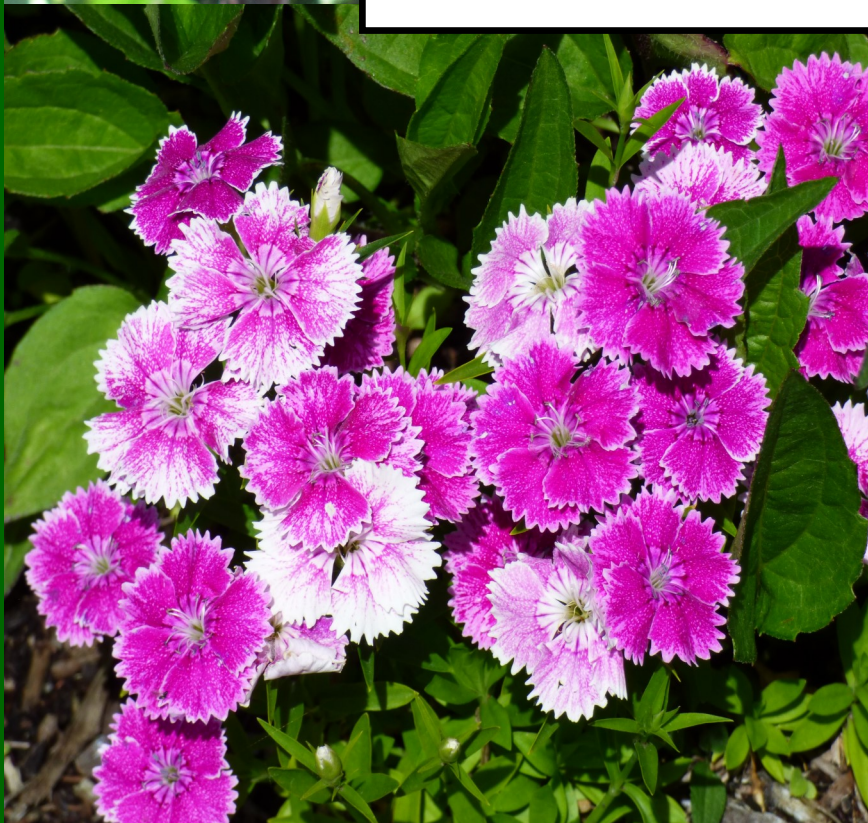




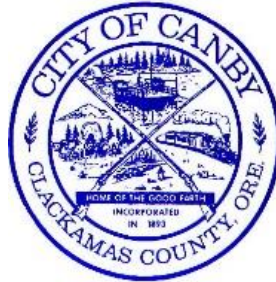
City of Canby, Oregon
Fiscal Year 2019-2020
Adopted Budget



City of Canby Adopted Annual Budget

For the Fiscal Year

July 1, 2019 - June 30, 2020



CITY COUNCIL:

Brian Hodson, *Mayor*

Tim Dale, *Council President*

Tracie Heidt, *Council Member*

Traci Hensley, *Council Member*

Greg Parker, *Council Member*

Sarah Spoon, *Council Member*

Shawn Varwig, *Council Member*

BUDGET COMMITTEE:

Michelle Hensley

Andrea McCracken

Jason Padden

Bob Patterson

Jennifer Trundy

Edward Warnock

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, 2018

Christopher P. Morill

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, 2018. 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 2019-20 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	31
Where the Money Goes	32
Overview of Major Categories of Expense	33
Debt Service	35
Overview of Long-Term Debt	35
Capital Improvement Plan	36
Overview of 5 Year CIP	36
Current Year Capital Projects	37
Budget Detail	39
Budget Summary by Fund	39
General Fund	40
General Fund Budget Summary by Department	40
General Fund Resources	41
General Fund Requirements	43
Administration	51
Human Resources & Risk Managment	53
Finance	55

Municipal Court.....	57
Planning.....	59
Building	61
Police.....	63
Parks Department	66
Cemetery Department	68
Economic Development	70
Not Allocated	72
Special Revenue Funds.....	73
Library	73
Transit Fund (Canby Area Transit - CAT)	75
Swim Center	77
Street Fund.....	79
Transient Room Tax Fund	82
System Development Charges Fund	83
Cemetery Perpetual Care Fund.....	84
Forfeiture Fund	85
Internal Service Funds.....	86
Facilities.....	86
Fleet Service	88
Tech Services.....	90
Enterprise Fund.....	92
Sewer Combined Fund Resources.....	92
Waste Water Treatment Plant (WWTP)	93
Sewer Collections Department	95
Stormwater Department.....	97
Not Allocated	99
Appendix	100
Personnel FTE Comparison to Prior Years	100
FTE Allocations	101
Salary Schedules.....	103
Overhead and Internal Charges	105
Financial Policies	107
Glossary & Acronyms	115
Required Notices and Filings.....	119

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 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. Also included is 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)

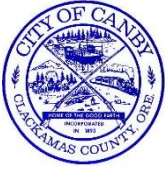
The CIP establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. While the CIP serves as a long-range plan, it is reviewed and revised annually.

Budget Detail

This section includes the detailed budgets and narratives for the City as a whole, each fund, and each 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 9, 2019

Fiscal Year 2019-20 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 2019-20 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.

The City, as part of the development of the 2018-19 budget, identified as a priority the need to begin taking steps for succession planning within the City organization. This action included adding key positions within the organization. At the time of the 2018-19 budget presentation, it was noted that the budget would require two to three years to fully absorb the costs associated with the new positions, but that the need to take action was so great the long term benefit would definitely outweigh the short-term cost. You will note that as we enter the second year of this strategy, a relatively small portion of the 2019-20 budget will, as projected, be funded from available reserves. The City's General Fund Reserves will, however, continue to meet or exceed the recommended reserve threshold of 30% of revenue generated.

As in prior years, Department Managers were initially asked to submit a status quo expense budget and to fine tune revenue projections. Consistent with our succession plan strategy, no new positions were recommended in the initial General Fund budget as proposed. After reviewing budget submittals and incorporating expected increases in PERS retirement rates, health insurance rates, and other anticipated personnel service increases, the gap between budgeted revenues and anticipated expenditures was too great. Finance and Administration worked together to identify opportunities for budget savings and Departments were asked to review their budget submittals and remove any new program requests and non-required training expenses, and to defer or eliminate any additional costs not required for the budget year. The result of these collaborative efforts is a 2019-20 budget that draws very little against existing reserves and continues to deliver quality services to our community. Our Department Managers, Finance Staff and Administrative staff have worked diligently to make this budget as realistic and accurate as possible, and to place the City in the best possible fiscal position for the years ahead.

Budget Overview

Our City operations have seen strong revenue growth in a number of areas over the past four years as the economic recovery continues in this region. As I also mentioned last year, 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 slows. 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.

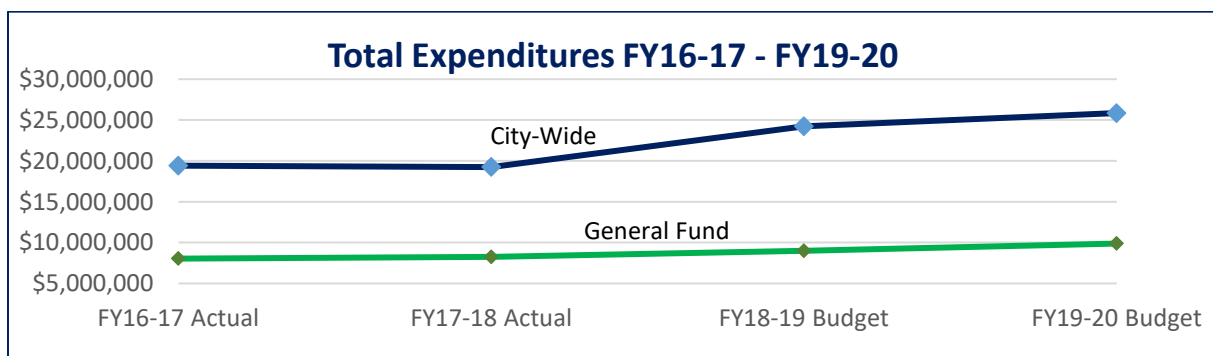
I've spoken often about my concerns relative to the impending retirement eligibility of several of our department heads, and about the potential impacts of the loss of key personnel in our City departments. The 2018-19 City Budget took proactive steps to help mitigate these impacts in several key areas. These areas included the addition of key staff in the Planning Department, a new Lieutenant in the Police Department, and the creation of a new Management position in the Public Works Department. We continue to actively work to define an appropriate staffing structure in our Transit program to address key support needs as Transit staff begin to contemplate retirement. The addition of these new key positions will continue to 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 four years, and based on current market conditions we expect that this trend will continue, although likely at a somewhat slower pace, in the new fiscal year.

The proposed budget for FY2019-20 expenditures totals \$26.6 million; representing an increase of \$1.15 million (5%) from the prior year budget.

The Personnel Services budget for FY2019-20 is \$12.2 million. This is 4.9% higher than the current FY2018-19 budget with, as mentioned earlier, increased retirement and health care expenses a significant factor in this increase. It is important to note that Personnel Services costs make up 71% of the General Fund budget and 42% 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, the same as the FY2018-19 budget.



Budget in Brief

Requirements	2016-17 Actual	2017-18 Actual	2018-19 Budget	2019-20 Adopted	Variance	%Change
General Fund						
Admin	\$ 1,019,391	\$ 1,137,228	\$ 1,326,873	\$ 631,616	\$ (695,257)	-9%
HR/Risk Management	-	-	-	569,412	569,412	
Finance	439,180	464,221	542,610	563,853	21,243	4%
Court	356,103	347,034	499,937	533,897	33,960	7%
Planning	236,330	272,739	478,645	390,470	(88,175)	-18%
Building	32,655	33,047	23,387	29,099	5,712	24%
Police	4,985,819	5,225,148	5,719,347	5,968,766	249,419	4%
Parks	482,169	566,749	883,611	1,527,640	644,029	73%
Cemetery	58,602	88,266	139,326	134,916	(4,410)	-3%
EconomicDev	531,694	473,620	403,955	394,062	(9,893)	-2%
Unallocated	200,083	213,276	602,915	469,503	(133,412)	-22%
Subtotal General Fund	8,342,025	8,821,328	10,620,606	11,213,234	592,628	6%
Library Fund	2,300,984	1,015,556	1,586,792	1,654,084	67,292	4%
Transit Fund	2,031,398	1,679,387	2,548,364	2,818,054	269,690	11%
Swim Fund	761,735	771,350	1,427,626	1,153,750	(273,876)	-19%
Transient Room Tax Fund	-	-	-	43,185	43,185	
Street Fund	2,308,929	2,096,043	5,213,604	4,385,728	(827,876)	-16%
SDC Fund	-	419,427	1,837,378	910,000	(927,378)	-50%
Cemetery Perpetual Care Fund	-	-	500,000	500,000	-	0%
Forfeiture Fund	5,297	13,261	52,015	41,504	(10,511)	-20%
Total General Govt. Funds	15,750,369	14,816,353	23,786,385	22,719,539	(1,066,846)	-4%
Facilities Fund	233,688	276,198	414,342	344,831	\$ (69,511)	-17%
Fleet Services Fund	584,285	553,435	699,917	654,711	(45,206)	-6%
Tech Services Fund	308,583	299,805	365,748	418,343	52,595	14%
Sewer Fund						
WWTP	2,569,513	1,609,401	1,303,283	2,826,101	1,522,818	117%
Collections	720,319	1,737,828	1,457,017	1,379,280	(77,737)	-5%
Stormwater	408,007	291,462	292,850	275,070	(17,780)	-6%
Unallocated	897,308	924,641	1,125,288	1,073,440	(51,848)	-5%
Total Proprietary Funds	5,721,703	5,692,769	5,658,445	6,971,776	1,313,331	23%
Total Requirements All Funds	\$ 21,472,071	\$ 20,509,122	\$ 29,444,830	\$ 29,691,315	\$ 246,485	1%
Less Transfers between Funds	2,059,731	1,266,610	4,041,730	3,135,775	(905,955)	-22%
Total Expenditures All Funds	\$ 19,412,340	\$ 19,242,512	\$ 25,403,100	\$ 26,555,540	\$ 1,152,440	5%

The major changes in expenditures from the FY18-19 Budget to FY19-20 Budget are as follows:

- Personnel services for PERS, health insurance and COLA's all combined equate to about a 5% increase over FY2018-19.
- The Waste Water Treatment Plant will be working on a large capital project to install a new primary clarifier and rehab the existing one.

Fund Balance

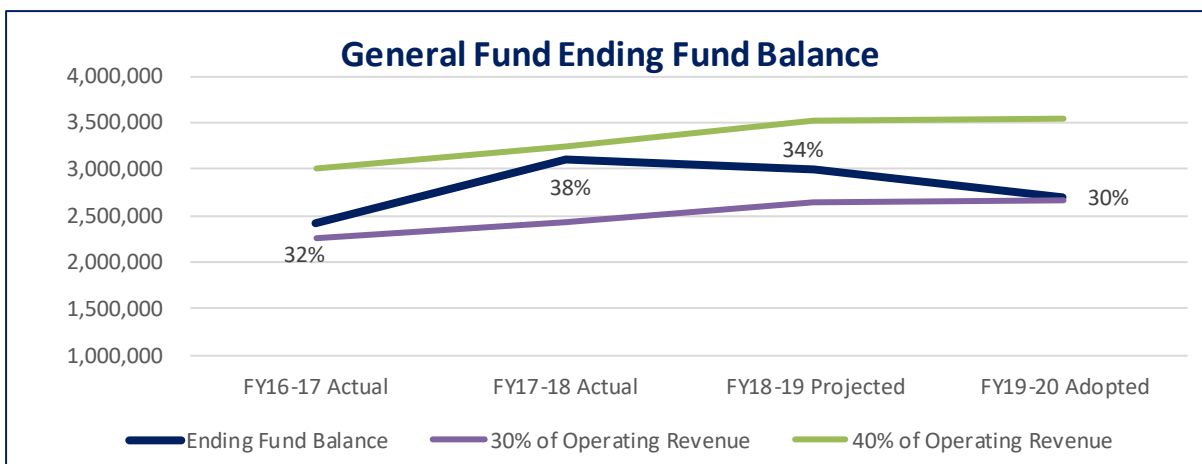
Below is a chart showing the proposed change in the City's major funds balances for FY2019-20.

Change in Fund Balance	General Fund	Streets Fund	Transit Fund	Swim Fund
Beginning Fund Balance	3,001,352	2,122,439	2,045,462	825,968
Increase(Decrease) in Fund Balance	(300,231)	(456,988)	(227,699)	(86,624)
Ending Fund Balance	2,701,121	1,665,451	1,817,763	739,344
Percent Change in Fund Balance	-10.0%	-21.5%	-11.1%	-10.5%

General Fund

The ending fund balance in the General Fund is projected to decrease slightly from the FY2018-19 projected ending fund balance. However, the balance will stay at about 30% of operating revenue in FY2019-20. The decrease consists of two parts; \$169,000 is for one-time capital costs and the remaining \$131,000 is for operating costs to cover the succession plan positions.

The chart below outlines the General Fund ending fund balance compared to 30% and 40% of operating revenue.



Street Fund

A number of projects are scheduled for FY2019-20 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 37 and 79.

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 reducing by 11% in FY2019-20 due to the anticipated purchase of land to build a new Transit office.

Swim Levy Fund

The Swim Levy Fund is a special revenue fund that receives most of its funding from a special operating tax levy. The levy is for \$0.49 per \$1,000 of tax assessed value. The decrease in fund balance is due to the use of reserves for much needed capital repairs at the pool.

Strategic Goals and Strategies

During the four previous fiscal years, the City focused on delivering critical core services, and began an initiative focused on the expected departure, principally through retirements, of key City Management. During the past budget, key positions were added in the Planning Department, Police Department and Public Works Department. Taken together these positions are contributing to the high level of service our citizens have come to expect from the City.

With Planning and Community development activities beginning to level off, we have not initially included funding in the Planning Department budget to replace an expected retirement. We have, however, identified resources in our General Fund Contingency appropriations to bring this position online quickly if land use activities indicate a continuing demand for this service.

As noted elsewhere in this Message, for FY2019-20 we are recommending additional steps be taken to prepare for a leadership transition in our Transit Program.

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 FY2019-20 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 maintains the expanded 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. Economic Development staff continue to find creative new opportunities to market Canby as a desirable destination for residents, businesses, shoppers, and tourists.
- The Budget continues to embrace 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 proposed budget increases the recommended General Fund contribution from \$50,000 to \$75,000 to support our Library's focus on delivering quality service to the community.

The FY2019-20 proposed budget continues to reflect a level of stability in our current economic environment, and anticipates that this environment will be relatively stable over the next two 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), community and economic development, 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 FY2019-20 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

As discussed previously the City is working on several key initiatives. These include succession planning, park maintenance, and infrastructure improvements. Below are the priorities and issues the City faces in accomplishing these initiatives.

- The FY2018-19 budget included funding to proactively manage succession planning in our Transit program. While the positions have not yet been filled, I am recommending that they be maintained in the FY2019-20 budget.
- In FY2017-18 a new Parks maintenance fee was established with a primary emphasis on funding of deferred maintenance in City Parks. During FY2017-18 and FY2018-19, additional staff have been added to the Parks department to begin this work. For FY2019-20 funding has been set aside to construct a new Splash Pad and replace worn and outdated equipment in City Parks.
- Canby, similar to most public agencies, has limited resources to address needed infrastructure improvements. We are proactive in our efforts to maintain up-to-date Master Plans. Our master planning documents are the guiding resource in our ongoing efforts to both prioritize and fund critical City projects. The City seeks opportunities to combine and coordinate infrastructure improvements whenever possible. As an example, if a street is scheduled for improvement, we will at the same time perform sewer or stormwater improvements if needed. This helps to avoid cutting structurally sound streets to perform the underground infrastructure improvements and materially improves the useful life of City streets.

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 previously, succession planning continues to be a key component of the Proposed Budget to address expected departures in key positions 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 has been added to make those transitions easier, share institutional knowledge, and have minimal disruption to service levels.

The proposed budget funds a total workforce of 97.8 Full Time Equivalent (FTE) positions, an increase of 0.1 FTE from the FY2018-19 budget. FTE detail can be found on the FTE Summary on page 100.

Total Personnel Services costs are budgeted to increase 4.9% between the current year budget and the proposed FY2019-20 budget. Key personnel services cost increases in this proposed budget are as follows:

- Insurance costs are budgeted to increase by 6%.
- PERS rates increased an average of 5%.
- The proposed budget includes a cost of living increase for all staff. Both AFSCME and CPA are in negotiations as to the amount of the increase.

Street Fund

There are two major capital projects that will begin in FY2019-20 as well as the continuation of the Street Maintenance program. There are no major changes in day to day operations of the Street Fund for FY19-20. Project detail can be found on page 37.

Library Fund

In FY2018-19 the city's General Fund contributed \$50,000 to the Library Fund to maintain ongoing operations. In FY2019-20 the City will continue to assist the Library Fund by contributing \$75,000 towards operations. Changes have been made in the Library to eliminate one position and close on Sundays to work towards consistent funding and operational levels.

Transit Fund

The transit budget includes two notable items for FY2019-20. The first is the purchase of property for the future permanent site of the Transit business offices. The second is the addition of two staff members for the last quarter of the fiscal year to begin the training process to replace staff who will be retiring.

Swim Center Levy Fund

The Swim Center has several items in their building improvement budget for FY2019-20; upgrades to the HVAC system and replacing the hot water heater for the showers. These two projects total about \$150,000.

Sewer Combined Fund

Total expenditures in this fund are increasing by approximately \$1.36 million. This is mainly due to two new major capital projects for the Waste Water Treatment Plant in FY2019-20. Project detail can be found on page 38.

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 included new positions to address a critical need for succession planning in several key departments. This recommendation was 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. For FY2019-20 we will continue to absorb the expenses associated with the positions added in the previous fiscal year. The average revenue growth of 4% projected in the previous fiscal year proved to be a reliable number, and we feel confident that FY2019-20 will match the 4% revenue growth projection.

The Proposed budget also anticipates contractually negotiated increases in employee health insurance, PERS rates, and salary COLAs for all staff. 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.

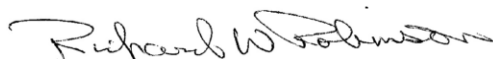
Conclusion

This proposed budget presents a spending plan for FY2019-20 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 continuation of the City’s focus on 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. In the development of the FY2019-20 Budget, we have taken extra steps to assure the financial stability of the City. Canby continues to be a financially sound organization because of the proactive approach to budgeting we employ. The City will continue to adjust and adapt our expenditure plan as needed to remain fiscally sound even as we embrace an overarching emphasis on customer service. 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.

This will be my final budget for the City of Canby. It has been my sincere pleasure to work with our Mayor and City Councilors, each of whom are committed to making Canby a truly safe and welcoming community. I am proud to be a part of a leadership team that each day strives to deliver quality services to the residents of Canby.

Thank you for allowing me to be part of this exceptional team. It is an honor to work with all who have contributed to the development of this and the four previous budgets we have had the privilege of presenting to the Budget Committee, City Council, and Urban Renewal Agency.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Rick Robinson".

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 1,000 Wonders", now NW First Avenue, was the main route through Canby, running northeast to Oregon City and west to Barlow and down 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 16,800, 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.

The City of Canby has been designated as an Oregon Heritage Tradition Community by the Oregon Heritage Commission in recognition of the Clackamas County Fair that started in 1907.

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.

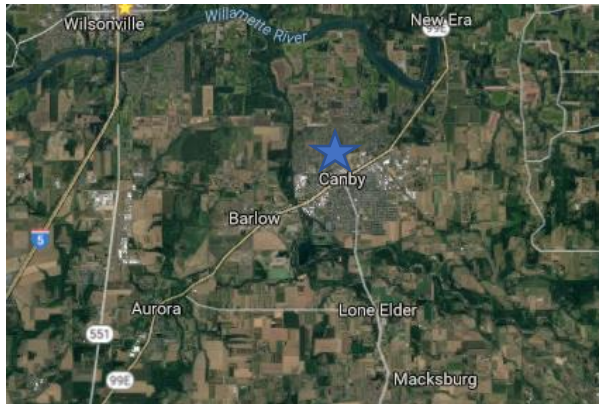
Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District. Phone, cable, and trash disposal are provided by private businesses. Canby is part of Canby School District 86.

Local media coverage is provided by CTV Channel 5 and the Canby Herald publishes the local newspaper.

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

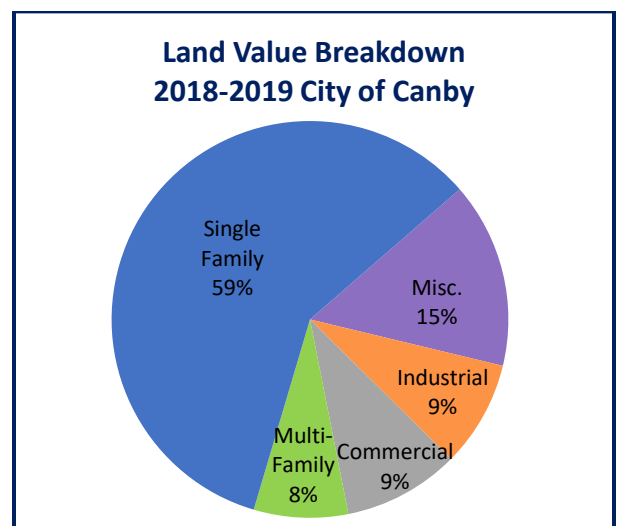
Economy

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.



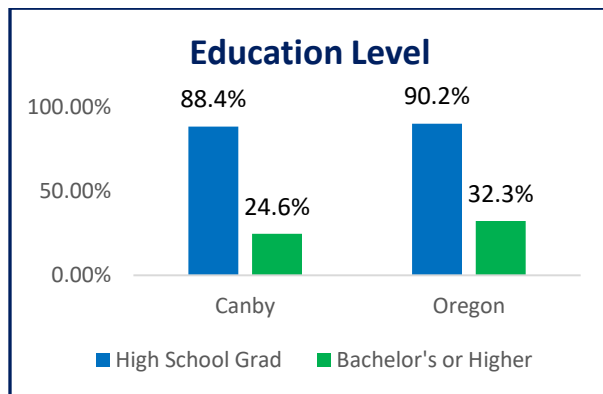
Source: Clackamas County Assessor's Office

Demographics

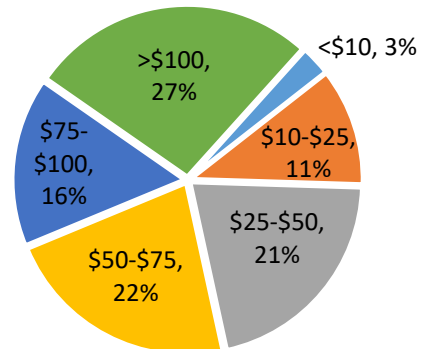
Over the last two and a half decades, Canby has nearly doubled its population. Between 1990 and 2018, the population has grown 87%. Canby has an average of 2.76 people per household as compared to 2.51 in Oregon as a whole. Canby's population is 51% female, compared to Oregon at 50.5%.

9.5% of Canby's population are veterans compared to 9.2% of the state of Oregon.

AGE DISTRIBUTION			
Age	Percent of Population	Percent Female	Percent Male
0-19	29%	28%	31%
20-39	25%	24%	26%
40-59	25%	25%	24%
60+	21%	23%	19%



Household Income Distribution (\$'s in thousands)

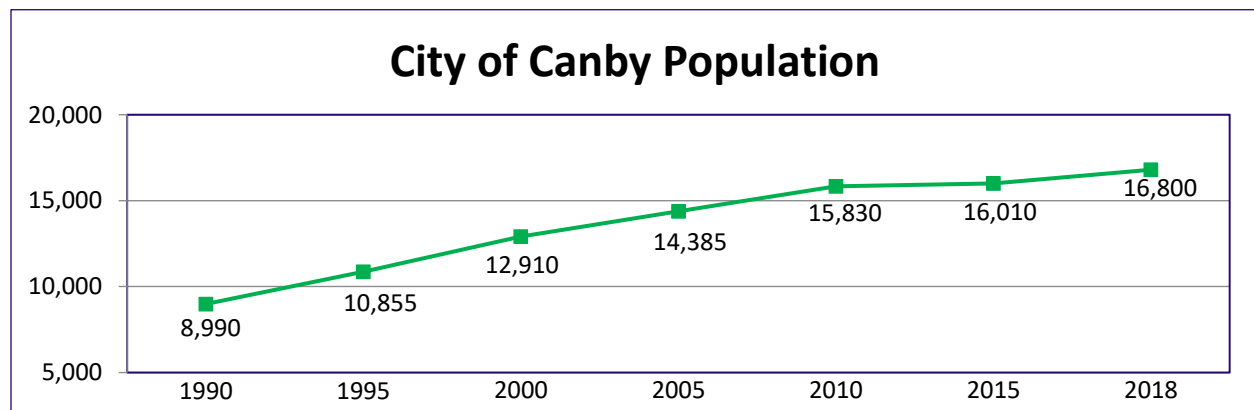


7.2% of Canby families are below the poverty level as compared to Oregon at 9.8%. While the unemployment rate in Canby is 4.6% and 6.8% in Oregon as a whole.

Oregon has 14.6% of the population living with a disability while Canby is at 12.2%.

Owner-occupied homes represent 66.6% of the community as opposed to 61.7% of Oregon as a whole.

15.2% of the Canby population speaks Spanish and an additional 2.9% 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	2018	
	Employees	% of Total City Employment
Canby School District	504	6.36%
Johnson Controls - Battery Division	220	2.78%
Kendal Floral LLC	206	2.60%
Fred Meyer Stores Inc.	195	2.46%
Shimadzu USA Mfg. Inc.	135	1.70%
Milwaukie Electronics	130	1.64%
S R Smith LLC	120	1.51%
ICC Northwest Inc.	105	1.33%
City of Canby	88	1.11%
Hawsoft, Inc.	85	1.07%
Source: City of Canby Business License data, Oregon Employment Department and Canby School District		

CITY OF CANBY PRINCIPAL PROPERTY TAXPAYERS TODAY AND 9 YEARS AGO						
Taxpayer	2018			2009		
	Assessed Value	Rank	% of Total City Taxable Assessed Value	Assessed Value	Rank	% of Total City Taxable Assessed Value
Fred Meyer Stores Inc. #651	\$24,247,648	1	1.57%	\$16,272,400	2	1.50%
Hope Village Inc.	22,857,694	2	1.48%	16,486,915	1	1.52%
Canby Telephone Assn.	17,055,700	3	1.10%	11,735,000	3	1.08%
American Steel Corporation	16,320,020	4	1.05%	5,459,951	10	0.50%
Shimadzu USA Manufacturing	15,348,321	5	0.99%	7,616,525	7	0.70%
Johnson Controls Battery Group Inc	13,233,976	6	0.86%	10,494,738	4	0.97%
Argo Canby LLC	12,898,116	7	0.83%	10,488,799	5	0.97%
Kogap Enterprises Inc.	10,987,531	8	0.71%	7,959,253	6	0.736%
Jorken Oregon LLC	8,706,032	9	0.56%			
Truamerica Multifamily LLC	7,906,186	10	0.51%	6,059,433	9	0.56%
Willamette Valley Ctry Club				7,073,055	8	0.65%
	<u>\$149,561,224</u>		9.66%	<u>\$99,646,069</u>		9.18%
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

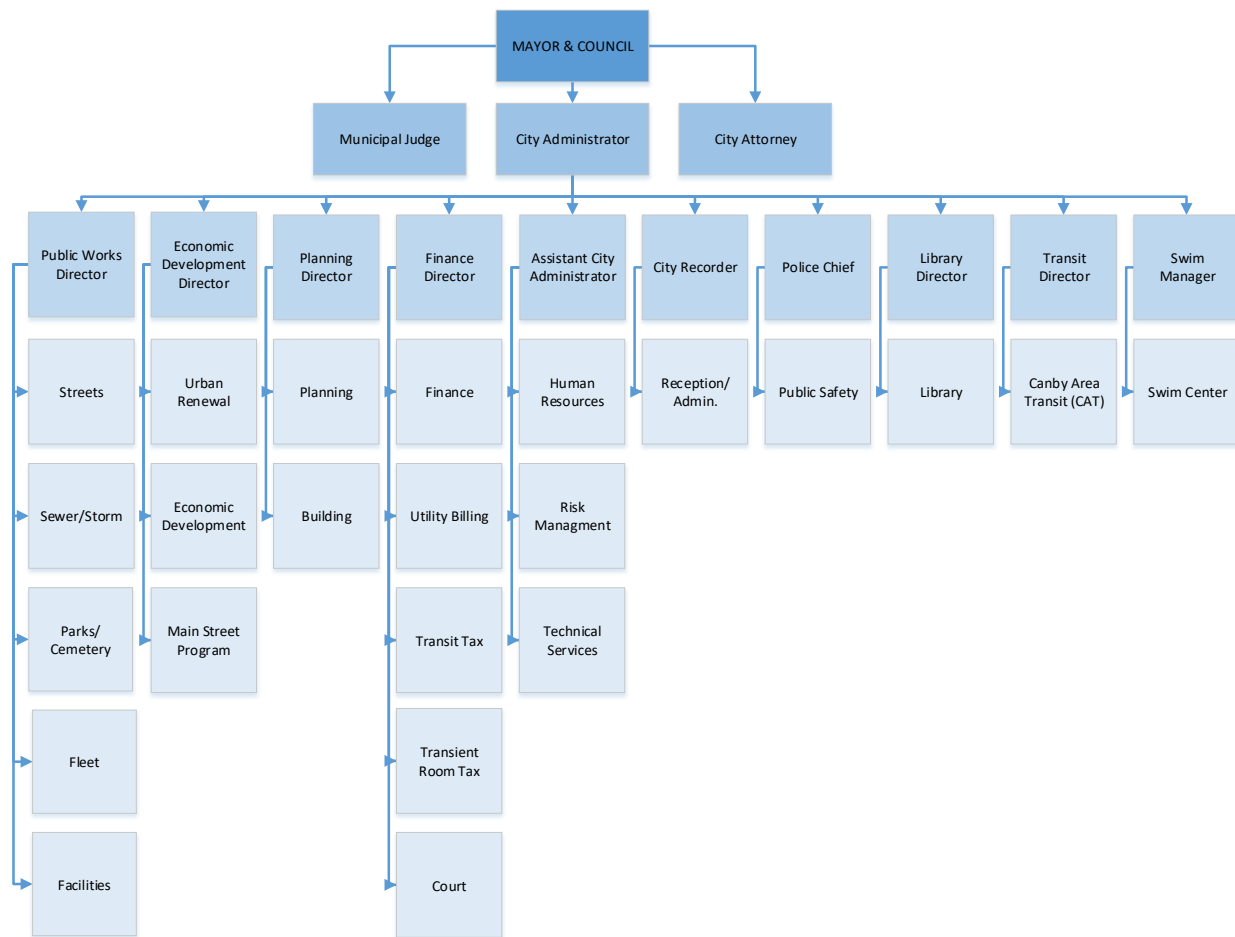
Parks and Recreation

- 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

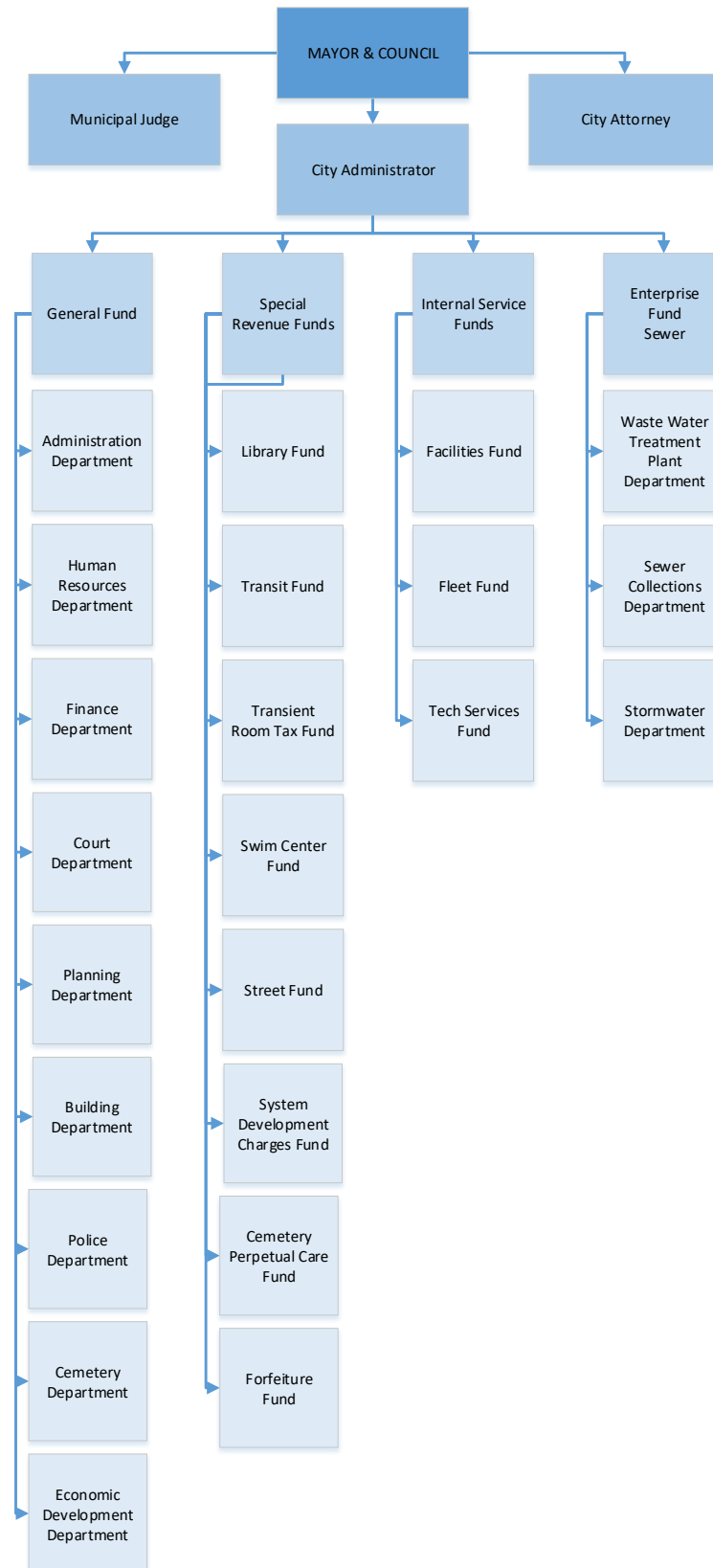
Public Services

- 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 November, when forecasts for current year 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 revenues 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.

Transient Room Tax Fund – Provides tourism and tourism related activities to draw people to Canby. Revenue is received from the transient room tax.

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. Revenue is received from perpetual care fees when burial sites are sold.

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

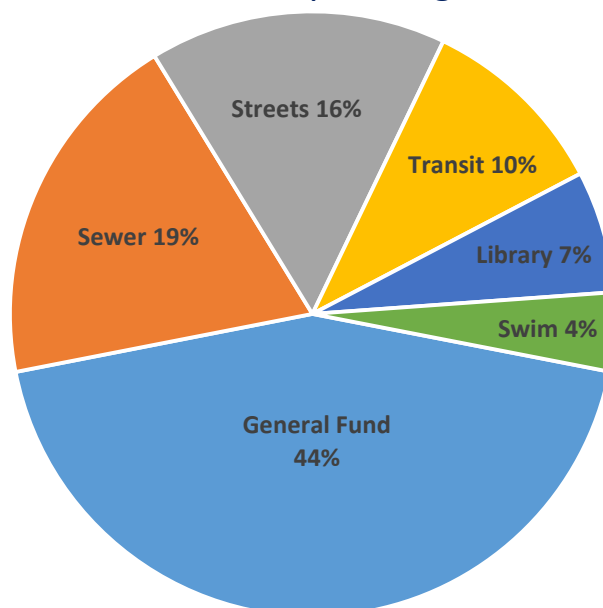
Appropriation Level	General Government Funds									Internal Service Funds			Enterprise Fund
	General	Street	Transit	SDC	Library	Swim	Transient Room Tax	Cemetery P.C.	Forfeiture	Fleet	Facilities	Tech	Sewer
	Major Funds				Non-Major Funds					Non-Major Funds			Major Fund
Administration	X												
Human Resources	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							
Tourism Promotion							X						
Tourism Enhance							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						X
Contingency	X	X	X	X	X	X	X	X	X	X	X	X	X

**Revenue & Expenditures
Revenue Summary by Source**

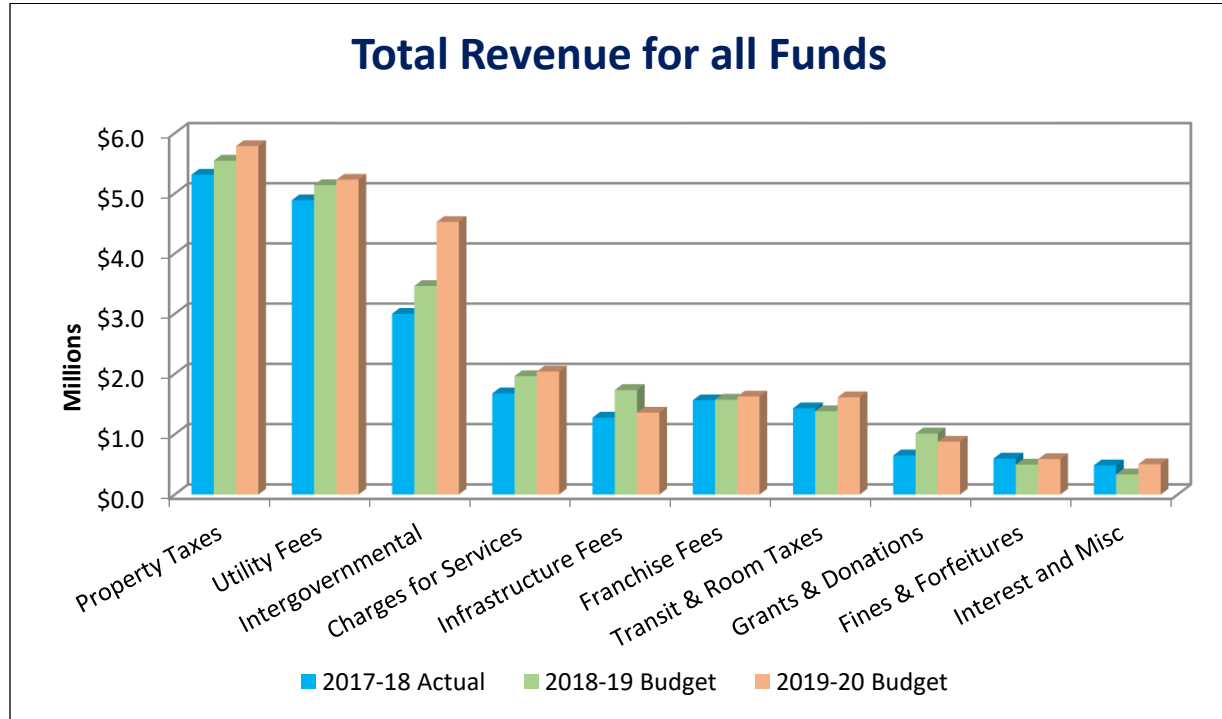
City-Wide Revenue Summary by Source

Summary of Resources by Source				
	Actual 2016-17	Actual 2017-18	Budget 2018-19	Adopted 2019-20
Property Taxes	\$ 4,993,915	\$ 5,310,172	\$ 5,543,000	\$ 5,786,000
Utility Fees	4,490,550	4,886,008	5,137,000	5,226,000
Intergovernmental	3,076,969	2,999,004	3,460,810	3,524,160
Infrastructure Fees	2,370,003	1,275,112	1,732,724	1,357,358
Charges for Services	1,920,621	1,676,875	1,962,287	2,038,083
Franchise Fees	1,494,353	1,562,237	1,571,400	1,625,000
Transit & Transient Room Taxes	1,331,095	1,428,603	1,381,000	1,611,900
Grants & Donations	825,952	647,855	1,012,085	875,192
Fines & Forfeitures	511,470	596,193	496,900	587,300
Interest and Misc Revenue	405,417	483,645	333,958	1,503,887
Transfers In/Other Sources	1,363,708	1,822,811	4,609,997	3,553,591
Total Current Resources	22,784,053	22,688,513	27,241,161	27,688,471
Beginning Fund Balance	16,157,084	17,469,065	18,571,324	24,080,855
Total Resources	\$38,941,136	\$40,157,579	\$45,812,485	\$51,769,326

**FY2019-20 Total Budgeted City Revenues for
the Main Operating Funds**



Where the Money Comes From



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

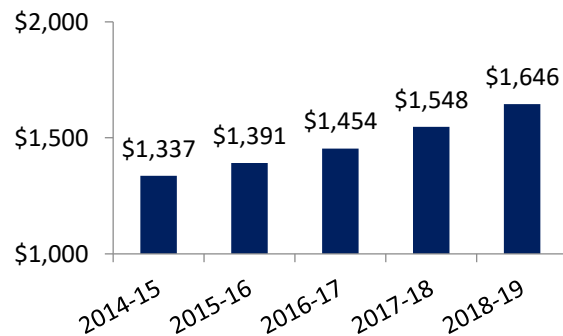
Limits and Compression

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.

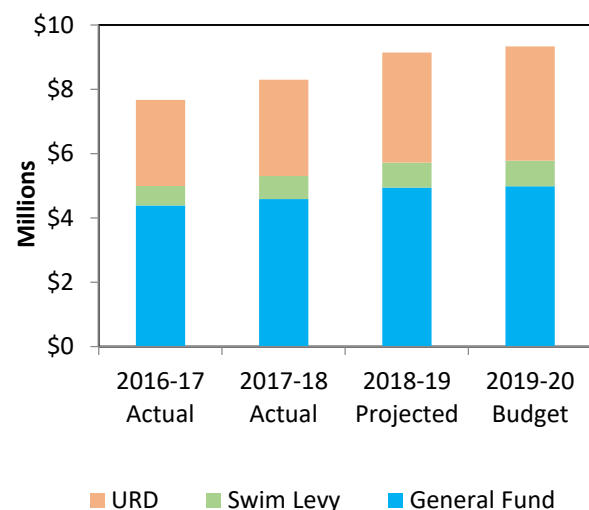
If the total tax bill exceeds the limits, taxes are reduced in a process called compression.

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



Property taxes represent approximately 47% 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.

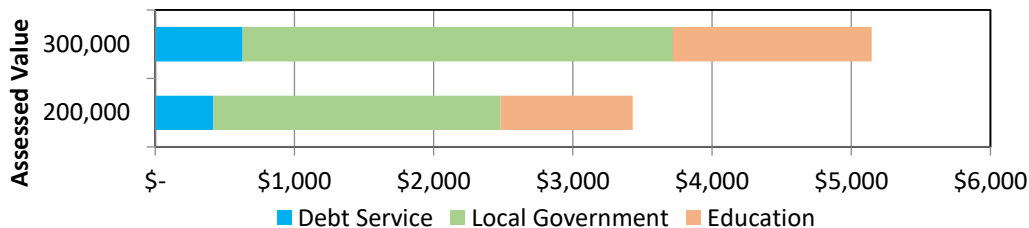
The Canby URA was established in 1999. The assessed value in the district was determined at that date and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year, the URA receives property 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 percentage of population for each city in the State. This information is 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. Revenue estimates are provided by the County.
- State distribution of the local gas tax. This is estimated based on historical trends.
- 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. Revenue estimates are based on historical trends but can vary widely from year to year.
- 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. Revenue estimates are based on the known development activity with a small percentage increase for the unknown activity that will happen.

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.

Transient Room Taxes

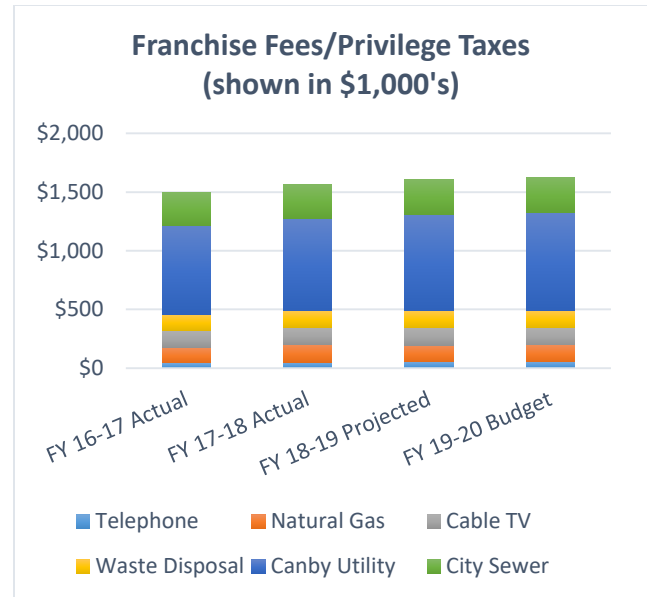
Starting July 1, 2018 the City of Canby instituted a transient room tax. The tax is 6% of lodging sales. Since this is a new tax the revenue estimates will be the same as the prior year actual revenue.

Fines and Forfeitures

These fines are for court citations, municipal code violations, and library fines. Revenue estimates are based on prior year actuals with a small increase to account for more customers.

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 and utility rate increases. Franchise fee revenue is estimated based on prior year actuals with a small increase for growth. The telephone franchise fee is estimated to stay static or reduce as more and more people are doing away with land lines and going to strictly mobile devices.



Other/Miscellaneous Revenue

- Interest earned on bank accounts
- Sale of fixed assets
- Proceeds from the issuance of debt
- Insurance reimbursements

Detail of Transfers between funds:

Transfer From:	Transfer To:				
	General Fund	Street Fund	Sewer Fund	Library Fund	Cemetery Fund
¹ Library Fund	136,707				
¹ Street Fund	124,653				
¹ Transit Fund	190,668				
¹ Swim Fund	124,096				
¹ Sewer Fund	244,065				
¹ General Fund	50,586				
¹ URA GF	369,816				
² SDC Fund	600,000		310,000		
² Sewer Fund		220,000			
² Street Fund	10,000		50,000		
³ General Fund				75,000	
⁴ Cemetery Fund				500,000	
⁴ Library Fund					500,000
Total	\$ 1,850,591	\$ 220,000	\$ 360,000	\$ 575,000	\$ 500,000

Purpose:

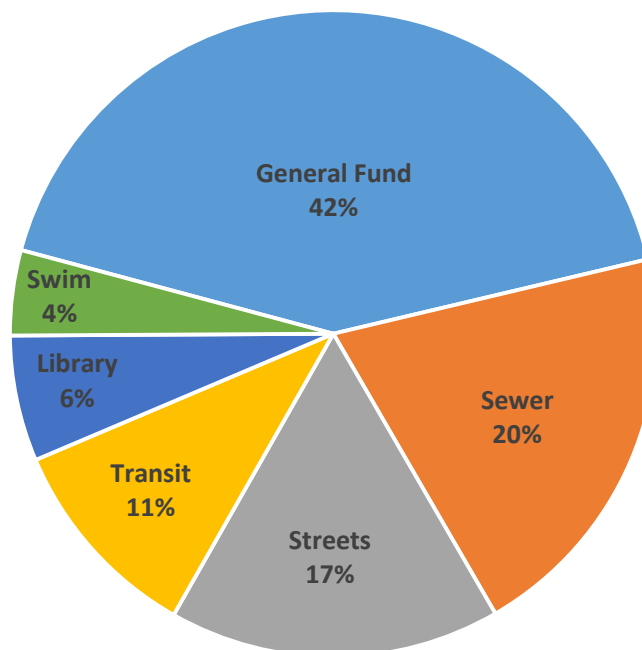
- ¹ Overhead and Economic Development Reimbursement
- ² Capital Project Funding
- ³ General fund contribution to the Library
- ⁴ Interfund loan until tax revenue is received and the corresponding loan payback with interest

Expense Summary by Category

City-Wide Expenses by Category

Summary of Requirements by Category

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Adopted 2019-20
Personnel Services	\$ 9,803,904	\$10,220,766	\$11,771,257	\$12,156,949
Materials & Services	5,721,649	5,382,366	6,468,955	6,741,048
Capital Outlay	3,528,655	3,293,641	6,152,565	6,914,962
Debt Service	334,959	300,900	-	-
Special Payments	23,174	44,837	49,000	40,000
Transfers Out	2,059,731	1,266,610	4,041,730	3,135,775
Operating Contingency	-	-	961,323	702,582
Total Current Requirements	21,472,071	20,509,120	29,444,830	29,691,315
Reserved for Future Years	-	-	16,367,655	22,078,011
Ending Fund Balance	17,469,065	19,648,456	-	-
Total Requirements	\$38,941,136	\$40,157,579	\$45,812,485	\$51,769,326

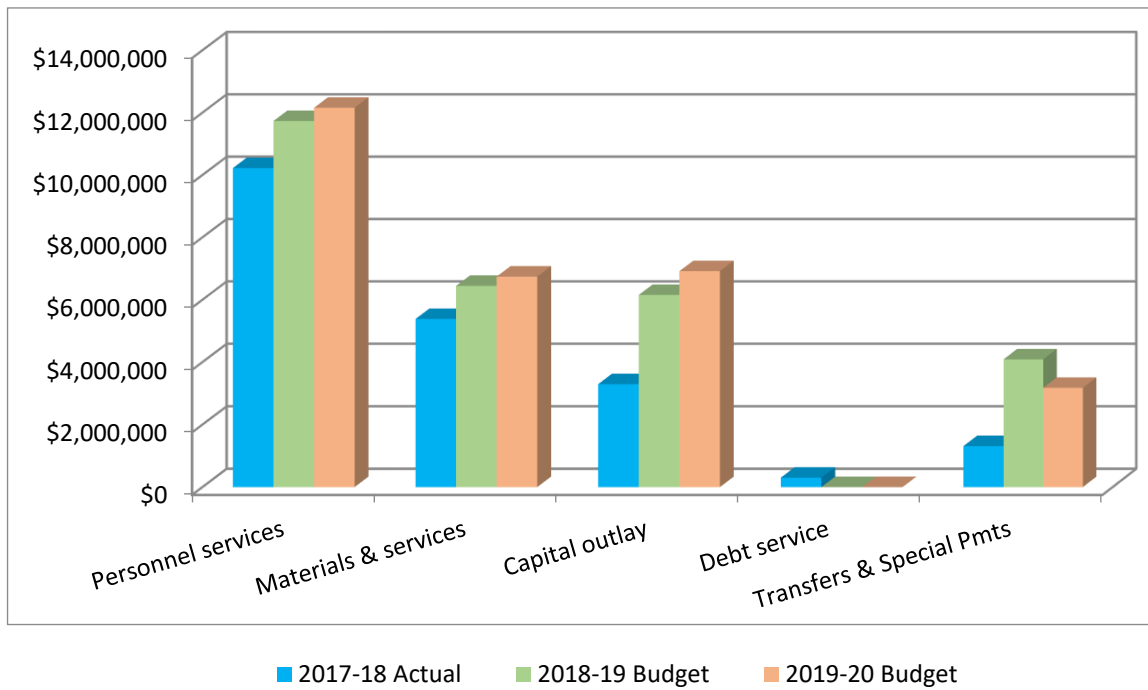
FY2019-20 Total Budgeted City Expenditures
for the Main Operating Funds

Where the Money Goes

Total Expenses for all Funds as a Percentage



Total Expenses for all Funds

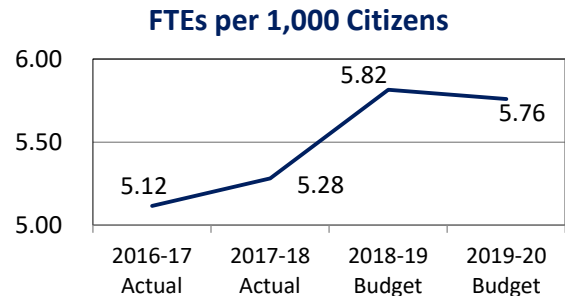


Overview of Major Categories of Expense

Personnel Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



Positions added in this budget are below:

- Total FTE is remaining the same as FY2018-19, the only change is the allocations of where staff will be working.

Wages

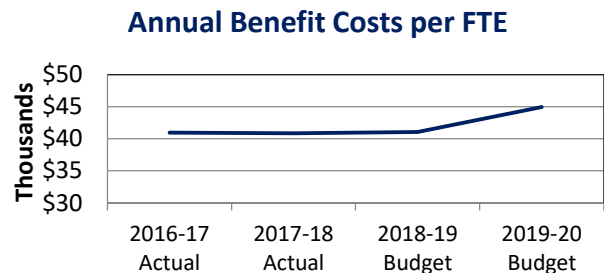
The budget includes a cost of living increase as of July 1 for both represented, and exempt staff.

Benefits

The major benefits are health insurance and PERS. Employee insurance rates are budgeted to increase an average of 6% and PERS rates are

budgeted to increase an average of 5% in FY2019-20.

The average cost of benefits per employee is shown below.

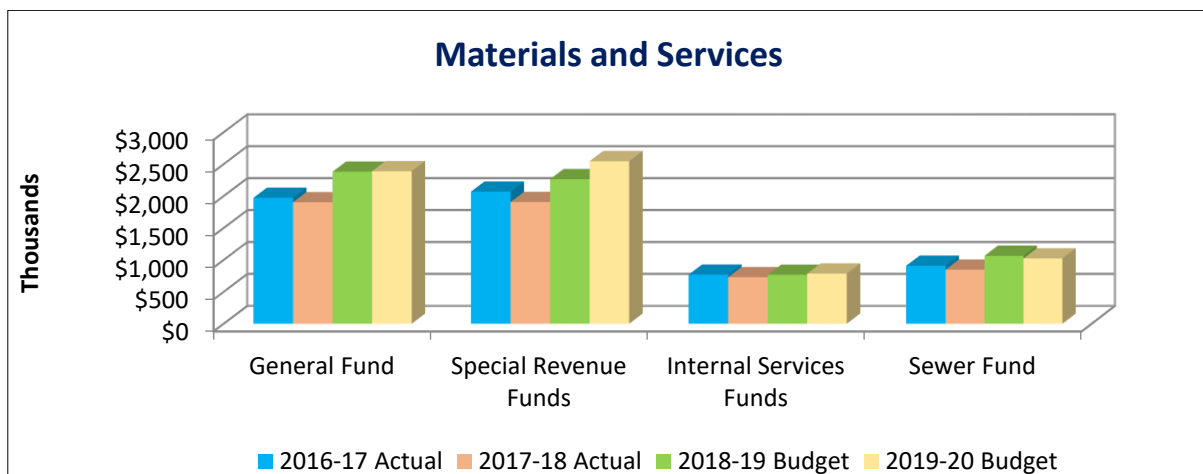


The most recently adopted PERS rates for the City of Canby and the prior two biennium's are:

	FY16-17	FY18-19	FY20-21
Tier 1 & 2	14.33	18.89	22.37
OPSRP	7.08	9.77	13.60
OPSRP Police	11.19	14.54	18.23

Materials and Services include costs for:

- Utilities
- Professional services
- Insurance
- Software maintenance
- Office supplies
- Book stock
- Internal charges for Fleet, Facilities, & Tech 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 36.

Capital outlay for operations are single purchases whose value exceeds \$5,000. The significant FY2019-20 capital outlay expenditures are:

Police

3 Police Vehicles	\$115,000
2 Mobile Data Computers	10,000

Parks

Crew Cab Truck	41,000
----------------	--------

Transit

Land for future CAT office	400,000
----------------------------	---------

Swim Center

Upgrade the HVAC system	125,000
Replace Hot Water Heater	25,000

Streets/Stormwater

Street Sweeper	290,000
----------------	---------

WWTP

Yard Utility Vehicle	7,500
----------------------	-------

Tech Services

Computer Equipment	47,000
New City Website	30,000

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 35.

Special Payments

Payment of money collected on behalf of another entity including Friends of the Library and PEG fees for CTV5

Transfers Out

- Transfers to other funds for capital project funding
- Transfers for Administrative Overhead

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 four 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.
- One long-term loan on behalf of the URA for street projects.

Moody's Investors Service has upgraded the City of Canby, Oregon's long-term issuer rating and outstanding full faith and credit obligations to Aa3 from A1. The rating action affects approximately \$22.1 million in rated full faith and credit debt outstanding. The upgrade to Aa3 reflects the city's recovered tax base and improved financial position through consecutive years of structurally-balanced operations. Total debt liabilities of the city are below-average relative to similarly-rated peers and will continue to amortize given no additional near-term debt financing plans.

The City has no General Obligation Bonds therefore no legal debt limit exists.

Summary of Long-Term Debt and Principal and Interest Schedule

Fiscal Year Ending June 30,	Governmental Activities				Total Governmental Activities
	Bonds - URA	URA Loans	Total Principal	Interest	
2020	900,960	98,048	999,008	976,782	1,975,790
2021	930,960	103,818	1,034,778	939,232	1,974,010
2022	970,960	104,532	1,075,492	896,427	1,971,919
2023	1,005,960	110,461	1,116,421	850,460	1,966,881
2024	1,045,960	116,437	1,162,397	802,398	1,964,795
2025-2029	6,019,800	672,723	6,692,523	3,195,943	9,888,466
2030-2034	8,191,412	-	8,191,412	1,610,071	9,801,483
2035-2036	2,896,525	-	2,896,525	168,588	3,065,113
Total	<u>\$ 21,962,537</u>	<u>\$ 1,206,019</u>	<u>\$ 23,168,556</u>	<u>\$ 9,439,900</u>	<u>\$ 32,608,456</u>

	Original Amount	6/30/2019 Balance	Reductions	6/30/2020 Balance
Governmental Activities				
Bonds URA:				
2010 1st Ave Redevelopment (3.75-7%)	2,500,000	1,675,000	115,000	1,560,000
2010 Bond Discount		(26,508)	(2,208)	(24,300)
2011 Police Facility (2-5%)	9,000,000	8,700,000	120,000	8,580,000
2011 Bond Discount		(16,150)	(950)	(15,200)
2012 Civic Bldg & Sequoia Pkwy (3-4%)	14,050,000	10,845,000	620,000	10,225,000
2012 Premium		785,195	49,118	736,077
Long-term Loans URA:				
2009 Township Rd, Berg & Sequoia Pkwy (3-5.25%)	1,981,047	1,196,482	97,095	1,099,387
2009 Premium		9,537	953	8,584
Total Governmental Activities		<u>\$ 23,168,556</u>	<u>\$ 999,008</u>	<u>\$ 22,169,548</u>

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 (FY20 Through FY24)						
	Estimated					
Transportation	Cost	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
Industrial Park Connection to 99E	6,000,000	1,300,000	2,000,000	2,650,000	-	-
NE 10th Avenue, N Maple to N Pine Street	687,000	687,000	-	-	-	-
N Locust, NE 4th to NE 10th Avenue	778,500	-	778,500	-	-	-
NE 10th Avenue, Locust to N Maple Streets	842,000	-	842,000	-	-	-
S Ivy Sidewalk Project	441,244	-	441,244	-	-	-
NE 10 Avenue, N Ivy to N Locust Sidewalks	400,000	-	-	400,000	-	-
N Pine St, NE 10th to NE Territorial Rd	800,000	-	-	-	800,000	-
	<u>\$ 9,948,744</u>	<u>\$ 1,987,000</u>	<u>\$ 4,061,744</u>	<u>\$ 3,050,000</u>	<u>\$ 800,000</u>	<u>\$ -</u>
Parks						
Replace Culvert at Logging Rd Walking Trail	15,000	15,000	-	-	-	-
Maple Park Splash Pad	400,000	400,000	-	-	-	-
Parks Master Plan Update	200,000	200,000	-	-	-	-
Legacy Park Improvements	72,000	72,000	-	-	-	-
Logging Road Extension	1,010,114	-	-	-	1,005,000	-
	<u>\$ 1,697,114</u>	<u>\$ 687,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,005,000</u>	<u>\$ -</u>
Storm						
Replace Culvert at Logging Rd Walking Trail	15,000	15,000	-	-	-	-
N Maple Street and NW 34th Place	30,000	-	-	30,000	-	-
N Knights Bridge Road	130,000	-	-	-	130,000	-
Knights Bridge Runoff Treatment	50,000	-	-	-	50,000	-
	<u>\$ 225,000</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 180,000</u>	<u>\$ -</u>
Sanitary - Collections						
South Ivy Pump Station	1,000,000	1,000,000	-	-	-	-
South Ivy St, Sewer Upsize	500,000	-	-	500,000	-	-
Nights Bridge Pump Station Removal	700,000	-	-	-	700,000	-
N Birch Pump Station & Force Main	300,000	-	-	-	300,000	-
NE 22nd Avenue Pump Station & Forced Main	300,000	-	-	-	300,000	-
South Safeway Pump Station Removal	700,000	-	-	-	-	700,000
	<u>\$ 3,500,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 1,300,000</u>	<u>\$ 700,000</u>
Sanitary - Waste Water Treatment Plant						
New Primary Clarifier & Support System Rehab	1,365,000	1,365,000	-	-	-	-
WWTP Outfall Pipe Replacement	250,000	160,000	-	-	-	-
WWTP Site Improvements	400,000	-	400,000	-	-	-
U.V. Sustem Upgrades	800,000	-	-	800,000	-	-
Solids Dewatering Equipment	800,000	-	-	-	800,000	-
Outfall Diffuser/Mixing Zone	100,000	-	-	-	-	100,000
	<u>\$ 3,715,000</u>	<u>\$ 1,525,000</u>	<u>\$ 400,000</u>	<u>\$ 800,000</u>	<u>\$ 800,000</u>	<u>\$ 100,000</u>

Current Year Capital Projects**Parks Capital Projects**

Park capital projects are primarily funded by park maintenance fees, 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.

Legacy Park Improvements

The safety surfacing is over 12 years old and is separating, creating a potential hazard. The surfacing will be replaced which will result in less maintenance requirements. In addition the pavers along the curbs and around the playgrounds and restrooms are lifting and becoming uneven. The pavers will be pulled up, the ground leveled and then reinstalled with a poly-sand. This will make ongoing maintenance easier since the pavers will be level again. Both of these projects will be funded by park maintenance fees.

Splash Park

This project consists of design, engineering, and construction of a new splash park. The proposed location is Maple Park. The City currently is in the very preliminary stages of this project. Since design has not yet begun, there is no estimate at this time for ongoing maintenance. However, the City recognizes that ongoing maintenance of splash parks can be very time consuming and costly. Funding for this project will come from Park SDC's.

Replacement of Culvert on the Logging Trail Walking Path

The existing culvert has rusted and collapsed, this project will replace the culvert and reopen the fish passage. No ongoing maintenance will be needed. This project will be funded 50/50 by parks and Stormwater.

Street Capital Projects

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

NE 10th Avenue from Maple to Pine St

This project will be a full road improvement including curbs, sidewalks, and asphalt paving. This will improve the safe routes to schools and allow the City to street sweep without removing gravel from the shoulder of the road. This project will be funded by street maintenance fees, street reserves and a small portion from Stormwater.

Industrial Park Connection to 99E

This project is to design and construct an additional access from the Industrial Park to Hwy 99E for future industrial development. This funding is for the design phase to include work but not limited to; property acquisition, right of way, permits, and reconstruction of 1st Avenue from Walnut to Hazel Dell. 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.

Sanitary Capital Projects

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

S Ivy Pump Station

This project consists 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. Annual costs will be approximately \$2,000 a year to clean and maintain the pump station and sewer lines. There are multiple sources of funding for this project; SDC's, utility rates, and a small portion from streets.

WWTP Addition and Replacement of a Primary Clarifier

This project includes the addition of a second clarifier to increase existing capacity and provide redundancy. Additionally several support systems will have improvements made to them, including primary sludge and scum pumping, scum disposal facility, and associated electrical/mechanical facilities. Maintenance on the new clarifier will be minimal while decreasing potential operational issues. This maintenance can be absorbed by the existing staff in the department. Funding for this project will come from sewer utility rates.

WWTP Outfall Pipe Replacement

The existing 18" outfall line was constructed in 1949 and was discovered to have multiple failed joints with root intrusions that are limiting the capacity of the pipeline. The concrete pipe is deteriorating and undersized for the design flow of the plant. This project will replace the line with approximately 900' of new 24" PVC or HDPE line to provide needed capacity. By replacing the pipe ongoing maintenance will not be needed to keep the pipe clear of tree roots. Funding for this project will come from sewer utility rates.

Budget Detail

Budget Summary by Fund

FY19-20 Adopted Budget	General Fund	Library Fund	Transit Fund	Swim Fund	Transient Room Tax Fund	Streets Fund	SDC Fund	Cemetery Fund	Forfeiture Fund	Facilities Fund	Fleet Fund	Tech Fund	Sewer Fund	Total of all Funds
Resources														
Beginning Fund Balance	\$ 3,001,352	\$ 59,407	\$ 2,045,462	\$ 825,968	\$ 21,575	\$ 2,122,439	\$ 8,661,337	\$ 1,008,752	\$ 40,454	\$ 50,048	\$ 39,051	\$ 54,368	\$ 6,150,644	\$ 24,080,855
Revenue	8,862,412	1,004,677	2,490,355	1,026,000	21,610	3,655,500	1,432,358	40,000	1,050	294,783	615,660	363,975	4,359,500	24,167,880
Transfers In	1,850,591	575,000	-	-	-	220,000	-	500,000	-	-	-	-	360,000	3,505,591
Other Sources	-	15,000	-	-	-	-	-	-	-	-	-	-	-	15,000
Total Resources	\$13,714,355	\$1,654,084	\$4,535,817	\$1,851,968	\$ 43,185	\$5,997,939	\$10,093,695	\$1,548,752	\$ 41,504	\$344,831	\$654,711	\$418,343	\$10,870,144	\$51,769,326
Requirements														
Personnel Services	\$ 7,821,382	\$ 742,517	\$ 485,733	\$ 659,805	\$ 12,832	\$ 651,797	\$ -	\$ -	\$ -	\$129,906	\$257,536	\$102,973	\$ 1,292,468	\$12,156,949
Materials & Services	2,388,266	250,399	1,641,653	162,723	30,353	419,038	-	-	41,504	196,600	365,998	222,073	1,022,441	6,741,048
Capital Outlay	653,000	-	400,000	166,000	-	3,077,000	-	-	-	2,000	-	77,045	2,539,917	6,914,962
Special Payments	25,000	15,000	-	-	-	-	-	-	-	-	-	-	-	40,000
Transfers Out	125,586	636,707	190,668	124,096	-	184,653	910,000	500,000	-	-	-	-	464,065	3,135,775
Contingency	200,000	9,461	100,000	41,126	-	53,240	-	-	-	16,325	31,177	16,252	235,000	702,582
Reserve for Future Exp	2,501,121	-	1,717,763	698,217	-	1,612,211	9,183,695	1,048,752	-	-	-	-	5,316,253	22,078,011
Total Requirements	\$13,714,355	\$1,654,084	\$4,535,817	\$1,851,968	\$ 43,185	\$5,997,939	\$10,093,695	\$1,548,752	\$ 41,504	\$344,831	\$654,711	\$418,343	\$10,870,144	\$51,769,326

Budget Detail

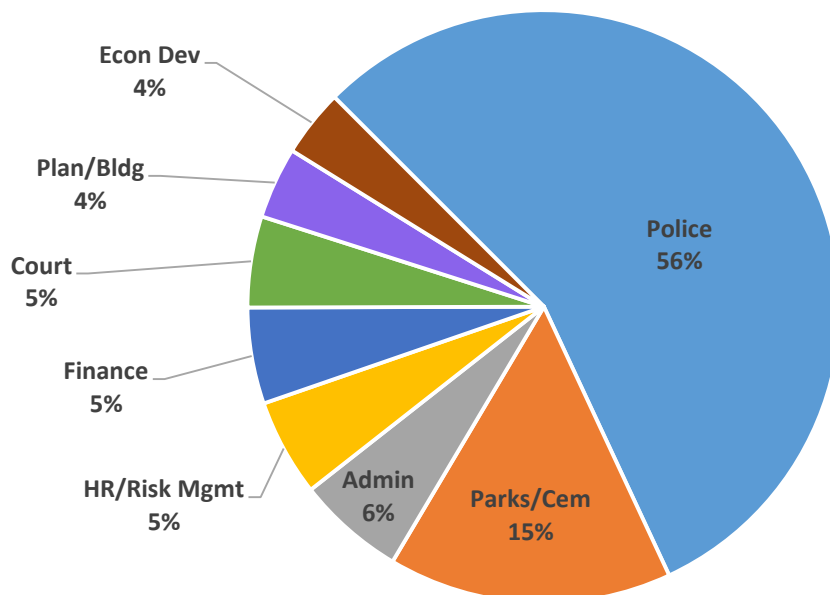
General Fund Summary

General Fund

General Fund Budget Summary by Department

FY 19-20 Adopted Budget	Not Allocated	Admin	HR/ Risk Mngmt	Finance	Court	Planning	Building	Police	Parks	Cemetery	Economic Dev.	Total General Fund
Resources												
Beginning Fund Balance	\$ 3,001,352	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,001,352
Revenue	7,345,177	-	-	-	587,300	259,215	34,000	166,970	412,100	31,500	26,150	8,862,412
Transfers In	1,850,591	-	-	-	-	-	-	-	-	-	-	1,850,591
Total Resources	\$12,197,120	\$ -	\$ -	\$ -	\$587,300	\$259,215	\$34,000	\$ 166,970	\$ 412,100	\$ 31,500	\$ 26,150	\$ 13,714,355
Requirements												
Personnel Services	\$ 75,000	\$ 492,460	\$ 133,266	\$ 452,720	\$ 404,275	\$ 256,869	\$ 28,402	\$ 4,951,462	\$ 620,992	\$ 110,467	\$ 295,469	\$ 7,821,382
Materials & Services	43,917	139,156	436,146	111,133	129,622	133,601	697	892,304	378,648	24,449	98,593	2,388,266
Capital Outlay	-	-	-	-	-	-	-	125,000	528,000	-	-	653,000
Special Payments	25,000	-	-	-	-	-	-	-	-	-	-	25,000
Transfers Out	125,586	-	-	-	-	-	-	-	-	-	-	125,586
Operating Contingency	200,000	-	-	-	-	-	-	-	-	-	-	200,000
Reserved for Future Expense												
PEG	41,000	-	-	-	-	-	-	-	-	-	-	41,000
PERS	125,000	-	-	-	-	-	-	-	-	-	-	125,000
Workers Comp	100,000	-	-	-	-	-	-	-	-	-	-	100,000
Building Dept.	9,961	-	-	-	-	-	-	-	-	-	-	9,961
Park Maintenance	175,862	-	-	-	-	-	-	-	-	-	-	175,862
Unrestricted	2,049,298	-	-	-	-	-	-	-	-	-	-	2,049,298
Total Requirements	\$ 2,970,624	\$ 631,616	\$ 569,412	\$ 563,853	\$ 533,897	\$ 390,470	\$ 29,099	\$ 5,968,766	\$ 1,527,640	\$ 134,916	\$ 394,062	\$ 13,714,355

Total General Fund Expenditures by Department FY19-20 Budget



General Fund Resources

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
1,931,904	2,428,810	2,847,805	BEGINNING BALANCE (Cash Carryover)	3,001,352	3,001,352	3,001,352
REVENUE						
442,694	465,109	425,000	Fines and Bail	500,000	500,000	500,000
61,237	62,256	60,000	Fines / Justice Court	60,000	60,000	60,000
-	-	400	Miscellaneous Fees	300	300	300
6,480	7,589	6,500	Attorney Reimbursements	7,000	7,000	7,000
548	17,671	5,000	Court Collections Interest	20,000	20,000	20,000
510,960	552,625	496,900	Total Court Revenue	587,300	587,300	587,300
77,382	96,874	65,000	Land Use Applications	66,000	66,000	66,000
-	-	200	Miscellaneous Fees	215	215	215
39,507	34,915	35,000	Traffic Studies	32,000	32,000	32,000
39,412	42,698	27,000	Plan Reviews	30,000	30,000	30,000
-	-	-	Engineering Plan Review Fees	56,000	56,000	56,000
-	-	-	Construction Excise Tax	75,000	75,000	75,000
-	2,730	-	Annexations	-	-	-
392	2,991	-	Miscellaneous Revenue - Planning	-	-	-
156,694	180,208	127,200	Total Planning Revenue	259,215	259,215	259,215
320	110	450	Park Rentals	100	100	100
-	-	3,360	Miscellaneous Fees	-	-	-
-	191,074	370,000	Park Maintenance Fee	409,000	409,000	409,000
5,190	3,140	-	Miscellaneous Revenue - Parks	3,000	3,000	3,000
5,510	194,324	373,810	Total Park Revenue	412,100	412,100	412,100
30,434	54,043	41,000	Building Permits	34,000	34,000	34,000
30,434	54,043	41,000	Total Building Revenue	34,000	34,000	34,000
4,339	9,646	2,500	Grants - DUII	5,000	5,000	5,000
-	-	-	Grant - Distracted Driving	4,000	4,000	4,000
6,642	2,804	2,500	Grant - Seatbelt	4,000	4,000	4,000
-	-	-	Grant - Speed Enforcement	5,000	5,000	5,000
4,557	3,813	2,500	Grant - Pedestrian Safety	5,000	5,000	5,000
13,277	13,908	17,000	Grant - HIDTA	2,892	2,892	2,892
4,476	-	-	Grant - OCDEF	1,928	1,928	1,928
19,930	25,647	5,000	Grant - Intellectual Property Crimes (IPC)	20,000	20,000	20,000
3,460	3,090	2,000	Grant - OJP Vest Program	2,000	2,000	2,000
69,182	74,171	77,585	CSD-Shared SRO Reimbursemt	81,200	81,200	81,200
-	-	200	Miscellaneous Fees	200	200	200
16,250	15,250	12,000	Vehicle Release/Tow Fees	16,000	16,000	16,000
7,840	6,805	8,000	Alarm Permit Fees	10,000	10,000	10,000
-	-	1,500	Temporary Liquor License	1,500	1,500	1,500
-	-	250	Subpoena Fees	250	250	250
2,865	1,650	2,500	Finger Printing Fees	1,500	1,500	1,500
2,925	3,183	2,500	Reports Revenue	2,500	2,500	2,500
-	-	3,900	Special Event Security	3,500	3,500	3,500
79,198	73,111	65,000	Miscellaneous Revenue - Police	-	-	-
1,250	1,250	-	Donations-Police	500	500	500
236,190	234,328	204,935	Total Police Revenue	166,970	166,970	166,970

Budget Detail

General Fund Resources

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES (Continued)						
22,350	8,800	10,400	Grave Sales	10,000	10,000	10,000
5,400	3,000	4,000	Grave Open & Close	5,000	5,000	5,000
8,062	4,940	2,000	Mausoleum Name Bars	2,000	2,000	2,000
11,065	14,285	5,000	Mausoleum Sales	4,500	4,500	4,500
9,500	6,250	6,000	Mausoleum Open & Close	5,000	5,000	5,000
-	-	3,100	Miscellaneous Fees	5,000	5,000	5,000
5,639	1,500	-	Miscellaneous Revenue - Cemetery	-	-	-
155	87	100	Donations-Cemetery	-	-	-
62,171	38,862	30,600	Total Cemetery Revenue	31,500	31,500	31,500
3,500	1,150	4,000	Event Revenue	4,500	4,500	4,500
-	3,300	5,008	Miscellaneous Revenue	13,500	13,500	13,500
10,043	7,777	11,300	Independence Day Revenue	8,150	8,150	8,150
13,543	12,227	20,308	Total Economic Dev. Revenue	26,150	26,150	26,150
4,295,493	4,509,563	4,700,000	Property Tax Current	4,900,000	4,900,000	4,900,000
91,251	81,591	100,000	Property Tax Prior	90,000	90,000	90,000
148,057	146,249	144,900	Cable Franchise Fee	147,700	147,700	147,700
44,266	49,255	47,500	Telephone Franchise Fee	54,600	54,600	54,600
132,999	137,514	140,000	Solid Waste Franchise Fee	143,700	143,700	143,700
132,165	154,550	155,000	Natural Gas Franchise Fee	143,000	143,000	143,000
280,828	290,555	295,000	City Sewer Franchise Fee	298,000	298,000	298,000
756,038	784,114	789,000	CU In Lieu of Taxes	838,000	838,000	838,000
20,620	20,423	20,200	Cigarette Tax	20,000	20,000	20,000
249,666	264,109	282,000	Liquor Revenue	290,000	290,000	290,000
166,564	224,166	183,500	State Revenue Sharing	192,400	192,400	192,400
-	-	400	Miscellaneous- Fees	100	100	100
72,510	75,470	73,000	Business Licenses	73,000	73,000	73,000
-	1,770	2,000	Liquor Licenses	1,800	1,800	1,800
12,750	11,575	12,600	Title Lien Search Fees	10,500	10,500	10,500
29,610	29,290	29,000	PEG Access Fees	33,000	33,000	33,000
20,508	-	-	AFD 3 LRIP Phase I Prin/Int	-	-	-
6,000	6,000	6,000	Lease Receipts (Adult Center)	6,000	6,000	6,000
7,375	-	-	Retail Lease	-	-	-
4,784	1,527	-	Miscellaneous-Income	-	-	-
25,906	50,880	30,000	Interest Revenues	75,000	75,000	75,000
31,116	30,564	31,000	Retirement/Separation Reserve	28,377	28,377	28,377
6,528,505	6,869,166	7,041,100	Total Unallocated Revenue	7,345,177	7,345,177	7,345,177
TRANSFERS IN & OTHER SOURCES						
10,941	11,196	10,824	O/H from Building	3,689	3,689	3,689
63,220	74,007	68,419	O/H from Economic Develop	46,897	46,897	46,897
96,295	119,031	111,778	O/H from Library Fund	136,707	136,707	136,707
114,081	122,383	110,345	O/H from Street	124,653	124,653	124,653
164,387	175,876	185,937	O/H from Transit	190,668	190,668	190,668
81,383	90,952	88,071	O/H from Swim Levy	124,096	124,096	124,096
129,119	155,539	170,507	O/H from WWTP	161,886	161,886	161,886
47,911	53,548	50,902	O/H from Collections	50,115	50,115	50,115
40,383	44,651	35,569	O/H from Stormwater	32,064	32,064	32,064
547,205	513,374	529,267	Transfer from UR	369,816	369,816	369,816
-	-	10,000	Transfer from Streets	10,000	10,000	10,000
-	5,114	200,000	Transfer from SDC Fund	600,000	600,000	600,000
1,294,925	1,365,671	1,571,619	Total Unallocated Transfers In	1,850,591	1,850,591	1,850,591
10,770,835	11,930,264	12,755,277	TOTAL GENERAL FUND RESOURCES	13,714,355	13,714,355	13,714,355

General Fund Requirements

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR ADMINISTRATION						
PERSONNEL SERVICES						
361,592	413,565	510,000	Regular Salaries and Wages	316,814	316,814	316,814
-	94,439	102,500	Insurance Benefits	80,398	80,398	80,398
-	33,573	42,700	Taxes/Other	27,489	27,489	27,489
-	77,083	96,500	PERS Contributions	67,759	67,759	67,759
181,049	-	-	Employee Benefits	-	-	-
542,641	618,659	751,750	Total Admin Personnel Services	492,460	492,460	492,460
3.7	4.5	4.4	FTE	3.5	3.5	3.5
MATERIALS & SERVICES						
2,400	26,480	36,000	HR-Professional Services	-	-	-
32,843	56,872	55,000	HR-Legal/Labor Negotiations	-	-	-
5,087	5,961	7,000	HR-Recruit/Employ Testing	-	-	-
320,318	314,171	309,000	Liability Insurance	-	-	-
1,183	1,961	5,000	Non-Insurance Claims	-	-	-
643	413	20,000	Liab Ins Deductible Accrued	-	-	-
2,566	848	3,000	HR-Travel & Training	-	-	-
231	245	400	HR-Membership Dues & Fees	-	-	-
6,765	4,305	6,500	HR-Supplies & Services	-	-	-
840	450	2,500	HR-Risk Mgmt/Safety Committee	-	-	-
266	-	863	Election	-	-	-
1,586	3,180	2,000	Codification	12,800	12,800	12,800
498	404	700	Printing & Binding	700	700	700
-	170	500	Employee Recognition	500	500	500
5,154	6,430	6,100	Mayor & City Council	6,100	6,100	6,100
875	2,694	4,000	Mayor & CC Travel & Training	2,800	2,800	2,800
132	1,401	1,300	Mayor & CC Membership Dues	1,190	1,190	1,190
932	1,262	2,000	Admin Staff Travel & Training	2,100	2,100	2,100
461	296	2,000	Attorney Travel & Training	2,000	2,000	2,000
17,038	18,461	19,000	Admin Membership Dues & Fees	20,200	20,200	20,200
610	-	4,783	Prof/Tech Services	4,500	4,500	4,500
36,000	36,000	36,000	CTV5 Professional Services	36,000	36,000	36,000
4,778	5,122	5,500	Copier Lease & Maint	5,000	5,000	5,000
2,774	657	1,533	Internal Charge-Fleet	3,032	3,032	3,032
9,874	5,737	12,843	Internal Charge-Facilities	9,130	9,130	9,130
16,526	19,764	26,601	Internal Charge-Tech Services	25,529	25,529	25,529
6,371	5,284	5,000	Supplies & Services	7,575	7,575	7,575
476,750	518,569	575,123	Total Admin Materials & Services	139,156	139,156	139,156
1,019,391	1,137,228	1,326,873	TOTAL ADMIN REQUIREMENTS	631,616	631,616	631,616

Budget Detail

General Fund Requirements

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR HR & RISK MGMT						
PERSONNEL SERVICES						
-	-	-	Regular Salaries and Wages	89,897	89,897	89,897
-	-	-	Overtime	-	-	-
-	-	-	Insurance Benefits	11,950	11,950	11,950
-	-	-	Taxes/Other	7,607	7,607	7,607
-	-	-	PERS Contributions	23,812	23,812	23,812
-	-	-	Total HR & Risk Mgmt Personnel Services	133,266	133,266	133,266
FTE						
				0.9	0.9	0.9
MATERIALS & SERVICES						
-	-	-	Professional Services	10,000	10,000	10,000
-	-	-	Legal/Labor Negotiations	50,000	50,000	50,000
-	-	-	Recruit/Employ Testing	6,850	6,850	6,850
-	-	-	Copier Lease & Maint	1,000	1,000	1,000
-	-	-	Liability Insurance	315,000	315,000	315,000
-	-	-	Non-Insurance Claims	15,000	15,000	15,000
-	-	-	Liab Ins Deductible Accrued	20,000	20,000	20,000
-	-	-	Travel & Training	4,400	4,400	4,400
-	-	-	Membership Dues & Fees	400	400	400
-	-	-	Internal Charge-Facilities	2,844	2,844	2,844
-	-	-	Internal Charge-Tech Services	5,902	5,902	5,902
-	-	-	Supplies & Services	2,700	2,700	2,700
-	-	-	Risk Mgmt/Safety Committee	2,050	2,050	2,050
-	-	-	Total HR & Risk Mgmt Materials & Services	436,146	436,146	436,146
-	-	-	TOTAL HR & RISK MGMT REQUIREMENTS	569,412	569,412	569,412

*The HR/Risk Management functions are being separated out from the Administration department beginning July 1, 2019. This will allow for more transparency and increased efficiencies.

Budget Detail

General Fund Requirements

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR FINANCE						
PERSONNEL SERVICES						
205,466	229,644	274,100	Regular Salaries and Wages	280,256	280,256	280,256
-	63,470	73,400	Insurance Benefits	74,296	74,296	74,296
-	18,510	24,000	Taxes/Other	24,531	24,531	24,531
-	53,591	62,500	PERS Contributions	73,637	73,637	73,637
115,912	-	-	Employee Benefits	-	-	-
321,378	365,214	434,000	Total Finance Personnel Services	452,720	452,720	452,720
2.6	3.0	3.1	FTE	3.4	3.4	3.4
MATERIALS & SERVICES						
3,492	3,143	-	Prof/Tech Service	-	-	-
5,100	4,630	4,000	Prof SrvTitle Lien Search Cost	5,000	5,000	5,000
38,765	25,000	27,000	Auditing	30,000	30,000	30,000
30,408	28,498	28,648	Software Maintenance	30,000	30,000	30,000
4,324	3,834	5,500	Copier Lease & Maint	6,000	6,000	6,000
525	387	28	Publications/Books	-	-	-
1,751	2,812	2,100	Printing & Binding	2,000	2,000	2,000
3,218	3,188	7,000	Training/Conf/Travel	6,000	6,000	6,000
1,105	1,475	2,423	Membership Dues & Fees	2,000	2,000	2,000
3,570	2,074	4,644	Internal Charge-Facilities	4,329	4,329	4,329
12,241	10,220	12,617	Internal Charge-Tech Services	11,804	11,804	11,804
3,637	3,606	4,000	Supplies & Service	4,000	4,000	4,000
8,986	10,055	10,000	Bank Charges	10,000	10,000	10,000
1	35	-	Cash Over & Short	-	-	-
678	49	650	Misc Office Equipment	-	-	-
117,801	99,007	108,610	Total Finance Materials & Services	111,133	111,133	111,133
439,180	464,221	542,610	TOTAL FINANCE REQUIREMENTS	563,853	563,853	563,853
REQUIREMENTS FOR COURT						
PERSONNEL SERVICES						
186,604	180,638	239,000	Regular Salaries and Wages	274,954	274,954	274,954
-	60,903	60,600	Insurance Benefits	61,197	61,197	61,197
-	15,058	20,500	Taxes/Other	23,556	23,556	23,556
-	17,182	30,400	PERS Contributions	44,568	44,568	44,568
93,362	-	-	Employee Benefits	-	-	-
279,966	273,782	350,500	Total Court Personnel Services	404,275	404,275	404,275
2.7	2.8	4.1	FTE	3.6	3.6	3.6
MATERIALS & SERVICES						
2,721	1,907	3,500	Interpreter	4,000	4,000	4,000
41,400	41,400	41,600	Court Appointed Attorneys	43,800	43,800	43,800
3,738	628	-	Technical/Attorney	-	-	-
-	-	1,000	Copier Lease and Usage	1,500	1,500	1,500
175	1,147	2,250	Training/Conf/Travel	1,840	1,840	1,840
150	225	325	Membership & Dues	250	250	250
60	-	120	Jury Fees	120	120	120
-	-	200	Witness Fees	100	100	100
3,267	1,898	4,249	Internal Charge-Facilities	3,961	3,961	3,961
14,690	12,102	14,180	Internal Charge-Tech Services	14,281	14,281	14,281
5,567	8,737	6,500	Supplies & Services	7,670	7,670	7,670
62	29	100	Discovery Expense	100	100	100
4,308	5,178	5,000	Bank Charges	5,000	5,000	5,000
-	-	70,413	Collection Costs	47,000	47,000	47,000
76,138	73,251	149,437	Total Court Materials & Services	129,622	129,622	129,622
356,103	347,034	499,937	TOTAL COURT REQUIREMENTS	533,897	533,897	533,897

Budget Detail

General Fund Requirements

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR PLANNING						
PERSONNEL SERVICES						
96,742	133,244	246,318	Regular Salaries and Wages	177,249	177,249	177,249
-	68	50	Overtime	-	-	-
-	13,564	21,075	Insurance Benefits	29,214	29,214	29,214
-	10,217	21,515	Taxes/Other	15,571	15,571	15,571
-	15,881	33,504	PERS Contributions	34,835	34,835	34,835
31,078	-	-	Employee Benefits	-	-	-
127,820	172,974	322,462	Total Planning Personnel Services	256,869	256,869	256,869
1.2	1.8	2.2	FTE	2.2	2.2	2.2
MATERIALS & SERVICES						
28,854	39,406	80,000	Prof/Tech Services	55,000	55,000	55,000
-	-	4,000	Copier Lease and Usage	3,800	3,800	3,800
99	96	110	Communications	110	110	110
500	500	500	Mapping	500	500	500
3,234	1,430	250	Planning Commis. Expenses	500	500	500
90	-	2,100	Travel & Training	2,080	2,080	2,080
415	554	700	Fees & Dues	2,309	2,309	2,309
2,784	1,617	3,621	Internal Charge-Facilities	3,376	3,376	3,376
21,422	18,093	20,774	Internal Charge-Tech Services	30,040	30,040	30,040
6,087	6,238	4,128	Supplies & Services	3,886	3,886	3,886
45,024	31,831	40,000	Traffic Study	32,000	32,000	32,000
108,510	99,765	156,183	Total Planning Materials & Services	133,601	133,601	133,601
236,330	272,739	478,645	TOTAL PLANNING REQUIREMENTS	390,470	390,470	390,470
REQUIREMENTS FOR BUILDING						
PERSONNEL SERVICES						
22,050	22,342	17,781	Regular Salaries and Wages	19,423	19,423	19,423
-	19	-	Overtime	-	-	-
-	4,254	1,310	Insurance Benefits	3,304	3,304	3,304
-	2,228	1,560	Taxes/Other	1,756	1,756	1,756
-	3,918	1,860	PERS Contributions	3,919	3,919	3,919
10,029	-	-	Employee Benefits	-	-	-
32,079	32,761	22,511	Total Building Personnel Services	28,402	28,402	28,402
0.2	0.3	0.4	FTE	0.2	0.2	0.2
MATERIALS & SERVICES						
99	96	100	Communications	100	100	100
328	190	426	Internal Charge-Facilities	397	397	397
148	1	350	Supplies & Service	200	200	200
576	286	876	Total Building Materials & Services	697	697	697
32,655	33,047	23,387	TOTAL BUILDING REQUIREMENTS	29,099	29,099	29,099

Budget Detail

General Fund Requirements

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR POLICE						
PERSONNEL SERVICES						
2,321,576	2,373,928	2,580,000	Regular Salaries and Wages	2,765,079	2,765,079	2,765,079
254,614	295,647	295,000	Overtime Wages	300,000	300,000	300,000
-	720,916	675,000	Insurance Benefits	721,421	721,421	721,421
-	256,774	340,000	Taxes/Other	386,047	386,047	386,047
-	586,161	630,008	PERS Contributions	759,865	759,865	759,865
1,415,849	-	-	Employee Benefits	-	-	-
19,375	19,975	19,050	Fringe Benefits	19,050	19,050	19,050
4,011,414	4,253,401	4,539,058	Total Police Personnel Services	4,951,462	4,951,462	4,951,462
26.5	27.9	29.8	FTE	30.0	30.0	30.0
MATERIALS & SERVICES						
3,614	4,939	5,000	Professional Services	3,000	3,000	3,000
127,640	131,405	110,287	Vehicle Lease Payments	-	-	-
-	-	-	Copier Lease and Usage	3,000	3,000	3,000
-	482	5,000	Investigation & Info	3,000	3,000	3,000
1,360	2,173	1,000	Prisoners Board & Medical	1,500	1,500	1,500
332	575	1,000	Crime Prevention	500	500	500
26,262	30,599	30,000	Communications	31,000	31,000	31,000
167,217	179,107	185,928	County Dispatch Fees	201,425	201,425	201,425
2,500	2,500	2,500	Juvenile Diversion Services	2,500	2,500	2,500
36,668	27,290	33,000	Training & Travel	30,000	30,000	30,000
33,391	31,323	31,000	Firearm Equipment	31,000	31,000	31,000
4,148	4,277	4,000	Tactical Entry Team Equipment	4,000	4,000	4,000
5,415	15,467	6,000	Vests	6,000	6,000	6,000
-	-	1,000	E.O.C.	-	-	-
12,231	4,306	20,000	Detective Equipment	20,000	20,000	20,000
930	1,170	1,500	Membership Fees & Dues	2,000	2,000	2,000
33,527	46,582	40,500	Information System Services	40,500	40,500	40,500
193,360	164,965	161,800	Internal Charge-Fleet	200,099	200,099	200,099
52,088	30,261	67,750	Internal Charge-Facilities	63,163	63,163	63,163
126,087	105,459	116,411	Internal Charge-Tech Services	143,102	143,102	143,102
25,570	27,965	42,000	Supplies & Services	28,500	28,500	28,500
17,864	16,794	26,500	Uniforms & Patrol Equipment	26,500	26,500	26,500
-	189	500	Equipment Repair & Maint	500	500	500
593	990	2,000	Radio Repair	2,000	2,000	2,000
30,609	31,165	31,263	800 Radio Operating Fee	28,810	28,810	28,810
2,906	2,505	12,000	Canine Expenses	4,000	4,000	4,000
6,776	13,140	14,300	Traffic Safety Equipment	14,000	14,000	14,000
-	-	500	Donations-Police/Canine Exp	-	-	-
1,250	922	500	Donations-Police	500	500	500
1,050	1,050	1,050	Accreditation	1,705	1,705	1,705
913,388	877,600	954,289	Total Police Materials & Services	892,304	892,304	892,304
CAPITAL OUTLAY						
37,254	78,967	155,000	Vehicles	115,000	115,000	115,000
5,000	5,000	-	Police K-9's	-	-	-
9,674	10,180	15,000	Equip - Computer/Software	10,000	10,000	10,000
9,089	-	56,000	Digital Radio Replacement Project	-	-	-
61,018	94,147	226,000	Total Police Capital Outlay	125,000	125,000	125,000
4,985,819	5,225,148	5,719,347	TOTAL POLICE REQUIREMENTS	5,968,766	5,968,766	5,968,766

Budget Detail

General Fund Requirements

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR PARKS						
PERSONNEL SERVICES						
205,373	240,997	356,109	Regular Salaries and Wages	342,727	342,727	342,727
19,812	9,600	27,431	Seasonal/Temp Wages	29,000	29,000	29,000
1,493	2,258	4,000	Overtime	3,000	3,000	3,000
-	83,530	112,771	Insurance Benefits	109,694	109,694	109,694
-	20,455	48,833	Taxes/Other	50,735	50,735	50,735
-	53,258	74,194	PERS Contributions	83,036	83,036	83,036
142,204	-	-	Employee Benefits	-	-	-
1,200	1,258	2,800	Clothing Allowance	2,800	2,800	2,800
370,082	411,356	626,138	Total Park Personnel Services	620,992	620,992	620,992
3.9	4.3	5.9	FTE	6.7	6.7	6.7
MATERIALS & SERVICES						
3,700	2,539	20,000	Contract Services	5,500	5,500	5,500
2,066	-	-	Surveys & Master Plans- SDC	200,000	200,000	200,000
7,378	9,143	10,000	Parks Ground Maintenance	10,500	10,500	10,500
3,557	4,572	10,000	Park Bldg Maintenance	6,950	6,950	6,950
-	-	10,000	Streetscape Landscaping	10,000	10,000	10,000
1,174	1,024	3,000	Vandalism Repair	3,000	3,000	3,000
143	-	800	Copier Lease & Maint	700	700	700
-	10,111	25,000	Parks Maint Fee Billing	25,000	25,000	25,000
1,032	1,289	2,000	Communications	1,800	1,800	1,800
1,115	1,870	2,000	Training/Conf/Travel	2,400	2,400	2,400
30,577	27,272	38,252	Internal Charge-Fleet	30,318	30,318	30,318
18,755	10,896	33,680	Internal Charge-Facilities	22,743	22,743	22,743
4,896	2,359	2,554	Internal Charge-Tech Services	3,237	3,237	3,237
9,615	13,029	20,000	Supplies & Services	17,000	17,000	17,000
8,522	8,157	20,000	Park Equipment	9,500	9,500	9,500
19,556	21,873	30,000	Utilities	30,000	30,000	30,000
112,087	114,133	227,286	Total Park Materials & Services	378,648	378,648	378,648
CAPITAL OUTLAY						
-	36,146	30,187	Equipment/Vehicles	41,000	41,000	41,000
-	-	-	Maple Park Splash Pad	400,000	400,000	400,000
-	-	-	Logging Rd Trail Culvert Replacement	15,000	15,000	15,000
-	-	-	Legacy Park Improvements	72,000	72,000	72,000
-	5,114	-	Logging Road Extension	-	-	-
-	41,260	30,187	Total Parks Capital Outlay	528,000	528,000	528,000
482,169	566,749	883,611	TOTAL PARK REQUIREMENTS	1,527,640	1,527,640	1,527,640

Budget Detail

General Fund Requirements

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR CEMETERY						
PERSONNEL SERVICES						
7,600	47,784	79,087	Regular Salaries and Wages	64,532	64,532	64,532
-	-	-	Seasonal/Temp Wages	5,100	5,100	5,100
-	155	-	Overtime	500	500	500
-	13,996	20,885	Insurance Benefits	16,598	16,598	16,598
-	5,843	10,415	Taxes/Other	9,139	9,139	9,139
-	9,124	13,198	PERS Contributions	14,598	14,598	14,598
5,749	-	-	Employee Benefits	-	-	-
13,349	76,901	123,585	Total Cemetery Personnel Services	110,467	110,467	110,467
0.1	0.9	1.4	FTE	1.2	1.2	1.2
MATERIALS & SERVICES						
31,786	-	-	Contract Labor	-	-	-
2,951	1,925	3,000	Grounds Maintenance	3,500	3,500	3,500
-	-	-	Building Maintenance	7,500	7,500	7,500
-	-	-	Copier Lease and Usage	200	200	200
-	4	500	Miscellaneous	-	-	-
840	1,620	2,000	Refunds	2,000	2,000	2,000
-	848	991	Internal Charge-Tech Services	1,999	1,999	1,999
777	658	1,350	Supplies - Records	1,350	1,350	1,350
1,484	1,407	1,500	Tools & Equipment	1,500	1,500	1,500
1,003	942	2,400	Utilities	2,400	2,400	2,400
6,413	3,961	4,000	Name Bars	4,000	4,000	4,000
45,253	11,365	15,741	Total Cemetery Materials & Services	24,449	24,449	24,449
58,602	88,266	139,326	TOTAL CEMETERY REQUIREMENTS	134,916	134,916	134,916
REQUIREMENTS FOR ECONOMIC DEVELOPMENT						
PERSONNEL SERVICES						
304,160	262,273	227,950	Regular Salaries and Wages	205,762	205,762	205,762
-	47,342	25,105	Insurance Benefits	29,759	29,759	29,759
-	24,654	18,325	Taxes/Other	18,011	18,011	18,011
-	55,378	38,142	PERS Contributions	41,937	41,937	41,937
137,641	-	-	Employee Benefits	-	-	-
441,801	389,648	309,522	Total Economic Dev. Personnel Services	295,469	295,469	295,469
3.3	2.9	3.2	FTE	2.5	2.5	2.5
MATERIALS & SERVICES						
2,878	1,672	3,743	Internal Charge-Facilities	3,490	3,490	3,490
12,241	8,709	7,273	Internal Charge-Tech Services	6,568	6,568	6,568
-	-	1,500	Copier Lease and Usage	1,500	1,500	1,500
25,563	28,876	29,851	Supplies & Services	32,851	32,851	32,851
8,903	7,381	10,015	Main Street (General Fund)	10,414	10,414	10,414
11,924	10,223	14,201	Independence Day Expenses	14,625	14,625	14,625
5,876	5,265	5,500	Flower Program	5,500	5,500	5,500
22,508	21,847	22,350	Main Street (UR Allowable)	23,645	23,645	23,645
89,893	83,972	94,433	Total Economic Dev. Materials & Services	98,593	98,593	98,593
531,694	473,620	403,955	TOTAL ECONOMIC DEV. REQUIREMENTS	394,062	394,062	394,062

Budget Detail

General Fund Requirements

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
39,699	72,605	145,000	Retirement & Separation Payout	75,000	75,000	75,000
39,699	72,605	145,000	Total Not Allocated Personnel Services	75,000	75,000	75,000
MATERIALS & SERVICES						
6,000	6,000	6,000	Ground Lease (Adult Center)	6,000	6,000	6,000
31,269	18,168	40,672	Internal Charge-Facilities	37,917	37,917	37,917
37,269	24,168	46,672	Total Not Allocated Materials & Services	43,917	43,917	43,917
DEBT SERVICE						
36,642	-	-	Logging Road Principle Phs 2	-	-	-
1,267	-	-	Logging Road Interest Phs 2	-	-	-
37,909	-	-	Total Debt Service	-	-	-
SPECIAL PAYMENTS						
11,045	31,300	35,000	Special Payments-PEG Access	25,000	25,000	25,000
11,045	31,300	35,000	Total Special Payments	25,000	25,000	25,000
TRANSFERS OUT						
10,941	11,196	10,824	O/H Transfer to General Fund	3,689	3,689	3,689
63,220	74,007	68,419	O/H Transfer to General Fund	46,897	46,897	46,897
-	-	50,000	Transfer to Library Fund	75,000	75,000	75,000
74,161	85,203	129,243	Total Transfers Out	125,586	125,586	125,586
-	-	247,000	OPERATING CONTINGENCY	200,000	200,000	200,000
200,083	213,276	602,915	TOTAL REQUIREMENTS NOT ALLOCATED	469,503	469,503	469,503
RESERVED FOR FUTURE EXPENDITURE						
-	-	35,010	Reserve for Future Exp-PEG	41,000	41,000	41,000
-	-	175,000	Reserve for Future Exp-PERS	125,000	125,000	125,000
-	-	107,000	Reserve for Future Exp-WC Retro Plan	100,000	100,000	100,000
-	-	4,436	Reserve for Future Exp-Building Dept.	9,961	9,961	9,961
-	-	160,308	Reserved for Future Exp-Park Maintenance	175,862	175,862	175,862
-	-	1,652,917	Reserved for Future Expense - Unrestricted	2,049,298	2,049,298	2,049,298
-	-	2,134,671	Total Reserves for Furture Expenditure	2,501,121	2,501,121	2,501,121
ENDING FUND BALANCE (prior year's)						
37,010	35,000	-	Restricted for - PEG	-	-	-
200,000	200,000	-	Restricted for - PERS	-	-	-
26,829	98,013	-	Restricted for - WC Retro Plan	-	-	-
-	9,800	-	Restricted for - Building Dept.	-	-	-
-	97,778	-	Restricted for - Park Maintenance	-	-	-
2,164,971	2,668,345	-	Unrestricted Ending Fund Balance	-	-	-
2,428,810	3,108,936	-	Total General Fund Ending Balance	-	-	-
10,770,834	11,930,264	12,755,277	TOTAL GENERAL FUND REQUIREMENTS	13,714,355	13,714,355	13,714,355

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

The **City Recorder** is the custodian of records; is responsible for the management of City records and provides administrative support to the City Council and URA Board. The City Recorder also serves as the City's Elections official.

The **City Attorney** is responsible for providing a broad range of professional legal services to City officials, management, and staff. The City Attorney also performs the role of the City Prosecutor in Municipal Court.

2018-19 Highlights

- Managed City Committee database and appointment process for 11 committees
- Reviewed and processed records destructions requests for 95.38 cubic feet of records
- Worked with the State of Oregon for implementation of the Oregon Records Management System (ORMS)
- Issued approximately 250 new business licenses
- Processed approximately 1,515 business licenses

2019-20 Goals

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

Performance Measures

Strategy	Measures	FY16-17 Actual	FY17-18 Actual	FY18-19 Projected
Increase transparency	Council meetings held	24	22	22
	Work sessions held	7	7	10
	Executive sessions held	6	5	5
	URA meetings & work sessions held	6	6	3
Training for Council members	LOC Annual Conference	2	4	4
Adhere to public records law and respond to public records requests in a timely manner	Public records requests	18	26	12
	Responded within 5 business days	1	26	12
Coordinate Accurate and Transparent Elections	Process candidate fillings	6	0	4

Budget Detail

General Fund - Administration

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - ADMINISTRATION	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR ADMINISTRATION						
PERSONNEL SERVICES						
361,592	413,565	510,000	Regular Salaries and Wages	316,814	316,814	316,814
-	-	50	Overtime	-	-	-
-	94,439	102,500	Insurance Benefits	80,398	80,398	80,398
-	33,573	42,700	Taxes/Other	27,489	27,489	27,489
-	77,083	96,500	PERS Contributions	67,759	67,759	67,759
181,049	-	-	Employee Benefits	-	-	-
542,641	618,659	751,750	Total Admin Personnel Services	492,460	492,460	492,460
3.7	4.5	4.4	FTE	3.5	3.5	3.5
MATERIALS & SERVICES						
266	-	863	Election	-	-	-
1,586	3,180	2,000	Codification	12,800	12,800	12,800
498	404	700	Printing & Binding	700	700	700
-	170	500	Employee Recognition	500	500	500
5,154	6,430	6,100	Mayor & City Council	6,100	6,100	6,100
875	2,694	4,000	Mayor & CC Travel & Training	2,800	2,800	2,800
132	1,401	1,300	Mayor & CC Membership Dues	1,190	1,190	1,190
932	1,262	2,000	Admin Staff Travel & Training	2,100	2,100	2,100
461	296	2,000	Attorney Travel & Training	2,000	2,000	2,000
17,038	18,461	19,000	Admin Membership Dues & Fees	20,200	20,200	20,200
610	-	4,783	Prof/Tech Services	4,500	4,500	4,500
36,000	36,000	36,000	CTV5 Professional Services	36,000	36,000	36,000
4,778	5,122	5,500	Copier Lease & Maint	5,000	5,000	5,000
2,774	657	1,533	Internal Charge-Fleet	3,032	3,032	3,032
9,874	5,737	12,843	Internal Charge-Facilities	9,130	9,130	9,130
16,526	19,764	26,601	Internal Charge-Tech Services	25,529	25,529	25,529
6,371	5,284	5,000	Supplies & Services	7,575	7,575	7,575
103,874	106,863	130,723	Total Admin Materials & Services	139,156	139,156	139,156
646,515	725,522	882,473	TOTAL ADMIN REQUIREMENTS	631,616	631,616	631,616

Human Resources & Risk Management

The Human Resources department provides personnel support for all City employees. This department manages the City's recruitments, training and development, compensation, and salary classifications, manages two union contracts, and reviews and manages the City's benefit package to insure the best possible rates and protection for employees at a reasonable rate. HR is also responsible for risk management, overseeing and processing claims for workers' compensation, property, auto, equipment and liability insurance.

2018-19 Highlights (July 2018 through March 2019)

- Completed 14 recruitments and filled 9 vacancies (some not yet filled, canceled or restructured, or didn't fill with first recruitment)
- Processed 46 risk management claims and reported incidents/concerns
- Processed 13 FMLA/OFLA requests
- Processed 8 workers comp claims and 6 other reportable incidents

2019-20 Goals

- Successfully negotiate a successor AFSCME Collective Bargaining Agreement (Citywide Value – Fiscal Responsibility)
- Successfully fill vacancies that may result from pending employee retirements or other separations (Citywide Value – Exceptional Service)
- Schedule 2-4 Citywide training opportunities or presentations for employee health, safety, development and general information (Citywide Value – Exceptional Service)
- Work with departments and employees to reduce work comp claims through education and resources (Citywide Value – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY18-19 Projected	FY19-20 Budget
Bargain Successor Collective Bargaining Agreements (CBA)	AFSCME CBA - expires 06/30/20	0	1
	Canby Police Association CBA - expires 06/30/19	1	0
Provide Citywide Training, Presentations, and Information for Employees	Schedule training opportunities and presentations for employee safety, health, development and information	1	3

Budget Detail

General Fund – Human Resources

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - HR & RISK MGMT	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR HR & RISK MGMT						
PERSONNEL SERVICES						
-	-	-	Regular Salaries and Wages	89,897	89,897	89,897
-	-	-	Insurance Benefits	11,950	11,950	11,950
-	-	-	Taxes/Other	7,607	7,607	7,607
-	-	-	PERS Contributions	23,812	23,812	23,812
-	-	-	Total HR & Risk Mgmt Personnel Services	133,266	133,266	133,266
FTE				0.9	0.9	0.9
MATERIALS & SERVICES						
2,400	26,480	36,000	Professional Services	10,000	10,000	10,000
32,843	56,872	55,000	Legal/Labor Negotiations	50,000	50,000	50,000
5,087	5,961	7,000	Recruit/Employ Testing	6,850	6,850	6,850
-	-	-	Copier Lease & Maint	1,000	1,000	1,000
320,318	314,171	309,000	Liability Insurance	315,000	315,000	315,000
1,183	1,961	5,000	Non-Insurance Claims	15,000	15,000	15,000
643	413	20,000	Liab Ins Deductible Accrued	20,000	20,000	20,000
2,566	848	3,000	Travel & Training	4,400	4,400	4,400
231	245	400	Membership Dues & Fees	400	400	400
-	-	-	Internal Charge-Facilities	2,844	2,844	2,844
-	-	-	Internal Charge-Tech Services	5,902	5,902	5,902
6,765	4,305	6,500	Supplies & Services	2,700	2,700	2,700
840	450	2,500	Risk Mgmt/Safety Committee	2,050	2,050	2,050
372,876	411,706	444,400	Total HR & Risk Mgmt Materials & Services	436,146	436,146	436,146
372,876	411,706	444,400	TOTAL HR & RISK MGMT REQUIREMENTS	569,412	569,412	569,412

*The HR/Risk Management functions are being separated out from the Administration department beginning July 1, 2019. This will allow for more transparency and increased efficiencies.

For comparison purposes only the materials and services are shown historically for the HR/Risk Mgmt functions. Historical personnel services is not able to be broken out from Administration.

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 and procurement, accounts receivable, improvement districts, transit payroll tax collection, transient room 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).

2018-19 Highlights

- Received the GFOA Distinguished Budget Award for FY2018-19
- Expected to receive the GFOA Award for Excellence in Financial Reporting for FY2017-18
- Completed the implementation of online timekeeping city wide
- Implemented online leave requests city wide
- Implemented the new Transient Room Tax program
- Expanded the purchase card program for better security, efficiency, and cost savings
- Adopted new City Financial Policies

2019-20 Goals

- Receive the GFOA Distinguished Budget Award (Citywide Value – Fiscal Responsibility)
- Receive the GFOA Award for Excellence in Financial Reporting (Citywide Value – Fiscal Responsibility)
- Better define the purchasing process and create tools to assist other departments navigate small to large purchases (Citywide Value – Fiscal Responsibility)

Performance Measures

Strategy	Measures	FY15-16 Actuals	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Projected
Maintain a high level 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	\$464,000	\$542,000
	Cost to deliver financial services as a % of the total City budget	2.37%	2.05%	2.27%	1.83%

*The City is awaiting a response from GFOA on the FY17-18 CAFR award but fully expects to receive the award.

** The City will apply for the CAFR award and expects that it will be awarded.

Budget Detail

General Fund - Finance

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - FINANCE	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR FINANCE						
PERSONNEL SERVICES						
205,466	229,644	274,100	Regular Salaries and Wages	280,256	280,256	280,256
-	63,470	73,400	Insurance Benefits	74,296	74,296	74,296
-	18,510	24,000	Taxes/Other	24,531	24,531	24,531
-	53,591	62,500	PERS Contributions	73,637	73,637	73,637
115,912	-	-	Employee Benefits	-	-	-
321,378	365,214	434,000	Total Finance Personnel Services	452,720	452,720	452,720
2.6	3.0	3.1	FTE	3.4	3.4	3.4
MATERIALS & SERVICES						
3,492	3,143	-	Prof/Tech Service	-	-	-
5,100	4,630	4,000	Prof SrvTitle Lien Search Cost	5,000	5,000	5,000
38,765	25,000	27,000	Auditing	30,000	30,000	30,000
30,408	28,498	28,648	Software Maintenance	30,000	30,000	30,000
4,324	3,834	5,500	Copier Lease & Maint	6,000	6,000	6,000
525	387	28	Publications/Books	-	-	-
1,751	2,812	2,100	Printing & Binding	2,000	2,000	2,000
3,218	3,188	7,000	Training/Conf/Travel	6,000	6,000	6,000
1,105	1,475	2,423	Membership Dues & Fees	2,000	2,000	2,000
3,570	2,074	4,644	Internal Charge-Facilities	4,329	4,329	4,329
12,241	10,220	12,617	Internal Charge-Tech Services	11,804	11,804	11,804
3,637	3,606	4,000	Supplies & Service	4,000	4,000	4,000
8,986	10,055	10,000	Bank Charges	10,000	10,000	10,000
1	35	-	Cash Over & Short	-	-	-
678	49	650	Misc Office Equipment	-	-	-
117,801	99,007	108,610	Total Finance Materials & Services	111,133	111,133	111,133
439,180	464,221	542,610	TOTAL FINANCE REQUIREMENTS	563,853	563,853	563,853

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.

2018-19 Highlights

- Implemented a fines amnesty program resulting in the collection of fines and closure of several very old accounts.
- Completed the transfer of all court accounts to a new collections agency (Western Collection Bureau). The agency collected over \$216,000 in unpaid fines for the city in 2018.
- Wrote off outstanding collection accounts that are no longer collectible.

2019-20 Goals

- Implement a “compliance court” docket to regularly bring misdemeanor probation matters before the court to address non-payment and potentially increase collection rates on criminal matters. (City-wide Value – Fiscal Responsibility)
- Implement “truancy/attendance court” to address chronic non-attendance issues in the local high school (City-wide Value – Inclusive Community)

Performance Measures

Strategy	Measures	FY 16-17 Actuals	FY17-18 Actuals	FY18-19 Projected	FY19-20 Budget
Manage an efficient and effective Municipal Court	Traffic Violations	2,591	2,961	2,900	3,100
	Criminal Cases	178	327	375	400
	Parking/Ordinance/non-traffic Violations	97	116	125	130
	Total Processed	2,866	3,404	3,455	3,630
	Court Clerk FTE	2.06	2.50	2.65	2.50
	Violations processed by each Clerk	1,392	1,361	1,283	1,452
	Operating expenses	\$356,103	\$347,034	\$483,259	\$533,897
	Operating expenses per processed violation	\$125	\$102	\$140	\$147

Budget Detail

General Fund - Court

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - COURT	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
REVENUE						
442,694	465,109	425,000	Fines and Bail	500,000	500,000	500,000
61,237	62,256	60,000	Fines / Justice Court	60,000	60,000	60,000
-	-	400	Miscellaneous Fees	300	300	300
6,480	7,589	6,500	Attorney Reimbursements	7,000	7,000	7,000
548	17,671	5,000	Court Collections Interest	20,000	20,000	20,000
510,960	552,625	496,900	Total Court Revenue	587,300	587,300	587,300
REQUIREMENTS FOR COURT						
PERSONNEL SERVICES						
186,604	180,638	239,000	Regular Salaries and Wages	274,954	274,954	274,954
-	60,903	60,600	Insurance Benefits	61,197	61,197	61,197
-	15,058	20,500	Taxes/Other	23,556	23,556	23,556
-	17,182	30,400	PERS Contributions	44,568	44,568	44,568
93,362	-	-	Employee Benefits	-	-	-
279,966	273,782	350,500	Total Court Personnel Services	404,275	404,275	404,275
2.7	2.8	4.1	FTE	3.6	3.6	3.6
MATERIALS & SERVICES						
2,721	1,907	3,500	Interpreter	4,000	4,000	4,000
41,400	41,400	41,600	Court Appointed Attorneys	43,800	43,800	43,800
3,738	628	-	Technical/Attorney	-	-	-
-	-	1,000	Copier Lease and Usage	1,500	1,500	1,500
175	1,147	2,250	Training/Conf/Travel	1,840	1,840	1,840
150	225	325	Membership & Dues	250	250	250
60	-	120	Jury Fees	120	120	120
-	-	200	Witness Fees	100	100	100
3,267	1,898	4,249	Internal Charge-Facilities	3,961	3,961	3,961
14,690	12,102	14,180	Internal Charge-Tech Services	14,281	14,281	14,281
5,567	8,737	6,500	Supplies & Services	7,670	7,670	7,670
62	29	100	Discovery Expense	100	100	100
4,308	5,178	5,000	Bank Charges	5,000	5,000	5,000
-	-	70,413	Court Collection Costs	47,000	47,000	47,000
76,138	73,251	149,437	Total Court Materials & Services	129,622	129,622	129,622
356,103	347,034	499,937	TOTAL COURT REQUIREMENTS	533,897	533,897	533,897

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.

2018-19 Highlights

- Staff processed and Planning Commission approved six new residential subdivisions consisting of a total of 192 lots.
- Approved the N Holly Development Concept Plan for future low density residential development of 58 acres in northwest Canby that could accommodate up to 240 future homes.
- Approved the largest industrial development project in the Pioneer Industrial Park allowing a 531,148 sf distribution facility with the anticipation of future expansion to locate in Canby.
- Completed study sessions on development code updates/refinements.

2019-20 Goals

- Complete updates/refinements of land development code (City-wide Goal – Community)
- Secure and coordinate a grant to update the Transportation System Plan (TSP) (City-wide Goal – Community & Public Services)
- Development Process Improvements i.e.: stakeholder customer feedback, forms, and handouts (City-wide Goal – Community)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Projected
Meet State mandated deadlines for processing all land use applications and produce sound decisions	Completeness reviews within 30 days of submittal	55%	57%	100%
	Produce decisions within 120 days (no extensions)	100%	89%	100%
	Land use decisions made by City staff	35	28	21
	Land use decisions by Planning Commission	38	31	19
	Land use decisions made by City Council	3	3	4
	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	0
	Substantive code amendment	0	0	0
	Routine code update/refinement	0	2	1

Budget Detail

General Fund - Planning

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - PLANNING	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
REVENUE						
77,382	96,874	65,000	Land Use Applications	66,000	66,000	66,000
-	-	200	Miscellaneous Fees	215	215	215
39,507	34,915	35,000	Traffic Studies	32,000	32,000	32,000
39,412	42,698	27,000	Plan Reviews	30,000	30,000	30,000
-	-	-	Engineering Plan Review Fees	56,000	56,000	56,000
-	-	-	Construction Excise Tax	75,000	75,000	75,000
-	2,730	-	Annexations	-	-	-
392	2,991	-	Miscellaneous Revenue - Planning	-	-	-
156,694	180,208	127,200	Total Planning Revenue	259,215	259,215	259,215
REQUIREMENTS FOR PLANNING						
PERSONNEL SERVICES						
96,742	133,244	246,318	Regular Salaries and Wages	177,249	177,249	177,249
-	68	50	Overtime	-	-	-
-	13,564	21,075	Insurance Benefits	29,214	29,214	29,214
-	10,217	21,515	Taxes/Other	15,571	15,571	15,571
-	15,881	33,504	PERS Contributions	34,835	34,835	34,835
31,078	-	-	Employee Benefits	-	-	-
127,820	172,974	322,462	Total Planning Personnel Services	256,869	256,869	256,869
1.2	1.8	2.2	FTE	2.2	2.2	2.2
MATERIALS & SERVICES						
28,854	39,406	80,000	Prof/Tech Services	55,000	55,000	55,000
-	-	4,000	Copier Lease and Usage	3,800	3,800	3,800
99	96	110	Communications	110	110	110
500	500	500	Mapping	500	500	500
3,234	1,430	250	Planning Commiss. Expenses	500	500	500
90	-	2,100	Travel & Training	2,080	2,080	2,080
415	554	700	Fees & Dues	2,309	2,309	2,309
2,784	1,617	3,621	Internal Charge-Facilities	3,376	3,376	3,376
21,422	18,093	20,774	Internal Charge-Tech Services	30,040	30,040	30,040
6,087	6,238	4,128	Supplies & Services	3,886	3,886	3,886
45,024	31,831	40,000	Traffic Study	32,000	32,000	32,000
108,510	99,765	156,183	Total Planning Materials & Services	133,601	133,601	133,601
236,330	272,739	478,645	TOTAL PLANNING REQUIREMENTS	390,470	390,470	390,470

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.

2018-19 Highlights

- Reviewed and processed release letters for all new development in a timely manner.

2019-20 Goals

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

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Projected
Provide Zoning Conformance Review and Authorizations for all Building Permits Issued by Clackamas County	Sign permits reviewed & authorized	18	13	10
	Single-family home permits	65	40	68
	Misc. residential permits authorized	88	79	68
	Commercial/Industrial new building permits	5	5	2
	Misc. Commercial/Industrial permits	39	29	27

Budget Detail

General Fund - Building

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - BUILDING	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
REVENUE						
30,434	54,043	41,000	Building Permits	34,000	34,000	34,000
30,434	54,043	41,000	Total Building Revenue	34,000	34,000	34,000
REQUIREMENTS FOR BUILDING						
PERSONNEL SERVICES						
22,050	22,342	17,781	Regular Salaries and Wages	19,423	19,423	19,423
-	19	-	Overtime	-	-	-
-	4,254	1,310	Insurance Benefits	3,304	3,304	3,304
-	2,228	1,560	Taxes/Other	1,756	1,756	1,756
-	3,918	1,860	PERS Contributions	3,919	3,919	3,919
10,029	-	-	Employee Benefits	-	-	-
32,079	32,761	22,511	Total Building Personnel Services	28,402	28,402	28,402
0.2	0.3	0.4	FTE	0.2	0.2	0.2
MATERIALS & SERVICES						
99	96	100	Communications	100	100	100
328	190	426	Internal Charge-Facilities	397	397	397
148	1	350	Supplies & Service	200	200	200
576	286	876	Total Building Materials & Services	697	697	697
TRANSFERS OUT & OTHER USES						
10,941	11,196	10,824	O/H Transfer to General Fund	3,689	3,689	3,689
10,941	11,196	10,824	Total Building Transfers Out	3,689	3,689	3,689
43,596	44,243	34,211	TOTAL BUILDING REQUIREMENTS	32,788	32,788	32,788

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.

2018-19 Highlights

- Hired a 26th sworn officer. This was a newly created lieutenant position.
- Converted from RegJIN to Mark43 police case management and paperless reporting system.
- Added a full-time K9-Drug dog to the department. Anticipate including one additional full-time K-9 Tracking Dog to the department. The K-9 will replace K-9 Dorak who was retired.
- Participated in a Radio System Replacement project allowing the purchase of police radios as approved by voters in a Clackamas County Bond.

2019-20 Goals

- Create a staffing plan to meet the community needs for 911 emergency response, supervisory oversight, and safety. (City-wide Goal – Public Service)
- 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 Actuals	FY18-19 Projected
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	26,032	27,664
	Average call response time	5:51	6:30	6:42	7:10
	Self-initiated subject stops	1,185	744	1,595	1,280
	Self-initiated traffic stops	8,373	6,179	5,470	5,748
	Sworn police officers	24	24	25	25.5
	Population served	16,420	16,660	16,800	17,000
	Sworn officers per capita	1.46	1.44	1.49	1.5

Budget Detail

General Fund - Police

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - POLICE	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
REVENUE						
4,339	9,646	2,500	Grants - DUII	5,000	5,000	5,000
-	-	-	Grant - Distracted Driving	4,000	4,000	4,000
6,642	2,804	2,500	Grant - Seatbelt	4,000	4,000	4,000
-	-	-	Grant - Speed Enforcement	5,000	5,000	5,000
4,557	3,813	2,500	Grant - Pedestrian Safety	5,000	5,000	5,000
13,277	13,908	17,000	Grant - HIDTA	2,892	2,892	2,892
4,476	-	-	Grant - OCDETF	1,928	1,928	1,928
19,930	25,647	5,000	Grant - Intellectual Property Crimes (IPC)	20,000	20,000	20,000
3,460	3,090	2,000	Grant - OJP Vest Program	2,000	2,000	2,000
69,182	74,171	77,585	CSD-Shared SRO Reimbursemt	81,200	81,200	81,200
-	-	200	Miscellaneous Fees	200	200	200
16,250	15,250	12,000	Vehicle Release/Tow Fees	16,000	16,000	16,000
7,840	6,805	8,000	Alarm Permit Fees	10,000	10,000	10,000
-	-	1,500	Temporary Liquor License	1,500	1,500	1,500
-	-	250	Subpoena Fees	250	250	250
2,865	1,650	2,500	Finger Printing Fees	1,500	1,500	1,500
2,925	3,183	2,500	Reports Revenue	2,500	2,500	2,500
-	-	3,900	Special Event Security	3,500	3,500	3,500
79,198	73,111	65,000	Miscellaneous Revenue - Police	-	-	-
1,250	1,250	-	Donations-Police	500	500	500
236,190	234,328	204,935	Total Police Revenue	166,970	166,970	166,970

Budget Detail

General Fund - Police

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - POLICE	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR POLICE						
PERSONNEL SERVICES						
2,321,576	2,373,928	2,580,000	Regular Salaries and Wages	2,765,079	2,765,079	2,765,079
254,614	295,647	295,000	Overtime Wages	300,000	300,000	300,000
-	720,916	675,000	Insurance Benefits	721,421	721,421	721,421
-	256,774	340,000	Taxes/Other	386,047	386,047	386,047
-	586,161	630,008	PERS Contributions	759,865	759,865	759,865
1,415,849	-	-	Employee Benefits	-	-	-
19,375	19,975	19,050	Fringe Benefits	19,050	19,050	19,050
4,011,415	4,253,401	4,539,058	Total Police Personnel Services	4,951,462	4,951,462	4,951,462
26.5	27.9	29.8	FTE	30.0	30.0	30.0
MATERIALS & SERVICES						
3,614	4,939	5,000	Professional Services	3,000	3,000	3,000
127,640	131,405	110,287	Vehicle Lease Payments	-	-	-
-	-	-	Copier Lease and Usage	3,000	3,000	3,000
-	482	5,000	Investigation & Info	3,000	3,000	3,000
1,360	2,173	1,000	Prisoners Board & Medical	1,500	1,500	1,500
332	575	1,000	Crime Prevention	500	500	500
26,262	30,599	30,000	Communications	31,000	31,000	31,000
167,217	179,107	185,928	County Dispatch Fees	201,425	201,425	201,425
2,500	2,500	2,500	Juvenile Diversion Services	2,500	2,500	2,500
36,668	27,290	33,000	Training & Travel	30,000	30,000	30,000
33,391	31,323	31,000	Firearm Equipment	31,000	31,000	31,000
4,148	4,277	4,000	Tactical Entry Team Equipment	4,000	4,000	4,000
5,415	15,467	6,000	Vests	6,000	6,000	6,000
-	-	1,000	E.O.C.	-	-	-
12,231	4,306	20,000	Detective Equipment	20,000	20,000	20,000
930	1,170	1,500	Membership Fees & Dues	2,000	2,000	2,000
33,527	46,582	40,500	Information System Services	40,500	40,500	40,500
193,360	164,965	161,800	Internal Charge-Fleet	200,099	200,099	200,099
52,088	30,261	67,750	Internal Charge-Facilities	63,163	63,163	63,163
126,087	105,459	116,411	Internal Charge-Tech Services	143,102	143,102	143,102
25,570	27,965	42,000	Supplies & Services	28,500	28,500	28,500
17,864	16,794	26,500	Uniforms & Patrol Equipment	26,500	26,500	26,500
-	189	500	Equipment Repair & Maint	500	500	500
593	990	2,000	Radio Repair	2,000	2,000	2,000
30,609	31,165	31,263	800 Radio Operating Fee	28,810	28,810	28,810
2,906	2,505	12,000	Canine Expenses	4,000	4,000	4,000
6,776	13,140	14,300	Traffic Safety Equipment	14,000	14,000	14,000
-	-	500	Donations-Police/Canine Exp	-	-	-
1,250	922	500	Donations-Police	500	500	500
1,050	1,050	1,050	Accreditation	1,705	1,705	1,705
913,388	877,600	954,289	Total Police Materials & Services	892,304	892,304	892,304
CAPITAL OUTLAY						
37,254	78,967	155,000	Vehicles	115,000	115,000	115,000
5,000	5,000	-	Police K-9's	-	-	-
9,674	10,180	15,000	Equip - Computer/Software	10,000	10,000	10,000
9,089	-	56,000	Digital Radio Replacement Project	-	-	-
61,018	94,147	226,000	Total Police Capital Outlay	125,000	125,000	125,000
4,985,820	5,225,148	5,719,347	TOTAL POLICE REQUIREMENTS	5,968,766	5,968,766	5,968,766

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.

2018-19 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

2019-20 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 work 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 Actuals	FY18-19 Projected
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	32	32
	Mow turf areas every 7-10 days	30	30	31
	Playgrounds maintained weekly	10	10	10
	Track park maintenance actual hours	Daily	Daily	Daily

Budget Detail

General Fund - Parks

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - PARKS	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
REVENUE						
320	110	450	Park Rentals	100	100	100
-	-	3,360	Miscellaneous Fees	-	-	-
-	191,074	370,000	Park Maintenance Fee	409,000	409,000	409,000
5,190	3,140	-	Miscellaneous Revenue - Parks	3,000	3,000	3,000
5,510	194,324	373,810	Total Park Revenue	412,100	412,100	412,100
TRANSFERS IN & OTHER SOURCES						
-	-	10,000	Transfer from Streets	10,000	10,000	10,000
-	5,114	200,000	Transfer from SDC Fund	600,000	600,000	600,000
-	5,114	210,000	Total Parks Transfers In	610,000	610,000	610,000
5,510	199,438	583,810	TOTAL PARK RESOURCES	1,022,100	1,022,100	1,022,100
REQUIREMENTS FOR PARKS						
PERSONNEL SERVICES						
205,373	240,997	356,109	Regular Salaries and Wages	342,727	342,727	342,727
19,812	9,600	27,431	Seasonal/Temp Wages	29,000	29,000	29,000
1,493	2,258	4,000	Overtime	3,000	3,000	3,000
-	83,530	112,771	Insurance Benefits	109,694	109,694	109,694
-	20,455	48,833	Taxes/Other	50,735	50,735	50,735
-	53,258	74,194	PERS Contributions	83,036	83,036	83,036
142,204	-	-	Employee Benefits	-	-	-
1,200	1,258	2,800	Clothing Allowance	2,800	2,800	2,800
370,082	411,356	626,138	Total Park Personnel Services	620,992	620,992	620,992
3.9	4.3	5.9	FTE	6.7	6.7	6.7
MATERIALS & SERVICES						
3,700	2,539	20,000	Contract Services	5,500	5,500	5,500
2,066	-	-	Surveys & Master Plans- SDC	200,000	200,000	200,000
7,378	9,143	10,000	Parks Ground Maintenance	10,500	10,500	10,500
3,557	4,572	10,000	Park Bldg Maintenance	6,950	6,950	6,950
-	-	10,000	Streetscape Landscaping	10,000	10,000	10,000
1,174	1,024	3,000	Vandalism Repair	3,000	3,000	3,000
143	-	800	Copier Lease & Maint	700	700	700
-	10,111	25,000	Parks Maint Fee Billing	25,000	25,000	25,000
1,032	1,289	2,000	Communications	1,800	1,800	1,800
1,115	1,870	2,000	Training/Conf/Travel	2,400	2,400	2,400
30,577	27,272	38,252	Internal Charge-Fleet	30,318	30,318	30,318
18,755	10,896	33,680	Internal Charge-Facilities	22,743	22,743	22,743
4,896	2,359	2,554	Internal Charge-Tech Services	3,237	3,237	3,237
9,615	13,029	20,000	Supplies & Services	17,000	17,000	17,000
8,522	8,157	20,000	Park Equipment	9,500	9,500	9,500
19,556	21,873	30,000	Utilities	30,000	30,000	30,000
112,087	114,133	227,286	Total Park Materials & Services	378,648	378,648	378,648
CAPITAL OUTLAY						
-	36,146	30,187	Equipment	41,000	41,000	41,000
-	-	-	Maple Park Splash Pad	400,000	400,000	400,000
-	-	-	Logging Rd Trail Culvert Replacement	15,000	15,000	15,000
-	-	-	Legacy Park Improvements	72,000	72,000	72,000
-	5,114	-	Logging Road Extension	-	-	-
-	41,260	30,187	Total Parks Capital Outlay	528,000	528,000	528,000
482,168	566,749	883,611	TOTAL PARK REQUIREMENTS	1,527,640	1,527,640	1,527,640

Cemetery Department

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

2018-19 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

2019-20 Goals

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

Performance Measures

Strategy	Measures	FY16-17	FY17-18	FY18-19
		Actual	Actual	Projected
Maintain an attractive, clean, safe, cemetery	Landscaping & Maintenance Hours	864	1,077	2,320
	Customer Service/Admin Support Hours	104	638	620
	Plot Sales	73	36	36
	Burials	66	52	52

Budget Detail

General Fund - Cemetery

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - CEMETERY	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
REVENUE						
22,350	8,800	10,400	Grave Sales	10,000	10,000	10,000
5,400	3,000	4,000	Grave Open & Close	5,000	5,000	5,000
8,062	4,940	2,000	Mausoleum Name Bars	2,000	2,000	2,000
11,065	14,285	5,000	Mausoleum Sales	4,500	4,500	4,500
9,500	6,250	6,000	Mausoleum Open & Close	5,000	5,000	5,000
-	-	3,100	Miscellaneous Fees	5,000	5,000	5,000
5,639	1,500	-	Miscellaneous Revenue - Cemetery	-	-	-
155	87	100	Donations-Cemetery	-	-	-
62,171	38,862	30,600	Total Cemetery Revenue	31,500	31,500	31,500
REQUIREMENTS FOR CEMETERY						
PERSONNEL SERVICES						
7,600	47,784	79,087	Regular Salaries and Wages	64,532	64,532	64,532
-	-	-	Seasonal/Temp Wages	5,100	5,100	5,100
-	155	-	Overtime	500	500	500
-	13,996	20,885	Insurance Benefits	16,598	16,598	16,598
-	5,843	10,415	Taxes/Other	9,139	9,139	9,139
-	9,124	13,198	PERS Contributions	14,598	14,598	14,598
5,749	-	-	Employee Benefits	-	-	-
13,349	76,901	123,585	Total Cemetery Personnel Services	110,467	110,467	110,467
0.1	0.9	1.4	FTE	1.2	1.2	1.2
MATERIALS & SERVICES						
31,786	-	-	Contract Labor	-	-	-
2,951	1,925	3,000	Grounds Maintenance	3,500	3,500	3,500
-	-	-	Building Maintenance	7,500	7,500	7,500
-	-	-	Copier Lease and Usage	200	200	200
-	4	500	Miscellaneous	-	-	-
840	1,620	2,000	Refunds	2,000	2,000	2,000
-	848	991	Internal Charge-Tech Services	1,999	1,999	1,999
777	658	1,350	Supplies - Records	1,350	1,350	1,350
1,484	1,407	1,500	Tools & Equipment	1,500	1,500	1,500
1,003	942	2,400	Utilities	2,400	2,400	2,400
6,413	3,961	4,000	Name Bars	4,000	4,000	4,000
45,253	11,365	15,741	Total Cemetery Materials & Services	24,449	24,449	24,449
58,602	88,266	139,326	TOTAL CEMETERY REQUIREMENTS	134,916	134,916	134,916

Economic Development

The Canby Economic Development Department (Canby Business) promotes Canby as an attractive business location, supports local businesses and recruits new companies, development and investment. Canby Business 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.

2018-19 Highlights

- Replaced the Economic Development Director upon her retirement and hired a new Economic Development and Tourism Coordinator.
- Coordinated with incoming industrial businesses and potential new businesses.
- Assisted two local industrial businesses with their expansion efforts.
- Assisted new industrial businesses in planning/development stages including Active Water Sports, Lil Stinky Environmental, Project Shakespeare, OCI Reimers, Alpha Scents, and Clark Products.
- Received Kinsman Foundation Grant for Preservation Plan, National Parks Service scholarship for the National Main Street Conference, and a Community Partnership Program grant totaling \$6,405.
- Continued coordination of Light Up The Night, Big Night Out, and Canby Independence Day Celebration, as well as reimagining First Fridays to become First Thursdays.

2019-20 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 Actuals	FY18-19 Projected
Continue to grow Canby Main Street Program	Volunteer hours per year	250	308	350
	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

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - ECONOMIC DEV.	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
REVENUE						
3,500	1,150	4,000	Event Revenue	4,500	4,500	4,500
	3,300	5,008	Miscellaneous Revenue	13,500	13,500	13,500
10,043	7,777	11,300	Independence Day Revenue	8,150	8,150	8,150
13,543	12,227	20,308	Total Economic Dev. Revenue	26,150	26,150	26,150
TRANSFERS IN & OTHER SOURCES						
547,205	513,374	529,267	Transfer from UR	369,816	369,816	369,816
547,205	513,374	529,267	Total Economic Dev. Transfers In	369,816	369,816	369,816
560,748	525,601	549,575	TOTAL ECONOMIC DEV. RESOURCES	395,966	395,966	395,966
REQUIREMENTS FOR ECONOMIC DEVELOPMENT						
PERSONNEL SERVICES						
304,160	262,273	227,950	Regular Salaries and Wages	205,762	205,762	205,762
-	47,342	25,105	Insurance Benefits	29,759	29,759	29,759
-	24,654	18,325	Taxes/Other	18,011	18,011	18,011
-	55,378	38,142	PERS Contributions	41,937	41,937	41,937
137,641	-	-	Employee Benefits	-	-	-
441,801	389,648	309,522	Total Economic Dev. Personnel Services	295,469	295,469	295,469
3.3	2.9	3.2	FTE	2.5	2.5	2.5
MATERIALS & SERVICES						
2,878	1,672	3,743	Internal Charge-Facilities	3,490	3,490	3,490
12,241	8,709	7,273	Internal Charge-Tech Services	6,568	6,568	6,568
-	-	1,500	Copier Lease and Usage	1,500	1,500	1,500
25,563	28,876	29,851	Supplies & Services	32,851	32,851	32,851
8,903	7,381	10,015	Main Street (General Fund)	10,414	10,414	10,414
11,924	10,223	14,201	Independence Day Expenses	14,625	14,625	14,625
5,876	5,265	5,500	Flower Program	5,500	5,500	5,500
22,508	21,847	22,350	Main Street (UR Allowable)	23,645	23,645	23,645
89,893	83,972	94,433	Total Economic Dev. Materials & Services	98,593	98,593	98,593
TRANSFERS OUT & OTHER USES						
63,220	74,007	68,419	O/H Transfer to General Fund	46,897	46,897	46,897
63,220	74,007	68,419	Total Economic Dev. Transfers Out	46,897	46,897	46,897
594,914	547,627	472,374	TOTAL ECONOMIC DEV. REQUIREMENTS	440,959	440,959	440,959

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.

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	GENERAL FUND - NOT ALLOCATED	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
REVENUE						
4,295,493	4,509,563	4,700,000	Property Tax Current	4,900,000	4,900,000	4,900,000
91,251	81,591	100,000	Property Tax Prior	90,000	90,000	90,000
148,057	146,249	144,900	Cable Franchise Fee	147,700	147,700	147,700
44,266	49,255	47,500	Telephone Franchise Fee	54,600	54,600	54,600
132,999	137,514	140,000	Solid Waste Franchise Fee	143,700	143,700	143,700
132,165	154,550	155,000	Natural Gas Franchise Fee	143,000	143,000	143,000
278,713	280,828	295,000	City Sewer Franchise Fee	298,000	298,000	298,000
20,620	20,423	20,200	Cigarette Tax	20,000	20,000	20,000
249,666	264,109	282,000	Liquor Revenue	290,000	290,000	290,000
166,564	224,166	183,500	State Revenue Sharing	192,400	192,400	192,400
756,038	784,114	789,000	CU In Lieu of Taxes	838,000	838,000	838,000
-	-	400	Miscellaneous- Fees	100	100	100
72,510	75,470	73,000	Business Licenses	73,000	73,000	73,000
-	1,770	2,000	Liquor Licenses	1,800	1,800	1,800
12,750	11,575	12,600	Title Lien Search Fees	10,500	10,500	10,500
29,610	29,290	29,000	PEG Access Fees	33,000	33,000	33,000
20,508	-	-	AFD 3 LRIP Phase I Prin/Int	-	-	-
6,000	6,000	6,000	Lease Receipts (Adult Center)	6,000	6,000	6,000
7,375	-	-	Retail Lease	-	-	-
4,784	1,527	-	Miscellaneous-Income	-	-	-
25,906	50,880	30,000	Interest Revenues	75,000	75,000	75,000
31,116	30,564	31,000	Retirement/Separation Reserve	28,377	28,377	28,377
6,526,390	6,859,439	7,041,100	Total Not Allocated Revenue	7,345,177	7,345,177	7,345,177
TRANSFERS IN & OTHER SOURCES						
10,941	11,196	10,824	O/H from Building	3,689	3,689	3,689
63,220	74,007	68,419	O/H from Economic Develop	46,897	46,897	46,897
96,295	119,031	111,778	O/H from Library Fund	136,707	136,707	136,707
114,081	122,383	110,345	O/H from Street	124,653	124,653	124,653
164,387	175,876	185,937	O/H from Transit	190,668	190,668	190,668
81,383	90,952	88,071	O/H from Swim Levy	124,096	124,096	124,096
129,119	155,539	170,507	O/H from WWTP	161,886	161,886	161,886
47,911	53,548	50,902	O/H from Collections	50,115	50,115	50,115
40,383	44,651	35,569	O/H from Stormwater	32,064	32,064	32,064
747,720	847,183	832,352	Total Not Allocated Transfers In	870,775	870,775	870,775
7,274,110	7,706,622	7,873,452	TOTAL NOT ALLOCATED RESOURCES	8,215,952	8,215,952	8,215,952
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
39,699	72,605	145,000	Retirement & Separation Payout	75,000	75,000	75,000
39,699	72,605	145,000	Total Not Allocated Personnel Services	75,000	75,000	75,000
MATERIALS & SERVICES						
6,000	6,000	6,000	Ground Lease (Adult Center)	6,000	6,000	6,000
31,269	18,168	40,672	Internal Charge-Facilities	37,917	37,917	37,917
37,269	24,168	46,672	Total Not Allocated Materials & Services	43,917	43,917	43,917
TRANSFERS & SPECIAL PAYMENTS						
-	-	50,000	Transfers to Library Fund	75,000	75,000	75,000
11,045	31,300	35,000	Special Payments-PEG Access	25,000	25,000	25,000
11,045	31,300	35,000	Total Not Allocated Special Payments	100,000	100,000	100,000
DEBT SERVICE						
36,642	-	-	Logging Road Principle Phs 2	-	-	-
1,267	-	-	Logging Road Interest Phs 2	-	-	-
37,909	-	-	Total Not Allocated Debt Service	-	-	-
-	-	247,000	General Fund Operating Contingency	200,000	200,000	200,000
125,922	128,073	473,672	TOTAL NOT ALLOCATED REQUIREMENTS	418,917	418,917	418,917

Special Revenue Funds

Library

The library, ever evolving to meet the community's needs is often referred to as Canby's "living room". Each month an average of 10,450 people walk through its doors to connect with all types of resources. Hundreds more access the online databases and thousands of e-books each day. The versatility of the library encourages everyone in the community to use the library in ways that meet their individual needs. The library provides computers, and Wi-Fi; scanning and printing; books, movies and leisure materials; information, research and recommendations; meeting and study spaces; S.T.E.A.M., and early literacy as well as other entertaining and culturally enriching programs. We provide a safe place for teens to socialize, learn, and even explore leadership opportunities. The Canby Library is part of the 13 member consortium of libraries in Clackamas County (LINCC) giving Canby's community access to even more resources throughout the County.

2018-19 Highlights

- Increased the number of teen programs by 285% and attendance by 330% compared to FY18-19.
- Opened a "Makerspace" for middle schoolers to learn avionics, math and coding.
- Established a teen advisory council and a teen liaison to the library board.
- Initiated Mobile Print for library users and new visitors, enabling printing to the library from home or via their mobile device.
- Helped 32 participants in our citizenship class that have now become United States citizens.
- Participated in over 20 outreach events.
- Opened the "Children's Discovery Room" offering different S.T.E.A.M. activities each month.
- Provided weekly story times in English, Spanish and American Sign Language.
- Completed a community survey on library services and implemented changes based on the responses.

2019-20 Goals

- Expand programs and services to teens, seniors, and other underserved members of the community. (City-wide Value: Inclusive Community)
- Find creative ways to market library services to teens, seniors, and underserved members of the community. (City-wide Value: Inclusive Community)
- Increase the number of people actively using the library. (City-wide Value: Exceptional Service)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Projected
Increase the number of registered borrowers	Borrowers to population served	45%	48%	50%
Incorporate S.T.E.A.M. into more programs	Number of S.T.E.A.M. programs	5	8	18
Expand programs and services for teens and other underserved citizens	Teen program attendance	328	448	1,192
	Circulation of young adult materials	10,104	12,954	11,200
	Programs & services for teens	n/a	33	90
	Programs & services for underserved	n/a	155	197

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	LIBRARY FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
1,493,415	165,747	90,124	BEGINNING BALANCE (Cash Carryover)	59,407	59,407	59,407
REVENUE						
830,972	868,029	881,525	CC Library District	941,560	941,560	941,560
4,595	3,732	3,532	Grants-Library	7,517	7,517	7,517
33,029	35,070	30,000	Library Fines & Fees	33,000	33,000	33,000
11,291	1,510	2,000	Interest Revenues	100	100	100
65,419	544	500	Donations-Library	500	500	500
15,882	16,547	17,111	Donations-FOL (Programming)	22,000	22,000	22,000
961,187	925,433	934,668	Total Library Revenue	1,004,677	1,004,677	1,004,677
TRANSFERS IN & OTHER SOURCES						
12,129	13,537	12,000	FOL Pass Thru Revenue	15,000	15,000	15,000
-	-	500,000	Interfund Loan Transfer from CPC	500,000	500,000	500,000
-	-	50,000	Transfer from General Fund	75,000	75,000	75,000
12,129	13,537	562,000	Total Library Transfers In & Other Sources	590,000	590,000	590,000
2,466,731	1,104,717	1,586,792	TOTAL LIBRARY RESOURCES	1,654,084	1,654,084	1,654,084
REQUIREMENTS FOR LIBRARY						
PERSONNEL SERVICES						
409,892	431,149	478,704	Regular Salaries and Wages	465,122	465,122	465,122
22,285	23,132	14,847	On Call Wages	38,970	38,970	38,970
-	105,817	91,910	Insurance Benefits	88,971	88,971	88,971
-	42,382	42,120	Taxes/Other	49,035	49,035	49,035
-	74,561	84,172	PERS Contributions	100,419	100,419	100,419
220,564	-	-	Employee Benefits	-	-	-
652,741	677,041	711,753	Total Library Personnel Services	742,517	742,517	742,517
8.3	9.0	9.0	FTE	9.1	9.1	9.1
MATERIALS & SERVICES						
7,464	5,529	1,000	Computer Hardware/Software	1,000	1,000	1,000
391	20,049	30,588	LINCC Consortium	34,405	34,405	34,405
6,827	7,707	7,885	Copier Lease & Maint	7,885	7,885	7,885
1,319	1,466	1,500	Travel & Training	1,500	1,500	1,500
8,232	9,971	9,000	Supplies & Services	12,000	12,000	12,000
(77)	(185)	-	Cash Over & Short	-	-	-
94,415	81,828	80,000	Library Collection	80,000	80,000	80,000
1,505	1,587	1,500	Volunteer Recognition	1,500	1,500	1,500
5,711	3,239	3,532	Grants-Library Expended	7,517	7,517	7,517
55,564	-	500	Donations-Library Expended	-	-	-
12,691	16,659	17,111	Donations Expended FOL	22,000	22,000	22,000
43,672	25,372	56,804	Internal Charge-Facilities	52,958	52,958	52,958
17,138	32,726	36,471	Internal Charge-Tech Services	29,634	29,634	29,634
254,852	205,947	245,891	Total Library Materials & Services	250,399	250,399	250,399
SPECIAL PAYMENTS						
12,129	13,537	14,000	Special Payments-FOL Pass Thru	15,000	15,000	15,000
12,129	13,537	14,000	Total Library Special Payments	15,000	15,000	15,000
TRANSFERS OUT						
96,295	119,031	111,778	O/H to General Fund	136,707	136,707	136,707
-	-	502,000	Interfund loan pmt transfer to CPC	500,000	500,000	500,000
1,284,967	-	-	Transfer to Building Project	-	-	-
1,381,262	119,031	613,778	Total Library Transfers Out	636,707	636,707	636,707
OPERATING CONTINGENCY						
-	-	1,370		9,461	9,461	9,461
165,747	89,162	-	ENDING FUND BALANCE (prior year's)	-	-	-
2,466,732	1,104,718	1,586,792	TOTAL LIBRARY REQUIREMENTS	1,654,084	1,654,084	1,654,084

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.

2018-19 Highlights

- Received \$120,000 in state Special Transportation Funds grants
- Received \$711,447 in federal funding
- Established CAT's eligibility for Statewide Transportation Improvement Fund tax revenue
- Provided Canby businesses with a 25.62% 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)
- Took delivery of and put into service three grant funded replacement vehicles
- Updated and/or adopted an ADA Plan, an Asset Maintenance Plan, a Title VI Plan, a TAM Plan and a Reasonable Accommodation Policy all of which are required by Federal Transit Administration regulations

2019-20 Goals (City-wide Goals – Public Services)

- Receive \$120,000 in state Special Transportation Fund (STF) grants in FY2019-20
- Receive \$192,087 in Statewide Transportation Improvement Fund (STIF) revenue in FY2019-20
- Receive \$361,662 in federal grant funding in FY2019-20
- Design, conduct public input process for, and implement limited CAT service on Saturdays
- Provide Canby businesses with a 27.28 % lower rate in payroll tax compared to TriMet
- Request for Purchase process to identify a consultant to update the Transit Master Plan
- Request for Purchase process to select a transit service provider for FY2020-21 and beyond
- Continue to refine cost saving efficiencies and increase productivity within the service outlines identified by the 2017 Transit Master Plan
- Purchase Land for future Transit office facility
- Draft a rider and driver manual for CAT services

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Projected
Provide Fixed-Route Transit Service (Route 99X)	One-way trips provided	60,499	57,892	64,480
	Service hours provided	7,667	8,367	9,649
	Service miles provided	146,440	157,143	199,950
Provide Demand Response Transit Service (Dial-A-Ride)	One-way trips provided	15,795	17,146	15,680
	Service hours provided	7,026	6,033	6,316
	Service miles provided	64,478	66,623	64,486

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	TRANSIT FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
1,358,918	1,417,963	1,624,427	BEGINNING BALANCE (Cash Carryover)	2,045,462	2,045,462	2,045,462
REVENUE						
157,797	120,000	134,378	Grant - STF/STO	120,000	120,000	120,000
278,364	312,505	295,435	Grant - 5311	280,662	280,662	280,662
43,247	13,910	-	Grant - Planning	-	-	-
75,050	31,937	31,937	Grant-Preventative Maintenance	-	-	-
17,267	-	362,549	Grant - Capital	-	-	-
110,200	88,434	134,993	Grant -Operating	81,000	81,000	81,000
-	-	-	STIF Formula Funds	313,143	313,143	313,143
1,314,943	1,417,854	1,371,000	Transit ER Payroll Tax	1,578,000	1,578,000	1,578,000
16,152	10,748	10,000	Payroll Tax Penalties & Int	12,500	12,500	12,500
59,901	55,942	47,160	Fares	60,000	60,000	60,000
7,226	1,112	8,000	Miscellaneous-Income	8,000	8,000	8,000
10,252	21,258	8,000	Interest Revenues	35,000	35,000	35,000
-	-	-	STIF Interest	2,000	2,000	2,000
45	-	50	Donations-Transit	50	50	50
2,090,444	2,073,701	2,403,502	Total Transit Revenue	2,490,355	2,490,355	2,490,355
3,449,362	3,491,664	4,027,929	TOTAL TRANSIT RESOURCES	4,535,817	4,535,817	4,535,817
REQUIREMENTS FOR TRANSIT						
PERSONNEL SERVICES						
197,715	190,561	253,954	Regular Salaries and Wages	322,798	322,798	322,798
-	50,531	47,730	Insurance Benefits	65,452	65,452	65,452
-	18,182	21,783	Taxes/Other	31,341	31,341	31,341
-	34,354	44,400	PERS Contributions	66,142	66,142	66,142
103,199	-	-	Employee Benefits	-	-	-
300,914	293,628	367,867	Total Transit Personnel Services	485,733	485,733	485,733
2.7	2.6	3.3	FTE	4.2	4.2	4.2
MATERIALS & SERVICES						
55,748	16,102	10,000	Prof/Tech Services	110,000	110,000	110,000
863,712	867,131	1,032,149	Contract Services	1,134,264	1,134,264	1,134,264
9,082	12,900	12,700	Transit Facilities Maintenance	12,700	12,700	12,700
51,132	42,984	44,795	Space Lease	46,256	46,256	46,256
819	14	1,500	Vehicle Maintenance	1,500	1,500	1,500
3,559	228	5,000	Vehicle (Non-Ins) Repair	1,000	1,000	1,000
-	-	-	Copier Lease & Maintenance	4,300	4,300	4,300
6,670	10,827	14,468	Communications	14,500	14,500	14,500
7,783	6,362	9,435	Marketing	12,235	12,235	12,235
2,299	3,167	5,000	Printing	5,450	5,450	5,450
960	2,454	4,445	Travel & Training	4,445	4,445	4,445
5,030	6,575	6,540	Membership Dues & Fees	5,960	5,960	5,960
256,038	199,253	219,415	Internal Charge-Fleet	236,480	236,480	236,480
4,367	2,537	5,680	Internal Charge-Facilities	5,296	5,296	5,296
19,586	23,396	25,228	Internal Charge-Tech Services	32,422	32,422	32,422
18,525	15,954	19,205	Supplies & Services	14,845	14,845	14,845
1,305,310	1,209,883	1,415,560	Total Transit Materials & Services	1,641,653	1,641,653	1,641,653
CAPITAL OUTLAY						
208,475	-	-	Transit Projects	400,000	400,000	400,000
52,313	-	404,000	Vehicles	-	-	-
260,788	-	404,000	Total Transit Capital Outlay	400,000	400,000	400,000
TRANSFERS OUT						
164,387	175,876	185,937	O/H to General Fund	190,668	190,668	190,668
164,387	175,876	185,937	Total Transit Transfers Out	190,668	190,668	190,668
-	-	175,000	OPERATING CONTINGENCY	100,000	100,000	100,000
-	-	1,479,565	RESERVED FOR FUTURE EXPENDITURE	1,717,763	1,717,763	1,717,763
1,417,963	1,812,277	-	ENDING FUND BALANCE (prior year's)	-	-	-
3,449,362	3,491,664	4,027,929	TOTAL TRANSIT REQUIREMENTS	4,535,817	4,535,817	4,535,817

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).

2018-19 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
- Addressed maintenance issues during the annual closure and throughout the year, including resurface of part of the deck and mechanical issues.
- Hosted several swim meets for Canby Gators, Canby High School and Oregon Masters. Assisted Canby High School with hosting 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 providing free swims to many different programs throughout the community

2019-20 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, including painting of the pool tank (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)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Projected
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	4,950	5,000
	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%

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	SWIM LEVY FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
492,883	566,536	700,260	BEGINNING BALANCE (Cash Carryover)	825,968	825,968	825,968
REVENUE						
594,465	707,704	730,000	Property Tax Levy	786,000	786,000	786,000
12,706	11,313	13,000	Property Tax - Prior	10,000	10,000	10,000
221,440	226,174	209,400	Pool Revenue	210,000	210,000	210,000
395	6,216	-	Miscellaneous Income	-	-	-
6,381	12,579	9,000	Interest Revenues	20,000	20,000	20,000
835,388	963,987	961,400	Total Swim Revenue	1,026,000	1,026,000	1,026,000
1,328,271	1,530,522	1,661,660	TOTAL SWIM RESOURCES	1,851,968	1,851,968	1,851,968
REQUIREMENTS FOR SWIM						
PERSONNEL SERVICES						
347,256	361,123	391,529	Regular Salaries and Wages	413,927	413,927	413,927
5,032	8,458	6,000	Overtime	6,000	6,000	6,000
-	71,688	88,869	Insurance Benefits	103,253	103,253	103,253
-	38,398	43,476	Taxes/Other	56,700	56,700	56,700
-	67,938	79,707	PERS Contributions	79,925	79,925	79,925
173,520	-	-	Employee Benefits	-	-	-
525,808	547,605	609,581	Total Swim Personnel Services	659,805	659,805	659,805
8.7	9.1	8.9	FTE	9.2	9.2	9.2
MATERIALS & SERVICES						
28,488	22,143	40,500	Bldg Maintenance	46,000	46,000	46,000
14,000	14,000	14,000	Ground Lease	14,000	14,000	14,000
-	-	-	Copier Lease & Maintenance	200	200	200
4,693	4,927	5,000	Advertising & Marketing	5,000	5,000	5,000
2,926	2,566	5,000	Training & Travel	5,000	5,000	5,000
7,345	6,827	7,974	Internal Charge - Tech Services	10,023	10,023	10,023
7,182	4,988	9,000	Supplies & Services	9,000	9,000	9,000
10,415	10,044	9,500	Bank Charges	9,500	9,500	9,500
62	(8)	-	Cash Over & Short	-	-	-
10,521	10,039	12,000	Pool Chemicals	12,000	12,000	12,000
3,500	3,469	6,000	Janitorial Supplies	6,000	6,000	6,000
1,265	1,635	2,500	Pool Concession Purchases	2,500	2,500	2,500
24,234	23,091	25,500	Utility - Gas	25,000	25,000	25,000
3,009	3,720	6,000	Utility - Water	6,000	6,000	6,000
12,309	12,017	12,000	Utility - Electric	12,500	12,500	12,500
129,950	119,458	154,974	Total Swim Materials & Services	162,723	162,723	162,723
CAPITAL OUTLAY						
24,594	13,335	500,000	Bldg Improvements >\$5k	166,000	166,000	166,000
24,594	13,335	500,000	Total Swim Capital Outlay	166,000	166,000	166,000
TRANSFERS OUT						
81,383	90,952	88,071	O/H to General Fund	124,096	124,096	124,096
81,383	90,952	88,071	Total Swim Transfers Out	124,096	124,096	124,096
-	-	75,000	OPERATING CONTINGENCY	41,126	41,126	41,126
-	-	234,034	RESERVED FOR FUTURE EXPENDITURE	698,217	698,217	698,217
566,536	759,172	-	ENDING FUND BALANCE (prior year's)	-	-	-
1,328,271	1,530,522	1,661,660	TOTAL SWIM REQUIREMENTS	1,851,968	1,851,968	1,851,968

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.

2018-19 Highlights

- Acquired easements for construction of the N Maple Street - NE 10th to NE 14th Avenue capital improvement project
- Completed 2.26 miles of slurry seal
- Completed 2.34 miles of street over lays
- Reconstructed 13 ADA Ramps

2019-20 Goals

- Complete N Maple St – NE 10th Ave to NE 14th 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 Actuals	FY18-19 Projected	FY19-20 Budget
Maintain roads and right-of-way to the highest quality standard	Streets Overlaid	14	15	12	10
	Streets Slurry Sealed	0	0	21	0
	Signs Replaced	65	150	135	150
	Street Miles Restriped	10	10	10	10
	Line Miles Restriped	31.5	31.5	31.5	32
	Thermo-plastic Legends Installed/Replaced	25	25	25	25
	Weekly Street Sweeping Completed	100%	100%	100%	100%

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	STREET FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
1,543,385	1,729,320	1,734,960	BEGINNING BALANCE (Cash Carryover)	2,122,439	2,122,439	2,122,439
REVENUE						
972,963	1,069,190	1,169,000	State Highway Fund	1,252,000	1,252,000	1,252,000
370,835	404,173	400,000	Local Gas Tax	432,000	432,000	432,000
339,818	-	367,000	Federal Fund Exchange	250,000	250,000	250,000
118,089	71,831	50,000	Construction Excise Tax	-	-	-
-	-	1,800	Miscellaneous Fees	500	500	500
539,487	545,791	557,000	Street Maintenance Fee	567,000	567,000	567,000
43,925	51,493	50,000	CUB Street Repair Reimbursemnt	50,000	50,000	50,000
13,203	14,478	10,000	Erosion Control Fees	25,000	25,000	25,000
4,400	5,700	3,000	Driveway/Curb/Sidewalk Inspect	10,000	10,000	10,000
2,400	2,500	2,500	Street Excavation/Opening Fee	6,000	6,000	6,000
12,425	23,250	30,000	Urban Forestry Program Revenue	15,000	15,000	15,000
1,043	10,597	10,000	Street Sign Program Revenue	7,000	7,000	7,000
57,835	18,155	-	Miscellaneous Revenue	1,000,000	1,000,000	1,000,000
5,707	1,053	5,000	Damaged Property Claim Revenue	1,000	1,000	1,000
12,733	24,567	18,000	Interest Revenues	40,000	40,000	40,000
2,494,864	2,242,779	2,673,300	Total Street Revenue	3,655,500	3,655,500	3,655,500
TRANSFERS IN						
-	-	1,221,378	Transfer from SDC	-	-	-
-	-	110,000	Transfer from Collections	-	-	-
-	-	100,000	Transfer from Storm	220,000	220,000	220,000
-	-	1,431,378	Total Street Transfers In	220,000	220,000	220,000
4,038,249	3,972,099	5,839,638	TOTAL STREET RESOURCES	5,997,939	5,997,939	5,997,939
REQUIREMENTS FOR STREETS						
PERSONNEL SERVICES						
326,468	312,750	434,096	Regular Salaries and Wages	384,868	384,868	384,868
14,928	9,198	9,023	Seasonal/Temp Wages	18,100	18,100	18,100
604	3,904	3,000	Overtime	5,000	5,000	5,000
-	83,676	111,101	Insurance Benefits	96,495	96,495	96,495
-	33,016	56,262	Taxes/Other	63,074	63,074	63,074
-	52,636	76,498	PERS Contributions	83,260	83,260	83,260
191,064	-	-	Employee Benefits	-	-	-
2,000	2,000	1,600	Clothing Allowance	1,000	1,000	1,000
535,064	497,181	691,580	Total Street Personnel Services	651,797	651,797	651,797
5.5	5.3	6.8	FTE	6.4	6.4	6.4

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	STREET FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR STREETS (Continued)						
MATERIALS & SERVICES						
7,419	969	10,000	Consultant Engineer	10,000	10,000	10,000
-	-	-	Professional Services	5,000	5,000	5,000
370	193	2,500	Software Maintenance	500	500	500
-	-	2,000	Curb/Sidewalk Repair	15,000	15,000	15,000
79,698	68,947	80,000	Street Lighting & Maint	80,000	80,000	80,000
50,689	79,046	60,000	Street Maintenance	60,000	60,000	60,000
30	-	200	Equipment Rental	-	-	-
803	723	1,100	Copier Lease & Maint	800	800	800
40,686	37,051	24,000	Street Maint Billing	25,000	25,000	25,000
10,901	19,179	25,000	Street Signing	24,000	24,000	24,000
6,820	8,729	10,000	Street Marking & Striping	15,000	15,000	15,000
6,704	4,412	5,000	Damaged Property Claim Expense	4,000	4,000	4,000
2,013	1,485	2,100	Communications	1,700	1,700	1,700
1,546	1,083	3,200	Travel & Training	4,000	4,000	4,000
152	85	175	Membership Dues & Fees	175	175	175
90,412	69,684	92,957	Internal Charge-Fleet	103,081	103,081	103,081
18,864	10,960	33,822	Internal Charge-Facilities	22,875	22,875	22,875
15,914	13,176	10,947	Internal Charge-Tech Services	15,707	15,707	15,707
6,394	6,246	5,100	Supplies & Services	5,000	5,000	5,000
3,550	7,846	6,000	Small Tools	6,000	6,000	6,000
511	760	700	Safety Supplies	700	700	700
7,206	7,998	-	Landscaping 2nd Ave	-	-	-
16,298	13,810	15,000	Urban Forestry Program	15,000	15,000	15,000
5,393	5,282	5,500	Utilities	5,500	5,500	5,500
372,370	357,663	395,301	Total Street Materials & Services	419,038	419,038	419,038
CAPITAL OUTLAY						
58,851	45,742	-	Equipment	290,000	290,000	290,000
604,717	1,059,075	1,366,500	Street Maint Fee Projects	800,000	800,000	800,000
-	8,189	635,000	N Maple 10th-14th	-	-	-
-	531	778,500	N Locust St - NE 4th - NE 10th Ave	-	-	-
-	5,279	1,016,378	Industrial Park to 99E Connection	1,300,000	1,300,000	1,300,000
-	-	-	NE 10th Ave from Maple to Pine	687,000	687,000	687,000
53,710	-	-	N Cedar Street Improvements	-	-	-
543,092	-	-	NW Territorial RD Improvements	-	-	-
1,260,370	1,118,817	3,796,378	Total Street Capital Outlay	3,077,000	3,077,000	3,077,000
TRANSFERS OUT						
114,081	122,383	110,345	O/H Transfer To General Fund	124,653	124,653	124,653
-	-	10,000	Transfer to Parks	10,000	10,000	10,000
-	-	100,000	Transfer to Sewer Fund	50,000	50,000	50,000
27,044	-	-	Transfer to SDC Fund	-	-	-
141,125	122,383	220,345	Total Street Transfers Out	184,653	184,653	184,653
-	-	110,000	OPERATING CONTINGENCY	53,240	53,240	53,240
RESERVED FOR FUTURE EXPENDITURE						
-	-	176,498	Reserved for Future Exp - St Maint. Prg	415,817	415,817	415,817
-	-	449,536	Reserved for Future Expenditure	1,196,394	1,196,394	1,196,394
-	-	626,034	Total Reserves for Future Expenditure	1,612,211	1,612,211	1,612,211
ENDING FUND BALANCE (prior year's)						
1,088,998	909,177	-	Restricted for Street Maint Program	-	-	-
640,322	966,878	-	Unrestricted Fund Balance	-	-	-
1,729,320	1,876,055	-	Total Street Ending Fund Balance	-	-	-
4,038,248	3,972,098	5,839,638	TOTAL STREET REQUIREMENTS	5,997,939	5,997,939	5,997,939

Transient Room Tax Fund

The Canby City Council adopted Canby Municipal Code Chapter 3.50 Transient Room Tax with a 6% Transient Room Tax to be effective July 1, 2018. Proceeds from the transient room tax will fund tourism programs that promote community events and attractions and supports the development of new tourism assets and attractions.

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	Transient Room Tax Fund	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
-	-	-	BEGINNING BALANCE (Cash Carryover)	21,575	21,575	21,575
REVENUE						
-	-	-	Room Tax Restricted (70%)	15,000	15,000	15,000
-	-	-	Interest-Restricted	150	150	150
-	-	-	Room Tax Unrestricted (30%)	6,400	6,400	6,400
-	-	-	Interest-Unrestricted	60	60	60
-	-	-	Total Transient Room Tax Revenue	21,610	21,610	21,610
-	-	-	TOTAL TRANSIENT ROOM TAX RESOURCES	43,185	43,185	43,185
REQUIREMENTS FOR TOURISM PROMOTION						
MATERIALS & SERVICES						
-	-	-	Services & Supplies	30,270	30,270	30,270
-	-	-	Total Tourism Promotion Materials & Services	30,270	30,270	30,270
-	-	-	TOTAL TOURISM PROMOTION REQUIREMENTS	30,270	30,270	30,270
REQUIREMENTS FOR TOURISM ENHANCEMENT						
PERSONNEL SERVICES						
-	-	-	Regular Salaries and Wages	7,729	7,729	7,729
-	-	-	Insurance Benefits	1,743	1,743	1,743
-	-	-	Taxes/Other	1,464	1,464	1,464
-	-	-	PERS Contributions	1,896	1,896	1,896
-	-	-	Total Tourism Enhancement Personnel Services	12,832	12,832	12,832
-	-	-	FTE	0.1	0.1	0.1
MATERIALS & SERVICES						
-	-	-	Services & Supplies	83	83	83
-	-	-	Total Tourism Enhancement Materials & Services	83	83	83
-	-	-	TOTAL TOURISM ENHANCEMENT REQUIREMENTS	12,915	12,915	12,915
-	-	-	TOTAL TRANSIENT ROOM TAX REQUIREMENTS	43,185	43,185	43,185

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.

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	SYSTEM DEVELOPMENT CHARGES FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
3,020,046	5,325,116	6,023,102	BEGINNING BALANCE (Cash Carryover)	8,661,337	8,661,337	8,661,337
REVENUE						
515,453	457,486	535,066	Streets Improvement SDC's	412,843	412,843	412,843
102,215	78,303	93,282	Streets Reimbursement SDC's	80,493	80,493	80,493
12,987	11,139	9,729	Street SDC Compliance Cost Fee	10,051	10,051	10,051
1,060,404	367,145	612,359	Parks Improvement SDC's	349,720	349,720	349,720
-	4,112	12,035	Park SDC Compliance Cost Fee	7,190	7,190	7,190
121,354	49,784	87,386	Sewer Improvement SDC's	73,266	73,266	73,266
383,548	190,052	285,982	Sewer Reimbursement SDC's	303,805	303,805	303,805
-	4,314	8,806	Sewer SDC Compliance Cost Fee	8,208	8,208	8,208
35,445	33,764	32,094	Storm Improvement SDC's	29,514	29,514	29,514
-	6,163	5,600	Storm Reimbursement SDC's	6,284	6,284	6,284
-	1,017	385	Storm SDC Compliance Cost Fee	984	984	984
46,619	96,523	80,000	Interest Revenues	150,000	150,000	150,000
2,278,026	1,299,803	1,762,724	Total SDC Revenue	1,432,358	1,432,358	1,432,358
TRANSFERS IN & OTHER SOURCES						
27,044	-	-	Transfer from Other Funds	-	-	-
27,044	-	-	Total SDC Transfers In	-	-	-
5,325,116	6,624,919	7,785,826	TOTAL SDC RESOURCES	10,093,695	10,093,695	10,093,695
REQUIREMENTS FOR SDC'S						
TRANSFERS OUT & OTHER USES						
-	5,114	200,000	Transfer to Parks	600,000	600,000	600,000
-	-	1,221,378	Transfer to Streets	-	-	-
-	412,000	376,000	Transfer to Sewer	310,000	310,000	310,000
-	2,313	40,000	Transfer to Storm	-	-	-
-	419,427	1,837,378	Total SDC Transfers Out	910,000	910,000	910,000
RESERVED FOR FUTURE EXPENDITURE						
-	-	1,573,419	Reserved for Street Improvements	4,093,549	4,093,549	4,093,549
-	-	291,621	Reserved for Street Reimbursements	557,694	557,694	557,694
-	-	31,477	Reserved for Street SDC Administration	36,716	36,716	36,716
-	-	3,483,865	Reserved for Park Improvements	3,576,146	3,576,146	3,576,146
-	-	15,250	Reserved for Park SDC Administration	4,546	4,546	4,546
-	-	114,028	Reserved for Sewer Improvement	137,612	137,612	137,612
-	-	363,389	Reserved for Sewer Reimbursements	571,496	571,496	571,496
-	-	11,471	Reserved for Sewer SDC Administration	10,343	10,343	10,343
-	-	57,191	Reserved for Stormwater Improvements	146,841	146,841	146,841
-	-	5,733	Reserved for Storm Reimbursements	31,053	31,053	31,053
-	-	1,004	Reserved for Storm SDC Administration	17,699	17,699	17,699
-	-	5,948,448	Total Reserves for Future Expenditure	9,183,695	9,183,695	9,183,695
ENDING FUND BALANCE (prior year's)						
1,875,188	2,369,532	-	Restricted for Street Improvements	-	-	-
130,401	212,001	-	Restricted for Street Reimbursements	-	-	-
13,102	24,624	-	Restricted for Street SDC Administration	-	-	-
2,646,328	3,055,892	-	Restricted for Parks Development	-	-	-
-	4,177	-	Restricted for Park SDC Administration	-	-	-
180,324	19,079	-	Restricted for Sewer Improvement	-	-	-
386,935	382,259	-	Restricted for Sewer Reimbursements	-	-	-
-	4,382	-	Restricted for Sewer SDC Administration	-	-	-
92,836	126,252	-	Restricted for Stormwater Improvements	-	-	-
-	6,261	-	Restricted for Storm Reimbursements	-	-	-
-	1,033	-	Restricted for Storm SDC Administration	-	-	-
5,325,116	6,205,492	-	Total SDC Ending Fund Balance	-	-	-
5,325,116	6,624,919	7,785,826	TOTAL SDC REQUIREMENTS	10,093,695	10,093,695	10,093,695

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.

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	CEMETERY PERPETUAL CARE FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
896,555	940,367	967,367	BEGINNING BALANCE (Cash Carryover)	1,008,752	1,008,752	1,008,752
REVENUE						
34,030	12,675	20,000	Perpetual Care: Current Sales	20,000	20,000	20,000
9,781	16,010	12,000	Interest Revenues	20,000	20,000	20,000
43,811	28,685	32,000	Total Cemetery Perpetual Care Revenue	40,000	40,000	40,000
TRANSFERS IN						
-	-	502,000	Interfund Loan Transfer pmt from Library	500,000	500,000	500,000
-	-	502,000	Total Cemetery Perpetual Care Transfers In	500,000	500,000	500,000
940,367	969,052	1,501,367	TOTAL RESOURCES	1,548,752	1,548,752	1,548,752
REQUIREMENTS FOR CEMETERY PERPETUAL CARE						
TRANSFERS OUT						
-	-	500,000	Interfund Loan Transfer to Library	500,000	500,000	500,000
-	-	500,000	Total Cemetery Perpetual Care Transfers Out	500,000	500,000	500,000
-	-	1,001,367	RESERVED FOR FUTURE EXPENDITURE	1,048,752	1,048,752	1,048,752
940,367	969,052	-	ENDING FUND BALANCE (prior year's)	-	-	-
940,367	969,052	1,501,367	TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS	1,548,752	1,548,752	1,548,752

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.

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	FORFEITURE FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
35,288	30,857	51,565	BEGINNING BALANCE (Cash Carryover)	40,454	40,454	40,454
REVENUE						
-	20,853	-	Forfeiture Funds-Federal	-	-	-
510	22,714	-	Forfeiture Funds-Civil	-	-	-
226	549	350	Interest Earned-Federal	450	450	450
130	316	100	Interest Earned-Civil	600	600	600
866	44,433	450	Total Forfeiture Revenue	1,050	1,050	1,050
36,154	75,290	52,015	TOTAL FORFEITURE RESOURCES	41,504	41,504	41,504
REQUIREMENTS FOR FORFEITURE						
MATERIALS & SERVICES						
-	6,371	33,034	Supplies & Services-Federal	15,648	15,648	15,648
5,297	6,890	18,981	Supplies & Service-Civil	25,856	25,856	25,856
5,297	13,261	52,015	Total Forfeiture Materials & Services	41,504	41,504	41,504
ENDING FUND BALANCE (prior year's)						
21,431	36,373	-	Restricted for Federal	-	-	-
9,426	25,656	-	Restricted for Civil	-	-	-
30,857	62,029	-	Total Forfeiture Ending Fund Balance	-	-	-
36,154	75,290	52,015	TOTAL FORFEITURE REQUIREMENTS	41,504	41,504	41,504

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.

2018-19 Highlights

- Completed weekly inspections of all city facilities
- Completed inspections of all contracted or warrantee work
- Constructed facility improvements in line with active shooter and homeland security measures
- Retrofitted the existing Public Works shop bay with heated bays for protective storage
- Installed 15 smart thermostats in Civic building

2019-20 Goals

- Develop and implement preventative maintenance schedule for existing facilities (City-wide Goal – Infrastructure)
- Upgrade the Public Works offices with energy efficient lighting fixtures (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 Actuals	FY18-19 Projected	FY19-20 Budget
Provide attractive, clean, safe, and well maintained City facilities	Number of facility inspections per month	2	2	2	2
	Number of OSHA or safety violations reported	0	0	0	0
	Number of work orders completed	250	225	265	250
	Number of insurance claims involving City facilities	0	0	0	0

Budget Detail

Facilities Fund

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	FACILITIES FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
162,546	173,094	42,681	BEGINNING BALANCE (Cash Carryover)	50,048	50,048	50,048
REVENUE						
57	563	-	Miscellaneous Revenues	50	50	50
2,054	1,822	2,100	Interest Revenues	1,800	1,800	1,800
4,679	4,508	5,000	Canby Utility	5,000	5,000	5,000
237,447	137,950	364,561	Internal Revenue-Facilities	287,933	287,933	287,933
244,236	144,842	371,661	Total Facilities Revenue	294,783	294,783	294,783
406,782	317,937	414,342	TOTAL FACILITIES FUND RESOURCES	344,831	344,831	344,831
REQUIREMENTS FOR FACILITIES						
PERSONNEL SERVICES						
22,757	39,277	77,942	Regular Salaries and Wages	82,564	82,564	82,564
-	1,266	1,500	Overtime	2,000	2,000	2,000
-	18,554	27,416	Insurance Benefits	12,111	12,111	12,111
-	4,950	10,150	Taxes/Other	15,517	15,517	15,517
-	6,930	12,987	PERS Contributions	17,314	17,314	17,314
16,271	-	-	Employee Benefits	-	-	-
-	400	400	Clothing Allowance	400	400	400
39,028	71,377	130,395	Total Facilities Personnel Services	129,906	129,906	129,906
0.3	0.6	1.2	FTE	1.2	1.2	1.2
MATERIALS & SERVICES						
23,515	20,635	16,500	Contract Services	18,000	18,000	18,000
53,368	58,524	56,700	Janitorial Services & Supplies	62,000	62,000	62,000
32,380	25,114	31,700	Building Repairs & Maintenance	40,000	40,000	40,000
-	-	-	Copier Lease & Maintenance	100	100	100
-	-	-	Travel & Training	500	500	500
4,000	3,200	3,500	Internal Charge-Fleet	3,000	3,000	3,000
5,483	4,570	1,000	Supplies and Small Tools	3,000	3,000	3,000
75,913	76,488	80,000	Utilities	70,000	70,000	70,000
194,660	188,530	189,400	Total Facilities Materials & Services	196,600	196,600	196,600
CAPITAL OUTLAY						
-	16,289	65,000	Capital Exp - Shops Complex	-	-	-
-	-	9,500	Capital Exp - Cemetery	2,000	2,000	2,000
-	16,289	74,500	Total Facilities Capital Outlay	2,000	2,000	2,000
-	-	20,047	OPERATING CONTINGENCY	16,325	16,325	16,325
173,094	41,739	-	ENDING FUND BALANCE (prior year's)	-	-	-
406,782	317,937	414,342	TOTAL FACILITIES REQUIREMENTS	344,831	344,831	344,831

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.

2018-19 Highlights

- Purchased and outfitted new vehicles for the Police and Transit departments
- Reduced on hand parts inventory without sacrificing service
- Better utilized our fleet software to set up more precise maintenance schedules to keep better track of the City's equipment
- Changed fuel vendors, implemented a new card lock system, and automated fuel reports

2019-20 Goals

- Continue to maximize percentage of city vehicles and equipment in-service and on the road and reduce the amount of redundant equipment (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)
- Utilize new Performance Measures to help Fleet Services provide a higher level of service and achieve more cost savings (City-wide Value – Fiscal Responsibility & Accountability)
- Utilize engine oil sampling to extend service intervals reducing labor and parts costs (City-wide Value – Fiscal Responsibility & Accountability)

Performance Measures

Strategy	Measures	FY17-18 Actuals	FY18-19 Projected	FY19-20 Budget
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	92%	93%	95%
	On-time preventative maintenance compliance	90%	90%	90%
	Scheduled vehicle & equipment maintenance work orders	836	700	710
	Maximum unscheduled breakdowns & maintenance repairs	120	108	75

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	FLEET SERVICES FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
148,440	188,982	94,492	BEGINNING BALANCE (Cash Carryover)	39,051	39,051	39,051
REVENUE						
-	-	1,000	Miscellaneous Fees	-	-	-
5,558	3,921	3,000	Canby Adult Center	3,000	3,000	3,000
2,327	902	-	Miscellaneous - Revenue	300	300	300
2,530	3,845	3,200	Interest Revenues	3,000	3,000	3,000
614,412	487,181	598,225	Internal Revenue-Fleet	609,360	609,360	609,360
624,827	495,849	605,425	Total Fleet Revenue	615,660	615,660	615,660
773,267	684,831	699,917	TOTAL FLEET FUND RESOURCES	654,711	654,711	654,711
REQUIREMENTS FOR FLEET						
PERSONNEL SERVICES						
134,894	127,543	157,074	Regular Salaries and Wages	150,806	150,806	150,806
-	958	500	Overtime	3,000	3,000	3,000
-	46,763	47,981	Insurance Benefits	52,315	52,315	52,315
-	12,703	17,299	Taxes/Other	20,286	20,286	20,286
-	21,150	32,409	PERS Contributions	30,329	30,329	30,329
78,579	-	-	Employee Benefits	-	-	-
800	800	800	Clothing Allowance	800	800	800
214,273	209,917	256,063	Total Fleet Personnel Services	257,536	257,536	257,536
2.4	2.0	2.3	FTE	2.1	2.1	2.1
MATERIALS & SERVICES						
3,337	4,463	5,000	Contract Services-Shop	4,000	4,000	4,000
27,691	9,086	15,200	Contract Services-Vehicles	22,000	22,000	22,000
9,571	12,339	20,000	CAT Contract Services	15,000	15,000	15,000
500	2,719	5,000	Deductibles/Self-insure repair	3,000	3,000	3,000
61	129	400	Copier Lease & Maint	250	250	250
31,519	32,137	35,000	Canby Area Transit Expenses	25,000	25,000	25,000
628	712	800	Communications	1,000	1,000	1,000
-	85	2,000	Travel & Training	2,000	2,000	2,000
-	3	1,050	Membership Dues & Fees	-	-	-
518	1,326	1,000	DEQ/DMV	1,600	1,600	1,600
26,199	15,221	43,363	Internal Charge-Facilities	31,769	31,769	31,769
9,796	7,012	6,778	Internal Charge-Tech Services	8,879	8,879	8,879
64,367	53,537	60,000	Supplies & Services	40,000	40,000	40,000
22,097	13,831	10,400	Tires	8,000	8,000	8,000
19,824	8,910	10,000	Tires-Transit	8,000	8,000	8,000
2,159	1,104	2,000	Misc Shop Supplies	1,500	1,500	1,500
7,527	6,962	4,000	Tools and Equipment	4,000	4,000	4,000
141,512	167,863	150,000	Gasoline/Fuel	185,000	185,000	185,000
418	3,180	2,000	Oil-General	2,000	2,000	2,000
2,170	2,898	2,000	Oil-Transit	2,500	2,500	2,500
119	-	500	Safety Equipment	500	500	500
370,012	343,517	376,491	Total Fleet Materials & Services	365,998	365,998	365,998
-	-	67,363	OPERATING CONTINGENCY	31,177	31,177	31,177
188,982	131,396	-	ENDING FUND BALANCE (prior year's)	-	-	-
773,267	684,831	699,917	TOTAL FLEET FUND REQUIREMENTS	654,711	654,711	654,711

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.

2018-19 Highlights

- Started conversion to MS Windows 10
- Completed City-wide gigabit VPN connection
- Deployed 14 new computers
- Processed over 600 IT Work Orders
- Replaced the primary virtual host at the Police Department
- Achieved approximately 99% server uptime

2019-20 Goals

- Complete the conversion to Windows 10 (City-wide Value – Exceptional Services)
- Complete infrastructure upgrades to MS Server 2019 (City-wide Value – Exceptional Services)
- Complete email infrastructure upgrade (City-wide Value – Exceptional Services)
- Complete the build and roll out of the City Intranet site (City-wide Value – Exceptional Services)
- Produce 99%+ server uptime (City-wide Value – Exceptional Services)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Projected	FY19-20 Budget
Effectively maintain and support computer and informational systems throughout the City	Computer Systems Supported (Computers, Laptops and MDT's, Tablets)	146	210	210	200
	Network Systems Supported (Servers)	21	21	17	23

Budget Detail

Tech Services Fund

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	TECH SERVICES FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
99,454	97,138	57,867	BEGINNING BALANCE (Cash Carryover)	54,368	54,368	54,368
REVENUE						
1,519	-	-	Miscellaneous-Income	-	-	-
1,159	1,543	1,200	Interest Revenues	1,500	1,500	1,500
303,589	280,904	306,681	Internal Revenue-Tech Services	362,475	362,475	362,475
306,268	282,447	307,881	Total Tech Revenue	363,975	363,975	363,975
405,722	379,585	365,748	TOTAL TECH FUND RESOURCES	418,343	418,343	418,343
REQUIREMENTS FOR TECH SERVICES						
PERSONNEL SERVICES						
55,681	55,787	58,999	Regular Salaries and Wages	67,405	67,405	67,405
-	-	-	Overtime	-	-	-
-	10,473	9,196	Insurance Benefits	9,969	9,969	9,969
-	5,350	5,050	Taxes/Other	6,476	6,476	6,476
-	13,960	14,543	PERS Contributions	19,123	19,123	19,123
27,471	-	-	Employee Benefits	-	-	-
83,152	85,570	87,788	Total Tech Personnel Services	102,973	102,973	102,973
1.0	1.0	1.1	FTE	1.1	1.1	1.1
MATERIALS & SERVICES						
115,408	115,142	116,200	Technical Consultant	116,200	116,200	116,200
-	-	-	Copier Lease & Usage	750	750	750
66,686	55,209	52,000	Communications	52,000	52,000	52,000
6,836	5,101	9,300	Web Page	18,960	18,960	18,960
154	185	1,200	Travel & Training	1,200	1,200	1,200
9,616	14,413	22,661	Fees & Dues	24,580	24,580	24,580
1,965	1,142	2,556	Internal Charge-Facilities	2,383	2,383	2,383
2,901	4,964	6,000	Supplies & Services	6,000	6,000	6,000
203,567	196,156	209,917	Total Tech Materials & Services	222,073	222,073	222,073
CAPITAL OUTLAY						
21,864	18,079	37,500	Computer Equipment	47,045	47,045	47,045
-	-	-	New City Website	30,000	30,000	30,000
21,864	18,079	37,500	Total Tech Capital Outlay	77,045	77,045	77,045
-	-	30,543	OPERATING CONTINGENCY	16,252	16,252	16,252
97,138	79,780	-	ENDING FUND BALANCE (prior year's)	-	-	-
405,722	379,585	365,748	TOTAL TECH SERVICES REQUIREMENTS	418,343	418,343	418,343

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.

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	SEWER COMBINED FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
4,974,250	4,405,135	4,336,674	BEGINNING BALANCE (Cash Carryover)	6,150,644	6,150,644	6,150,644
REVENUE						
-	-	2,000	Miscellaneous Fees	1,500	1,500	1,500
-	-	5,300	Sewer Tap Fees	8,000	8,000	8,000
3,951,063	4,149,143	4,210,000	Utility Charges for Service	4,250,000	4,250,000	4,250,000
22,417	43,232	-	Miscellaneous Revenue	-	-	-
52,552	64,876	54,000	Interest Revenues	100,000	100,000	100,000
4,026,032	4,257,251	4,271,300	Total Sewer Revenue	4,359,500	4,359,500	4,359,500
TRANSFERS IN						
-	-	100,000	Transfer from Street Fund	50,000	50,000	50,000
-	414,313	414,000	Transfer from SDC Fund	310,000	310,000	310,000
-	414,313	514,000	Total Sewer Transfers In	360,000	360,000	360,000
9,000,281	9,076,699	9,121,974	TOTAL SEWER COMBINED FUND RESOURCES	10,870,144	10,870,144	10,870,144

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.

2018-19 Highlights

- Passed all treatment plant lab quality assurance/quality control testing standards as set by DEQ
- Maintained the treatment plant appearance, operations and regulatory testing requirements without any major breakdowns or violations
- Completed cost saving in house improvements

2019-20 Goals

- Maintain discharge compliance and infrastructure while continuing to seek in house opportunity's to improve quality and efficiency of plant operations. (City-wide Goal – Public Services)
- Continue operator training, testing, and reporting for updated ongoing discharge requirements (City-wide Goal – Public Services)
- Continue with industrial/commercial facility inspections, monitor/improve BMP agreements and start background sampling local limits for industrial dischargers (City-wide Goal – Public Services)

Performance Measures

Strategy	Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Projected
Maintain compliance of the NPDES permit conditions and facility's infrastructure	Construction meetings for CIP projects	2x per month	2x per month	No CIP Projects
	Meetings and training on required NPDES updates and certifications	17	14	8
	Maintain WWTP equipment and infrastructure	Daily	Daily	Daily
	Commercial/Industrial inspections, compliance monitoring and reports	108 inspections 1 DEQ report	160 inspections 6 BMP/Permits	79 Inspections 7 BMP/Permits

Budget Detail

Sewer Combined Fund - WWTP

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	SEWER COMBINED FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR WASTE WATER TREATMENT PLANT						
PERSONNEL SERVICES						
379,201	370,757	477,651	Regular Salaries and Wages	425,846	425,846	425,846
2,857	38,470	4,000	Overtime	40,000	40,000	40,000
-	108,165	104,713	Insurance Benefits	101,927	101,927	101,927
-	42,436	55,387	Taxes/Other	64,996	64,996	64,996
-	80,895	93,423	PERS Contributions	108,969	108,969	108,969
218,239	-	-	Employee Benefits	-	-	-
2,000	2,000	2,000	Clothing Allowance	2,000	2,000	2,000
602,297	642,723	737,174	Total WWTP Personnel Services	743,738	743,738	743,738
4.8	5.0	5.5	FTE	5.1	5.1	5.1
MATERIALS & SERVICES						
-	-	23,000	Professional Services	15,000	15,000	15,000
107,281	108,745	149,000	Disposal Services	149,000	149,000	149,000
-	24	500	Street Repairs	-	-	-
42,069	35,056	46,000	Maintenance Operations	42,000	42,000	42,000
16,720	19,127	20,000	Pump and Motor Repair	20,000	20,000	20,000
576	897	1,800	Grounds Maint	1,800	1,800	1,800
9,870	13,590	20,000	Effluent Testing	20,000	20,000	20,000
1,969	2,309	2,500	Sludge Testing	2,500	2,500	2,500
1,496	2,347	1,800	Pretreatment Testing	7,000	7,000	7,000
1,616	1,353	2,000	Communications	1,600	1,600	1,600
-	-	-	Copier Lease & Maintenance	400	400	400
2,670	720	3,500	Travel & Training	3,500	3,500	3,500
1,429	862	2,100	Membership Dues & Fees	2,300	2,300	2,300
15,135	15,437	22,000	NPDES Permit Fees	22,000	22,000	22,000
14,122	15,934	15,263	Internal Charge-Fleet	15,159	15,159	15,159
897	521	10,453	Internal Charge-Facilities	1,088	1,088	1,088
20,811	18,517	16,893	Internal Charge-Tech Services	22,016	22,016	22,016
5,683	4,969	14,200	Supplies & Services	6,200	6,200	6,200
1,171	910	2,100	Safety Supplies	1,800	1,800	1,800
665	156	500	Tools & Equipment	500	500	500
9,438	4,680	4,000	Computer Supplies	7,000	7,000	7,000
5,018	4,663	6,000	Bldg Cleaning Service	6,000	6,000	6,000
11,707	8,594	12,500	Lab Equipment & Chemicals	11,000	11,000	11,000
5,076	5,713	7,000	Bulk Chemicals	7,000	7,000	7,000
51,326	34,468	57,000	Lime	52,000	52,000	52,000
7,436	7,590	8,000	Biosolids - Polymer	7,500	7,500	7,500
94,330	94,977	98,000	Utilities	98,000	98,000	98,000
428,512	402,158	546,109	Total WWTP Materials & Services	522,363	522,363	522,363
CAPITAL OUTLAY						
-	-	-	Building	7,500	7,500	7,500
17,852	5,981	20,000	Vehicles & Equipment	27,500	27,500	27,500
-	-	-	Outfall Pipe Replacement	160,000	160,000	160,000
-	-	-	New Primary Clarifier & Support Systems	1,365,000	1,365,000	1,365,000
1,520,853	558,539	-	Sludge Storage and Conditioning	-	-	-
1,538,704	564,520	20,000	Total WWTP Capital Outlay	1,560,000	1,560,000	1,560,000
2,569,513	1,609,401	1,303,283	TOTAL WWTP REQUIREMENTS	2,826,101	2,826,101	2,826,101

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.

2018-19 Highlights

- Cleaned 35,429 feet of sanitary main lines
- Videoed 14,900 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
- Completed the NE 11th and N Pine Lift Station – Pump Station Removal and Improvement

2019-20 Goals

- Install south Ivy Street Pump Station (City-wide Goal – Public Services)
- Upsize South Ivy Street sewer main (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)
- Update the Sewer Master Plan (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 Actuals	FY18-19 Projected	FY19-20 Budget
Maintain the sewer system to meet all DEQ requirements	Total feet of sanitary lines	248,160	248,160	259,920	264,920
	Percentage of lines cleaned	10%	10%	8.5%	15%
	Percentage of lines video inspected	5%	5%	5%	5%
	Number of overflows or backups	0	0	0	0
	Percentage of businesses inspected and in compliance with city's FOG Program	100%	100%	100%	100%
	Percentage of manholes inspected	50%	50%	50%	10%

Budget Detail

Sewer Combined Fund - Collections

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	SEWER COMBINED FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR SEWER COLLECTIONS						
PERSONNEL SERVICES						
178,592	166,176	189,571	Regular Salaries and Wages	190,761	190,761	190,761
5,087	4,412	3,500	Overtime	3,000	3,000	3,000
-	42,661	57,946	Insurance Benefits	46,913	46,913	46,913
-	23,317	29,941	Taxes/Other	29,456	29,456	29,456
-	27,744	39,949	PERS Contributions	40,052	40,052	40,052
106,313	-	-	Employee Benefits	-	-	-
1,200	1,200	1,600	Clothing Allowance	1,200	1,200	1,200
291,192	265,510	322,507	Total Collections Personnel Services	311,382	311,382	311,382
2.7	2.6	3.3	FTE	2.8	2.8	2.8
MATERIALS & SERVICES						
11,964	3,743	10,000	Consultant Engineer	10,000	10,000	10,000
895	200	1,000	Software Maint	-	-	-
11,791	3,620	12,000	Lateral Repair	12,000	12,000	12,000
7,914	1,248	10,000	Lift Station Maint	10,000	10,000	10,000
5,516	3,455	3,500	Lift Station Telemetry	4,000	4,000	4,000
5,389	1,495	10,000	Collection System Maint	10,000	10,000	10,000
-	92	1,000	Equipment Rental	-	-	-
1,856	1,887	530	Copier Lease & Maint	1,800	1,800	1,800
1,324	828	1,470	Communications	1,000	1,000	1,000
-	-	500	Publications	-	-	-
2,744	2,531	4,200	Travel & Training	4,500	4,500	4,500
160	408	250	Membership Dues & Fees	250	250	250
23,129	6,216	17,642	Internal Charge-Fleet	18,191	18,191	18,191
8,335	4,842	20,127	Internal Charge-Facilities	10,107	10,107	10,107
4,896	1,696	991	Internal Charge-Tech Services	1,333	1,333	1,333
5,297	7,123	5,500	Supplies & Services	7,500	7,500	7,500
1,720	1,170	4,000	Small Tools	4,000	4,000	4,000
6	-	300	Cleaning/Supplies	-	-	-
994	784	1,000	Safety Supplies	1,000	1,000	1,000
5,727	6,098	6,500	Utilities-Lift Stations	7,300	7,300	7,300
99,657	47,435	110,510	Total Collections Materials & Services	102,981	102,981	102,981
CAPITAL OUTLAY						
145,165	15,012	-	Vehicles & Equipment	-	-	-
810	-	-	34th St Pump Station	-	-	-
34,433	329,071	-	Willow Creek Lift Station Replace	-	-	-
149,063	934,120	-	Mulino Road Pump Station & Force Main	-	-	-
-	139,618	476,000	NE 11th and N Pine Lift Station Removal	-	-	-
-	5,083	500,000	S Ivy Pump Station & Extension	964,917	964,917	964,917
-	1,980	48,000	NE 10th Ave Sewer Extention	-	-	-
329,470	1,424,882	1,024,000	Total Collections Capital Outlay	964,917	964,917	964,917
720,319	1,737,828	1,457,017	TOTAL COLLECTIONS REQUIREMENTS	1,379,280	1,379,280	1,379,280

Stormwater Department

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

2018-19 Highlights

- Performed monthly street sweeping
- Installed 10 new G-2 catch basins
- Cleaned 10 drywells
- Installed a drywell at S Elm St.
- Updated the storm system at NE 4th Ave.

2019-20 Goals

- Install drywell at Maple Street Park (City-wide Goal – Public Services)
- Update the Stormwater Master Plan (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 Actuals	FY18-19 Projected	FY19-20 Budget
Maintain the stormwater system, meeting all DEQ requirements	Feet of new storm lines installed	810	4,707	6,655	9,655
	Percentage of system videoed	1%	1%	5%	5%
	Percentage of storm lines cleaned	2%	2%	5%	5%
	Catch basins replaced	10	10	10	8
	Percentage of catch basins cleaned	10%	10%	10%	10%

Budget Detail

Sewer Combined Fund - Stormwater

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	SEWER COMBINED FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS FOR STORMWATER						
PERSONNEL SERVICES						
199,313	139,587	120,839	Regular Salaries and Wages	127,853	127,853	127,853
-	2,583	3,000	Overtime	500	500	500
-	44,023	23,558	Insurance Benefits	26,554	26,554	26,554
-	17,513	14,877	Taxes/Other	16,991	16,991	16,991
-	22,036	20,939	PERS Contributions	27,075	27,075	27,075
128,338	-	-	Employee Benefits	-	-	-
327,651	225,742	183,213	Total Stormwater Personnel Services	198,973	198,973	198,973
2.8	2.1	1.6	FTE	1.8	1.8	1.8
MATERIALS & SERVICES						
7,083	9,478	10,000	Consultant Engineer	10,000	10,000	10,000
-	200	700	Software Maint	700	700	700
-	8,747	6,000	Catch Basin Repair	6,000	6,000	6,000
13,585	14,849	20,000	Storm System Maintenance	20,000	20,000	20,000
3,329	12,964	-	Willow Creek Storm Maintenance	-	-	-
-	-	250	Equipment Rental	250	250	250
693	626	240	Copier Lease & Maint	240	240	240
6,681	5,173	2,700	Storm Water Analysis	2,700	2,700	2,700
1,456	1,098	1,270	Communications	1,500	1,500	1,500
-	-	1,000	Publications	-	-	-
696	904	1,400	Travel & Training	2,000	2,000	2,000
647	1,303	350	Membership Dues & Fees	1,000	1,000	1,000
8,335	4,842	20,127	Internal Charge-Facilities	10,107	10,107	10,107
3,963	2,685	3,000	Supplies & Services	4,000	4,000	4,000
1,508	-	2,000	Small Tools	2,000	2,000	2,000
110	300	600	Safety Supplies	600	600	600
425	240	-	GPS Mapping Project	-	-	-
48,510	63,408	69,637	Total Stormwater Materials & Services	61,097	61,097	61,097
CAPITAL OUTLAY						
-	-	-	Logging Rd Trail Culvert Replacement	15,000	15,000	15,000
-	-	10,000	Comprehensive Survey of Existing System	-	-	-
-	771	9,000	NW 9th Avenue, N Holly to N Ivy Streets	-	-	-
-	771	9,000	SW 13th Ave & Elm St	-	-	-
-	771	12,000	NE 4th Ave, Dry Well	-	-	-
31,847	-	-	N Redwood Storm Drain Improvement, Phase 2	-	-	-
31,847	2,313	40,000	Total Stormwater Capital Outlay	15,000	15,000	15,000
408,007	291,462	292,850	TOTAL STORMWATER REQUIREMENTS	275,070	275,070	275,070

Not Allocated

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	SEWER COMBINED FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
33,253	23,311	30,539	Regular Salaries and Wages	23,642	23,642	23,642
-	7,851	10,882	Insurance Benefits	7,796	7,796	7,796
-	2,314	2,623	Taxes/Other	2,303	2,303	2,303
-	3,694	4,766	PERS Contributions	4,634	4,634	4,634
18,303	-	-	Employee Benefits	-	-	-
51,556	37,170	48,810	Total Sewer Not Allocated Personnel Services	38,375	38,375	38,375
0.5	0.4	0.5	FTE	0.4	0.4	0.4
MATERIALS & SERVICES						
9,750	-	37,500	Rate Studies and Master Plans	-	-	-
40,711	42,278	42,000	Sewer Billing	38,000	38,000	38,000
280,828	290,555	295,000	Franchise Fee	298,000	298,000	298,000
331,289	332,833	374,500	Total Sewer Not Allocated Materials & Services	336,000	336,000	336,000
DEBT SERVICE						
280,000	295,000	-	Sewer Bond Princ-08	-	-	-
17,050	5,900	-	Sewer Bond Int-08	-	-	-
297,050	300,900	-	Total Sewer Not Allocated Debt Service	-	-	-
TRANSFERS OUT						
129,119	155,539	170,507	O/H Transfer to General Fund-WWTP	161,886	161,886	161,886
47,911	53,548	50,902	O/H Transfer to General Fund-Collections	50,115	50,115	50,115
40,383	44,651	35,569	O/H Transfer to General Fund-Stormwater	32,064	32,064	32,064
-	-	210,000	Transfer to Street Fund	220,000	220,000	220,000
217,413	253,738	466,978	Total Sewer Not Allocated Transfers Out	464,065	464,065	464,065
-	-	235,000	OPERATING CONTINGENCY	235,000	235,000	235,000
897,308	924,641	1,125,288	TOTAL REQUIREMENTS NOT ALLOCATED	1,073,440	1,073,440	1,073,440
-	-	4,943,536	RESERVED FOR FUTURE EXPENDITURE	5,316,253	5,316,253	5,316,253
4,405,135	4,513,368	-	ENDING FUND BALANCE (prior year's)	-	-	-
9,000,281	9,076,699	9,121,974	TOTAL SEWER COMBINED FUND REQUIREMENTS	10,870,144	10,870,144	10,870,144

This page intentionally left blank

Appendix

Personnel FTE Comparison to Prior Years

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Budget	2018-19 Projected	2019-20 Budget
Administration	4.0	3.7	4.5	4.4	5.2	3.5
HR & Risk Management	-	-	-	-	-	0.9
Finance	2.8	2.6	3.0	3.1	3.5	3.4
Court	2.7	2.7	2.8	4.1	3.5	3.6
Planning	1.3	1.2	1.8	2.2	3.0	2.2
Building	0.3	0.2	0.3	0.4	0.2	0.2
Police	27.8	26.5	27.9	29.8	29.4	30.0
Parks	3.4	3.9	4.3	5.9	6.9	6.7
Cemetery	0.2	0.1	0.9	1.4	1.3	1.2
Economic Development	3.4	3.3	2.9	3.2	2.6	2.5
General Fund Total	45.7	44.4	48.3	54.5	55.6	54.2
Library	8.4	8.3	9.0	9.0	9.2	9.1
Transit	2.7	2.7	2.6	3.3	2.5	4.2
Swim Center	9.2	8.7	9.1	8.9	9.2	9.2
Streets	6.2	5.5	5.3	6.8	6.2	6.4
Transient Room Tax	-	-	-	-	-	0.1
Facilities	1.2	0.3	0.6	1.2	1.1	1.2
Fleet	2.3	2.4	2.0	2.3	2.0	2.1
Tech Services	1.0	1.0	1.0	1.1	1.1	1.1
WWTP	5.1	4.8	5.0	5.5	5.1	5.1
Sewer Collections	3.0	2.7	2.6	3.3	2.2	2.8
Sewer Stormwater	2.7	2.8	2.1	1.6	1.2	1.8
Unallocated (Sewer)	0.6	0.5	0.4	0.5	0.3	0.4
Sewer Fund Total	11.4	10.9	10.1	10.9	8.9	10.1
City-wide Total	87.9	84.0	88.0	97.7	95.7	97.8

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

FTE Allocations

Department	FTE	General	Street	Sewer	Tech	Transit
Administration						
City Administrator	1.08	60%	15%	25%		
City Recorder	1.00	100%				
City Attorney	1.00	100%				
Office Specialist II	1.10	100%				
HR & Risk Management						
Assistant City Administrator	1.00	65%	10%	15%	10%	
Confidential Admin Assistant	1.00	100%				
Finance						
Finance Director	1.00	100%				
Office Specialist IV	1.00	80%				20%
Purchasing & Accounting Specialist	1.00	100%				
Office Specialist III	1.00	75%				25%
Office Specialist III	1.00	33%	27%	35%		5%
Court						
Municipal Judge	0.25	100%				
Court Supervisor	1.00	100%				
Municipal Court Clerk II	1.50	100%				
Court Services Officer	0.20	100%				
Planning						
Planning Director	1.00	50%	20%	30%		
Senior Planner	1.00	50%	25%	25%		
Associate Planner	1.00	85%	5%	10%		
Office Specialist II	1.00	50%	20%	30%		
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 III	2.00	100%				
Parks						
Park Lead	1.00	96%	3%	1%		
Maintenance Worker III	2.00	92%	7%	1%		
Maintenance Worker II	2.00	78%	14%	2%		
Maintenance Worker I	2.00	91%	85%	1%		
PT/Seasonal	1.16	94%	5%	1%		
Economic Development						
Economic Development Director	1.00	100%				
Main Street Manager	1.00	100%				

Department	FTE	Transit	Library	Swim	Tech		
Transit							
Transit Director	2.00	100%					
Office Specialist III	1.00	100%					
Office Specialist II	0.66	100%					
Library							
Library Director	1.00		100%				
Library Supervisor	1.00		100%				
Tech Ref Librarian/Youth Services	1.00		100%				
Office Specialist II	4.00		100%				
Office Specialist I	0.90		100%				
Library Page	1.23		100%				
Pool							
Aquatics Program Manager	1.00			100%			
Swim Operator	1.00			100%			
Swim Instructor	1.00			100%			
Head Lifeguard	1.96			100%			
Lifeguard II/Instructor II	0.20			100%			
Lifeguard I/Instructor I	3.95			100%			
Tech Services							
Office Specialist II	1.00				100%		
	FTE	General	Street	Sewer	TRT	Facility	Fleet
Public Works							
Public Works Supervisor	1.00		60%	30%	5%	5%	
Facilities							
Maintenance Worker III	1.00				5%	95%	
Fleet							
Lead Mechanic	1.00						100%
Mechanic	1.00						100%
Street/Collections/Storm							
Maintenance Worker III	2.00		45%	55%			
Maintenance Worker II	2.00		70%	30%			
Maintenance Worker I	2.00		40%	54%		6%	
Office Specialist III	1.00	33%	25%	19%		12%	11%
PT/Seasonal	0.58		50%	50%			
WWTP							
Operator Lead	1.00			100%			
Pre-Treatment Coordinator	1.00			100%			
Operator III	3.00			100%			
Total FTE for FY17-18	97.8						

Salary Schedules

Non-Represented (Management, Supervisory & Confidential) - Effective July 1, 2019

Position	Range	Minimum Monthly	Maximum Monthly
Confidential Administrative Assistant	1	\$3,571	\$4,743
Main Street Manager	2	4,071	5,407
	3	4,641	6,164
Aquatics Program Manager Library Supervisor Administrative Supervisor Court Supervisor	4	5,244	6,965
City Recorder	5	5,769	7,662
PW Supervisor	6	6,288	8,352
	7	6,476	8,602
Library Director Transit Director	8	6,800	9,032
Economic Development Director Planning Director	9	7,344	9,755
Police Lieutenant Public Works Director	10	7,858	10,104
Finance Director	11	8,330	11,064
Assistant City Administrator/HR Director Police Chief	12	8,830	11,728

Part-time, non-represented employees working <20 hours per week - Effective July 1, 2019

Position	Minimum Hourly	Maximum Hourly
Library Page	\$11.25	\$14.25
Lifeguard I Instructor I	11.25	15.08
Lifeguard II Instructor II	12.10	16.22

AFSCME - Effective July 1, 2019

Position	Monthly First Step	Monthly Last Step
Head Lifeguard	\$2,462	\$3,175
Office Specialist I	3,274	4,222
Library Coordinator Tech Ref Librarian/Youth Services Municipal Court Clerk I Office Specialist II	3,453	4,453
Mechanic Tech I Parks Maintenance Worker Swim Instructor Maintenance Worker I	3,565	4,597
Maintenance Worker II	3,839	4,951
Municipal Court Clerk II	3,933	5,072
Planning Tech Code Enforcement/Evidence Tech	4,130	5,326
Maintenance Worker III	4,167	5,373
Operator I Pre-Treatment Tech Facilities Maintenance Tech	4,297	5,541
Office Specialist III	4,378	5,646
User Service Tech.	4,431	5,714
Mechanic Librarian Purchasing and Accounting Specialist Economic Development & Tourism Coordinator	4,528	5,839
Swim Operator	4,677	6,031
Operator II	4,722	6,089
Lead Mechanic Parks & Public Works Lead	4,953	6,387
Office Specialist IV	5,127	6,611
Operator III Pre-Treatment Coordinator	5,166	6,662
Associate & Project Planner	5,215	6,725
Operator Lead	5,320	6,860
Senior Planner	5,699	7,349
Canby Police Association – Effective July 1, 2018		
Police Patrol	\$5,404	\$6,798
Sergeant	6,546	8,235

Overhead and Internal Charges

Combined Internal Charges and Overhead Summary 2019-2020

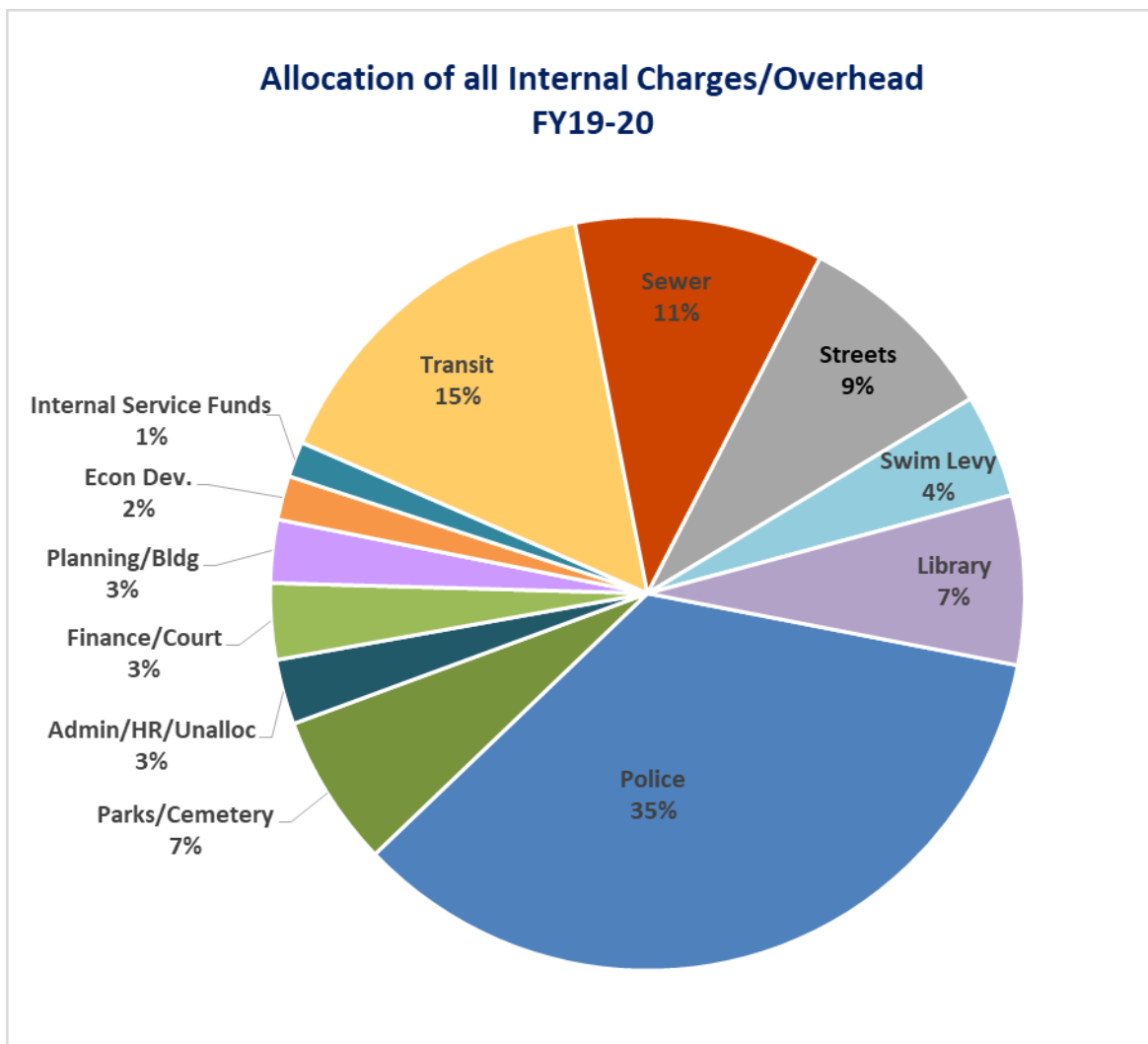
	Facilities	Tech	Fleet	Admin Overhead	FY19-20 Total	FY18-19 Budget	Variance % YR over YR budget
Admin	9,130	25,529	3,032	-	37,691	42,686	-11.70%
HR	2,844	5,902	-	-	8,746	-	
Unallocated*	37,916	-	-	-	37,916	40,672	-6.78%
Court	3,961	14,281	-	64,444	82,686	127,370	-35.08%
Planning	3,376	30,040	-	44,289	77,705	62,506	24.32%
Parks	22,743	3,237	30,318	121,017	177,315	141,901	24.96%
Building	397	-	-	3,689	4,086	11,250	-63.68%
Police	63,163	143,103	200,098	646,051	1,052,415	965,344	9.02%
Cemetery	-	1,999	-	18,305	20,304	16,564	22.58%
Finance	4,329	11,804	-	-	16,133	17,261	-6.53%
Economic Dev	3,490	6,568	-	46,897	56,955	79,435	-28.30%
Library	52,958	29,634	-	136,707	219,299	205,053	6.95%
Streets	22,875	15,707	103,081	124,653	266,316	248,071	7.35%
Fleet	31,769	8,879	-	-	40,648	50,141	-18.93%
Facilities	-	-	3,000	-	3,000	3,500	-14.29%
Tech Services	2,383	-	-	-	2,383	2,556	-6.77%
Transit	5,296	32,422	236,480	190,668	464,866	436,260	6.56%
Swim Levy	-	10,023	-	124,096	134,119	96,045	39.64%
WWTP	1,088	22,016	15,159	161,886	200,149	213,116	-6.08%
Collections	10,107	1,333	18,191	50,115	79,746	96,662	-17.50%
Storm	10,107	-	-	32,064	42,171	55,696	-24.28%
Total	287,933	362,475	609,360	1,764,881	3,024,649	2,912,089	3.87%

General 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
Administration, City Attorney & Finance	Costs are allocated based on a % of budgeted operating expense (personnel services + materials and services; capital outlay is excluded to promote consistency from year to year)	



Financial Policies

Purpose

In order to carry out the mission of the City of Canby and support the City's values, this set of financial policies has been created by the City of Canby.

The purpose of these financial policies is to provide a cohesive long term approach to financial management of the City of Canby. These policies establish a means for guiding today's financial decisions in order to achieve the mission of the City of Canby in a manner that reflects the City's values.

Goal

The goal of these policies is to provide the financial stability needed to navigate through economic changes, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.

Responsibilities

1. **Stewardship:** The City of Canby is a steward of public funds. These funds are entrusted to the City through the payment of taxes, fees, and fund transfers from other governments. The City of Canby is responsible for using all funds efficiently and effectively and for the purposes for which they were intended.
2. **Asset Protection:** The assets of the City of Canby exist in a variety of forms. All these assets must be protected through an effective accounting and internal control system. The system must track assets and document the costs of acquisition, maintenance, and replacement.
3. **Legal Conformance:** The City of Canby is subject to federal, state, and local statutes and rules regarding purchasing, entering into debt, budgeting, accounting, and auditing: regulations that govern virtually all financial transactions. The City also voluntarily enters into contracts which include significant financial and operational covenants. The City of Canby is responsible for conforming to laws, rules, and covenants to which it is subject.
4. **Standards:** The Government Finance Officers Association (GFOA) and the Governmental Accounting Standards Board (GASB) set policies and guidelines for public sector accounting and financial reporting. The City of Canby is responsible for adhering to the requirements of these organizations and for seeking guidance from policies, standards and best practices set forth by these organizations.
5. **Authority:** The Canby City Council is the sole authority for deleting, modifying, or adding to these policies. Periodically, the Council may engage the Budget Committee to review and update these policies.

Policy 1 - Funds

1. The City of Canby will maintain an orderly and logical fund structure that provides ready access to financial information.
2. The City of Canby will conform to Generally Accepted Accounting Principles (GAAP) and the Government Finance Officers Association's best practices for establishing and maintaining funds.
3. The City of Canby will establish and maintain those funds required by law and sound financial administration. Acknowledging that unnecessary funds result in inflexibility, complexity, and inefficient financial administration, only the minimum number of funds consistent with legal and operating requirements will be established.
4. The criteria for establishing a new fund are variable, but include triggers such as;
 - a. Implementation of a new legally dedicated revenue stream with concurrent service.
 - b. The need for increased clarity of financial information.
 - c. The establishment of a new enterprise.
 - d. Covenants embodied in financing agreements.
 - e. Changes in state law or financial management/accounting standards.
5. Only the Canby City Council has the authority to create or delete funds. The Council shall create or delete funds by resolution.

Policy 2 - Budgeting

1. The City of Canby budget process shall consist of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.
2. The purpose of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process.
3. The City of Canby budget process shall:
 - a. Incorporate a long term perspective
 - b. Establish linkages to broad organizational goals
 - c. Focus budget decisions on results and outcomes
 - d. Involve and promote effective communication with stakeholders
 - e. Utilize efficiency measures whenever possible to reduce costs and/or improve productivity in the organization
4. All budgetary procedures will conform to federal, state, and local regulations. Oregon budget law requires each local government to prepare a balanced budget.
5. A cost allocation plan will be developed and incorporated into the City of Canby budget. The cost allocation plan will be the basis for distribution of general government and internal service costs to other funds, divisions, and capital projects.
6. The Canby City Council shall adopt the budget at the legal level of control as prescribed in Oregon Budget Law.
7. Inter-fund loans shall be documented in a resolution that cites the terms of the loan.
8. Oregon budget law provides a means to adjust the budget for emergency expenditures or unforeseen circumstances. All resolutions adjusting the budget will be prepared by the Finance department for City Council approval to ensure compliance with budget laws.
9. A mid-year review process will be conducted by the City Administrator and Finance Director in order to make any necessary adjustments to the adopted budget.
10. In the City's effort to strive for excellence, the City of Canby will make an effort to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association (GFOA).
11. Reports comparing actual to budgeted expenditures will be prepared quarterly by the Finance Department and distributed to the City Council, Budget Committee, City Administrator and Department Directors.

Policy 3 - Revenue

1. City of Canby revenues are either unrestricted or dedicated. Unrestricted revenues can be used for any lawful purpose. Dedicated revenues are restricted in the ways they can be used by federal or state regulations, contractual obligations, or by City Council action. The City of Canby will adhere to the restrictions applied to dedicated revenues.
2. The City of Canby will maintain a diversified revenue stream that is managed strategically to mitigate the impact of short term fluctuations in any revenue source.
3. The City of Canby will identify sustainable revenue levels and, to the extent possible, current operations will be funded by current sustainable revenues.
4. One-time revenues will be used for one-time expenditures or as contributions to reserves and will not, as a general practice, be used to pay for established services.
5. The City of Canby will not respond to long-term revenue shortfalls with deficit financing and borrowing to support established services. Expenses will be reduced and/or revenues will be increased to conform to the long-term revenue forecasts.
6. During the budget process, the Canby City Council will identify those programs which are to be supported in whole or in part by cost recovery and ensure that revenue collections reflect the cost of providing associated services by adjusting fees accordingly.
7. The City of Canby may charge fees for services where such an approach is permissible, and where a limited and specific group of beneficiaries who can pay such charges is identifiable.
8. 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.
9. New or expanded unrestricted revenue streams should first be applied to support existing programs. When existing programs are adequately funded, such revenue may be used as contributions to reserves or to fund new or expanded programs.
10. Annually the City will review the Master Fee Schedule related to the appropriateness of current operations.

Policy 4 - Expenditures**Controls**

1. By resolutions, the City Council will establish a purchasing policy that generally conforms to state and federal statutory requirements for purchasing and contracting and invests the City Administrator with purchasing and contracting authority.
2. By Budget and Supplemental Budget Resolutions, the City Council shall establish and limit expenditure appropriations by statutory categories. The City Administrator shall be responsible for limiting expenditures to those appropriation levels.

Specific Expenditures

1. **Personal Services.** Pursuant to the City Charter, the City Administrator or designee is responsible for the management of employee staffing and compensation. The City Administrator or designee shall negotiate salaries and benefits for represented employee groups in conformance with the Oregon Public Employees Collective Bargaining Act and the Employee Relations Board decisions and arbitration decisions that emanate from the Act.
2. **Capital Outlay.** By resolution, the City Council shall define the characteristics of a capital asset by specifying the minimum purchase price and minimum term of service. The City will provide for adequate maintenance of Capital Assets. The City will maintain vehicle and equipment replacement schedules based upon recognized, industry-standards for the useful life of such assets.
3. **Capital Improvement Plan.** The City Administrator or designee will prepare a five-year Capital Improvement Plan (CIP) annually and submit it to the City Council for approval via resolution. Whenever Capital Improvement expenditures will result in increases to future operating expenses or asset replacement contributions, estimates of those impacts shall be incorporated into the long term financial plan. The CIP shall include but not be limited to; project descriptions, project summary outlines, estimated project costs, and future impacts related to ongoing maintenance.

Policy 5 - Revenue Constraints and Fund Balance

Nature of Constraints

The City of Canby will maintain the following categories of revenue constraints in conformance with GASB 54. Fund Balances shall be accounted for on the basis of these categories.

1. **Non-spendable.** Assets that are not in a spendable form or are required to be maintained intact.
2. **Restricted.** Cash that can be spent only for specific purposes stipulated by third parties or by statutes. Only the constraining party can lift constraints on Restricted funds.
3. **Committed.** Cash that can be used only as directed by formal action of City Council. Council action may be in the form of a motion or resolution. Only the City Council can lift constraints on committed funds. Such a change must be made using the same action that established the constraint.
4. **Assigned.** Cash the City intends to use for specific purposes. The City Council delegates the authority to create this constraint to the City Administrator. In addition, for all funds except the general fund, all cash not in one of the Non-spendable, Restricted, or Committed categories, or specifically assigned under this category will, by default, be assigned to this category.
5. **Unassigned.** General Fund cash that is not otherwise categorized fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications.

Other Considerations

1. **Order of Use.** If multiple categories of fund balance are applicable to an expenditure, the City shall access funds in the following order: Restricted, Committed, Assigned, Unassigned.
2. **Purpose of Special Revenue Funds.** Special Revenue funds are general government funds created to track the use of dedicated revenues. The City legislation creating a special revenue fund will specify which specific revenues and other resources are authorized to be reported in the fund.
3. **Fund Balance.** Unrestricted fund balance is the sum of Committed, Assigned and Unassigned fund balance in any individual fund. In the General Fund, the City will strive to maintain an Unrestricted fund balance between 30% and 40% of annual operating revenue. If the fund balance falls below 30% of annual operating revenue a plan will be created outlining how and when the fund balance will be replenished.

Policy 6 - Continuing Disclosure**Continuing Disclosure In General**

Issuers of municipal securities and entities working on their behalf disclose material information to the marketplace such as annual financial information and material event notices. The continuing disclosure service of EMMA collects continuing disclosure documents from the issuer community and makes them available to the public for free through EMMA.

In conformance with the “Continuing Disclosure Certificate” entered into by the City of Canby in bond issuances, the City shall comply with Rule 15c2-12 of the Securities Exchange Act of 1934 (Exchange Act). As noted above, these disclosures generally are divided between submissions made to update financial or operating information about the issuer and notices that disclose the occurrence of specific events that may have an impact on the bonds. These disclosures are described below.

City Responsibility

The Finance Director shall be responsible for adhering to the City’s Continuing Disclosure Obligations. Disclosures are handled by Bank of New York Mellon as a part of our bond agreements.

Debt

The City will borrow only to finance capital assets. The City will not borrow for operating purposes.

No bonds will mature more than 20 years from the date of issuance. No debt will be issued with a life exceeding the estimated useful life of the capital assets being financed. Repayment sources are identified for every debt prior to issuance.

Rule 15c2-12 Disclosures

Rule 15c2-12 requires, for most new offerings of municipal securities, that the following types of information be provided to the MSRB’s EMMA system:

1. Financial or operational information
 - a. Annual financial information concerning issuers or other obligated persons, or other financial information and operating data provided by issuers or other obligated persons
 - b. Audited financial statements for issuers or other obligated persons, if available

Policy 6 - Continuing Disclosure (continued)

2. Event Notices
 - a. Principal and interest payment delinquencies
 - b. Non-payment related defaults, if material
 - c. Unscheduled draws on debt service reserves reflecting financial difficulties
 - d. Unscheduled draws on credit enhancements reflecting financial difficulties
 - e. Substitution of credit or liquidity providers, or their failure to perform
 - f. Adverse tax opinions, Internal Revenue Service (IRS) notices or material events affecting the tax status of the security
 - g. Modifications to rights of security holders, if material
 - h. Bond calls, if material
 - i. Tender offers
 - j. Defeasances, release, substitution, or sale of property securing repayment of the securities, if material
 - k. Rating changes
 - l. Bankruptcy, insolvency, receivership or similar event;
 - m. Merger, consolidation, or acquisition, if material; and appointment of a successor or additional trustee, or the change of name of a trustee, if material
 - n. Notices of failures to provide annual financial information on or before the date specified in the written agreement

Glossary & Acronyms

Accrual basis – Method of accounting that recognizes the financial effect of transactions, events, and interfund activity when they occur, regardless of the timing of related cash flows.

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.

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 Clackamas County.

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

Audit – Annual review of City financial transactions by an independent audit firm.

Balanced Budget – Ongoing revenues meet or exceed ongoing expenses

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 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.

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

CPA - Canby Police Association, one of the union organizations representing the bargaining employees of the Police Department.

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.

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, 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.

Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital project funds, and permanent funds.

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 - 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.

Personnel Services - Expenditures for payroll, payroll taxes, and employee benefits.

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.

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.

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

Required Notices and Filings**Notice of Budget Committee Meeting****Notice of Budget Committee Meeting
City of Canby**

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, 2019 to June 30, 2020, will be held at City Hall Council Chambers, 222 NE 2nd Ave., Canby, OR.

The first meeting will take place on May 9, 2019 at 6:00 pm and will continue on May 16, 2019 at 6:00 pm; if needed a third meeting will be held on May 23, 2019 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 will be heard for both the City's budget and the URA budget at the second meeting on May 16, 2019. Any person may appear at the meetings and provide public comment on the proposed budgets.

A copy of the budget document may be inspected or obtained on or after April 29, 2019 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.

Published April 24, 2019

105021

Notice of Budget Hearing

FORM LB-1

NOTICE OF BUDGET HEARING

FY2019-20

A public meeting of the City of Canby City Council will be held on June 18, 2019 at 7:00 p.m. at the Council Chambers, 202 NE 2nd Avenue, Canby, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 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, 202 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.

Contact: Julie Burns, Finance Director

Telephone: 503-365-0725

Email: burnsj@canbyoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	17,489,065	18,571,324	24,080,825
Fees, Licenses, Permits, Rents, Assessments & Other Service Charges	11,435,007	12,381,313	12,445,541
Federal, State and All Other Grants, Gifts, Allocations and Donations	3,646,859	4,472,895	5,299,552
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	1,823,811	4,809,957	3,523,581
All Other Resources Except Property Taxes	483,645	331,958	500,887
Property Taxes Estimated to be Received	5,310,173	5,541,800	5,795,000
Total Resources	40,157,579	45,813,485	51,749,306

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	10,320,707	11,505,044	12,155,949
Materials and Services	5,382,365	6,473,300	6,741,048
Capital Outlay	3,291,643	6,133,378	6,914,962
Debt Service	300,900	0	0
Interfund Transfers	1,311,447	4,081,730	3,135,775
Contingencies	0	1,370,323	700,581
Special Payments	0	0	40,000
Unappropriated Ending Balance and Reserved for Future Expenditure	19,648,459	16,367,625	23,078,012
Total Requirements	40,157,579	45,813,485	51,749,306

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit FTE for that unit			
Administration	1,137,358	1,126,873	611,616
FTE	4.5	4.4	3.5
HR/Work Management	0	0	569,612
FTE	0.0	0.0	0.9
Finance	464,321	476,610	560,851
FTE	3.0	3.1	3.4
Court	347,003	433,937	510,897
FTE	2.8	4.1	3.6
Planning	273,759	323,645	390,470
FTE	1.8	2.3	2.3
Building	51,047	51,347	29,099
FTE	0.1	0.4	0.2
Police	5,325,140	5,886,362	5,968,765
FTE	27.9	29.8	30.0
Parks	562,749	959,613	1,537,840
FTE	4.3	5.9	6.7
Cemetery	88,266	139,126	134,816
FTE	0.9	1.4	1.3
Economic Development	473,620	510,935	364,063
FTE	3.9	3.3	2.5
Library	882,888	957,644	990,916
FTE	6.0	6.0	6.1

Notice of Budget Hearing (Continued)

Transit	1,503,511	2,187,427	2,527,386
FTE	2.6	3.3	4.2
Swain Center	688,398	1,254,555	988,528
FTE	9.1	8.9	9.2
Streets	1,973,661	4,883,259	4,347,815
FTE	5.3	6.8	6.4
Tourism Promotion	0	0	30,270
FTE	0.0	0.0	0.0
Tourism Enhancement	0	0	12,915
FTE	0.0	0.0	0.1
Forfeiture	13,261	0	41,504
FTE	0.0	0.0	0.0
Facilities	276,196	384,295	328,506
FTE	0.6	1.2	1.2
Fleet Services	553,434	632,554	623,534
FTE	2.0	2.3	2.1
Tech Services	298,805	335,205	402,091
FTE	1.0	1.1	1.1
Wastewater Treatment	1,609,401	1,303,283	2,826,101
FTE	5.0	5.5	5.1
Collections	1,737,817	1,501,517	1,379,280
FTE	2.6	3.3	2.8
Stormwater	291,463	292,850	275,070
FTE	2.1	1.6	1.8
Net Allocated to Organizational Unit	21,717,582	22,137,190	26,448,680
FTE	0.4	0.5	0.4
Total Requirements	40,157,579	48,812,485	51,780,326
Total FTE	88.0	97.7	97.8

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The FY2013-20 budget is a status quo budget, no new positions are being added. In FY2017-18 a new Parks maintenance fee was put in place to fund deferred maintenance of the City parks. There are several major capital projects and maintenance in the Parks department that will be funded with the Park Maintenance Fee and Park SOC's. The Sewer Fund will be working on capital projects that are funded from SOC's and Sewer Reserves. This budget includes projections of a 6% increase in health insurance costs, an average PERG increase of 3%, and a COA for AFSCME, Exempt, and Conby Police staff.

PROPERTY TAX LEVIES

	Rate or Amount Approved	Rate or Amount Approved	Rate or Amount Approved
Permanent Rate Levy (rate limit 3.488% per \$1,000)	3.488%	3.488%	3.488%
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	\$11,962,517	\$0
Other Borrowings	\$1,206,019	\$0
Total	\$13,168,536	\$0

Resolution Adopting the Budget, Making Appropriations, Imposing and Categorizing Tax for FY2019-20

RESOLUTION NO. 1318**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAX FOR THE 2019-2020 FISCAL YEAR**

WHEREAS, a public hearing for the 2019-2020 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 19, 2019; 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, 2019; and

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

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

NOW, THEREFORE, BE IT RESOLVED by the City of Canby City Council that the following ad valorem property taxes are hereby imposed and categorized for the tax year 2019-2020 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;

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Canby hereby adopts the budget for fiscal year 2019-20 in the total of \$51,769,326. This budget is now on file at City Hall, 222 NE 2nd Ave., Canby, Oregon.


RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below are hereby appropriated:

Total APPROPRIATIONS, All Funds	\$29,691,315
Total Unappropriated and Reserve Amounts, All Funds	<u>22,078,011</u>
TOTAL ADOPTED BUDGET	\$51,769,326

General Fund		Streets Fund	
Administration	\$ 631,616	Streets	\$ 4,147,835
HR/Risk Mgmt.	569,412	Transfers Out	184,653
Court	533,897	Contingency	53,240
Planning	390,470	Total	\$ 4,385,728
Parks	1,527,640		
Building	29,099	SDC Fund	
Police	5,968,766	Transfers Out	\$ 910,000
Cemetery	134,916		
Finance	563,853	Cemetery Perpetual Care Fund	
Economic Dev.	394,062	Transfers Out	\$ 500,000
Not Allocated			
Personnel Services	75,000	Forfeiture Fund	
Materials & Services	43,917	Forfeiture	\$ 41,504
Special Payments	25,000		
Transfers Out	125,586	Facilities Fund	
Contingency	200,000	Facilities	\$ 328,509
Total	\$ 11,213,234	Contingency	16,325
		Total	\$ 344,831
Library Fund		Fleet Fund	
Library	\$ 992,916	Fleet	\$ 623,534
Special Payments	15,000	Contingency	31,177
Transfers Out	636,707	Total	\$ 654,711
Contingency	9,461		
Total	\$ 1,654,084	Tech Services Fund	
		Tech Services	\$ 409,091
Transit Fund		Contingency	16,252
Transit	\$ 2,527,386	Total	\$ 418,343
Transfers Out	190,668		
Contingency	100,000	Sewer Fund	
Total	\$ 2,818,054	WWTP	\$ 2,826,101
		Collections	1,379,280
Swim Levy Fund		Stormwater	275,070
Swim	\$ 988,528	Not Allocated	
Transfers Out	124,096	Personnel Services	38,375
Contingency	41,126	Materials & Services	336,000
Total	\$ 1,153,750	Transfers Out	464,065
		Contingency	235,000
Transient Room Tax Fund		Total	\$ 5,553,891
Tourism Promotion	\$ 30,270		
Tourism Enhancement	12,915		
Total	\$ 43,185		

The above resolution statements were approved and declared adopted on this 19th day of June 2019.


 Tim Dale
 Council President

ATTEST:


 Rick Robinson
 City Recorder Pro-Tem

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

RESOLUTION NO. 1316

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 19, 2019.

ADOPTED this 19th day of June 2019 by the Canby City Council.



Tim Dale
Council President

ATTEST:



Rick Robinson
City Recorder Pro-Tem

Resolution Declaring the City's Election to Receive State Revenue for FY2019-20

RESOLUTION NO. 1317

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2019-2020.

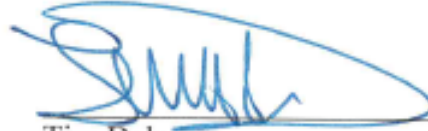
WHEREAS, public hearings, giving citizens an opportunity to comment on the use of state revenue sharing funds were held before the Budget Committee on May 16, 2019 and before City Council on June 19, 2019.

NOW, THEREFORE, BE IT HEREBY 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 2019-2020.

This Resolution shall be effective on June 19, 2019.

ADOPTED this 19th day of June 2019 by the Canby City Council.



Tim Dale
Council President

ATTEST:



Rick Robinson
City Recorder Pro-Tem

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
2019-2020

* Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions 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
on the tax roll of Clackamas County. The property tax, fee, charge, or assessment is categorized as stated by this form.

PO Box 930 Canby OR 97013 6/30/19
Mailing address of district City State ZIP code Date submitted
Julie Blums Finance Director 503-266-0725 blumsj@canbyoregon.gov
Contact person Title Daytime telephone number Contact person e-mail address

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

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

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

PART I: TAXES TO BE IMPOSED

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

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	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 Delinquent Sewer Charges	454.225		\$49,108.00
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 ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

150-504-073-7 (Rev 11-18)

(see the back for worksheet for lines 5a, 5b, and 5c)

Form LB-50 (continued on next page)

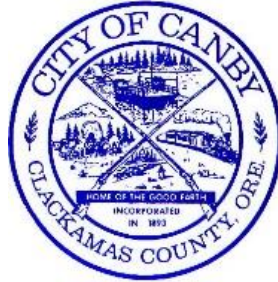
File with your assessor no later than JULY 15, unless granted an extension in writing.

This page intentionally left blank

City of Canby Urban Renewal Agency Adopted Annual Budget

For the Fiscal Year

July 1, 2019 - June 30, 2020



BOARD OF COMMISSIONERS:

Tim Dale, *Commission Chair*

Brian Hodson, *Commission Vice Chair*

Tracie Heidt, *Commissioner*

Traci Hensley, *Commissioner*

Greg Parker, *Commissioner*

Sarah Spoon, *Commissioner*

Shawn Varwig, *Commissioner*

BUDGET COMMITTEE:

Michelle Hensley

Andrea McCracken

Jason Padden

Bob Patterson

Jack Pendleton

Jennifer Trundy

Edward Warnock

CITY STAFF:

Rick Robinson, *URA Administrator*

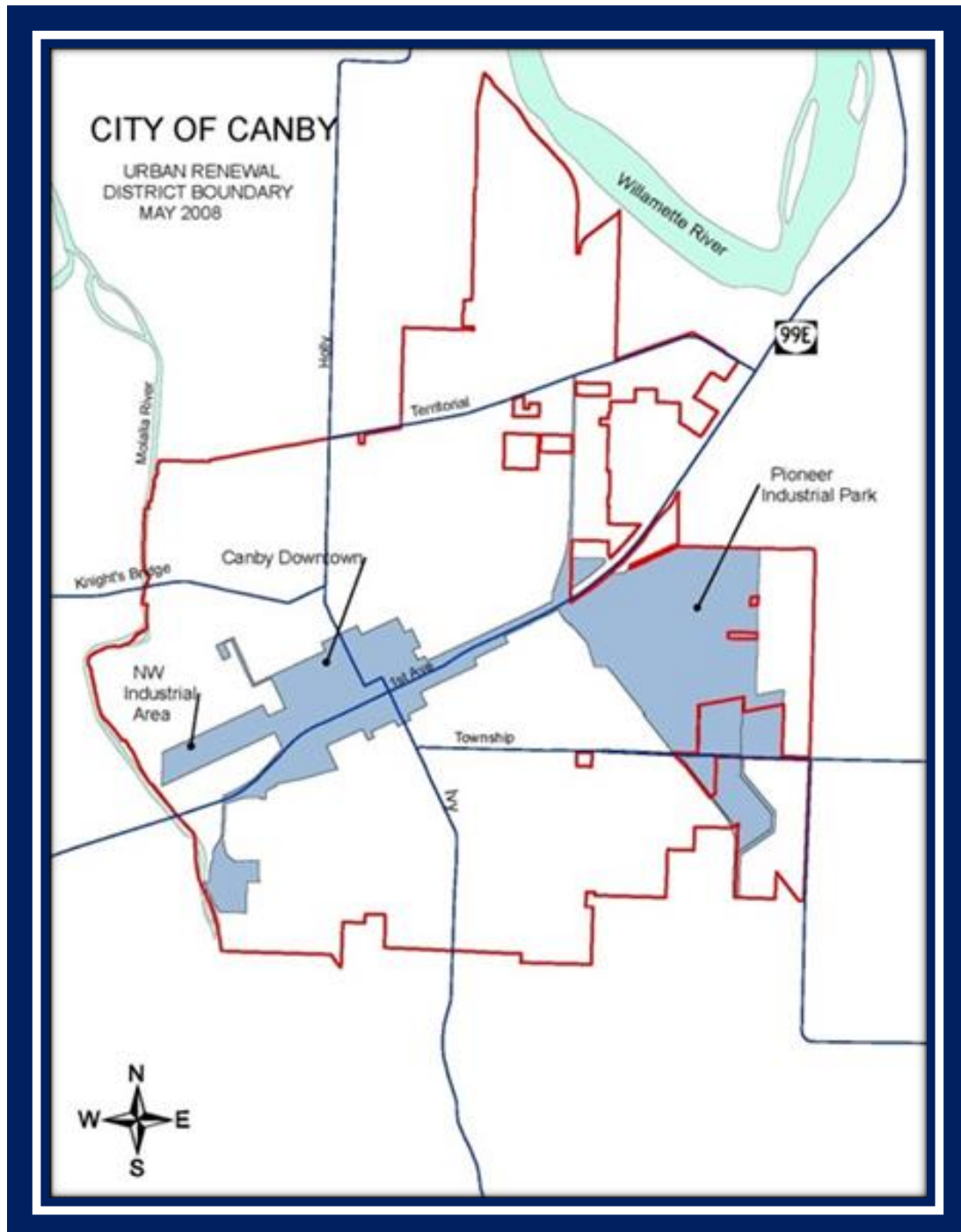
Julie Blums, *Finance Director*

www.canbyoregon.gov

Table of Contents

Table of Contents

About the District.....	1
Fiscal Year 2019-20 District Administrator's Budget Message	2
General Fund Budget	3
Debt Service Fund Budget.....	4
Long-Term Debt	5
Required Notices and Fillings.....	6



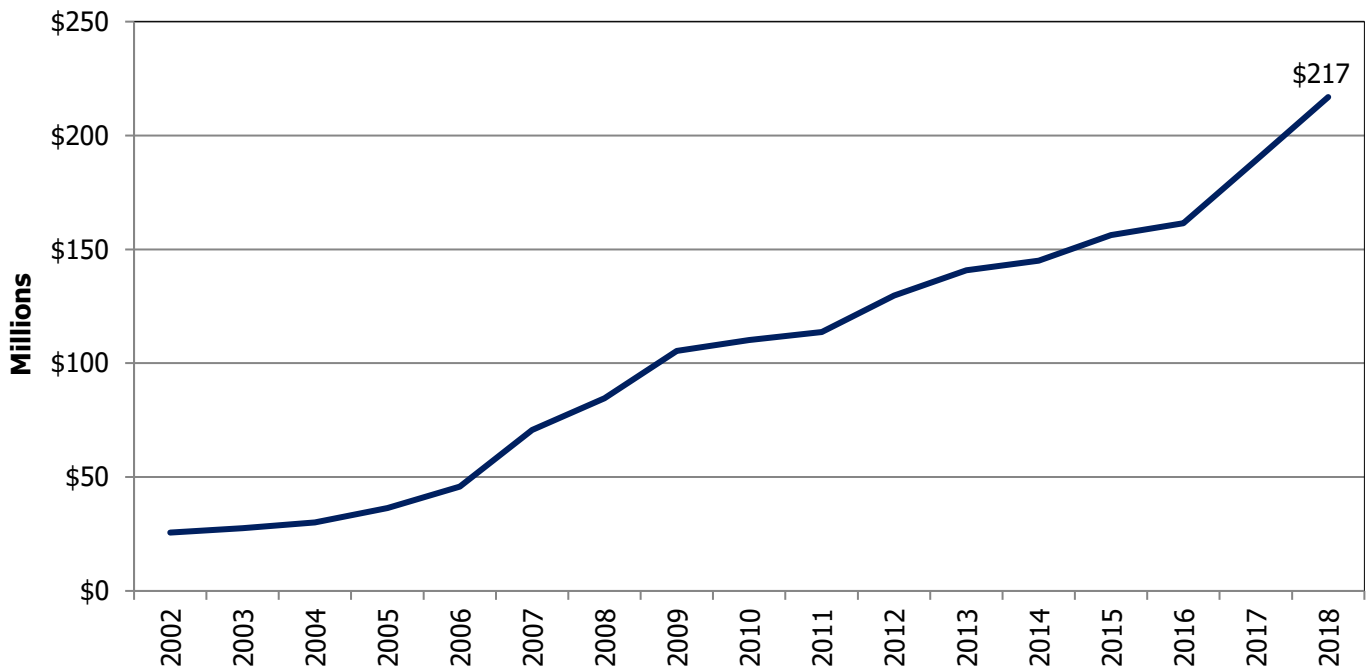
About the District

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

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

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

Urban Renewal District Incremental Assessed Value



May 9, 2019

Fiscal Year 2019-20 District Administrator's Budget Message

The Honorable Chair, Urban Renewal Board, and Members of the Budget Committee

It is a privilege to provide you with the proposed Urban Renewal Agency budget for Fiscal Year 2019-20.

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

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

FY2019-20 Proposed Budget

- Consistent with prior years, economic development activities supporting the downtown Canby community are budgeted to continue.
- Similarly, Canby's involvement in regional economic development partnerships is also budgeted to continue.

Capital Projects

The FY2019-20 recommended capital projects are detailed below. The completion of these projects will be subject to funds availability after meeting our annual debt obligation. Funding will be entirely from tax increment generated within the Urban Renewal District – no debt financing is proposed. The projects include:

- Carry forward of contributions to the Canby Fire Department capital projects.
- Continuation of contribution to complete the downtown Quiet zone – including funding to support engineering and construction activities at the intersection of Elm Street and OR99E and the construction of medians at N Ivy, N Grant, and N Elm Streets.
- Continuation of funding to support the Façade Improvement Program for FY2019-20.
- Continuation of funding for the engineering, design and construction of a gateway arch to Downtown Canby on N Grant Street between N 1st Avenue and the Railroad tracks.
- Installation of a stop light at the intersection of Hazel Dell Avenue and Sequoia Parkway (at the east entrance to the Fred Meyers Shopping Center).
- Renovations to the old Library building.

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

Respectfully Submitted,



Rick Robinson
Agency Director

General Fund Budget

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	URBAN RENEWAL GENERAL FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
2,164,645	1,434,018	738,829	BEGINNING URA GENERAL FUND BALANCE	-	-	-
REVENUE						
74,321	10,725	-	URD Grants	137,951	137,951	137,951
213	153	-	Miscellaneous-Income	-	-	-
13,859	29,778	10,000	Interest Revenue	10,000	10,000	10,000
566,825	-	1,518,796	OP Transfer In from UR Debt	3,573,408	3,573,408	3,573,408
10,252	-	-	Revolving Loan Income	-	-	-
1,100	-	-	Community Plaza Proj Donations	-	-	-
1,284,967	-	-	Transfer from Library	-	-	-
-	1,200,000	-	Sale of Property	-	-	-
1,951,538	1,240,656	1,528,796	Total URA GF Revenue	3,721,359	3,721,359	3,721,359
4,116,183	2,674,674	2,267,625	TOTAL URA GF RESOURCES	3,721,359	3,721,359	3,721,359
REQUIREMENTS FOR URBAN RENEWAL						
MATERIALS & SERVICES						
85,725	25,204	23,651	Mat & Svc Contract	30,000	30,000	30,000
4,955	75,180	-	Closing Costs	-	-	-
547,205	513,374	526,399	Due to Economic Development	369,816	369,816	369,816
317,996	182,969	422,665	Fire Dept Capital Projects	471,543	471,543	471,543
-	23,500	23,500	RARE Program	-	-	-
-	4,448	25,000	Beautification & Marketing	25,000	25,000	25,000
12,716	50,706	25,000	Facade Improvement Program	75,000	75,000	75,000
1,701	-	3,000	Redevelopment Grant Program	-	-	-
25,072	572,978	620,459	Canby Civic Block Redevelopment	-	-	-
995,370	1,448,360	1,669,674	Total URA GF Materials & Services	971,359	971,359	971,359
CAPITAL OUTLAY						
5,159	1,833	50,000	URD Projects	50,000	50,000	50,000
-	-	287,951	Railroad Quiet Zone	500,000	500,000	500,000
-	-	-	Signal at Sequoia & Hazeldell	450,000	450,000	450,000
-	-	-	Contr. to Industrial Park/99E Connection	1,000,000	1,000,000	1,000,000
-	-	175,000	Grant St Arch	235,000	235,000	235,000
-	-	30,000	Old Library Renovation	500,000	500,000	500,000
17,275	-	5,000	Wait and Community Park	15,000	15,000	15,000
1,664,362	217,712	-	Library/Civic Building Project	-	-	-
1,686,795	219,545	547,951	Total URA GF Capital Outlay	2,750,000	2,750,000	2,750,000
-	-	50,000	OPERATING CONTINGENCY	-	-	-
-	-	-	RESERVED FOR FUTURE EXPENDITURE	-	-	-
1,434,018	1,006,769	-	ENDING FUND BALANCE (prior year's)	-	-	-
4,116,183	2,674,674	2,267,625	TOTAL URA GF REQUIREMENTS	3,721,359	3,721,359	3,721,359

Debt Service Fund Budget

FY16-17 Actual	FY17-18 Actual	FY18-19 Budget	URBAN RENEWAL DEBT SERVICE FUND	2019-20 Proposed	2019-20 Approved	2019-20 Adopted
RESOURCES						
181,573	423,261	1,585,400	BEGINNING URA DEBT SERVICE FUND BALANCE	2,502,565	2,502,565	2,502,565
REVENUE						
2,622,644	2,939,212	3,100,000	Tax Increment	3,500,000	3,500,000	3,500,000
56,024	50,010	60,000	Tax Increment - Prior	50,000	50,000	50,000
37,899	29,277	49,790	LID Walnut St Princ	51,356	51,356	51,356
10,482	15,322	11,623	LID Hazel Dell Way Princ	-	-	-
5,797	23,154	8,000	Interest Revenues	30,000	30,000	30,000
9,242	12,651	4,100	LID Walnut St Int.	10,891	10,891	10,891
1,490	769	350	LID Hazel Dell Way-Interest	-	-	-
53,692	51,437	51,000	Bond Interest Rebate (ARRA)	49,000	49,000	49,000
2,797,272	3,121,832	3,284,863	Total URA Debt Service Revenue	3,691,247	3,691,247	3,691,247
2,978,845	3,545,093	4,870,263	TOTAL URA DEBT SERVICE RESOURCES	6,193,812	6,193,812	6,193,812
REQUIREMENTS FOR URBAN RENEWAL DEBT SERVICE						
DEBT SERVICE						
85,161	90,768	1,287,881	Debt Pmts-Sequoia St 5 & 6	97,095	97,095	97,095
42,883	45,027	136,894	Debt Pay-Walnut St	-	-	-
30,000	45,000	115,000	Debt Pay-Police Building	120,000	120,000	120,000
105,000	110,000	110,000	Debt Pay-1st Ave Redev	115,000	115,000	115,000
650,000	645,000	605,000	Debt Pay-2012 Bond Principal	620,000	620,000	620,000
68,014	64,608	66,000	Debt Pay-Sequoia 5 & 6 Int	57,093	57,093	57,093
11,240	9,096	7,500	Debt Pay-Walnut St Int	-	-	-
425,238	424,548	423,355	Debt Pay-Police Building Int	418,755	418,755	418,755
128,159	122,381	116,469	Debt Pay-1st Ave Redev Int	110,422	110,422	110,422
443,063	425,638	409,888	Debt Pay-2012 Bond Int	390,513	390,513	390,513
1,988,758	1,982,066	3,277,987	Total URA Debt Service	1,928,878	1,928,878	1,928,878
TRANSFERS OUT & OTHER USES						
566,825	-	1,518,796	OP Transfer to UR General	3,573,408	3,573,408	3,573,408
566,825	-	1,518,796	Total URA Debt Service Transfers Out	3,573,408	3,573,408	3,573,408
-	-	73,480	RESERVED FOR FUTURE EXPENDITURE	691,526	691,526	691,526
423,261	1,563,028	-	ENDING FUND BALANCE (prior year's)	-	-	-
2,978,845	3,545,093	4,870,263	TOTAL URA DEBT SERVICE REQUIREMENTS	6,193,812	6,193,812	6,193,812

Long-Term Debt

Moody's Investors Service has upgraded the City of Canby, Oregon's long-term issuer rating and outstanding full faith and credit obligations to Aa3 from A1. The rating action affects approximately \$22.1 million in rated full faith and credit debt outstanding. The upgrade to Aa3 reflects the city's recovered tax base and improved financial position through consecutive years of structurally-balanced operations. Total debt liabilities of the city are below-average relative to similarly-rated peers and will continue to amortize given no additional near-term debt financing plans.

Fiscal Year Ending June 30,	Governmental Activities				Total Governmental Activities
	Bonds - URA	URA Loans	Total Principal	Interest	
2020	900,960	98,048	999,008	976,782	1,975,790
2021	930,960	103,818	1,034,778	939,232	1,974,010
2022	970,960	104,532	1,075,492	896,427	1,971,919
2023	1,005,960	110,461	1,116,421	850,460	1,966,881
2024	1,045,960	116,437	1,162,397	802,398	1,964,795
2025-2029	6,019,800	672,723	6,692,523	3,195,943	9,888,466
2030-2034	8,191,412	-	8,191,412	1,610,071	9,801,483
2035-2036	2,896,525	-	2,896,525	168,588	3,065,113
Total	<u>\$ 21,962,537</u>	<u>\$ 1,206,019</u>	<u>\$ 23,168,556</u>	<u>\$ 9,439,900</u>	<u>\$ 32,608,456</u>

	Original Amount	6/30/2019 Balance	Reductions	6/30/2020 Balance
URA Governmental Activities				
Bonds URA:				
2010 1st Ave Redevelopment (3.75-7%)	2,500,000	1,675,000	115,000	1,560,000
2010 Bond Discount		(26,508)	(2,208)	(24,300)
2011 Police Facility (2-5%)	9,000,000	8,700,000	120,000	8,580,000
2011 Bond Discount		(16,150)	(950)	(15,200)
2012 Civic Bldg & Sequoia Pkwy (3-4%)	14,050,000	10,845,000	620,000	10,225,000
2012 Premium		785,195	49,118	736,077
Long-term Loans URA:				
2009 Township Rd, Berg & Sequoia Pkwy (3-5.25%)	1,981,047	1,196,482	97,095	1,099,387
2009 Premium		9,537	953	8,584
Total URA Activities		<u>\$ 23,168,556</u>	<u>\$ 999,008</u>	<u>\$ 22,169,548</u>

Required Notices and Filings

Notice of Budget Hearing

FORM UR-1

NOTICE OF BUDGET HEARING

FY2019-20

A public meeting of the Canby Urban Renewal Agency will be held on June 19, 2019 at 6:00 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, 2019, as approved by the Canby Urban Renewal Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 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.

Contact: Julie Blums, Finance Director

Telephone: 503-266-0725

Email: blumsj@canbyoregon.gov

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	1,857,279	2,324,229	2,352,793
Federal, State and All Other Grants	10,725	0	137,951
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers	0	1,518,796	3,573,408
All Other Resources Except Division of Tax & Special Levy	1,362,542	134,863	151,247
Revenue from Division of Tax	2,989,222	3,160,000	3,550,000
Revenue from Special Levy	0	0	0
Total Resources	6,219,768	7,137,888	9,765,399

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	0	0	0
Materials and Services	1,448,360	1,669,674	971,359
Capital Outlay	219,545	547,951	2,750,000
Debt Service	1,982,066	3,277,987	1,928,878
Interfund Transfers	0	1,518,796	3,573,408
Contingencies	0	50,000	0
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	2,569,797	73,480	541,754
Total Requirements	6,219,768	7,137,888	9,765,399

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program			
FTE for that unit or program			
Urban Renewal	1,667,905	2,217,625	3,721,359
FTE	0.00	0.00	0.00
Not Allocated to Organizational Unit	4,551,863	4,920,263	6,044,040
FTE	0.00	0.00	0.00
Total Requirements	6,219,768	7,137,888	9,765,399
Total FTE	0.00	0.00	0.00

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

There are several major projects budgeted for FY19-20; the Railroad Quiet Zone, Grant Street Arch, a signal at Sequoia Parkway & Hazel Dell, renovations to the old library, and a contribution to the Industrial Park/99E connection.

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	\$21,962,537	\$0
Other Borrowings	\$1,206,019	\$0
Total	\$23,168,556	\$0

Published June 5, 2019

111885

Resolution Adopting the Budget and Imposing the Tax for FY2019-20

Canby Urban Renewal District

Resolution URR 19-005

RESOLUTION ADOPTING THE BUDGET FOR THE 2019-2020 FISCAL YEAR

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby adopts the budget for fiscal year 2019-2020 in the total of \$9,765,399 now on file at the City of Canby, 222 NE 2nd Ave. Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019 and for the purpose shown below are hereby appropriated:

Total APPROPRIATIONS , all Funds	\$9,223,645
Total Unappropriated and Reserve Amounts, All Funds	<u>541,754</u>
TOTAL ADOPTED BUDGET	\$9,765,399

<u>URD General Fund</u>	
Urban Renewal	\$ 3,721,359
Total	<u>\$ 3,721,359</u>

<u>URD Debt Service Fund</u>	
Debt Service	\$ 1,928,878
Transfers out	<u>3,573,408</u>
Total	<u>\$ 5,502,286</u>

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

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

The above resolution statements are approved and declared adopted on this 19th day of June 2019 and are effective July 1, 2019.

Tim Dale
Chair

ATTEST:

Rick Robinson
City Recorder Pro-Tem

Notice to the Assessor

**FORM
UR-50****NOTICE TO ASSESSOR****2019-2020**

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

☐ Check here if this is
an amended form.
Notification

Canby Urban Renewal Agency _____ authorizes its 2019-20 _____ ad valorem tax increment amounts
(Agency name)
by plan area for the tax roll of Clackamas County _____
(County name)

Julie Blums _____ 503-266-0725 _____ June 30, 2019
(Contact person) (Telephone number) (Date submitted)

PO Box 930, Canby OR 97013 _____ blumsj@canbyoregon.gov
(Agency's mailing address) (Contact person's e-mail address)

☐ Yes, the agency has filed an impairment certificate by May 1 with the assessor (ORS 457.445).
Part 1: Option One Plans (Reduced Rate). [ORS 457.435(2)(a)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax	Special Levy Amount**
	\$ _____ OR <input type="checkbox"/> Yes		
	\$ _____ OR <input type="checkbox"/> Yes		
	\$ _____ OR <input type="checkbox"/> Yes		
	\$ _____ OR <input type="checkbox"/> Yes		

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

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

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

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
Canby Urban Renewal District	\$ _____ OR <input checked="" type="checkbox"/> Yes		
	\$ _____ OR <input type="checkbox"/> Yes		
	\$ _____ OR <input type="checkbox"/> Yes		
	\$ _____ OR <input type="checkbox"/> Yes		

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

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
	\$ _____ OR <input type="checkbox"/> Yes		
	\$ _____ OR <input type="checkbox"/> Yes		
	\$ _____ OR <input type="checkbox"/> Yes		
	\$ _____ OR <input type="checkbox"/> Yes		

Notice to Assessor of Permanent Increase in Frozen Value. Beginning tax year 2019-20, permanently increase frozen value to:

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

*All Plans except Option Three: Enter amount of Increment Value to Use that is less than 100 percent or check "Yes" to receive 100 percent of division of tax.

Do NOT enter an amount of "Increment Value to Use" AND check "Yes."

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

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

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