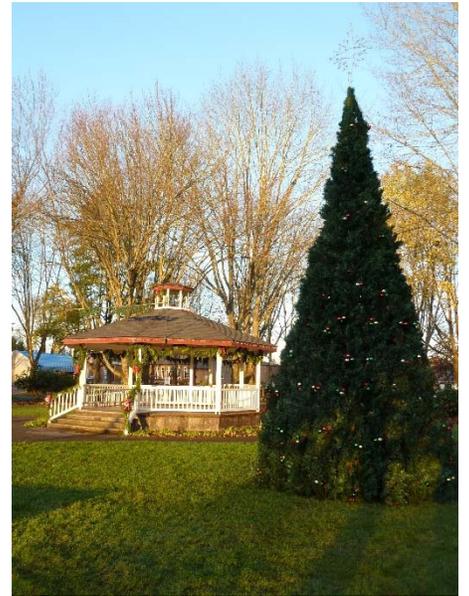
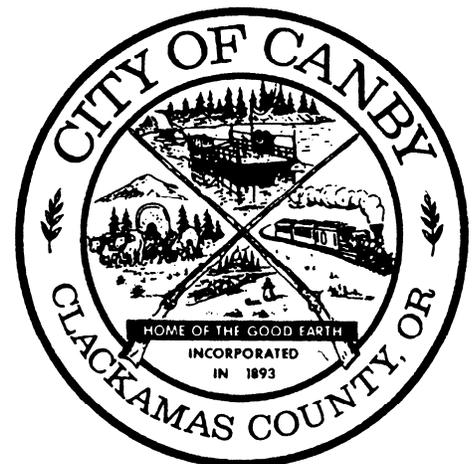


# City of Canby



## Adopted Budget

# 2014-2015



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## TABLE OF CONTENTS

<b><u>INTRODUCTION</u></b>	Budget Committee	1
	Organizational Chart	2
	Council Goals	3
<hr/>		
<b><u>CITY BUDGET</u></b>	Introduction to Final Budget Document	5
	Budget Message	6
	Budget Summary	11
<hr/>		
<i>General Fund</i>	General Fund Revenues	
	Trends	12
	Pie Chart	13
	Detail	14
	General Fund Expenditure Charts	19
	Budget Introductions and Expenditure Details by Department:	
	Administration	20
	Court	23
	Planning	25
	Parks	27
	Building	29
	Police	31
	Cemetery	35
	Finance	37
	Economic Development	39
<hr/>		
<i>Special Revenue Funds</i>	Library Fund	41
	Streets Fund	44
	Systems Development Fund	48
	Cemetery Perpetual Care Fund	51
	Forfeiture Fund	54
	Transit Fund	57
	Swim Center Levy	61
<hr/>		
<i>Internal Service Funds</i>	Fleet Services Fund	64
	Facilities Fund	68
	Tech Services Fund	72
<hr/>		
<i>Enterprise Fund</i>	Sewer Combined Fund	76
<hr/>		
<i>Closed Funds</i>	Parks Development Fund	87
	Street Reserve Fund	90
	911 Emergency Fund	93
	Library Endowment Fund	96
	Debt Service Fund	99
	Capital Reserve Fund	102
	Required Filings: Notices & Resolutions	105
<hr/>		
<b><u>URBAN RENEWAL BUDGET</u></b>	Budget Message	115
	Urban Renewal General Fund	121
	Urban Renewal Debt Service Fund	123
	Required Filings: Notices & Resolutions	125
<hr/>		
<b><u>APPENDIX</u></b>	Financial Policies	129
	Reserves	132
	Internal Charges & Overhead Cost Allocation	133
	Personnel Worksheet	135
	Allocated Salaries	136
	Employee Benefits by Type	
	Bar Graph	139
	Pie Chart	140

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**City of Canby, Oregon**

**Budget Committee**

June 30, 2014

<b>Budget Committee Members</b>	
<b>Member</b>	<b>Term Ends</b>
Ron Berg	June 30, 2014
Jason Padden	June 30, 2014
Robert Backstrom	June 30, 2016
Gwendolyn Polgar	June 30, 2016
Daniel Stearns	June 30, 2015
Jack Pendleton	June 30, 2015
Robert Fowke (Urban Renewal Only)	June 30, 2015
Councilor Clint Coleman	December 31, 2014
Councilor Traci Hensley	December 31, 2016
Councilor Tim Dale, Chair	December 31, 2016
Councilor Todd Rocha	December 31, 2014
Councilor Greg Parker	December 31, 2014
Councilor Ken Rider	December 31, 2016

Brian Hodson, Mayor

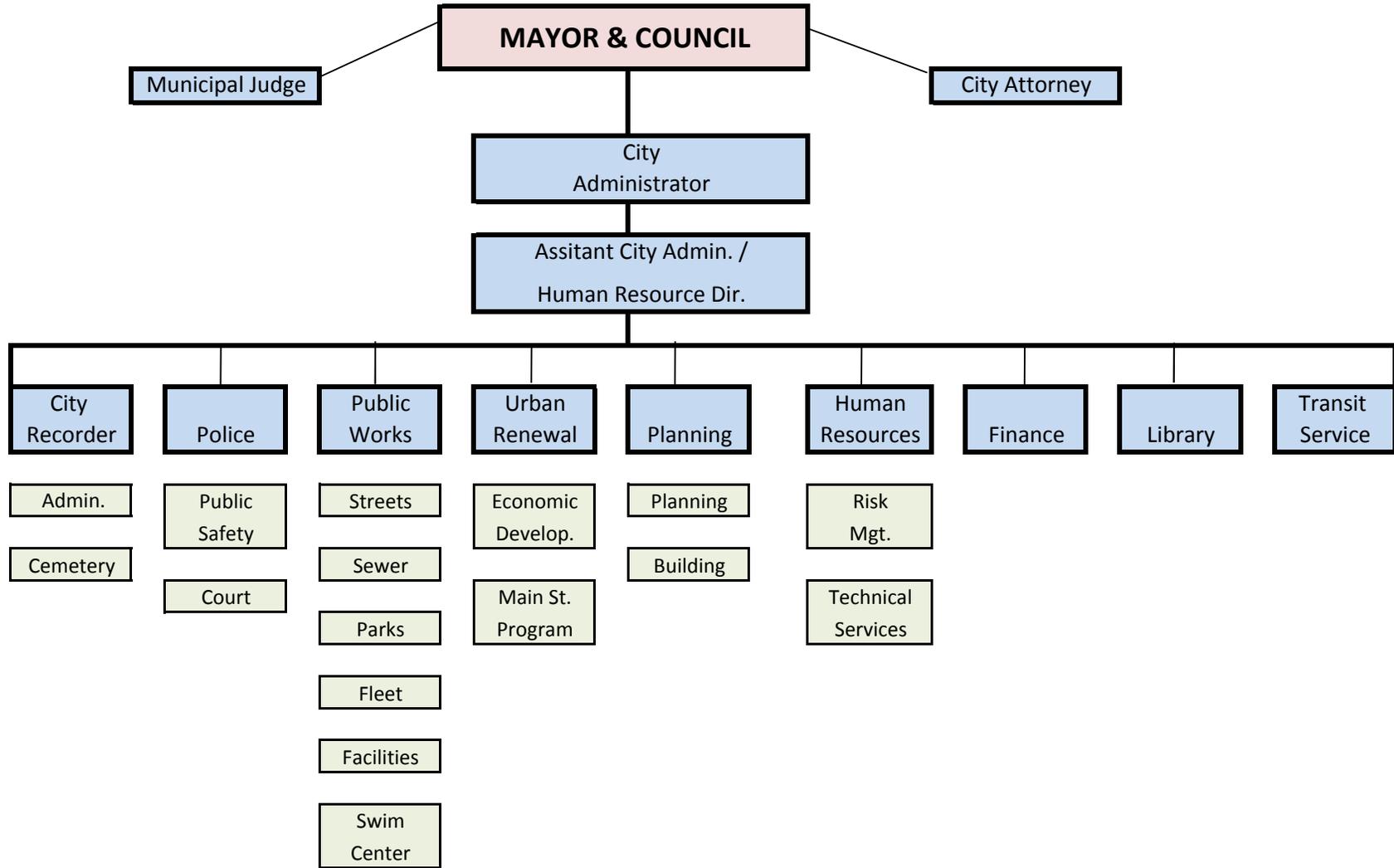
Amanda Zeiber, Interim City Administrator

Haley Fish, Finance Director

City of Canby PO Box 930 Canby, OR 97013

503-266-4021 [www.ci.canby.or.us](http://www.ci.canby.or.us)

# CITY OF CANBY ORGANIZATIONAL CHART - 2014-2015





## CITY OF CANBY CITY COUNCIL VALUES AND GOALS

### VALUES

***Fiscal Responsibility and Financial Stability*** – We constantly strive for the proper use of public funds and resources. We are prudent in our fiscal policies and practices as we plan for long-term financial sustainability within the City.

***Honesty, Ethics, Accountability*** – We adhere to the highest standards of honesty, ethical conduct and accountability that inspire public confidence and trust. These are the foundations of public trust and confidence.

***Livability*** – As a City we honor the importance of maintaining the small town feel while continuing to address economic development, housing, parks, long-term planning, public safety and transportation.

***Inclusive Community*** – We are committed to open communication and outreach to engage all segments of the community.

***Exceptional Service*** – We are dedicated to providing exceptional customer service and delivery of public services to our whole community.

### GOALS

#### ***Community***

- Maintaining a small town feel as we grow
- Manage growth in a responsible and measurable manner, while continuing to improve the quality of life of our citizens
- Continue to enhance communication between City Hall and citizens in and around the City of Canby, including use of electronic and social media
- Integrate the adopted Community Vision Plan throughout City Goals, plans, and communications

#### ***Growth and Economic Development***

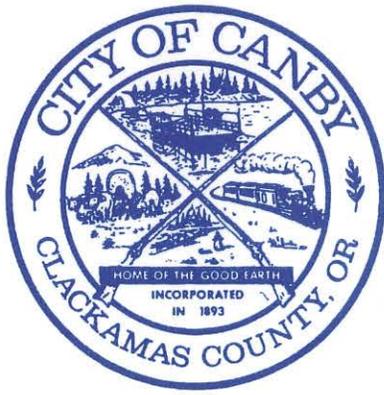
- Identify and implement strategies for attracting additional tenants to industrial parks
- Identify and implement strategies for improving overall health of the business community
- Collaborate with Clackamas County Tourism and Event Center to encourage increased cultural and commercial activity
- Build on strategies to improve business development in downtown and other business areas
- Plan for future housing needs and development
- Develop plan to make Main Street Program and Economic Development office self-funding by close of the Urban Renewal District

### *Parks and Recreation*

- Refine, revise, and update Parks Master Plan to include long-term recreation plan that includes community center, aquatic center, sports facilities, and Willamette River front recreation
- Identify future park lands
- Identify funding and strategic alliances for acquisition and improvement of park lands

### *Transportation, Public Safety, and Public Services*

- Maintain and improve City infrastructure – stormwater, road maintenance, water, WWTP, and others
- Continue to provide quality public safety and services that enhance Canby's livability
- Develop strategy for improving and sustaining Canby Area Transit System
- Develop method to enable northern access for emergency services and economic development
- Develop strategy for implementing Transportation System Plan (TSP) with emphasis on neighborhood safety and economic development
- Develop and implement facilities plan to appropriately provide Library and City Hall services
- Encourage long-term services and infrastructure plans for NE and SE development
- Develop strategy for implementing Oregon 99E Corridor and Gateway Plan



# City of Canby

General Administration Office

Included herein is the fiscal 2014-2015 budget including the budget *proposed* by management, the budget *approved* by the Budget Committee and the budget *adopted* by the City Council.

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

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

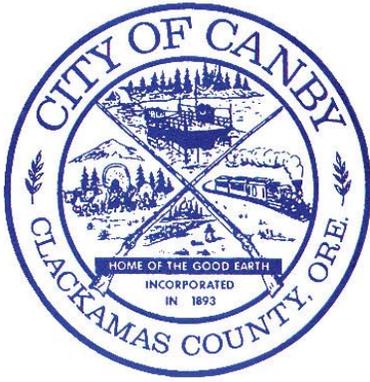
We thank everyone who participated in the budget process.

Sincerely,

Haley Fish, CPA, CFE

Finance Director

City of Canby



# City of Canby

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May 8, 2014

Honorable Mayor and City Council  
Budget Committee Members  
PO Box 930  
Canby, OR 97013

Dear Mayor, Councilors and Budget Committee:

This Budget Message shall serve as the official letter of transmittal for the Proposed Budget for Fiscal Year 2014-2015.

## **OVERVIEW**

Pursuant to Oregon Budget Law, the budget message must contain certain information which assists the reader of the budget in understanding major differences in the proposed budget from the current year adopted budget.

For example, ORS 294.391 requires that the budget message accomplish the following:

- Explain the budget document
- Contain a brief description of proposed financial policies used in preparation of the proposed budget
- Call out significant features of the proposed budget
- Explain any major changes in financial policy reflected in the proposed budget

The City Charter designates the City Administrator as the Budget Officer for the City and, as such, the responsibility for the 2014-2015 Proposed City Budget preparation rests with the Interim City Administrator. However, it should be clearly noted that the vast bulk of the work in developing this proposed budget was done by the members of the City's Management Team and the Finance Department staff who conducted the financial analysis.

## **FINANCIAL POLICIES**

The over-arching principle guiding the development of the proposed budget is adherence to the City Council's Adopted City Values and Goals. Revenue estimates for the proposed budget have been based on a conservative approach.

## **STATUTORY BUDGET INFORMATION**

ORS 294.391 and ORS 294.401 require that the Budget Officer deliver the budget document for public inspection and comment and provide the document to the Budget Committee for review and deliberation. In keeping with these requirements, a copy of the Proposed Budget for FY 2014-2015 is on file with the City Recorder and available for public inspection at City Hall. In addition, a copy of the document is available at the Canby Public Library.

Pursuant to ORS 294.401(1), the Budget Committee must hold at least one meeting to receive the budget document, hear the budget message and deliberate over its content prior to recommending the budget in its current or modified form to the City Council for adoption as set forth in ORS 204.406(1). It is during the Budget Committee meetings that department directors will answer specific questions from Committee members and the public. Finally, the City Council will provide an opportunity for the public to comment on the proposed budget prior to formal adoption.

## **EXPLANATION OF THE BUDGET DOCUMENT**

The financial information presented in the proposed budget document list the Budget Officer's recommendation under the 2014-15 "Proposed Budget" column ORS 294.376 requires that we show the actual (audited) amounts for each budgeted item for the previous two fiscal years (2011-2012 and 2012-2013). The adopted budget for FY 2013-2014 and new this year a column titled Projected YE (yearend) Totals is also provided for comparison.

The financial information is organized by specific fund and department if applicable. Each department/fund has a budget introduction including a purpose and/or description, a section titled Goal Integration to outline how this budget is supporting the department/fund reach the goals as presented to City Council earlier this year, an outline of Noteworthy Changes for 2014-2015 and a Budget at a Glance section outlining in narrative form the applicable expense categories. Then a line item detail is presented and subtotaled by the following categories:

- Revenue
- Personnel Services
- Materials & Services
- Capital
- Transfers
- Other which includes contingencies and reserves

New this year you will note that we have classified accounts by highlighting the account Title as follows:

- Recurring Revenue or Expense
- Restricted or one-time Revenue or Expense
- Inconsistent/Unreliable Revenue or Expense
- Prospectively irrelevant Revenue or Expense

There is a summary of these classifications by Revenue and Expense at the bottom of each department/fund. This was added to the document to start the conversation about moving towards a structurally balanced budget which is defined as a budget in which recurring revenues meet or exceed recurring expense. This is a policy being considered by the new Municipal Audit and Financial Oversight Committee. Local budget law just requires that total resources equal total requirements, therefore reserves and other one-time resources can be used to offset ongoing requirements - which isn't financially sustainable long-term.

The final budget document will show the amount approved by the Budget Committee under an "Approved by Committee" column which will include any changes made by the Budget Committee during their deliberations and the amount adopted by the City Council under an "Adopted by Governing Body" column. This amount would include any changes made by the City Council.

## **SIGNIFICANT FEATURES AND CHANGES**

- Closing the Street Reserve Fund – Street Capital projects will now be integrated into the Street Fund.
- Closing the Parks Development Fund – Capital projects have been integrated into the General Fund Parks Department and improvement System Development Charges will be recorded and maintained in the new System Development Fund.
- Adding a new System Development Charge (SDC) Fund where SDC improvement revenue will be recorded and maintained by type so that compliance with allowable use can be more easily tracked and controlled in accordance with state statutes.
- Allocation methodologies for internal charges and overhead has remained consistent with prior year. See Internal Charge and Overhead Cost Allocation handout provided herein for an outline of methodology used.
- Established a PERS contribution Stabilization Reserve and Retirement and Separation Payout Reserve during the current year, see the Reserves handout provided herein for more information on how these were established and the impact they have on the proposed budget.
- Established a Municipal Audit and Financial Oversight Committee that is in the process of evaluating recommended updates to the City's Financial Policies.
- Added a Personnel Worksheet to the proposed budget book that summarizes actual FTE (Full – time equivalents) for the 3 prior year, the current year budgeted FTE and the proposed FTE.
- Included additional trend and graphical information in the proposed budget book.

## **BUDGET PREPARATION PROCESS**

Each Department/Fund has a Director/Lead Worker who is responsible for drafting a requested budget based on requirements of planned operations and capital projects for the upcoming year. Finance provides historical data and current year to date figures as well as a template to aid in this process. In addition finance is responsible for projecting personnel service cost based on salary schedules, anniversary dates, etc.

Key Assumptions used in estimation of personnel services expense in the proposed budget include:

- A cost of living adjustment (COLA) effective July 1, 2014 of 2.5%
- Health insurance increase of 10%.

Note PERS contribution rates are set bi-annually therefore there was no change in our rate for the current year. However, in the prior year subsequent to the adoption of the budget PERS issued reduced contributions rates, we reallocated these savings to a PERS stabilization reserve so benefits in the proposed budget are at a rate that is 3.96% of salaries lower than budgeted in the prior year.

Finance is also responsible for preparing the estimates of general revenues. Based on guidance provided by Clackamas County; property taxes, which make up approximately 60% of general fund revenue, are estimated to increase 3%, which amounts to approximately \$120,000 over the projected current yearend total. Other revenues are estimated based on a historical trend analysis.

Once the general fund department's requested budgets and estimated general revenue is compiled the management team comes together to address any requested budget deficits or surplus. In the current year there was a 1 million dollar deficit in the general fund requested budget. This was the result of the following:

- Requested increases in staffing levels amounting to approximately \$300,000
- Requested increases in materials and services of approximately \$150,000
- An increase in the cost of salaries and benefits of approximately \$250,000
- An increase in budgeted contingencies and reserves of approximately \$300,000

Over the course of several weeks the general fund management team worked together to make hard decisions and produce the proposed budget presented to you today in this document.

## CONCLUSION AND ACKNOWLEDGEMENTS

I want to express my gratitude to all of those who have contributed to the development of this proposed budget. It is a team effort and reflects the collective commitment of City staff to develop a proposed budget that continues to provide an acceptable level of public service. Special thanks to the Finance Department – Director Haley Fish,, Suzan Duffy and Sharon Tramel. Their professionalism and assistance contributed greatly to the development and production of this proposed budget document.

The professional staff looks forward to meeting with the Budget Committee to answer your questions and provide you with whatever information you may require to assist in your deliberations. During your review of the proposed budget, department directors and I are available to answer your direct calls should you have questions prior to the Budget Committee meetings.

I respectfully recommend you approve the Proposed FY 2014-2015 City Budget as submitted,



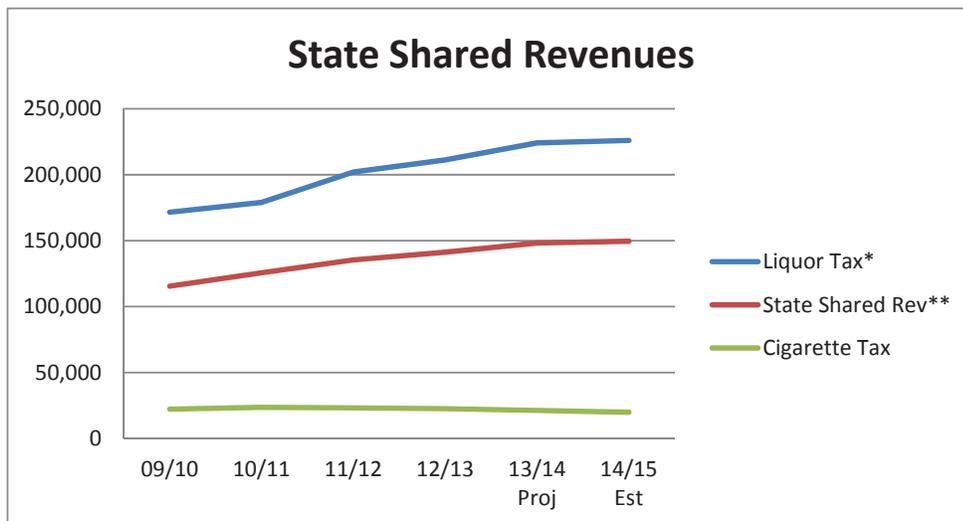
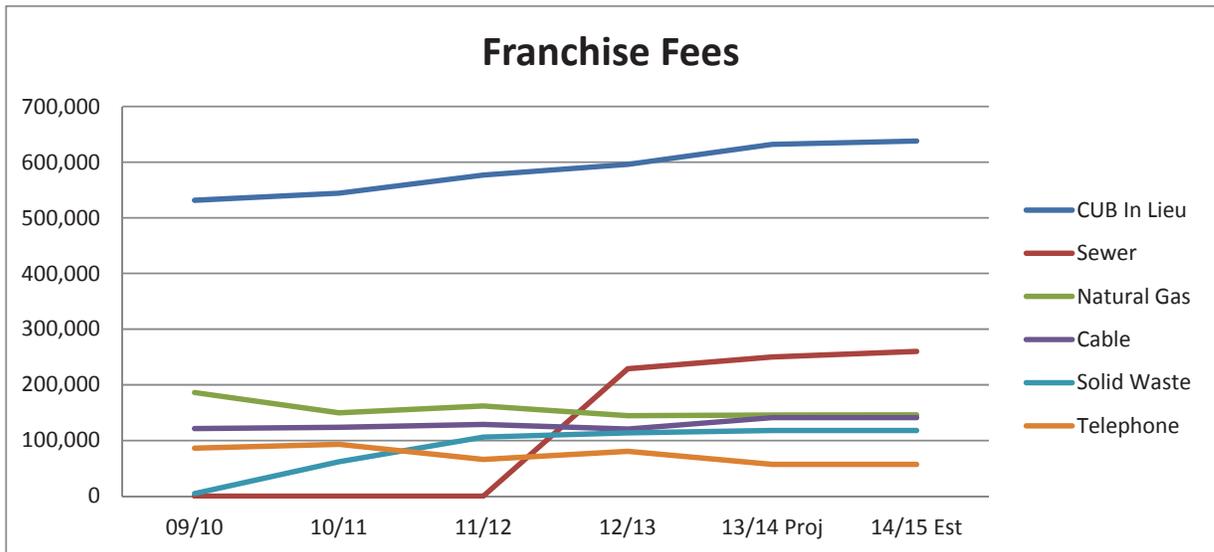
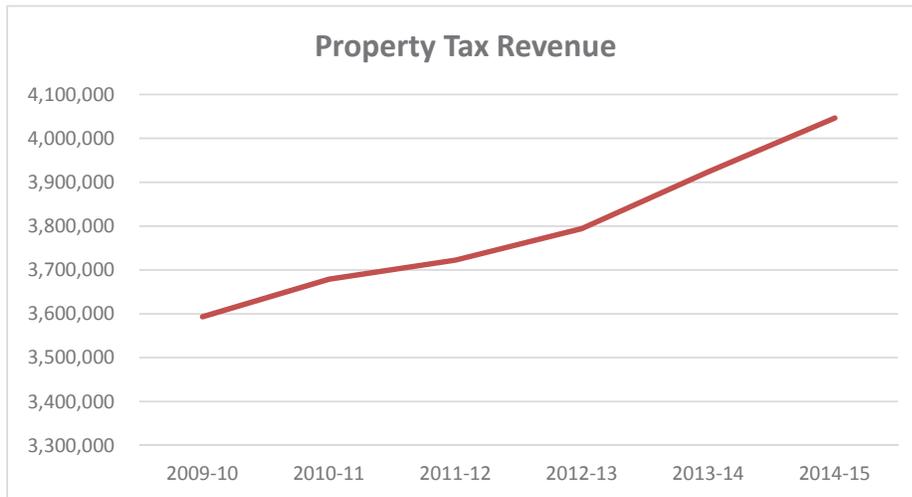
Amanda Zeiber  
Interim City Administrator

## CITY OF CANBY BUDGET SUMMARY 14-15

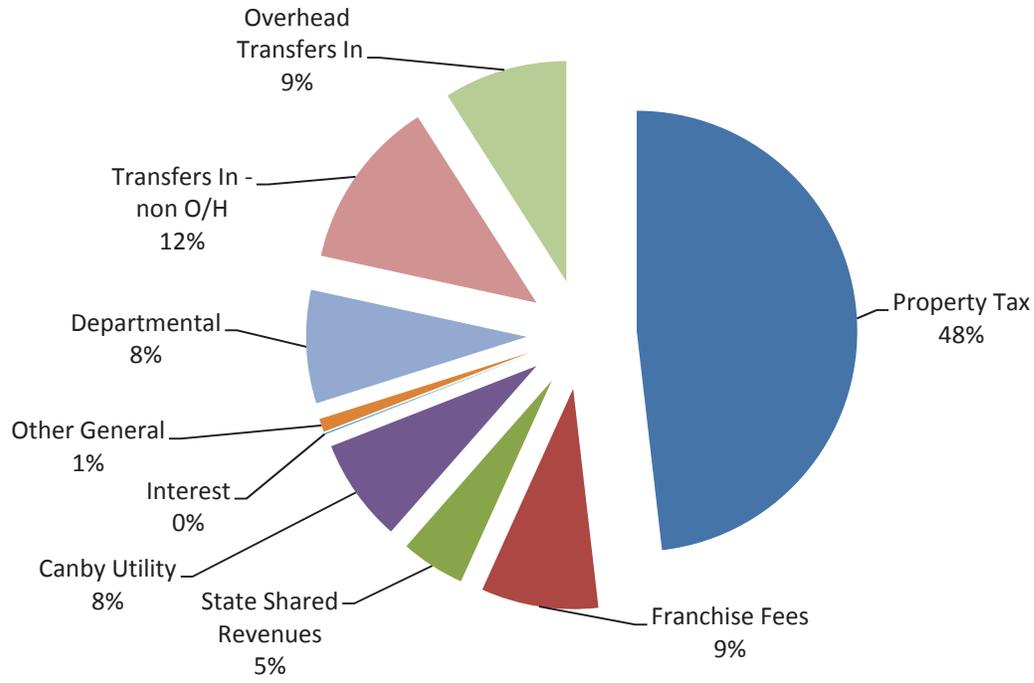
FY 2014-2015		Personnel Services	Materials & Services	Contingency/ Other	Transfers	Capital	Debt Service	Unap FB	Total Budget
<b>General Fund</b>	FTE								0
Administration	3.93	520,077	542,132	835,313	0	62,217	74,964	0	2,034,703
Court	3.05	236,575	84,242	0	0	0	0	0	320,817
Planning	1.30	143,221	71,163	0	0	0	0	0	214,384
Parks	3.45	335,931	131,028	0	0	527,900	0	0	994,859
Building	0.25	38,578	5,607	0	19,010	0	0	0	63,195
Police	28.20	3,868,048	914,158	0	0	26,000	0	0	4,808,206
Cemetery	0.05	4,058	98,112	0	0	0	0	0	102,170
Finance	3.03	337,267	100,554	0	0	0	0	0	437,821
Economic Development	3.41	386,412	98,488	0	72,367	0	0	0	557,267
	<b>46.67</b>	<b>5,870,167</b>	<b>2,045,484</b>	<b>835,313</b>	<b>91,377</b>	<b>616,117</b>	<b>74,964</b>	<b>0</b>	<b>9,533,422</b>
<b>Special Revenue Funds</b>									
Library	8.50	615,832	167,905	1,305,389	103,142	0	0	0	2,192,268
Street	5.93	587,748	350,044	393,954	98,649	1,134,821	0	0	2,565,216
SDC Fund	0.00	0	0	1,430,258	521,700	0	0	0	1,951,958
Cemetery Perp Care	0.00	0	0	0	0	0	0	876,099	876,099
Forfeiture	0.00	0	36,950	0	0	0	0	0	36,950
Transit	2.85	290,194	1,332,393	777,374	155,216	165,000	0	0	2,720,177
Swim Center Levy	9.03	492,865	126,960	316,720	76,712	15,000	0	0	1,028,257
	<b>26.31</b>	<b>1,986,639</b>	<b>2,014,252</b>	<b>4,223,695</b>	<b>955,419</b>	<b>1,314,821</b>	<b>0</b>	<b>876,099</b>	<b>11,370,925</b>
<b>Internal Services Funds</b>									
Fleet Services	2.45	241,890	515,846	157,556	0	0	0	0	915,292
Facilities	0.90	100,222	171,300	71,073	0	27,800	0	0	370,395
Technical Services	0.95	95,369	183,375	69,029	0	71,589	0	0	419,362
	<b>4.30</b>	<b>437,481</b>	<b>870,521</b>	<b>297,658</b>	<b>0</b>	<b>99,389</b>	<b>0</b>	<b>0</b>	<b>1,705,049</b>
<b>Enterprise Fund</b>									
Sewer (WWTP)	5.975	665,798	582,531	295,413	408,689	0	0	0	1,952,431
Sewer Collections	3.33	326,050	87,358	0	44,988	0	0	0	458,396
Stormwater	2.83	293,727	53,638	0	42,084	0	0	0	389,449
Sewer Const Res	0.00	0	0	0	40,000	5,575,938	0	0	5,615,938
Sewer Debt	0.00	0	0	0	0	0	594,176	0	594,176
	<b>12.14</b>	<b>1,285,575</b>	<b>723,527</b>	<b>295,413</b>	<b>535,761</b>	<b>5,575,938</b>	<b>594,176</b>	<b>0</b>	<b>9,010,390</b>
									0
<b>Total all funds</b>	<b>89.42</b>	<b>9,579,862</b>	<b>5,653,784</b>	<b>5,652,079</b>	<b>1,582,557</b>	<b>7,606,265</b>	<b>669,140</b>	<b>876,099</b>	<b>31,619,786</b>
Less transfers					-1,582,557				
									<b>30,037,229</b>

**GENERAL FUND**

## General Revenue Trends



### General Fund 2014-15 Budget Revenue By Type



Property Tax	4,046,557
Franchise Fees	722,000
State Shared Revenues	395,500
Canby Utility	638,000
Interest	7,000
Other General	81,965
Departmental	697,395
Transfers In - non O/H	1,052,496
Overhead Transfers In	759,857
Total	8,400,770

CITY OF CANBY  
REVENUES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>GENERAL</b>						
PROPERTY TAXES						
3,642,460	3,666,650	3,765,263	PROPERTY TAX CURRENT	3,928,957	3,928,957	3,928,957
80,018	127,860	134,000	PROPERTY TAX PRIOR	117,600	117,600	117,600
<b>3,722,477</b>	<b>3,794,510</b>	<b>3,899,263</b>	<b>TOTAL PROPERTY TAXES</b>	<b>4,046,557</b>	<b>4,046,557</b>	<b>4,046,557</b>
FRANCHISE FEES						
128,753	120,477	139,256	CABLE FRANCHISE FEE	141,000	141,000	141,000
65,931	80,540	57,810	TELEPHONE FRANCHISE FEE	57,000	57,000	57,000
106,318	113,538	120,910	SOLID WASTE FRANCHISE FEE	118,000	118,000	118,000
162,060	144,545	153,405	NATURAL GAS FRANCHISE FEE	146,000	146,000	146,000
<b>463,062</b>	<b>459,100</b>	<b>471,381</b>	<b>TOTAL FRANCHISE FEES</b>	<b>462,000</b>	<b>462,000</b>	<b>462,000</b>
INTERGOVERNMENTAL						
23,154	22,515	20,900	CIGARETTE TAX	19,900	19,900	19,900
202,100	211,210	222,800	LIQUOR REVENUE	226,000	226,000	226,000
135,456	141,227	149,300	STATE REVENUE SHARING	149,600	149,600	149,600
<b>360,710</b>	<b>374,953</b>	<b>393,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>395,500</b>	<b>395,500</b>	<b>395,500</b>
IN LIEU OF TAXES						
576,813	595,905	620,000	CU IN LIEU OF TAXES	638,000	638,000	638,000
<b>576,813</b>	<b>595,905</b>	<b>620,000</b>	<b>TOTAL IN LIEU OF TAXES</b>	<b>638,000</b>	<b>638,000</b>	<b>638,000</b>
CHARGES FOR SERVICES						
10,160	13,300	10,000	TITLE LIEN SEARCH FEES	11,000	11,000	11,000
0	1,112	4,610	SDC COMPLIANCE COST FEE	4,265	4,265	4,265
0	620	1,000	MAIN STREET FEES			0
<b>10,160</b>	<b>15,032</b>	<b>15,610</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>15,265</b>	<b>15,265</b>	<b>15,265</b>
PASS THRU REVENUE						
1,016	0	0	ECONOMIC IMPROVEMENT DISTRICT			0
0	0	54,100	PEG ACCESS FEES	57,300	57,300	57,300
93,249	0	0	AAA REVENUE TO ADULT CENTER			0
22,511	516,787	0	FEMA GRANT - CU			0
<b>116,775</b>	<b>516,787</b>	<b>54,100</b>	<b>TOTAL PASS THRU REVENUE</b>	<b>57,300</b>	<b>57,300</b>	<b>57,300</b>
SPECIAL ASSESSMENTS						
0	0	0	AFD 3 LRIP PHASE I PRIN/INT	1,200	1,200	1,200
0	0	0	AFD 4 LRIP PHASE I PRIN/INT			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
MISCELLANEOUS REVENUE						
3,925	2,730	3,600	MISCELLANEOUS-INCOME	2,200	2,200	2,200
6,000	5,500	6,000	LEASE RECEIPTS (ADULT CENTER)	6,000	6,000	6,000
<b>9,925</b>	<b>8,230</b>	<b>9,600</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>8,200</b>	<b>8,200</b>	<b>8,200</b>
INTEREST REVENUES						
10,339	7,652	8,500	INTEREST REVENUES	7,000	7,000	7,000
<b>10,339</b>	<b>7,652</b>	<b>8,500</b>	<b>TOTAL INTEREST REVENUES</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>

CITY OF CANBY  
REVENUES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			PERS RESERVE			
0	0	0	PERS RESERVE			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL PERS RESERVE</b>			<b>0</b>
			RETIREMENT/SEPARATION RESERVE			
0	0	22,670	RETIREMENT/SEPARATION RESERVE			0
<b>0</b>	<b>0</b>	<b>22,670</b>	<b>TOTAL RETIREMENT/SEPARATION RES</b>			<b>0</b>
			REVENUE TRANSFERS			
0	228,824	241,800	REVENUE TRANS FRANCHISE FEE	260,000	260,000	260,000
<b>0</b>	<b>228,824</b>	<b>241,800</b>	<b>TOTAL REVENUE TRANSFERS</b>	<b>260,000</b>	<b>260,000</b>	<b>260,000</b>
			CASH CARRYOVER			
0	0	1,192,150	CASH CARRYOVER	1,132,652	1,132,652	1,132,652
<b>0</b>	<b>0</b>	<b>1,192,150</b>	<b>TOTAL CASH CARRYOVER</b>	<b>1,132,652</b>	<b>1,132,652</b>	<b>1,132,652</b>
<b>ADMINISTRATION</b>			CHARGES FOR SERVICES			
58,100	57,320	55,200	BUSINESS LICENSES	56,950	56,950	56,950
<b>58,100</b>	<b>57,320</b>	<b>55,200</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>56,950</b>	<b>56,950</b>	<b>56,950</b>
<b>COURT</b>			CHARGES FOR SERVICES			
376,506	356,023	315,000	FINES AND BAIL	315,000	315,000	315,000
17,721	18,540	12,500	FINES / JUSTICE COURT	14,000	14,000	14,000
8,698	10,119	5,000	PAST DUE COLLECTIONS			0
63,827	33,549	30,000	TRAFFIC SAFETY	35,000	35,000	35,000
<b>466,752</b>	<b>418,231</b>	<b>362,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>364,000</b>	<b>364,000</b>	<b>364,000</b>
			PASS THRU REVENUE			
1,460	630	2,000	HELMETS & CARSEATS	1,000	1,000	1,000
<b>1,460</b>	<b>630</b>	<b>2,000</b>	<b>TOTAL PASS THRU REVENUE</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
			MISCELLANEOUS REVENUE			
18,462	12,542	13,500	COURT COSTS	12,500	12,500	12,500
0	0	0	COURT MISCELLANEOUS			0
12,474	13,782	11,000	CITY COSTS	5,500	5,500	5,500
7,057	6,530	4,500	ATTORNEY REIMBURSEMENTS	4,900	4,900	4,900
<b>37,993</b>	<b>32,854</b>	<b>29,000</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>22,900</b>	<b>22,900</b>	<b>22,900</b>
<b>PLANNING</b>			CHARGES FOR SERVICES			
27,290	17,478	32,850	LAND USE APPLICATIONS	21,000	21,000	21,000
5,050	5,393	22,150	TRAFFIC STUDIES	15,000	15,000	15,000
4,599	6,920	3,000	PLAN REVIEWS	4,000	4,000	4,000
0	0	4,350	ANNEXATIONS	4,350	4,350	4,350
<b>36,939</b>	<b>29,790</b>	<b>62,350</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>44,350</b>	<b>44,350</b>	<b>44,350</b>
			MISCELLANEOUS REVENUE			
746	233	100	MISCELLANEOUS-PLANNING	130	130	130
<b>746</b>	<b>233</b>	<b>100</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>130</b>	<b>130</b>	<b>130</b>

CITY OF CANBY  
REVENUES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>PARKS</b>						
CHARGES FOR SERVICES						
0	645	500	PARK RENTALS	500	500	500
<b>0</b>	<b>645</b>	<b>500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>500</b>	<b>500</b>	<b>500</b>
MISCELLANEOUS REVENUE						
232	500	0	MISCELLANEOUS-PARKS	3,360	3,360	3,360
<b>232</b>	<b>500</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>3,360</b>	<b>3,360</b>	<b>3,360</b>
DONATIONS						
0	0	0	DONATIONS-PARKS	5,000	5,000	5,000
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL DONATIONS</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
TRANSFERS IN						
0	0	0	TRANSFER FROM SDC FUND	521,700	521,700	521,700
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS IN</b>	<b>521,700</b>	<b>521,700</b>	<b>521,700</b>
<b>BUILDING</b>						
CHARGES FOR SERVICES						
129,336	14,071	12,000	BUILDING PERMITS	15,000	15,000	15,000
72,563	0	0	SCHOOL DISTRICT EXCISE TAX			0
20,767	0	0	MECHANICAL PERMITS			0
350	0	0	MOBILE HOME PERMITS			0
99,301	0	0	PLAN CHECK FEES-STRUCTURAL			0
796	0	0	GRADING PERMITS FEE			0
0	99	0	REINSPECTION FEES			0
<b>323,113</b>	<b>14,170</b>	<b>12,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
PASS THRU REVENUE						
17,746	0	0	BUILDING PERMIT SURCHARGE			0
30	0	0	MOBILE HOME SURCHARGE			0
<b>17,776</b>	<b>0</b>	<b>0</b>	<b>TOTAL PASS THRU REVENUE</b>			<b>0</b>
<b>POLICE</b>						
GRANT REVENUE						
29,938	0	0	GRANT - HOMELAND SECURITY			0
4,360	4,440	3,000	GRANTS - DUII	2,500	2,500	2,500
0	12,915	0	GRANTS-POLICETRAFFIC			0
4,280	1,520	3,000	GRANT - SEATBELT	2,500	2,500	2,500
1,485	0	0	GRANT - PEDESTIAN SAFETY			0
0	0	56,000	GRANT - EQUIPMENT			0
2,079	2,388	1,000	GRANT - OJP VEST PROGRAM	1,000	1,000	1,000
<b>42,142</b>	<b>21,263</b>	<b>63,000</b>	<b>TOTAL GRANT REVENUE</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
CHARGES FOR SERVICES						
11,000	11,375	10,000	VEHICLE RELEASE/TOW FEES	10,000	10,000	10,000
11,525	8,480	8,000	ALARM PERMIT FEES	8,200	8,200	8,200
3,300	4,170	4,000	FINGER PRINTING FEES	4,000	4,000	4,000
1,780	2,020	1,500	REPORTS REVENUE	1,650	1,650	1,650
<b>27,605</b>	<b>26,045</b>	<b>23,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>23,850</b>	<b>23,850</b>	<b>23,850</b>

CITY OF CANBY  
REVENUES

**GENERAL FUND**

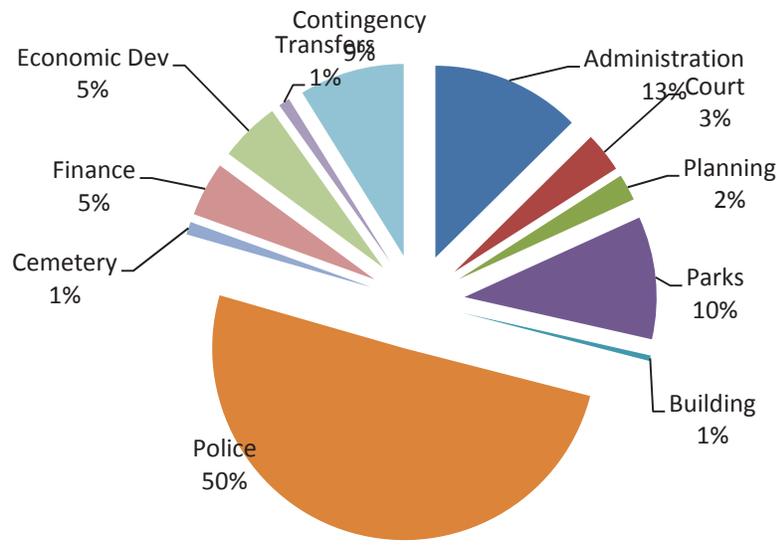
ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MISCELLANEOUS REVENUE						
624	1,352	0	MISCELLANEOUS-POLICE	500	500	500
58,004	60,188	64,423	CSD-SHARED SRO REIMBURSEM	66,730	66,730	66,730
0	4,804	0	FEDERAL TASK FORCE REIMBURSEM	16,800	16,800	16,800
0	3,819	0	COUNTY GREAT PGM REIMBURSEMEN			0
<b>58,628</b>	<b>70,163</b>	<b>64,423</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>84,030</b>	<b>84,030</b>	<b>84,030</b>
DONATIONS						
2,250	2,429	500	DONATIONS-POLICE	500	500	500
<b>2,250</b>	<b>2,429</b>	<b>500</b>	<b>TOTAL DONATIONS</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>CEMETERY</b>						
CHARGES FOR SERVICES						
9,450	17,150	13,300	GRAVE SALES	8,825	8,825	8,825
25,600	28,225	32,700	GRAVE OPEN & CLOSE	24,650	24,650	24,650
7,920	10,200	10,100	LINER SALES	8,280	8,280	8,280
1,830	1,460	1,400	MARKER & MONUMENTS	1,250	1,250	1,250
5,484	4,008	4,000	MAUSOLEUM NAME BARS	2,000	2,000	2,000
9,327	1,960	5,600	MAUSOLEUM SALES	18,350	18,350	18,350
2,570	5,100	3,100	MAUSOLEUM OPEN & CLOSE	2,670	2,670	2,670
<b>62,181</b>	<b>68,103</b>	<b>70,200</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>66,025</b>	<b>66,025</b>	<b>66,025</b>
MISCELLANEOUS REVENUE						
4,050	4,650	4,800	MISCELLANEOUS-CEMETERY	3,300	3,300	3,300
<b>4,050</b>	<b>4,650</b>	<b>4,800</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>
<b>INTERNAL</b>						
OPERATIONAL TRANSFERS IN						
44,501	79,781	19,197	O/H FROM BUILDING	19,010	19,010	19,010
0	0	0	O/H FROM ECONOMIC DEV	72,367	72,367	72,367
179,242	118,976	105,423	O/H FROM LIBRARY FUND	103,142	103,142	103,142
104,178	133,971	85,597	O/H FROM STREET	98,649	98,649	98,649
600	600	0	O/H FROM 911			0
600	600	0	O/H FROM PARKS DEV			0
600	600	0	O/H FROM LIBRARY ENDOW			0
600	600	0	O/H FROM CPC			0
48,212	68,883	132,985	O/H FROM TRANSIT	155,216	155,216	155,216
88,764	97,624	77,600	O/H FROM SWIM LEVY	76,712	76,712	76,712
90,418	47,132	97,969	O/H FROM UR			0
121,452	160,050	163,728	O/H FROM WWTP	147,689	147,689	147,689
44,422	74,152	45,863	O/H FROM COLLECTIONS	44,988	44,988	44,988
48,108	75,393	29,073	O/H FROM STORMWATER	42,084	42,084	42,084
600	600	0	O/H FROM SEWER RESERVE			0
600	600	0	O/H FROM STREET RESERVE			0
<b>772,897</b>	<b>859,562</b>	<b>757,435</b>	<b>TOTAL OPERATIONAL TRANSFERS IN</b>	<b>759,857</b>	<b>759,857</b>	<b>759,857</b>
INTERFUND TRANSFERS						
0	192,960	0	TRANSFER FROM CLOSED FUNDS			0
75,000	0	94,806	RESERVE TRANS FROM TECH RES			0
<b>75,000</b>	<b>192,960</b>	<b>94,806</b>	<b>TOTAL INTERFUND TRANSFERS</b>			<b>0</b>
<b>ECONOMIC DEV</b>						
CHARGES FOR SERVICES						
0	0	0	EVENT REVENUE	500	500	500
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>500</b>	<b>500</b>	<b>500</b>

CITY OF CANBY  
REVENUES

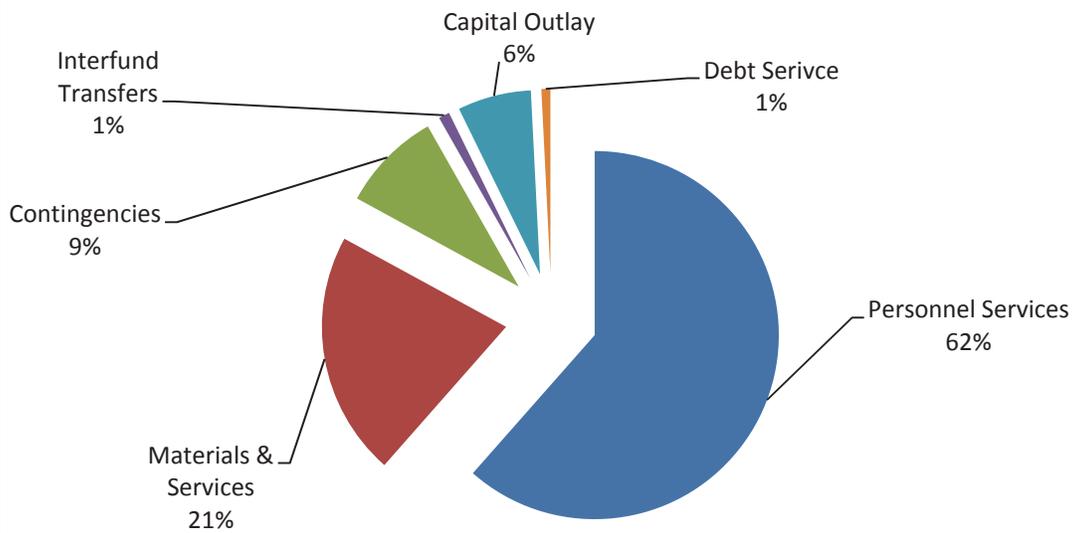
**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			TRANSFERS			
0	0	0	TRANSFER FROM UR	530,796	530,796	530,796
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>	<b>530,796</b>	<b>530,796</b>	<b>530,796</b>
<b>7,258,125</b>	<b>7,800,541</b>	<b>8,530,388</b>	<b>TOTAL FUND REVENUE</b>	<b>9,533,422</b>	<b>9,533,422</b>	<b>9,533,422</b>

### General Fund 2014-15 Budget Expenditures by Department



### General Fund 2014-15 Budget Expenditures by Type



## General Fund:

## Administration

### Department Description

This department provides a number of direct and support services including overall day-to-day management of operations for the City organization and City Council. Additional responsibilities of the department include Human Resources, administration of the City's Safety and Risk Management programs, and the offices of the City Recorder. The department also provides legal counsel to the Mayor and City Council through the office of the City Attorney.

Department personnel provide clerical and staff support for the City Administrator and City Council. Responsibilities include the production and distribution of City Council agendas, packet materials and minutes, public records requests, along with correspondence, elections, records management, noise variance requests, issuing small animal permits, sidewalk vending permits, processing business and liquor licenses, municipal code codification, and assistance with citizen inquiries and concerns.

Due personnel reductions in all General Fund Departments, staff is working on ways that essential services can be provided between the various departments with less personnel.

### Goals Integration

- Administration staff will continue to work on Departmental goals to the best of their abilities, budget constraints and corresponding staffing reductions will affect the level of service we can provide to the public and has deferred some initiatives.

### Noteworthy Changes for 2014-2015

- The Deputy City Recorder position was eliminated.
- A \$70,000 transfer to the Library Fund was eliminated.
- An increase in liability insurance of 11.5% in addition to the addition of new bus insurance for CAT has been included based on recommendations received from our insurance provider. Note insurance for all City owned property and equipment is paid out of the administration department.
- Main Street and flower basket expenses have been moved to the new Economic Development Department.

### Budget at a Glance

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

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

Capital Outlay – Funds available to pass through to CTV5 as requested for their capital needs.

Contingency – 8% of personnel services plus materials and services less approximately \$20,000 to balance the fund, a 1% increase from PY, transfers/internal charges are excluded as those respective funds have their own contingencies.

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>ADMINISTRATION DEPT</b>						
PERSONAL SERVICES:						
90,804	95,834	43,564	CITY ADMINISTRATOR	42,449	42,449	42,449
165,683	65,880	85,124	CITY ATTORNEY	90,900	90,900	90,900
90,090	102,303	76,614	ASSISTANT CITY ADMINISTRATOR	82,909	82,909	82,909
56,878	62,442	71,619	CITY RECORDER	60,488	60,488	60,488
32,459	38,381	41,237	DEPUTY CITY RECORDER			0
9,550	9,600	9,600	MAYOR & COUNCIL	9,600	9,600	9,600
35,910	37,743	38,521	OFFICE SPECIALIST II	41,453	41,453	41,453
0	2,473	13,713	HR ASSISTANT	10,547	10,547	10,547
3,623	8,437	4,626	MAIN STREET PROJECT MGR			0
240	0	0	FACILITIES MAINTENANCE			0
1,816	1,133	2,000	PART TIME/OFFICE SPEC II	2,097	2,097	2,097
0	0	250	OVERTIME			0
0	29,193	22,670	RETIREMENT PAYOUT			0
203,388	206,032	264,059	EMPLOYEE BENEFITS	179,634	179,634	179,634
<b>690,441</b>	<b>659,451</b>	<b>673,597</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>520,077</b>	<b>520,077</b>	<b>520,077</b>
MATERIAL AND SERVICES:						
2,089	337	0	ELECTION	500	500	500
7,152	11,408	4,423	PROF/TECH SERVICES	10,000	10,000	10,000
8,657	3,397	5,200	HR-PROFESSIONAL SERVICES	13,485	13,485	13,485
16,000	26,000	36,000	CTV5 PROFESSIONAL SERVICES	36,000	36,000	36,000
8,652	286	7,000	HR-LEGAL/LABOR NEGOTIATIONS	7,000	7,000	7,000
4,001	3,262	7,300	HR-RECRUIT/EMPLOY TESTING	5,300	5,300	5,300
1,481	395	2,500	CODIFICATION	3,000	3,000	3,000
348	4,250	4,800	COPIER LEASE & MAINT	5,000	5,000	5,000
3	0	0	BUILDING MAINTENANCE			0
6,000	5,500	6,100	GROUND LEASE (ADULT CENTER)	6,000	6,000	6,000
103,330	186,424	224,000	LIABILITY INSURANCE	273,252	273,252	273,252
8,896	6,141	10,000	NON-INSURANCE CLAIMS	10,000	10,000	10,000
17,026	20,000	30,085	LIAB INS DEDUCTIBLE ACCRUED	36,878	36,878	36,878
9,860	0	0	COMMUNICATIONS			0
254	424	600	PRINTING & BINDING	600	600	600
4,041	5,240	6,450	MAYOR & CITY COUNCIL	9,000	9,000	9,000
0	3,546	5,625	MAYOR & CC TRAVEL & TRAINING			0
118	120	195	MAYOR & CC MEMBERSHIP DUES	150	150	150
2,970	1,636	5,200	ADMIN STAFF TRAVEL & TRAINING	5,400	5,400	5,400
0	2,248	2,500	ATTORNEY TRAVEL & TRAINING	2,500	2,500	2,500
3,557	3,422	4,800	HR-TRAVEL & TRAINING	4,300	4,300	4,300
14,779	14,503	15,761	ADMIN MEMBERSHIP DUES & FEES	15,755	15,755	15,755
252	264	545	HR-MEMBERSHIP DUES & FEES	550	550	550
0	0	6,115	INTERNAL CHARGE-FLEET	5,920	5,920	5,920
0	0	139,216	INTERNAL CHARGE-FACILITIES	50,321	50,321	50,321
0	0	23,584	INTERNAL CHARGE-TECH SERVICES	26,731	26,731	26,731
7,569	6,878	7,700	SUPPLIES & SERVICES	5,700	5,700	5,700
3,687	3,742	5,000	HR-SUPPLIES & SERVICES	5,000	5,000	5,000
1,312	3,370	6,000	MAIN STREET SUPPLIES & SVCS			0
4,898	5,822	7,800	DOWNTOWN FLOWER BASKETS			0
0	1,299	0	VISIONING			0
0	0	0	PROPERTY HELD FOR SALE			0
2,787	2,548	3,150	EMPLOYEE RECOGNITION	750	750	750
679	1,185	4,435	HR-RISK MGMT/SAFETY COMMITTEE	3,040	3,040	3,040
92,936	0	0	GRANT-AAA FUNDS TO ADULT CENTE			0
22,511	516,787	0	FEMA GRANT PASS-THRU (CU)			0
<b>353,218</b>	<b>840,434</b>	<b>582,084</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>542,132</b>	<b>542,132</b>	<b>542,132</b>

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CAPITAL OUTLAY:						
0	0	87,938	CAPITAL - PEG ACCESS	62,217	62,217	62,217
<b>0</b>	<b>0</b>	<b>87,938</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>62,217</b>	<b>62,217</b>	<b>62,217</b>
DEBT:						
0	0	45,351	LOGGING ROAD PRINCIPLES PHS 1	50,293	50,293	50,293
0	0	17,797	LOGGING ROAD PRINCIPLE PHS 2	17,936	17,936	17,936
0	0	5,561	LOGGING ROAD INTEREST PHS 1	3,065	3,065	3,065
0	0	4,560	LOGGING ROAD INTEREST PHS 2	3,670	3,670	3,670
<b>0</b>	<b>0</b>	<b>73,269</b>	<b>TOTAL DEBT</b>	<b>74,964</b>	<b>74,964</b>	<b>74,964</b>
TRANSFERS:						
113,266	70,000	70,000	TRANSFER TO LIBRARY			0
5,874	4,185	0	OP TRANSFER TO FLEET			0
99,488	146,341	0	OP TRANSFER TO FACILITIES			0
3,160	0	0	TRANSFER TO FORFEITURE			0
13,316	19,132	0	OP TRANSFER TO TECHNICAL SVC.			0
202,812	188,635	0	TRANSFER TO DEBT			0
10,939	0	0	TRANSFER TO SEWER RES (LID)			0
<b>448,855</b>	<b>428,293</b>	<b>70,000</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>1,492,514</b>	<b>1,928,178</b>	<b>1,486,888</b>	<b>TOTAL ADMINISTRATION DEPT</b>	<b>1,199,390</b>	<b>1,199,390</b>	<b>1,199,390</b>
OTHER:						
0	0	445,798	CONTINGENCY	573,460	565,129	565,129
0	0	0	RETIREMENT/SEP CONTINGENCY	45,584	45,584	45,584
0	0	0	RESERVE FOR FUTURE EXP-PERS	224,600	224,600	224,600
0	0	0	UNAPPROP ENDING FUND BALANCE			0
<b>0</b>	<b>0</b>	<b>445,798</b>	<b>TOTAL OTHER</b>	<b>843,644</b>	<b>835,313</b>	<b>835,313</b>

## **Department Description**

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

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

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

## **Goals Integration**

- The Municipal Court will work with the Finance Department to develop an online credit and debit card payment service for the convenience of constituents.

## **Noteworthy Changes for 2014-2015**

- Court operations moved to Police department facility effective January 1, 2013. This involved a Court program supervision change.
- Supervision costs are allocated between the Court and Police departments. The allocation of supervision to Court has been revised from 5% to 60% to reflect current status of supervision.
- The addition of two new employees (replacements for two existing budgeted positions):
  - Two Court Clerks

## **Budget at a Glance**

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

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

Capital Outlay – None at this time.

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>COURT DEPT</b>						
PERSONAL SERVICES:						
3,799	3,641	3,192	COURT SUPERVISOR	40,839	40,839	40,839
64,809	41,040	0	OFFICE SPEC IV			0
0	12,085	0	OFFICE SPEC III			0
42,336	42,336	47,099	MUNICIPAL JUDGE	45,511	45,511	45,511
0	0	0	MUNICIPAL COURT CLERK I	73,385	73,385	73,385
29,968	47,234	79,730	MUNICIPAL COURT CLERK II			0
5,161	6,008	7,000	PT COURT SERVICES OFFICER	7,000	7,000	7,000
0	0	0	PART TIME HELP			0
49,395	48,720	52,630	EMPLOYEE BENEFITS	69,840	69,840	69,840
<b>195,467</b>	<b>201,062</b>	<b>189,651</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>236,575</b>	<b>236,575</b>	<b>236,575</b>
MATERIAL AND SERVICES:						
1,189	1,425	2,060	SOFTWARE SUPPORT/MAINT	2,060	2,060	2,060
3,800	1,170	1,275	INTERPRETER	1,260	1,260	1,260
0	0	500	PROTEM JUDGE			0
37,800	41,400	41,400	COURT APPOINTED ATTORNEYS	41,400	41,400	41,400
2,965	3,105	3,200	TECHNICAL/ATTORNEY	3,276	3,276	3,276
438	0	300	COMMUNICATIONS			0
775	598	3,180	TRAINING/CONF/TRAVEL	1,690	1,690	1,690
0	0	0	MEMBERSHIP FEES & DUES	195	195	195
120	0	150	JURY FEES	150	150	150
0	0	50	WITNESS FEES	75	75	75
0	0	0	INTERNAL CHARGE-FACILITIES	4,640	4,640	4,640
0	0	13,476	INTERNAL CHARGE-TECH SERVICES	17,821	17,821	17,821
5,724	9,520	5,555	SUPPLIES & SERVICES	6,310	6,310	6,310
9	23	75	DISCOVERY EXPENSE	65	65	65
0	1,681	2,800	BANK CHARGES	3,800	3,800	3,800
986	1,992	2,000	HELMETS & CARSEATS	1,500	1,500	1,500
<b>53,807</b>	<b>60,914</b>	<b>76,021</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>84,242</b>	<b>84,242</b>	<b>84,242</b>
CAPITAL OUTLAY:						
0	15,650	0	CAPITAL OFFICE EQUIPMENT			0
<b>0</b>	<b>15,650</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
TRANSFERS:						
13,316	14,349	0	OP TRANSFER TO TECH SVC.			0
2,000	0	0	RESERVE TRANSFER TO COMPUTERS			0
<b>15,316</b>	<b>14,349</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>264,590</b>	<b>291,975</b>	<b>265,672</b>	<b>TOTAL COURT DEPT</b>	<b>320,817</b>	<b>320,817</b>	<b>320,817</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>

## **Department Description**

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

## **Goals Integration**

- The Transportation Growth Management Grant funded North Redwood Master Plan is the primary long range planning project planned for completion this fiscal year.
- Staff will be doing the analysis to produce a new Canby Buildable Land Needs Study.
- Use of the Open Counter software program is expected to assist in improved delivery of needed information to new business prospects.

## **Noteworthy Changes for 2014-2015**

- A portion of planning staff salaries continues to be allocated to streets, parks, collections, stormwater, and urban renewal departments, as representative of the overall work activities performed.
- Funds provided in professional services for City Engineer review of development is mostly offset with applicant payment for construction plan review.
- Cash match to increase competitiveness when seeking possible available planning grants has been removed due to necessary budget reductions and will be sought out from City contingency if opportunity presents itself.
- We have included a Public Works Director in the proposed budget allocated across various public works departments to address the need for supervision, strategic planning and compliance initiatives.

## **Budget at a Glance**

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

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

Capital Outlay – none.

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>PLANNING DEPT</b>						
PERSONAL SERVICES:						
73,069	86,001	12,521	PLANNING DIRECTOR	35,938	35,938	35,938
62,870	66,377	7,544	SENIOR PLANNER	11,601	11,601	11,601
0	0	0	PUBLIC WORKS DIRECTOR	4,448	4,448	4,448
15,498	18,858	8,103	OFFICE SPECIALIST II	8,719	8,719	8,719
19,992	29,794	29,088	ASSOCIATE PLANNER	28,161	28,161	28,161
9,816	10,299	10,414	CODE ENFORCEMENT OFFICER	10,674	10,674	10,674
61,919	84,284	34,603	EMPLOYEE BENEFITS	43,680	43,680	43,680
<b>243,163</b>	<b>295,613</b>	<b>102,273</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>143,221</b>	<b>143,221</b>	<b>143,221</b>
MATERIAL AND SERVICES:						
1,669	0	750	CONTRACT LABOR			0
2,281	774	2,500	ANNEXATION EXPENSES	2,500	2,500	2,500
8,428	8,339	54,000	PROF/TECH SERVICES	24,000	24,000	24,000
209	300	0	BUILDING MAINTENANCE			0
1,695	74	100	COMMUNICATIONS	100	100	100
236	800	700	MAPPING	400	400	400
31	408	400	PLANNING COMMISS. EXPENSES	600	600	600
1,566	923	2,100	TRAVEL & TRAINING	2,200	2,200	2,200
551	655	900	FEES & DUES	1,135	1,135	1,135
0	0	0	INTERNAL CHARGE-FACILITIES	2,627	2,627	2,627
0	0	16,845	INTERNAL CHARGE-TECH SERVICES	14,851	14,851	14,851
9,203	6,186	7,657	SUPPLIES & SERVICES	7,750	7,750	7,750
7,739	2,863	26,000	TRAFFIC STUDY	15,000	15,000	15,000
<b>33,607</b>	<b>21,322</b>	<b>111,952</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>71,163</b>	<b>71,163</b>	<b>71,163</b>
TRANSFERS:						
15,536	14,349	0	OP TRANSFER TO TECHNICAL SVC.			0
<b>15,536</b>	<b>14,349</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>292,306</b>	<b>331,283</b>	<b>214,225</b>	<b>TOTAL PLANNING DEPT</b>	<b>214,384</b>	<b>214,384</b>	<b>214,384</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>

**Department Description**

The purpose of the Park Department is to provide safe, clean, well-maintained recreational facilities that serve the community-wide recreational and leisure activity needs for all ages. Currently the department maintains the property and existing facilities at 30 properties that total over 200 acres.

**Goals Integration**

- The number one goal of the Parks Department will be to continue to provide excellent internal and external customer service while being fiscally responsible. Due to budget constraints 2 parks maintenance positions are proposed for elimination. This will significantly reduce the service level received throughout City Parklands.
- All capital maintenance improvements have been deferred due to budget constraints.

**Noteworthy Changes for 2014-2015**

- The Parks Development Fund is proposed to be closed resulting in the addition of capital parks projects being integrated into the General Fund Parks Department budget.
- Elimination of 2 Full time equivalents (FTEs) has been proposed due to budget constraints in the General Fund, this will result in a significant reduction in service.
- We have included a Public Works Director in the proposed budget allocated across various public works departments to address the need for supervision, strategic planning and compliance initiatives.

**Budget at a Glance**

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

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

Capital Outlay – Current year proposed projects including improvements at Northwoods Park and phase 1 of the Canby Dog Park. Funding for capacity increasing capital projects comes from improvement System Development Charges (SDCs) which are proposed to be maintained in the new SDC Fund due to their restricted nature. Revenue to offset the proposed allowable projects has been included in the parks department proposed budget.

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>PARKS DEPT</b>						
PERSONAL SERVICES:						
0	0	0	PUBLIC WORKS DIRECTOR	4,448	4,448	4,448
62,983	64,621	65,604	MAINT LEAD WORKER	67,232	67,232	67,232
22,061	61,658	77,308	PARK MAINTENANCE I			0
0	0	22,633	SENIOR PLANNER	23,203	23,203	23,203
59,675	48,184	50,808	PARK UTILITY MAINT II	52,091	56,332	56,332
52,710	53,940	55,176	PARK UTILITY MAINT III	56,555	56,555	56,555
1,033	3,284	3,000	OVERTIME	3,000	3,000	3,000
104,248	142,942	191,026	EMPLOYEE BENEFITS	119,071	123,161	123,161
1,900	1,885	2,000	CLOTHING ALLOWANCE	2,000	2,000	2,000
<b>304,610</b>	<b>376,515</b>	<b>467,555</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>327,600</b>	<b>335,931</b>	<b>335,931</b>
MATERIAL AND SERVICES:						
906	1,170	2,500	CONTRACT SERVICES	2,500	2,500	2,500
7,529	9,094	9,500	PARKS GROUND MAINTENANCE	8,500	8,500	8,500
6,884	7,458	6,100	PARK BLDG MAINTENANCE	6,100	6,100	6,100
4,685	2,090	3,141	VANDALISM REPAIR	3,000	3,000	3,000
1,807	1,940	2,000	COMMUNICATIONS	2,000	2,000	2,000
460	2,245	2,450	TRAINING/CONF/TRAVEL	2,450	2,450	2,450
0	0	51,370	INTERNAL CHARGE-FLEET	41,950	41,950	41,950
0	0	0	INTERNAL CHARGE-FACILITIES	26,638	26,638	26,638
0	0	6,738	INTERNAL CHARGE-TECH SERVICES	5,940	5,940	5,940
7,100	11,851	10,950	SUPPLIES & SERVICES	9,950	9,950	9,950
8,024	8,875	8,000	PARK EQUIPMENT	6,000	6,000	6,000
14,020	14,971	16,000	UTILITIES	16,000	16,000	16,000
0	0	0	DONATIONS - PARKS EXPENDED			0
<b>51,415</b>	<b>59,694</b>	<b>118,749</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>131,028</b>	<b>131,028</b>	<b>131,028</b>
CAPITAL OUTLAY:						
7,364	0	0	EQUIPMENT	6,200	6,200	6,200
34,739	0	0	PARK PAVING			0
0	0	0	MOLALLA RVR PW/WILL. WAYSIDE	216,700	216,700	216,700
0	0	0	NORTH WOODS ESTATES PARK	5,000	5,000	5,000
0	0	0	COMMUNITY PARK EXPANSION	300,000	300,000	300,000
<b>42,103</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>527,900</b>	<b>527,900</b>	<b>527,900</b>
TRANSFERS:						
60,229	36,024	0	OP TRANSFER TO FLEET			0
2,219	4,783	0	OP TRANSFER TO TECHNICAL SVC.			0
<b>62,448</b>	<b>40,807</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>460,576</b>	<b>477,016</b>	<b>586,304</b>	<b>TOTAL PARKS DEPT</b>	<b>986,528</b>	<b>994,859</b>	<b>994,859</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>

## Department Description

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

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

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

## Goals Integration

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

## Noteworthy Changes for 2014-2015

- The contract building inspections line item has been closed as basically all permits originally issued by the City have been closed out since contracting with the County in Dec. 2011.
- The half-time permits coordinator position has been eliminated as a necessary cost saving measure with duties spread to existing staff.

## Budget at a Glance

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

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

Transfers – To General Fund for administrative and finance overhead.

Capital Outlay – None

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>BUILDING DEPT</b>						
PERSONAL SERVICES:						
18,045	9,556	12,521	PLANNING DIRECTOR	15,402	15,402	15,402
28,433	22,245	22,866	OFFICE SPECIALIST II			0
44,855	0	0	BUILDING OFFICIAL			0
9,816	10,299	10,414	CODE ENFORCEMENT OFFICER	10,674	10,674	10,674
46,265	26,104	32,089	EMPLOYEE BENEFITS	12,502	12,502	12,502
<b>147,413</b>	<b>68,205</b>	<b>77,890</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>38,578</b>	<b>38,578</b>	<b>38,578</b>
MATERIAL AND SERVICES:						
2,087	0	749	CONTRACT LABOR	800	800	800
32,980	3,759	750	CONTRACT BUILDING INSPECTIONS			0
0	385	0	COMPUTER HW/SW			0
1,008	74	100	COMMUNICATIONS	100	100	100
17,621	0	0	BUILDING PERMIT SURCHARGE			0
69,660	0	0	SCHOOL DISTRICT EXCISE TAX			0
0	0	370	INTERNAL CHARGE-FACILITIES	437	437	437
0	0	6,738	INTERNAL CHARGE-TECH SERVICES	2,970	2,970	2,970
2,132	1,274	950	SUPPLIES & SERVICE	1,150	1,150	1,150
0	0	200	ARCHIVE COSTS	150	150	150
<b>125,488</b>	<b>5,493</b>	<b>9,857</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>5,607</b>	<b>5,607</b>	<b>5,607</b>
TRANSFERS:						
44,501	79,781	19,197	O/H TRANSFER TO GENERAL FUND	19,010	19,010	19,010
1,011	0	0	OP TRANSFER TO FLEET			0
1,906	389	0	OP TRANSFER TO FACILITIES			0
4,439	5,979	0	OP TRANSFER TO TECHNICAL SVC.			0
<b>51,857</b>	<b>86,149</b>	<b>19,197</b>	<b>TOTAL TRANSFERS</b>	<b>19,010</b>	<b>19,010</b>	<b>19,010</b>
<b>324,758</b>	<b>159,847</b>	<b>106,944</b>	<b>TOTAL BUILDING DEPT</b>	<b>63,195</b>	<b>63,195</b>	<b>63,195</b>
OTHER:						
0	0	0	BUILDING RESERVE FUNDS			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>

**Statement of Purpose**

The purpose of the Police Department and each of its employees is to consistently enforce state and local laws, and to promote, preserve and deliver quality law enforcement services to our community in order to assure safety and security to all.

**Department Description**

The Canby Police Department provides the community with a full range of police services twenty-four hours a day, seven days a week. Emergency calls for service are received by Clackamas County Central Communications (CCOM) located in Oregon City and dispatched to our officers.

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

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

**Goals Integration**

- \$1,500 is budgeted to the development of an annual Police Officer & Citizens Award Ceremony and independent method of recognizing positive community interaction.
- \$500 committed to the Citizens Academy for the purpose of continuing training opportunities to the community.
- \$60.00 per sworn member is budgeted monthly for the activation of the RegJIN Police Records Database. The implementation of this technology is expected to take place in November of 2014
- \$90,000 is budgeted to continue the yearly vehicle replacement program.
- 50% of the SRO's salary and benefits is being paid for by the School District to maintain the SRO position at the high school.
- Six (6) MDC's will be replaced with a plan to replace the remaining twelve (12) MDC's within the next three years.
- \$10,000 is being budgeted to implement technology options that may be available to better the efficiency of the department's daily operations and complete the electronic citation (e-cites) program and mobile video & body cameras.
- \$400 is budgeted to expand and formalized the Volunteer Program.

## General Fund:

## Police

- Due to budget constraints the following goals will not be realized for the fiscal year 2014 – 2015:
  - Fill the police officer vacancy position/hire personnel to meet the authorized sworn position.
  - Implement a Police Reserve Program.
  - Add two police officer positions, expanding the authorized sworn positions to twenty-seven.
  - Create one Lieutenant and two Sergeant positions to establish proper supervisory oversight.
  - Participate in Multi-Agency Task Force – Clackamas County Inter-Agency Task Force (CCITF)

## Noteworthy Changes for 2014-2015

- At no cost to the City, the police department received approximately \$60,000 worth of technology equipment and training toward the Forensic Computer Program.
- Technology advancement in the following areas:
  - The addition of the Regional Justice Information Network (RegJIN) Records Management System.
  - Purchase and use of Cellebrite software that provides Decryption, Decoding & Extraction of electronic data.
  - Implementation of new property & evidence software.
  - Installation of “Watch Guard” in-car video system in patrol cars.
  - Access to the WebLEDS Browser that allows investigators to interface with crime information sites such as LEADS & NCIC.
  - The installation the electronic traffic citations for mobile computers into patrol cars.
  - Access to the Regional Automated Property Information Database (RAPID) that tracks pawn, secondhand and metal recycling dealer transactions in Oregon.
- The addition of two employees (replacements for two existing budgeted positions):
  - 1 Police Officer
  - 1 Records Clerk

## Budget at a Glance

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

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

Capital Outlay – Includes budget for Vehicle Mobil Data Computers and Police Bullet Proof Vests.

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>POLICE DEPT</b>						
PERSONAL SERVICES:						
115,029	117,720	120,432	POLICE CHIEF	123,443	123,443	123,443
107,484	110,011	112,548	LIEUTENANT	115,362	115,362	115,362
52,246	56,631	60,650	ADMINISTRATIVE ASSISTANT	27,226	27,226	27,226
81,339	83,669	87,291	RECORDS CLERK/OSII	42,478	42,478	42,478
0	0	0	RECORDS CLERK/OSI	35,077	35,077	35,077
29,447	30,899	31,241	CODE ENFORCEMENT OFFICER	32,022	32,022	32,022
357,438	370,854	372,772	SERGEANTS	383,378	383,378	383,378
706,580	723,346	785,654	PATROL OFFICERS	805,289	805,289	805,289
316,323	261,571	251,898	DETECTIVES	261,595	261,595	261,595
72,903	75,540	76,342	SCHOOL RESOURCE OFFICER	78,250	78,250	78,250
87,695	76,217	78,766	TRAFFIC SAFETY OFFICER	81,796	81,796	81,796
78,379	80,892	79,798	CANINE OFFICERS	81,796	81,796	81,796
71,424	75,801	76,702	GANG OFFICER	80,732	80,732	80,732
54,827	56,128	57,406	PROPERTY & EVIDENCE	59,607	59,607	59,607
53,076	45,939	60,000	OVERTIME	66,800	66,800	66,800
32,892	24,693	33,000	COURT OVERTIME	30,000	30,000	30,000
33,744	42,842	43,000	HOLIDAY OVERTIME	40,000	40,000	40,000
54,499	38,667	42,000	SIU OVERTIME	35,000	35,000	35,000
37,477	55,764	50,000	TRAINING OVERTIME	40,000	40,000	40,000
7,267	4,403	9,000	TET TRAINING OT	10,000	10,000	10,000
3,027	2,790	5,000	SPECIAL EVENTS OVERTIME	5,000	5,000	5,000
11,142	10,339	9,000	CC SWAT OT	8,000	8,000	8,000
4,701	7,569	6,000	SUPERVISION OVERTIME	6,000	6,000	6,000
3,734	4,085	4,050	GRANT - DUII WAGES EXP	3,400	3,400	3,400
3,221	1,405	4,050	GRANT - SEATBELT WAGES EXP	3,400	3,400	3,400
0	0	1,350	GRANT - PEDESTRIAN/WAGES EXP			0
0	13,112	0	GRANT - ODOT			0
1,075,884	1,193,256	1,440,773	EMPLOYEE BENEFITS	1,391,247	1,391,247	1,391,247
13,225	13,325	13,800	UNIFORM CLEANING ALLOWANCE	15,000	15,000	15,000
2,550	1,925	2,400	CLOTHING ALLOWANCE	2,400	2,400	2,400
3,450	3,450	3,450	FOOTWEAR ALLOWANCE	3,750	3,750	3,750
<b>3,471,003</b>	<b>3,582,842</b>	<b>3,918,373</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>3,868,048</b>	<b>3,868,048</b>	<b>3,868,048</b>

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MATERIAL AND SERVICES:						
1,385	0	1,000	PROFESSIONAL SERVICES	1,000	1,000	1,000
2,810	705	0	STORAGE FACILITY RENT			0
0	0	95,544	VEHICLE LEASE PAYMENTS	94,131	94,131	94,131
6,098	9,935	8,000	INVESTIGATION & INFO	8,000	8,000	8,000
1,320	1,560	1,000	PRISONERS BOARD & MEDICAL	1,000	1,000	1,000
927	127	1,000	CRIME PREVENTION	1,500	1,500	1,500
33,705	24,929	23,000	COMMUNICATIONS	26,000	26,000	26,000
0	0	155,864	COUNTY DISPATCH FEES	164,336	164,336	164,336
2,500	2,500	2,500	JUVENILE DIVERSION SERVICES	2,500	2,500	2,500
31,300	38,602	32,000	TRAINING & TRAVEL	32,000	32,000	32,000
26,670	28,724	26,000	FIREARM EQUIPMENT	30,000	30,000	30,000
654	1,200	1,000	TRAFFIC SAFETY TRAINING	1,000	1,000	1,000
8,874	7,561	4,000	TACTICAL ENTRY TEAM EQUIPMENT	4,000	4,000	4,000
0	150	500	E.O.C.	500	500	500
2,623	10,563	11,000	DETECTIVE EQUIPMENT	15,000	15,000	15,000
1,270	1,025	1,000	MEMBERSHIP FEES & DUES	1,000	1,000	1,000
9,372	15,765	15,000	INFORMATION SYSTEM SERVICES	27,552	27,552	27,552
0	0	264,750	INTERNAL CHARGE-FLEET	244,245	244,245	244,245
0	0	0	INTERNAL CHARGE-FACILITIES	73,982	73,982	73,982
0	0	131,395	INTERNAL CHARGE-TECH SERVICES	95,044	95,044	95,044
29,920	41,879	34,000	SUPPLIES & SERVICES	34,000	34,000	34,000
17,106	22,821	20,000	UNIFORMS & PATROL EQUIPMENT	20,000	20,000	20,000
1,011	817	2,000	EQUIPMENT REPAIR & MAINT	2,000	2,000	2,000
195	1,456	2,000	RADIO REPAIR	2,000	2,000	2,000
24,930	20,085	26,830	800 RADIO OPERATING FEE	25,818	25,818	25,818
4,343	3,283	2,000	CANINE EXPENSES	2,000	2,000	2,000
3,761	6,917	4,000	TRAFFIC SAFETY EQUIPMENT	4,000	4,000	4,000
1,891	2,294	500	DONATIONS-POLICE	500	500	500
1,050	1,050	1,050	ACCREDITATION	1,050	1,050	1,050
<b>213,715</b>	<b>243,949</b>	<b>866,933</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>914,158</b>	<b>914,158</b>	<b>914,158</b>
CAPITAL OUTLAY:						
12,177	0	0	EQUIPMENT-800 MEG RADIO			0
5,000	0	0	LEDS SOFTWARE & EQUIPMENT			0
18,570	0	0	EQUIP-HOMELAND SECURITY GRANT			0
0	61,918	0	ODOT GRANT - EQUIPMENT			0
0	0	10,000	EQUIP - COMPUTER/SOFTWARE	20,000	20,000	20,000
0	0	6,000	EQUIP - VESTS	6,000	6,000	6,000
<b>35,747</b>	<b>61,918</b>	<b>16,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
TRANSFERS:						
241,681	237,037	0	OP TRANSFER TO FLEET			0
0	111,902	0	OP TRANSFER TO 911			0
42,168	86,095	0	OP TRANSFER TO TECHNICAL SVC.			0
5,000	20,000	0	RESERVE TRANSFER TO COMPUTER			0
12,400	0	0	RESERVE TRANSFER TO CAPITAL			0
<b>301,249</b>	<b>455,034</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>4,021,715</b>	<b>4,343,743</b>	<b>4,801,306</b>	<b>TOTAL POLICE DEPT</b>	<b>4,808,206</b>	<b>4,808,206</b>	<b>4,808,206</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>

**Department Description**

Zion Memorial Cemetery is owned by the City and is currently operated by a contract sexton. KR Maintenance conducts all sales and burial services, maintains records on-site, provides and services all equipment, and does building maintenance for the Cemetery facilities. The sexton provides weekly mowing, edging, and trimming during the growing months. Turf maintenance and shrub and tree maintenance are done seasonally

**Noteworthy Changes for 2014-2015**

- Cemetery records have been incorporated into the City’s financial software Caselle, previously they were maintained in a separated database.

**Budget at a Glance**

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

Materials and Services - Includes the cost of contract services with KR Maintenance, miscellaneous small expenses and refunds. All maintenance and equipment costs are covered by the sexton’s contract.

Capital Outlay – None.

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>CEMETERY DEPT</b>						
PERSONAL SERVICES:						
3,056	3,220	0	OFFICE SPECIALIST IV			0
0	0	2,027	OFFICE SPECIALIST II	2,182	2,182	2,182
1,490	1,775	1,957	EMPLOYEE BENEFITS	1,876	1,876	1,876
<b>4,545</b>	<b>4,996</b>	<b>3,984</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>4,058</b>	<b>4,058</b>	<b>4,058</b>
MATERIAL AND SERVICES:						
93,110	94,850	94,800	CONTRACTUAL AGREEMENT	93,100	93,100	93,100
225	412	1,200	MISCELLANEOUS	1,012	1,012	1,012
6,090	0	4,000	REFUNDS	4,000	4,000	4,000
<b>99,425</b>	<b>95,262</b>	<b>100,000</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>98,112</b>	<b>98,112</b>	<b>98,112</b>
<b>103,970</b>	<b>100,258</b>	<b>103,984</b>	<b>TOTAL CEMETERY DEPT</b>	<b>102,170</b>	<b>102,170</b>	<b>102,170</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>

## **Department Description**

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

## **Goals Integration**

- Within this proposed budget we have proposed closing 2 funds, the Parks Development Fund and the Street Reserve Fund, integrating the capital acquisitions into the corresponding operation budgets and have proposed adding a System Development Charge (SDC) Fund to help track and control expenditure of improvement SDC revenue in accordance with state statutes. In addition an Economic Development Department has been added to the General Fund to enhance transparency and start the conversation of succession planning subsequent to the end of Urban Renewal operations. We will continue to evaluate opportunities to promote efficiency, transparency and understandability through fund and account structure changes.
- Efforts to update the financial policies, initiate forecasting and capital improvement planning have been started and will be presented throughout this budget process. The finance department plans to expand the scope of these planning initiatives over the next year as time and resources allow.
- Due to staffing reductions as a result of budget constraints finance is working with the management team to develop a strategy to allocate tasks and address customer service initiatives with less personnel.

## **Noteworthy Changes for 2014-2015**

- Due to structural efficiency considerations the Transit Payroll Tax Collections position has been proposed for elimination and absorbed by other finance personnel; the re-allocation of function and corresponding salaries contributed to reducing the deficit in the requested budget.

## **Budget at a Glance**

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

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

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>FINANCE DEPT</b>						
PERSONAL SERVICES:						
92,148	97,985	89,083	FINANCE DIRECTOR	95,818	95,818	95,818
58,057	61,184	67,860	OFFICE SPECIALIST IV	52,177	52,177	52,177
66,322	73,541	69,501	OFFICE SPECIALIST III	35,653	35,653	35,653
27,714	32,455	31,423	OFFICE SPECIALIST II	31,641	31,641	31,641
0	0	0	PART TIME HELP			0
113,083	131,923	158,716	EMPLOYEE BENEFITS	121,978	121,978	121,978
<b>357,324</b>	<b>397,088</b>	<b>416,583</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>337,267</b>	<b>337,267</b>	<b>337,267</b>
MATERIAL AND SERVICES:						
5,250	7,150	7,000	PROF/TECH SERVICE	4,000	4,000	4,000
4,050	5,310	4,000	PROF SRVTITLE LIEN SEARCH COST	4,740	4,740	4,740
29,603	25,400	28,000	AUDITING	28,250	28,250	28,250
9,737	14,096	13,590	SOFTWARE MAINTENANCE	13,710	13,710	13,710
490	100	0	REPAIRS & MAINTENANCE			0
3,485	3,453	3,500	COPIER LEASE & MAINT	3,700	3,700	3,700
525	0	0	COMMUNICATIONS			0
288	746	510	PUBLICATIONS/BOOKS	500	500	500
992	1,473	2,000	PRINTING & BINDING	2,000	2,000	2,000
2,633	3,164	4,000	TRAINING/CONF/TRAVEL	5,575	5,575	5,575
390	885	1,500	MEMBERSHIP DUES & FEES	1,065	1,065	1,065
0	0	0	INTERNAL CHARGE-FACILITIES	4,218	4,218	4,218
0	0	23,584	INTERNAL CHARGE-TECH SERVICES	14,851	14,851	14,851
4,037	9,165	6,000	SUPPLIES & SERVICE	8,545	8,545	8,545
7,815	6,818	8,000	BANK CHARGES	7,900	7,900	7,900
30	346	0	CASH OVER & SHORT			0
44	472	1,000	MISC OFFICE EQUIPMENT	1,500	1,500	1,500
154	0	0	BLDG MAINTENANCE & CLEANING			0
368	652	0	SOFTWARE			0
<b>69,890</b>	<b>79,231</b>	<b>102,684</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>100,554</b>	<b>100,554</b>	<b>100,554</b>
TRANSFERS:						
13,316	14,349	0	OP TRANSFER TO TECHNICAL SVC.			0
10,500	7,000	0	RESERVE TRANSFER TO COMPUTER			0
<b>23,816</b>	<b>21,349</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>451,031</b>	<b>497,667</b>	<b>519,267</b>	<b>TOTAL FINANCE DEPT</b>	<b>437,821</b>	<b>437,821</b>	<b>437,821</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>

## General Fund:

## Economic Development

### Statement of Purpose

The Canby Economic Development Department supports existing Canby businesses, recruits new business and development, and ensures that our community remains an attractive place for business. Staff focuses on initiatives outlined in the Canby Urban Renewal plan, the Canby Economic Development Strategy adopted in 2013 and related goals identified in the Canby Community Vision.

### Department Description

The department promotes Canby as an attractive business location, assists businesses with their growth and expansion plans, and connects them to programs and resources. Staff supports the objectives for the Urban Renewal District and implements its programs focused on stimulating new industrial and commercial development, investment, businesses and jobs. Staff administers business oriented programs including the Canby Main Street Program, the Façade Improvement Program, and Revolving Loan Fund and incentive programs. Staff coordinates activities for a vibrant and attractive downtown. They also promote business districts to visitors, businesses and jobs to Canby and work to attract developers and tenants and stimulate new investment.

### Goals Integration

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

- Supporting existing businesses through business outreach to major employers, by convening three industry cluster groups, and by coordinating three Canby Industrial Forums.
- Building on the successful Main Street program to support downtown businesses, coordinate events to attract visitors and future customers. The program focuses on promotion, design, economic restructuring and organization.
- Recruiting new businesses downtown and to the Industrial areas, assisting them in the development process and providing resources and technical assistance to help them succeed.
- Promoting new development and redevelopment through the available site and building inventory, positioning industrial sites for site certification and Regionally Significant Industrial Site designation, the *Canby in the Spotlight* Newsletter, and links to business resources.
- Expanding events, attractions and art through the Main Street program, a business survey, and a way finding system, especially between the event center and downtown.

### Noteworthy Changes for 2014 - 2015

- This is a new general fund department that has been created to enhance transparency, align the accounting form to be consistent with methodology that the Urban Renewal Agency contracts services from City employees to administer initiatives, memorialize costs of operations and initiate the conversation on succession planning related to economic development initiatives that may be intended to be continued beyond the life of the Urban Renewal Agency and the better track revenues and expenditures including accounting for fund raising, event revenue and sponsorships envisioned as the Main Street Program evolves.

### Budget at a Glance

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

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

Transfers – To General Fund for administrative and finance overhead.

CITY OF CANBY  
EXPENDITURES

**GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>ECONOMIC DEVELOPMENT DEPT</b>						
PERSONAL SERVICES:						
0	0	0	CITY ADMINISTRATOR	42,449	42,449	42,449
0	0	0	ASSISTANT CITY ADMINISTRATOR	25,511	25,511	25,511
0	0	0	ECONOMIC DEVELOPMENT DIRECTOR	103,580	103,580	103,580
0	0	0	CITY RECORDER	20,163	20,163	20,163
0	0	0	OFFICE SPECIALIST II	21,796	21,796	21,796
0	0	0	SENIOR PLANNER	7,734	7,734	7,734
0	0	0	MAIN STREET MANAGER	44,802	44,802	44,802
0	0	0	MAIN STREET MGR - NON-URD	4,978	4,978	4,978
0	0	0	PART TIME HELP	2,272	2,272	2,272
0	0	0	EMPLOYEE BENEFITS	113,127	113,127	113,127
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>386,412</b>	<b>386,412</b>	<b>386,412</b>
MATERIAL AND SERVICES:						
0	0	0	INTERNAL CHARGE-FACILITIES	2,856	2,856	2,856
0	0	0	INTERNAL CHARGE-TECH SERVICES	11,880	11,880	11,880
0	0	0	SUPPLIES & SERVICES	49,164	49,164	49,164
0	0	0	MAIN STREET (GENERAL FUND)	6,000	6,000	6,000
0	0	0	FLOWER PROGRAM	3,400	3,400	3,400
0	0	0	LIGHT THE NIGHT COSTS	10,000	10,000	10,000
0	0	0	MAIN STREET (UR ALLOWABLE)	15,188	15,188	15,188
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>98,488</b>	<b>98,488</b>	<b>98,488</b>
TRANSFERS:						
0	0	0	O/H TRANSFER TO GENERAL FUND	72,367	72,367	72,367
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>	<b>72,367</b>	<b>72,367</b>	<b>72,367</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL ECONOMIC DEVELOPMENT DEP</b>	<b>557,267</b>	<b>557,267</b>	<b>557,267</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
<b>7,411,459</b>	<b>8,129,967</b>	<b>8,530,388</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>9,533,422</b>	<b>9,533,422</b>	<b>9,533,422</b>

**SPECIAL REVENUE FUNDS**

### Statement of Purpose

The purpose of the Library Fund is to provide dynamic, relevant, efficient and cost-effective library services to Canby residents of all ages.

### Department Description

The Library Department provides a wealth of resources designed to address the community's educational, informational, cultural and recreational needs. In addition to offering free access to books, e-books, DVDs, CDs, audio books, magazines and online resources from the 13-member LINCC (Libraries in Clackamas County) network at [www.lincc.org](http://www.lincc.org), the library also offers reference help, free internet access via WiFi and public computers, book groups, community forums and cultural events. Services to children and families include storytimes, family-oriented events, teen events, Summer Reading and a homework center. The library's service area is roughly equivalent to the boundaries of the Canby School District.

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

### Goals Integration

- Personnel costs include additional on-call staffing hours, equivalent to approximately \$360/month, to cover front desk shifts while library staff members perform outreach activities in the community.
- An \$800 budget for parks & recreation programming, to cover the costs of presenters and supplies for 2 programs, is included in the Supplies line of the Materials & Services section of the budget.
- \$240 annually for CMS & web hosting services will be included beginning FY 15-16.

### Noteworthy Changes for 2014-15

- The proposed budget includes the elimination of the director position, the reclassification of the Library Supervisor to a Library Manager- Director of operations. If the new civic center is approved to proceed the project budget will need to include funds to contract resources that specialize in Library design to maximize operating efficiency and optimal programming space.
- Cash Carryover and corresponding restricted contingency includes restricted funds for the new library, including \$1 million from Clackamas County and funds transferred from the Library Endowment Fund.
- Note because of savings realized due to position vacancies and structural staffing changes proposed the library is able to maintain current service levels without a current year general fund contribution however the District levy was not structured to full support library operations and to maintain services levels in the future it is likely that a general fund contribution will be needed.

### Budget at a Glance

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

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

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

Capital Outlay – None

Contingency – Is approximately 20% of personnel services plus materials and services, a minimum of 10% is recommended but current year savings due to position vacancies provides additional reserves for future use.

CITY OF CANBY  
REVENUES

**LIBRARY FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
753,412	707,376	711,418	CC LIBRARY DISTRICT	749,246	749,246	749,246
<b>753,412</b>	<b>707,376</b>	<b>711,418</b>	<b>TOTAL PROPERTY TAXES</b>	<b>749,246</b>	<b>749,246</b>	<b>749,246</b>
GRANT REVENUE						
75,134	1,010,682	10,189	GRANTS-LIBRARY	3,000	3,000	3,000
<b>75,134</b>	<b>1,010,682</b>	<b>10,189</b>	<b>TOTAL GRANT REVENUE</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
CHARGES FOR SERVICES						
2,371	2,820	2,500	LOST BOOK REVENUE	2,500	2,500	2,500
1,981	2,803	2,000	COPIER RECEIPTS	2,000	2,000	2,000
<b>4,352</b>	<b>5,623</b>	<b>4,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
MISCELLANEOUS REVENUE						
25,486	23,520	23,000	MISCELLANEOUS-LIBRARY	23,000	23,000	23,000
<b>25,486</b>	<b>23,520</b>	<b>23,000</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>
INTEREST REVENUES						
1,125	3,547	3,700	INTEREST REVENUES	6,000	6,000	6,000
<b>1,125</b>	<b>3,547</b>	<b>3,700</b>	<b>TOTAL INTEREST REVENUES</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
DONATIONS						
9,937	3,527	3,500	DONATIONS-LIBRARY	3,500	3,500	3,500
13,316	12,980	13,000	DONATIONS-FOL SPECIAL DRIVE	13,000	13,000	13,000
0	50,935	0	DONATIONS-NEW LIBRARY BUILDING			0
<b>23,253</b>	<b>67,442</b>	<b>16,500</b>	<b>TOTAL DONATIONS</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>
OPERATIONAL TRANSFERS IN						
113,266	70,000	70,000	TRANSFER FROM GENERAL FUND			0
<b>113,266</b>	<b>70,000</b>	<b>70,000</b>	<b>TOTAL OPERATIONAL TRANSFERS IN</b>			<b>0</b>
INTERFUND TRANSFERS						
0	135,481	0	TRANSFER FROM LIBRARY ENDOW			0
<b>0</b>	<b>135,481</b>	<b>0</b>	<b>TOTAL INTERFUND TRANSFERS</b>			<b>0</b>
CASH CARRYOVER						
0	0	1,344,202	CASH CARRYOVER	1,390,022	1,390,022	1,390,022
<b>0</b>	<b>0</b>	<b>1,344,202</b>	<b>TOTAL CASH CARRYOVER</b>	<b>1,390,022</b>	<b>1,390,022</b>	<b>1,390,022</b>
<b>996,027</b>	<b>2,023,671</b>	<b>2,183,509</b>	<b>TOTAL FUND REVENUE</b>	<b>2,192,268</b>	<b>2,192,268</b>	<b>2,192,268</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**LIBRARY FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>LIBRARY EXPENDITURES</b>						
PERSONAL SERVICES:						
89,593	94,435	100,495	LIBRARY DIRECTOR			0
0	0	0	LIBRARY MGR - DIRECTOR OF OPS	71,586	71,586	71,586
37,544	40,144	42,105	LIBRARY OFFICE SPEC I	49,011	49,011	49,011
130,099	137,657	142,524	OFFICE SPECIALIST II	149,622	149,622	149,622
64,809	66,336	67,860	LIBRARY SUPERVISOR	51,642	51,642	51,642
81,665	45,793	45,732	TECH REF LIBRARIAN	46,875	46,875	46,875
16,108	40,050	34,829	REFERENCE/ACCESS LIBRARIAN			0
33,007	0	0	BILINGUAL LIBRARIAN			0
19,247	18,906	19,500	LIBRARY PAGE (SHELVERS)	20,943	20,943	20,943
172,093	181,509	205,289	EMPLOYEE BENEFITS	226,153	226,153	226,153
<b>644,165</b>	<b>624,830</b>	<b>658,334</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>615,832</b>	<b>615,832</b>	<b>615,832</b>
MATERIAL AND SERVICES:						
1,141	2,366	10,000	COMPUTER HARDWARE/SOFTWARE	7,000	7,000	7,000
5,700	0	0	PROFESSIONAL SERVICES			0
2,610	0	0	COMMUNICATIONS			0
2,346	1,837	1,000	TRAVEL & TRAINING	1,500	1,500	1,500
0	0	28,779	INTERNAL CHARGE-FACILITIES	33,995	33,995	33,995
0	0	13,476	INTERNAL CHARGE-TECH SERVICES	8,910	8,910	8,910
19,726	13,101	13,000	SUPPLIES & SERVICES	13,800	13,800	13,800
0	0	0	CASH OVER & SHORT			0
18,466	7,795	6,500	AUDIO MATERIALS	7,000	7,000	7,000
19,897	13,451	11,000	VISUAL MATERIALS	11,500	11,500	11,500
0	10,021	12,000	ELECTRONIC MATERIALS	12,000	12,000	12,000
85,234	58,091	48,000	BOOKS	49,100	49,100	49,100
49	74	500	LOST BOOKS REFUNDS	100	100	100
2,487	3,148	2,700	PERIODICALS (MAGAZINES)	3,500	3,500	3,500
4,790	10,561	10,189	GRANTS-LIBRARY EXPENDED	3,000	3,000	3,000
6,004	0	0	STATE LIBRARY GRANT			0
974	2,376	3,500	DONATIONS-LIBRARY EXPENDED	3,500	3,500	3,500
12,297	10,118	13,000	DONATIONS EXPENDED FOL	13,000	13,000	13,000
0	0	48,205	LIBRARY PROJ DONATION REFUNDS			0
<b>181,721</b>	<b>132,938</b>	<b>221,849</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>167,905</b>	<b>167,905</b>	<b>167,905</b>
TRANSFERS:						
179,242	118,976	105,423	O/H TO GENERAL FUND	103,142	103,142	103,142
31,503	30,252	0	OP TRANSFER TO FACILITIES			0
11,097	7,175	0	OP TRANSFER TO TECH SVCS.			0
<b>221,842</b>	<b>156,403</b>	<b>105,423</b>	<b>TOTAL TRANSFERS</b>	<b>103,142</b>	<b>103,142</b>	<b>103,142</b>
<b>1,047,728</b>	<b>914,171</b>	<b>985,606</b>	<b>TOTAL LIBRARY EXPENDITURES</b>	<b>886,879</b>	<b>886,879</b>	<b>886,879</b>
OTHER:						
0	0	59,662	CONTINGENCY	167,148	167,148	167,148
0	0	1,138,241	CONTINGENCY-RES/LIBRARY PROJ	1,138,241	1,138,241	1,138,241
0	0	0	UNAPPROP ENDING FUND BALANCE			0
<b>0</b>	<b>0</b>	<b>1,197,903</b>	<b>TOTAL OTHER</b>	<b>1,305,389</b>	<b>1,305,389</b>	<b>1,305,389</b>
<b>1,047,728</b>	<b>914,171</b>	<b>2,183,509</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>2,192,268</b>	<b>2,192,268</b>	<b>2,192,268</b>

### Statement of Purpose

The purpose of the Street Fund is to facilitate the proper use of State Shared Highway Revenue and other restricted revenue designated for the purpose of maintaining and improving City road infrastructure.

### Department Description

The Street Department is responsible for street construction and maintenance, and all related aspects of the public streets, alleys and rights-of-way. Tasks include paving, oiling, chip sealing, overlaying, sweeping, patching, striping lanes and crosswalks, landscaping and spraying the rights-of-way, creating and repairing street signs and maintaining City parking lots. Streetlights are also serviced and maintained.

### Goals Integration

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

### Noteworthy Changes for 2014-2015

- In this budget we have proposed closing the street reserve fund and incorporating street capital improvement projects into this fund.
- The addition of a part-time street maintenance person has been proposed to manage maintenance of 1<sup>st</sup> and 2<sup>nd</sup> ave flower baskets and other season projects.
- We have included a Public Works Director in the proposed budget allocated across various public works departments to address the need for supervision, strategic planning and compliance initiatives.

### Budget at a Glance

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

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

Transfers - Include charges for finance and administrative services.

Capital Outlay – \$120,000 is budgeted for new truck for the Streets crew. This vehicle would be equipped with a service body with bucket lift. The streets crew does not currently have a service truck. The vehicle would serve many purposes such as street light repair, tree pruning and street signs. \$525,000 is budgeted for street maintenance projects. Also, the completion the North Juniper street project and 2 other street improvement projects have been budgeted for completion in this proposed budget.

Contingency – Is 15% of personnel services plus materials and services. A reserve for future street maintenance is also budgeted, amount is based on a reconciliation of street maintenance fee revenue and allowable projects completed through this proposed budget year.

CITY OF CANBY  
REVENUES

**STREETS FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
INTERGOVERNMENTAL						
862,247	866,842	890,100	STATE HIGHWAY FUND	910,500	910,500	910,500
258,359	249,410	235,000	LOCAL GAS TAX	235,000	235,000	235,000
454,637	0	0	FEDERAL FUND EXCHANGE	164,533	184,533	184,533
9,740	35,219	33,600	CONSTRUCTION EXCISE TAX	25,481	25,481	25,481
<b>1,584,982</b>	<b>1,151,471</b>	<b>1,158,700</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>1,335,514</b>	<b>1,355,514</b>	<b>1,355,514</b>
CHARGES FOR SERVICES						
527,109	525,416	528,700	STREET MAINTENANCE FEE	533,800	533,800	533,800
3,113	5,946	4,000	EROSION CONTROL FEES	6,000	6,000	6,000
900	1,600	1,300	STREET EXCAVATION/OPENING FEE	1,500	1,500	1,500
0	0	0	URBAN FORESTRY PROGRAM REVENU			0
<b>531,122</b>	<b>532,962</b>	<b>534,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>541,300</b>	<b>541,300</b>	<b>541,300</b>
SPECIAL ASSESSMENTS-SDC'S						
0	0	0	TRANSPORTATION REIMBURSE SDC'S	34,033	34,033	34,033
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL SPECIAL ASSESSMENTS-SDC'S</b>	<b>34,033</b>	<b>34,033</b>	<b>34,033</b>
MISCELLANEOUS REVENUE						
1,859	1,290	400	MISCELLANEOUS REVENUE	1,350	1,350	1,350
<b>1,859</b>	<b>1,290</b>	<b>400</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,350</b>	<b>1,350</b>	<b>1,350</b>
INTEREST REVENUES						
3,448	3,376	3,700	INTEREST REVENUES	4,500	4,500	4,500
<b>3,448</b>	<b>3,376</b>	<b>3,700</b>	<b>TOTAL INTEREST REVENUES</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
TRANSFERS						
0	0	0	TRANSFER FROM SDC FUND			0
0	0	0	TRANSFER FROM SEWER	40,000	40,000	40,000
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
CASH CARRYOVER						
0	0	464,138	CASH CARRYOVER	588,519	588,519	588,519
<b>0</b>	<b>0</b>	<b>464,138</b>	<b>TOTAL CASH CARRYOVER</b>	<b>588,519</b>	<b>588,519</b>	<b>588,519</b>
<b>2,121,411</b>	<b>1,689,098</b>	<b>2,160,938</b>	<b>TOTAL FUND REVENUE</b>	<b>2,545,216</b>	<b>2,565,216</b>	<b>2,565,216</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**STREETS FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>STREETS EXPENDITURES</b>						
PERSONAL SERVICES:						
0	0	21,782	CITY ADMINISTRATOR	21,224	21,224	21,224
0	0	25,041	PLANNING DIRECTOR	20,536	20,536	20,536
0	0	0	PUBLIC WORKS DIRECTOR	22,242	22,242	22,242
0	0	22,633	SENIOR PLANNER	23,203	23,203	23,203
26,378	29,107	33,778	OFFICE SPECIALIST II	25,289	25,289	25,289
0	0	0	ASSOCIATE PLANNER	6,258	6,258	6,258
23,052	24,481	25,793	OFFICE SPECIALIST III	26,740	26,740	26,740
0	0	0	PUBLIC WORKS I			0
61,090	47,769	50,829	PUBLIC WORKS II	96,396	117,601	117,601
84,614	106,313	105,052	PUBLIC WORKS III	51,465	51,465	51,465
43,849	32,144	33,791	PUBLIC WORKS LEAD MAN	35,297	35,297	35,297
0	0	0	PART TIME HELP	9,216		0
111	262	2,000	OVERTIME	2,000	2,000	2,000
134,745	150,125	214,031	EMPLOYEE BENEFITS	213,844	234,293	234,293
960	1,179	1,600	CLOTHING ALLOWANCE	1,600	1,600	1,600
<b>374,798</b>	<b>391,379</b>	<b>536,330</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>555,310</b>	<b>587,748</b>	<b>587,748</b>
MATERIAL AND SERVICES:						
626	0	0	CONTRACT LABOR-UTILITY BILLING			0
3,591	3,329	12,000	CONSULTANT ENGINEER	12,000	12,000	12,000
1,013	0	1,700	SOFTWARE MAINTENANCE	2,700	2,700	2,700
0	278	1,500	CURB/SIDEWALK REPAIR	1,500	1,500	1,500
57,524	62,973	60,000	STREET LIGHTING & MAINT	70,000	70,000	70,000
16,472	7,262	18,000	STREET MAINTENANCE	33,000	33,000	33,000
161	95	1,500	EQUIPMENT RENTAL	150	150	150
0	0	42,455	SWEEPER LEASE			0
784	716	800	COPIER LEASE & MAINT	800	800	800
34,376	35,765	36,000	STREET MAINT BILLING	39,000	39,000	39,000
9,288	7,983	8,000	STREET SIGNING	20,000	20,000	20,000
3,783	9,244	6,000	STREET MARKING & STRIPING	6,000	6,000	6,000
2,885	1,664	2,000	COMMUNICATIONS	2,000	2,000	2,000
0	292	300	PUBLICATIONS	150	150	150
635	280	1,500	TRAVEL & TRAINING	1,500	1,500	1,500
175	40	500	MEMBERSHIP DUES & FEES	150	150	150
0	0	124,550	INTERNAL CHARGE-FLEET	92,680	92,680	92,680
0	0	22,683	INTERNAL CHARGE-FACILITIES	26,793	26,793	26,793
0	0	16,845	INTERNAL CHARGE-TECH SERVICES	17,821	17,821	17,821
5,163	3,808	4,150	SUPPLIES & SERVICES	4,150	4,150	4,150
1,591	2,099	3,000	SMALL TOOLS	3,000	3,000	3,000
240	421	0	UNIFORMS			0
18	84	150	CLEANING / SUPPLIES	150	150	150
553	947	950	SAFETY SUPPLIES	1,000	1,000	1,000
692	22,241	2,000	TREE REPLACEMENT			0
4,998	6,118	10,000	LANDSCAPING 2ND AVE	30,000	10,000	10,000
0	0	0	URBAN FORESTRY PROGRAM			0
3,367	3,846	5,500	UTILITIES	5,500	5,500	5,500
2,604	0	0	BAD DEBT EXPENSE			0
<b>150,539</b>	<b>169,485</b>	<b>382,083</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>370,044</b>	<b>350,044</b>	<b>350,044</b>

CITY OF CANBY  
EXPENDITURES

**STREETS FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CAPITAL OUTLAY:						
0	31,463	70,000	EQUIPMENT	120,000	120,000	120,000
1,144	0	0	SOFTWARE/COMPUTER EQUIP			0
0	0	0	STREET MAINT FEE PROJECTS	525,000	525,000	525,000
0	0	0	NW 1ST AVE STREET IMPROVEMENTS	180,000	180,000	180,000
0	0	0	NW TERRITORIAL RD IMPROVEMENTS	170,000	170,000	170,000
0	0	0	SW 4TH AVE IMPROVEMENTS			0
0	0	0	N JUNIPER RECONSTRUC N IVY-9TH	135,507	141,203	139,821
<b>1,144</b>	<b>31,463</b>	<b>70,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,130,507</b>	<b>1,136,203</b>	<b>1,134,821</b>
TRANSFERS:						
104,178	133,971	85,597	O/H TRANSFER TO GENERAL FUND	98,649	98,649	98,649
110,598	99,254	0	OP TRANSFER TO FLEET			0
27,428	23,844	0	OP TRANSFER TO FACILITIES			0
7,768	10,762	0	OP TRANSFER TO TECHNICAL SVC.			0
42,455	42,455	0	TRANSFER TO DEBT SERVICE			0
0	328,000	348,778	RESERVE TRANSFER TO STREET			0
454,637	0	0	RES TRANS - FED FUND EX			0
443,964	436,980	430,000	RES TRANS - ST MAINT FEE			0
206,687	199,528	195,000	RES - CANBY GAS TAX			0
<b>1,397,714</b>	<b>1,274,794</b>	<b>1,059,375</b>	<b>TOTAL TRANSFERS</b>	<b>98,649</b>	<b>98,649</b>	<b>98,649</b>
<b>1,924,194</b>	<b>1,867,122</b>	<b>2,047,788</b>	<b>TOTAL STREETS EXPENDITURES</b>	<b>2,154,510</b>	<b>2,172,644</b>	<b>2,171,262</b>
OTHER:						
0	0	113,150	STREETS CONTINGENCY	138,803	140,669	142,051
0	0	0	RESTRICTED FOR FUTURE ST MAINT	251,903	251,903	251,903
0	0	0	UNAPPROP ENDING FUND BALANCE			0
<b>0</b>	<b>0</b>	<b>113,150</b>	<b>TOTAL OTHER</b>	<b>390,706</b>	<b>392,572</b>	<b>393,954</b>
<b>1,924,194</b>	<b>1,867,122</b>	<b>2,160,938</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>2,545,216</b>	<b>2,565,216</b>	<b>2,565,216</b>

## Special Revenue Fund

## System Development Charge (SDC)

### Statement of Purpose

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

### Noteworthy Changes for 2014-2015

- This fund is new in the current year, SDC improvement balances as reconciled to corresponding activity is budgeted to be transferred into this fund from corresponding operating funds.

### Budget at a Glance

Transfers – are budgeted for capacity increasing projects as allowed by state statute, actual transfers will be reconciled to actual cost of projects once complete.

CITY OF CANBY  
REVENUES

**SYSTEMS DEVELOPMENT FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
0	0	0	PARKS IMPROVEMENT SDC'S	98,801	98,801	98,801
0	0	0	SEWER IMPROVEMENT SDC'S	20,657	20,657	20,657
0	0	0	STORM IMPROVEMENT SDC'S	7,510	7,510	7,510
0	0	0	TRANSPORTATION IMPROVE SDC'S	174,933	174,933	174,933
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL SOURCE 355</b>	<b>301,901</b>	<b>301,901</b>	<b>301,901</b>
			INTEREST REVENUES			
0	0	0	INTEREST REVENUES	5,200	5,200	5,200
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTEREST REVENUES</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>
			TRANSFERS			
0	0	0	TRANSFER FROM OTHER FUNDS			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
			CASH CARRYOVER			
0	0	0	CASH CARRYOVER	1,644,857	1,644,857	1,644,857
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CASH CARRYOVER</b>	<b>1,644,857</b>	<b>1,644,857</b>	<b>1,644,857</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL FUND REVENUE</b>	<b>1,951,958</b>	<b>1,951,958</b>	<b>1,951,958</b>
			OTHER:			

CITY OF CANBY  
EXPENDITURES

**SYSTEMS DEVELOPMENT FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>SYSTEMS DEVELOP EXPENDITURES</b>						
TRANSFERS:						
0	0	0	TRANSFER TO PARKS	521,700	521,700	521,700
0	0	0	TRANSFER TO STREETS			0
0	0	0	TRANSFER TO SEWER			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>	<b>521,700</b>	<b>521,700</b>	<b>521,700</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL SYSTEMS DEVELOP EXPENDITU</b>	<b>521,700</b>	<b>521,700</b>	<b>521,700</b>
OTHER:						
0	0	0	RESTRICTED FOR STREET IMPROVE	871,361	871,361	871,361
0	0	0	RESTRICTED FOR PARKS DEVELOP	449,176	449,176	449,176
0	0	0	RESTRICTED FOR SEWER IMPROVE	71,709	71,709	71,709
0	0	0	RESTRICTED FOR STORMWATER IMP	38,012	38,012	38,012
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>	<b>1,430,258</b>	<b>1,430,258</b>	<b>1,430,258</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>1,951,958</b>	<b>1,951,958</b>	<b>1,951,958</b>

## **Special Revenue Fund**

## **Cemetery Perpetual Care**

### **Department Description**

The Cemetery Perpetual Care Fund exists to provide for the future care of the Zion Memorial Park Cemetery once operational revenues from sales and activities cease.

Sources of revenue for the fund are charges for perpetual care fees, which are collected when cemetery property is sold, and interest. With Resolution 1109 in 2011, Council formalized commitment of the fund balance to the purposes and uses for which the fund was established.

### **Noteworthy Changes for 2014-2015**

- None

CITY OF CANBY  
REVENUES

**CEMETERY PERPETUAL CARE FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CHARGES FOR SERVICES						
15,505	23,060	21,000	PERPETUAL CARE: CURRENT SALES	13,000	13,000	13,000
<b>15,505</b>	<b>23,060</b>	<b>21,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
INTEREST REVENUES						
3,951	4,390	4,600	INTEREST REVENUES	5,000	5,000	5,000
<b>3,951</b>	<b>4,390</b>	<b>4,600</b>	<b>TOTAL INTEREST REVENUES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
INTERFUND LOAN TRANSFERS						
24,636	620	0	TRNSFR MAUSOLEUM IF LOANS			0
<b>24,636</b>	<b>620</b>	<b>0</b>	<b>TOTAL INTERFUND LOAN TRANSFERS</b>			<b>0</b>
CASH CARRYOVER						
0	0	834,049	CASH CARRYOVER	858,099	858,099	858,099
<b>0</b>	<b>0</b>	<b>834,049</b>	<b>TOTAL CASH CARRYOVER</b>	<b>858,099</b>	<b>858,099</b>	<b>858,099</b>
<b>44,092</b>	<b>28,069</b>	<b>859,649</b>	<b>TOTAL FUND REVENUE</b>	<b>876,099</b>	<b>876,099</b>	<b>876,099</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**CEMETERY PERPETUAL CARE FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>CEMETERY PERPETUAL CARE EXPEND</b>						
TRANSFERS:						
600	600	0	O/H TO GENERAL FUND			0
<b>600</b>	<b>600</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>600</b>	<b>600</b>	<b>0</b>	<b>TOTAL CEMETERY PERPETUAL CARE</b>			<b>0</b>
OTHER:						
0	0	0	CONTINGENCY			0
0	0	859,649	UNAPPROP ENDING FUND BALANCE	876,099	876,099	876,099
<b>0</b>	<b>0</b>	<b>859,649</b>	<b>TOTAL OTHER</b>	<b>876,099</b>	<b>876,099</b>	<b>876,099</b>
<b>600</b>	<b>600</b>	<b>859,649</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>876,099</b>	<b>876,099</b>	<b>876,099</b>

## **Special Revenue Fund**

## **Forfeiture**

### **Statement of Purpose**

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

Proceeds from the forfeiture of property due to drug arrests are placed into a Federal or State fund. These proceeds can only be used for drug enforcement and equipment. By law, only funds in hand can be budgeted. If additional funds are obtained during the course of the year, a supplemental budget would be required to appropriate the funds.

### **Noteworthy Changes for 2014-2015**

- None

CITY OF CANBY  
REVENUES

**FORFEITURE FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
0	16,817	35,828	FORFEITURE FUNDS-FEDERAL			0
1,181	29,080	0	FORFEITURE FUNDS-STATE			0
<b>1,181</b>	<b>45,897</b>	<b>35,828</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>			<b>0</b>
			INTEREST REVENUES			
24	49	0	INTEREST EARNED-FEDERAL			0
35	78	0	INTEREST EARNED-STATE			0
191	136	0	INTEREST EARNED-MISC			0
<b>250</b>	<b>263</b>	<b>0</b>	<b>TOTAL INTEREST REVENUES</b>			<b>0</b>
			TRANSFERS IN			
3,160	0	0	TRANSFER FROM GENERAL FUND			0
<b>3,160</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS IN</b>			<b>0</b>
			CASH CARRYOVER			
0	0	36,781	CASH CARRYOVER	36,950	36,560	36,950
<b>0</b>	<b>0</b>	<b>36,781</b>	<b>TOTAL CASH CARRYOVER</b>	<b>36,950</b>	<b>36,560</b>	<b>36,950</b>
<b>4,591</b>	<b>46,160</b>	<b>72,609</b>	<b>TOTAL FUND REVENUE</b>	<b>36,950</b>	<b>36,560</b>	<b>36,950</b>
			OTHER:			

CITY OF CANBY  
EXPENDITURES

**FORFEITURE FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>FORFEITURE EXPENDITURES</b>						
MATERIAL AND SERVICES:						
0	13,981	47,704	SUPPLIES & SERVICES-FEDERAL	10,628	10,238	10,628
1,915	6,715	24,905	SUPPLIES & SERVICE-STATE	26,322	26,322	26,322
<b>1,915</b>	<b>20,696</b>	<b>72,609</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>36,950</b>	<b>36,560</b>	<b>36,950</b>
<b>1,915</b>	<b>20,696</b>	<b>72,609</b>	<b>TOTAL FORFEITURE EXPENDITURES</b>	<b>36,950</b>	<b>36,560</b>	<b>36,950</b>
OTHER:						
0	0	0	<b>TOTAL OTHER</b>			0
<b>1,915</b>	<b>20,696</b>	<b>72,609</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>36,950</b>	<b>36,560</b>	<b>36,950</b>

## Statement of Purpose

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

## Department Description

The Transit Department is responsible for providing public transit services within the City of Canby and connecting transit service to neighboring communities. Other responsibilities of the Department include operating transit vehicles, assuring compliance with all regulations, overseeing contacted operations, maintaining community relations, and participation in city planning efforts.

## Goals Integration

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

## Noteworthy Changes for 2014-15

- Personal services costs include 0.1 FTE for special projects, .75 FTE for transit tax billing and collections and 2 FTE for transit management and administrative support.
- The professional services contract for transit management has been changed to a Transit Manager employee position.
- This budget includes an estimated lease cost and one-time costs for bus yard improvements. As of the publication of the proposed budget the selection of an appropriate bus yard was still in process.

## Budget at a Glance

Grants – Both operating grant funds and capital grant funds are provided through various Federal Transit Administration grant programs (5309, 5310 & 5311). Additionally, Oregon's Special Transportation Fund provides an operating grants to provide transportation for the elderly and people with disabilities.

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

Materials and Services - Includes the cost of transit facility leases, supplies, printing costs, marketing, internal, a planning effort, charges for fleet, facilities and technical services and the service contract for the operation (dispatchers & drivers).

Transfers - Includes charges for finance and administrative services. Note - all inter-fund loans will be paid in full by June 30, 2014.

Capital Outlay – Includes matching funds of 10.27 to 20% as required by Federal Transit Administration grants. The "Transit Projects" line includes an estimated one-time cost for capital improvements to prepare and secure a bus yard for transit bus storage. The "Bus Shelters" line includes funds for the installation of bus stop signs which was also scheduled for 2013-14 and was delayed.

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

CITY OF CANBY  
REVENUES

**TRANSIT FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
GRANT REVENUE						
139,052	115,704	115,704	GRANT - STF/STO	203,363	203,363	203,363
0	19,150	15,924	GRANT - 5309	15,924	15,924	15,924
232,243	255,467	342,344	GRANT - 5311	323,580	323,580	323,580
145,714	512,436	0	GRANT - DEPT OF ENERGY			0
81,583	81,583	0	GRANT - JARC 5316			0
228,589	5,381	0	GRANT-JTA 5310			0
0	0	0	GRANT - PLANNING	60,000	60,000	60,000
42,948	89,493	66,220	GRANT-STF DISCR-PREVENT MAINT	66,220	66,220	66,220
0	19,971	684,856	GRANT - DISCRETIONARY CAPITAL			0
50,000	63,919	55,000	GRANT -STF DISCRET OPER	53,530	53,530	53,530
<b>920,129</b>	<b>1,163,104</b>	<b>1,280,048</b>	<b>TOTAL GRANT REVENUE</b>	<b>722,617</b>	<b>722,617</b>	<b>722,617</b>
PAYROLL TAX						
935,734	996,290	930,000	TRANSIT ER PAYROLL TAX	1,027,500	1,027,500	1,027,500
10,664	10,098	5,000	PAYROLL TAX PENALTIES & INT	8,500	8,500	8,500
1,005	68,860	60,000	FARES	75,000	75,000	75,000
<b>947,403</b>	<b>1,075,247</b>	<b>995,000</b>	<b>TOTAL PAYROLL TAX</b>	<b>1,111,000</b>	<b>1,111,000</b>	<b>1,111,000</b>
MISCELLANEOUS REVENUE						
27,005	2,332	15,000	MISCELLANEOUS-INCOME	20,000	20,000	20,000
<b>27,005</b>	<b>2,332</b>	<b>15,000</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
INTEREST REVENUES						
1,337-	3,743	2,000	INTEREST REVENUES	3,200	3,200	3,200
<b>1,337-</b>	<b>3,743</b>	<b>2,000</b>	<b>TOTAL INTEREST REVENUES</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>
DONATIONS						
1,207	727	700	DONATIONS-TRANSIT	600	600	600
<b>1,207</b>	<b>727</b>	<b>700</b>	<b>TOTAL DONATIONS</b>	<b>600</b>	<b>600</b>	<b>600</b>
TRANSFER IN						
250,000	0	0	IF LOAN FROM SEWER			0
<b>250,000</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFER IN</b>			<b>0</b>
CASH CARRYOVER						
0	0	870,711	CASH CARRYOVER	862,760	862,760	862,760
<b>0</b>	<b>0</b>	<b>870,711</b>	<b>TOTAL CASH CARRYOVER</b>	<b>862,760</b>	<b>862,760</b>	<b>862,760</b>
<b>2,144,407</b>	<b>2,245,154</b>	<b>3,163,459</b>	<b>TOTAL FUND REVENUE</b>	<b>2,720,177</b>	<b>2,720,177</b>	<b>2,720,177</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**TRANSIT FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>TRANSIT EXPENDITURES</b>						
PERSONAL SERVICES:						
0	0	31,000	TRANSIT DIRECTOR	78,917	78,917	78,917
0	0	0	OFFICE SPECIALIST IV	17,392	17,392	17,392
50,051	45,217	52,175	OFFICE SPEC III	78,257	78,257	78,257
42,433	44,700	45,732	OFFICE SPECIALIST II			0
292	2,783	6,000	PART TIME HELP	6,000	6,000	6,000
47,299	49,846	66,311	EMPLOYEE BENEFITS	109,628	109,628	109,628
<b>140,075</b>	<b>142,546</b>	<b>201,218</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>290,194</b>	<b>290,194</b>	<b>290,194</b>
MATERIAL AND SERVICES:						
87,180	91,386	93,833	PROF/TECH SERVICES	70,000	70,000	70,000
665,400	669,426	817,000	CONTRACT SERVICES	824,100	824,100	824,100
3,723	4,405	6,000	TRANSIT CENTER MAINTENANCE	6,000	6,000	6,000
0	2,160	72,000	SPACE LEASE	54,239	54,239	54,239
2,741	121	4,000	VEHICLE MAINTENANCE	4,000	4,000	4,000
275	0	5,000	VEHICLE (NON-INS) REPAIR	5,000	5,000	5,000
0	0	1,000	INSURANCE DEDUCTIBLE	1,000	1,000	1,000
8,639	5,396	7,000	COMMUNICATIONS	7,000	7,000	7,000
2,087	8,777	10,000	MARKETING	10,000	10,000	10,000
0	51,342	0	APPLICATIONS/GRANTS			0
703	4,117	4,000	PRINTING	4,000	4,000	4,000
116	917	1,000	TRAVEL & TRAINING	2,000	2,000	2,000
1,170	1,245	5,300	MEMBERSHIP DUES & FEES	5,300	5,300	5,300
0	0	323,585	INTERNAL CHARGE-FLEET	297,790	297,790	297,790
0	0	2,258	INTERNAL CHARGE-FACILITIES	6,203	6,203	6,203
0	0	23,584	INTERNAL CHARGE-TECH SERVICES	23,761	23,761	23,761
7,114	10,112	9,000	SUPPLIES & SERVICES	12,000	12,000	12,000
0	645	700	CHARITABLE DONATIONS			0
<b>779,149</b>	<b>850,050</b>	<b>1,385,260</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>1,332,393</b>	<b>1,332,393</b>	<b>1,332,393</b>
CAPITAL OUTLAY:						
0	0	0	TRANSIT PROJECTS	140,000	140,000	140,000
254,877	52,406	808,960	VEHICLES			0
0	0	19,905	BUS SHELTERS	25,000	25,000	25,000
<b>254,877</b>	<b>52,406</b>	<b>828,865</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>165,000</b>	<b>165,000</b>	<b>165,000</b>
TRANSFERS:						
48,212	68,883	132,985	O/H TO GENERAL FUND	155,216	155,216	155,216
298,369	295,692	0	OP TRANSFER TO FLEET			0
2,472	2,374	0	OP TRANSFER TO FACILITIES			0
15,536	19,132	0	OP TRANSFER TO TECHNICAL SVC.			0
99,588	2,169	0	TRANSFER TO DEBT SERVICE			0
0	0	201,043	TRANSFER TO SEWER IF LOAN			0
<b>464,177</b>	<b>388,250</b>	<b>334,028</b>	<b>TOTAL TRANSFERS</b>	<b>155,216</b>	<b>155,216</b>	<b>155,216</b>
<b>1,638,278</b>	<b>1,433,252</b>	<b>2,749,371</b>	<b>TOTAL TRANSIT EXPENDITURES</b>	<b>1,942,803</b>	<b>1,942,803</b>	<b>1,942,803</b>

CITY OF CANBY  
EXPENDITURES

**TRANSIT FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			OTHER:			
0	0	414,088	CONTINGENCY	777,374	777,374	777,374
0	0	0	UNAPPROP ENDING FUND BALANCE			0
<b>0</b>	<b>0</b>	<b>414,088</b>	<b>TOTAL OTHER</b>	<b>777,374</b>	<b>777,374</b>	<b>777,374</b>
<b>1,638,278</b>	<b>1,433,252</b>	<b>3,163,459</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>2,720,177</b>	<b>2,720,177</b>	<b>2,720,177</b>

## Special Revenue Fund

## Swim Center Levy

### Statement of Purpose

The purpose of the Swim Center is to develop swimming skills and provide the knowledge for safe participation in and enjoyment of water activities to benefit the health, fitness and recreation of the community.

### Department Description

The 40 plus-year-old Canby Swim Center is a year-round indoor swimming pool providing aquatic activities to Canby and the surrounding communities. The facilities include a 25-yard 6-lane pool with spectator area, dressing and shower facilities, and an office and lobby. The Canby Swim Center is open 90 hours per week, not counting rentals, which average another 10 hours per week. An estimated 50% of Canby Swim Center usage is from outside the City limits. Swim lessons, public swims, fitness swims and competitive swimming (Gators swim team and high school swim team) round out the programs offered.

The Canby Swim Center has traditionally been funded through a combination of property tax dollars and user fees. The current tax levy was approved in the November of 2011 election and is effective from July 1, 2012 through June 30, 2017. User fees are increased when needed to the extent that market forces will allow. Canby Swim Center must remain competitive with other swimming pools in the area in order to retain customers and revenue. The latest fee increase was made in the 2010-11 budget year.

### Goals Integration

- During the 2014-2015 budget year the Canby Swim Center will continue to provide a full range of programming for the community and outlying area. Our programming provides health and safety to the community with swimming lessons, public swims and exercise programs for all ages.
- We will continue to build on the outreach program that we started about a year ago. We started by offering all information from the pool in English and Spanish.
- Through our events and competitions, such as the Gator Grinder and meets from our three different swimming teams, The Canby Swim Center helps to bring people from all over Oregon and SW Washington which gives others a chance to see what our community can offer.

### Noteworthy Changes for 2014-2015

- This fall The Canby Swim Center will have a shorter closure, as we painted the pool tank last year it does not need to be done this year. We will ensure all equipment gets a check-up and the whole facility will get a fresh coat of paint.
- We have started scheduling school lessons for next year and due to the fact that some other facilities are having some budget issues it looks as we may be teaching lessons to some neighboring school districts.

### Budget at a Glance

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

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

Transfers - Includes charges for finance and administrative services.

Capital Outlay – None.

Contingency – Is approximately 50% of personnel services plus materials and services, this will be used in future years to sustain operations as the tax levy fluctuates cyclically.

CITY OF CANBY  
REVENUES

**SWIM CENTER LEVY**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
438,725	501,300	514,489	PROPERTY TAX LEVY	550,695	550,695	550,695
9,536	15,367	16,000	PROPERTY TAX - PRIOR	15,100	15,100	15,100
<b>448,261</b>	<b>516,667</b>	<b>530,489</b>	<b>TOTAL PROPERTY TAXES</b>	<b>565,795</b>	<b>565,795</b>	<b>565,795</b>
CHARGES FOR SERVICES						
180,953	189,519	165,000	POOL REVENUE	168,000	168,000	168,000
10,294	10,743	10,300	POOL REVENUE-SCHOOL DISTRICT	10,300	10,300	10,300
478-	481-	500-	LESS: POOL REFUNDS	( 600)	( 600)	600-
2,714	3,593	2,600	POOL CONCESSIONS	3,000	3,000	3,000
<b>193,482</b>	<b>203,374</b>	<b>177,400</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>180,700</b>	<b>180,700</b>	<b>180,700</b>
INTEREST REVENUES						
970	1,189	800	INTEREST REVENUES	1,200	1,200	1,200
<b>970</b>	<b>1,189</b>	<b>800</b>	<b>TOTAL INTEREST REVENUES</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
DONATIONS						
50	0	2,500	POOL DONATIONS			0
<b>50</b>	<b>0</b>	<b>2,500</b>	<b>TOTAL DONATIONS</b>			<b>0</b>
CASH CARRYOVER						
0	0	221,229	CASH CARRYOVER	280,562	280,562	280,562
<b>0</b>	<b>0</b>	<b>221,229</b>	<b>TOTAL CASH CARRYOVER</b>	<b>280,562</b>	<b>280,562</b>	<b>280,562</b>
<b>642,764</b>	<b>721,229</b>	<b>932,418</b>	<b>TOTAL FUND REVENUE</b>	<b>1,028,257</b>	<b>1,028,257</b>	<b>1,028,257</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**SWIM CENTER LEVY**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>SWIM CENTER EXPENDITURES</b>						
PERSONAL SERVICES:						
68,308	69,912	71,520	AQUATICS PROGRAM MANAGER	73,320	73,320	73,320
45,072	46,128	47,184	SWIM PROGRAM COORDINATOR	48,376	48,376	48,376
59,164	60,552	61,944	AQUATICS - FACILITY OPERATOR	63,493	63,493	63,493
122,757	132,466	143,389	GUARDS & INSTRUCTORS	143,077	143,077	143,077
5,106	6,296	6,600	OVERTIME	5,000	5,000	5,000
120,011	145,564	164,912	EMPLOYEE BENEFITS	159,599	159,599	159,599
<b>420,419</b>	<b>460,918</b>	<b>495,549</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>492,865</b>	<b>492,865</b>	<b>492,865</b>
MATERIAL AND SERVICES:						
15,334	14,618	25,500	BLDG MAINTENANCE	16,500	16,500	16,500
14,000	14,000	14,000	GROUND LEASE	14,000	14,000	14,000
2,773	0	3,560	COMMUNICATIONS			0
4,964	5,018	5,000	ADVERTISING & MARKETING	5,000	5,000	5,000
2,579	1,361	4,250	TRAINING & TRAVEL	4,250	4,250	4,250
0	0	0	INTERNAL CHARGE-TECH SERVICES	8,910	8,910	8,910
5,110	10,491	11,625	SUPPLIES & SERVICES	11,300	11,300	11,300
1,244	1,155	1,300	BANK CHARGES	1,300	1,300	1,300
0	0	0	CASH OVER & SHORT			0
9,269	6,045	12,500	POOL CHEMICALS	9,000	9,000	9,000
5,089	3,860	6,000	JANITORIAL SUPPLIES	5,200	5,200	5,200
1,648	1,886	2,500	POOL CONCESSION PURCHASES	2,500	2,500	2,500
28,527	26,277	33,000	UTILITY - GAS	33,000	33,000	33,000
2,535	2,581	4,000	UTILITY - WATER	4,000	4,000	4,000
9,985	10,566	11,500	UTILITY - ELECTRIC	12,000	12,000	12,000
0	0	2,500	POOL DONATIONS - EXPENDED			0
<b>103,057</b>	<b>97,858</b>	<b>137,235</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>126,960</b>	<b>126,960</b>	<b>126,960</b>
CAPITAL OUTLAY:						
34,181	14,065	0	BLDG IMPROVEMENTS >\$5K	15,000	15,000	15,000
0	0	0	POOL IMPROVEMENTS >\$5K			0
<b>34,181</b>	<b>14,065</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
TRANSFERS:						
88,764	97,624	77,600	O/H TO GENERAL FUND	76,712	76,712	76,712
<b>88,764</b>	<b>97,624</b>	<b>77,600</b>	<b>TOTAL TRANSFERS</b>	<b>76,712</b>	<b>76,712</b>	<b>76,712</b>
<b>646,420</b>	<b>670,464</b>	<b>710,384</b>	<b>TOTAL SWIM CENTER EXPENDITURES</b>	<b>711,537</b>	<b>711,537</b>	<b>711,537</b>
OTHER:						
0	0	222,034	CONTINGENCY	316,720	316,720	316,720
0	0	0	UNAPPROP ENDING FUND BALANCE			0
<b>0</b>	<b>0</b>	<b>222,034</b>	<b>TOTAL OTHER</b>	<b>316,720</b>	<b>316,720</b>	<b>316,720</b>
<b>646,420</b>	<b>670,464</b>	<b>932,418</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>1,028,257</b>	<b>1,028,257</b>	<b>1,028,257</b>

# **INTERNAL SERVICE FUNDS**

**Department Description**

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

The department provides maintenance and repair services for all City rolling stock and other departmental equipment. The age and type of the rolling stock varies considerably. Everything from dump trucks to weed eaters is maintained in good order by this department for safe, efficient, and effective use by City employees in the performance of their duties. This fund contains the budget for the operation of Fleet Maintenance, large capital purchases and replacement should be budgeted in the corresponding department budgets. This department also provides repair services to the Adult Center van which is billed to them.

**Noteworthy Changes for 2014-2015**

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

**Budget at a Glance**

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

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

Capital Outlay – Capital projects for the Fleet Services scheduled for this fiscal year:

\* None

Contingency – A contingency equal to approximately 20% of operating expenses (personal services plus materials and services) is proposed, this fund could absorb an unexpected repair if needed however replacement of cars and equipment would be budgeted by the corresponding department.

CITY OF CANBY  
REVENUES

**FLEET SERVICES FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
CHARGES FOR SERVICES						
74,899	0	0	LEASE PROCEEDS			0
<b>74,899</b>	<b>0</b>	<b>0</b>	<b>TOTAL CHARGES FOR SERVICES</b>			<b>0</b>
MISCELLANEOUS REVENUE						
2,635	2,463	0	MISCELLANEOUS-INCOME	2,300	2,300	2,300
<b>2,635</b>	<b>2,463</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>
INTEREST REVENUES						
2,049	2,351	2,500	INTEREST REVENUES	1,500	1,500	1,500
<b>2,049</b>	<b>2,351</b>	<b>2,500</b>	<b>TOTAL INTEREST REVENUES</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
CASH CARRYOVER						
0	0	248,568	CASH CARRYOVER	177,903	177,902	177,902
<b>0</b>	<b>0</b>	<b>248,568</b>	<b>TOTAL CASH CARRYOVER</b>	<b>177,903</b>	<b>177,902</b>	<b>177,902</b>
CHARGES FOR SERVICES						
8,744	8,249	10,500	CANBY ADULT CENTER	9,300	9,300	9,300
<b>8,744</b>	<b>8,249</b>	<b>10,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>9,300</b>	<b>9,300</b>	<b>9,300</b>
INTERNAL CHARGES FOR SERVICES						
0	0	825,255	INTERNAL REVENUE-FLEET	724,290	724,290	724,290
<b>0</b>	<b>0</b>	<b>825,255</b>	<b>TOTAL INTERNAL CHARGES FOR SERV</b>	<b>724,290</b>	<b>724,290</b>	<b>724,290</b>
OPERATIONAL TRANSFERS IN						
5,874	4,185	0	OP TRANSFER FROM ADMIN			0
60,229	36,024	0	OP TRANSFER FROM PARKS			0
1,011	0	0	OP TRANSFER FROM BUILDING			0
241,681	237,037	0	OP TRANSFER FROM POLICE			0
110,598	99,254	0	OP TRANSFER FROM STREETS			0
2,000	3,000	0	OP TRANSFER FROM FACILITIES			0
298,369	295,692	0	OP TRANSFER FROM TRANSIT			0
21,009	21,499	0	OP TRANSFER FROM SEWER			0
36,828	34,344	0	OP TRANSFER FROM WW COLL			0
<b>777,600</b>	<b>731,036</b>	<b>0</b>	<b>TOTAL OPERATIONAL TRANSFERS IN</b>			<b>0</b>
<b>865,927</b>	<b>744,100</b>	<b>1,086,823</b>	<b>TOTAL FUND REVENUE</b>	<b>915,293</b>	<b>915,292</b>	<b>915,292</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**FLEET SERVICES FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>FLEET EXPENDITURES</b>						
PERSONAL SERVICES:						
0	0	0	PUBLIC WORKS DIRECTOR	4,448	4,448	4,448
62,650	64,128	65,604	MECHANIC SENIOR	67,232	67,232	67,232
13,106	13,410	13,720	OFFICE SPECIALIST II	14,063	14,063	14,063
68,788	58,620	59,964	MECHANIC	61,463	61,463	61,463
0	1,494	5,772	PART TIME HELP	5,916	5,916	5,916
21	81	2,500	OVERTIME	2,500	2,500	2,500
69,654	71,436	85,417	EMPLOYEE BENEFITS	85,468	85,468	85,468
1,200	800	800	CLOTHING ALLOWANCE	800	800	800
<b>215,418</b>	<b>209,968</b>	<b>233,777</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>241,890</b>	<b>241,890</b>	<b>241,890</b>
MATERIAL AND SERVICES:						
2,007	5,290	3,500	CONTRACT SERVICES-SHOP	3,000	3,000	3,000
16,529	16,420	20,700	CONTRACT SERVICES-VEHICLES	15,000	15,000	15,000
10,026	23,629	27,500	CAT CONTRACT SERVICES	27,500	27,500	27,500
1,000	7,138	8,000	DEDUCTIBLES/SELF-INSURE REPAIR	8,000	8,000	8,000
563	515	625	COPIER LEASE & MAINT	625	625	625
1,444	945	1,735	ADULT CENTER MAINTENANCE	4,160	4,160	4,160
37,841	36,523	46,275	CANBY AREA TRANSIT EXPENSES	53,150	53,150	53,150
1,741	1,549	2,000	COMMUNICATIONS	2,000	2,000	2,000
708	408	2,000	TRAVEL & TRAINING	2,000	2,000	2,000
330	360	1,500	MEMBERSHIP DUES & FEES	500	500	500
1,585	230	1,800	DEQ/DMV	1,045	1,045	1,045
0	0	31,502	INTERNAL CHARGE-FACILITIES	37,211	37,211	37,211
0	0	10,107	INTERNAL CHARGE-TECH SERVICES	11,880	11,880	11,880
66,925	71,635	121,000	SUPPLIES & SERVICES	50,000	50,000	50,000
16,039	16,336	25,000	TIRES	20,000	20,000	20,000
2,942	20,794	25,000	TIRES-TRANSIT	20,000	20,000	20,000
3,753	3,039	4,573	MISC SHOP SUPPLIES	5,000	5,000	5,000
4,124	6,066	7,500	TOOLS AND EQUIPMENT	7,500	7,500	7,500
221,514	221,706	237,435	GASOLINE/FUEL	241,675	241,675	241,675
2,399	3,407	2,450	OIL-GENERAL	1,500	1,500	1,500
2,820	2,937	1,500	OIL-TRANSIT	2,000	2,000	2,000
527	210	850	SAFETY EQUIPMENT	850	850	850
0	0	4,000	FLEET VEHICLES OP COST	1,250	1,250	1,250
<b>394,815</b>	<b>439,136</b>	<b>586,552</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>515,846</b>	<b>515,846</b>	<b>515,846</b>
TRANSFERS:						
34,484	33,114	0	OP TRANSFER TO FACILITIES			0
11,097	9,566	0	OP TRANSFER TO TECHNICAL SVC.			0
7,285	0	0	TRANSFER TO DEBT SERVICE			0
0	150,000	0	RES TRANS TO CAPITAL RESERVE			0
<b>52,866</b>	<b>192,680</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>663,099</b>	<b>841,784</b>	<b>820,329</b>	<b>TOTAL FLEET EXPENDITURES</b>	<b>757,736</b>	<b>757,736</b>	<b>757,736</b>
OTHER:						
0	0	116,808	FLEET CONTINGENCY	157,557	157,556	157,556
<b>0</b>	<b>0</b>	<b>116,808</b>	<b>TOTAL OTHER</b>	<b>157,557</b>	<b>157,556</b>	<b>157,556</b>

CITY OF CANBY  
EXPENDITURES

**FLEET SERVICES FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>FLEET RESERVES</b>						
CAPITAL OUTLAY:						
4,260-	0	0	GAIN/LOSS ON SALE OF EQUIP			0
0	0	103,686	EQUIPMENT			0
74,899	0	0	EQUIPMENT-POLICE			0
0	39,156	46,000	SHOP IMPROVEMENTS			0
<b>70,639</b>	<b>39,156</b>	<b>149,686</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
<b>70,639</b>	<b>39,156</b>	<b>149,686</b>	<b>TOTAL FLEET RESERVES</b>			<b>0</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
<b>733,739</b>	<b>880,939</b>	<b>1,086,823</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>915,293</b>	<b>915,292</b>	<b>915,292</b>

**Fund Description**

The Facilities Fund was established as of July 1, 2011. Its purpose is to provide for the maintenance and repair of all City-owned structures except the Swim Center and the Sewer facilities whose maintenance is provided by their respective funds. The costs of heating and cooling, cleaning, etc. that were formerly charged to individual departments and funds are now paid through the Facilities Fund. The establishment of this fund is in direct response to City Council policy that the City provide for the ongoing maintenance of City buildings. Funding comes from charges to other funds that receive services. The allocation is based on current square footages.

**Noteworthy Changes for 2014-2015**

- None

**Budget at a Glance**

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

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

Capital Outlay – Capital projects include re-stripping of the Adult Center parking lot and the installation of new curb stops in the parking areas. Also included in the capital improvements is exterior painting of the “City Hall” complex. This will include the Council Chambers and the Hose Tower. Much of this area has the same product that was on the Public Library, and is in need of new paint before it is in total disrepair. Additional funds are being set aside for the Library for repairs to restrooms etc. An additional \$11,500 is allocated to the Cemetery which is residual from a bequest several years ago. A portion of these dollars may be used to repair or replace siding on the Cemetery office.

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

CITY OF CANBY  
REVENUES

**FACILITIES FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MISCELLANEOUS REVENUES						
0	0	0	MISCELLANEOUS REVENUES			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS REVENUES</b>			<b>0</b>
INTEREST REVENUES						
442	547	500	INTEREST REVENUES	300	300	300
<b>442</b>	<b>547</b>	<b>500</b>	<b>TOTAL INTEREST REVENUES</b>	<b>300</b>	<b>300</b>	<b>300</b>
CASH CARRYOVER						
0	0	73,375	CASH CARRYOVER	69,148	69,148	69,148
<b>0</b>	<b>0</b>	<b>73,375</b>	<b>TOTAL CASH CARRYOVER</b>	<b>69,148</b>	<b>69,148</b>	<b>69,148</b>
CHARGES FOR SERVICE						
1,315	2,015	1,900	CANBY UTILITY	1,900	1,900	1,900
<b>1,315</b>	<b>2,015</b>	<b>1,900</b>	<b>TOTAL CHARGES FOR SERVICE</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>
INTERNAL CHARGES FOR SERVICE						
0	0	250,230	INTERNAL REVENUE-FACILITIES	299,047	299,047	299,047
<b>0</b>	<b>0</b>	<b>250,230</b>	<b>TOTAL INTERNAL CHARGES FOR SERV</b>	<b>299,047</b>	<b>299,047</b>	<b>299,047</b>
OPERATIONAL TRANSFERS						
99,488	146,341	0	TRANSFER FROM GENERAL FUND			0
1,906	389	0	TRANSFER FROM BUILDING			0
31,503	30,252	0	TRANSFER FROM LIBRARY			0
27,428	23,843	0	TRANSFER FROM STREETS			0
34,484	33,114	0	TRANSFER FROM FLEET			0
2,173	2,087	0	TRANSFER FROM TECH SERVICES			0
2,472	2,374	0	TRANSFER FROM TRANSIT			0
2,880	2,432	0	TRANSFER FROM URBAN RENEWAL			0
0	1,134	0	TRANSFER FROM SEWER			0
16,457	10,535	0	TRANSFER FROM SEWERCOLLECTION			0
0	10,535	0	TRANSFER FROM STORMWATER			0
66,624	0	0	TRANSFER FROM CAPITAL RESERVE			0
<b>285,415</b>	<b>263,036</b>	<b>0</b>	<b>TOTAL OPERATIONAL TRANSFERS</b>			<b>0</b>
<b>287,172</b>	<b>265,597</b>	<b>326,005</b>	<b>TOTAL FUND REVENUE</b>	<b>370,395</b>	<b>370,395</b>	<b>370,395</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**FACILITIES FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>FACILITIES EXPENDITURES</b>						
PERSONAL SERVICES:						
31,117	58,195	59,044	FACILITIES LEAD WORKER	60,509	60,509	60,509
232	0	1,000	OVERTIME	1,000	1,000	1,000
15,455	33,099	39,060	EMPLOYEE BENEFITS	38,313	38,313	38,313
400	400	400	CLOTHING ALLOWANCE	400	400	400
<b>47,205</b>	<b>91,694</b>	<b>99,504</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>100,222</b>	<b>100,222</b>	<b>100,222</b>
MATERIAL AND SERVICES:						
914	3,108	3,000	CONTRACT SERVICES	5,800	5,800	5,800
38,125	46,253	58,000	JANITORIAL SERVICES & SUPPLIES	61,000	61,000	61,000
20,163	20,744	28,500	BUILDING REPAIRS & MAINTENANCE	30,000	30,000	30,000
0	0	3,000	INTERNAL CHARGE-FLEET	5,000	5,000	5,000
1,283	1,743	4,000	SUPPLIES AND SMALL TOOLS	4,500	4,500	4,500
33,232	52,205	67,000	UTILITIES	65,000	65,000	65,000
<b>93,717</b>	<b>124,054</b>	<b>163,500</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>171,300</b>	<b>171,300</b>	<b>171,300</b>
TRANSFERS:						
2,000	3,000	0	OP TRANSFER TO FLEET			0
<b>2,000</b>	<b>3,000</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>142,921</b>	<b>218,748</b>	<b>263,004</b>	<b>TOTAL FACILITIES EXPENDITURES</b>	<b>271,522</b>	<b>271,522</b>	<b>271,522</b>
OTHER:						
0	0	39,001	CONTINGENCY	71,073	71,073	71,073
0	0	0	UNAPPROP ENDING FUND BALANCE			0
<b>0</b>	<b>0</b>	<b>39,001</b>	<b>TOTAL OTHER</b>	<b>71,073</b>	<b>71,073</b>	<b>71,073</b>

CITY OF CANBY  
EXPENDITURES

**FACILITIES FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>FACILITIES RESERVES</b>						
CAPITAL OUTLAY:						
0	0	7,500	CAPITAL EQUIPMENT			0
4,962	0	0	CAPITAL EXP- CITY HALL COMPLEX	5,800	5,800	5,800
2,772	0	0	CAPITAL EXP - TRANSIT/FIN BLDG	4,000	4,000	4,000
8,311	53,885	5,000	CAPITAL EXP - LIBRARY BLDG	5,000	5,000	5,000
28,037	2,199	0	CAPITAL EXP - SHOPS COMPLEX			0
0	6,725	0	CAPITAL EXP - ADULT CENTER BLD	1,500	1,500	1,500
3,330	0	0	CAPITAL EXP - PLANNING BLDG			0
0	1,520	11,500	CAPITAL EXP - CEMETERY	11,500	11,500	11,500
<b>47,412</b>	<b>64,328</b>	<b>24,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>27,800</b>	<b>27,800</b>	<b>27,800</b>
<b>47,412</b>	<b>64,328</b>	<b>24,000</b>	<b>TOTAL FACILITIES RESERVES</b>	<b>27,800</b>	<b>27,800</b>	<b>27,800</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
<b>190,334</b>	<b>283,077</b>	<b>326,005</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>370,395</b>	<b>370,395</b>	<b>370,395</b>

## Internal Service Fund

## Technical (*Tech*) Services

### Statement of Purpose

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

### Department Description

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

### Noteworthy Changes for 2014-15

- The City contracts with KinTechnology to provide IT services. There is no increase over the contract costs for last fiscal year.
- The office specialist II who is allocated to this function has been reduced from full time to 32 hours a week in response to the budget constraints in the general fund.
- The capital outlay budget includes \$35,000 for the Gigabit Internet Project which includes hardware, labor and subcontractors that would be required to make this upgrade.
- The capital outlay budget includes \$8,000 to pay for the implementation of online payment portals and accounting module updates for various departments.

### Budget at a Glance

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

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

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

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

CITY OF CANBY  
REVENUES

**TECH SERVICES FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
MISCELLANEOUS REVENUES						
0	20	0	MISCELLANEOUS-INCOME			0
<b>0</b>	<b>20</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS REVENUES</b>			<b>0</b>
INTEREST REVENUES						
1,477	1,227	900	INTEREST REVENUES	500	500	500
<b>1,477</b>	<b>1,227</b>	<b>900</b>	<b>TOTAL INTEREST REVENUES</b>	<b>500</b>	<b>500</b>	<b>500</b>
CASH CARRYOVER						
0	0	181,611	CASH CARRYOVER	121,851	121,851	121,851
<b>0</b>	<b>0</b>	<b>181,611</b>	<b>TOTAL CASH CARRYOVER</b>	<b>121,851</b>	<b>121,851</b>	<b>121,851</b>
INTERNAL CHARGES FOR SERVICES						
0	0	336,908	INTERNAL REVENUE-TECH SERVICES	297,011	297,011	297,011
<b>0</b>	<b>0</b>	<b>336,908</b>	<b>TOTAL INTERNAL CHARGES FOR SERV</b>	<b>297,011</b>	<b>297,011</b>	<b>297,011</b>
OPERATIONAL TRANSFERS IN						
13,316	19,132	0	OP TRANSFER FROM ADMIN			0
13,316	14,349	0	OP TRANSFER FROM COURT			0
15,536	14,349	0	OP TRANSFER FROM PLANNING			0
2,219	4,783	0	OP TRANSFER FROM PARKS			0
4,439	5,979	0	OP TRANSFER FROM BUILDING			0
42,168	86,095	0	OP TRANSFER FROM POLICE			0
13,316	14,349	0	OP TRANSFER FROM FINANCE			0
11,097	7,175	0	OP TRANSFER FROM LIBRARY FUND			0
7,768	10,763	0	OP TRANSFER FROM STREETS			0
11,097	9,566	0	OP TRANSFER FROM FLEET			0
15,536	19,132	0	OP TRANSFER FROM TRANSIT			0
12,207	20,328	0	OP TRANSFER FROM SEWER			0
4,439	4,782	0	OP TRANSFER FROM SEWER COLL			0
6,658	8,370	0	OP TRANSFER FROM UR			0
<b>173,112</b>	<b>239,152</b>	<b>0</b>	<b>TOTAL OPERATIONAL TRANSFERS IN</b>			<b>0</b>
RESERVE TRANSFERS IN						
2,000	0	0	RESERVE TRANSFER FROM COURT			0
5,000	20,000	0	RESERVE TRANSFER FROM POLICE			0
10,500	7,000	0	RESERVE TRANSFER FROM FINANCE			0
<b>17,500</b>	<b>27,000</b>	<b>0</b>	<b>TOTAL RESERVE TRANSFERS IN</b>			<b>0</b>
<b>192,089</b>	<b>267,400</b>	<b>519,419</b>	<b>TOTAL FUND REVENUE</b>	<b>419,362</b>	<b>419,362</b>	<b>419,362</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**TECH SERVICES FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>TECH SERVICE EXPENDITURES</b>						
PERSONAL SERVICES:						
15,898	18,054	18,390	ASSISTANT CITY ADMINISTRATOR	19,133	19,133	19,133
37,807	44,016	45,732	OFFICE SPEC II	37,500	37,500	37,500
33,612	41,886	48,527	EMPLOYEE BENEFITS	38,736	38,736	38,736
<b>87,318</b>	<b>103,956</b>	<b>112,649</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>95,369</b>	<b>95,369</b>	<b>95,369</b>
MATERIAL AND SERVICES:						
80,612	91,639	93,550	TECHNICAL CONSULTANT	93,600	93,600	93,600
1,320	59,379	57,500	COMMUNICATIONS	57,260	57,260	57,260
1,576	0	0	CABLE BILLING			0
6,200	6,436	8,900	WEB PAGE	10,420	10,420	10,420
0	0	1,000	TRAVEL & TRAINING	1,000	1,000	1,000
692	26,985	3,460	FEES & DUES	6,720	6,720	6,720
0	0	1,985	INTERNAL CHARGE-FACILITIES	4,175	4,175	4,175
2,939	5,177	5,990	SUPPLIES & SERVICES	10,200	10,200	10,200
<b>93,339</b>	<b>189,616</b>	<b>172,385</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>183,375</b>	<b>183,375</b>	<b>183,375</b>
TRANSFERS:						
2,173	2,087	0	OP TRANSFER TO FACILITIES			0
75,000	0	94,806	RES TRANSFER TO GENERAL FUND			0
<b>77,173</b>	<b>2,087</b>	<b>94,806</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>257,829</b>	<b>295,658</b>	<b>379,840</b>	<b>TOTAL TECH SERVICE EXPENDITURES</b>	<b>278,744</b>	<b>278,744</b>	<b>278,744</b>
OTHER:						
0	0	56,610	CONTINGENCY	69,029	69,029	69,029
<b>0</b>	<b>0</b>	<b>56,610</b>	<b>TOTAL OTHER</b>	<b>69,029</b>	<b>69,029</b>	<b>69,029</b>

CITY OF CANBY  
EXPENDITURES

**TECH SERVICES FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>TECH RESERVE</b>						
CAPITAL OUTLAY:						
589	923	82,969	COMPUTER EQUIPMENT	71,589	71,589	71,589
2,127	349	0	COMPUTER EQUIP-ADMIN			0
2,111	3,242	0	COMPUTER EQUIP-COURT			0
5,000	16,088	0	COMPUTER EQUIP-POLICE			0
18,020	6,770	0	COMPUTER EQUIP-FINANCE			0
0	566	0	COMPUTER EQUIP-FLEET			0
2,360	0	0	COMPUTER EQUIP-PHONE SYSTEM			0
<b>30,208</b>	<b>27,939</b>	<b>82,969</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>71,589</b>	<b>71,589</b>	<b>71,589</b>
<b>30,208</b>	<b>27,939</b>	<b>82,969</b>	<b>TOTAL TECH RESERVE</b>	<b>71,589</b>	<b>71,589</b>	<b>71,589</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
<b>288,037</b>	<b>323,598</b>	<b>519,419</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>419,362</b>	<b>419,362</b>	<b>419,362</b>

# **ENTERPRISE FUND**

## **Statement of Purpose**

The purpose of the Sewer Combined Fund is to facilitate protection of the environment and public health in the wastewater arena, through proper operation of the treatment facility, effective planning and design, community awareness, and public education. As well as provide excellent customer service and maximize operating efficiency to maintain reasonable rates for customers.

## **Department Description**

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

## **Goals Integration**

- By combining capital improvement projects with the utilization of existing structures we have prepared a budget that will make it possible to meet our goals of maintaining infrastructure and upgrading 20 year old equipment.
- With public safety and education in mind we have also prepared several line items that include both training for personnel and interns along with continued education to the public for reducing Fats, Oils, and greases in our collection system.

## **Noteworthy Changes for 2014-2015**

- Starting a capital improvement project (headworks project) to replace some 20 year old equipment and refurbish the existing pump room.
- The law suit against Therma Flite was settled in fiscal year 2013-14 and we have stopped hauling sludge to landfill.
- Signed a contract with Heard Farms to Haul Canby's sludge to their treatment facility which resulted in approximately 42,000 a year savings.
- Due to structural efficiency considerations the Environmental Services Manager position has been proposed for elimination and a Public Works Director and part-time Pre-treatment Coordinator have been budgeted to meet supervisory, strategic planning and compliance needs.

## **Budget at a Glance**

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

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

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

Capital Outlay – See Sewer Combined Fund Reserve.

Contingency – Is 15% of the combined total of personal services and materials and services for the WWTP, Collections and Stormwater departments.

CITY OF CANBY  
REVENUES

**SEWER COMBINED FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
7,720	3,647	2,500	MISCELLANEOUS-INCOME	6,000	6,000	6,000
<b>7,720</b>	<b>3,647</b>	<b>2,500</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
			INTEREST REVENUES			
11,043	12,908	12,000	INTEREST REVENUES	10,000	10,000	10,000
<b>11,043</b>	<b>12,908</b>	<b>12,000</b>	<b>TOTAL INTEREST REVENUES</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
			CASH CARRYOVER			
0	0	3,092,319	CASH CARRYOVER	5,228,976	5,228,976	5,228,976
<b>0</b>	<b>0</b>	<b>3,092,319</b>	<b>TOTAL CASH CARRYOVER</b>	<b>5,228,976</b>	<b>5,228,976</b>	<b>5,228,976</b>
			CHARGES FOR SERVICES			
3,181,472	3,321,173	3,508,515	SERVICE CHARGE	3,700,000	3,700,000	3,700,000
<b>3,181,472</b>	<b>3,321,173</b>	<b>3,508,515</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,700,000</b>	<b>3,700,000</b>	<b>3,700,000</b>
			SPECIAL ASSESSMENTS			
0	16,272	4,200	AFD - NORTH REDWOOD			0
10,284	23,591	16,851	SDC IMPROVEMENT (SEWER)			0
30,851	63,878	50,555	SDC REIMBURSEMENT (SEWER)	65,414	65,414	65,414
5,285	8,028	9,000	SDC IMPROVEMENT (STORM)			0
2,265	770	0	SDC REIMBURSEMENT (STORM)			0
<b>48,685</b>	<b>112,538</b>	<b>80,606</b>	<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>65,414</b>	<b>65,414</b>	<b>65,414</b>
			INTERFUND LOAN TRANSFERS IN			
10,939	0	0	TRANSFER FROM GF FOR LID 0100			0
0	0	201,043	IF LOAN FROM TRANSIT			0
0	2,169	0	IF PRINCIPAL & INTEREST			0
<b>10,939</b>	<b>2,169</b>	<b>201,043</b>	<b>TOTAL INTERFUND LOAN TRANSFERS I</b>			<b>0</b>
<b>3,259,860</b>	<b>3,452,435</b>	<b>6,896,983</b>	<b>TOTAL FUND REVENUE</b>	<b>9,010,390</b>	<b>9,010,390</b>	<b>9,010,390</b>
			OTHER:			
			OTHER:			

CITY OF CANBY  
EXPENDITURES

**SEWER COMBINED FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>SEWER/WWTP EXPENDITURES</b>						
PERSONAL SERVICES:						
0	0	0	PUBLIC WORKS DIRECTOR	8,897	8,897	8,897
46,648	0	0	PLANT SUPERVISOR			0
21,407	45,780	46,824	ENVIRONMENTAL SERVICES MGR			0
8,793	11,227	11,433	OFFICE SPECIALIST II	6,539	6,539	6,539
23,052	24,481	12,897	OFFICE SPECIALIST III	13,370	13,370	13,370
8,464	21,951	23,629	STORM/PRETREATMENT TECH			0
24,192	0	0	OPERATOR I			0
83,557	132,028	136,800	OPERATOR III	140,220	140,220	140,220
67,285	68,856	70,440	OPERATOR LEAD	72,201	72,201	72,201
0	0	0	PRE-TREATMENT COORDINATOR	29,969	29,969	29,969
75,458	60,664	62,508	OPERATOR II	117,277	117,277	117,277
2,247	2,766	6,000	OVERTIME	6,000	6,000	6,000
13,319	15,675	16,914	STAND BY	16,484	16,484	16,484
12,395	14,911	18,005	WEEKEND SURVEILLANCE	16,569	16,569	16,569
169,785	219,807	229,385	EMPLOYEE BENEFITS	236,272	236,272	236,272
1,600	619	2,000	CLOTHING ALLOWANCE	2,000	2,000	2,000
<b>558,199</b>	<b>618,764</b>	<b>636,835</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>665,798</b>	<b>665,798</b>	<b>665,798</b>
MATERIAL AND SERVICES:						
626	0	0	CONTRACT LABOR-UTILITY BILLING			0
3,080	0	7,000	PROFESSIONAL SERVICES	20,000	20,000	20,000
48,394	198,419	170,000	CONTRACT SERVICES			0
0	3,504	0	BOND ISSUANCE COSTS			0
86,797	133,605	150,396	DISPOSAL SERVICES	149,000	149,000	149,000
0	1,401	1,750	STREET REPAIRS	1,850	1,850	1,850
39,494	47,552	48,700	MAINTENANCE OPERATIONS	53,000	53,000	53,000
1,364	19,027	22,400	PUMP AND MOTOR REPAIR	22,000	22,000	22,000
809	753	1,235	GROUNDS MAINT	1,800	1,800	1,800
34,388	35,764	36,000	SEWER BILLING	39,000	39,000	39,000
16,075	19,353	22,000	EFFLUENT TESTING	22,000	22,000	22,000
2,674	2,173	7,200	SLUDGE TESTING	3,500	3,500	3,500
725	3,146	5,000	PRETREATMENT TESTING	5,000	5,000	5,000
4,736	2,547	5,760	COMMUNICATIONS	3,300	3,300	3,300
1,868	1,946	4,500	TRAVEL & TRAINING	4,500	4,500	4,500
2,224	2,011	2,670	MEMBERSHIP DUES & FEES	2,670	2,670	2,670
12,347	13,005	13,640	NPDES PERMIT FEES	14,400	14,400	14,400
0	0	24,385	INTERNAL CHARGE-FLEET	18,020	18,020	18,020
0	0	1,080	INTERNAL CHARGE-FACILITIES	1,275	1,275	1,275
0	0	23,584	INTERNAL CHARGE-TECH SERVICES	23,761	23,761	23,761
3,944	4,328	7,055	SUPPLIES & SERVICES	8,900	8,900	8,900
1,366	1,709	2,525	SAFETY SUPPLIES	3,125	3,125	3,125
452	349	615	TOOLS & EQUIPMENT	790	790	790
175	8,567	15,700	COMPUTER SUPPLIES	8,940	8,940	8,940
0	1,385	2,000	UNIFORMS			0
4,993	5,013	6,900	BLDG CLEANING SERVICE	6,900	6,900	6,900
10,068	14,972	18,850	LAB EQUIPMENT & CHEMICALS	13,800	13,800	13,800
16,187	1,886	20,000	BULK CHEMICALS	20,000	20,000	20,000
33,917	30,432	42,000	LIME	48,000	48,000	48,000
9,452	3,828	12,000	BIOSOLIDS - POLYMER	12,000	12,000	12,000
88,703	69,024	76,200	UTILITIES	75,000	75,000	75,000
59,271	0	0	BAD DEBT EXPENSE			0
<b>484,128</b>	<b>625,699</b>	<b>751,145</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>582,531</b>	<b>582,531</b>	<b>582,531</b>

CITY OF CANBY  
EXPENDITURES

**SEWER COMBINED FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
TRANSFERS:						
121,452	160,050	163,728	O/H TRANSFER TO GENERAL FUND	147,689	147,689	147,689
21,009	21,499	0	OP TRANSFER TO FLEET			0
0	1,134	0	OP TRANSFER TO FACILITIES			0
12,207	20,328	0	OP TRANSFER TO TECHNICAL SVC.			0
250,000	0	0	IF LOAN TO TRANSIT			0
0	228,824	252,000	REVENUE TRANS FRANCHISE FEE	261,000	261,000	261,000
<b>404,668</b>	<b>431,836</b>	<b>415,728</b>	<b>TOTAL TRANSFERS</b>	<b>408,689</b>	<b>408,689</b>	<b>408,689</b>
<b>1,446,995</b>	<b>1,676,299</b>	<b>1,803,708</b>	<b>TOTAL SEWER/WWTP EXPENDITURES</b>	<b>1,657,018</b>	<b>1,657,018</b>	<b>1,657,018</b>
OTHER:						
0	0	313,361	CONTINGENCY	295,413	295,413	295,413
0	15,138	0	OPEB EXPENSE			0
0	262,315	0	DEPRECIATION EXPENSE			0
<b>0</b>	<b>277,453</b>	<b>313,361</b>	<b>TOTAL OTHER</b>	<b>295,413</b>	<b>295,413</b>	<b>295,413</b>

## **Department Description**

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

## **Goals Integration**

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

## **Noteworthy Changes for 2014-2015**

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

## **Budget at a Glance**

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

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

Transfers – Includes charges for finance and administrative services.

Capital Outlay – See Sewer Combined Fund Reserve.

CITY OF CANBY  
EXPENDITURES

**SEWER COMBINED FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>SEWER COLLECTIONS EXPENDITURES</b>						
PERSONAL SERVICES:						
0	0	21,782	CITY ADMINISTRATOR	21,224	21,224	21,224
0	0	25,041	PLANNING DIRECTOR	10,268	10,268	10,268
0	0	0	PUBLIC WORKS DIRECTOR	22,242	22,242	22,242
4,281	9,156	9,365	ENVIRONMENTAL SERVICES MGR			0
6,464	6,705	10,912	OFFICE SPECIALIST II	7,031	7,031	7,031
0	0	7,544	SENIOR PLANNER	3,867	3,867	3,867
0	0	14,544	ASSOCIATE PLANNER	21,903	21,903	21,903
26,508	38,964	42,272	UTILITY WORKER I	45,898	45,898	45,898
73,401	48,950	25,404	UTILITY MAINT WORKER II	26,045	26,045	26,045
9,025	52,632	27,588	UTILITY WORKER III	28,428	28,428	28,428
22,694	16,589	17,716	PUBLIC WORKS LEAD MAN	18,489	18,489	18,489
7,261	6,642	6,500	OVERTIME	6,500	6,500	6,500
77,277	96,719	115,339	EMPLOYEE BENEFITS	112,955	112,955	112,955
439	1,200	1,200	CLOTHING ALLOWANCE	1,200	1,200	1,200
<b>227,350</b>	<b>277,558</b>	<b>325,207</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>326,050</b>	<b>326,050</b>	<b>326,050</b>
MATERIAL AND SERVICES:						
788	200	2,500	CONSULTANT ENGINEER	2,500	2,500	2,500
1,013	0	1,700	SOFTWARE MAINT	2,600	2,600	2,600
4,312	4,630	4,000	LATERAL REPAIR	4,000	4,000	4,000
9,385	10,031	10,000	LIFT STATION MAINT	10,000	10,000	10,000
4,664	17,598	0	LIFT STATION TELEMTRY	3,100	3,100	3,100
5,490	3,187	6,000	COLLECTION SYSTEM MAINT	6,000	6,000	6,000
15	0	250	EQUIPMENT RENTAL	250	250	250
689	626	700	COPIER LEASE & MAINT	700	700	700
1,628	1,353	1,890	COMMUNICATIONS	1,890	1,890	1,890
0	0	150	PUBLICATIONS	150	150	150
963	680	1,500	TRAVEL & TRAINING	1,500	1,500	1,500
34	310	250	MEMBERSHIP DUES & FEES	250	250	250
0	0	41,950	INTERNAL CHARGE-FLEET	18,685	18,685	18,685
0	0	10,022	INTERNAL CHARGE-FACILITIES	11,838	11,838	11,838
0	0	10,107	INTERNAL CHARGE-TECH SERVICES	11,880	11,880	11,880
3,386	3,555	4,090	SUPPLIES & SERVICES	4,090	4,090	4,090
541	736	2,000	SMALL TOOLS	2,000	2,000	2,000
261	0	0	UNIFORMS			0
0	0	150	CLEANING/SUPPLIES	150	150	150
950	367	400	SAFETY SUPPLIES	400	400	400
5,280	4,465	5,375	UTILITIES-LIFT STATIONS	5,375	5,375	5,375
<b>39,398</b>	<b>47,739</b>	<b>103,034</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>87,358</b>	<b>87,358</b>	<b>87,358</b>
TRANSFERS:						
44,422	74,152	45,863	O/H TRANSFER TO GENERAL FUND	44,988	44,988	44,988
36,828	34,344	0	OP TRANSFER TO FLEET			0
16,457	10,535	0	OP TRANSFER TO FACILITIES			0
4,439	4,782	0	OP TRANSFER TO TECHNICAL SVCS.			0
<b>102,146</b>	<b>123,813</b>	<b>45,863</b>	<b>TOTAL TRANSFERS</b>	<b>44,988</b>	<b>44,988</b>	<b>44,988</b>
<b>368,894</b>	<b>449,110</b>	<b>474,104</b>	<b>TOTAL SEWER COLLECTIONS EXPENDI</b>	<b>458,396</b>	<b>458,396</b>	<b>458,396</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>

CITY OF CANBY  
EXPENDITURES

**SEWER COMBINED FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>STORMWATER EXPENDITURES</b>						
PERSONAL SERVICES:						
0	0	14,521	CITY ADMINISTRATOR	14,150	14,150	14,150
0	0	25,041	PLANNING DIRECTOR	20,536	20,536	20,536
0	0	0	PUBLIC WORKS DIRECTOR	22,242	22,242	22,242
17,125	36,624	37,459	ENVIRONMENTAL SERVICES MGR			0
0	0	12,897	OFFICE SPECIALIST III	13,370	13,370	13,370
6,641	6,705	10,912	OFFICE SPECIALIST II	7,031	7,031	7,031
0	0	7,544	SENIOR PLANNER	7,734	7,734	7,734
0	6,575	14,544	ASSOCIATE PLANNER	6,258	6,258	6,258
8,464	21,950	23,629	STORM/PRETREATMENT TECH			0
0	0	0	UTILITY MAINT WORKER I			0
0	0	25,404	UTILITY MAINT WORKER II	26,045	43,009	43,009
0	0	27,588	UTILITY WORKER III	28,428	28,428	28,428
22,800	18,222	19,356	PUBLIC WORKS LEAD MAN	20,170	20,170	20,170
0	388	500	OVERTIME	500	500	500
26,747	46,917	124,084	EMPLOYEE BENEFITS	93,940	110,299	110,299
<b>81,777</b>	<b>137,381</b>	<b>343,479</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>260,404</b>	<b>293,727</b>	<b>293,727</b>
MATERIAL AND SERVICES:						
3,171	3,227	4,000	CONSULTANT ENGINEER	4,000	4,000	4,000
0	0	1,000	SOFTWARE MAINT	1,900	1,900	1,900
7,780	8,197	6,000	CATCH BASIN REPAIR	6,000	6,000	6,000
20,425	0	0	BMP DEVICES			0
7,045	18,902	20,000	STORM SYSTEM MAINTENANCE	20,000	20,000	20,000
0	0	250	EQUIPMENT RENTAL	250	250	250
686	626	700	COPIER LEASE & MAINT	700	700	700
1,406	1,951	0	STORM WATER ANALYSIS			0
496	896	1,500	COMMUNICATIONS	1,500	1,500	1,500
0	0	150	PUBLICATIONS	150	150	150
1,390	485	500	TRAVEL & TRAINING	500	500	500
525	552	600	MEMBERSHIP DUES & FEES	700	700	700
0	0	10,022	INTERNAL CHARGE-FACILITIES	11,838	11,838	11,838
2,883	2,153	2,500	SUPPLIES & SERVICES	2,500	2,500	2,500
877	532	2,000	SMALL TOOLS	2,000	2,000	2,000
0	0	50	CLEANING/SUPPLIES			0
505	459	600	SAFETY SUPPLIES	600	600	600
371	566	650	GPS MAPPING PROJECT	1,000	1,000	1,000
<b>47,559</b>	<b>38,545</b>	<b>50,522</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>53,638</b>	<b>53,638</b>	<b>53,638</b>
TRANSFERS:						
48,108	75,393	29,073	O/H TRANSFER TO GENERAL FUND	42,084	42,084	42,084
0	10,535	0	OP TRANSFER TO FACILITIES			0
<b>48,108</b>	<b>85,928</b>	<b>29,073</b>	<b>TOTAL TRANSFERS</b>	<b>42,084</b>	<b>42,084</b>	<b>42,084</b>
<b>177,444</b>	<b>261,854</b>	<b>423,074</b>	<b>TOTAL STORMWATER EXPENDITURES</b>	<b>356,126</b>	<b>389,449</b>	<b>389,449</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>

**Statement of Purpose**

The purpose of the Sewer Debt section of the Sewer Combined Fund is to accumulate resources to pay principal and interest due on the long term debt of the fund. The current obligation is scheduled for payoff in December 2017.

**Noteworthy Changes for 2014-2015**

- None

CITY OF CANBY  
EXPENDITURES

**SEWER COMBINED FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>SEWER DEBT</b>						
DEBT:						
235,000	0	250,000	SEWER BOND PRINC-08	255,000	255,000	255,000
63,534	53,944	46,044	SEWER BOND INT-08	36,891	36,891	36,891
0	0	302,285	SEWER BOND RES	302,285	302,285	302,285
<b>298,534</b>	<b>53,944</b>	<b>598,329</b>	<b>TOTAL DEBT</b>	<b>594,176</b>	<b>594,176</b>	<b>594,176</b>
<b>298,534</b>	<b>53,944</b>	<b>598,329</b>	<b>TOTAL SEWER DEBT</b>	<b>594,176</b>	<b>594,176</b>	<b>594,176</b>
OTHER:						
0	0	0	<b>TOTAL OTHER</b>			<b>0</b>

## **Statement of Purpose**

The Sewer Reserve accumulates funds to be used on future capital needs of the wastewater treatment plant and sewer/storm collections system.

## **Department Description**

The Sewer Reserve fund receives most of its revenue from sewer rates and system development charges. As the City grows, plans for expansion of the wastewater treatment plant and the sewer and storm collection infrastructure will be implemented using Sewer Reserve funds. SDC funds are tracked separately and can only be used for capacity increasing capital improvements, whereas carryover funds from the rates can be accumulated in the reserve and used for capacity increasing, maintenance and equipment needs.

## **Goals Integration**

- The Sewer Combined Fund Department heads in conjuncture with Finance have been working on a 5 year Capital Improvement Plan in order to properly maintain current infrastructure and manage capacity for growth and ensure reliable service now and into the future.

## **Noteworthy Changes for 2014-2015**

- We are proposing adding a new System Development Charge (SDC) Fund where all SDC improvement revenue will be recorded so that compliance with allowable use can be more easily tracked and controlled in accordance with state statutes. If allowable improvements are executed corresponding funding will be transferred from the SDC fund to the Sewer Combined Fund where the assets will be maintained.

## **Budget at a Glance**

Materials and Services – none.

Capital Outlay – Includes completion of the headworks project, other infrastructure improvements, completion of the 34th Street lift station rehabilitation, replacement of the willow creek and Territorial road pipeline, replacement of the 1999 vector truck and rthe TV truck. After projects outlined herein a balance of approximately 3.3 million remains to fund unexpected repairs or future capital projects.

CITY OF CANBY  
EXPENDITURES

**SEWER COMBINED FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>SEWER RESERVE</b>						
MATERIAL AND SERVICES:						
10,626	0	0	SEWER RATE STUDY			0
1,416	0	4,000	STORMWATER MANAGEMENT PLAN			0
0	73,175	26,825	STORMWATER MASTER PLAN			0
0	0	25,000	BIOSOLIDS FEASIBILITYSTUDY/SDC			0
<b>12,042</b>	<b>73,175</b>	<b>55,825</b>	<b>TOTAL MATERIAL AND SERVICES</b>			<b>0</b>
CAPITAL OUTLAY:						
6,774	10,000	15,800	BUILDING	15,000	15,000	15,000
0	6,253	65,000	WWTP EFFLUENT DIFFUSER			0
0	0	865,000	HEADWORKS IMPROVEMENTS/SDC	1,000,000	1,000,000	1,000,000
0	0	0	INFRASTRUCTURE IMPROVEMENTS	515,000	515,000	515,000
32,065	27,274	99,909	PHASE III			0
9,157	30,354	18,000	EQUIPMENT	34,000	34,000	34,000
0	15,000	0	POLICE ACCESS ROAD			0
0	0	130,000	34TH PUMP STATION REHAB/SDC	80,000	80,000	80,000
46,262	167,530	0	1ST AVENUE REDEVELOPMENT PROJ			0
0	0	0	WILLOW CREEK	200,000	200,000	200,000
12,891	0	0	NON-CAPITALIZED EQUIPMENT			0
111,260	0	0	TV TRUCK EQUIP REPLACEMENT	92,000	92,000	92,000
0	0	400,000	VACTOR TRUCK	400,000	400,000	400,000
0	0	14,000	SEWER PUSH CAMERA			0
4,052	0	0	NON-CAPITALIZED COMPUTERS			0
0	219,076	1,539,573	SEWER PROJECT RESERVE	3,273,261	3,239,938	3,239,938
<b>222,461</b>	<b>37,336</b>	<b>3,147,282</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>5,609,261</b>	<b>5,575,938</b>	<b>5,575,938</b>
TRANSFERS:						
600	229,392	0	O/H TRANSFER TO GENERAL FUND			0
0	0	0	TRANSFER TO STREET FUND	40,000	40,000	40,000
0	0	81,300	TRANSFER TO SDC FUND			0
<b>600</b>	<b>229,392</b>	<b>81,300</b>	<b>TOTAL TRANSFERS</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>235,103</b>	<b>339,902</b>	<b>3,284,407</b>	<b>TOTAL SEWER RESERVE</b>	<b>5,649,261</b>	<b>5,615,938</b>	<b>5,615,938</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
<b>2,526,971</b>	<b>3,058,562</b>	<b>6,896,983</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>9,010,390</b>	<b>9,010,390</b>	<b>9,010,390</b>

## **CLOSED FUNDS**

### Statement of Purpose

The Parks Development Fund accumulates funds primarily from Park System Development Charges (SDC), and to a much lesser degree from grants and donations. Funds are used to implement planning, capital, and acquisition projects of the Parks Master Plan, Parks Acquisition Plan, Willamette Wayside Master Plan, and Canby's Community Vision aspirations for Parks and Recreation, thus enhancing community quality of life.

### Noteworthy Changes for 2014-2015

- We are proposing closing this fund, integrating the activities that use to be funded through this fund into the General Fund Parks Department and recording the SDC revenue to a new SDC Fund where all SDC improvement revenue will be recorded so that compliance with allowable use can be more easily tracked and controlled in accordance with state statutes.

CITY OF CANBY  
REVENUES

**PARKS DEVELOP FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			SPECIAL ASSESSMENTS-SDC'S			
58,657	102,438	60,000	SDC'S PARKS-IMPROVEMENT			0
<b>58,657</b>	<b>102,438</b>	<b>60,000</b>	<b>TOTAL SPECIAL ASSESSMENTS-SDC'S</b>			<b>0</b>
			MISCELLANEOUS REVENUE			
600	600	500	MISCELLANEOUS-INCOME			0
<b>600</b>	<b>600</b>	<b>500</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>			<b>0</b>
			INTEREST REVENUES			
4,623	4,933	5,200	INTEREST REVENUES			0
<b>4,623</b>	<b>4,933</b>	<b>5,200</b>	<b>TOTAL INTEREST REVENUES</b>			<b>0</b>
			DONATIONS			
0	27	10,000	DONATIONS PARKS			0
<b>0</b>	<b>27</b>	<b>10,000</b>	<b>TOTAL DONATIONS</b>			<b>0</b>
			TRANSFER IN			
34,133	256	0	IF PRINCIPAL & INTEREST			0
<b>34,133</b>	<b>256</b>	<b>0</b>	<b>TOTAL TRANSFER IN</b>			<b>0</b>
			CASH CARRYOVER			
0	0	860,961	CASH CARRYOVER			0
<b>0</b>	<b>0</b>	<b>860,961</b>	<b>TOTAL CASH CARRYOVER</b>			<b>0</b>
<b>98,013</b>	<b>108,254</b>	<b>936,661</b>	<b>TOTAL FUND REVENUE</b>			<b>0</b>
			OTHER:			

CITY OF CANBY  
EXPENDITURES

**PARKS DEVELOP FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>PARKS DEVELOP EXPENDITURES</b>						
MATERIAL AND SERVICES:						
92	0	5,000	SUPPLIES & SERVICES			0
<b>92</b>	<b>0</b>	<b>5,000</b>	<b>TOTAL MATERIAL AND SERVICES</b>			<b>0</b>
CAPITAL OUTLAY:						
10,341	74,764	200,000	MOLALLA RRV PW/WILL. WAYSIDE			0
0	0	31,661	NW NEIGHBORHOOD PARK			0
3,638	17,820	375,000	NORTH WOODS ESTATES PARK			0
0	0	25,000	LOGGING ROAD CORRIDOR PROJECT			0
0	0	300,000	COMMUNITY PARK EXPANSION			0
7,130	7,116	0	PARK SDC ENGINEER STUDY			0
<b>21,108</b>	<b>99,701</b>	<b>931,661</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
TRANSFERS:						
600	600	0	O/H TO GENERAL FUND			0
<b>600</b>	<b>600</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>21,800</b>	<b>100,301</b>	<b>936,661</b>	<b>TOTAL PARKS DEVELOP EXPENDITUR</b>			<b>0</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
<b>21,800</b>	<b>100,301</b>	<b>936,661</b>	<b>TOTAL FUND EXPENDITURES</b>			<b>0</b>

## **Capital Projects Fund**

## **Street Reserve**

### **Statement of Purpose**

The Street Reserve Fund exists to accumulate revenues from different sources in order to plan and implement large capital street projects.

### **Noteworthy Changes for 2014-2015**

- All funding sources for street capital are recorded into the Street fund and then excess or balances net direct expenses are transferred to the street reserve therefore we have proposed closing this fund and executing capital projects directly from the street fund.

CITY OF CANBY  
REVENUES

**STREET RESERVE FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			GRANT REVENUE			
0	164,266	185,000	FEDERAL FUND EXCHANGE			0
<b>0</b>	<b>164,266</b>	<b>185,000</b>	<b>TOTAL GRANT REVENUE</b>			<b>0</b>
			SPECIAL ASSESSMENTS-SDC'S			
187,584	91,514	189,026	SDC'S TRANS IMPROVEMENT			0
16,311	13,220	36,883	SDC'S TRANS REIMBURSEMENT			0
<b>203,895</b>	<b>104,734</b>	<b>225,909</b>	<b>TOTAL SPECIAL ASSESSMENTS-SDC'S</b>			<b>0</b>
			MISCELLANEOUS REVENUE			
9,311	0	0	MISCELLANEOUS REVENUE			0
<b>9,311</b>	<b>0</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>			<b>0</b>
			INTEREST REVENUES			
5,814	2,640	2,600	INTEREST REVENUES			0
<b>5,814</b>	<b>2,640</b>	<b>2,600</b>	<b>TOTAL INTEREST REVENUES</b>			<b>0</b>
			RESERVE TRANSFERS IN			
0	328,000	348,778	RESERVE TRANSFER FROM STREETS			0
454,637	0	0	RES TRANS FED FUND EXCHANGE			0
443,964	436,980	430,000	RES TRANS STREET MAINT FEE			0
206,687	199,528	166,700	RES TRANS LOCAL GAS TAX			0
<b>1,105,287</b>	<b>964,508</b>	<b>945,478</b>	<b>TOTAL RESERVE TRANSFERS IN</b>			<b>0</b>
			CASH CARRYOVER			
0	0	834,320	CASH CARRYOVER			0
<b>0</b>	<b>0</b>	<b>834,320</b>	<b>TOTAL CASH CARRYOVER</b>			<b>0</b>
<b>1,324,307</b>	<b>1,236,148</b>	<b>2,193,307</b>	<b>TOTAL FUND REVENUE</b>			<b>0</b>
			OTHER:			

CITY OF CANBY  
EXPENDITURES

**STREET RESERVE FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>STREET RESERVE EXPENDITURES</b>						
CAPITAL OUTLAY:						
19,201	59,888	0	SDC STORM PROJECT-1ST AVENUE			0
0	17,898	630,307	OTHER PROJECTS			0
718,985	540,628	650,000	STREET MAINT FEE PROJECTS			0
626,032	0	0	WAIT PARK ST/SW RECONSTRUCTION			0
143,927	521,204	0	1ST AVENUE REDEVELOPMENT PROJ			0
343,767	158,247	0	NE 4TH AVE IMPROVEMENTS			0
0	30,000	0	POLICE ACCESS ROAD			0
0	0	464,000	N JUNIPER RECONSTRUC N IVY-9TH			0
0	0	80,000	ECO PARK FRONTAGE/SIDEWALK			0
260,810	0	0	NE 3RD & 4TH AVE CDBG/SDC			0
0	31,919	0	SE CANBY SIDEWALK CDBG/SDC			0
0	3,483	369,000	S IVY SIDEWALK PROJECT/SDC			0
6,105	5,488	0	SDC TRANS ENGINEER STUDY			0
<b>2,118,827</b>	<b>1,368,755</b>	<b>2,193,307</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
TRANSFERS:						
600	600	0	O/H TRANSFER TO GENERAL FUND			0
<b>600</b>	<b>600</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>2,119,427</b>	<b>1,369,355</b>	<b>2,193,307</b>	<b>TOTAL STREET RESERVE EXPENDITUR</b>			<b>0</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
<b>2,119,427</b>	<b>1,369,355</b>	<b>2,193,307</b>	<b>TOTAL FUND EXPENDITURES</b>			<b>0</b>

## Special Revenue Fund

## 911 Emergency

### Department Description

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

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

CITY OF CANBY  
REVENUES

**911 EMERGENCY FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTERGOVERNMENTAL			
77,388	19,192	0	911 EXCISE TAX			0
<b>77,388</b>	<b>19,192</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>			<b>0</b>
			INTEREST REVENUES			
214	14	0	INTEREST REVENUES			0
<b>214</b>	<b>14</b>	<b>0</b>	<b>TOTAL INTEREST REVENUES</b>			<b>0</b>
			OPERATIONAL TRANSFERS IN			
0	111,902	0	OP TRANSFER IN FROM POLICE			0
<b>0</b>	<b>111,902</b>	<b>0</b>	<b>TOTAL OPERATIONAL TRANSFERS IN</b>			<b>0</b>
			CASH CARRYOVER			
0	0	0	CASH CARRYOVER			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CASH CARRYOVER</b>			<b>0</b>
<b>77,603</b>	<b>131,108</b>	<b>0</b>	<b>TOTAL FUND REVENUE</b>			<b>0</b>
			OTHER:			

CITY OF CANBY  
EXPENDITURES

**911 EMERGENCY FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>911 EMERGENCY EXPENDITURES</b>						
MATERIAL AND SERVICES:						
152,197	154,961	0	CENTRAL DISPATCH			0
0	0	0	911 RESERVE			0
<b>152,197</b>	<b>154,961</b>	<b>0</b>	<b>TOTAL MATERIAL AND SERVICES</b>			<b>0</b>
TRANSFERS:						
600	600	0	O/H TRANSFER TO GENERAL			0
<b>600</b>	<b>600</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>152,797</b>	<b>155,561</b>	<b>0</b>	<b>TOTAL 911 EMERGENCY EXPENDITURE</b>			<b>0</b>
OTHER:						
0	0	0	TOTAL OTHER			0
<b>152,797</b>	<b>155,561</b>	<b>0</b>	<b>TOTAL FUND EXPENDITURES</b>			<b>0</b>

## Special Revenue Fund

## Library Endowment

### Statement of Purpose

The purpose of the Library Endowment Fund is to accumulate funds from transfers and donations that can be used to improve the facilities and services of the Canby Public Library.

### Department Description

The Endowment Fund was set by Ordinance and appears in Chapter 3.16 of the Canby Municipal Code. Fund principal may only be used for capital expenditures such as a new or remodeled facility, remodeling or repair of the present facility, purchase of new furnishings or shelving of direct benefit to the Canby Public Library. Principal funds may be used only after the Library Board has so recommended.

At the time of this publication it is expected that this fund will be closed to the Library Fund per the Library Board recommendation in April 2013 that the funds will be restricted to use on the new Library facility. Future endowment gifts will go to the newly formed Library Foundation.

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

CITY OF CANBY  
REVENUES

**LIBRARY ENDOWMENT FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			INTEREST REVENUES			
696	669	0	INTEREST REVENUES			0
<b>696</b>	<b>669</b>	<b>0</b>	<b>TOTAL INTEREST REVENUES</b>			<b>0</b>
			CASH CARRYOVER			
0	0	0	CASH CARRYOVER			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CASH CARRYOVER</b>			<b>0</b>
<b>696</b>	<b>669</b>	<b>0</b>	<b>TOTAL FUND REVENUE</b>			<b>0</b>
			OTHER:			

CITY OF CANBY  
EXPENDITURES

**LIBRARY ENDOWMENT FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015 PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>LIBRARY ENDOWMENT EXPENDITURES</b>						
TRANSFERS:						
600	600	0	O/H TRANSFER TO GENERAL FUND			0
0	135,481	0	TRANSFER TO LIBRARY			0
<b>600</b>	<b>136,081</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>600</b>	<b>136,081</b>	<b>0</b>	<b>TOTAL LIBRARY ENDOWMENT EXPEND</b>			<b>0</b>
OTHER:						
0	0	0	TOTAL OTHER			0
<b>600</b>	<b>136,081</b>	<b>0</b>	<b>TOTAL FUND EXPENDITURES</b>			<b>0</b>

## Special Revenue Fund

## Debt Service

### Department Description

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

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

CITY OF CANBY  
REVENUES

**DEBT SERVICE FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
SPECIAL ASSESSMENTS						
1,079	883	0	AFD 3 LRIP PHASE I PRIN/INT			0
0	434	0	AFD 4 LRIP PHASE I PRIN/INT			0
<b>1,079</b>	<b>1,317</b>	<b>0</b>	<b>TOTAL SPECIAL ASSESSMENTS</b>			<b>0</b>
INTEREST REVENUES						
60-	476	0	INTEREST REVENUES			0
<b>60-</b>	<b>476</b>	<b>0</b>	<b>TOTAL INTEREST REVENUES</b>			<b>0</b>
OPERATIONAL TRANSFERS IN						
202,812	188,635	0	TRANSFER FROM GENERAL FUND			0
42,455	42,455	0	TRANSFER FROM STREETS			0
7,285	0	0	TRANSFER FROM FLEET			0
99,588	101,277	0	TRANSFER FROM TRANSIT			0
<b>352,140</b>	<b>332,367</b>	<b>0</b>	<b>TOTAL OPERATIONAL TRANSFERS IN</b>			<b>0</b>
CASH CARRYOVER						
0	0	0	CASH CARRYOVER			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CASH CARRYOVER</b>			<b>0</b>
<b>353,158</b>	<b>334,160</b>	<b>0</b>	<b>TOTAL FUND REVENUE</b>			<b>0</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**DEBT SERVICE FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>DEBT EXPENDITURES</b>						
MATERIAL AND SERVICES:						
69,970	70,546	0	POLICE CAR LEASES			0
42,455	42,455	0	SWEEPER LEASE			0
7,285	0	0	VEHICLE LIFT LEASE			0
99,588	0	0	BUS LEASE			0
<b>219,298</b>	<b>113,001</b>	<b>0</b>	<b>TOTAL MATERIAL AND SERVICES</b>			<b>0</b>
DEBT:						
40,507	42,860	0	LOGGING ROAD PRINCIPLES PHS 1			0
12,536	17,664	0	LOGGING ROAD PRINCIPLE PHS 2			0
10,403	8,050	0	LOGGING ROAD INTEREST PHS 1			0
6,070	5,444	0	LOGGING ROAD INTEREST PHS 2			0
0	0	0	RESERVE FOR DEBT			0
<b>69,517</b>	<b>74,019</b>	<b>0</b>	<b>TOTAL DEBT</b>			<b>0</b>
TRANSFERS:						
0	9,735	0	TRANSFER TO GENERAL FUND			0
34,133	17,067	0	IF LOAN TO PARKS DEVELOPMENT			0
24,636	24,636	0	IF LOAN TO CEM PERPETUAL CARE			0
0	101,277	0	IF LOAN TO SEWER			0
<b>58,769</b>	<b>152,715</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>347,583</b>	<b>339,735</b>	<b>0</b>	<b>TOTAL DEBT EXPENDITURES</b>			<b>0</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
<b>347,583</b>	<b>339,735</b>	<b>0</b>	<b>TOTAL FUND EXPENDITURES</b>			<b>0</b>

## Capital Project Fund

## Capital Reserve

### Department Description

Historically, the Capital Reserve Fund receives transferred amounts from General Fund departments, as well as interest revenue. Capital expenditures from this fund were used for items that do not fit into Facilities, Fleet or Technical Services purchases. For example, the Police Department had used this fund to save for protective vests and replacement police dogs. PEG fees for capital equipment were also collected and distributed from this fund.

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

CITY OF CANBY  
REVENUES

**CAPITAL RESERVE FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
			MISCELLANEOUS REVENUE			
13,474	60,429	0	PEG ACCESS FEES			0
<b>13,474</b>	<b>60,429</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>			<b>0</b>
			INTEREST REVENUES			
234	567	0	INTEREST REVENUES			0
<b>234</b>	<b>567</b>	<b>0</b>	<b>TOTAL INTEREST REVENUES</b>			<b>0</b>
			RESERVE TRANSFERS IN			
12,400	0	0	RESERVE TRANSFER FROM POLICE			0
0	150,000	0	RESERVE TRANSFER FROM FLEET			0
<b>12,400</b>	<b>150,000</b>	<b>0</b>	<b>TOTAL RESERVE TRANSFERS IN</b>			<b>0</b>
			CASH CARRYOVER			
0	0	0	CASH CARRYOVER			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CASH CARRYOVER</b>			<b>0</b>
<b>26,109</b>	<b>210,996</b>	<b>0</b>	<b>TOTAL FUND REVENUE</b>			<b>0</b>
			OTHER:			

CITY OF CANBY  
EXPENDITURES

**CAPITAL RESERVE FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>CAPITAL RESERVE EXPENDITURES</b>						
CAPITAL OUTLAY:						
1,647	63,780	0	CAPITAL - PEG ACCESS			0
0	24,800	0	CAPITAL - POLICE			0
<b>1,647</b>	<b>88,580</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>
TRANSFERS:						
0	183,225	0	O/H TRANSFER TO GENERAL FUND			0
66,624	0	0	TRANSFER TO FACILITIES			0
<b>66,624</b>	<b>183,225</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>68,271</b>	<b>271,806</b>	<b>0</b>	<b>TOTAL CAPITAL RESERVE EXPENDITURE</b>			<b>0</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
<b>68,271</b>	<b>271,806</b>	<b>0</b>	<b>TOTAL FUND EXPENDITURES</b>			<b>0</b>

## **REQUIRED FILINGS**

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

# FORM LB-50 2014-2015

To assessor of Clackamas County

Check here if this is  
an amended form.

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

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

<b>PO Box 930</b> <small>Mailing Address of District</small>	<b>Canby</b> <small>City</small>	<b>OR</b> <small>State</small>	<b>97013</b> <small>ZIP code</small>	<b>6/30/14</b> <small>Date</small>
<b>Haley Fish</b> <small>Contact Person</small>	<b>Finance Director</b> <small>Title</small>	<b>503-266-0725</b> <small>Daytime Telephone</small>		<a href="mailto:fishh@ci.canby.or.us">fishh@ci.canby.or.us</a> <small>Contact Person E-Mail</small>

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

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.435.

**PART I: TOTAL PROPERTY TAX LEVY**

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

**PART II: RATE LIMIT CERTIFICATION**

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

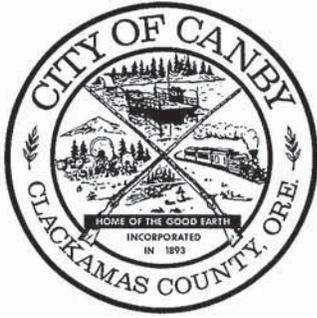
Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First year levied	Final year to be levied	Tax amount -or- rate authorized per year by voters
mixed	11/8/2011	2012-2013	2016-2017	0.49

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES**

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 Delinquent Sewer Charges		\$ 31,706.68
2		

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

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



Office of the Mayor

# Proclamation

## “Measure 3-385 Election Results”

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

### MEASURE NO. 3-385

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

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

YES - 2,081

NO - 1,557

Blank - 1

Over Votes - 0

Under Votes - 44

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

Dated this 7<sup>th</sup> day of December, 2011.



Randy Carson  
Mayor

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the City of Canby City Council will be held on June 18, 2014 at 7:30 p.m at the Council Chambers, 155 NW 2nd Avenue, Canby, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2014 as approved by the City of Canby Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 182 N Holly Street, Canby, between the hours of 8:00 a.m. and 5:00 p.m., or on the city's website at [www.ci.canby.or.us](http://www.ci.canby.or.us) . This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

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

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2012-13	Adopted Budget This Year 2013-14	Approved Budget Next Year 2014-15
Beginning Fund Balance/Net Working Capital	8,423,095	10,254,414	12,391,909
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	7,570,704	8,967,764	9,875,207
Federal, State and All Other Grants, Gifts, Allocations and Donations	4,915,089	3,506,955	2,988,995
Revenue from Bonds and Other Debt	250,000	0	0
Interfund Transfers / Internal Service Reimbursements	4,649,306	2,310,562	1,590,653
All Other Resources Except Property Taxes	322,861	319,251	292,980
Property Taxes Estimated to be Received	4,167,950	4,279,752	4,479,652
<b>Total Resources</b>	<b>30,299,005</b>	<b>29,638,698</b>	<b>31,619,396</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	8,622,292	9,336,808	9,579,862
Materials and Services	4,479,745	6,030,989	5,653,394
Capital Outlay	2,093,097	7,531,708	7,606,265
Debt Service	368,943	671,598	669,140
Interfund Transfers	4,841,372	2,212,593	1,582,557
Contingencies	0	2,995,353	5,652,079
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	0	859,649	876,099
<b>Total Requirements</b>	<b>20,405,449</b>	<b>29,638,698</b>	<b>31,619,396</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM</b>			
<b>Name of Organizational Unit or Program</b> <b>FTE for that unit or program</b>			
Administration	1,928,178	1,910,016	2,034,703
FTE	5.28	5.04	3.93
Court	291,977	265,672	320,817
FTE	2.61	2.50	3.05
Planning	331,284	189,225	214,384
FTE	3.23	1.13	1.30
Parks	477,015	586,304	994,859
FTE	4.69	5.30	3.35
Building	159,845	106,944	63,195
FTE	0.80	0.83	0.25
Police	4,343,743	4,745,306	4,808,206
FTE	27.83	28.55	28.20
Cemetery	100,257	103,984	102,170
FTE	0.05	0.05	0.05
Finance	497,667	519,267	437,821
FTE	3.67	3.90	3.03
Economic Development	0	0	557,267
FTE	0.00	0.00	3.41
Library Fund	914,172	2,183,509	2,192,268
FTE	9.34	8.83	8.50
Streets Fund	1,867,122	2,132,638	2,565,216
FTE	4.63	5.33	6.23
Systems Development Fund	0	0	1,951,958
FTE	0.00	0.00	0.00

Fleet Services Fund	880,942	1,086,823	915,292
FTE	2.30	2.40	2.45
911 Emergency Fund	155,561	0	0
FTE	0.00	0.00	0.00
Parks Development Fund	100,300	936,661	0
FTE	0.00	0.00	0.00
Library Endowment Fund	136,081	0	0
FTE	0.00	0.00	0.00
Cemetery Perpetual Care Fund	600	859,649	876,099
FTE	0.00	0.00	0.00
Facilities Fund	283,076	326,005	370,395
FTE	0.90	0.90	0.90
Forfeiture Fund	20,696	72,609	36,560
FTE	0.00	0.00	0.00
Tech Services Fund	323,597	519,419	419,362
FTE	1.15	1.15	0.95
Transit Fund	1,732,858	3,163,459	2,720,177
FTE	1.89	3.00	2.85
Swim Center Levy	670,465	932,418	1,028,257
FTE	8.77	8.87	9.03
Debt Service Fund	339,734	0	0
FTE	0.00	0.00	0.00
Sewer Combined Fund	3,209,119	6,805,483	9,010,390
FTE	10.58	12.24	11.74
Street Reserve Fund	1,369,355	2,193,307	0
FTE	0.00	0.00	0.00
Capital Reserve Fund	271,805	0	0
FTE	0.00	0.00	0.00
<b>Total Requirements</b>	<b>20,405,449</b>	<b>29,638,698</b>	<b>31,619,396</b>
<b>Total FTE</b>	<b>87.72</b>	<b>90.02</b>	<b>89.22</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**

An Economic Development department has been added to the General Fund.  
A Systems Development Charge (SDC) Fund has been created for recording SDC Improvement fee revenue and maintaining restricted balances.  
Capital projects formerly tracked within the Street Reserve Fund will now be budgeted in the Streets Fund.  
Capital projects formerly tracked within the Parks Development Fund will now be budgeted in the Parks Department of the General Fund.  
Due to budget constraints and/or operating efficiency considerations the proposed budget includes the elimination of 6 positions and reduction of 1 FTE to 4/5 FTE; this could affect service of various city activities.  
This budget includes consideration of fee adjustments as adopted by the council through Resolution 1188, which includes a 5% increase in sewer/stormwater utility rates.

**PROPERTY TAX LEVIES**

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

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$27,123,374	\$0
Other Borrowings	\$2,064,204	\$0
<b>Total</b>	<b>\$29,187,578</b>	<b>\$0</b>

## RESOLUTION NO. 1193

### A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAX FOR THE 2014-2015 FISCAL YEAR

**WHEREAS**, a public hearing for the 2014-2015 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 18, 2014; and

**WHEREAS**, ORS 294.456 allows the governing body to amend the budget estimates as long as property tax revenue or rates to be certified is not increased and expenditures in a fund are not increased more than \$5,000 or 10% whichever is greater, and a correction was made in the forfeiture fund which increased expenditures by \$390 to align budget with detailed estimates, 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, 2014; and

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

#### RESOLUTION ADOPTING THE BUDGET

**BE IT RESOLVED** that the City Council of the City of Canby hereby adopts the budget for fiscal year 2014-15 in the total of \$31,619,786. This budget is now on file at City Hall, 182 N. Holly St., Canby, Oregon.

#### RESOLUTION MAKING APPROPRIATIONS

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below are hereby appropriated:

#### GENERAL FUND

ADMINISTRATION	1,199,390
COURT	320,817
PLANNING	214,384
PARKS	994,859
BUILDING	44,185
POLICE	4,808,206
CEMETERY	102,170
FINANCE	437,821
ECONOMIC DEVELOPMENT	484,900

TRANSFERS	91,377
CONTINGENCY	835,313
<b>TOTAL GENERAL FUND</b>	<b>9,533,422</b>

**OTHER FUNDS**

**LIBRARY FUND**

PERSONAL SERVICES	615,832
MATERIALS & SERVICES	167,905
TRANSFERS	103,142
CONTINGENCY	1,305,389
<b>TOTAL</b>	<b>2,192,268</b>

**STREET FUND**

PERSONAL SERVICES	587,748
MATERIALS & SERVICES	350,044
CAPITAL OUTLAY	1,134,821
TRANSFERS	98,649
CONTINGENCY	393,954
<b>TOTAL</b>	<b>2,565,216</b>

**SDC FUND**

TRANSFERS	521,700
CONTINGENCY	1,430,258
<b>TOTAL</b>	<b>1,951,958</b>

**FLEET SERVICES FUND**

PERSONAL SERVICES	241,890
MATERIALS & SERVICES	515,846
CONTINGENCY	157,556
<b>TOTAL</b>	<b>915,292</b>

**FACILITIES FUND**

PERSONAL SERVICES	100,222
MATERIALS & SERVICES	171,300
CAPITAL OUTLAY	27,800
CONTINGENCY	71,073
<b>TOTAL</b>	<b>370,395</b>

**FORFEITURE FUND**

MATERIALS & SERVICES	36,950
TOTAL	<b>36,950</b>

**TECH SERVICES FUND**

PERSONAL SERVICES	95,369
MATERIALS & SERVICES	183,375
CAPITAL OUTLAY	71,589
CONTINGENCY	69,029
TOTAL	<b>419,362</b>

**TRANSIT FUND**

PERSONAL SERVICES	290,194
MATERIALS & SERVICES	1,332,393
CAPITAL OUTLAY	165,000
TRANSFERS	155,216
CONTINGENCY	777,374
TOTAL	<b>2,720,177</b>

**SWIM CENTER LEVY FUND**

PERSONAL SERVICES	492,865
MATERIALS & SERVICES	126,960
CAPITAL	15,000
TRANSFERS	76,712
CONTINGENCY	316,720
TOTAL	<b>1,028,257</b>

**SEWER COMBINED FUND**

PERSONAL SERVICES	1,285,575
MATERIALS & SERVICES	723,527
CAPITAL OUTLAY	5,575,938
DEBT SERVICE	594,176
TRANSFERS	535,761
CONTINGENCY	295,413
TOTAL	<b>9,010,390</b>

<b>TOTAL APPROPRIATIONS, ALL FUNDS</b>	<b>\$30,743,687</b>
TOTAL UNAPPROPRIATED AMOUNTS, ALL FUNDS	\$ 876,099
<b>TOTAL ADOPTED BUDGET</b>	<b>\$31,619,786</b>

**RESOLUTION IMPOSING THE TAX**

**BE IT RESOLVED** that the following ad valorem property taxes are hereby imposed for the tax year 2014-2015 upon the assessed value of all taxable property within the district:

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

**RESOLUTION CATEGORIZING THE TAX**

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

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

This Resolution shall take effect on June 18, 2014.

The above resolution statements were approved and declared adopted on this 18<sup>th</sup> day of June 2014.

  
 Brain Hodson  
 Mayor

ATTEST:

  
 Kimberly Scheafel MMC  
 City Recorder

**RESOLUTION NO. 1192**

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

**WHEREAS**, ORS 221.760 provides as follows:

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

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

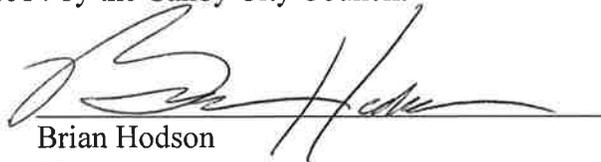
**WHEREAS**, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760,

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

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

This Resolution shall take effect on June 18, 2014.

**ADOPTED** this 18<sup>th</sup> day of June 2014 by the Canby City Council.

  
Brian Hodson  
Mayor

ATTEST:

  
Kimberly Scheafer, MMC  
City Recorder

**RESOLUTION NO. 1195**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2014-2015.**

**WHEREAS**, a public hearing for the use of state revenue sharing funds was held before the Budget Committee on May 29, 2014 and before City Council on June 18, 2014; now therefore,

**THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:**

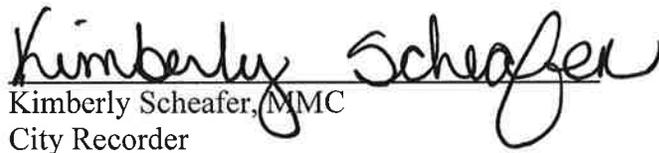
**Section 1** Pursuant to ORS 221.770, the City of Canby hereby elects to receive state revenues for fiscal year 2014-2015.

This Resolution shall take effect on June 18, 2014.

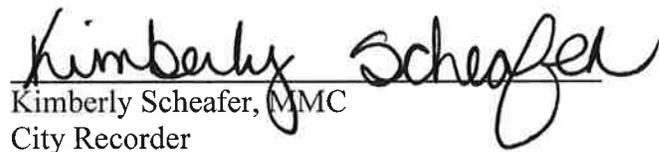
**ADOPTED** this 18<sup>th</sup> day of June 2014 by the Canby City Council.

  
Brian Hodson  
Mayor

ATTEST:

  
Kimberly Scheafer, MMC  
City Recorder

**\*\*I certify that a public hearing before the Budget Committee was held on May 29, 2014 and a public hearing before the City Council was held on June 18, 2014, giving citizens an opportunity to comment on use of State Revenue Sharing.**

  
Kimberly Scheafer, MMC  
City Recorder

# **URBAN RENEWAL**

## Canby Urban Renewal Agency

### Agency Directors Budget Message for Fiscal Year 2014-2015

To the Urban Renewal Budget Committee:

Following is the proposed budget for the Canby Urban Renewal Agency for the 2014-2015 Fiscal Year. The proposed budget is balanced, as required by state law.

#### Background

Urban Renewal Agency is considered a separate entity from the City in relation to local budget law. The budget development process mirrors the City's, but the Agency Budget Committee is a separate entity from the City's Budget Committee, although the membership is similar (the Agency's Budget Committee has two additional members, the Mayor and one additional citizen). Agency budgeting and Budget Committee deliberations are subject to all the same laws regarding open meetings, auditing standards, and fund accounting as is the City's budget.

The Canby Urban Renewal Agency is the Mayor and six members of the Council.

Under Oregon Urban Renewal Law, financing of projects, administration, and activities of the Agency must be funded through debt, consisting of long-term and short-term debt from internal or external sources.

#### Funds

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

The Agency contracts with the City to provide staff to administer programs and required materials and services. In addition, the Agency at times contracts with outside experts, including financial consultants, engineers, and an attorney specializing in Urban Renewal law. Total contract costs for all of these functions are budgeted to be \$530,796.

Total debt obligations outstanding for the Agency as of July 1, 2014 will be approximately \$28,000,000. If paid in accordance with debt payment schedules as issued, all currently outstanding debt will be paid in full on June 1, 2036. However all of the debt has early payment provisions, the latest of which allows debt outstanding to be paid in full on June 1, 2022 if that is the will of the governing body and funds are available.

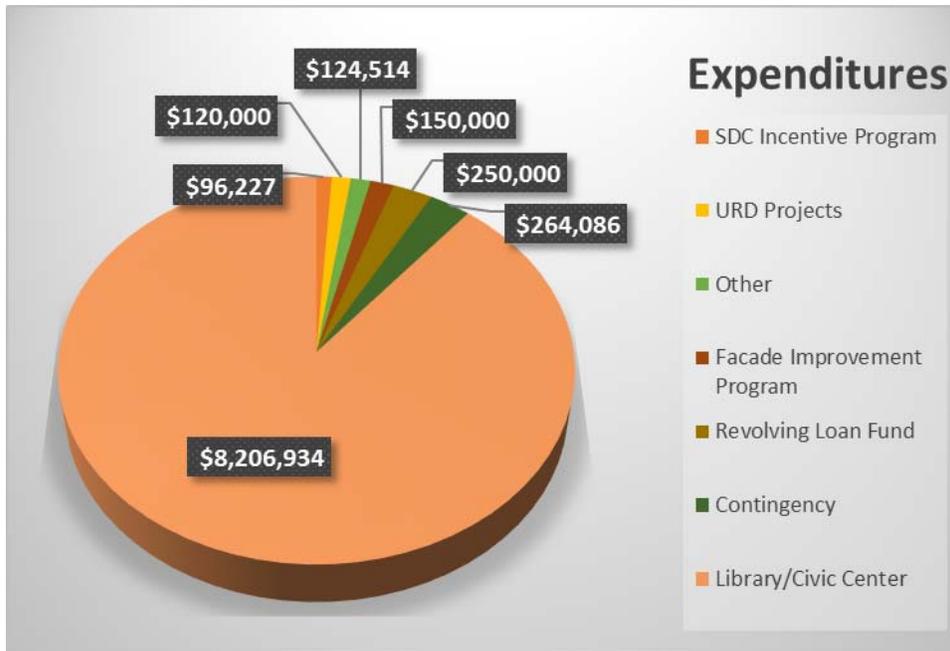
The Urban Renewal Plan projected completing all plan projects with 20 years of inception or fiscal year 2020. However the Agency has the authority to continue issuing debt until it has reached its maximum indebtedness of \$51,149,000. As of June 30, 2013, debt incurred was \$38,261,723 and additional debt capacity was \$12,887,277. Legally the Agency will exist until all debt has been extinguished.

## Urban Renewal General Fund Revenues



The majority of revenues are from cash carryover which primarily represents unspent restricted bond proceeds for the Library / Civic Center. Other revenues include a transfer from the Urban Renewal Debt Fund and other sources such as grants, revolving loan income and interest revenue. Collectible tax increment revenue is estimated at \$2,397,500 in FY 2014-2015, up approximately 3% from 2013-2014 actual revenues. Continued growth in Agency tax revenues can be attributed to growth in commercial and industrial projects within the district.

## Urban Renewal General Fund Expenditures



The largest expenditure is the \$8.2 million Library / Civic Center that the Agency has bond proceeds in hand to complete. An advisory vote will determine if the Agency will move forward with this or other projects identified in the plan. Other major programs budgeted in the current year include the Revolving Loan Program, the Façade Improvement Program, pending SDC incentive reimbursements, other projects and contingency.

**Projects and Programs include:**

**The Library / Civic Center:** \$8,206,934 for the design and construction of a new first floor library and second story city administration space. The building will be a community gathering space as well as to provide access books, information, computers and other technology. This building replaces cramped, inefficient space and will meet the growing needs of the community. Planning, permitting and early construction will occur next fiscal year, pending approval by voters in May. The project should be completed in late 2015.



**Revolving Loan Fund:** \$250,000 for capital projects ranging from \$10,000 to \$250,000 for building expansions, new construction, building code upgrades, seismic retrofits, and fixtures that are part of the building. The fund partners with commercial banks and other lenders to provide loans to Canby businesses. The maximum loan amount is 40% of the project and the borrower contributes at least 10% with the balance coming from banks or other lending institutions. The first loan funded extensive façade improvements for the American Legion Building.

**Façade Improvement Program:** \$150,000 to help property owners and businesses spruce up their appearance. The program offers grants of up to \$1,500 for design, \$1,500 for construction documents and a 50% match up to \$25,000 for façade improvement construction. Over fifteen businesses have taken advantage of the program with more planned.



**SDC Incentive Program:** \$96,227 to reimburse city related systems development charges to Shimadzu Manufacturing USA, Inc. and Pioneer Pump who added major expansions in the Canby Pioneer Industrial Park in 2011. The program provides an incentive for existing and new industrial businesses to create and maintain better paying new jobs.



**Beautification and Marketing:** \$25,000 towards beautification and marketing to be used to fund art in the downtown area. A newly formed citizen’s advisory board has solicited proposals from artists and will install art downtown that engages Canby residents and visitors. The art will reflect Canby’s unique history and character. Other beautification projects could include a mural and other place making efforts to create an attractive and engaging downtown.

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



Events and promotions throughout the year include The First Friday program and annual events such as the Kiss Summer Goodbye Party, Halloween Spooktacular Village, and Light Up The Night. These events invite Canby residents and tourists to downtown Canby and supports the strong business community downtown.

The Design focus identifies and supports beautification efforts within the Urban Renewal District. Organization focuses on volunteer recruitment and coordination with outside community organizations. Economic Restructuring focuses on recruiting and retaining businesses throughout the downtown area. Staff updates the available properties database to promote vacant sites and buildings. The Main Street program also works with others to provide targeted outreach to businesses who may be struggling. Each area of focus is important in continuing the momentum occurring in downtown Canby. This is accomplished through new and current events, attracting visitors, business recruitment and retention, strengthened relationships with other community organizations and effectively creating a beautiful, walkable downtown.

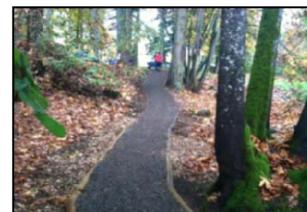


**Sequoia / 13th Avenue Connection:** \$25,000 for the final segment of the Sequoia Parkway in the Canby Pioneer Industrial Park. The agency invested \$4.2 million to make the final phase of the park development ready. The project adds critical transportation access and infrastructure to 60 acres of prime industrial land. More traffic safety improvements are planned for 13th

Avenue.

**RARE Program:** \$20,000 to participate in this University of Oregon program to bring technical assistance to rural communities. A graduate student with full access to university resources will assist with 1) a business survey, 2) supporting businesses and developers in using the new *Open Counter* program that provides cost, time and permit requires needed in the development and expansion process, 3) researching best practices and long term funding options for the Main Street program and 4) working with volunteers and expanding and coordinating events.

**Wait and Community Park:** \$13,000 to continue a successful partnership with Wilderness International and community groups to upgrade areas of the Park. The URA is investing money and is leveraging funds from donors. Projects include removing brush, blackberries and other invasive species, adding on to the nature trail, restoring wetlands areas, installing native plants and spreading bark dust.





**Railroad Quiet Zone for Downtown Canby:** \$10,000 for design and installation of modest improvements at Ivy, Grant, and Elm pending approval by Union Pacific Railroad. The quiet zone would create a more pleasant environment in our Downtown. The Downtown District is adjacent to the Railroad, which currently accommodates 18 trains per day. Railroad engineers are required to sound their horns prior to approaching public crossings. Since these crossings are spaced a short distance apart, train horns are being sounded continuously through downtown each time a train passes. Train horns discourage outdoor activity, and negatively impacts the economic vitality of our Downtown and nearby residential neighborhoods.

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

## **Conclusion**

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

Respectfully submitted,

Amanda Zeiber  
Interim City Administrator

## Urban Renewal Funds

### Statement of Purpose

The purpose of the Canby Urban Renewal Agency is to administer the statutory tax increment revenues for funding of the goals and objectives of the Canby Urban Renewal Plan through designated projects within the Urban Renewal District.

### Department Description

The Canby Urban Renewal Agency, composed of the Mayor and City Councilors, began operating under the Oregon Urban Renewal Laws and the adopted Canby Urban Renewal Plan on December 24, 1999. The Urban Renewal Agency will be working on programs to carry out the goals and objectives of the Canby Urban Renewal Plan:

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

### Goals Integration

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

- Promote industrial and business growth by marketing the Pioneer Industrial Park to businesses and developers, and targeting Advanced Metals as part of a statewide business recruitment effort.
- Maintain Canby Identity by implementing a public art program, blade sign incentives and murals.
- Foster a strong business community by connecting companies to the URA Revolving Loan Program, Façade Improvement Program, SDC Reimbursement Incentive program and the *Explore Canby* mobile App to promote Canby businesses.
- Keep a vital and active downtown by investing in a library/civic center building, supporting the Main Street Program and exploring rail road quiet zone options.

## Budget at a Glance

### Urban Renewal General Fund:

Materials and Services – Includes contracted wages and benefits: all employees are employees of the City not the Agency. Other administrative costs include office and meeting supplies, employee training, contract professional services, and charges for services for facilities, administration and technical services.

Capital Outlay – Includes design, and early project development of a new Library/Civic Center, traffic safety improvements on 13<sup>th</sup> Avenue as part of the Sequoia Avenue extension project, matching funds for a RARE participant, the facade improvement program, the revolving loan program, the SDC incentive reimbursement program, beatification and marketing, Wait and Community Park upgrades, and downtown rail related quiet zone improvements.

### Urban Renewal Debt Service Fund:

Debt Service – Principle and interest to pay outstanding obligations of the Agency.

Transfers – To the Urban Renewal General Fund to pay contract expenses directly from tax increment in excess of required debt service.

CITY OF CANBY  
REVENUES

**URBAN RENEWAL GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
DEBT PROCEEDS						
9,000,000	0	0	DEBT PROCEEDS-POLICE STATION			0
0	15,179,711	0	DEBT PROCEEDS-2012 BOND ISSUE			0
<b>9,000,000</b>	<b>15,179,711</b>	<b>0</b>	<b>TOTAL DEBT PROCEEDS</b>			<b>0</b>
GRANT REVENUE						
0	10,300	11,030	URD GRANTS	3,000	3,000	3,000
<b>0</b>	<b>10,300</b>	<b>11,030</b>	<b>TOTAL GRANT REVENUE</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
SPECIAL ASSESSMENTS						
0	0	6,000	REVOLVING LOAN INCOME	10,255	10,255	10,255
<b>0</b>	<b>0</b>	<b>6,000</b>	<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>10,255</b>	<b>10,255</b>	<b>10,255</b>
MISCELLANEOUS REVENUE						
0	6,527	0	MISCELLANEOUS-INCOME			0
62	51	60	CITY LOGO PRODUCT SALES	25	25	25
<b>62</b>	<b>6,578</b>	<b>60</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>25</b>	<b>25</b>	<b>25</b>
INTEREST REVENUES						
42,937	47,332	30,000	INTEREST REVENUE	35,000	35,000	35,000
<b>42,937</b>	<b>47,332</b>	<b>30,000</b>	<b>TOTAL INTEREST REVENUES</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
OPERATIONAL TRANSFERS IN						
1,000,000	522,000	500,000	OP TRANSFER IN FROM UR DEBT	500,000	500,000	500,000
<b>1,000,000</b>	<b>522,000</b>	<b>500,000</b>	<b>TOTAL OPERATIONAL TRANSFERS IN</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
CASH CARRYOVER						
0	0	12,070,965	CASH CARRYOVER	9,194,291	9,194,291	9,194,291
<b>0</b>	<b>0</b>	<b>12,070,965</b>	<b>TOTAL CASH CARRYOVER</b>	<b>9,194,291</b>	<b>9,194,291</b>	<b>9,194,291</b>
<b>10,042,999</b>	<b>15,765,921</b>	<b>12,618,055</b>	<b>TOTAL FUND REVENUE</b>	<b>9,742,571</b>	<b>9,742,571</b>	<b>9,742,571</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**URBAN RENEWAL GENERAL FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>URD EXPENDITURES</b>						
PERSONAL SERVICES:						
0	0	0	EMPLOYEE BENEFITS			0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL PERSONAL SERVICES</b>			<b>0</b>
MATERIAL AND SERVICES:						
340,058	330,229	388,895	PERSONAL SERVICE CONTRACT			0
47,706	34,476	57,443	MAT & SVC CONTRACT	25,514	25,514	25,514
0	262,893	0	BOND ISSUANCE COSTS			0
34,254	9,890	29,865	MAIN STREET PROJECT			0
0	0	100	CITY LOGO PRODUCTS			0
99,956	57,934	117,127	DUE TO CITY	530,796	530,796	530,796
<b>521,974</b>	<b>695,421</b>	<b>593,430</b>	<b>TOTAL MATERIAL AND SERVICES</b>	<b>556,310</b>	<b>556,310</b>	<b>556,310</b>
CAPITAL OUTLAY:						
19,000	0	0	RARE PROGRAM	20,000	20,000	20,000
117,886	1,060,810	3,139,190	SEQUOIA/13TH AVE CONNECTION	25,000	25,000	25,000
695,567	1,678,839	2,456	1ST AVENUE REDEVELOPMENT			0
29,750	65,757	70,000	URD PROJECTS	120,000	120,000	120,000
10,047	0	0	OFFICE BUILDING RENOVATION			0
13,362	398,636	8,101,364	URD PROJECT-LIBRARY/CITY HALL	8,206,934	8,206,934	8,206,934
7,348,787	1,595,741	0	URD PROJECT-POLICE STATION			0
0	0	0	SDC INCENTIVE PROGRAM	96,227	96,227	96,227
1,485	11,231	25,000	BEAUTIFICATION & MARKETING	25,000	25,000	25,000
91,468	65,770	150,000	FACADE IMP. PROGRAM	150,000	150,000	150,000
0	0	6,000	REDEVLOP. GRT PROGRM	6,000	6,000	6,000
5,422	0	0	WALNUT ST. IMP.			0
1,300	2,935	38,000	WAIT AND COMMUNITY PARK	13,000	13,000	13,000
0	0	50,000	RAILROAD QUIET ZONE	10,000	10,000	10,000
0	0	200,000	REVOLVING LOAN FUND	250,000	250,000	250,000
<b>8,334,074</b>	<b>4,879,720</b>	<b>11,782,010</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>8,922,161</b>	<b>8,922,161</b>	<b>8,922,161</b>
TRANSFERS:						
0	2,212,853	0	TRANSFER TO URD DEBT SVC			0
<b>0</b>	<b>2,212,853</b>	<b>0</b>	<b>TOTAL TRANSFERS</b>			<b>0</b>
<b>8,856,048</b>	<b>7,787,994</b>	<b>12,375,440</b>	<b>TOTAL URD EXPENDITURES</b>	<b>9,478,471</b>	<b>9,478,471</b>	<b>9,478,471</b>
OTHER:						
0	0	242,615	CONTINGENCY	264,100	264,100	264,100
23,749	0	0	OTHER FINANCING USE			0
<b>23,749</b>	<b>0</b>	<b>242,615</b>	<b>TOTAL OTHER</b>	<b>264,100</b>	<b>264,100</b>	<b>264,100</b>
<b>8,879,797</b>	<b>7,787,994</b>	<b>12,618,055</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>9,742,571</b>	<b>9,742,571</b>	<b>9,742,571</b>

CITY OF CANBY  
REVENUES

**URBAN RENEWAL DEBT SVC. FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
PROPERTY TAXES						
1,881,761	2,119,121	2,187,967	TAX INCREMENT	2,397,500	2,397,500	2,397,500
36,864	63,885	66,400	TAX INCREMENT - PRIOR	63,500	63,500	63,500
<b>1,918,624</b>	<b>2,183,006</b>	<b>2,254,367</b>	<b>TOTAL PROPERTY TAXES</b>	<b>2,461,000</b>	<b>2,461,000</b>	<b>2,461,000</b>
SPECIAL ASSESSMENTS						
41,115	31,904	33,850	LID WALNUT ST PRINC	38,549	38,549	38,549
7,799	8,274	8,778	LID HAZEL DELL WAY PRINC	9,313	9,313	9,313
<b>48,914</b>	<b>40,179</b>	<b>42,628</b>	<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>47,862</b>	<b>47,862</b>	<b>47,862</b>
INTEREST REVENUES						
2,675	2,844	2,400	INTEREST REVENUES	2,500	2,500	2,500
26,475	22,766	19,966	LID WALNUT ST INT.	18,940	18,940	18,940
4,172	3,697	3,193	LID HAZEL DELL WAY-INTEREST	2,659	2,659	2,659
66,578	62,144	63,244	BOND INTEREST REBATE (ARRA)	57,125	57,125	57,125
<b>99,899</b>	<b>91,451</b>	<b>88,803</b>	<b>TOTAL INTEREST REVENUES</b>	<b>81,224</b>	<b>81,224</b>	<b>81,224</b>
OPERATIONAL TRANSFERS IN						
0	2,212,853	0	TRANS FROM URBAN RENEWAL GENER			0
<b>0</b>	<b>2,212,853</b>	<b>0</b>	<b>TOTAL OPERATIONAL TRANSFERS IN</b>			<b>0</b>
CASH CARRYOVER						
0	0	237,664	CASH CARRYOVER	406,773	406,773	406,773
<b>0</b>	<b>0</b>	<b>237,664</b>	<b>TOTAL CASH CARRYOVER</b>	<b>406,773</b>	<b>406,773</b>	<b>406,773</b>
<b>2,067,438</b>	<b>4,527,490</b>	<b>2,623,462</b>	<b>TOTAL FUND REVENUE</b>	<b>2,996,859</b>	<b>2,996,859</b>	<b>2,996,859</b>
OTHER:						

CITY OF CANBY  
EXPENDITURES

**URBAN RENEWAL DEBT SVC. FUND**

ACTUAL PRECEEDING YR 2011-2012	ACTUAL PRECEEDING YR 2012-2013	ADOPTED BUDGET YR 2013-2014	DESCRIPTION EXPENDITURES	BUDGET FOR NEXT YEAR 2014-2015		
				PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
<b>URBAN RENEWAL DEBT EXPENDITURE</b>						
DEBT:						
55,438	891,840	0	DEBT PAYMENTS-SEQUOIA PKWY			0
44,806	758,577	0	DEBT PAYMENTS-HAZELDELL WAY			0
39,734	672,701	0	DEBT PAYMENTS-SEQ & SE 4TH			0
72,704	73,085	78,543	DEBT PMTS-SEQUOIA ST 5 & 6	79,018	79,018	79,018
240,000	300,000	335,000	DEBT PAY-NW 2ND/LOT (CINEMA)			0
41,062	35,280	37,045	DEBT PAY-WALNUT ST	38,897	38,897	38,897
40,000	45,000	0	DEBT PAY-POLICE BUILDING			0
95,000	100,000	100,000	DEBT PAY-1ST AVE REDEV	100,000	100,000	100,000
0	0	145,000	DEBT PAY-2012 BOND PRINCIPAL	550,000	550,000	550,000
40,043	46,388	0	DEBT PAY-SEQUOIA PKWY INT			0
31,651	44,353	0	DEBT PAYMTS-HAZELDELL INTEREST			0
28,068	39,332	0	DEBT PAY-SEQUOIA & SE 4TH INT			0
81,846	79,665	77,108	DEBT PAY-SEQUOIA 5 & 6 INT	74,359	74,359	74,359
36,188	26,463	13,903	DEBT PAY-NW2ND/LOT INT (CINEMA)			0
13,061	18,843	17,080	DEBT PAY-WALNUT ST INT	15,228	15,228	15,228
346,699	426,638	425,738	DEBT PAY-POLICE BUILDING INT	425,738	425,738	425,738
147,950	144,294	140,544	DEBT PAY-1ST AVE REDEV INT	136,794	136,794	136,794
0	220,017	489,788	DEBT PAY-2012 BOND INT	479,363	479,363	479,363
0	0	72,213	LOAN PAYMENT RESERVE	405,962	405,962	405,962
0	0	191,500	SERIES 2008 BOND RESERVE	191,500	191,500	191,500
<b>1,354,252</b>	<b>3,922,477</b>	<b>2,123,462</b>	<b>TOTAL DEBT</b>	<b>2,496,859</b>	<b>2,496,859</b>	<b>2,496,859</b>
TRANSFERS:						
1,000,000	522,000	500,000	OP TRANSFER TO UR GENERAL	500,000	500,000	500,000
<b>1,000,000</b>	<b>522,000</b>	<b>500,000</b>	<b>TOTAL TRANSFERS</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>2,354,252</b>	<b>4,444,477</b>	<b>2,623,462</b>	<b>TOTAL URBAN RENEWAL DEBT EXPEN</b>	<b>2,996,859</b>	<b>2,996,859</b>	<b>2,996,859</b>
OTHER:						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL OTHER</b>			<b>0</b>
<b>2,354,252</b>	<b>4,444,477</b>	<b>2,623,462</b>	<b>TOTAL FUND EXPENDITURES</b>	<b>2,996,859</b>	<b>2,996,859</b>	<b>2,996,859</b>

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

Check here if this is an amended form.

**Notification**

Canby Urban Renewal District authorizes its 2014-2015 ad valorem tax increment amounts  
(Agency Name)

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

Haley Fish 503-266-0725 June 30, 2014  
(Contact Person) (Telephone Number) (Date)

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

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

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

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

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

**Part 3: Other Standard Rate Plans.** For definition of standard rate plans, see ORS 457.010(4)(b)

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

**Part 4: Other Reduced Rate Plans.** For definition of reduced rate plans, see ORS 457.010(4)(a)

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

**Notice to Assessor of Permanent Increase in Frozen Value.** Effective 2012-2013, permanently increase frozen value to:

<b>Plan Area Name</b>	New frozen value \$
<b>Plan Area Name</b>	New frozen value \$

\* **All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100% Or check "Yes" to receive 100% of division of tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".

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

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

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

**FORM UR-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Canby Urban Renewal Agency will be held on June 18, 2014 at 8 p.m at the Council Chambers, 155 NW 2nd Avenue, Canby, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2014 as approved by the Canby Urban Renewal Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 182 N Holly Street, Canby, between the hours of 8:00 a.m. and 5:00 p.m., or on the city's website at [www.ci.canby.or.us](http://www.ci.canby.or.us). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

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

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2012-13	Adopted Budget This Year 2013-14	Approved Budget Next Year 2014-15
Beginning Fund Balance/Net Working Capital	4,334,870	12,308,629	9,601,064
Federal, State and All Other Grants	10,300	11,030	3,000
Revenue from Bonds and Other Debt	15,179,711	0	0
Interfund Transfers	2,734,853	500,000	500,000
All Other Resources Except Division of Tax & Special Levy	185,545	233,891	237,866
Revenue from Division of Tax	2,183,006	2,187,967	2,397,500
Revenue from Special Levy	0	0	0
<b>Total Resources</b>	<b>24,628,285</b>	<b>15,241,517</b>	<b>12,739,430</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	0	0	0
Materials and Services	695,422	593,430	556,310
Capital Outlay	4,879,719	11,782,010	8,922,161
Debt Service	3,922,476	2,123,462	2,496,859
Interfund Transfers	2,734,853	500,000	500,000
Contingencies	0	242,615	264,100
All Other Expenditures and Requirements	0	0	0
Unappropriated Ending Balance	0	0	0
<b>Total Requirements</b>	<b>12,232,470</b>	<b>15,241,517</b>	<b>12,739,430</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM</b>			
<b>Name of Organizational Unit or Program</b> <b>FTE for that unit or program</b>			
Urban Renewal General Fund	7,787,994	12,618,055	9,742,571
FTE	3.65	3.41	0.00
Urban Renewal Debt Service Fund	4,444,476	2,623,462	2,996,859
FTE	0.00	0.00	0.00
<b>Total Requirements</b>	<b>12,232,470</b>	<b>15,241,517</b>	<b>12,739,430</b>
<b>Total FTE</b>	<b>3.65</b>	<b>3.41</b>	<b>0.00</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**

Capital projects include approximately \$8.2 million for the Library/Civic Center project.

<b>STATEMENT OF INDEBTEDNESS</b>		
<b>LONG TERM DEBT</b>	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$27,939,277	\$0
<b>Total</b>	<b>\$27,939,277</b>	<b>\$0</b>

# Canby Urban Renewal District

## Resolution URR 14-005

### A RESOLUTION ADOPTING THE BUDGET FOR THE 2014-2015 FISCAL YEAR

**BE IT RESOLVED** that the Board of Directors of the Canby Urban Renewal Agency hereby adopts the budget for fiscal year 2014-2015 in the total of \$12,739,430 now on file at the City of Canby, 182 N Holly St. Canby, Oregon.

### RESOLUTION MAKING APPROPRIATIONS

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2014 and for the purpose shown below are hereby appropriated:

#### URD General Fund

Materials & Services.....	556,310
Capital Outlay.....	8,922,161
Contingency.....	264,100
Total	<u>9,742,571</u>

#### URD Debt Service Fund

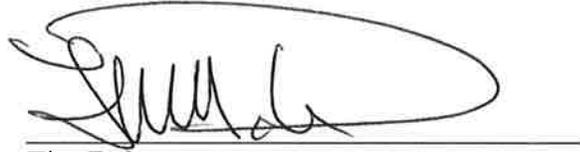
Debt Service.....	2,496,859
Transfers.....	500,000
Total	<u>2,996,859</u>

### DECLARATION OF TAX INCREMENT

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

This resolution shall take effect June 18, 2014.

The above resolution statements are approved and declared adopted on this 18<sup>th</sup> day of June 2014 and take effect July 1, 2014.

A handwritten signature in black ink, appearing to read "Tim Dale", written over a horizontal line.

Tim Dale  
Chair

ATTEST:

A handwritten signature in black ink, appearing to read "Kimberly Scheafel", written over a horizontal line.

Kimberly Scheafel, MMC  
City Recorder

## **APPENDIX**

# City of Canby

## Financial Policies & Operating Guidelines

### Statement of Purpose

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

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

### Periodic Review of Financial Policies

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

### Organization of Council-Adopted Financial Policies

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

## Expenditure Control

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

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

## Revenue Enhancement

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

## Long-term Financial Health

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

**Adopted by the City Council on September 18, 2002**

# Reserves =

Contingency +  
Restricted/Committed Reserves +  
Reserve for future expenditure(R/UNR) +  
Unappropriated Ending Fund Balance

## **PERS Contribution Stabilization Reserve (Committed Reserve)**

Established in the current year by the City Council through Resolution No. 1170 and committed by Ordinance No. 1384.

In the current year this was funded by the difference between the original contribution rate provided by PERS which was budgeted in prior year and a reduced rate provided by PERS subsequent to the adoption of the budget. The rate reduction was a result of the state legislature passing Senate Bill 822 which included some cost savings due to changes in PERS benefits and a budget note requesting an additional 1.9% of the previously issued rates be collared, or in other words deferred to a future period. The actuarial method used by OPERS also includes a rate collaring provision, again these provisions defer current expense to future periods. Per Milliman's Actuarial Methods, Rate Calculations & Financial Projection presentation at the PERS board meeting March 29, 2013 rates are projected to increase for the next 2 biennium rate adjustments and level off in the 20%-25% of payroll range for an extended period of time. Our current rates after the adjustment are currently 7.61%-11.96%, they were reduced by 3.96%, which was allocated to fund the reserve. This is projected to have accrued \$224,600 at yearend of which only approximately \$130,000 would be returned to the general fund if the reserve was eliminated.

Originally finance requested that this reserve be funded at the same rate in the current year which would have generated approximately \$250,000 of which \$160,000 would have been contributed by general fund departments but in order to balance we eliminated the current year contribution in the proposed budget.

## **Retirement and Separation Payout Reserve (Committed Reserve)**

Established and committed in the current year by the City Council through Ordinance No. 1394.

As of 5/1/2014 the City had 23 employees eligible for retirement or early retirement under PERS which in accordance with benefit agreements have an approximate liability of \$350,000 that would be paid out upon retirement. In addition the City has an approximate \$300,000 liability or accrued vacation that would be payable upon an employee's separation from the City, which in total is an approximate \$650,000 unfunded liability.

In the current year this reserve was funded by the difference between budgeted healthcare insurance expense and actual healthcare insurance expense. We had budgeted a 15% increase and the increase was actually only 9.9%. This amounted to approximately \$68,000 in funding however we have paid out approximately \$23,000 in the current year so the projected yearend balance is only \$45,000 of this only approximately \$26,000 would be returned to the general fund if the reserve was eliminated.

Originally finance requested that this reserve be funded at a rate of 2% of salaries, which would have generated approximately \$120,000 of which \$76,000 would have been contributed by general fund departments but in order to balance we eliminated the current year contribution in the proposed budget.

# Internal Charges and Overhead Cost Allocation

## Internal Charges:

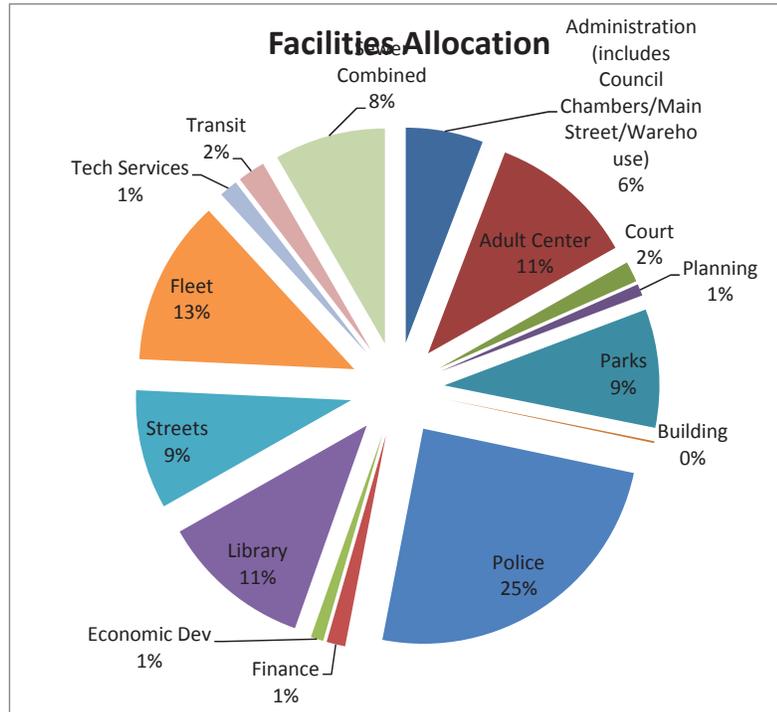
### Facilities

**Purpose:** Its purpose is to provide for the maintenance and repair of all City-owned structures.

**Cost basis:** Costs include utilities, alarm monitoring, janitorial services and supplies, pest control and other repairs and maintenance costs.

**Cost allocation methodology:** Costs are allocated to departments/funds on a per square foot basis.

Department	Facilities Allocation
Administration (includes Council Chambers/Main Street/Warehouse)	17,384
Adult Center	32,937
Court	4,640
Planning	2,627
Parks	26,638
Building	437
Police	73,982
Finance	4,218
Economic Dev	2,856
Library	33,995
Streets	26,793
Fleet	37,211
Tech Services	4,175
Transit	6,203
Sewer Combined	24,952
<b>Total</b>	<b>299,048</b>



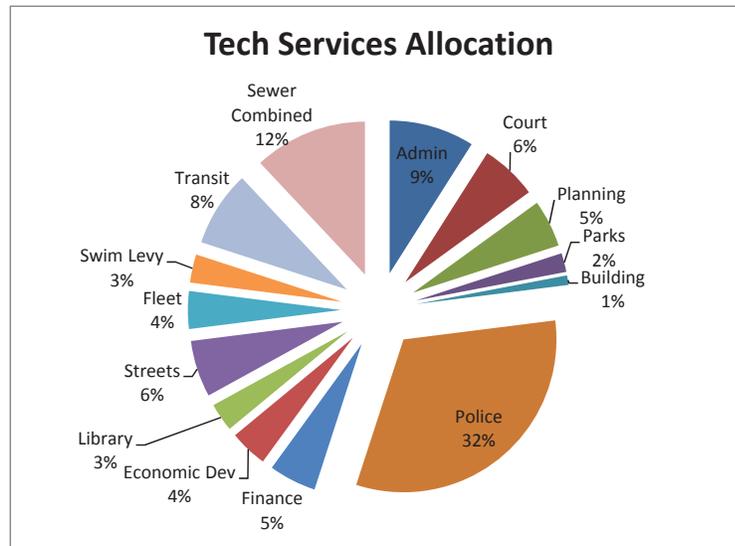
### Tech Services

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

**Cost basis:** Costs include contract IT services, internet and phone service, web hosting and maintenance costs, IT supplies and equipment, basic software licenses and computer replacement costs.

**Cost allocation methodology:** Costs are allocated to departments/funds on a per computer basis.

Department	Tech Allocation
Admin	26,731
Court	17,821
Planning	14,851
Parks	5,940
Building	2,970
Police	95,044
Finance	14,851
Economic Dev	11,880
Library	8,910
Streets	17,821
Fleet	11,880
Swim Levy	8,910
Transit	23,761
Sewer Combined	35,641
<b>Total</b>	<b>297,011</b>



# Internal Charges and Overhead Cost Allocation

## Internal Charges (continued):

### Fleet Services

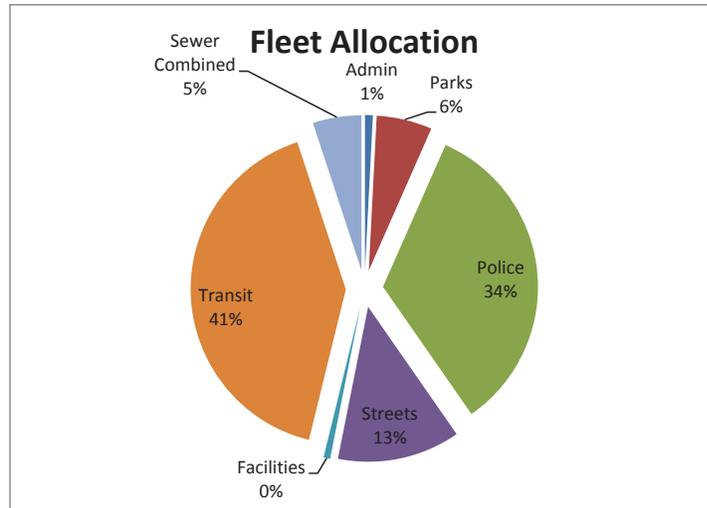
**Purpose:** The Fleet Services Department facilitates the purchase, outfitting, maintenance and repair of all City rolling stock and most machinery owned by the City to maximize safety and minimize equipment downtime.

**Cost basis:** Costs include Mechanic labor, contract services, oil, gas, parts, other supplies and equipment.

**Cost allocation methodology:** Costs are estimated by department based on historical information and adjusted to a 12 month actual at the end of March.

Department	Fleet Allocation*
Admin	5,920
Parks	41,950
Police	244,245
Streets	92,680
Facilities	5,000
Transit	297,790
Sewer Combined	36,705
<b>Total</b>	<b>724,290</b>

\*Budget allocation is converted to 12-month actual in March each year



## Overhead:

### Administration/Finance

**Purpose:** These departments provides a number of direct and support services to City departments/funds and the City Council. It includes human resources, the office of the City Recorder, the office of the City Attorney, and finance.

**Cost basis:** Costs include salaries and benefits for department employees, election costs, professional and technical services, costs to broadcast city council meetings, liability insurance, recruitment costs, travel and training for department employees and City Council, accounting software licenses, audit fees and other related supplies and services.

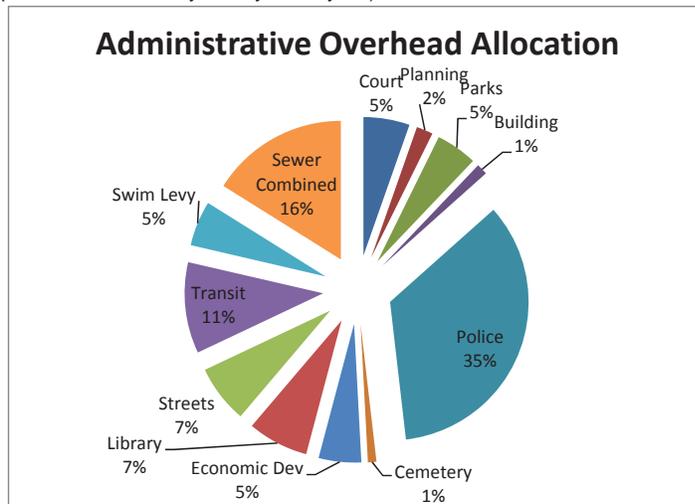
**Cost allocation methodology:**

**HR costs** are allocated based on FTE (full time equivalent) count.

**Attorney costs** are allocated based on an estimation of time spent on initiatives for each department.

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

Department	Administrative Overhead Allocation
Court	78,385
Planning	27,833
Parks	70,165
Building	19,010
Police	506,425
Cemetery	14,427
Economic Dev	72,367
Library	103,142
Streets	98,649
Transit	155,216
Swim Levy	76,712
Sewer Combined	234,761
<b>Total</b>	<b>1,457,092</b>



# CITY OF CANBY 2014-2015 BUDGET PERSONNEL WORKSHEET

Department	Actual 2010- 2011	Actual 2011- 2012	Actual 2012- 2013	Budgeted 2013-2014	Budgeted 2014-2015
<b><u>FULL TIME</u></b>					
Administration	5.91	5.10	5.25	4.95	3.88
Building	2.03	1.33	0.80	0.83	0.25
Cemetery	0.05	0.05	0.05	0.05	0.05
Court	2.05	1.88	2.18	2.05	2.60
Economic Development	2.75	4.15	3.65	3.35	3.35
Facilities	0.00	0.50	0.90	0.90	0.90
Finance	3.40	3.15	3.33	3.90	3.03
Fleet	3.30	2.51	2.30	2.40	2.35
Library	5.85	6.60	6.00	5.00	5.00
Parks	4.00	5.00	4.69	5.30	3.45
Planning	2.22	3.03	2.50	1.13	1.30
Police	27.85	28.45	27.83	28.55	28.20
Sewer Collections	2.43	2.13	3.53	3.38	3.33
Sewer Stormwater	0.00	0.40	1.35	3.38	2.83
Streets	4.16	5.00	4.63	5.33	5.93
Swim Center	3.00	3.00	3.00	3.00	3.00
Tech Services	0.65	1.09	1.15	1.15	0.15
Transit	1.60	1.90	1.80	2.90	2.75
Sewer	5.64	5.64	5.70	5.48	5.47
Sub-Total Full Time	76.89	80.91	80.64	83.03	77.82
<b><u>PART TIME</u></b>					
Administration	0.53	0.03	0.03	0.09	0.05
Building	0.00	0.03	0.00	0.00	0.00
Cemetery	0.00	0.00	0.00	0.00	0.00
Court	0.43	0.48	0.43	0.45	0.45
Economic Development	0.00	0.00	0.00	0.07	0.07
Facilities	0.00	0.00	0.00	0.00	0.00
Finance	0.67	0.72	0.34	0.00	0.00
Fleet	0.00	0.00	0.00	0.00	0.10
Library	3.44	3.42	3.34	3.83	3.50
Parks	0.00	0.00	0.00	0.00	0.00
Planning	0.49	0.43	0.73	0.00	0.00
Police	0.20	0.00	0.00	0.00	0.00
Sewer Collections	0.00	0.00	0.00	0.00	0.00
Sewer Stormwater	0.00	0.00	0.00	0.00	0.00
Streets	0.00	0.01	0.00	0.00	0.00
Swim Center	5.62	5.86	5.77	5.87	6.03
Tech Services	0.00	0.00	0.00	0.00	0.80
Transit	0.00	0.01	0.09	0.10	0.10
Sewer	0.00	0.00	0.00	0.00	0.5
Sub-Total Part Time	11.38	10.99	10.73	10.41	11.60
TOTAL FULL TIME EQUIVALENT	88.27	91.9	91.37	93.44	89.42

**City of Canby FY 14-15  
Allocated Salaries**

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

**City of Canby FY 14-15  
Allocated Salaries**

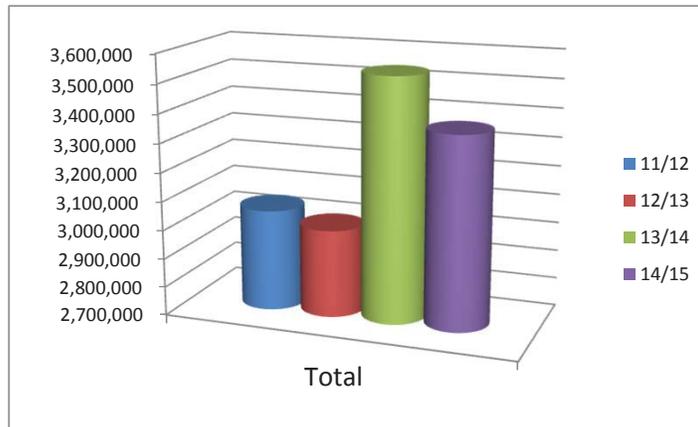
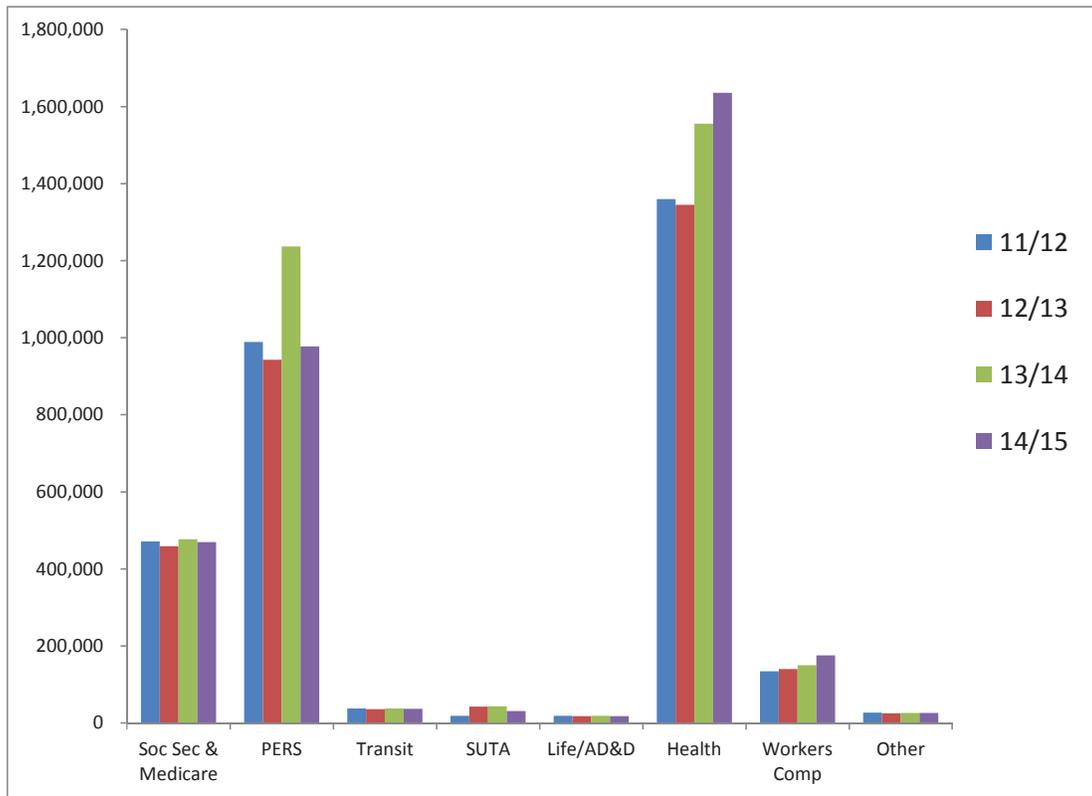
<i>Position</i>	Department	%
<i>Office Specialist II</i>	GF Planning	20%
	Economic Dev	50%
	Collections	0%
	WWTP	15%
	Streets	15%
	Total	<u>100%</u>
<i>Office Specialist II</i>	GF Cemetery	5%
	Admin	95%
	Total	<u>100%</u>
<i>Utility Office Specialist III</i>	Streets	45%
	WWTP	23%
	Finance	10%
	Stormwater	23%
	Total	<u>100%</u>
<i>Operator II</i>	WWTP	100%
	Stormwater	0%
	Total	<u>100%</u>
<i>Office Specialist II</i>	Streets	40%
	Fleet Services	30%
	Collections	15%
	Stormwater	15%
	Total	<u>100%</u>
<i>Public Works Lead</i>	Collections	25%
	Stormwater	25%
	Streets	50%
	Total	<u>100%</u>
<i>Public Works Lead</i>	Facilities	90%
	Collections	3%
	Stormwater	5%
	Streets	3%
	Total	<u>100%</u>
<i>Administrative Assistant</i>	Police	40%
	Court	60%
	Total	<u>100%</u>

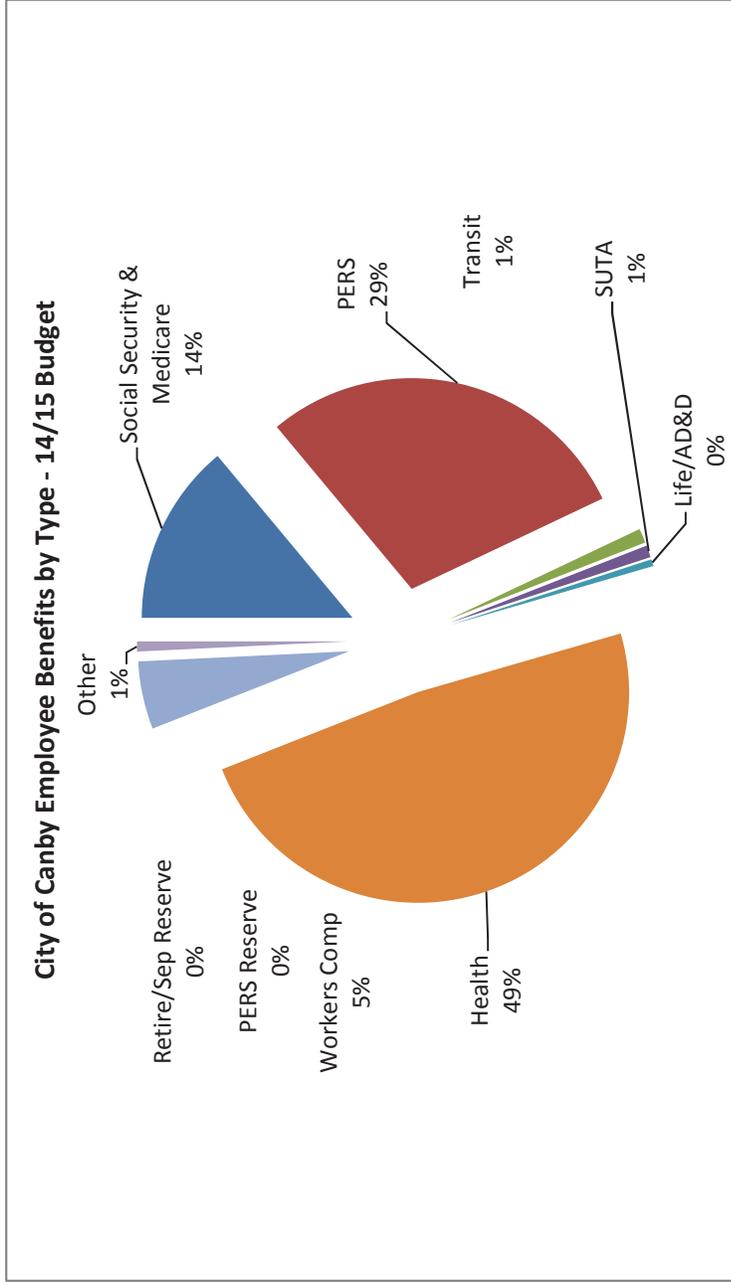
**City of Canby FY 14-15  
Allocated Salaries**

<i>Position</i>	Department	%
<i>Associate Planner</i>	GF Planning	45%
	Stormwater	10%
	Streets	10%
	Collections	35%
	Total	<u>100%</u>
<i>Office Specialist II</i>	Finance	75%
	Admin-HR	25%
	Total	<u>100%</u>
<i>Maintenance Worker III</i>	Stormwater	50%
	Collections	50%
	Total	<u>100%</u>
<i>Maintenance Worker II</i>	Stormwater	50%
	Collections	50%
	Total	<u>100%</u>
<i>Public Works Director</i>	Collections	25%
	Stormwater	25%
	Streets	25%
	WWTP	10%
	Parks	5%
	Fleet	5%
	Planning	5%
	Total	<u>100%</u>
<i>Financial Analyst</i>	Finance	75%
	Transit	25%
	Total	<u>100%</u>
<i>Office Specialist III</i>	Finance	50%
	Transit	50%
	Total	<u>100%</u>
<i>Maintenance Worker II</i>	Parks	10%
	Stormwater	40%
	Streets	50%
	Total	<u>100%</u>

## Employee Benefits by Type Budget FY 11/12 to FY 14/15

	Soc Sec & Medicare	PERS	Transit	SUTA	Life/AD&D	Health	Workers Comp	Other	Total
<b>11/12</b>	470,783	988,835	36,925	18,461	18,101	1,359,454	133,676	26,551	3,052,786
<b>12/13</b>	458,151	942,461	35,931	41,922	17,377	1,344,419	139,734	24,970	3,004,965
<b>13/14</b>	476,405	1,236,708	37,364	43,270	18,268	1,555,261	149,495	25,827	3,542,598
<b>14/15</b>	469,549	977,382	36,828	30,687	17,799	1,634,791	175,078	25,743	3,367,857
<i>4-yr inc</i>	-0.3%	-1.2%	-0.3%	66.2%	-1.7%	20.3%	31.0%	-3.0%	10.3%





**14/15**

	PERS	Transit	SUTA	Life/AD&D	Health	Workers Comp	PERS Reserve	Retire/Sep Reserve	Other	Total
Social Security & Medicare	977,382	36,828	30,687	17,799	1,634,791	175,078	0	0	25,743	3,367,857