBY, OR 97013

**Notice of Budget Committee Meeting**

A public meeting of the Budget Committee of the City of Canby and Canby Urban Renewal District, Clackamas County, State of Oregon, to discuss the budget for the fiscal year July 1, 2018 to June 30, 2019, will be held at City Hall Council Chambers, 222 NE 2nd Ave., Canby, OR.

The meetings will take place on **May 10, 2018 at 6:00 pm** to be continued on May 17, 2018 at 6:00 pm, and if necessary the meeting will be continued to May 24, 2018 at 6:00 pm.

The purpose of the meetings is to receive the budget message and to receive comment from the public on the budget. Public comment for the Canby Urban Renewal District budget will be heard on May 10, 2018 at 6:00 pm and public comment on the City of Canby budget will be heard on May 17, 2018 at 6:00 pm. Both meetings will be held at City Hall Council Chambers, 222 NE 2nd Ave., Canby, OR. Any person may appear at the meetings and give public comment on the proposed budget to the Budget Committee.

A copy of the budget document may be inspected or obtained on or after April 25, 2018 at City Hall, 222 NE 2nd Ave., Canby, OR between the hours of 8:00 am and 5:00 pm or on the city's website at:

www.canbyoregon.gov

Publish 04/25/2018.

CH43577

Notice of Budget Hearing

FORM LB-1	NOTICE OF BUDGET HEARING			FY2018-19
<p>A public meeting of the City of Canby City Council will be held on June 20, 2018 at 7:30 p.m at the Council Chambers, 222 NE 2nd Avenue, Canby, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the City of Canby Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 222 NE 2nd Ave, Canby, between the hours of 8:00 a.m. and 5:00 p.m., or on the city's website at www.canbyoregon.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.</p>				
Contact: Julie Blums, Finance Director		Telephone: 503-266-0725	Email: blumsj@canbyoregon.gov	
FINANCIAL SUMMARY - RESOURCES				
TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget	
	2016-17	This Year 2017-18	Next Year 2018-19	
Beginning Fund Balance/Net Working Capital	16,157,084	17,027,494	18,571,322	
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	12,117,543	10,584,361	12,355,311	
Federal, State and All Other Grants, Gifts, Allocations and Donations	3,903,082	3,623,943	4,422,895	
Revenue from Bonds and Other Debt	0	0	0	
Interfund Transfers / Internal Service Reimbursements	1,394,824	2,090,798	4,580,998	
All Other Resources Except Property Taxes	374,691	174,888	273,958	
Property Taxes Estimated to be Received	4,993,915	5,188,085	5,543,000	
Total Resources	38,941,139	38,689,569	45,747,484	
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION				
Personnel Services	9,803,904	10,869,669	11,585,099	
Materials and Services	5,447,536	6,183,816	6,473,300	
Capital Outlay	3,534,070	4,496,992	6,011,378	
Debt Service	334,959	300,900	0	
Interfund Transfers	2,351,604	1,486,583	4,083,730	
Contingencies	0	1,279,919	1,226,323	
Special Payments	0	0	0	
Unappropriated Ending Balance and Reserved for Future Expenditure	17,469,067	14,071,690	16,367,655	
Total Requirements	38,941,139	38,689,569	45,747,484	
FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM				
Name of Organizational Unit				
FTE for that unit				
Administration	1,019,391	1,180,757	1,126,873	
FTE	3.7	4.7	4.4	
Court	356,103	433,764	432,937	
FTE	2.7	4.3	4.1	
Planning	236,330	235,504	323,645	
FTE	1.2	1.5	2.2	
Parks	482,169	590,733	959,611	
FTE	3.9	4.8	5.9	
Building	32,655	33,988	53,387	
FTE	0.2	0.3	0.4	
Police	4,985,820	5,281,762	5,713,347	
FTE	26.5	28.3	29.8	
Cemetery	58,601	170,001	139,326	
FTE	0.1	1.4	1.4	
Finance	439,179	481,256	476,610	
FTE	2.6	2.9	3.1	
Economic Development	531,694	537,787	533,955	
FTE	3.3	3.2	3.2	

Notice of Budget Hearing (Continued)

Library	919,722	917,837	957,644
FTE	8.3	8.7	9.0
Streets	2,167,804	2,734,676	4,883,259
FTE	5.5	5.7	6.8
Forfeiture	5,297	0	52,015
FTE	0.0	0.0	0.0
Fleet Services	584,285	714,253	632,554
FTE	2.4	2.3	2.3
Facilities	233,688	314,583	384,295
FTE	0.3	0.9	1.2
Tech Services	308,584	332,862	335,205
FTE	1.0	1.1	1.1
Transit	1,867,011	1,929,382	2,187,427
FTE	2.7	2.8	3.3
Swim Center	680,353	786,207	1,264,555
FTE	8.7	8.8	8.9
Wastewater Treatment	2,569,511	1,977,932	1,303,283
FTE	4.8	5.3	5.5
Collections	720,319	1,993,595	1,501,517
FTE	2.7	2.8	3.3
Stormwater	408,007	401,185	292,850
FTE	2.8	2.0	1.6
Not Allocated to Organizational Unit	20,334,615	17,641,505	22,193,190
FTE	0.5	0.5	0.5
Total Requirements	38,941,139	38,689,569	45,747,484
Total FTE	83.9	92.1	97.7

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The FY2018-19 budget recommends an additional Police Lieutenant, Assistant Planning Director, and Transit staffing to proactively manage succession planning. A new Assistant Public Works Director is being recommended to better manage the span of control over the Parks, Cemetery, Fleet, Facilities, Streets, Sewer Collections, Stormwater, and Waste Water Treatment Plant. In FY2017-18 a new Parks maintenance fee was put in place to fund deferred maintenance of the City parks. During FY17-18 one existing staff member was moved to the Parks department to begin this work and the FY18-19 budget includes the addition of one more person. This budget includes projections of a 9% increase in health insurance costs, a 3.5% and 4.2% COLA for AFSCME and Police staff respectively.

PROPERTY TAX LEVIES

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

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$22,838,497	\$0
Other Borrowings	\$1,435,265	\$0
Total	\$24,273,762	\$0

Resolution Adopting the Budget, Making Appropriations, Imposing and Categorizing Tax for FY2018-19

RESOLUTION NO. 1289**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAX FOR THE 2018-2019 FISCAL YEAR**

WHEREAS, a public hearing for the 2018-2019 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 20, 2018; and

WHEREAS, the City Council of Canby proposes to levy the taxes provided for in the adopted budget at the permanent rate of 3.4886 per \$1,000 and a local option levy of 0.49 per \$1,000 of assessed property value and that these taxes be levied upon all taxable property within the district as of July 1, 2018; and

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

RESOLUTION ADOPTING THE BUDGET

NOW, THEREFORE, BE IT RESOLVED by the City of Canby City Council, that it hereby adopts the budget for fiscal year 2018-19 in the total of \$29,379,830. This budget is now on file at City Hall, 222 NE 2nd Avenue, Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below are hereby appropriated:

General Fund		Library Fund	
Administration	\$ 1,126,873	Library	\$ 957,644
Court	432,937	Transfers Out	625,778
Planning	323,645	Contingency	3,370
Parks	959,611	Total	\$ 1,586,792
Building	53,387		
Police	5,713,347	Transit Fund	
Cemetery	139,326	Transit	\$ 2,187,427
Finance	476,610	Transfers Out	185,937
Economic Dev.	533,955	Contingency	175,000
Not Allocated		Total	\$ 2,548,364
Personnel Services	90,000		
Materials & Services	46,672	Swim Levy Fund	
Transfers	159,243	Swim	\$ 1,264,555
Contingency	500,000	Transfers Out	88,071
Total	\$ 10,555,606	Contingency	75,000
		Total	\$ 1,427,626

Streets Fund	
Streets	\$ 4,883,259
Transfers Out	220,345
Contingency	110,000
Total	\$ 5,213,604

SDC Fund	
Transfers Out	\$ 1,837,378

Cemetery Perpetual Care Fund	
Transfers Out	\$ 500,000

Forfeiture Fund	
Forfeiture	\$ 52,015

Facilities Fund	
Facilities	\$ 384,295
Contingency	30,047
Total	\$ 414,342

Fleet Fund	
Fleet	\$ 632,554
Contingency	67,363
Total	\$ 699,917

Tech Services Fund	
Tech Services	\$ 335,205
Contingency	30,543
Total	\$ 365,748

Sewer Fund	
WWTP	\$ 1,303,283
Collections	1,501,517
Stormwater	292,850
Not Allocated	
Personnel Services	48,810
Materials & Services	330,000
Transfers Out	466,978
Contingency	235,000
Total	\$ 4,178,438

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed and categorized for the tax year 2018-2019 upon the assessed value of all taxable property within the district:

General Government Limitation

- (1) At the rate of \$3.4886 per \$1,000 of assessed value for permanent rate tax;
- (2) At the rate of \$0.4900 per \$1,000 of assessed value for local option tax; and

Excluded from Limitation

- (3) In the amount of \$ 0 for debt service for general obligation bonds;

ADOPTED this 20th day of June 2018 by the Canby City Council.


 Brian Hodson
 Mayor

ATTEST:


 Kimberly Scheafer, MMC
 City Recorder

Resolution Verifying the City of Canby has met the Requirements to Receive State-Shared Revenue

RESOLUTION NO. 1287**A RESOLUTION VERIFYING THAT THE CITY OF CANBY HAS MET THE REQUIREMENTS TO RECEIVE STATE-SHARED REVENUE MONEY.**

WHEREAS, ORS 221.760 provides as follows:

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

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


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

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

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

This Resolution shall take effect on June 20, 2018.

ADOPTED this 20th day of June 2018 by the Canby City Council.


Brian Hodson
Mayor

ATTEST:


Kimberly Scheafer MMC
City Recorder

Resolution Declaring the City's Election to Receive State Revenue for FY2018-19

RESOLUTION NO. 1288**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2018-2019.**

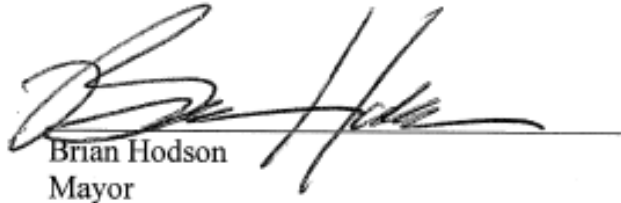
WHEREAS, a public hearing for the use of state revenue sharing funds was held before the Budget Committee on May 17, 2018 and before City Council on June 20, 2018;

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

Section 1 Pursuant to ORS 221.770, the City of Canby hereby elects to receive state revenues for fiscal year 2018-2019.

This Resolution shall be effective on June 20, 2018.

ADOPTED this 20th day of June 2018 by the Canby City Council.



Brian Hodson
Mayor

ATTEST:



Kimberly Scheafer, MMC
City Recorder

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

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

To assessor of Clackamas County

FORM LB-50
2018-2019

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

☐ Check here if this is
an amended form.

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

<u>PO Box 930</u> <small>Mailing Address of District</small>	<u>Canby</u> <small>City</small>	<u>OR</u> <small>State</small>	<u>97013</u> <small>ZIP code</small>	<u>06/30/18</u> <small>Date</small>
<u>Julie Blums</u> <small>Contact Person</small>	<u>Finance Director</u> <small>Title</small>	<u>503-266-0725</u> <small>Daytime Telephone</small>	<u>blumsj@canbyoregon.gov</u> <small>Contact Person E-Mail</small>	

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

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

PART I: TAXES TO BE IMPOSED

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

PART II: RATE LIMIT CERTIFICATION

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

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

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
Mixed	11/8/2016	2017-2018	2021-2022	0.49

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 Delinquent Sewer Charges		\$51,954.46
2		

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

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