



**Fiscal Year 2017  
Approved**

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**Canby Utility**  
**Approved FY 17 Budget**  
**Statement of Operations and Changes In Net Assets - Water**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
<b>OPERATING REVENUES</b>						
Residential	\$ 1,814,316	\$ 1,690,666	\$ 1,761,470	\$ 52,846	3%	Growth factor of 3%
Commercial	323,978	314,369	314,542	9,436	3%	Growth factor of 3%
Industrial	36,208	32,607	35,155	1,053	3%	Growth factor of 3%
Municipal	30,785	26,528	29,886	899	3%	Growth factor of 3%
Multi-Family	496,675	491,577	482,209	14,466	3%	Growth factor of 3%
Irrigation/Hydrant	82,404	84,632	80,004	2,400	3%	Growth factor of 3%
Unbilled Revenue	-	71,235	-	-	N/A	Unknown Until FY Year-End
<b>Total Water Usage Sales</b>	<b>2,784,366</b>	<b>2,711,614</b>	<b>2,703,266</b>	<b>81,100</b>	<b>3%</b>	
Other Water Revenue	-	-	-	-	N/A	N/A
<b>Total Other Water Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	
<b>Total Operating revenues</b>	<b>2,784,366</b>	<b>2,711,614</b>	<b>2,703,266</b>	<b>81,100</b>	<b>3%</b>	
<b>Operating expenses:</b>						
Board of Directors	2,424	2,430	2,549	(125)	-5%	See Departmental Page
Executive	68,925	30,708	70,534	(1,609)	-2%	See Departmental Page
Administrative	81,327	61,278	78,596	2,731	3%	See Departmental Page
Customer Service	162,954	114,416	158,943	4,011	3%	See Departmental Page
Finance	902,562	857,185	891,353	11,209	1%	See Departmental Page
Operations	139,498	98,237	143,106	(3,608)	-3%	See Departmental Page
Distribution	451,010	223,074	352,403	98,607	28%	See Departmental Page
Water Treatment Plant	904,520	807,103	822,820	81,700	10%	See Departmental Page
Risk Management	30,600	28,935	29,448	1,152	4%	See Departmental Page
<b>Total Operating Expenses</b>	<b>2,743,820</b>	<b>2,223,366</b>	<b>2,549,752</b>	<b>194,068</b>	<b>8%</b>	
<b>Operating Income/(Loss)</b>	<b>40,546</b>	<b>488,248</b>	<b>153,514</b>	<b>(112,968)</b>	<b>-74%</b>	
<b>Operating Margin</b>	<b>1%</b>	<b>18%</b>	<b>3%</b>			
<b>NON-OPERATING REVENUES &amp; EXPENSES</b>						
Material Sales	-	-	-	-	N/A	Unknown, not a usual occurrence
Billed for Dig In's	1,356	737	-	1,356	N/A	Average of past seven years
Custom Work Sales	-	-	-	-	N/A	Unknown, not a usual occurrence
Misc. Other Sales	-	7,841	-	-	N/A	Unknown, not a usual occurrence
Inspection Fees	4,068	15,262	2,400	1,668	70%	Average of past seven years
Sewer Billing Fees - City	-	-	-	-	N/A	N/A
Material Sales Costs	-	-	-	-	N/A	Unknown, not a usual occurrence

**Canby Utility**  
**Approved FY 17 Budget**  
**Statement of Operations and Changes In Net Assets - Water**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
Misc. Other Costs	-	-	-	-	N/A	Unknown, not a usual occurrence
Inspection Fees Cost	(4,068)	(17,468)	(2,400)	(1,668)	70%	Average of past seven years
Interest Income	20,673	10,895	10,033	10,640	106%	Rate applied to estimated cash on hand
Gain On Disposition of Property	4,000	8,287	-	4,000	N/A	Sell F450
Loss On Disposition of Property	-	-	-	-	N/A	Unknown
Other Deductions	(850)	(750)	(750)	(100)	13%	2007 Bond Admin Fees
Interest Expense	(121,866)	(148,955)	(131,413)	9,547	-7%	Refunding 2004 Bond savings
<b>Total Non-Operating Revenues &amp; Expenses</b>	<b>(96,687)</b>	<b>(124,151)</b>	<b>(122,130)</b>	<b>25,443</b>	<b>-21%</b>	
<b>Net Income/(Loss) before Capital Contributions</b>	<b>(56,141)</b>	<b>364,097</b>	<b>31,383</b>	<b>(87,524)</b>	<b>-279%</b>	
<b>Capital Contributions</b>						
Hook-up Fees	27,231	14,444	7,848	19,383	247%	87 new meter sets
Contribution From Others	33,634	658,579	118,702	(85,068)	-72%	From Capital Budget
SDC Fees	344,377	101,966	129,276	215,101	166%	87 Residential 3 Commercial
<b>Total Capital Contributions</b>	<b>405,242</b>	<b>774,989</b>	<b>255,826</b>	<b>149,416</b>	<b>58%</b>	
<b>Change in Net Assets</b>	<b>\$ 349,101</b>	<b>\$ 1,139,086</b>	<b>\$ 287,209</b>	<b>\$ 61,892</b>	<b>22%</b>	

**Cash Flow:**

Cash and Investments Estimate June 30, 2016	<b>\$ 2,895,048</b>
Cash Used For Capital Purchases	<b>(699,449)</b>
Change in Net Assets	<b>349,101</b>
Add/Subtract Non-Cash Items:	
Add Back Depreciation	<b>643,213</b>
Principle Payments on Water Bonds	<b>(323,000)</b>
Net Cash Generated/(Used)	<b>(30,135)</b>
Cash and Investments Estimate June 30, 2017	<b>\$ 2,864,913</b>

Canby Utility Water System FY 17 Approved Capital Budget							
Project Name	Description of Project	Labor	Materials	Transportation Charges	Labor Overheads 66.77%	Contractor Costs	Project Cost
<b>Executive - Projects</b>							
Multi-Function Photo Copier 75E/25W	Replace Ricoh Copier that was purchased in 2003 with color scan/copy capabilities	\$ -	\$ -	\$ -	\$ -	\$ 2,750	\$ 2,750
<b>Finance - Projects</b>							
FY16 Carryover - Folder Inserter and Interface 75E/25W	It is approved to purchase a new folder and inserter machine. Current machine is almost ten years old, has had ongoing maintenance issues, and continues to be problematic when stuffing a bill with an additional document. Pitney Bowes has mentioned that they may discontinue annual maintenance to the machine because it is past its useful life.	-	-	-	-	5,200	5,200
Postage Mailing System 75E/25W	It is approved to purchase a new mailing postage system. The meter has been problematic; the last software upgrade required three visits from Pitney Bowes to get it to work properly. Pitney Bowes has mentioned they may discontinue annual maintenance to the machine as well. The new machine will interface with the approved purchase of the folder inserter and a multiple step bill mailing process will be reduced to one step allowing more time to assist customers.	-	-	-	-	3,500	3,500
<b>Operations - Capital Equipment</b>							
Replace U-29	Replace U-29 , a 2005 Ford F450 equipped with a 9' service body and a corner mount crane. New unit to be a Ford F550 chassis equipped with an 11' service body and a corner mount crane with stabilizer / outrigger.	-	120,000	-	-	-	120,000
Purchase small tilt-bed trailer	It is approved to purchase a small tilt bed trailer for general use and to transport the large pavement saw. Current practice to transport the large pavement saw requires loading with U29's corner mount crane. Self loading it onto a low deck tilt bed trailer would be safer, more efficient and make it more readily available when needed.	-	3,500	-	-	-	3,500
<b>Distribution - Projects</b>							
5 Replace approx. 32 #11 meter boxes	Approx. 96 #11 meter boxes have been determined to be sidewalk trip hazards. Typically replacement of these meter boxes will require replacing a 5' X 5' concrete sidewalk panel as the meter boxes can not be replaced or raised without replacing the sidewalk panels. It is approved to replace approx. 1/3 of them per year for a 3 year multi-year project.	7,040	3,100	1,500	4,701	9,600	25,941
6 Abandon 12" PVC Main Line	This 2660' of vintage shallow laid, rear lot line, 12" plastic main represents a clear and present hazard of high dollar claim(s) should it fail. It traverses 64 residential back yards where home owner activities and maturing large trees could trigger a main break at any time. Water system development in the area has progressed to the point where this section of mainline is no longer required for adequate system operation. Due to the potential for significant property damage resulting from a main break it is recommended that this line be removed from service and decommissioned.	7,400	7,300	4,200	4,941	-	23,841
7 Automatic Flushing Stations	Install two automatic flushing station, one at SE 13th and Sequoia and another at the end of NE 34th Pl. These two locations require monthly flushing to keep water quality in the area acceptable. Automatic flushing eliminates manpower scheduling for this task, and reduces PR issues associated with dumping large quantities of water onto the streets during the day.	2,000	20,000	300	1,335	-	23,635
3 Water Quality Sampling Stations	Purchase and install four water sampling stations to provide sanitary sampling locations . Current practice of using residential or commercial faucets carries the potential of a false positive reading being reported to the state.	900	5,200	800	601	-	7,501
4 Large Commercial Meter Upgrades	These metering installations have various issues including inadequate working space, lack of front shut off valves and maintenance bypasses that prevented their being upgraded to AMR. In addition some have plumbing arrangements that could be causing poor metering accuracy.	6,800	22,000	7,000	4,540	5,000	45,340

Canby Utility Water System FY 17 Approved Capital Budget							
Project Name	Description of Project	Labor	Materials	Transportation Charges	Labor Overheads 66.77%	Contractor Costs	Project Cost
2 City Street Resurfacing	In advance of City street resurfacing projects at various locations Canby Utility will need to replace damaged / deteriorated valve cans.	11,000	1,000	5,400	7,345	-	24,745
1 Mainline Replacement	Continuation of Water Master Plan recommendation to replace aging water mains. Lines to be replaced are chosen based on age, material type, leak and failure history and projected improvement to the system. This years candidates are replacing 525 feet of 6" steel with 8" ductile Iron on NE 9th from Pine St. to Molalla Forest Rd. and replacing 650' of 6" steel with 8" ductile Iron on NE 13th Circle (North 1/2).	53,000	152,000	12,000	35,388	99,000	351,388
<b>WTP</b>							
Capital Expenditure Modifications	Capital Draw-down upon request Per VEOLIA WATER O&M Service Agreement.	-	-	-	-	25,000	25,000
<b>CONTRIBUTED CAPITAL</b>							
851 SW 1st - Commercial Building	New single story 6,000 sq. ft. building.	1,375	-	-	918	-	2,293
Netter SE 13th Subdivision	6 Lot subdivision on SE 13th	1,100	-	-	734	-	1,834
SE 1st Ave Self Storage	132 unit self storage facility.	5,600	10,400	3,000	3,739	-	22,739
Trend Building C	Trend Development may be adding a new building this year.	1,000	4,300	800	668	-	6,768
Various Residential Connects	Estimate 87 new connects / meter sets in FY17	1,100	1,100	540	734	-	3,474
<b>Total</b>		<b>\$ 98,315</b>	<b>\$ 349,900</b>	<b>\$ 35,540</b>	<b>\$ 65,644</b>	<b>\$ 150,050</b>	<b>\$ 699,449</b>

**Procedure 520  
Attachment 1**

**Canby Utility  
Cash Reserve Procedure**

**Cash Reserve Calculation**

The Approved FY17 Cash Reserve Calculation

The cash reserve calculations are targeted end of year balances at June 30, 2017.

Water	Input	Pro-rate	Policy	Reserve Dollars	Basis	
<b>Annual O&amp;M Expenditures (excluding depreciation)</b>	\$ 2,100,607	365	120	\$ 690,611	Budget 2017	
<b>Rate Base Factor for Catastrophic Event</b>	<b>Assets</b> 30,044,186	<b>Depre</b> 9,411,529	<b>Depre/Assets</b> 31.3%	<b>Assumption</b> 2.0%	<b>600,884</b>	February 2016 Balance Sheet w/ WIP
<b>Debt Service Highest Payment</b>		<b>10/1/2016</b>	<b>4/1/2017</b>			
	Series 2007	\$189,201	\$41,519			
	Series 2014	\$198,355	\$18,174			
		\$387,556.00	\$59,693.00	-	Not funding due to low reserves	
<b>Water Revenue Bonds, Series 2014 Reserve</b>				<b>195,100</b>	Bond requirement, to be moved to Willamette when the bond is paid off.	
<b>Capital Improvements</b>	2011-2015	\$2,420,000	20.0%	<b>484,000</b>	<b>484,000</b>	1/5 of 5 year CIP
<b>Vehicle/Equipment Replacement Program</b>				<b>49,141</b>	Rotation Schedule	
<b>Total Before Project Reserve</b>				<b>2,019,735</b>		
<b>Project Reserve</b>				<b>845,178</b>	Remainder for Willamette	
<b>Targeted Cash Reserve</b>				<b>\$ 2,864,913</b>		
				<b>Estimated cash at Budgeted Fiscal Year End 2016</b>	<b>\$ 2,864,913</b>	
				<b>Over / (Under) target</b>	<b>-</b>	
<b>Minimum Cash Reserve \$2,000,000</b>				<b>Over / (Under) minimum</b>	<b>\$ 864,913</b>	

Canby Utility													
Approved FY 17 Budget													
Department Summary - Water													
Categories	Board of Directors	Executive	Administrative	Customer Service	Finance	Operations	Distribution	WTP	Risk Mgt	Approved FY16			
										Total by Category	Total by Category	\$ Change FY17 vs. FY16	% Change FY17 vs. FY16
Wages - Expense		\$ 37,441	\$ 20,709	\$ 75,619	\$ 56,470	\$ 87,858	\$ 355,021	\$ -	\$ -	\$ 633,118	\$ 616,198	\$ 16,920	2.75%
PERS		6,455	4,776	14,676	9,736	15,150	68,989			119,782	118,726	1,056	0.89%
Medical/Vision Insurance		4,992	5,748	20,859	7,765	21,197	90,729			151,290	150,930	360	0.24%
Dental Insurance		372	436	1,351	580	1,419	5,356			9,514	10,198	(684)	-6.71%
Life Insurance		43	23	272	65	228	1,058			1,689	1,665	24	1.44%
Worker's Comp		93	56	325	150	269	13,861			14,754	9,630	5,124	53.21%
Taxes State Unemployment		31	19	68	62	81	352			613	601	12	2.00%
Taxes FICA/Medicare		2,863	1,580	5,788	4,317	6,722	27,074			48,344	47,048	1,296	2.75%
City Transit		229	116	456	331	526	2,123			3,781	3,673	108	2.94%
HRA VEBA		72	72	384	156	372	1,752			2,808	2,808	-	0.00%
Subtotal Employer-Paid Expenses	-	15,150	12,826	44,179	23,162	45,964	211,294	-	-	352,575	345,279	7,296	2.11%
Wages - Capitalized							(163,956)			(163,956)	(248,148)	84,192	-33.93%
<b>Net Total Payroll &amp; Employer-Paid Expenses</b>	-	52,591	33,535	119,798	79,632	133,822	402,359	-	-	821,737	713,329	108,408	15.20%
401 (k)					849					849	849	-	0.00%
Dues, Fees & Subscriptions	156	300	1,995	-	9,993	-	1,850		-	14,294	8,332	5,962	71.56%
Meeting Expenses		300	182	18	-	-				500	489	11	2.25%
Safety			422	109		120	6,008			6,659	7,236	(577)	-7.97%
Special Events			3,220							3,220	3,985	(765)	-19.20%
Office Supplies			1,745			-	120			1,865	3,645	(1,780)	-48.83%
Postage				19,440						19,440	19,500	(60)	-0.31%
Printing & Stationery Supplies			2,341	625						2,966	2,243	723	32.23%
Customer Info				750						750	500	250	50.00%
Customer Relations				-						-	-	-	
School/Comm				500						500	500	-	0.00%
Share the Warmth				10,000						10,000	10,000	-	0.00%
Water Promotion				-						-	104	(104)	-100.00%
Maint. Of Office Equipment			1,825							1,825	2,759	(934)	-33.85%
Shop & Work Equipment Expenses							6,696			6,696	6,240	456	7.31%
Maint. Of Bldgs. & Grounds			18,833							18,833	18,447	386	2.09%
Utilities			1,992			3,816				5,808	5,407	401	7.42%
After Hours Dispatching						408				408	420	(12)	-2.86%
One Call						132				132	125	7	5.60%
Property & Liability Insurance									30,600	30,600	29,448	1,152	3.91%
Reporters				5,371						5,371	3,885	1,486	38.25%
Bad Debts				2,700						2,700	3,640	(940)	-25.82%
Computer Supplies			1,248							1,248	1,250	(2)	-0.16%
Computer Upgrades					1,212					1,212	1,149	63	5.48%
Maintenance of Computers					12,029					12,029	11,625	403	3.47%
Software Upgrades					738					738	588	150	25.53%
Telephone			8,676							8,676	7,905	771	9.75%
Franchise Tax					139,218					139,218	135,163	4,055	3.00%
Hazardous Substance Fee					-					-	-	-	
Director Fees	1,260									1,260	1,260	-	0.00%
Other Expenses	204									204	363	(159)	-43.80%
Depreciation					643,213					643,213	644,965	(1,752)	-0.27%
Trade Organizations		2,730								2,730	2,730	-	0.00%
Cash Over/Short										-	-	-	

Canby Utility														
Approved FY 17 Budget														
Department Summary - Water														
Categories	Board of Directors	Executive	Administrative	Customer Service	Finance	Operations	Distribution	WTP	Risk Mgt	Approved FY16				
										Total by Category	Total by Category	\$ Change FY17 vs. FY16	% Change FY17 vs. FY16	
Uncollectible Accounts				-							-	-	-	
Maint. Of Distribution Mains							5,400				5,400	4,200	1,200	28.57%
Maintenance of Water Services							14,796				14,796	11,100	3,696	33.30%
Maintenance of Water Meters							2,100				2,100	8,208	(6,108)	-74.42%
Maintenance of Water Hydrants							4,044				4,044	4,104	(60)	-1.46%
Equipment Rental							-				-	-	-	
Street Maintenance Fee					6,252						6,252	6,252	-	0.00%
Maintenance, Supervision & Engineering											-	-	-	
<b>Total Departmental Expenses</b>	1,620	3,330	42,479	39,513	813,503	4,476	41,014	-	30,600		976,535	968,616	7,919	0.82%
Audit					7,250						7,250	7,000	250	3.57%
Computer Consultants					1,422						1,422	1,422	-	0.00%
Labor Negotiations			3,249								3,249	500	2,749	549.80%
Legal		9,600			-	-					9,600	13,794	(4,194)	-30.40%
Mapping											-	432	(432)	-100.00%
Other Consultants (Maint Material & Exp's WTP)		2,000	372		-	-		11,850			14,222	8,859	5,363	60.54%
Rate Studies					-						-	-	-	
Regulatory								8,600			8,600	1	8,599	859900.00%
Translation Services											-	30	(30)	-100.00%
Veolia Water NA								884,070			884,070	815,970	68,100	8.35%
Marketing		-									-	-	-	
Engineering											-	-	-	
Leak Detection Survey											-	-	-	
Inspections											-	-	-	
Office Contract Help											-	-	-	
Paving/Road											-	-	-	
<b>Total Consulting/Contract</b>	-	11,600	3,621	-	8,672	-	-	904,520	-		928,413	848,007	80,405	9.48%
Training	300	900	489	1,569	548	-	3,920				7,726	8,760	194,068	-11.80%
Transportation	504	504	1,203	2,074	207	1,200	3,717				9,409	11,040	-	-14.77%
<b>Total Transportation &amp; Training</b>	804	1,404	1,692	3,643	755	1,200	7,637	-	-		17,135	19,800	194,068	-13.46%
<b>Total Operating Expenses</b>	\$ 2,424	\$ 68,925	\$ 81,327	\$ 162,954	\$ 902,562	\$ 139,498	\$ 451,010	\$ 904,520	\$ 30,600		\$ 2,743,820	\$ 2,549,752	\$ 390,800	7.61%



**Canby Utility  
Approved FY 17 Budget  
Board of Directors - Water**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
<b>Expense:</b>						
Director Fees	\$ 1,260	\$ 1,322	\$ 1,260	\$ -	0%	Board meetings
<b>Total Director Fees</b>	<b>1,260</b>	1,322	<b>1,260</b>	-	0%	
Dues, Fees & Subscriptions	156	-	204	(48)	-24%	Misc publications
Other Expenses	204	1,087	243	(39)	-16%	Bd Ref, Misc, No Lamp
<b>Total Departmental</b>	<b>360</b>	1,087	<b>447</b>	(87)	-19%	
Training	300	3	324	(24)	-7%	AWWA, SDAO Potential Trainings
Transportation	504	18	518	(14)	-3%	AWWA, SDAO Potential Trainings
<b>Total Transportation &amp; Training</b>	<b>804</b>	21	<b>842</b>	(38)	-5%	
<b>Total Board of Directors Expenses</b>	<b>\$ 2,424</b>	\$ 2,430	<b>\$ 2,549</b>	\$ (125)	<b>-5%</b>	

**Canby Utility  
Approved FY 17 Budget  
Executive - Water**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
<b>Expense:</b>						
<b>Total Payroll &amp; Employer Paid Expenses</b>	<b>\$ 52,591</b>	<b>\$ 11,707</b>	<b>\$ 52,435</b>	<b>\$ 156</b>	<b>0%</b>	Increases offset by lower PERS rate
Dues, Fees & Subscriptions	300	27	281	19	7%	Placeholder
Meeting Expenses	300	35	281	19	7%	Kiwanis and Chamber lunches
<b>Total Departmental Expenses</b>	<b>600</b>	<b>62</b>	<b>562</b>	<b>38</b>	<b>7%</b>	
Legal	9,600	6,460	11,994	(2,394)	-20%	Closer to actual
Other Consultants	-	9,495	-	-	N/A	N/A
Marketing	2,000	204	634	1,366	215%	Bill Stuffers for Back Flow Program
<b>Total Consulting/Contract</b>	<b>11,600</b>	<b>16,159</b>	<b>12,628</b>	<b>(1,028)</b>	<b>-8%</b>	
LOC	131	125	131	-	0%	Based on prior year budget
LGPI	271	258	271	-	0%	Based on prior year budget
OAWU	977	930	977	-	0%	Based on prior year budget
SDAO	226	215	226	-	0%	Based on prior year budget
Tri County	75	-	75	-	0%	Based on prior year budget
AWWA	350	339	350	-	0%	Based on prior year budget
OWUC	700	700	700	-	0%	Based on prior year budget
ICMA	-	164	-	-	N/A	N/A
<b>Total Trade Organizations</b>	<b>2,730</b>	<b>2,731</b>	<b>2,730</b>	<b>-</b>	<b>0%</b>	
Training	900	-	960	(60)	-6%	Placeholder
Transportation	504	49	1,219	(715)	-59%	Placeholder
<b>Total Transportation &amp; Training</b>	<b>1,404</b>	<b>49</b>	<b>2,179</b>	<b>(775)</b>	<b>-36%</b>	
<b>Total Executive Expenses</b>	<b>\$ 68,925</b>	<b>\$ 30,708</b>	<b>\$ 70,534</b>	<b>\$ (1,609)</b>	<b>-2%</b>	

**Canby Utility  
Approved FY 17 Budget  
Administrative - Water**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
<b>Expense:</b>						
<b>Total Payroll &amp; Employer Paid Expenses</b>	<b>\$ 33,535</b>	<b>\$ 20,698</b>	<b>\$ 33,007</b>	<b>\$ 528</b>	<b>2%</b>	2.0% COLA and inc'd exp's
Dues, Fees & Subscriptions	1,995	472	1,946	49	3%	Increase in fees
Meeting Expenses	182	41	190	(8)	-4%	Union meetings
Safety	422	218	374	48	13%	Higher 1st Aid Cost
Special Events	3,220	2,074	3,985	(765)	-19%	No Cust Apprec Event
Office Supplies	1,745	1,726	1,800	(55)	-3%	Adjustments to planned purchases
Printing & Stationery Supplies	2,341	1,823	2,243	98	4%	Additional public outreach
Maint. Of Office Equipment	1,825	3,499	2,759	(934)	-34%	Closer to actual
Maint. Of Bldgs. & Grounds	18,833	17,904	18,447	386	2%	City Generator Relocation Project
Utilities	1,992	1,829	1,937	55	3%	Based on prior year
Computer Supplies	1,248	1,221	1,250	(2)	0%	No change
Telephone	8,676	7,293	7,905	771	10%	Higher fiber optic costs at shop
<b>Total Departmental</b>	<b>42,479</b>	<b>38,100</b>	<b>42,836</b>	<b>(357)</b>	<b>-1%</b>	
Labor Negotiations	3,249	734	500	2,749	550%	Labor negotiations
Other Consultants	372	1,223	1,375	(1,003)	-73%	Labor issues
<b>Total Consulting/Contract</b>	<b>3,621</b>	<b>1,957</b>	<b>1,875</b>	<b>1,746</b>	<b>93%</b>	
Training	489	322	465	24	5%	NWWH, eFile User Mtg
Transportation	1,203	201	413	790	191%	NWWH, eFile User Mtg
<b>Total Transportation &amp; Training</b>	<b>1,692</b>	<b>523</b>	<b>878</b>	<b>814</b>	<b>93%</b>	
<b>Total Administrative Expenses</b>	<b>\$ 81,327</b>	<b>\$ 61,278</b>	<b>\$ 78,596</b>	<b>\$ 2,731</b>	<b>3%</b>	

**Canby Utility  
Approved FY 17 Budget  
Customer Service - Water**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
<b>Expense:</b>						
<b>Total Payroll &amp; Employer Paid Expenses</b>	<b>\$ 119,798</b>	<b>\$ 77,502</b>	<b>\$ 118,358</b>	<b>\$ 1,440</b>	<b>1%</b>	2.0% COLA and inc'd exp's
Dues, Fees & Subscriptions	-	110	-	-	N/A	N/A
Meeting Expenses	18	9	18	-	0%	Office staff mtg @ \$3. per mo.
Office Supplies	109	87	100	9	9%	Postage ink
Postage	19,440	16,156	19,500	(60)	0%	Inc. postage for backflow @ \$370 mo
Reporters	5,371	4,229	3,885	1,486	38%	Redesign of backflow brochure, Welcome Brochure
Bad Debt	2,700	2,745	3,640	(940)	-26%	Based on past seven years
Cash Over/Short	-	-	-	-	N/A	N/A
Uncollectible Accounts	-	3	-	-	N/A	N/A
<b>Total Departmental</b>	<b>27,638</b>	<b>23,339</b>	<b>27,143</b>	<b>495</b>	<b>2%</b>	
Printing & Stationery Supplies	625	546	-	625	N/A	Billing Stmt's & Delinquency notices 1 yr supply
Translation Services	-	-	30	(30)	-100%	N/A
Outside Services Employed	-	-	-	-	N/A	N/A
Office Contract Help	-	-	-	-	N/A	N/A
<b>Total Consulting/Contract</b>	<b>625</b>	<b>546</b>	<b>30</b>	<b>595</b>	<b>1983%</b>	
Training	2,074	466	787	1,287	164%	2 - 3c'S, 1 PCS, MV-RS replacement and misc
Transportation	1,569	1,530	1,521	48	3%	2 - 3c'S, 1 PCS Mtg , and misc
<b>Total Transportation &amp; Training</b>	<b>3,643</b>	<b>1,996</b>	<b>2,308</b>	<b>1,335</b>	<b>58%</b>	
Customer Info	-	-	-	-	N/A	N/A
Customer Relations	500	558	500	-	0%	Based on past seven years
School/Comm	750	475	500	250	50%	Nat'l Water week May cost of items
Share the Warmth	10,000	10,000	10,000	-	0%	Same as last year
Water Promotion	-	-	104	(104)	-100%	N/A
<b>Total Programs</b>	<b>11,250</b>	<b>11,033</b>	<b>11,104</b>	<b>146</b>	<b>1%</b>	
<b>Total Customer Service Expenses</b>	<b>\$ 162,954</b>	<b>\$ 114,416</b>	<b>\$ 158,943</b>	<b>\$ 4,011</b>	<b>3%</b>	

**Canby Utility  
Approved FY 17 Budget  
Finance - Water**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
<b>Expense:</b>						
<b>Total Payroll &amp; Employer Paid Expenses</b>	<b>\$ 79,632</b>	<b>\$ 48,338</b>	<b>\$ 76,284</b>	<b>\$ 3,348</b>	<b>4%</b>	2.0% COLA and inc'd exp's
Depre Exp - Plant	454,481	415,536	295,772	158,709	54%	From Schedule
Depre Exp - Transportation Equip	-	-	22,819	(22,819)	-100%	From Schedule
Depre Exp - Office Equipment	8,600	12,766	13,367	(4,767)	-36%	From Schedule
Depre Exp - WTP	180,132	180,097	313,007	(132,875)	-42%	From Schedule
Franchise Tax	139,218	132,018	135,163	4,055	3%	5% of Sales
Dues, Fees & Subscriptions	9,993	4,884	5,301	4,692	89%	Increased fees and volume
Meeting Expenses	-	-	-	-	N/A	N/A
401(k), Sec. 125	849	409	849	-	0%	Monthly fees, Annual Report & Plan Reinstatement
Computer Upgrades	1,212	1,242	1,149	63	5%	Printer and accessories
Maintenance of Computers	12,029	13,708	11,625	403	3%	Maint and Support, PCS Upgrade
Software Upgrades	738	479	588	150	26%	Software renewals
Hazardous Substance Fee	-	-	-	-	N/A	N/A
Street Maintenance Fee	6,252	6,372	6,252	-	0%	No known increase at this time
<b>Total Departmental</b>	<b>813,503</b>	<b>767,511</b>	<b>805,892</b>	<b>7,611</b>	<b>1%</b>	
Audit	7,250	8,750	7,000	250	4%	Contract amount
Computer Consultants	1,422	1,318	1,422	-	0%	Pro rated past nine months
Legal	-	17,500	-	-	N/A	N/A
Other Consultants	-	13,475	-	-	N/A	N/A
Rate Studies	-	-	-	-	N/A	N/A
Engineering	-	-	-	-	N/A	N/A
Inspections	-	-	-	-	N/A	N/A
<b>Total Consulting/Contract</b>	<b>8,672</b>	<b>41,043</b>	<b>8,422</b>	<b>250</b>	<b>3%</b>	
Training	548	274	548	-	0%	OMFOA, 4 for PA & CIS
Transportation	207	19	207	-	0%	OMFOA, 4 for PA & CIS
<b>Total Transportation &amp; Training</b>	<b>755</b>	<b>293</b>	<b>755</b>	<b>-</b>	<b>0%</b>	
<b>Total Finance Expense</b>	<b>\$ 902,562</b>	<b>\$ 857,185</b>	<b>\$ 891,353</b>	<b>\$ 11,209</b>	<b>1%</b>	

**Canby Utility  
Approved FY 17 Budget  
Operations - Water**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
<b>Expense:</b>						
<b>Total Payroll &amp; Employer Paid Expenses</b>	<b>\$ 133,822</b>	<b>\$ 91,559</b>	<b>\$ 131,266</b>	<b>\$ 2,556</b>	<b>2%</b>	2.0% COLA and inc'd exp's
Dues, Fees & Subscriptions	-	-	-	-	N/A	N/A Based on prior year activity
Meeting Expenses	-	2	-	-	N/A	N/A Based on prior year activity
Office Supplies	-	-	1,785	(1,785)	-100%	N/A Based on prior year activity
Utilities	3,816	3,186	3,470	346	10%	Based on projected increase of utilities
After Hours Dispatching	408	401	420	(12)	-3%	Based on prior year
One Call	132	125	125	7	6%	Based on projected increase of activity
<b>Total Departmental</b>	<b>4,356</b>	<b>3,714</b>	<b>5,800</b>	<b>(1,444)</b>	<b>-25%</b>	
Safety	120	108	162	(42)	-26%	Monthly Safety Meeting Refreshments
Legal	-	-	1,800	(1,800)	-100%	N/A Based on prior year activity
Mapping	-	42	432	(432)	-100%	N/A Based on prior year activity
Other Consultants	-	-	-	-	N/A	N/A Based on prior year activity
Engineering	-	-	-	-	N/A	N/A Based on prior year activity
<b>Total Consulting/Contract</b>	<b>120</b>	<b>150</b>	<b>2,394</b>	<b>(2,274)</b>	<b>-95%</b>	
Training	-	430	1,750	(1,750)	-100%	N/A Based on prior year activity
Transportation	1,200	2,384	1,896	(696)	-37%	Possible Conference, Car Washes, AutoDetailing
<b>Total Transportation &amp; Training</b>	<b>1,200</b>	<b>2,814</b>	<b>3,646</b>	<b>(2,446)</b>	<b>-67%</b>	
<b>Total Operations Expense</b>	<b>\$ 139,498</b>	<b>\$ 98,237</b>	<b>\$ 143,106</b>	<b>\$ (3,608)</b>	<b>-3%</b>	

**Canby Utility  
Approved FY 17 Budget  
Distribution - Water**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
<b>Expense:</b>						
<b>Net Payroll &amp; Employer Paid Expenses</b>	<b>402,359</b>	169,610	<b>301,979</b>	100,380	33%	2.0% COLA and inc'd exp's
Dues, Fees & Subscriptions	1,850	450	600	1,250	208%	ABPA, AWWA NW Subsection Holiday Luncheon, OAWU, Operator Cert for David
Safety	6,008	5,694	6,600	(592)	-9%	Safety Mtg's, CDL Phy (3), Hearing Tests, Fire Extg, Awards, Safety vest, Rain Gear. DOT consortium
Office Supplies	120	5,127	60	60	100%	Incidentals
Shop and Work Equipment Expenses	6,696	5,898	6,240	456	7%	Regular expenses. BF Assm. Testing (Hydrant meters)
Maintenance of Distribution Mains	5,400	3,948	4,200	1,200	29%	Chemical additives, Locate paint, General maint.
Maintenance of Water Services	14,796	14,916	11,100	3,696	33%	Locate paint, Trans. allocation, maint. of services
Maintenance of Water Meters	2,100	6,629	8,208	(6,108)	-74%	Trans. allocation, obsolete meters, General Maint.
Maintenance of Water Hydrants	4,044	3,523	4,104	(60)	-1%	Trans. allocation, General maint. (routine/painting)
Equipment Rental	-	-	-	-	N/A	N/A most all tool equipment in house
Maintenance Supervision & Engineering	-	148	-	-	N/A	N/A based on prior year activity
<b>Total Departmental</b>	<b>41,014</b>	46,333	<b>41,112</b>	(98)	0%	
Other Expenses	-	-	120	(120)	-100%	N/A based on prior year activity
Leak Detection Survey	-	-	-	-	N/A	N/A based on prior year activity
Paving / Road	-	946	-	-	N/A	N/A paving is covered under specific work orders
<b>Total Consulting/Contract</b>	<b>-</b>	946	<b>120</b>	(120)	-100%	
Training	3,920	2,429	3,192	728	23%	OAWU required CEU's, Lodging, Meals, Seminars (use company vehicles),OAWU Summer Classic transportation reimbursement, Transportation allocation
Transportation	3,717	3,756	6,000	(2,283)	-38%	
<b>Total Transportation &amp; Training</b>	<b>7,637</b>	6,185	<b>9,192</b>	(1,555)	-17%	
<b>Total Distribution Expenses</b>	<b>\$ 451,010</b>	\$ 223,074	<b>\$ 352,403</b>	\$ 98,607	<b>28%</b>	

**Canby Utility  
Approved FY 17 Budget  
Water Treatment Plant**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
<b>Expense:</b>						
Maint. Material and Expenses	\$ 11,850	\$ 6,850	\$ 6,850	\$ 5,000	73%	Clean 1 pond & vegetation removal
Regulatory	8,600	2,210	-	8,600	N/A	Add'l testing due to taste & odor
Veolia Water NA	884,070	798,043	815,970	68,100	8%	Annual Fee Adjustment 3.84%
<b>Total Consulting/Contract</b>	<b>904,520</b>	807,103	<b>822,820</b>	81,700	10%	
Other Expenses	4,800	-	-	4,800	N/A	Direct responsible charge
<b>Total WTP Expenses</b>	<b>\$ 904,520</b>	\$ 807,103	<b>\$ 822,820</b>	\$ 86,500	<b>11%</b>	



**Canby Utility  
Approved FY 17 Budget  
Risk Management - Water**

Description	Approved FY17 Budget	FY15 Actual	Approved FY16 Budget	Increase (Decrease) FY17 - FY16	% Increase (Decrease) FY17 - FY16	Notes
<b>Expense:</b>						
Dues, Fees & Subscriptions	\$ -	\$ -	\$ -	\$ -	N/A	N/A
Property & Liability Insurance	30,600	28,935	29,448	1,152	4%	Liability <= 9%, Auto & Property 0%
<b>Total Departmental</b>	<b>30,600</b>	<b>28,935</b>	<b>29,448</b>	<b>1,152</b>	<b>4%</b>	
Legal	-	-	-	-	N/A	Moved to Executive Budget
<b>Total Consulting/Contract</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	
Training	-	-	-	-	N/A	Not budgeting any conferences
Transportation	-	-	-	-	N/A	Not budgeting any conferences
<b>Total Transportation &amp; Training</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	
<b>Total Risk Management Expenses</b>	<b>\$ 30,600</b>	<b>\$ 28,935</b>	<b>\$ 29,448</b>	<b>\$ 1,152</b>	<b>4%</b>	