



BUDGET COMMITTEE Agenda

222 NE 2nd Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | www.canbyoregon.gov

MAY 16, 2024

The Budget Committee Meeting may be attended in person in the Council Chambers at
222 NE 2nd Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

The public can register to attend the meeting virtually by contacting the Deputy City Recorder;
ridgleyt@canbyoregon.gov or call 503-266-0637.

For questions regarding programming, please contact: Willamette Falls Studio (503) 650-0275;
media@wfmstudios.org

1. CALL TO ORDER

2. ROLL CALL

3. OLD BUSINESS

- A. Approve Minutes from the May 18, 2023 Budget Committee Meeting. Pg. 1
- B. Approve Minutes from the May 25, 2023 Budget Committee Meeting. Pg. 5
- C. Approve Minutes from the June 1, 2023 Budget Committee Meeting. Pg. 8

4. NEW BUSINESS

- A. Elect Budget Committee Chair
- B. Elect Budget Committee Vice-Chair
- C. Receive Budget Message
- D. Review FY24-25 Proposed Budget Pg. 11
 - 1) Personnel Budget Overview
 - 2) General Fund
 - a) Court (pg. 57)
 - b) Administration (pg. 51)
 - c) HR/Risk Management (pg. 53)
 - d) Finance (pg. 55)
 - e) Planning/Building (pg. 59)
 - f) Police (pg. 64)
 - g) Parks/Cemetery (pg. 67/69)
 - h) Economic Dev (pg. 71)
 - i) Not Allocated (pg. 73)

3) Library Fund	(pg. 74)
4) Transit Fund	(pg. 77)
5) Swim Center Fund	(pg. 80)
6) Street Fund	(pg. 82)
7) Transient Room Fund	(pg. 85)
8) Systems Development Charge (SDC) Fund	(pg. 86)
9) Cemetery Perpetual Care Fund	(pg. 87)
10) Forfeiture Fund	(pg. 88)
11) Facilities Fund	(pg. 89)
12) Fleet Services Fund	(pg. 91)
13) Tech Services Fund	(pg. 93)
14) Sewer Combined Fund	
a) Waste Water Treatment Plant (WWTP)	(pg. 96)
b) Sanitary Collections	(pg. 98)
c) Stormwater System	(pg. 100)
d) Sewer Fund Not-Allocated	(pg. 102)

5. PUBLIC COMMENT

FY 2024-2025 City of Canby Proposed Budget

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 15, 2024. If you wish to speak virtually, please contact the City Recorder at benhamm@canbyoregon.gov or call 503-266-0720 by 4:30 pm on May 16, 2024 with your name and contact information. Once your information is received you will be sent instructions on how to speak virtually.

6. COMMITTEE DISCUSSION

7. REVIEW ACTION ITEMS/QUESTIONS FOR STAFF FOLLOW-UP AT MAY 23 MEETING

8. RECESS TO MAY 23, 2024 AT 6:00 P.M.

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Teresa Ridgley at 503-266-0637. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.

CITY OF CANBY
BUDGET COMMITTEE MEETING
May 18, 2023

Committee Members Present: Brian Hodson, Shawn Varwig, Elizabeth Chapin, Traci Hensley, Michelle Hensley, Jason Padden, James Davis, Jack Pendleton, Herman Maldonado, Scott Sasse, Lisa Potter, and Eric Arndt.

Committee Members Absent: Christopher Bangs

Staff Present: Eileen Stein, Interim City Administrator; Joe Lindsay, Assistant City Administrator/City Attorney; Eric Kytola, Finance Director; Jamie Stickel, Economic Development Director/Communications Specialist; Todd Wood, Transit & Fleet Director; Heidi Muller, Transit Coordinator; Don Hardy, Planning Director; Jorge Tro, Police Chief; Jose Gonzalez, Police Captain; Doug Kitzmiller, Police Captain; Eric Laitinen, Aquatics Program Manager; Jerry Nelzen, Public Works Director; Spencer Polack, Public Works Lead; and Jeff Snyder, Public Works Manager.

CALL TO ORDER: Chair Padden called the meeting to order at 6:02 p.m., followed by a roll call.

NEW BUSINESS:

A. Elect Budget Committee Chair

****Councilor Varwig nominated Scott Sasse as Budget Committee Chair. Motion was seconded by Council President Hensley and passed unanimously.**

B. Elect Budget Committee Vice Chair

****Councilor Varwig nominated Michelle Hensley as Budget Committee Vice Chair. Motion was seconded by Council President Hensley and passed unanimously.**

C. Receive Budget Message

Joe Lindsay, City Attorney, provided an overview of the budget. The City had worked to bring forward a balanced budget. It was for \$44.4 million, a little more than last year's budget, with a General Fund of \$24.8 million and the rest in capital projects and one-time expenses. He bragged about what each department had accomplished last year.

D. Review FY23-24 Proposed Budget

Eric Kytola, Finance Director, noted errors in the budget. He would bring corrections to the next Budget Committee meeting.

There was discussion regarding the inaccuracies in the document and if they could move forward reviewing the budget tonight. A Parking Lot was established for

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ongoing questions that would be answered in future budget meetings.

1. General Fund

- a. Administration – Mr. Kytola explained the responsibilities of the department, 2022-23 highlights, 2023-24 goals, and budget detail. There was a decrease in the budget due to moving an FTE to the Finance Department and less for professional services. Supplies and services had increased.

Councilor Davis suggested keeping the line item for the Mayor and City Council at \$12,000 instead of increasing it as proposed.

Councilor Hensley asked about the technical services expense. Mr. Kytola said it was for the classification and compensation study.

Mayor Hodson did not see the expense for the City Administrator recruitment. Mr. Lindsay said that would be included in the updated document. Mr. Kytola said it would be coming from contingency.

- b. HR/Risk Management – Mr. Kytola explained the responsibilities of the department, 2022-23 highlights, 2023-24 goals, and budget detail. The budget would decrease due to professional services reductions. Liability insurance had increased.

Councilor Davis asked about wage increases. Mr. Lindsay stated for the two bargaining units, the cost of living went up 4% for one and 2.5% for the other.

- c. Finance – Mr. Kytola explained the responsibilities of the department, 2022-23 highlights, 2023-24 goals, and budget detail. There was an increase due to adding an FTE.

Councilor Davis said the Council needed to accept the audit before it was sent to the state.

Councilor Padden suggested budgeting for a consultant to do some of the finance tasks that were behind. Staff would report back at the next meeting if a consultant was needed.

There was discussion regarding having the front desk person be in Finance as opposed to Admin and the number of remote workers vs. in office.

- d. Court – Mr. Kytola explained the responsibilities of the department, 2022-23 highlights, 2023-24 goals, and budget detail. There was a small increase related to attorney services.

Mr. Lindsay noted attorney services included a contract prosecutor and two contract defense attorneys. It was a conservative number as they would be negotiating the contracts to reduce the cost.

- e. Planning/Building – Don Hardy, Planning Director, gave an overview of the

May 18, 2023

robust activities supporting the Transportation System Plan and Comprehensive Plan update work. There had been a reduction in building permits, however many platted lots still had to go through the process. The professional and technical services increase was for consultant work for the plan updates and additional work for the Urban Growth Boundary expansion as well as implementation of new upcoming house bills and I-205 tolling representation. The goal was to have the Transportation and Comp Plans completed by December 2024. If they had to be continued to the next year, the cost would be much less. The UGB expansion was still unknown. However, they would not see a budget like this next year for this amount.

Councilor Varwig asked about the department costing more than they made, and how they could get to more cost recovery. Mr. Hardy said they had done a fee increase, but the intensity of permitting had been down. If the permitting increased, they would be closer to cost recovery.

Mr. Kytola said reserves were used when budgets were over. He would bring back an update on the reserve balance.

Councilor Padden suggested putting money aside for future code updates.

Mr. Hardy said the Building Department was continuing with site plan reviews. All other services were contracted with the County.

Committee Member Pendleton asked about the number of FTEs. Mr. Hardy said the County was not doing all of the reviews and all current staff was needed.

- f. Police – Jorge Tro, Police Chief, discussed increased calls for service. He asked for an increase in the budget to hire another officer. There would be interviews for the new Code Enforcement position next week. There was an increase in materials and services and dispatch and radio fees.

Councilor Padden asked about funding for the Behavioral Health Specialist position. Chief Tro said there was a plan to continue funding the position after the ARPA funds ran out.

Chief Tro noted equipment capital had gone up for computers and he had planned to use ARPA funds for body and car cameras as well as an emergency management consultant. He was looking into purchasing a K-9 unit next year.

There was discussion regarding the increase in calls, fringe benefits, and target for 1.5 officers per thousand.

- g. Parks/Cemetery – Jerry Nelzen, Public Works Director, gave an overview of the Parks department facilities, maintenance, and capital projects.

It was suggested to put \$15,000 in the budget to support Canby Kids.

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Councilor Hensley asked about FEMA reimbursements from the ice storm. Mr. Kytola would bring back an update to the next meeting.

Councilor Padden asked about setting money aside for future turfing of the fields. Chair Sasse said the rental fee would be used for turf replacement.

Councilor Padden thought those funds should be allocated for that in the budget so it would not be spent on something else.

There was discussion regarding the dog park being on hiatus and funding the overage for the Community Park project.

Mr. Nelzen said they were requesting one additional employee for Parks and one part-time employee for Recreation. Regarding the Cemetery, they had to buy a new Mausoleum lift machine.

There was consensus to add a third Budget Committee meeting on June 1.

- h. Economic Development – Jamie Stickel, Economic Development Director, spoke about the activities of the department, 2022-23 highlights, and 2023-24 goals. Most of the budget was continued efforts as normal. They planned to continue awarding Community Enhancement Grants as well.

There was discussion regarding which organizations were eligible for the grants, cap of \$2,000, what to do if there was grant funding left over, why the current budget was over \$70,000, how the department was funded mainly from Urban Renewal which was going away and how to continue to fund it, quantifying how much Economic Development time was used for Urban Renewal, return on investment of economic development and the Urban Renewal District, and banking some of the money not used for tech services internal charges to reduce the cost for next year.

Councilor Padden suggested hiring someone to do grant writing for the City.

COMMITTEE DISCUSSION: None

PUBLIC COMMENT: None

REVIEW ACTION ITEMS/QUESTIONS FOR STAFF FOLLOW-UP AT MAY 25 MEETING: The Budget Committee would continue to review the budget at the next meeting on May 25, 2023.

ADJOURN:

The meeting was recessed at 8:42 p.m.

**CITY OF CANBY BUDGET
COMMITTEE MEETING
May 25, 2023**

Committee Members Present: Brian Hodson, Shawn Varwig, Christopher Bangs, Elizabeth Chapin, Traci Hensley, Michelle Hensley, Jason Padden, James Davis, Jack Pendleton, Scott Sasse, Lisa Potter, and Eric Arndt.

Committee Members Absent: Herman Maldonado

Staff Present: Eileen Stein, Interim City Administrator; Joe Lindsay, Assistant City Administrator/City Attorney; Eric Kytola, Finance Director; Jamie Stickel, Economic Development Director/Communications Specialist; Eric Laitinen, Canby Swim Center Director; Todd Wood, Transit & Fleet Director; Don Hardy, Planning Director; Jorge Tro, Police Chief; Jerry Nelzen, Public Works Director; Spencer Polack, Public Works Lead; and Jeff Snyder, Public Works Manager.

CALL TO ORDER: Chair Sasse called the meeting to order at 7:17 p.m., followed by roll call.

OLD BUSINESS:

- A. Approve minutes from May 19, 2022 Budget Committee Meeting
- B. Approve minutes from the May 26, 2022 Budget Committee Meeting

****Councilor Hensley moved to approve the May 19 and May 26, 2022, Budget Committee minutes. Motion was seconded by Councilor Padden and passed unanimously.**

NEW BUSINESS:

- A. Review FY23-24 Proposed Budget

Eileen Stein, Interim City Administrator, referenced the Parking Lot memo that staff prepared which could be reviewed at the end of the meeting.

1. General Fund
 - a. Not Allocated – Eric Kytola, Finance Director, discussed the non-allocated resources including the American Rescue Plan grant ending in 2023 which was approximately \$2 million. The Library would need a transfer from the General Fund.

Committee Member Pendleton asked who paid the sewer franchise fee. Mr. Kytola would get back to him on that.
2. Library Fund – Danny Smith, Library Director, said this was a hold the line budget to maintain current service levels. He highlighted goals for next year and statistics of library use. He then discussed revenues and expenditures. There would be a standardized overdue fine next year and no increases to personnel. Some of the fees to the County would go up for computer infrastructure.

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Councilor Hensley noted there was an increase in personnel in the proposed budget. This would be added to the Parking Lot items.

Councilor Padden asked about the projected increase in donations. Mr. Smith said that was what the Friends group had committed.

Committee Member Pendleton asked about adding Sunday hours. Mr. Smith said they planned to do a community assessment to identify the needs and wants of the community. He did not have enough staff currently to add Sunday service.

There was discussion regarding the transfer from the General Fund, adding an operating contingency for unexpected events, and how the County tax rate was not sustainable.

3. Transit Fund – Todd Wood, Transit and Fleet Director, said the payroll taxes that funded the transit system would not be increasing. He discussed the addition of the Canby Loop, Saturday service, change to the grant funding, capital projects, increase in Prof/Tech Services for the Transit Master Plan update and logo update, and increase in contract services.

There was discussion regarding the new building, membership dues and fees for software, and how the Transit Plan had to be updated every five years.

4. Swim Center Fund – Eric Laitinen, Swim Center Director, said the budget was status quo from last year. The number of FTE was increasing due to filling vacancies. He discussed the need to renovate the building in the future and how they had to replace the main water line due to a leak and made changes to the schedule this year.

There was discussion regarding swim lessons for all second graders.

5. Street Fund – Jerry Nelzen, Public Works Director, discussed street projects that had been done this year and upcoming projects for next year. They were requesting one new position, a project manager.

There was discussion regarding street maintenance, in lieu fees, funding from electric cars, need to increase the Street Maintenance Fee, and how with the growth of the City the Fee should have increased more. Staff would look into the amount of the Fee due to growth.

6. Transient Room Fund – Mr. Kytola said this budget was status quo with no significant changes.

There was discussion regarding collecting revenues from Airbnb's and the hotel.

7. Systems Development Charge (SDC) Fund – Mr. Kytola said there were no significant changes to this fund. He discussed the estimate that would be used for projects in 2024.

There was concern about drawing down the reserves and uses of SDCs.

8. Fleet Services Fund – Mr. Wood said this budget had no significant changes from last year.

There was discussion regarding janitorial services increasing.

COMMITTEE DISCUSSION/PARKING LOT LIST: None

The Committee would continue their discussion of the budget at the June 1, 2023, meeting.

ADJOURN: The meeting was recessed at 8:35 p.m.

DRAFT

**CITY OF CANBY BUDGET
COMMITTEE MEETING
June 1, 2023**

Committee Members Present: Christopher Bangs, Elizabeth Chapin, Traci Hensley, Michelle Hensley, Jason Padden, Jack Pendleton, Scott Sasse, Shawn Varwig, Brian Hodson, Herman Maldonado, Lisa Potter, and Eric Arndt.

Members Absent: None

Staff Present: Eileen Stein, Interim City Administrator; Joe Lindsay, Assistant City Administrator/City Attorney; Eric Kytola, Finance Director; Jamie Stickel, Economic Development Director/Communications Specialist; Todd Wood, Transit & Fleet Director; Don Hardy, Planning Director; and Jerry Nelzen, Public Works Director.

CALL TO ORDER: Chair Sasse called the meeting to order at 6:05 p.m., followed by a roll call.

NEW BUSINESS:

A. Review FY23-24 Proposed Budget

1. Cemetery Perpetual Care Fund – Eric Kytola said there were no significant changes to this budget from last year. Typically, this fund was used to transfer money to the Library Fund at the beginning of the year and it was transferred back in January when they got their payment from the library district.
2. Forfeiture Fund – Mr. Kytola said this fund was used to account for assets received by the Police Department because of federal and civil drug forfeitures. There were no significant changes to this budget from last year. They might use the fund for a K-9 next year.
3. Facilities Fund – Jerry Nelzen, Public Works Director, explained the projects that were done last year with the fund as well as the upcoming projects. Janitorial services went up as they were contracting out the service. Contract services went up due to all the City’s generators being put in this fund to manage.

There was discussion regarding the savings for contracting out janitorial service and setting funds aside for the remodel of the Adult Center if the ARPA funds did not work out.

4. Tech Services Fund – Peter Waterman, Network Administrator, gave highlights from 2022-23 and goals for 2023-24.

There was discussion regarding the increase in fees and dues, what they got for bringing this historically contracted service in-house, doing a formal review of the cost of bringing the services in house compared to contracting, security issues that had been improved, more upgrades for next year, handling the addition of

June 1, 2023

body cams, and cybersecurity.

5. Sewer Combined Fund – Mr. Kytola explained the purpose of the fund.

Mr. Nelzen discussed the Wastewater Treatment Plant operations and improvements as well as projects for the upcoming year.

There was discussion regarding the fuel station project.

Mr. Nelzen discussed Sanitary Collections projects and Stormwater System preventative maintenance and equipment needs. Mr. Kytola discussed the Sewer Fund Not-Allocated, which was used for sewer billing and franchise fees.

There was discussion regarding future expenditures and tracking capital projects.

COMMITTEE DISCUSSION/ “PARKING LOT” LIST:

Eileen Stein, Interim City Administrator, said there were two “parking lot” memos from staff to answer questions the Budget Committee had raised.

Committee Member Pendleton expressed concern about spending more than they should be as they were drawing down reserves. He questioned if it was sustainable. The City had grown too dependent on American Rescue Plan funds, which would run out.

There was discussion regarding capital projects in the budget, where the funding came from, the right amount of reserves, and whether more or less spending should occur.

There was further discussion regarding reducing the Mayor and Council line item by \$5,000. There was consensus to leave it as proposed with the additional \$5,000.

Councilor Davis asked about the Emergency Management Plan. Mr. Kytola said it was in this year’s budget but was never spent and it was not included in next year's budget because it was on the list for the ARPA funds.

There was discussion regarding a donation to Canby Kids and setting up a process for applications for these types of community groups. Jamie Stickel, Economic Development Director, explained the Community Enhancement Grant program, which had been a pilot program this year. The existing grant had \$50,000 in the budget, and they could put in another \$50,000 for all other organizations to apply for a portion of it.

There was consensus to add \$50,000 to the budget to create a second grant with different parameters.

Committee Member Arndt suggested more flexibility in the grant awards so that organizations could receive more than \$2,000 depending on their impact to the community.

Ms. Stein suggested a budget increase of 1.0 FTE to re-create the Deputy City Recorder position. There was consensus to add it to the budget.

Commissioner Padden suggested a class next year for all Budget Committee members to give basic information and training on the budget and the Committee’s role. He also suggested that the current meeting format should be used for future Budget mid-year reviews. He wanted staff to look into adding a grant writer to next year’s budget. The

June 1, 2023

budget process should be moved up a few weeks so the Committee would have more time to review information before the official meetings. He also brought attention to the fact that the Police Department took up 60% of the overall City budget and the rest of the departments operated within the 40% remaining.

There was further discussion regarding Community Park and how no checks had been cut to pay for the work as it had only begun. Currently it was in the Urban Renewal budget to pay for it, but the Council had the option to direct the City to pay a portion.

APPROVAL OF THE CITY OF CANBY FY2023-24 BUDGET AND PROPERTY TAX RATES TO BE LEVIED

****Commissioner Davis moved to approve the budget for the 2023-2024 fiscal year in the amount of \$86,263,075.00 and to levy property taxes for the 2023-2024 fiscal year in the amount of \$3.4886 per \$1,000 of assessed value for operating purposes and \$0.49 per \$1,000 of assessed value for the Swim Center Local Option Levy, with the following amendments: \$17,370 would be restored to the Mayor and Council budget, a line item would be added for community grants for \$50K, and another \$128,000 would be added into the Administration personnel services budget for a new Deputy City Recorder. Motion was seconded by Commissioner Varwig and passed unanimously.**

ADJOURN:

Chair Sasse adjourned the meeting at 8:10 p.m.

City of Canby Proposed Annual Budget

For the Fiscal Year

July 1, 2024 - June 30, 2025



CITY COUNCIL

Brian Hodson, Mayor
Traci Hensley, Council President
Daniel Stearns, Council Member
James Davis, Council Member
Jason Padden, Council Member
Herman Maldonado, Council Member
Scott Sasse, Council Member

BUDGET COMMITTEE

David Tate
Jack Pendleton
Elizabeth Chapin
Burt DeGraw
Kim Wiegand
Daro Powlison

CITY STAFF

Eileen Stein, City Administrator
Scott Schlag, Finance Director
Kevin Aguilar, HR Director
Maya Benham, Administrative Director/City Recorder
Don Hardy, Planning Director
Eric Laitinen, Aquatics Program Manager
Jerry Nelzen, Public Works Director
Jorge Tro, Police Chief
Marisa Ely, Library Director
Jamie Stickel, Economic Development Director/Communications Specialist
Todd Wood, Transit/Fleet/Tech Services Director

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Reader's Guide

Reader's Guide

This budget document serves to:

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

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

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

Revenues & Expenditures

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

Debt Service

This section includes information on our Full Faith and Credit Bonds on behalf of the Urban Renewal Agency (URA).

Capital Improvement Plan (CIP)

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

Budget Detail

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

Appendix

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



City of Canby

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Canby, OR 97013 www.canbyoregon.gov

May 16, 2024

Fiscal Year 2024-25 City Administrator's Budget Message

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

Introduction

As your new City Administrator, it is my pleasure to present to you the City of Canby Proposed Budget for Fiscal Year 2024-2025, in the amount of \$52.0 million, prepared in compliance with Oregon State Budget Law. As presented, this budget is balanced and financially responsible and continues to provide the scope and quality of services Canby citizens have come to enjoy and expect from the City. Our Finance and Leadership Team have worked diligently to make this budget as realistic and accurate as possible, and to place the City of Canby in the best possible fiscal position for the years ahead.

Alignment with Council Goals

This proposed budget implements the newly adopted City Council Goals and Objectives for 2024-2026.

PROMOTE FINANCIAL STABILITY

- Develop the City's policy for reserves levels to balance savings and spending to meet community needs.
- Adjust the City's operational fees to reflect current costs of providing services.
- Adjust the City's system development charges for all infrastructure systems.
- Finalize the transition of the current Urban Renewal District expenses and projects.
- Conduct assessment of current and future city staffing levels for the next three years.
- Discuss options for a future Urban Renewal District to support new economic development and part opportunities in conjunction with the expansion of the urban growth boundary (UGB).

ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH

- Complete the Housing Needs Analysis and Housing Production Strategy.
- Recruit a hotel/motel to Canby.
- Consider updates to the City Charter.
- Complete the update of the City's development code.

PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

- Complete the transportation system plan update.
- Establish a task force to determine the level of service for streets; set street maintenance fees accordingly.
- Update the downtown parking district master plan.

- Present an evaluation of County roads in current city limits and UGB; determine cost and impact of integration into the local transportation system.
- Identify County Roads in future UGB expansion areas; determine cost and impact of integration into the local transportation system.

DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN

- Research and present funding options for parks in current city limits and UGB.
- Identify and plan for land acquisition for future athletic fields.
- Consider hiring a consultant to evaluate how to provide park and recreation services in Canby.
- Research and develop funding options for additional parks in future UGB expansion areas.

ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

- Conduct a community survey on customer service and city service levels.
- Create a strategy for increasing youth engagement in local government.
- Create a strategy for increasing diversity in citizen engagement in local government.
- Develop a communications plan for the city.
- Update Council policies and guidelines document.
- Create a Canby Civic Engagement Academy.

Responding to the Economic Climate and Realities

This proposed budget responds to the current economic climate. Inflation continues to be high as do supply chain issues which affect the City’s ability to deliver timely and effective services and capital projects. Extraordinary fuel prices affect everything from the construction of our roads to the fuel we put in our fleet of trucks, police cars and buses. Costs of materials have risen sharply, as has labor as we are still feeling the effects of the Great Resignation. The re-opening of our once shut down facilities has created new technology needs, while the numerous absences due to sickness and other protected reasons (i.e. Paid Leave Oregon) has led to the use of temporary staff at times.

Budget Highlights

This overall proposed budget comes in at about an eighteen percent (17%) increase from the prior budget, however it is mostly based on one-time expenditures and on-going or proposed capital projects. The proposed budget for the general fund represents an approximate fourteen percent (14%) increase from last year’s budget.

Revenue. Canby’s top three revenue sources consist of property taxes, utility fees, and intergovernmental (grants and payments from other governmental sources.) Canby has taken an aggressive approach towards economic development to make sure we are relying on all three (residential, commercial, and industrial) property classifications for taxation. The City is currently engaged in an expansion of the UGB to ensure this trend continues. However, as costs rise, other means of paying for the services Canby residents enjoy will need to be considered.

The City’s financial policies call for maintaining a diversified, sustainable, and strategically managed revenue sources, that reflect the cost of providing associated services by adjusting fees accordingly.

We are currently re-engaging a Street Maintenance Fee Task Force that will look at pavement condition ratings and decide whether a local Street Maintenance Fee would be a good addition to the budget to account for declining gasoline taxes. Annually, we also review our Master Fee Schedule related to the appropriateness and sustainability of current revenue with operations.

Personnel. Because we are also a largely service driven organization, personnel costs represent 35% of the total budget across all funds and therefore drive much of the budget. In FY 2024-2025, we have assumed the following for personnel, wages, and benefits costs:

- **FTE Allocations.** Have been revised to reflect the anticipated ‘true cost’ of deployment in FY 2024-2025. The City will count, in terms of FTE, its full-time and part-time positions, but not seasonal staff due to the high fluctuation of need and temporary nature of them. Seasonal staff include on-call library staff and seasonal public works staff. The position of City Attorney has been dropped from the budget reflecting the Council’s decision to contract these services. Likewise, in the Technical Services program, the Council has also decided to contract out these services. The budget contemplates retaining one position from this program and reclassifying it to an IT Services Coordinator.
- **New Positions.** Are proposed for the Municipal Court, adding 1.0 FTE for a second Court Clerk position following the Council’s decision to reinstitute the prosecution of minor misdemeanors.
- **Seasonal Staff.** These positions are reflected in the new increase in minimum wage in Oregon. The increase in minimum wage has gone from \$14.20 per hour to \$14.70 per hour.
- **Merit Pay and COLAs.** For each employee entitled to it, we have assumed they will receive their due merit adjustment of one step in pay. The budget assumes that all employees will receive a 3.6% cost-of-living allowance as dictated by collective bargaining agreements or other policy documents.
- **Health Insurance.** Increases in premiums are budgeted at 10% for medical insurance, no other cost increases for health insurance. For new positions, the City assumes full-family premium until the employee comes on board and decides which level of coverage they need.
- **Retirement Insurance.** The City pays 6% towards the cost of retirement through the Public Employees Retirement System and 6% for the employee’s match. The anticipated average increase in PERS costs for FY 2024-2025 will range from 5% to 8%.
- **Other Benefits.** The City’s Classification, Compensation and Pay Equity Study is in the process of being completed and may impact wages for certain positions.
- **Collective Bargaining.** The City is scheduled to enter into negotiations with our two labor unions, AFSCME and CPOA, in 2025 for the FY 2025-2026.

Materials and Services. The proposed budget continues to be forward thinking in meeting the needs of our growing and changing community. Many of our departments have employed various strategies to navigate the challenges and opportunities facing our city today: among them include technology updates, partnerships with other agencies to share resources, upgrades in maintenance and repair, and investments in professional development. Some highlights include:

- Enter into a long-term agreement with our custodial vendor. Our new custodial vendor was contracted on a one-year basis. We need to ensure whether there is an even more cost-effective contract under the State’s Buy Oregon program.

- The Administration program reflects the Council's decision to contract for City Attorney services and to conduct a Community Survey to evaluate how well the City is serving its residents.
- The Technical Services program reflects the Council's decision to contract with a managed service provider for operation and maintenance of the City's information technology systems.
- Increase the budget for tree removal services versus acquiring a new bucket truck in Parks.
- Parking lot improvements at City parks.
- A contribution of \$80,000 to Canby Kids, Inc. in Parks.
- The Police Department has agreed to share the time and cost of the Behavioral Health Specialist with the City of Molalla, who has agreed to reimburse 30% of the cost of this position.
- Receipt of a grant from Clackamas County for a City-led Homeless Initiative to deploy State funding for homeless programs in cities. The City of Canby's request will benefit the Police, Library, and the non-profit Canby Center.
- Painting and general maintenance for the Swim Center.

Every City of Canby department strives to provide high quality internal and external customer service while seeking to use technology and innovation towards on-going goals of cutting costs and finding further efficiencies.

Capital Outlay and Projects. The budget also contains a generous amount of capital outlay expenses and capital projects reflecting the need to continue updating the city's overall infrastructure and ability to meet current and future needs of the city. Highlights include:

General Fund

- The Police Department request includes the addition of a K-9, replacement of two patrol vehicles, the replacement of mobile data terminals, and the installation of camera equipment in the area designated for public camping east of the movie theater with a grant received from Clackamas County (\$191,000)
- Continued investment in City parks around town including a new South Canby Off Leash Dog Park (\$4,695,000)
- Creation of a reserve for turf replacement at Maple Park (\$25,000)

Street Fund

- The replacement of the 1984 bucket truck (\$350,000)
- The replacement of two pick-ups (\$80,000)

Swim Center Fund

- Conducting a check on all pool systems (\$60,000)

Transit Fund

- Installing cameras in the transit backlot (\$30,000)
- Installation of bus shelters (\$132,000)
- Design costs for the new Transition Operations Building (\$600,000)

Tech Services Fund

- Upgrade of Computer Servers (\$150,000)

Effects of the American Rescue Plan Act Funding on City Goals

The proposed budget includes several City approved projects utilizing the American Rescue Plan Act (ARPA) funds in FY 2024-2025. One of those City project goals was for the Canby Adult Community Center in the amount of \$500,000 and the other was to the Clackamas County Fairgrounds in the amount of \$250,000. The remaining reserve for future expenditures of ARPA funds to be spent on City approved projects in FY 2024 – 2026 is \$2.8 million.

Conclusion

This proposed budget looks to implement the adopted City Council Goals and Objectives for 2024-2026, responsibly respond to current economic conditions and crises as well as employ forward and creative thinking to address the City of Canby's growing needs. The hope and aim of this important process is to couple fiscal responsibility with ingenuity to maintain Canby's livability and small-town charm.

Respectfully Submitted,

Eileen Stein
Canby City Administrator

About Canby**History**

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

Prior to 1920, the "Road of 1,000 Wonders", now NW First Avenue, was the main route through Canby, running northeast to Oregon City and west to Barlow and down the valley. That year marked the arrival of the Pacific Highway (Hwy 99E) to the south of the railroad tracks, making the beginning of yet a new era of transportation and development in Canby. Canby grew from 998 people in 1940, to 1,286 residents by 1945. Now Canby boasts a population of nearly 19,000, and the city covers a 4.5 square mile area. Many of the early buildings and homes in the original 24-block town site still exist and the city is surrounded by early farmhouses and barns, reminders of Canby's early pioneer, railroad, and agricultural heritage.

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

Authority

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

Services

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

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

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

Local media coverage is provided by Willamette Falls Studios and the Canby Herald publishes the local newspaper.

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

Location

Canby's city limits span 4.5 square miles along Hwy 99E, just four miles from Interstate 5. This rapidly growing city is part of the Willamette Valley located in southwest Clackamas County. Canby is the home of the Clackamas County Fair Grounds and bordered by the City of Wilsonville to the west, Oregon City to the north, and the City of Aurora to the south.



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

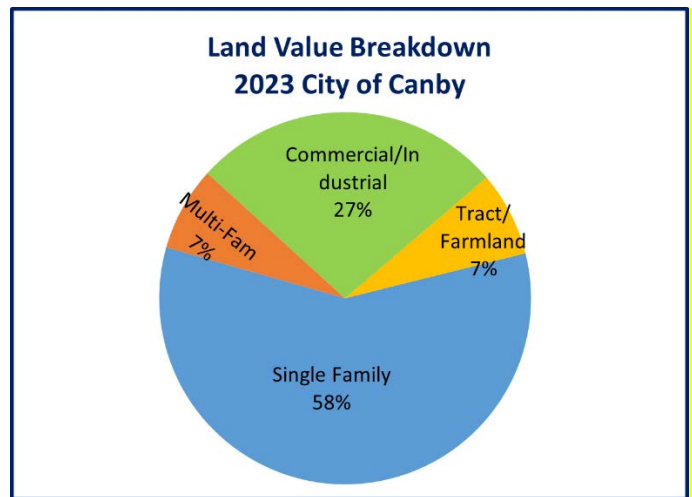
Economy

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

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

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

Industrial growth has been spurred by the development of two industrial parks: Logging Road Industrial Park and Canby Pioneer Industrial Park. An urgent care medical facility, fire station and other industrial and manufacturing businesses have located in the parks, creating local jobs.

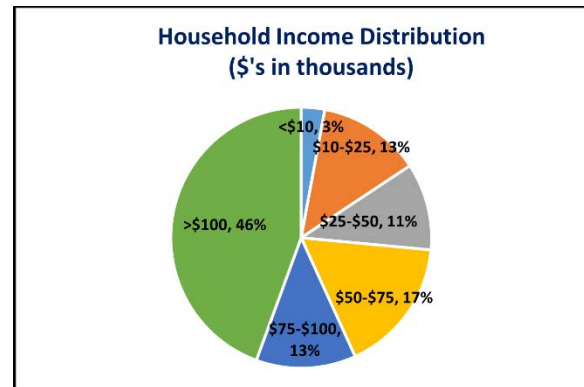


Source: Clackamas County Assessor's Office

Demographics

Over the last two and a half decades, Canby has grown rapidly. Between 1990 and 2023, the population has grown 112%. Canby has an average of 2.73 people per household as compared to 2.4 in Oregon as a whole. Canby's population is 50.3% female, compared to Oregon at 49.9%.

5.6% of Canby's population are veterans compared to 7.4% of the state of Oregon.

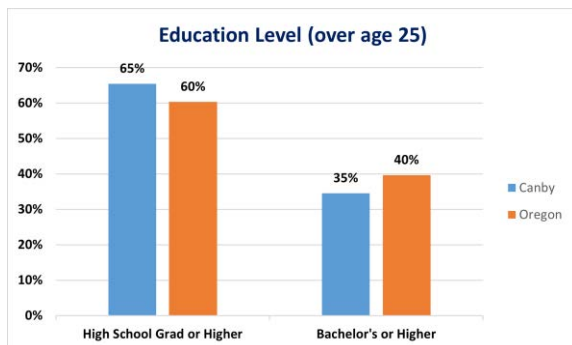


Age	Percentage of Population	Percent Male	Percent Female
0-19	25%	45%	55%
20-39	24%	53%	47%
40-59	26%	50%	50%
60+	26%	42%	58%

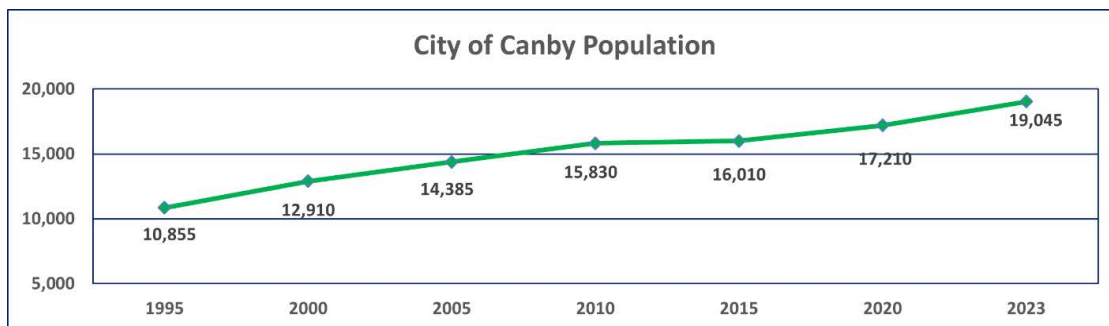
8% of Canby families are below the poverty level as compared to Oregon at 12.1%. While the unemployment rate in Canby is 3.5% and 4.3% in Oregon as a whole.

Oregon has 32% of the population living with a disability while Canby is at 12.8%.

Owner-occupied homes represent 71.8% of the community as opposed to 45.2% of Oregon as a whole.



18.2% of the Canby population speaks Spanish while Oregon as whole has 9% of the population that speaks Spanish.



Source for demographic information, excluding population (2022 estimates-most recent available): data.census.gov

Source for population data: Portland State University <http://www.pdx.edu/population-research>

Principal Property Taxpayers & Employers

CITY OF CANBY, OREGON		
PRINCIPAL EMPLOYERS		2023
Employer	# of Employees	% of Total City Employment
Canby School District	554	6.60%
Pacific Furniture Industries	307	3.66%
Columbia Distributing	299	3.56%
S R Smith LLC	273	3.00%
Fred Meyer Stores Inc.	252	2.62%
Clarios	220	2.12%
Milwaukie Electronics	178	1.99%
Shimadzu USA Mfg. Inc.	167	1.73%
Kendal Floral LLC	145	1.55%
ICC Inc.	130	1.55%

CITY OF CANBY, OREGON
 PRINCIPAL PROPERTY TAX PAYERS
 Current Year and Ten Years Ago

Taxpayer	2023			2013		
	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Hope Village Inc.	\$ 31,912,580	1	1.71%	\$ 19,409,247	1	1.63%
Fred Meyer Stores Inc. #651	26,093,464	2	1.40%	16,564,751	2	1.39%
Canby East Associates LLC	24,691,697	3	1.32%	-	-	0.00%
Canby Telephone Assn.	24,354,934	4	1.30%	16,176,000	3	1.36%
Sequoia Grove Apartments LLC	21,993,931	5	1.18%	-	-	0.00%
American Steel Corporation	19,686,499	6	1.05%	15,791,488	4	1.33%
Shimadzu USA Manufacturing	17,518,092	7	0.94%	12,269,261	5	1.03%
Argo Canby LLC	15,439,248	8	0.83%	9,000,000	7	0.83%
Canby Market Center LLC	13,119,679	9	0.70%	9,724,388	6	0.89%
Northwest Natural Gas Co.	12,925,000	10	0.69%	-	-	0.00%
Subtotal	207,735,124		11.12%	98,935,135		8.46%

Maps





City of Canby City Council Values and Goals

Values

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

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

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

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

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

**2024 – 2026 City Council
Goals & Objectives
Adopted March 20, 2024**

PROMOTE FINANCIAL STABILITY

- Develop the City's policy for reserves levels to balance savings and spending to meet community needs
- Adjust the City's operational fees to reflect current costs of providing services
- Adjust the City's System Development Charges for all infrastructure systems
- Finalize the transition of the current Urban Renewal District expenses and projects
- Conduct assessment on current and future City staffing levels for next three years
- Discuss options for a future Urban Renewal District to support new economic development and part opportunities in conjunction with the expansion of the urban growth boundary (UGB)

ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH

- Complete the Housing Needs Analysis and Housing Production Strategy
- Recruit a hotel/motel for Canby
- Consider updates to the City Charter
- Complete the update of the City's development code

PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

- Complete the transportation system plan update
- Establish a task force to determine the level of service for streets; set street maintenance fees accordingly
- Update the downtown parking district master plan
- Present an evaluation of County roads in current city limits and UGB; determine cost and impact of integration into the local transportation system
- Identify County Roads in future UGB expansion areas; determine cost and impact of integration into the local transportation system

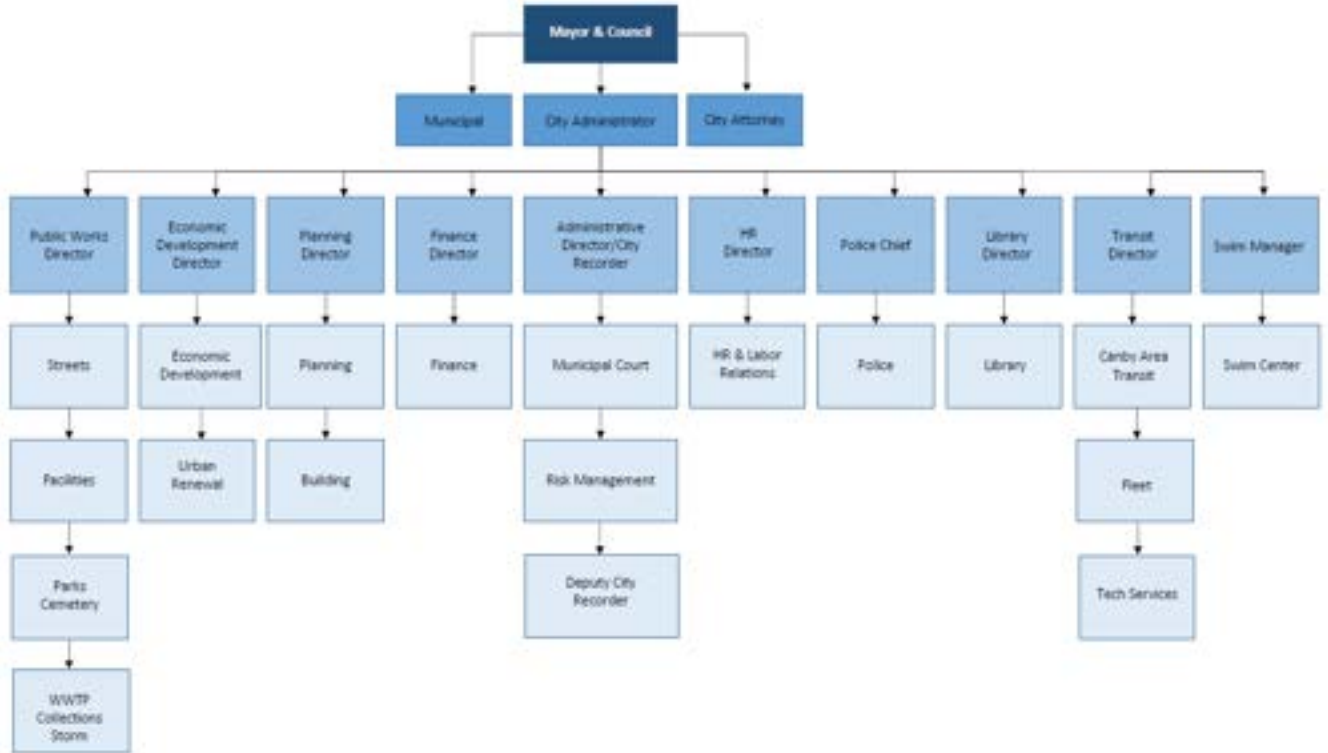
DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS**MASTER PLAN**

- Research and present funding options for parks in current city limits and UGB
- Identify and plan for land acquisition for future athletic fields
- Consider hiring a consultant to evaluate how to provide park and recreation services in Canby
- Research and develop funding options for additional parks in future UGB expansion areas

ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

- Conduct a community survey on customer service and city service levels
- Create a strategy for increasing youth engagement in local government
- Create a strategy for increasing diversity in citizen engagement in local government
- Develop a communications plan for the city
- Update Council policies and guidelines document
- Create a Canby Civic Engagement Academy

City of Canby Organizational Chart



City of Canby Organizational Chart by Fund



Budget Process

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

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

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

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

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

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

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

Phase 2: Prepare Proposed Budget for Budget Committee

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

Appoint Budget Officer:

Every local government is required to have a Budget Officer. Canby's charter assigns this role to the City Administrator.

Prepare a Proposed Budget:

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

Publish Public Notices:

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

Budget Committee Meets:

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

Committee Approves the Budget:

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

Phase 3: Adopt Budget and Certify Property Taxes

Publish Notice of Public Hearing:

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

Hold the Budget Hearing:

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

Adopt Budget, Make Appropriations, and Levy Taxes:

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

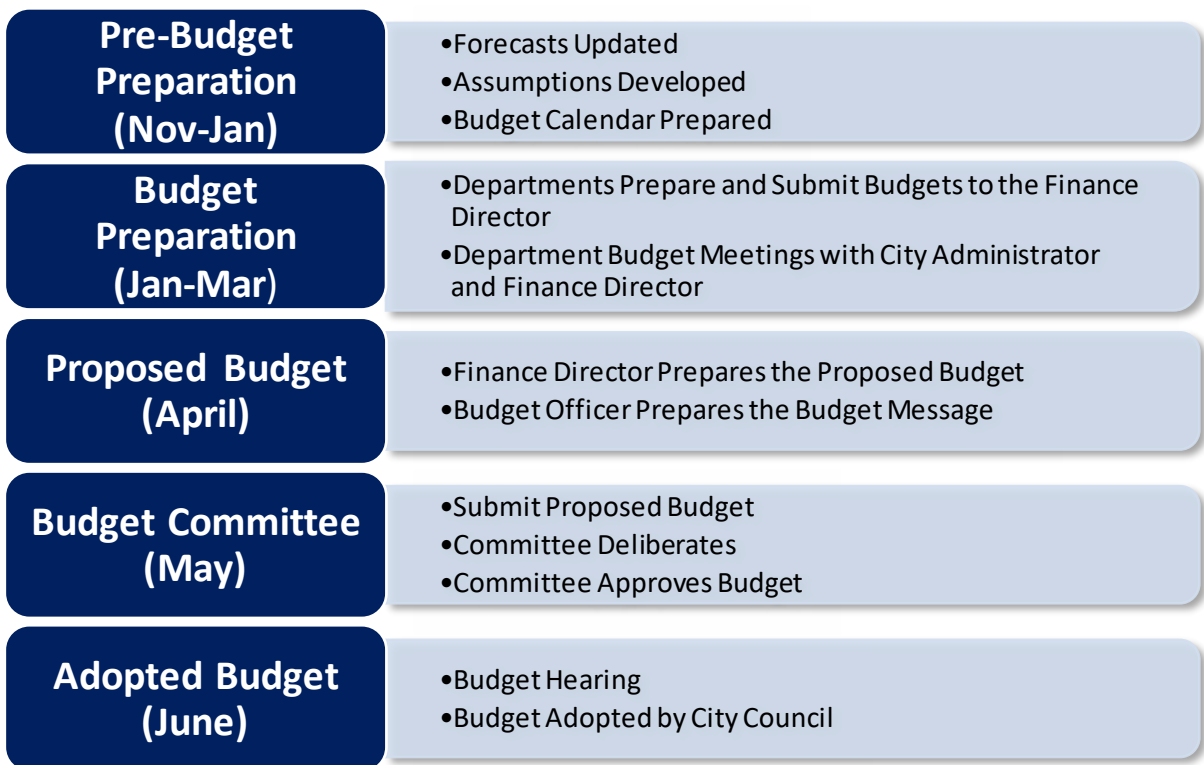
Phase 4: Budget Changes After Adoption

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

Appropriations may be changed during the fiscal year, within the limitations imposed by budget law. City staff monitors actual events and recommends changes as needed. The City Council makes changes by resolution. Changes are categorized as appropriation transfers or supplemental budgets.

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

Budget Calendar



Basis of Budgeting

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

Basis of Auditing

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

Budgetary Basis of Accounting

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

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

Fund Structure and Description

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

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

General

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

Special Revenue

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

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

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

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

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

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

Cemetery Perpetual Care Fund – Provides for the future care of the Zion Memorial Park Cemetery. Revenue is received from perpetual care fees when burial sites are sold.

Enterprise

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

Internal Service Funds

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

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

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

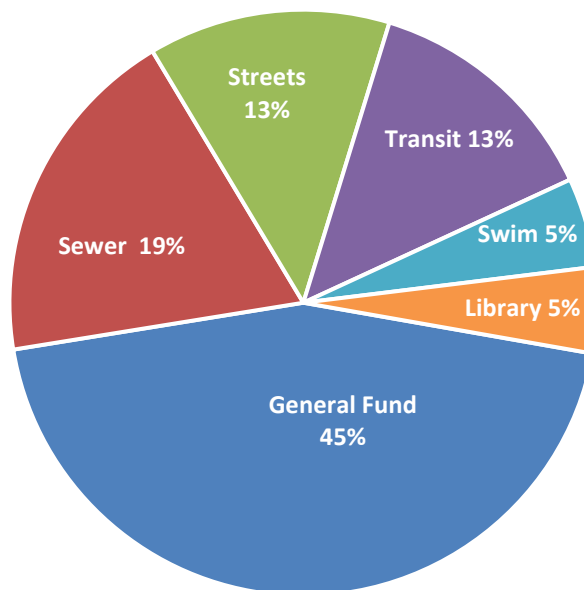
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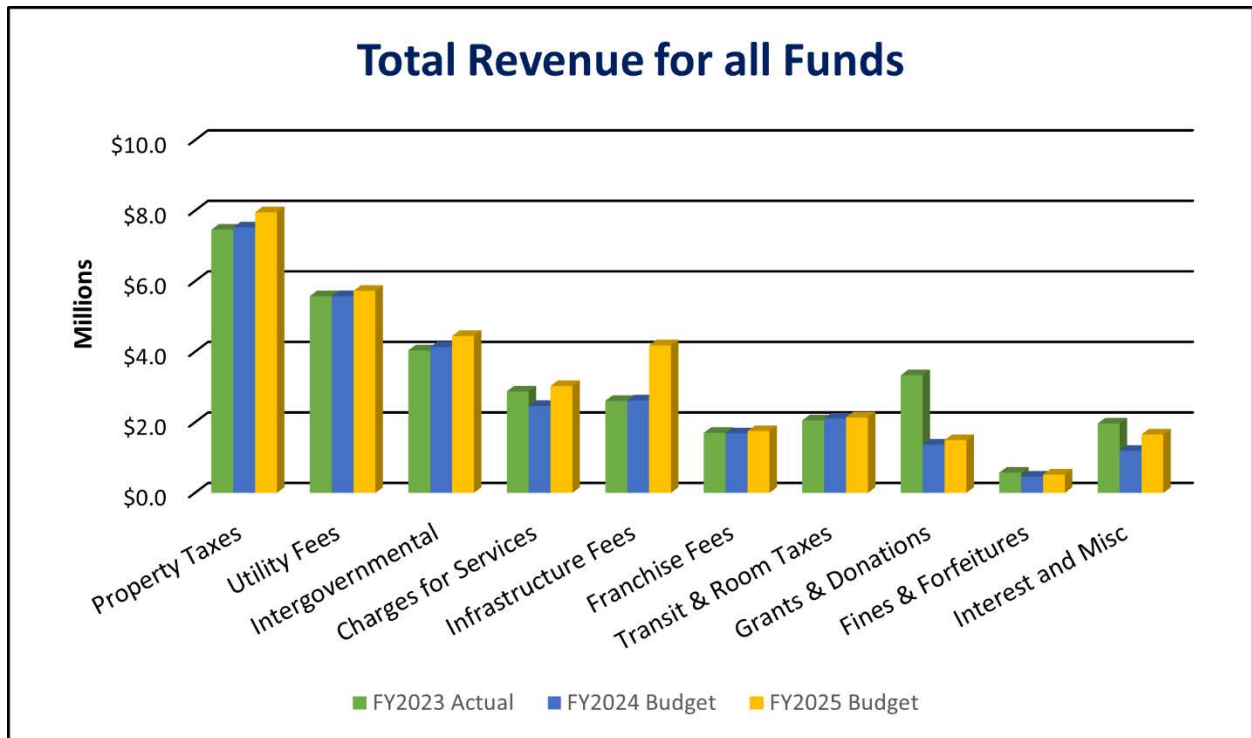
**Revenue & Expenditures
Revenue Summary by Source**

City-Wide Revenue Summary by Source

Summary of Resources by Source				
	Actual FY2022	Actual FY2023	Budget FY2024	Proposed FY2025
Property Taxes	\$ 6,829,809	\$ 7,461,226	\$ 7,527,978	\$ 7,955,811
Utility Fees	5,512,799	5,578,449	5,580,000	5,730,000
Intergovernmental	7,858,499	4,040,196	4,132,993	4,436,801
Infrastructure Fees	2,634,796	2,608,696	2,624,100	4,183,200
Charges for Services	2,713,603	2,877,148	2,465,825	3,132,150
Franchise Fees	1,690,710	1,702,483	1,685,000	1,752,000
Transit & Transient Room Taxes	1,959,608	2,054,648	2,108,325	2,142,500
Grants & Donations	3,044,936	3,334,077	1,564,506	1,496,738
Fines & Forfeitures	568,791	571,188	458,300	515,800
Interest and Misc Revenue	826,672	1,966,930	1,193,873	1,657,375
Transfers In/Other Sources	3,743,162	5,005,125	11,744,732	11,542,126
Total Current Resources	37,383,386	37,200,167	41,085,632	44,544,501
Beginning Fund Balance	33,083,063	44,319,620	45,089,821	50,299,992
Total Resources	\$70,466,449	\$81,519,787	\$86,175,453	\$94,844,493

**FY2025 Total Proposed City Revenues for
the Main Operation Funds**





Property Taxes	24%	Franchise Fees	5%
Utility Fees	17%	Transit & Room Taxes	7%
Intergovernmental	14%	Grants & Donations	5%
Charges for Services	9%	Fines & Forfeitures	2%
Infrastructure Fees	13%	Interest and Misc	5%

Overview of Major Revenue Sources

Beginning Fund Balance

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

Property Taxes

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

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

Assessed Value

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

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

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

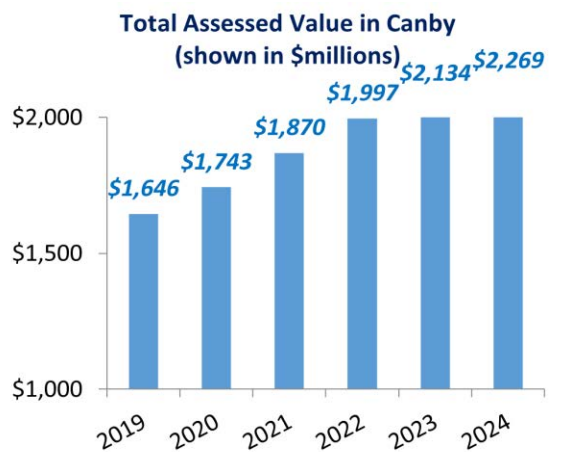
- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistent with rezoning

Limits and Compression

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

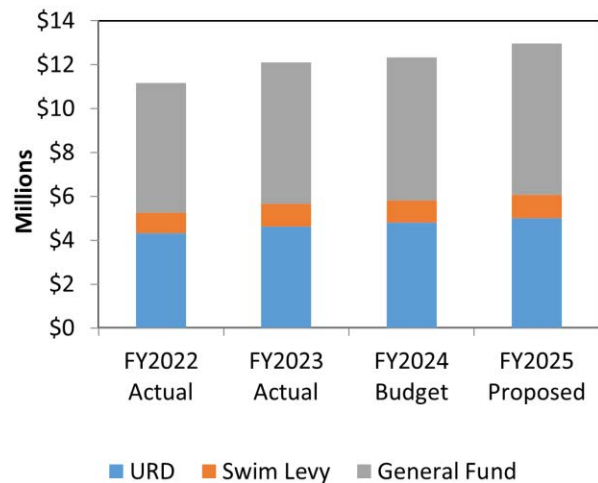
- General Government: \$10 per \$1,000 of RMV
- Education: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation.

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



Property taxes represent approximately 44% of General Fund revenue.

Property Tax Revenue



Effect of the Canby Urban Renewal Agency

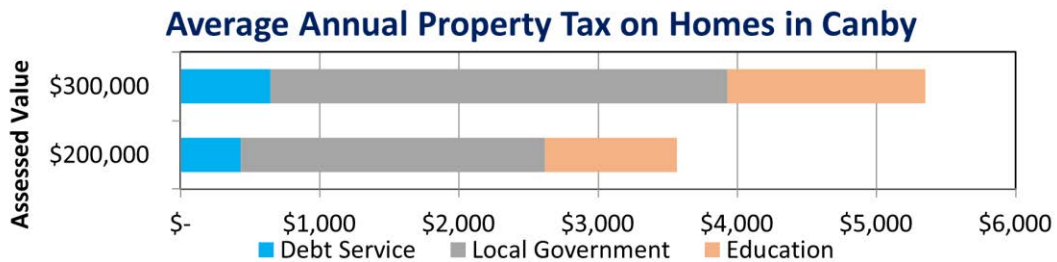
The Urban Renewal District (URD) is a geographic area within the City of Canby, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The District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

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

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

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

The URD will cease to exist after it has incurred and repaid the maximum indebtedness specified in the plan; \$ 51,149,000, or the close of fiscal year 2026, whichever comes first.



Property Tax Allocation



Utility Fees

The city charges utility fees for the sewer system, street maintenance, and parks maintenance programs. Sewer fees and Street and Park maintenance fees are charged based on a flat rate for residential and multifamily accounts. All other customers are charged the sewer fee based on usage, street fee based on impact to the roads, and the parks fee is a flat rate per account. The rates collected for each fund can only be used to support that individual funds' operational and capital needs. Annual revenue projections are based on historical average increases, while considering any planned rate increases.

Intergovernmental Revenue

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

- State shared revenue, liquor and cigarette tax and vehicle fees. Revenue estimates are calculated based on the percentage of population for each city in the State. This information is provided by the League of Oregon Cities.
- The Library District of Clackamas County provides property taxes to fund most of the operations of the library. Revenue estimates are provided by the County.
- State distribution of the local gas tax. This is estimated based on historical trends.
- Clackamas County distributes a share of its vehicle registrations fee.
- Federal, State, and Local grants.

Charges for services

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

- Recreation and event revenue is based on projections of the number of people to attend events and visit the swim center.
- Cemetery fees are for the sale of grave sites and services rendered to customers. Revenue estimates are based on historical trends but can vary widely from year to year.
- Business and liquor licenses, revenue estimates are based on prior year actuals.

Infrastructure Development Fees

These are fees for system development charges (SDC's) on new construction. SDC's are restricted for capital improvement projects that support capacity for growth. Revenue estimates are based on the known development activity with a small percentage increase for the unknown activity that will happen.

Transit Payroll Taxes

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

Transient Room Taxes

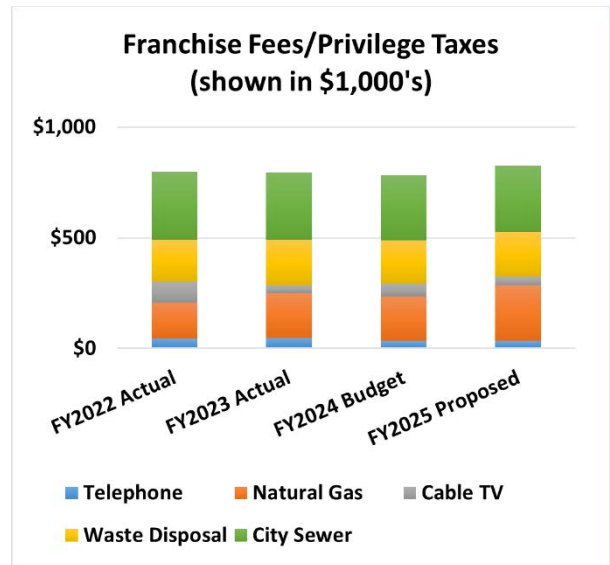
Starting July 1, 2018, the City of Canby instituted a transient room tax. The tax is 6% of lodging sales. Revenue estimates are based on the previous year's actuals.

Fines and Forfeitures

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

Franchise Fees/Privilege Taxes

Fees are collected from utilities as compensation for use of the City’s rights of way. These fees are based on utility revenue, so they generally increase with population growth and utility rate increases. Franchise fee revenue is estimated based on prior year actuals. Cable and telephone franchise fees are estimated to decline as more and more people are doing away with land lines and traditional cable.



Other/Miscellaneous Revenue

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

Detail of Transfers between funds:

	Transfer From:		Transfer To:			
	General Fund	Street Fund	Sewer Fund	Library Fund	Cemetery Fund	
¹ Library Fund	\$ 233,246	\$ -	\$ -	\$ -	\$ -	-
¹ Street Fund	230,316	-	-	-	-	-
¹ Transit Fund	311,309	-	-	-	-	-
¹ Swim Fund	183,049	-	-	-	-	-
¹ Sewer Fund	416,159	-	-	-	-	-
¹ General Fund	118,047	-	-	-	-	-
¹ URA GF	425,000	-	-	-	-	-
² SDC Fund	2,000,000	5,683,000	617,000	-	-	-
³ General Fund	-	-	-	325,000	-	-
⁴ Cemetery Fund	-	-	-	500,000	-	-
⁴ Library Fund	-	-	-	-	-	500,000
Total	\$ 3,917,126	\$ 5,683,000	\$ 617,000	\$ 825,000	\$ 500,000	

Purpose:

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

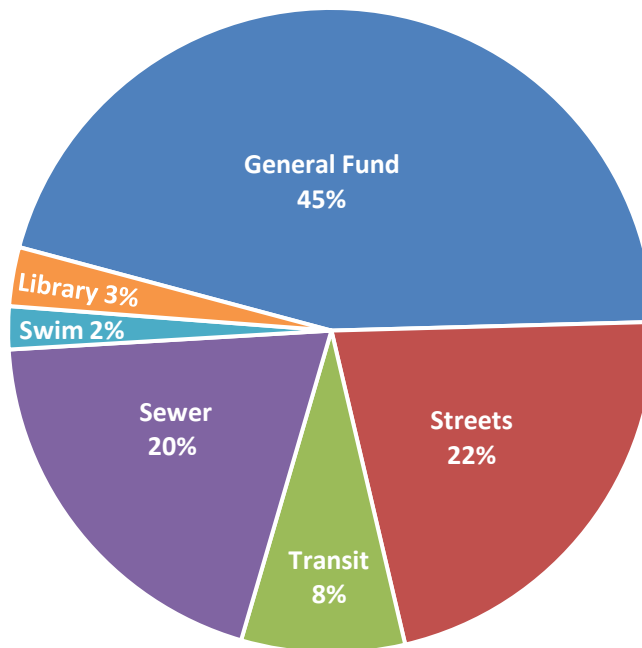
Expense Summary by Category

City-Wide Expenses by Category

Summary of Requirements by Category

	Actual FY2022	Actual FY2023	Budget FY2024	Proposed FY2025
Personnel Services	\$ 12,295,412	\$ 13,851,759	\$ 16,350,758	\$ 17,726,600
Materials & Services	7,520,153	8,443,227	10,534,843	12,424,116
Capital Outlay	2,930,782	5,841,852	16,700,347	20,961,349
Debt Service	-	6,645	-	15,000
Special Payments	28,382	27,235	33,000	35,000
Transfers Out	3,347,101	4,655,125	11,319,732	11,117,126
Operating Contingency	25,000	-	720,199	795,527
Total Current Requirements	26,146,829	32,825,843	55,658,879	63,074,718
Reserved for Future Years	-	-	30,486,671	31,769,776
Ending Fund Balance	44,319,620	48,693,944	29,903	-
Total Requirements	\$ 70,466,449	\$ 81,519,787	\$ 86,175,453	\$ 94,844,493

FY2025 Total Budgeted City Expenditures for the Main Operating Funds



Total Expenses for all Funds as a Percentage

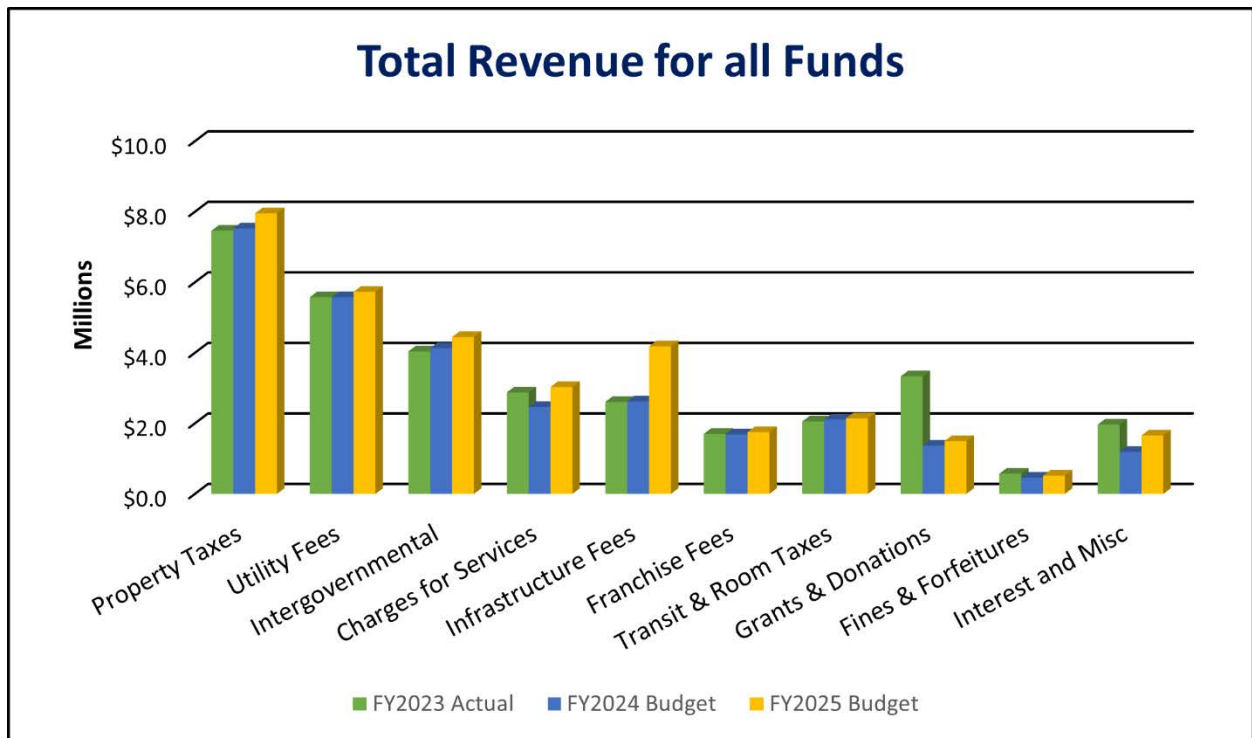


Personnel Services
29%

Materials and
Services
19%

Capital Outlay
34%

T/O & Spec Pmts
18%

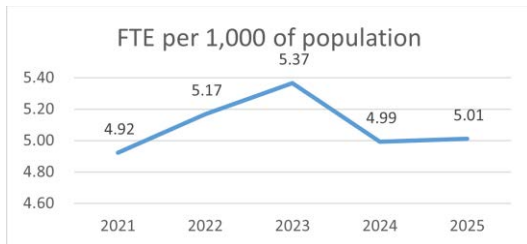


Overview of Major Categories of Expense

Personnel Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



Position changes are described in the City Administrator’s Budget Message.

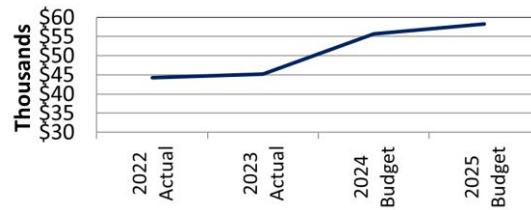
Wages

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

Benefits

The major benefits are health insurance and PERS. Employee insurance rates are budgeted to increase an average of just 10%. PERS is budgeted to increase from 5% to 8%.

Annual Benefit Costs per FTE

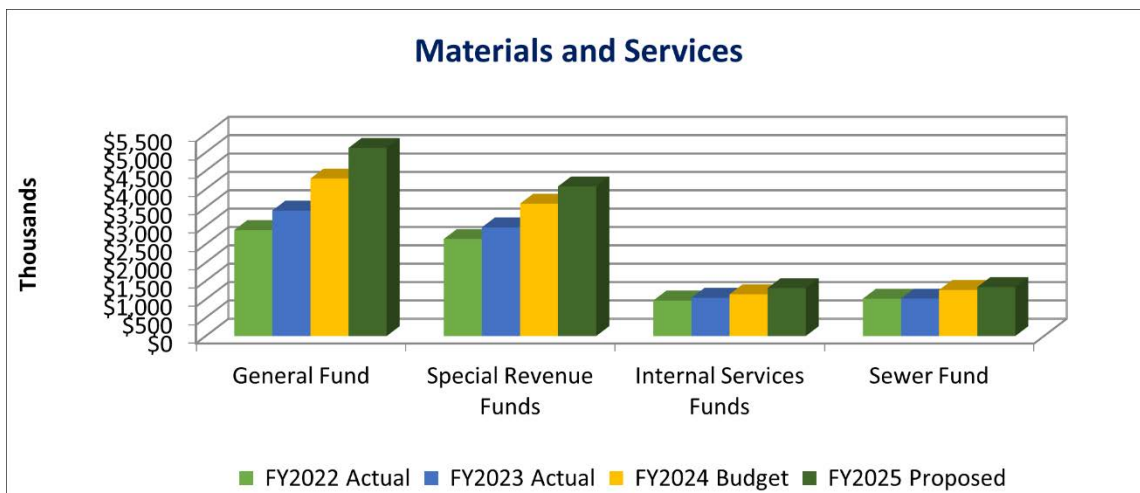


The most recent adopted PERS rates for the City of Canby and the prior two biennium’s are:

PERS Rate	FY2023	FY2024	FY2025
Tier 1 & 2	22.33%	21.63%	22.80%
OPSRP	16.40%	15.70%	16.89%
OPSRP Police	20.76%	20.06%	21.68%

Materials and Services include costs for:

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



Capital Outlay

Capital outlay has two components, operations and capital projects. This section will cover capital outlay for operational purposes only. The capital project plan can be found on pages 34 & 35.

Capital outlay for operations are single purchases whose value exceeds \$5,000.

Debt Service

Debt service is the required payments on the principal and interest of outstanding loans and bonds.

Special Payments

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

Transfers Out

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

Operating Contingency

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

Ending Fund Balance

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

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

Debt Service
Overview of Long-Term Debt

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

- Refunding Bond on behalf of the URA for the 2010, 2011, and 2012 bonds for construction of the Civic/Library building, the Police Station, and street projects.

Moody’s Investors Service has upgraded the City of Canby, Oregon’s long-term issuer rating and outstanding full faith and credit obligations for the second time since 2018. In 2018 the City’s rating went from an A1 to Aa3, and on June 7, 2021 Moody’s increased the bond rating from Aa3 to Aa2. The current rating action affects approximately \$19 million in rated full faith and credit debt outstanding. The upgrade to Aa2 is driven by the city's strengthened reserves and liquidity, with consecutive years of strong financial performance supported by conservative fiscal management and stable revenue. The upgrade also reflects continued strong growth of the city's moderately sized tax base and improving socioeconomic indicators.

The bond rating upgrade was completed as a part of the refinancing of the 2010, 2011, and 2012 bonds. The closing date for the refunding was June 29, 2021.

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

Summary of Long-Term Debt and Principal and Interest Schedule

Fiscal Year Ending June 30,	Governmental Activities		Total Governmental Activities
	Bonds - URA	Interest	
2025	3,820,000	192,358	4,012,358
2026	3,910,000	99,184	4,009,184
Total	\$ 7,730,000	\$ 291,542	\$ 8,021,542

	Original Amount	6/30/2024 Balance	Reductions	6/30/2025 Balance
Governmental Activities				
Bonds URA:				
2021 Refunding of 2010, 2011, & 2012 (0.92%)	18,435,000	\$ 7,730,000	\$ 3,820,000	\$ 3,910,000
2021 Premium	995,165	604,649	269,613	335,036
Total Governmental Activities		\$ 8,334,649	\$ 4,089,613	\$ 4,245,036

Capital Improvement Plan Overview of Five-Year CIP

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

Streets	Estimated					
	Cost	FY25	FY26	FY27	FY28	FY29
Industrial Park Connection to 99E	\$ 5,060,000	\$ 2,685,000	\$ 2,075,000	\$ -	\$ -	\$ -
Street Maintenance Projects	4,800,000	1,300,000	700,000	800,000	800,000	800,000
S Ivy Sidewalk Project	4,239,254	1,826,849	1,826,849	-	-	-
NE 10th Avenue, N. Locust to N Pine	1,530,000	1,405,000	-	-	-	-
North Maple N of Territorial	1,200,000	-	-	1,200,000	-	-
N Pine St Realignment	1,050,000	930,000	-	-	-	-
Maple Street NE 14th to NE Territorial (County Road)	950,000	-	950,000	-	-	-
NE 10 Avenue, N Ivy to N Locust Sidewalks	600,000	-	-	-	600,000	-
N Pine St, NE 8th to 10th	380,000	-	-	380,000	-	-
S Ivy St, S 12th Ave to Bridge	350,000	-	-	350,000	-	-
Public Works Fuel Station	340,000	337,000	-	-	-	-
NE 12th Ave, N Ivy to Cul-de-sac	250,000	-	-	-	-	250,000
URD Downtown Alleyway Improvements	585,000	585,000	-	-	-	-
	<u>\$ 21,334,254</u>	<u>\$ 9,068,849</u>	<u>\$ 5,551,849</u>	<u>\$ 2,730,000</u>	<u>\$ 1,400,000</u>	<u>\$ 1,050,000</u>
Parks						
Initiate Community Park Master Plan Process & Improvements	\$ 4,500,000	\$ -	\$ -	\$ -	\$ 200,000	\$ 4,300,000
Initiate Wait Park Master Plan Process & Improvements	3,300,000	-	300,000	3,000,000	-	-
Maple Street Park and Development (w/Community Input)	2,500,000	2,470,000	-	-	-	-
Auburn Farms Park Development	1,500,000	1,440,000	-	-	-	-
Master Plan Projects (Maple Street, Ivy Ridge)	1,000,000	-	300,000	-	-	-
South Canby Off Leash Dog Park	900,000	450,000	450,000	-	-	-
Public Works Fuel Station	340,000	335,000	-	-	-	-
ADA Evaluation for all Parks	200,000	-	200,000	-	-	-
Initiate Trails Master Plan (Emerald Necklace)	200,000	-	-	-	200,000	-
Land Acquisition - WIP	150,000	-	150,000	-	-	-
Willamette Wayside Master Plan Update	100,000	-	-	100,000	-	-
	<u>\$ 14,940,000</u>	<u>\$ 4,695,000</u>	<u>\$ 1,400,000</u>	<u>\$ 3,100,000</u>	<u>\$ 400,000</u>	<u>\$ 4,300,000</u>
Transit						
Construct New Transit Office	\$ 6,000,000	\$ 600,000	\$ 2,150,000	\$ 3,000,000	\$ -	\$ -
Buses	2,750,000	-	750,000	1,000,000	500,000	500,000
Bus Stop Improvements, Part of ODOT project	169,875	32,000	-	-	-	-
Bus Stop Improvements, Not in ODOT project	163,750	100,000	-	-	-	-
	<u>\$ 9,083,625</u>	<u>\$ 732,000</u>	<u>\$ 2,900,000</u>	<u>\$ 4,000,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>
Swim						
Aquatics Center	\$ 2,000,000	\$ 80,000	\$ 825,000	\$ 625,000	\$ 470,000	\$ -
Facilities						
Canby Adult Center (Exterior)	\$ 583,000	\$ -	\$ 583,000	\$ -	\$ -	\$ -

Capital Improvement Plan Overview of Five-Year CIP (Continued)

Storm	Estimated					
	Cost	FY25	FY26	FY27	FY28	FY29
NE 10th Ave, N Locust to N Pine Storm Line	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Public Works Fuel Station	340,000	337,000	-	-	-	-
Upsize NW 2nd Storm Line	340,000	-	-	340,000	-	-
S Ivy Sidewalk Project	300,000	300,000	-	-	-	-
Knights Bridge Runoff Treatment	250,000	-	-	-	250,000	-
Industrial Park Connection to 99E	230,000	210,000	-	-	-	-
N Pine St Realignment	70,000	60,000	-	-	-	-
	<u>\$ 1,930,000</u>	<u>\$ 1,307,000</u>	<u>\$ -</u>	<u>\$ 340,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>
Sanitary - Collections						
Knights Bridge Pump Station Removal	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
NE 10th Avenue, N. Locust to N Pine	1,800,000	1,675,000	-	-	-	-
N Pine St Realignment	1,400,000	1,400,000	-	-	-	-
Industrial Park Connection to 99E	1,210,000	488,000	722,000	-	-	-
Safeway Pump Station Removal	1,041,000	140,000	-	-	-	-
Public Works Fuel Station	340,000	324,500	-	-	-	-
Replace 34th Pump Station Pressure Line	200,000	-	200,000	-	-	-
	<u>\$ 7,991,000</u>	<u>\$ 4,027,500</u>	<u>\$ 922,000</u>	<u>\$ -</u>	<u>\$ 2,000,000</u>	<u>\$ -</u>
Sanitary - Waste Water Treatment Plant						
Solids Dewatering Equipment	\$ 950,000	\$ -	\$ 950,000	\$ -	\$ -	\$ -
Influent Pump Station Rehab	500,000	-	-	-	-	500,000
UV and Emergency Power	450,000	450,000	-	-	-	-
Public Works Fuel Station	340,000	337,000	-	-	-	-
WWTP Building Compliance Upgrade	300,000	100,000	200,000	-	-	-
Sludge Pond Lining and Repairs	100,000	-	-	100,000	-	-
Outfall Diffuser/Mixing Zone	100,000	-	-	-	100,000	-
	<u>\$ 2,740,000</u>	<u>\$ 887,000</u>	<u>\$ 1,150,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 500,000</u>

Shared Capital Improvement Projects	Cumulative Estimated					
	Cost	FY25	FY26	FY27	FY28	FY29
Industrial Park Connection to 99E	\$ 6,500,000	\$ 3,383,000	\$ 2,797,000	\$ -	\$ -	\$ -
S Ivy Sidewalk Project	4,539,254	2,126,849	1,826,849	-	-	-
NE 10th Avenue, N. Locust to N Pine	3,330,000	3,080,000	-	-	-	-
N Pine St Realignment	2,520,000	2,390,000	-	-	-	-
Public Works Fuel Station	1,700,000	1,670,500	-	-	-	-

Current Year Capital Projects

Streets Capital Projects

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

Industrial Park Connection to Hwy 99E

This project includes construction of a 50-foot curb-to-curb roadway built to industrial standards between a new traffic circle at the intersection of SE 1st Avenue/S Walnut Street and a new signalized intersection to be created on Highway 99E. The project will also include street and curb improvements and provide all utilities for full service to the adjoining properties upon their annexation. Sidewalks are not included and are intended to be provided by the private property owners upon development. The Walnut Street extension will partially relieve the loading on Sequoia Parkway by allowing traffic to divert onto this new highway connection. This will reduce the maintenance requirements on Sequoia Parkway but incur additional maintenance requirements for future years on the new connection. No additional maintenance costs would be anticipated for the next several years other than periodic street sweeping.

Streets Capital Projects (Continued)**Street Maintenance Projects**

The city will be overlaying four streets around one mile of paving. This will save ongoing maintenance of pothole patching on old failing streets.

S Ivy Sidewalk Project

The scope of work for this project is not yet complete. The city is working with Clackamas County on this project. The preliminary components include sidewalks from 99E to 12th Avenue, moving of power poles, and a two-inch overlay from 99E to 13th. This project may also include a traffic signal or roundabout at S Ivy and Township. The City's estimated contribution is \$2.7 million. Once the project is complete the city will most likely take over the ownership of this road. The road will be added to the overall PCI ratings. Maintenance will be scheduled accordingly.

NE 10th Avenue from N Locust Street to Pine Street

Full street reconstruction of NE 10th Avenue from N Locust Street to N Pine Street along with new curbs and sidewalks. By adding sidewalks this project will improve pedestrian safety, eliminate the ongoing maintenance of grading the gravel shoulders, and reduce pot-hole repairs.

N Pine Street Realignment

This is a street realignment project that was recommended by the Traffic Safety Committee. By realigning the intersection, it would save approximately 100 hours annually on striping and improve public safety. Aligning the intersection to the north will allow more room and less congestion. The City of Canby is attempting to be proactive before the tolling project is implemented.

Public Works Fuel Station

Build a card lock fuel station at Public Works for the operation of the City's maintenance crew. In addition to saving travel time across town to refuel vehicles, it will provide back-up fuel for emergency events.

Parks Capital Projects

Park capital projects are primarily funded by park maintenance fees, grants and SDC's.

Maple Street Park and Development

This project includes artificial turf, lighted sports fields, replacement of all playground equipment, restoration of ADA path and the development of a sports court. All restoration projects for Maple Street Park will provide safety for the citizens of Canby. Park maintenance staff time should decrease with the implementation of the new assets.

Auburn Farms Park Development

Constructing a new 2.73-acre Park located at 2041 North Locust Street in Canby, Oregon. This is highly recommended by the City of Canby Parks Advisory Committee. This will require an additional 1,200 hours of park maintenance staff time annually.

Parks Capital Projects (Continued)**South Canby Off Leash Dog Park**

Constructing a new 2.38-acre dog park located at SE 1st Avenue in Canby. This is highly recommended by the City of Canby Parks Advisory Committee. This will require an additional 1,000 hours of park maintenance staff time annually.

Public Works Fuel Station

Build a card lock fuel station at Public Works for the operation of the City's maintenance crew. In addition to saving travel time across town to refuel vehicles, it will provide back-up fuel for emergency events.

Transit Capital Projects

Transit capital projects are primarily funded by grants and transit payroll taxes.

Construction of a new Transit Office Building

This is a multi-year project with land being acquired in FY19-20. Design and engineering will start in FY2024 with construction following. This new building will house the Transit staff offices, a dispatch center, and facilities for bus drivers. Currently the City is renting space for the Transit offices and the lease will expire in about two and a half years. Maintenance of the new building will increase costs for janitorial, utilities, and general upkeep of a new facility. This project will be funded by Transit Payroll Taxes.

Construction of new Bus Stop Shelters

This project will enhance the bus stops along 99E in conjunction with ODOT's 99E repair project. The ten stops that encompass Canby on 99E from Territorial to the Molalla River will have sidewalk improvements, shelters, and seating. The stops will meet current ADA requirements for public transportation. Canby Area Transit staff will maintain and repair the shelters along the corridor.

Storm, Collections, & Wastewater Treatment Plant Projects

Storm, Collections, and Wastewater Treatment Plant capital projects detail an allocation of estimated costs by department to reflect each funds estimated cost share for the project. These sanitary capital projects are primarily funded by utility rates and SDC's.

Industrial Park Connection to 99E

This project will supply sanitary sewers to all of area J property that is in the Urban Growth Boundry and future City Limits.

S Ivy Sidewalk Project

The scope of work for this project is not yet complete. The city is working with Clackamas County on this project. The preliminary components include sidewalks from 99E to 12th Avenue, moving of power poles, and a two-inch overlay from 99E to 13th. This project may also include a traffic signal or roundabout at S Ivy and Township. The City's estimated contribution is \$2.7 million. Once the project is complete the city

Storm, Collections, & Wastewater Treatment Plant Projects (Continued)**S Ivy Sidewalk Project (Continued)**

will most likely take over the ownership of this road. The road will be added to the overall PCI ratings. Maintenance will be scheduled accordingly.

NE 10th Avenue from N Locust Street to Pine Storm Line

Add new storm lines during reconstruction of NE 10th Avenue from N Locust Street to N Pine Street in relation to the Street project installation of the new curbs and sidewalks.

N Pine Street Realignment

This is a street realignment project that was recommended by the Traffic Safety Committee. By realigning the intersection, it would save approximately 100 hours annually on striping and improve public safety. Aligning the intersection to the north will allow more room and less congestion. The City of Canby is attempting to be proactive before the tolling project is implemented.

Public Works Fuel Station

Build a card lock fuel station at Public Works for the operation of the City's maintenance crew. In addition to saving travel time across town to refuel vehicles, it will provide back-up fuel for emergency events.

UV System Upgrade

The UV disinfection system is an effective way to remove pathogenic bacteria to meet NPDES regulatory requirements. The existing UV system is undersized to meet current needs. This upgrade will effectively increase the system output by 50%. The existing footprint will be utilized, which will minimize the cost impacts of construction.

Budget Detail

Budget Summary by Fund

FY2025 Proposed Budget

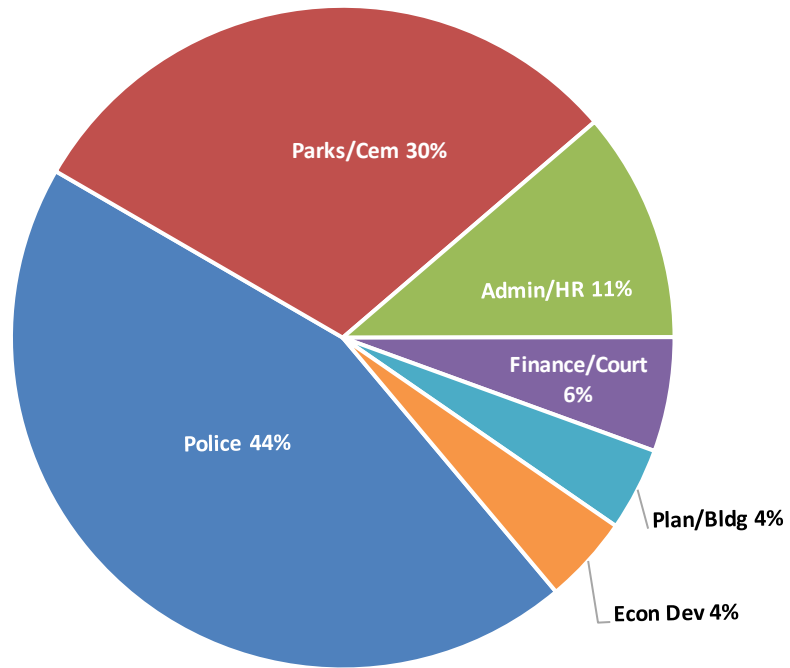
	General Fund	Library Fund	Transit Fund	Swim Fund	Transient Room Tax Fund	Streets Fund	SDC Fund	Cemetery Fund	Forfeiture Fund	Facilities Fund	Fleet Fund	Tech Fund	Sewer Fund	Total of all Funds
Resources														
Beginning Fund Balance	\$ 10,756,427	\$ 208,811	\$ 3,909,364	\$ 2,068,858	\$ 93,878	\$ 10,655,114	\$ 9,556,151	\$ 1,287,095	\$ 21,854	\$ 50,717	\$ 87,864	\$ 2,565	\$ 11,601,294	\$ 50,299,992
Revenue	11,638,197	1,219,101	3,483,638	1,287,064	38,400	3,469,300	4,423,200	57,500	7,475	652,000	913,000	853,500	4,945,000	32,987,375
Transfers In	3,917,126	825,000	-	-	-	5,683,000	-	500,000	-	-	-	-	617,000	11,542,126
Other Sources	-	15,000	-	-	-	-	-	-	-	-	-	-	-	15,000
Total Resources	\$ 26,311,750	\$ 2,267,912	\$ 7,393,002	\$ 3,355,922	\$ 132,278	\$ 19,807,414	\$ 13,979,351	\$ 1,844,595	\$ 29,329	\$ 702,717	\$ 1,000,864	\$ 856,065	\$ 17,163,294	\$ 94,844,493
Requirements														
Personnel Services	\$ 11,814,500	\$ 1,039,000	\$ 425,500	\$ 785,500	\$ -	\$ 1,001,200	\$ -	\$ -	\$ -	\$ 218,700	\$ 324,800	\$ 134,000	\$ 1,983,400	\$ 17,726,600
Materials & Services	5,402,912	387,208	2,800,802	183,000	14,950	700,919	-	-	10,000	437,750	584,803	562,814	1,338,958	12,424,116
Capital Outlay	4,886,000	-	762,000	80,000	-	8,913,849	-	-	-	-	-	100,000	6,219,500	20,961,349
Debt Service	-	15,000	-	-	-	-	-	-	-	-	-	-	-	15,000
Special Payments	20,000	15,000	-	-	-	-	-	-	-	-	-	-	-	35,000
Transfers Out	443,047	733,246	311,309	183,049	-	230,316	8,300,000	500,000	-	-	-	-	416,159	11,117,126
Contingency	150,000	71,310	161,315	48,425	-	85,106	-	-	-	32,823	45,480	34,950	166,118	795,527
Reserve for Future Exp	3,595,291	7,147	2,932,076	2,075,948	117,328	8,876,024	5,679,351	1,344,595	19,329	13,444	45,781	24,301	7,039,159	31,769,776
Total Requirements	\$ 26,311,750	\$ 2,267,912	\$ 7,393,002	\$ 3,355,922	\$ 132,278	\$ 19,807,414	\$ 13,979,351	\$ 1,844,595	\$ 29,329	\$ 702,717	\$ 1,000,864	\$ 856,065	\$ 17,163,294	\$ 94,844,493

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
Operating Revenue	\$ 14,929,367	\$ 15,135,082	\$ 16,342,255	\$ 15,555,323
20% of operating revenue	2,985,873	3,027,016	3,268,451	3,111,065
25% of operating revenue	3,732,342	3,783,770	4,085,564	3,888,831
Ending Fund Balance	7,010,178	8,818,205	4,288,080	3,595,291
EFB % of operating revenue	47%	58%	26%	23%

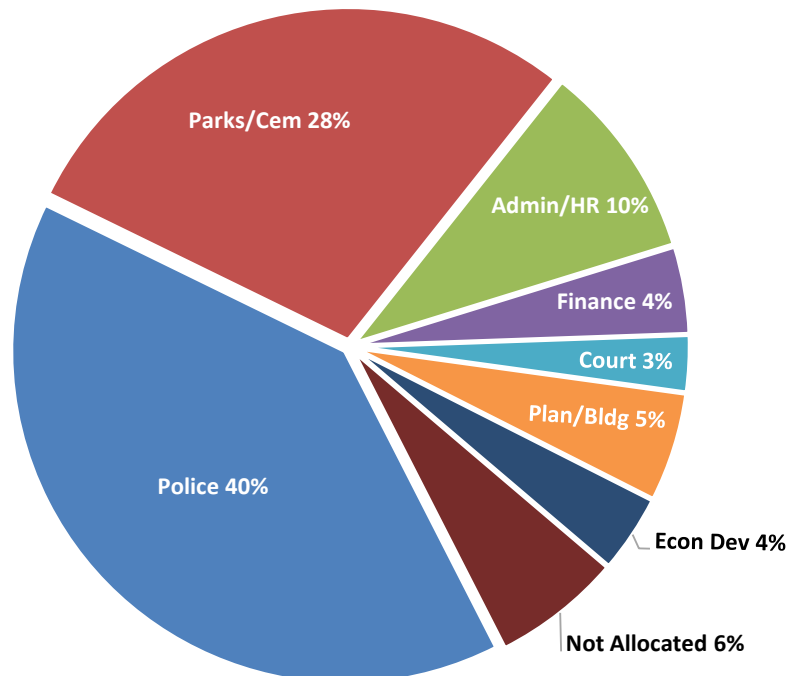
General Fund Budget Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
Beginning Fund Balance	\$ 3,875,546	\$ 7,010,178	\$ 7,851,701	\$ 10,756,427
Revenue				
Non-Departmental	10,828,029	11,300,500	9,148,863	9,644,047
Court	556,030	570,032	448,300	508,800
Planning	764,203	611,643	495,900	377,000
Building	88,282	72,785	55,000	40,000
Police	178,932	262,405	203,478	444,300
Parks	498,877	515,185	480,500	531,000
Cemetery	51,140	53,850	47,600	63,100
Economic Dev	19,495	18,269	209,000	29,950
Transfers In & Other Sources	1,944,380	1,730,414	5,253,614	3,917,126
Total General Fund Resources	<u>\$ 18,804,913</u>	<u>\$ 22,145,260</u>	<u>\$ 24,193,956</u>	<u>\$ 26,311,750</u>
Administration				
Personnel Services	644,540	741,586	711,606	635,500
Materials & Services	158,984	210,400	273,348	466,174
HR & Risk Management				
Personnel Services	88,868	213,871	275,802	247,000
Materials & Services	433,120	596,038	748,270	797,022
Finance				
Personnel Services	417,635	551,051	687,081	703,000
Materials & Services	169,986	200,060	224,970	258,921
Court				
Personnel Services	289,010	242,827	262,482	393,000
Materials & Services	199,863	216,433	189,369	231,416
Planning				
Personnel Services	334,200	391,743	419,182	608,000
Materials & Services	235,237	336,136	774,577	431,686
Building				
Personnel Services	43,633	119,582	130,999	137,500
Materials & Services	563	791	778	1,019
Transfers Out	16,203	22,236	20,074	23,541
Police				
Personnel Services	5,062,597	5,490,564	6,621,069	7,426,900
Materials & Services	967,027	1,205,673	1,145,601	1,422,743
Capital Outlay	212,150	276,339	566,347	191,000
Parks				
Personnel Services	638,886	599,199	809,036	798,600
Materials & Services	457,165	307,922	383,777	648,091
Capital Outlay	396,345	195,421	3,520,000	4,695,000
Cemetery				
Personnel Services	164,246	151,376	217,512	291,000
Materials & Services	38,112	48,518	28,736	29,750
Economic Development				
Personnel Services	307,616	379,429	425,860	484,000
Materials & Services	80,670	152,559	448,432	277,135
Transfers Out	75,149	67,776	71,472	94,506
Non-Departmental				
Personnel Services	-	82,400	88,513	90,000
Materials & Services	147,218	144,638	315,983	838,955
Special Payments	18,302	12,486	20,000	20,000
Transfers Out	172,409	370,000	375,000	325,000
Operating Contingency	25,000	-	150,000	150,000
Reserved for Future Expense				
PEG	39,835	34,576	25,040	540
Workers Compensation	68,420	14,977	63,487	-
Building Dept.	71,788	-	-	-
Maple Park Turf Replacement	-	-	-	25,000
ARP Funds	-	-	-	2,875,447
Unrestricted	6,830,135	8,768,653	4,199,553	694,304
Total General Fund Requirements	<u>\$ 18,804,913</u>	<u>\$ 22,145,260</u>	<u>\$ 24,193,956</u>	<u>\$ 26,311,750</u>

**FY2025 General Fund General Revenue Allocation by Department
(Dept. Expense - Dept. Revenue = General Revenue Needed)**



FY2025 General Fund Expense by Department



GENERAL FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	3,875,546	7,010,178	7,851,701	10,756,427
REVENUE				
Fines and Bail	425,312	480,173	368,000	425,000
Fines / Justice Court	72,230	33,994	30,000	30,000
Miscellaneous Fees	1,184	216	800	800
Attorney Reimbursements	11,322	4,860	5,500	5,000
Court Collections Interest	45,982	50,788	44,000	48,000
Total Court Revenue	556,030	570,032	448,300	508,800
Land Use Applications	108,431	52,770	82,000	60,000
Miscellaneous Fees	3,390	2,430	1,000	1,000
Traffic Studies	172,493	55,600	42,500	70,000
Plan Reviews	138,119	89,275	54,400	65,000
Annexations	44	-	-	-
Engineering Plan Review Fees	7,398	-	5,000	20,000
Construction Excise Tax	334,328	326,798	310,000	160,000
Miscellaneous Revenue - Planning	-	84,770	1,000	1,000
Total Planning Revenue	764,203	611,643	495,900	377,000
Park Rentals	910	2,185	500	1,000
Park Maintenance Fee	462,067	484,280	480,000	530,000
Miscellaneous Revenue - Parks	900	28,720	-	-
Donations - Park	35,000	-	-	-
Total Park Revenue	498,877	515,185	480,500	531,000
Building Permits	88,282	72,785	55,000	40,000
Total Building Revenue	88,282	72,785	55,000	40,000
Grants - DUII	9,000	15,769	15,000	15,000
Grant - Distracted Driving	10,490	14,534	15,000	20,000
Grant - Seatbelt	2,836	5,327	7,500	7,500
Grant - Speed Enforcement	652	1,837	3,000	3,000
Grant - Pedestrian Safety	2,256	1,587	5,000	5,000
Grant - HIDTA	-	20,237	20,000	22,000
Grant - OJP Vest Program	790	4,153	5,000	5,000
Grant - ODOT Construction Grant	-	-	25,000	50,000
Grant - Homelessness Initiative Grant	-	-	-	96,200
Vehicle Release/Tow Fees	16,950	15,000	17,000	15,000
Miscellaneous Fees	8,884	558	200	200
Alarm Permit Fees	8,786	8,358	5,000	5,000
Temporary Liquor License	1,050	665	450	700
Subpoena Fees	206	70	35	100
Finger Printing Fees	-	-	500	500
Reports Revenue	2,195	2,685	2,000	1,600
Miscellaneous Revenue - Police	47,337	103,125	2,000	2,000
CSD-Shared SRO Reimbursemt	67,500	67,500	80,293	140,000
MPD-Shared BHU Remibursement (30%)	-	-	-	55,000
Donations-Police	-	1,000	500	500
Total Police Revenue	178,932	262,405	203,478	444,300

Budget Detail

General Fund

GENERAL FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES (Continued)				
Grave Sales	15,600	19,950	20,000	20,000
Grave Open & Close	9,400	9,050	6,500	9,000
Mausoleum Name Bars	7,500	5,750	4,000	6,000
Mausoleum Sales	15,490	11,025	11,000	22,000
Mausoleum Open & Close	(600)	4,250	4,000	4,000
Miscellaneous Fees	3,750	3,800	2,000	2,000
Donations-Cemetery	-	25	100	100
Total Cemetery Revenue	51,140	53,850	47,600	63,100
Event Revenue	3,900	3,950	6,000	3,950
Econ Dev City Grant Revenue	10,166	4,019	200,000	17,000
Independence Day Revenue	5,429	10,300	3,000	9,000
Total Economic Dev. Revenue	19,495	18,269	209,000	29,950
Property Tax Current	5,848,467	6,371,636	6,435,970	6,816,747
Property Tax Prior	60,660	65,932	64,000	67,000
Cable Franchise Fee	94,925	36,134	58,000	40,000
Telephone Franchise Fee	45,070	46,764	35,000	35,000
Solid Waste Franchise Fee	189,658	203,569	195,000	200,000
Natural Gas Franchise Fee	161,320	202,495	200,000	250,000
City Sewer Franchise Fee	307,901	304,310	295,000	300,000
Cigarette Tax	16,022	12,352	13,000	12,000
Liquor Revenue	339,511	370,928	350,000	350,000
State Revenue Sharing	225,111	243,451	240,000	250,000
American Rescue Plan Act Grant	1,991,482	1,991,482	-	-
CU In Lieu of Taxes	880,431	901,986	890,000	920,000
Business Licenses	79,612	73,460	72,000	70,000
Liquor Licenses	1,845	2,045	2,400	2,000
Miscellaneous- Fees	656	106	340	300
Title Lien Search Fees	13,350	8,520	9,200	8,000
PEG Access Fees	11,406	7,227	12,000	7,000
Miscellaneous-Income	23,510	162,623	5,000	10,000
Lease Receipts (Adult Center)	6,000	6,000	6,000	6,000
Interest Revenues	33,449	258,494	235,000	300,000
Retirement/Separation Reserve	-	30,988	30,953	-
Sale of Capital Assets	497,645	-	-	-
Total Unallocated Revenue	10,828,029	11,300,500	9,148,863	9,644,047
TRANSFERS IN & OTHER SOURCES				
O/H from Building	16,203	22,236	20,074	23,541
O/H from Economic Develop	75,149	67,776	71,472	94,506
O/H from Library Fund	172,409	204,980	193,407	233,246
O/H from Street	147,257	187,105	193,333	230,316
O/H from Transit	236,185	262,036	260,890	311,309
O/H from Swim Levy	139,099	202,904	158,308	183,049
O/H from WWTP	201,095	230,057	218,185	268,675
O/H from Collections	64,081	85,765	94,871	102,195
O/H from Stormwater	31,754	50,673	48,074	45,289
Transfer from UR	396,061	350,000	425,000	425,000
Transfer from SDC Fund	465,087	66,881	3,570,000	2,000,000
Total Unallocated Transfers In	1,944,380	1,730,414	5,253,614	3,917,126
TOTAL GENERAL FUND RESOURCES	18,804,913	22,145,260	24,193,956	26,311,750

GENERAL FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR ADMINISTRATION				
PERSONNEL SERVICES				
Regular Salaries and Wages	413,765	487,558	464,083	385,000
Mayor & Council	-	500	-	-
Part Time/Office Spec II	8,171	-	-	-
Overtime	-	306	-	1,000
Employee Benefits	1,008	2,228	-	2,500
Insurance Benefits	93,395	105,259	102,969	120,000
Taxes/Other	33,360	34,909	38,165	31,000
PERS Contributions	94,841	110,825	106,389	96,000
Total Admin Personnel Services	644,540	741,586	711,606	635,500
FTE	3.3	4.4	3.8	2.9
MATERIALS & SERVICES				
Election	5,058	-	1,250	1,000
Prof/Tech Services	7,042	31,122	58,500	100,000
Attorney Services	-	-	-	152,000
CTV5 Professional Services	36,000	-	43,430	-
WFM Professional Services	-	41,760	-	45,000
Codification	1,112	1,494	5,495	5,600
Copier Lease & Maint	4,263	3,791	5,000	5,000
Printing & Binding	24	-	500	500
Mayor & City Council	6,592	13,136	17,370	30,000
Mayor & CC Travel & Training	3,515	8,284	8,525	8,500
Mayor & CC Membership Dues	2,502	3,914	1,189	4,500
Admin Staff Travel & Training	5,115	2,989	7,660	8,400
Attorney Travel & Training	1,210	1,456	1,500	-
Admin Membership Dues & Fees	25,335	24,760	27,961	29,000
Internal Charge-Fleet	2,709	1,486	-	-
Internal Charge-Facilities	11,036	15,759	14,443	19,974
Internal Charge-Tech Services	36,136	53,538	32,925	46,700
Supplies & Services	8,948	4,239	42,075	10,000
Employee Recognition	2,387	2,673	5,525	-
Total Admin Materials & Services	158,984	210,400	273,348	466,174
TOTAL ADMIN REQUIREMENTS	803,523	951,986	984,954	1,101,674
REQUIREMENTS FOR HR & RISK MGMT				
PERSONNEL SERVICES				
Regular Salaries and Wages	58,626	148,803	177,838	162,000
Insurance Benefits	12,385	25,677	44,310	33,000
Taxes/Other	5,103	11,271	15,063	14,000
PERS Contributions	12,754	28,121	38,591	38,000
Total HR & Risk Mgmt Personnel Services	88,868	213,871	275,802	247,000
FTE	0.8	1.1	1.7	1.5
MATERIALS & SERVICES				
Professional Services	4,807	64,352	115,500	75,000
Legal/Labor Negotiations	-	-	20,000	30,000
Recruit/Employ Testing	10,660	10,092	10,483	30,000
Software	17,653	14,531	14,531	20,000
Liability Insurance	382,162	451,989	500,000	520,000
Non-Insurance Claims	-	-	15,000	15,000
Liab Ins Deductible Accrued	-	113	25,000	25,000
Travel & Training	430	4,913	8,000	9,000
Membership Dues & Fees	749	791	920	2,000
Internal Charge-Facilities	3,437	4,909	4,499	6,222
Internal Charge-Tech Services	11,124	38,516	23,687	47,800
Supplies & Services	1,886	3,744	7,600	5,000
Employee Recognition	-	-	-	9,000
Risk Mgmt/Safety Committee	212	2,089	3,050	3,000
Total HR & Risk Mgmt Materials & Services	433,120	596,038	748,270	797,022
TOTAL HR & RISK MGMT REQUIREMENTS	521,988	809,909	1,024,072	1,044,022

GENERAL FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR FINANCE				
PERSONNEL SERVICES				
Regular Salaries and Wages	272,906	362,029	430,648	457,000
Part Time Help	7,333	-	-	-
Overtime	871	3,609	-	5,000
Insurance Benefits	54,596	83,579	126,497	97,000
Taxes/Other	24,429	27,605	36,485	39,000
PERS Contributions	57,499	74,230	93,451	105,000
Total Finance Personnel Services	417,635	551,051	687,081	703,000
FTE	3.5	4.7	5.8	5.5
MATERIALS & SERVICES				
Prof/Tech Service	10,418	2,863	33,000	15,000
Prof SrvTitle Lien Search Cost	5,328	3,759	6,500	5,000
Auditing	61,050	60,700	65,000	71,500
Software Maintenance	30,894	36,785	38,000	42,000
Copier Lease & Maint	3,939	4,604	4,500	5,000
Printing & Binding	334	2,051	2,500	2,750
Training/Conf/Travel	6,992	4,897	9,000	10,000
Membership Dues & Fees	600	270	2,300	2,500
Internal Charge-Facilities	5,233	7,473	6,849	9,471
Internal Charge-Tech Services	23,078	56,622	34,821	71,400
Supplies & Service	5,093	7,995	6,000	6,200
Bank Charges	12,592	12,016	11,500	12,000
Cash Over & Short	3,216	(1,576)	-	1,000
Citywide Pending VISA Charges	-	80	-	100
Misc Office Equipment	1,219	1,520	5,000	5,000
Total Finance Materials & Services	169,986	200,060	224,970	258,921
TOTAL FINANCE REQUIREMENTS	587,621	751,111	912,051	961,921
REQUIREMENTS FOR COURT				
PERSONNEL SERVICES				
Regular Salaries and Wages	204,489	173,414	185,295	253,000
Insurance Benefits	28,961	25,904	28,933	64,000
Taxes/Other	18,446	13,528	15,779	22,000
PERS Contributions	37,114	29,981	32,475	54,000
Total Court Personnel Services	289,010	242,827	262,482	393,000
FTE	2.8	2.8	1.8	2.8
MATERIALS & SERVICES				
Interpreter	6,620	7,916	7,000	8,500
Attorney Services	85,872	83,202	79,202	92,000
Copier Lease and Usage	1,528	1,651	1,750	1,750
Training/Conf/Travel	680	1,799	1,805	2,500
Membership & Dues	390	354	250	300
Jury Fees	120	-	120	150
Witness Fees	-	-	250	250
Internal Charge-Facilities	4,788	6,837	6,266	8,666
Internal Charge-Tech Services	24,183	43,133	26,526	44,700
Supplies & Services	11,582	5,155	6,100	6,500
Discovery Expense	-	-	100	100
Bank Charges	5,121	5,743	5,000	6,000
Collection Costs	58,979	59,141	55,000	60,000
Helmets	-	1,500	-	-
Total Court Materials & Services	199,863	216,433	189,369	231,416
TOTAL COURT REQUIREMENTS	488,873	459,260	451,851	624,416

GENERAL FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR PLANNING				
PERSONNEL SERVICES				
Regular Salaries and Wages	230,780	282,351	295,031	420,000
Overtime	1,079	236	-	500
Employee Benefits	-	273	-	500
Insurance Benefits	30,425	32,012	34,405	55,000
Taxes/Other	21,794	22,231	25,279	36,000
PERS Contributions	50,123	54,641	64,467	96,000
Total Planning Personnel Services	334,200	391,743	419,182	608,000
FTE	2.3	2.3	3.3	4.3
MATERIALS & SERVICES				
Prof/Tech Services	58,220	193,582	590,318	280,000
Copier Lease and Usage	3,186	4,444	4,000	4,500
Communications	56	106	500	500
Mapping	500	540	1,500	1,000
Planning Commiss. Expenses	1,158	1,377	1,500	1,000
Travel & Training	177	3,409	3,500	3,500
Fees & Dues	1,892	533	2,500	1,000
Internal Charge-Facilities	4,081	5,827	5,341	7,386
Internal Charge-Tech Services	17,418	54,341	33,418	57,300
Supplies & Services	6,089	4,103	7,000	5,500
Traffic Study	142,460	67,873	125,000	70,000
Total Planning Materials & Services	235,237	336,136	774,577	431,686
TOTAL PLANNING REQUIREMENTS	569,437	727,879	1,193,759	1,039,686
REQUIREMENTS FOR BUILDING				
PERSONNEL SERVICES				
Regular Salaries and Wages	30,960	86,965	92,951	94,000
Overtime	-	78	-	500
Insurance Benefits	3,563	8,995	10,258	13,000
Taxes/Other	2,790	6,788	7,800	8,000
PERS Contributions	6,321	16,755	19,990	22,000
Total Building Personnel Services	43,633	119,582	130,999	137,500
FTE	0.2	0.2	1.0	1.0
MATERIALS & SERVICES				
Communications	56	106	100	100
Internal Charge-Facilities	480	686	628	869
Supplies & Service	27	-	50	50
Total Building Materials & Services	563	791	778	1,019
TRANSFERS OUT & OTHER SOURCES				
O/H Transfer to General Fund	16,203	22,236	20,074	23,541
Total Building Transfers Out	16,203	22,236	20,074	23,541
TOTAL BUILDING REQUIREMENTS	60,399	142,610	151,851	162,060

GENERAL FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR POLICE				
PERSONNEL SERVICES				
Regular Salaries and Wages	2,917,605	3,216,162	3,849,964	4,190,000
Overtime Wages	262,188	300,411	424,708	557,100
Employee Benefits	1,462	19,790	-	30,000
Insurance Benefits	624,878	695,009	857,354	990,000
Taxes/Other	382,190	295,724	465,155	495,000
PERS Contributions	853,239	941,043	994,938	1,135,000
Fringe Benefits	21,050	22,425	28,950	29,800
Total Police Personnel Services	5,062,597	5,490,564	6,621,069	7,426,900
FTE	29.3	29.3	34.0	34.9
MATERIALS & SERVICES				
Professional Services	2,580	100	5,000	8,000
Copier Lease and Usage	7,068	7,367	7,080	7,500
Investigation & Info	3,600	1,080	3,500	2,000
Prisoners Board & Medical	6,214	7,800	6,000	7,000
Crime Prevention	442	309	2,000	2,500
Communications	42,618	30,437	36,000	44,000
County Dispatch Fees	197,897	260,394	256,709	275,000
Juvenile Diversion Services	-	-	2,500	-
Training & Travel	44,480	52,484	45,000	60,000
Firearms & Less Letal Equip	36,302	48,498	50,000	55,000
Tactical Entry Team Equipment	3,454	5,378	15,000	15,000
Vests	4,988	7,959	7,000	7,000
EOC	-	-	1,500	1,000
Detective Equipment	15,400	19,305	21,500	24,000
Membership Fees & Dues	1,860	2,085	3,200	3,500
Information System Services	42,008	35,699	63,000	77,000
Internal Charge-Fleet	191,680	235,729	202,867	221,518
Internal Charge-Facilities	76,348	109,025	99,919	138,184
Internal Charge-Tech Services	187,788	260,041	159,918	307,400
Supplies & Services	29,027	35,155	44,000	45,000
Uniforms & Patrol Equipment	18,041	26,624	37,000	38,000
Radio Repair	-	3,450	6,000	10,000
800 Radio Operating Fee	29,280	29,228	40,383	46,116
Canine Expenses	1,799	2,655	2,500	5,000
Traffic Safety Equipment	22,429	19,895	24,000	19,000
Donations-Police	17	1,451	500	500
Accreditation	1,705	3,525	3,525	3,525
Total Police Materials & Services	967,027	1,205,673	1,145,601	1,422,743
CAPITAL OUTLAY				
Vehicles	194,638	193,721	145,000	150,000
Police K-9's	-	-	-	21,000
Equip - Computer/Software	17,512	82,618	421,347	20,000
Total Police Capital Outlay	212,150	276,339	566,347	191,000
TOTAL POLICE REQUIREMENTS	6,241,774	6,972,576	8,333,017	9,040,643

Budget Detail

General Fund

GENERAL FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR PARKS				
PERSONNEL SERVICES				
Regular Salaries and Wages	375,392	360,948	448,786	458,000
Seasonal/Temp Wages	12,988	28,292	20,456	4,000
Overtime	5,335	5,604	7,500	8,000
Insurance Benefits	95,218	85,010	174,688	150,000
Taxes/Other	49,958	34,093	60,713	60,000
PERS Contributions	97,195	82,853	93,293	115,000
Clothing Allowance	2,800	2,400	3,600	3,600
Total Park Personnel Services	638,886	599,199	809,036	798,600
FTE	6.3	6.3	7.5	6.2
MATERIALS & SERVICES				
Contract Services	14,475	11,525	13,000	43,000
Surveys & Master Plans- SDC	104,481	33,241	100,000	50,000
Parks Ground Maintenance	11,494	14,870	12,000	65,000
Park Bldg Maintenance	73,407	7,390	17,300	67,300
Parks Parking Lot Maintenance & Repair	-	-	-	50,000
Streetscape Landscaping	11,294	13,768	25,000	25,000
Vandalism Repair	283	254	3,000	3,000
Copier Lease & Maint	1,030	1,093	1,100	1,100
Parks Maint Fee Billing	29,147	28,650	32,500	32,500
Canby Kids	-	-	-	80,000
Communications	1,865	2,714	2,300	2,300
Training/Conf/Travel	1,010	310	2,400	2,400
Internal Charge-Fleet	115,898	73,863	63,434	63,836
Internal Charge-Facilities	27,490	39,256	35,977	49,755
Internal Charge-Tech Services	2,103	6,123	3,766	22,900
Supplies & Services	17,058	28,065	30,000	35,000
Park Equipment	18,377	16,783	12,000	20,000
Utilities	27,754	30,016	30,000	35,000
Total Park Materials & Services	457,165	307,922	383,777	648,091
CAPITAL OUTLAY				
Equipment/Vehicles	-	26,712	-	-
Locust Park Shelter	-	111,205	-	-
Maple Park Sport Court	395,471	20,680	-	-
Maple Park Splash Pad	874	-	-	-
Master Plan Projects	-	13,087	-	-
Dog Park	-	23,736	-	-
Fuel Station	-	-	200,000	335,000
Legacy Park Fitness Court	-	-	220,000	-
Maple Park Renovation	-	-	1,600,000	2,470,000
Auburn Farms Park Development	-	-	1,500,000	1,440,000
South Canby Off Leash Dog Park	-	-	-	450,000
Total Parks Capital Outlay	396,345	195,421	3,520,000	4,695,000
TOTAL PARK REQUIREMENTS	1,492,397	1,102,543	4,712,813	6,141,691

GENERAL FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR CEMETERY				
PERSONNEL SERVICES				
Regular Salaries and Wages	103,254	101,296	119,328	153,000
Seasonal/Temp Wages	512	-	20,456	27,000
Overtime	1,737	602	2,000	1,000
Insurance Benefits	22,591	19,747	29,511	47,000
Taxes/Other	12,882	9,088	18,255	25,000
PERS Contributions	23,270	20,642	27,962	38,000
Total Cemetery Personnel Services	164,246	151,376	217,512	291,000
FTE	1.7	1.7	2.2	2.0
MATERIALS & SERVICES				
Grounds Maintenance	926	3,164	4,000	4,000
Building Maintenance	540	341	4,200	4,200
Copier Lease and Usage	183	195	200	200
Refunds	19,430	1,345	2,000	2,000
Internal Charge-Tech Services	389	1,279	786	-
Supplies - Records	13	189	1,350	1,350
Tools & Equipment	7,650	35,074	9,000	10,000
Utilities	3,044	3,284	2,700	3,500
Name Bars	5,938	3,647	4,500	4,500
Total Cemetery Materials & Services	38,112	48,518	28,736	29,750
TOTAL CEMETERY REQUIREMENTS	202,358	199,894	246,248	320,750
REQUIREMENTS FOR ECONOMIC DEVELOPMENT				
PERSONNEL SERVICES				
Regular Salaries and Wages	212,546	264,104	288,928	325,000
Overtime	11	1,319	-	1,000
Employee Benefits	548	955	-	1,000
Insurance Benefits	26,190	33,740	47,823	53,000
Taxes/Other	18,581	18,852	23,708	26,000
PERS Contributions	49,740	60,459	65,401	78,000
Total Economic Dev. Personnel Services	307,616	379,429	425,860	484,000
FTE	2.5	2.5	2.6	2.6
MATERIALS & SERVICES				
Copier Lease & Maint	1,593	2,222	1,500	1,500
Internal Charge-Facilities	4,218	6,024	5,521	7,635
Internal Charge-Tech Services	4,784	15,987	9,831	21,700
Supplies & Services	15,982	22,268	38,400	20,000
Main Street (General Fund)	16,212	25,500	39,219	37,500
Independence Day Expenses	9,770	19,855	20,011	23,000
Flower Program	4,851	5,775	6,500	6,000
Community Small Grants	-	41,360	50,000	50,000
Business Small Grants	-	-	50,000	50,000
Main Street (UR Allowable)	14,570	9,781	27,450	13,800
EconDev City Grant Expended	8,691	3,787	200,000	21,000
Downtown Parking Update	-	-	-	25,000
Total Economic Dev. Materials & Services	80,670	152,559	448,432	277,135
TRANSFERS OUT & OTHER SOURCES				
O/H Transfer to General Fund	75,149	67,776	71,472	94,506
Total Economic Dev. Transfers Out	75,149	67,776	71,472	94,506
TOTAL ECONOMIC DEV. REQUIREMENTS	463,435	599,763	945,764	855,641

Budget Detail

General Fund

GENERAL FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS NOT ALLOCATED				
PERSONNEL SERVICES				
Retirement & Separation Payout	-	82,400	88,513	90,000
Total Not Allocated Personnel Services	-	82,400	88,513	90,000
MATERIALS & SERVICES				
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000
ARPA expenses	10,812	-	50,000	750,000
Equipment	84,573	73,190	200,000	-
Internal Charge-Facilities	45,833	65,448	59,983	82,955
Total Not Allocated Materials & Services	147,218	144,638	315,983	838,955
SPECIAL PAYMENTS				
Special Payments-PEG Access	18,302	12,486	20,000	20,000
Total Special Payments	18,302	12,486	20,000	20,000
TRANSFERS OUT				
Transfer to Library Fund	172,409	370,000	375,000	325,000
Total Transfers Out	172,409	370,000	375,000	325,000
OPERATING CONTINGENCY	25,000	-	150,000	150,000
TOTAL REQUIREMENTS NOT ALLOCATED	362,929	609,525	949,496	1,423,955
RESERVED FOR FUTURE EXPENDITURE				
Reserve for Future Exp-PEG	-	-	25,040	540
Reserve for Future Exp-WC Retro Plan	-	-	63,487	-
Reserved for Future Exp-Maple Park Turf Replacement	-	-	-	25,000
Reserved for Future Exp-ARP Funds	-	-	-	2,875,447
Reserved for Future Expense - Unrestricted	-	-	4,199,553	694,304
Total Reserves for Furture Expenditure	-	-	4,288,080	3,595,291
ENDING FUND BALANCE (prior year's)				
Restricted FB - PEG	39,835	34,576	-	-
Committed FB - WC Retro Plan	68,420	14,977	-	-
Restricted for - Building Dept	71,788	-	-	-
Fund Balance	6,830,135	8,768,653	-	-
Total General Fund Ending Balance	7,010,178	8,818,205	-	-
TOTAL GENERAL FUND REQUIREMENTS	18,804,913	22,145,260	24,193,956	26,311,750

Administration

This department provides a number of direct and support services including overall day-to-day operations and oversight of the city, and the operations of the City Council. Additional responsibilities of the department include the office of the City Recorder, risk management, and the office of the City Attorney.

The **City Administrator** is responsible for general day to day administration of the City; working with the Mayor and City Council to implement their goals; enforcing the rules and contracts of the city; overseeing all city staff and supervising all Department Directors; serving as the purchasing and contracting agent for the City; acting the City Budget Officer; and supervising properties and the utilities of the City except those operated by the Canby Utility Board. The City Attorney and Municipal Judge directly report to City Council.

The **Administrative Director/ City Recorder** serves as clerk to the Council, the City's Election Officer, and the City's Public Records Officer. The position coordinates public records requests, manages records retention, and oversees Committees, Boards, and Commissions. The position ensures the City adheres to the legal requirements of meetings' law, publishes agendas and meeting packets, and assists staff with research. This position is also responsible for working with the City's insurance agent of record and oversees risk management (property and liability) for the City.

2023-24 Highlights

- Hired a new City Administrator who oversaw the transition of senior leadership positions.
- Worked on moving hard file records to the Oregon Records Management Solution (ORMS) electronic system.
- Completed a five-year property and equipment appraisal process. No significant changes made.
- City Attorney services were provided on an interim basis by Berry Elsner and Hammond LLP.

2024-25 Goals

- Implement the 2024 -2026 adopted goals of the Mayor and City Council.
- The Council has decided to continue to contract out City Attorney services.
- Oversee City Council elections process for 2024.
- Complete implementation of new volunteer application process for Boards, Commissions and Committees.
- Assist City departments with records management including the transfer of permanent City Records to ORMS.
- Conduct community survey to evaluate how well the city is serving its residents.

GENERAL FUND - ADMINISTRATION	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR ADMINISTRATION				
PERSONNEL SERVICES				
Regular Salaries and Wages	413,765	487,558	464,083	385,000
Mayor & Council	-	500	-	-
Part Time/Office Spec II	8,171	-	-	-
Overtime	-	306	-	1,000
Employee Benefits	1,008	2,228	-	2,500
Insurance Benefits	93,395	105,259	102,969	120,000
Taxes/Other	33,360	34,909	38,165	31,000
PERS Contributions	94,841	110,825	106,389	96,000
Total Admin Personnel Services	644,540	741,586	711,606	635,500
FTE	3.3	4.4	3.8	2.9
MATERIALS & SERVICES				
Election	5,058	-	1,250	1,000
Prof/Tech Services	7,042	31,122	58,500	100,000
Attorney Services	-	-	-	152,000
CTV5 Professional Services	36,000	-	43,430	-
WFM Professional Services	-	41,760	-	45,000
Codification	1,112	1,494	5,495	5,600
Copier Lease & Maint	4,263	3,791	5,000	5,000
Printing & Binding	24	-	500	500
Mayor & City Council	6,592	13,136	17,370	30,000
Mayor & CC Travel & Training	3,515	8,284	8,525	8,500
Mayor & CC Membership Dues	2,502	3,914	1,189	4,500
Admin Staff Travel & Training	5,115	2,989	7,660	8,400
Attorney Travel & Training	1,210	1,456	1,500	-
Admin Membership Dues & Fees	25,335	24,760	27,961	29,000
Internal Charge-Fleet	2,709	1,486	-	-
Internal Charge-Facilities	11,036	15,759	14,443	19,974
Internal Charge-Tech Services	36,136	53,538	32,925	46,700
Supplies & Services	8,948	4,239	42,075	10,000
Employee Recognition	2,387	2,673	5,525	-
Total Admin Materials & Services	158,984	210,400	273,348	466,174
TOTAL ADMIN REQUIREMENTS	803,523	951,986	984,954	1,101,674

Human Resources & Risk Management

The Human Resources department provides personnel support for all City employees. This department is responsible for providing a full range of comprehensive human resource services and programs to the city, including: recruitment, training and development, performance management, benefits, compensation and salary classifications, and labor and employee relations. Human Resources & Risk Management is also responsible for overseeing and processing claims for workers' compensation.

2023-24 Highlights

- Supported 21 recruitments and the onboarding of all new hires, including four Director roles and City Administrator.
- Successfully administered state and federal leave laws, including the implementation of Paid Leave Oregon.
- Completed employee engagement survey.
- Successfully managed workers compensation claims and received reimbursements from insurance company.
- Collaborated with consultants on Citywide Classification, Compensation and Pay Equity Study including updates to position descriptions.
- Redesigned the performance evaluation process and templates, to be more user friendly and efficient.
- Increased employee recognition efforts and initiatives.

2024-25 Goals

- Fill vacancies that may result from employee retirements or other separations.
- Update the City Personnel Policies.
- Continue to develop and implement an employee recognition program.
- Improve communication at all levels.

GENERAL FUND - HR & RISK MGMT	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR HR & RISK MGMT				
PERSONNEL SERVICES				
Regular Salaries and Wages	58,626	148,803	177,838	162,000
Insurance Benefits	12,385	25,677	44,310	33,000
Taxes/Other	5,103	11,271	15,063	14,000
PERS Contributions	12,754	28,121	38,591	38,000
Total HR & Risk Mgmt Personnel Services	88,868	213,871	275,802	247,000
FTE	0.8	1.1	1.7	1.5
MATERIALS & SERVICES				
Professional Services	4,807	64,352	115,500	75,000
Legal/Labor Negotiations	-	-	20,000	30,000
Recruit/Employ Testing	10,660	10,092	10,483	30,000
Software	17,653	14,531	14,531	20,000
Liability Insurance	382,162	451,989	500,000	520,000
Non-Insurance Claims	-	-	15,000	15,000
Liab Ins Deductible Accrued	-	113	25,000	25,000
Travel & Training	430	4,913	8,000	9,000
Membership Dues & Fees	749	791	920	2,000
Internal Charge-Facilities	3,437	4,909	4,499	6,222
Internal Charge-Tech Services	11,124	38,516	23,687	47,800
Supplies & Services	1,886	3,744	7,600	5,000
Risk Mgmt/Safety Committee	212	2,089	3,050	3,000
Employee Recognition	-	-	-	9,000
Total HR & Risk Mgmt Materials & Services	433,120	596,038	748,270	797,022
TOTAL HR & RISK MGMT REQUIREMENTS	521,988	809,909	1,024,072	1,044,022

Finance

The Finance Department manages the City’s finances, and provides financial information to the Council, City Administrator, and Department Directors. The Finance Department is made up of the following accounting operations: general ledger, payroll, cash management, accounting for fixed assets, accounts payable and procurement, accounts receivable, improvement districts, transit payroll tax collection, transient room tax collection, and utility billing, as well as ongoing financial analysis and debt management. The department prepares the annual budget and the Annual Comprehensive Financial Report (ACFR).

2023-24 Highlights

- The Finance Team welcomed a new Finance Director, Scott Schlag. Scott was previously an auditor at Grove, Mueller & Swank P.C. auditing firm.
- Filled a key vacancy allowing for more cross training within the department (Payroll & Utility Billing).
- Started weekly team meetings, keeping everyone informed of upcoming projects and tasks.
- Continued strict internal control processes.

2024-25 Goals

- Add a Transit Payroll Tax portal to our online payment system to make it easier for customers to file and pay their transit tax.
- Translate forms & documents to make them more accessible to our Spanish speaking customers.
- Continue refining the Procurement processes.
- Complete the FY2024 audit by December 31, 2024, and present to council.
- Resume the GFOA award programs for Excellence in Government Finance.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Independent auditor opinion	Unqualified	Unqualified	Unqualified	Unqualified
Receive GFOA ACFR Award	No	No	No	No
Receive GFOA Budget Award	No	No	No	Yes
Credit rating	A1	A1	A1	A1
Cost to deliver financial services	\$588,000	\$751,000	\$871,000	\$962,000
Cost to deliver financial services as a % of the total City budget	2.25%	2.29%	2.46%	1.54%

GENERAL FUND - FINANCE	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR FINANCE				
PERSONNEL SERVICES				
Regular Salaries and Wages	272,906	362,029	430,648	457,000
Part Time Help	7,333	-	-	-
Overtime	871	3,609	-	5,000
Insurance Benefits	54,596	83,579	126,497	97,000
Taxes/Other	24,429	27,605	36,485	39,000
PERS Contributions	57,499	74,230	93,451	105,000
Total Finance Personnel Services	417,635	551,051	687,081	703,000
FTE	3.5	4.7	5.8	5.5
MATERIALS & SERVICES				
Prof/Tech Services	10,418	2,863	33,000	15,000
Prof SrvTitle Lien Search Cost	5,328	3,759	6,500	5,000
Auditing	61,050	60,700	65,000	71,500
Software Maintenance	30,894	36,785	38,000	42,000
Copier Lease & Maint	3,939	4,604	4,500	5,000
Printing & Binding	334	2,051	2,500	2,750
Training/Conf/Travel	6,992	4,897	9,000	10,000
Membership Dues & Fees	600	270	2,300	2,500
Internal Charge-Facilities	5,233	7,473	6,849	9,471
Internal Charge-Tech Services	23,078	56,622	34,821	71,400
Supplies & Service	5,093	7,995	6,000	6,200
Bank Charges	12,592	12,016	11,500	12,000
Cash Over & Short	3,216	(1,576)	-	1,000
Citywide Pending VISA Charges	-	80	-	100
Misc Office Equipment	1,219	1,520	5,000	5,000
Total Finance Materials & Services	169,986	200,060	224,970	258,921
TOTAL FINANCE REQUIREMENTS	587,621	751,111	912,051	961,921

Municipal Court

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

Court staff collect fines for distribution to government agencies and victims; coordinate trial docketing between defendants, the Judge, witnesses, and officers; report traffic and misdemeanor convictions to State agencies, provide daily customer service, and coordinate court sessions.

2023-2024 Highlights

- The Municipal Court saw a substantial increase in the amount of traffic citations cited to the court and processed by court staff. The court received the most traffic citations it has received since 2017.

2024-2025 Goals

- The Canby Municipal Court will begin prosecuting misdemeanor charges beginning July 1, 2024. The Municipal Court will revise procedures to ensure efficient use of court time and timely case processing.
- The Municipal Court will return to full staff in the Fiscal Year 24/25 by adding a full-time court clerk position. It is the goal of the court department to increase collection efforts and improve customer service with the increase in staff members.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Traffic Violations	1,805	2,403	2,500	2,600
Criminal Cases	327	0	0	350
Parking/Ordinance/non-traffic Violations	137	123	130	140
Total Processed	2,269	2,526	2,630	3,090
Court Clerk FTE	2.8	1.8	1.8	2.8
Violations processed by each Clerk	1,009	1,444	1,503	1,123
Operating expenses	\$488,873	\$459,260	\$449,847	\$619,200
Operating expenses per processed violation	\$173	\$177	\$166	\$197

GENERAL FUND - COURT	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
REVENUE				
Fines and Bail	425,312	480,173	368,000	425,000
Fines / Justice Court	72,230	33,994	30,000	30,000
Miscellaneous Fees	1,184	216	800	800
Attorney Reimbursements	11,322	4,860	5,500	5,000
Court Collections Interest	45,982	50,788	44,000	48,000
Total Court Revenue	556,030	570,032	448,300	508,800
REQUIREMENTS FOR COURT				
PERSONNEL SERVICES				
Regular Salaries and Wages	204,489	173,414	185,295	253,000
Insurance Benefits	28,961	25,904	28,933	64,000
Taxes/Other	18,446	13,528	15,779	22,000
PERS Contributions	37,114	29,981	32,475	54,000
Total Court Personnel Services	289,010	242,827	262,482	393,000
FTE	2.8	2.8	1.8	2.8
MATERIALS & SERVICES				
Interpreter	6,620	7,916	7,000	8,500
Attorney Services	85,872	83,202	79,202	92,000
Copier Lease and Usage	1,528	1,651	1,750	1,750
Training/Conf/Travel	680	1,799	1,805	2,500
Membership & Dues	390	354	250	300
Jury Fees	120	-	120	150
Witness Fees	-	-	250	250
Internal Charge-Facilities	4,788	6,837	6,266	8,666
Internal Charge-Tech Services	24,183	43,133	26,526	44,700
Supplies & Services	11,582	5,155	6,100	6,500
Discovery Expense	-	-	100	100
Bank Charges	5,121	5,743	5,000	6,000
Court Collection Costs	58,979	59,141	55,000	60,000
Helmets	-	1,500	-	-
Total Court Materials & Services	199,863	216,433	189,369	231,416
TOTAL COURT REQUIREMENTS	488,873	459,260	451,851	624,416

Planning

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

2023-24 Highlights

- Maintained high level of customer service with ever-increasing long-range planning workload.
- Developed draft Housing Needs Analysis, Housing Production Strategy and Economic Opportunity Analysis documents.
- Continued work on the Housing Efficiency Measures necessary for the urban growth boundary expansion.
- The Economic Opportunity Analysis was adopted in September 2023.
- The Sequential Urban Growth Boundary Process was adopted by the Clackamas County Board of Commissioners in September 2023 and by the Department of Land Conservation and Development in December 2023.
- Continued updates to comprehensive plan and transportation system plan and urban growth boundary including three community summits, with a fourth anticipated in June, one urban growth boundary listening session, with a second listening session anticipated in June, three project advisory committee meetings with a fourth anticipated in May, and one transportation advisory committee (TAC) with a second anticipated in May.
- Prepared draft community vision and draft scenario alternatives based on community summits.
- Received \$75,000 grant funding from DLCDD for comprehensive plan and urban growth boundary expansion work.
- Worked with Clackamas County and cities to address impacts from I-205 Tolling which assisted in the governor halting the tolling until the next legislative session.
- Continued work on the fence code update with the planning commission.

2024-25 Goals

- Advance the comprehensive plan and transportation system plan for the current city limits and urban growth boundary per the defined schedule with adoption anticipated by 1st quarter of 2025, and anticipated urban growth boundary expansion adoption by June 2025, with subsequent concept planning and comprehensive plan and transportation system plan amendments including the expanded urban growth boundary over the FY 25/26 and part of FY 26/27.
- Continue working closely with the comprehensive plan advisory committee and TAC to advance our work program.
- Adopt the Housing Needs and Housing Production Strategy by Summer 2024.
- Adopt efficiency measures to assist with reduction housing costs by Fall 2024.
- Adopt new system development charges based on study starting in July 2024 with adoption by 1st quarter of 2025.
- Adopt new fencing code by 1st quarter 2025.

- Work closely with the city council and planning commission to keep both informed of all longrange planning activities and initiatives.
- Continue managing commercial and industrial permits, annexations, and continued subdivision applications.
- City Goals: Plan for future housing needs and development and Manage growth in a responsible manner.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Completeness reviews within 30 days of submittal	100%	100%	100%	100%
Produce decisions within 120 days (no extensions)	100%	100%	100%	100%
Land use decisions made by City staff	310	200	230	215
Land use decisions by Planning Commission	7	25	25	20
Land use decisions made by City Council	2	3	2	3
Number of land use appeals	1	1	1	1
% of staff recommendations upheld on appeal	0%	100%	100%	100%
Major planning study	3	3	3	3
Plan amendments	0	0	0	0
Substantive code amendment	0	1	1	1
Routine code update/refinement	0	1	0	0

Budget Detail

General Fund - Planning

GENERAL FUND - PLANNING	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
REVENUE				
Land Use Applications	108,431	52,770	82,000	60,000
Miscellaneous Fees	3,390	2,430	1,000	1,000
Traffic Studies	172,493	55,600	42,500	70,000
Plan Reviews	138,119	89,275	54,400	65,000
Engineering Plan Review Fees	7,398	-	5,000	20,000
Construction Excise Tax	334,328	326,798	310,000	160,000
Miscellaneous Revenue - Planning	-	84,770	1,000	1,000
Total Planning Revenue	764,159	611,643	495,900	377,000
REQUIREMENTS FOR PLANNING				
PERSONNEL SERVICES				
Regular Salaries and Wages	230,780	282,351	295,031	420,000
Overtime	1,079	236	-	500
Employee Benefits	-	273	-	500
Insurance Benefits	30,425	32,012	34,405	55,000
Taxes/Other	21,794	22,231	25,279	36,000
PERS Contributions	50,123	54,641	64,467	96,000
Total Planning Personnel Services	334,200	391,743	419,182	608,000
FTE	2.3	2.3	3.3	4.3
MATERIALS & SERVICES				
Prof/Tech Services	58,220	193,582	590,318	280,000
Copier Lease and Usage	3,186	4,444	4,000	4,500
Communications	56	106	500	500
Mapping	500	540	1,500	1,000
Planning Commiss. Expenses	1,158	1,377	1,500	1,000
Travel & Training	177	3,409	3,500	3,500
Fees & Dues	1,892	533	2,500	1,000
Internal Charge-Facilities	4,081	5,827	5,341	7,386
Internal Charge-Tech Services	17,418	54,341	33,418	57,300
Supplies & Services	6,089	4,103	7,000	5,500
Traffic Study	142,460	67,873	125,000	70,000
Total Planning Materials & Services	235,237	336,136	774,577	431,686
TOTAL PLANNING REQUIREMENTS	569,437	727,879	1,193,759	1,039,686

Building

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

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

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

2023-24 Highlights

- Reviewed and processed release letters for all new development in a timely manner.
- Further developed rapport with Clackamas County Building staff through permit coordination.

2024-25 Goals

- Coordinate zoning conformance review and authorization release letters to County for all building permits involving new construction.
- Continue to work with Clackamas County on upgrades to their permit tracking system as this will benefit city permit tracking as the county system develops further.
- City Goals: Plan for future housing needs and development and Manage growth in a responsible manner.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Sign permits reviewed & authorized	17	11	15	15
Single-family home permits	139	179	225	200
Misc. residential permits authorized	21	61	50	40
Comm/Ind new building permits	2	10	5	5
Misc. Comm/Ind permits	10	10	15	15

Budget Detail

General Fund - Building

GENERAL FUND - BUILDING	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
REVENUE				
Building Permits	88,282	72,785	55,000	40,000
Total Building Revenue	88,282	72,785	55,000	40,000
REQUIREMENTS FOR BUILDING				
PERSONNEL SERVICES				
Regular Salaries and Wages	30,960	86,965	92,951	94,000
Overtime	-	78	-	500
Insurance Benefits	3,563	8,995	10,258	13,000
Taxes/Other	2,790	6,788	7,800	8,000
PERS Contributions	6,321	16,755	19,990	22,000
Total Building Personnel Services	43,633	119,582	130,999	137,500
FTE	0.2	0.2	1.0	1.0
MATERIALS & SERVICES				
Communications	56	106	100	100
Internal Charge-Facilities	480	686	628	869
Supplies & Service	27	-	50	50
Total Building Materials & Services	563	791	778	1,019
TRANSFERS OUT & OTHER USES				
O/H Transfer to General Fund	16,203	22,236	20,074	23,541
Total Building Transfers Out	16,203	22,236	20,074	23,541
TOTAL BUILDING REQUIREMENTS	60,399	142,610	151,851	162,060

Police

Canby Police Department provides the community with a full range of police services twenty-four hours a day, seven days a week. It is the Mission of the Canby Police Department 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.

2023-24 Highlights

- City of Canby rated the 2nd safest city in Oregon (Safewise 2024).
- Restored full time Code Enforcement Officer.
- Continued strong partnerships with Canby School District, Canby Fire District, Canby Chamber, Clackamas County Juvenile Department, Clackamas County Mental Health, and surrounding law enforcement agencies.
- The Police Department’s Annual Grill and Chill/National Night Event continued to grow with the increased involvement of community partners.
- Kept up with vacant positions by hiring three recruit officers.
- Total calls for service increased by approximately 1000 calls in 2023 as compared to 2022 (not including traffic stops).
- Continued participation with the Clackamas County Inter-Agency Drug Task Force and Major Crime Team.
- Implementation of new in-car video cameras for all patrol vehicles.
- Canby Police Officers were trained in a new comprehensive de-escalation program (The C.A.L.M. Approach).

2024-25 Goals

- Update City’s Emergency Operations Plan.
- Manage a staffing plan that allows for three officer minimum shift coverage and supervisory oversight that maintains public safety, addresses neighborhood livability and emergency response for a 24/7 operations.
- Increase social media and public information presence.
- Restore K9 program.
- Enhance traffic safety program with the addition of a 2nd traffic safety officer.
- Continue to Increase community outreach with activities & events.
- Enhance Behavior Health Services by partnering with surrounding cities, county, and community partners.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget Estimate 1% increase
Population (PSU Annual Report)	18,754	19,979	19,045	19,235
# of Sworn Officers	26	27	28	29
# of Sworn Officers per 1000 population	1.38	1.42	1.47	1.50

*Approximate average of Oregon cities the size of Canby is 1.5 officers per thousand

GENERAL FUND - POLICE	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
REVENUE				
Grants - DUII	9,000	15,769	15,000	15,000
Grant - Distracted Driving	10,490	14,534	15,000	20,000
Grant - Seatbelt	2,836	5,327	7,500	7,500
Grant - Speed Enforcement	652	1,837	3,000	3,000
Grant - Pedestrian Safety	2,256	1,587	5,000	5,000
Grant - HIDTA	-	20,237	20,000	22,000
Grant - OJP Vest Program	790	4,153	5,000	5,000
Grant - ODOT Construction	-	-	25,000	50,000
Homelessness Initiative Grant	-	-	-	96,200
Vehicle Release/Tow Fees	-	-	-	15,000
Miscellaneous Fees	16,950	15,000	17,000	200
Alarm Permit Fees	8,884	558	200	5,000
Temporary Liquor License	8,786	8,358	5,000	700
Subpoena Fees	1,050	665	450	100
Finger Printing Fees	206	70	35	500
Reports Revenue	-	-	500	1,600
Special Event Security	2,195	2,685	2,000	-
Miscellaneous Revenue - Police	-	-	-	2,000
CSD- 2 Shared SRO Reimbursement (50%)	-	-	-	140,000
MPD-Shared BHU Remibursement (30%)	47,337	103,125	2,000	55,000
Donations-Police	-	-	-	500
Donations-Canine	-	1,000	500	-
Total Police Revenue	111,432	194,905	123,185	444,300
REQUIREMENTS FOR POLICE				
PERSONNEL SERVICES				
Regular Salaries and Wages	2,917,605	3,216,162	3,849,964	4,190,000
Overtime Wages	262,188	300,411	424,708	557,100
Employee Benefits	1,462	19,790	-	30,000
Insurance Benefits	624,878	695,009	857,354	990,000
Taxes/Other	382,175	295,724	465,155	495,000
PERS Contributions	853,239	941,043	994,938	1,135,000
Fringe Benefits	21,050	22,425	28,950	29,800
Total Police Personnel Services	5,062,597	5,490,564	6,621,069	7,426,900
FTE	29.3	29.3	34.0	34.9

GENERAL FUND - POLICE	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR POLICE CONTINUED				
MATERIALS & SERVICES				
Professional Services	2,580	100	5,000	8,000
Copier Lease and Usage	7,068	7,367	7,080	7,500
Investigation & Info	3,600	1,080	3,500	2,000
Prisoners Board & Medical	6,214	7,800	6,000	7,000
Crime Prevention	442	309	2,000	2,500
Communications	42,618	30,437	36,000	44,000
County Dispatch Fees	197,897	260,394	256,709	275,000
Juvenile Diversion Services	-	-	2,500	-
Training & Travel	44,480	52,484	45,000	60,000
Firearms & Less Letal Equip	36,302	48,498	50,000	55,000
Tactical Entry Team Equipment	3,454	5,378	15,000	15,000
Vests	4,988	7,959	7,000	7,000
EOC	-	-	1,500	1,000
Detective Equipment	15,400	19,305	21,500	24,000
Membership Fees & Dues	1,860	2,085	3,200	3,500
Information System Services	42,008	35,699	63,000	77,000
Internal Charge-Fleet	191,680	235,729	202,867	221,518
Internal Charge-Facilities	76,348	109,025	99,919	138,184
Internal Charge-Tech Services	187,788	260,041	159,918	307,400
Supplies & Services	29,027	35,155	44,000	45,000
Uniforms & Patrol Equipment	18,041	26,624	37,000	38,000
Radio Repair	-	3,450	6,000	10,000
800 Radio Operating Fee	29,280	29,228	40,383	46,116
Canine Expenses	1,799	2,655	2,500	5,000
Traffic Safety Equipment	22,429	19,895	24,000	19,000
Donations-Police	17	1,451	500	500
Accreditation	1,705	3,525	3,525	3,525
Total Police Materials & Services	967,027	1,205,673	1,145,601	1,422,743
CAPITAL OUTLAY				
Vehicles	194,638	193,721	145,000	150,000
Police K-9's	-	-	-	21,000
Equip - Computer/Software	17,512	82,618	421,347	20,000
Total Police Capital Outlay	212,150	276,339	566,347	191,000
TOTAL POLICE REQUIREMENTS	6,241,774	6,972,576	8,333,017	9,040,643

Parks Department

The purpose of the Park Department is to provide safe, clean, well-maintained recreational facilities that serve the community-wide recreational and leisure activity needs for all ages. Currently the department maintains the property and existing facilities at 34 sites that total over 215 acres.

2023-24 Highlights

- Installed new ADA restrooms and increased parking at Community Park.
- Maintained eight restroom buildings and cleaned the restrooms five times a week.
- Maintained ten playgrounds and one skate park weekly.
- Mowed turf areas every seven to ten days.
- Maintained 20 park areas and 15 city owned properties.
- Maintained 1 water feature (Klohe Fountain).
- Tracked actual park maintenance hours for all sites.
- Maintained 1 splash pad at Maple Park.

2024-25 Goals

- Continue to maintain all City park assets in the most cost effective, efficient manner possible while addressing customers’ concerns in a timely manner.
- Continue to work with all City departments to provide lateral support and make the best use of all City equipment and personnel.
- Continue to utilize volunteer groups to help maintain City properties and nurture community support.
- Continue to track all park maintenance hours and work on the list of deferred maintenance tasks.
- Upgrade restrooms, playgrounds, and landscaping to provide a safe and accessible park system for the citizens of Canby.
- Develop and maintain an annual Park Maintenance Program schedule.
- Finish and adopt masterplan SDC methodology.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Support and maintain parks, recreation land, and natural areas				
Park acres maintained	162	162	162	163.2
Restrooms cleaning	728	Daily	Daily	Daily
Number of Wait Park reservations	32	33	33	33
Mow turf areas every 7-10 days	32	32	32	32
Playgrounds maintained weekly	10	10	10	10
Track park maintenance actual hours	Daily	Daily	Daily	Daily

Budget Detail

General Fund - Parks

GENERAL FUND - PARKS	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
REVENUE				
Park Rentals	910	2,185	500	1,000
Park Maintenance Fee	462,067	484,280	480,000	530,000
Miscellaneous Revenue - Parks	900	28,720	-	-
Total Park Revenue	463,877	515,185	480,500	531,000
TRANSFERS IN & OTHER SOURCES				
Transfer from SDC Fund	465,087	66,881	3,570,000	2,000,000
Total Parks Transfers In	465,087	66,881	3,570,000	2,000,000
TOTAL PARK RESOURCES	928,963	582,066	4,050,500	2,531,000
REQUIREMENTS FOR PARKS				
PERSONNEL SERVICES				
Regular Salaries and Wages	375,392	360,948	448,786	458,000
Seasonal/Temp Wages	12,988	28,292	20,456	4,000
Overtime	5,335	5,604	7,500	8,000
Insurance Benefits	95,218	85,010	174,688	150,000
Taxes/Other	49,958	34,093	60,713	60,000
PERS Contributions	97,195	82,853	93,293	115,000
Clothing Allowance	2,800	2,400	3,600	3,600
Total Park Personnel Services	638,886	599,199	809,036	798,600
FTE	6.3	6.3	7.5	6.2
MATERIALS & SERVICES				
Contract Services	14,475	11,525	13,000	43,000
Surveys & Master Plans- SDC	104,481	33,241	100,000	50,000
Parks Ground Maintenance	11,494	14,870	12,000	65,000
Park Bldg Maintenance	73,407	7,390	17,300	67,300
Parks Parking Lot Maintenance & Repair	-	-	-	50,000
Streetscape Landscaping	11,294	13,768	25,000	25,000
Vandalism Repair	283	254	3,000	3,000
Copier Lease & Maint	1,030	1,093	1,100	1,100
Parks Maint Fee Billing	29,147	28,650	32,500	32,500
Canby Kids	-	-	-	80,000
Communications	1,865	2,714	2,300	2,300
Training/Conf/Travel	1,010	310	2,400	2,400
Internal Charge-Fleet	115,898	73,863	63,434	63,836
Internal Charge-Facilities	27,490	39,256	35,977	49,755
Internal Charge-Tech Services	2,103	6,123	3,766	22,900
Supplies & Services	17,058	28,065	30,000	35,000
Park Equipment	18,377	16,783	12,000	20,000
Utilities	27,754	30,016	30,000	35,000
Total Park Materials & Services	457,165	307,922	383,777	648,091
CAPITAL OUTLAY				
Equipment	-	26,712	-	-
Locust Park Shelter	-	111,205	-	-
Maple Park Sport Court	395,471	20,680	-	-
Maple Park Splash Pad	874	-	-	-
Master Plan Projects	-	13,087	-	-
Dog Park	-	23,736	-	-
Fuel Station	-	-	200,000	335,000
Legacy Park Fitness Court	-	-	220,000	-
Maple Park Renovation	-	-	1,600,000	2,470,000
Auburn Farms Park Development	-	-	1,500,000	1,440,000
South Canby Off Leash Dog Park	-	-	-	450,000
Total Parks Capital Outlay	396,345	195,421	3,520,000	4,695,000
TOTAL PARK REQUIREMENTS	1,492,397	1,102,543	4,712,813	6,141,691

Cemetery Department

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

2023-24 Highlights

- Provided exceptional customer service to customers and visitors of the cemetery
- Assisted the public with inquiries, administrative duties, internment services, ground maintenance, and beautification.
- Purchased a new Mausoleum lift.

2024-25 Goals

- Continue to provide exceptional customer service regarding public inquiries and administrative duties.
- Continue tracking actual hours for ground maintenance/beautification and hours spent on internment services.
- Construct necessary building structure updates.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Maintain an attractive, clean, and safe cemetery				
Landscaping & Maintenance Hours	2,614	2,243	2,443	2,443
Customer Service/Admin Support Hours	706	706	706	600
Plot Sales	66	64	64	70
Burials	40	51	50	55

Budget Detail

General Fund - Cemetery

GENERAL FUND - CEMETERY	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
REVENUE				
Grave Sales	15,600	19,950	20,000	20,000
Grave Open & Close	9,400	9,050	6,500	9,000
Mausoleum Name Bars	7,500	5,750	4,000	6,000
Mausoleum Sales	15,490	11,025	11,000	22,000
Mausoleum Open & Close	(600)	4,250	4,000	4,000
Miscellaneous Fees	3,750	3,800	2,000	2,000
Donations-Cemetery	-	25	100	100
Total Cemetery Revenue	51,140	53,850	47,600	63,100
REQUIREMENTS FOR CEMETERY				
PERSONNEL SERVICES				
Regular Salaries and Wages	103,254	101,296	119,328	153,000
Seasonal/Temp Wages	512	-	20,456	27,000
Overtime	1,737	602	2,000	1,000
Insurance Benefits	22,591	19,747	29,511	47,000
Taxes/Other	12,882	9,088	18,255	25,000
PERS Contributions	23,270	20,642	27,962	38,000
Total Cemetery Personnel Services	164,246	151,376	217,512	291,000
FTE	1.7	1.7	2.2	2.0
MATERIALS & SERVICES				
Grounds Maintenance	926	3,164	4,000	4,000
Building Maintenance	540	341	4,200	4,200
Copier Lease and Usage	183	195	200	200
Refunds	19,430	1,345	2,000	2,000
Internal Charge-Tech Services	389	1,279	786	-
Supplies - Records	13	189	1,350	1,350
Tools & Equipment	7,650	35,074	9,000	10,000
Utilities	3,044	3,284	2,700	3,500
Name Bars	5,938	3,647	4,500	4,500
Total Cemetery Materials & Services	38,112	48,518	28,736	29,750
TOTAL CEMETERY REQUIREMENTS	202,358	199,894	246,248	320,750

Economic Development

The Canby Economic Development Department (Canby Business) promotes Canby as an attractive business location, supports local businesses, and recruits new companies, development and investment. Canby Business supports retailers, coordinates events to attract visitors, manages programs to revitalize buildings and street environments, and promotes downtown.

2023-24 Highlights

- Created and implemented the Community Enhancement Grant Pilot Program which saw \$41,000 of investment in local businesses, non-profit organizations, and community engagement efforts.
- Partnered with Canby Planning Department and oversaw community engagement efforts for “Cultivating Canby”, the City’s effort for a Comprehensive Plan Update, Transportation Systems Plan Update, and potential Urban Growth Boundary Expansion.
- Created and installed new banners throughout downtown Canby and partnered with other departments to create Grant Street Arch and Wait Park Banner Systems.
- Applied for and awarded the Certified Local Government Grant for historic preservation efforts, programming, and projects.
- Implemented the Shop Local Canby program for a second year with increased engagement from local businesses, residents, and visitors.
- Small Business and Downtown Canby Marketing including Oregonian’s “Here is Oregon”, Canby Advantage Inserts, and Mt. Hood Territories co-op marketing opportunities.
- Continued engagement and recruitment efforts for a potential hotel development in Canby.
- Planned and executed city-sponsored events including Canby Independence Day Celebration, Canby’s Big Night Out, Halloween, Light Up The Night, and the First Thursday Night Market.

2024-25 Goals

- Attract interest in hotel development to support Canby’s local business community, vibrant events, and overall tourism efforts.
- Foster a supportive, business-friendly environment with outreach, communication, and coordination between the City and local businesses.
- Maintain strong partnerships with the Chamber of Commerce, Kiwanis, Historical Society, and more to leverage city resources and impacts.
- Identify partnerships and opportunities to increase activity in Downtown Commercial District and connect tourists to Canby’s unique local businesses.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Continue to grow Canby Business Program				
Volunteer hours per year	350	350	350	350
Donations for events and promotions	\$3,000	\$11,950	\$12,950	\$12,000
Newsletters, press releases, and articles	52	60	55	52
Outreach and assistance to local manufacturers	10	10	15	15

Budget Detail

General Fund - Economic Development

GENERAL FUND - ECONOMIC DEV.	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
REVENUE				
Event Revenue	3,900	3,950	6,000	3,950
Econ Dev City Grant Revenue	10,166	4,019	200,000	17,000
Independence Day Revenue	5,429	10,300	3,000	9,000
Total Economic Dev. Revenue	19,495	18,269	209,000	29,950
TRANSFERS IN & OTHER SOURCES				
Transfer from UR	396,061	350,000	425,000	425,000
Total Economic Dev. Transfers In	396,061	350,000	425,000	425,000
TOTAL ECONOMIC DEV. RESOURCES	415,556	368,269	634,000	454,950
REQUIREMENTS FOR ECONOMIC DEVELOPMENT				
PERSONNEL SERVICES				
Regular Salaries and Wages	212,546	264,104	288,928	325,000
Overtime	11	1,319	-	1,000
Employee Benefits	548	955	-	1,000
Insurance Benefits	26,190	33,740	47,823	53,000
Taxes/Other	18,581	18,852	23,708	26,000
PERS Contributions	49,740	60,459	65,401	78,000
Total Economic Dev. Personnel Services	307,616	379,429	425,860	484,000
FTE	2.5	2.5	2.6	2.6
MATERIALS & SERVICES				
Copier Lease & Maint	1,593	2,222	1,500	1,500
Internal Charge-Facilities	4,218	6,024	5,521	7,635
Internal Charge-Tech Services	4,784	15,987	9,831	21,700
Supplies & Services	15,982	22,268	38,400	20,000
Main Street (General Fund)	16,212	25,500	39,219	37,500
Independence Day Expenses	9,770	19,855	20,011	23,000
Flower Program	4,851	5,775	6,500	6,000
Community Small Grants	-	41,360	50,000	50,000
Business Small Grants	-	-	50,000	50,000
Main Street (UR Allowable)	14,570	9,781	27,450	13,800
EconDev City Grant Expended	8,691	3,787	200,000	21,000
Downtown Parking Update	-	-	-	25,000
Total Economic Dev. Materials & Services	80,670	152,559	448,432	277,135
TRANSFERS OUT & OTHER USES				
O/H Transfer to General Fund	75,149	67,776	71,472	94,506
Total Economic Dev. Transfers Out	75,149	67,776	71,472	94,506
TOTAL ECONOMIC DEV. REQUIREMENTS	463,435	599,763	945,764	855,641

Not Allocated

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

GENERAL FUND - NOT ALLOCATED	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
REVENUE				
Property Tax Current	5,848,467	6,371,636	6,435,970	6,816,747
Property Tax Prior	60,660	65,932	64,000	67,000
Cable Franchise Fee	94,925	36,134	58,000	40,000
Telephone Franchise Fee	45,070	46,764	35,000	35,000
Solid Waste Franchise Fee	189,658	203,569	195,000	200,000
Natural Gas Franchise Fee	161,320	202,495	200,000	250,000
City Sewer Franchise Fee	307,901	304,310	295,000	300,000
Cigarette Tax	16,022	12,352	13,000	12,000
Liquor Revenue	339,511	370,928	350,000	350,000
State Revenue Sharing	225,111	243,451	240,000	250,000
American Rescue Plan Act Grant	1,991,482	1,991,482	-	-
CU In Lieu of Taxes	880,431	901,986	890,000	920,000
Business Licenses	79,612	73,460	72,000	70,000
Liquor Licenses	1,845	2,045	2,400	2,000
Miscellaneous Fees	656	106	340	300
Title Lien Search Fees	13,350	8,520	9,200	8,000
PEG Access Fees	11,406	7,227	12,000	7,000
Miscellaneous-Income	23,510	162,623	5,000	10,000
Lease receipts (Adult Center)	6,000	6,000	6,000	6,000
Interest Revenues	33,449	258,494	235,000	300,000
Retirement/Separation Reserve	-	30,988	30,953	-
Sale of Capital Assets	497,645	-	-	-
Total Not Allocated Revenue	10,828,029	11,300,500	9,148,863	9,644,047
TRANSFERS IN & OTHER SOURCES				
O/H from Building	16,203	22,236	20,074	23,541
O/H from Economic Develop	75,149	67,776	71,472	94,506
O/H from Library Fund	172,409	204,980	193,407	233,246
O/H from Street	147,257	187,105	193,333	230,316
O/H from Transit	236,185	262,036	260,890	311,309
O/H from Swim Levy	139,099	202,904	158,308	183,049
O/H from WWTP	201,095	230,057	218,185	268,675
O/H from Collections	64,081	85,765	94,871	102,195
O/H from Stormwater	31,754	50,673	48,074	45,289
Total Not Allocated Transfers In	1,083,232	1,313,533	1,258,614	1,492,126
TOTAL NOT ALLOCATED RESOURCES	11,911,261	12,614,033	10,407,477	11,136,173
REQUIREMENTS NOT ALLOCATED				
PERSONNEL SERVICES				
Retirement & Separation Payout	-	82,400	88,513	90,000
Total Not Allocated Personnel Services	-	82,400	88,513	90,000
MATERIALS & SERVICES				
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000
ARPA expenses	10,812	-	50,000	750,000
Equipment	84,573	73,190	200,000	-
Internal Charge-Facilities	45,833	65,448	59,983	82,955
Total Not Allocated Materials & Services	147,218	144,638	315,983	838,955
TRANSFERS & SPECIAL PAYMENTS				
Transfers to Library Fund	172,409	370,000	375,000	325,000
Special Payments-PEG Access	18,302	12,486	20,000	20,000
Total Not Allocated Special Payments	190,711	382,486	395,000	345,000
General Fund Operating Contingency	25,000	-	150,000	150,000
TOTAL NOT ALLOCATED REQUIREMENTS	362,929	609,525	949,496	1,423,955

Special Revenue Funds

Library

The Canby Public Library provides robust library services to the City of Canby and visitors from across the Portland-metropolitan area. The Library is a division of the City of Canby and is one of thirteen member libraries in the Libraries in Clackamas County (LINCC) consortium.

Library operations are funded primarily through the Library District of Clackamas County, with a permanent tax rate of \$0.3974 per thousand of assessed value. Other sources of revenue include a contribution from the City of Canby’s general fund, fines, fees, grants and donations. As a member of the LINCC consortium, the Canby Public Library continues to address the needs of the community through a dynamic, up-to-date and in-demand collection, innovative programs, and welcoming facility.

2023-2024 Highlights

- New Employees:
 - Library Director
 - Librarian (Collection Development & Volunteer Coordinator)
 - Library Assistant II (Adult Programming)
- Created a new area in the library for young teens
- Addition of young teen programming and young teen/parent programming
- Combined both service desks into one Public Service Desk
- Began creating our new Maker Lab for STEAM programming with starting funds coming from the *Friends of the Canby Public Library*.

2024-25 Goals

- New Strategic Plan
- Building the Maker Lab
- Fun through engagement (ie. Library Open House)
- Revamping the volunteer program

Performance Measures

Library Dashboard				
Strategies & Measures	FY2022 Actuals	FY2023 Actuals	FY 2024 Projected	FY2025 Budget
Increase total use of library facility as community gathering space				
Total number of visits	62,204	89,084	94,911	99,656
Increase the total use of the library collection				
Total circulation of physical/eMaterials	188,283 / 32,827	214,519 / 35,003	244,263 / 43,884	249,148 / 44,761
Provide high-quality programs				
Total number of programs	31	155	354	371

LIBRARY FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	70,771	40,590	1,779	208,811
REVENUE				
CC Library District	1,055,558	1,082,480	1,104,700	1,154,801
Grants-Library	4,565	4,166	4,159	4,200
Library Fines & Fees	16,699	16,055	10,000	10,000
FOL Pass Thru Revenue	10,127	14,748	12,000	15,000
Miscellaneous Income	-	(65)	-	-
Interest Revenues	284	4,740	100	5,000
Donations-Library	1,230	464	100	15,100
Donations-FOL (Programming)	7,367	17,120	23,050	30,000
Total Library Revenue	1,095,829	1,139,709	1,154,109	1,234,101
TRANSFERS IN & OTHER SOURCES				
Interfund Loan Transfer from CPC	500,000	500,000	500,000	500,000
Transfer from General Fund	172,409	370,000	375,000	325,000
Total Library Transfers In & Other Sources	672,409	870,000	875,000	825,000
TOTAL LIBRARY RESOURCES	1,839,009	2,050,299	2,030,888	2,267,912

LIBRARY FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR LIBRARY				
PERSONNEL SERVICES				
Regular Salaries and Wages	540,344	574,700	581,023	658,000
On Call	40,126	43,918	49,006	52,000
Library Page/Seasonal	-	53,129	-	-
Insurance Benefits	118,113	116,725	142,762	105,000
Taxes/Other	48,371	50,068	52,995	60,000
PERS Contributions	130,198	128,211	123,400	164,000
Total Library Personnel Services	877,150	966,750	949,186	1,039,000
FTE	8.7	9.8	8.9	9.9
MATERIALS & SERVICES				
Computer Hardware/Software	1,799	2,389	1,500	1,300
LINCC Consortium	20,359	21,567	38,191	40,000
Copier Lease & Maint	7,434	7,928	7,700	8,900
Travel & Training	3,911	3,595	5,100	5,100
Internal Charge-Facilities	64,013	91,410	83,774	115,858
Internal Charge-Tech Services	23,798	65,420	40,231	52,700
Supplies & Services	23,254	21,715	35,900	19,500
Cash Over & Short	(152)	245	-	-
Library Collection	82,936	77,899	80,000	90,000
Lost Books Refunds	-	58	-	100
Volunteer Recognition	805	1,436	1,000	1,000
Grants-Library Expended	3,467	6,158	4,159	7,750
Donations-Library Expended	-	740	-	-
Donations Expended FOL	7,157	17,288	23,050	30,000
Donations - Kiwanis	-	-	-	15,000
Total Library Materials & Services	238,780	317,846	320,605	387,208
DEBT SERVICE				
Interest Expense	-	6,645	-	15,000
Total Library Debt Service	-	6,645	-	15,000
SPECIAL PAYMENTS				
Special Payments-FOL Pass Thru	10,080	14,748	13,000	15,000
Total Library Special Payments	10,080	14,748	13,000	15,000
TRANSFERS OUT				
O/H to General Fund	172,409	204,980	193,407	233,246
Interfund loan pmt transfer to CPC	500,000	500,000	500,000	500,000
Total Library Transfers Out	672,409	704,980	693,407	733,246
OPERATING CONTINGENCY	-	-	50,490	71,310
RESERVED FOR FUTURE EXPENDITURE	-	-	4,200	7,147
Restricted FB - Library	40,590	39,330	-	-
TOTAL LIBRARY REQUIREMENTS	1,839,009	2,050,299	2,030,888	2,267,912

Transit Fund (Canby Area Transit - CAT)

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

2023-24 Highlights

- Received \$508,825 in federal funds.
- Received \$398,780 in Statewide Transportation Improvement Fund (STIF) revenue .
- Issued RFP for Master Plan update. Update in Progress.
- Began Design and engineering on administrative offices building for the CAT operations.
- Provided Canby businesses with a 33.95 % lower rate in payroll tax compared to TriMet.
- Added Saturday Service to the Canby Loop.
- Improve efficiency and service hours of the 99x.
- Negotiated contract extension.
- Updated camera systems for all buses.
- Developed a new logo.

2024-25 Goals

- Receive \$424,025 in federal funds.
- Receive \$579,675 in Statewide Transportation Improvement Fund (STIF) revenue .
- Finish Update of the Transit Master Plan
- Finish Design, engineering and begin construction on administrative offices building for the CAT operations.
- Secure funding for the new building
- Provide Canby businesses with a 35.62 % lower rate in payroll tax compared to TriMet.
- Improve efficiency in routing and reduce costs to line up with increasing overhead.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Provide Fixed-Route Transit Service (Route 99X / Canby Loop)				
One-way trips provided	58,531	68,790	77,058	85,000
Service hours provided	12,880	13,022	13,000	13,000
Service miles provided	255,242	258,060	294,500	275,000
Provide Demand Response Transit Service (Dial-A-Ride)				
One-way trips provided	11,709	13,390	10,287	13,000
Service hours provided	6,075	6,095	4,561	6,000
Service miles provided	55,285	61,033	47,066	61,000

TRANSIT FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	3,135,215	3,584,520	3,591,417	3,909,364
REVENUE				
Grant - STF/STO	127,500	127,500	-	-
Grant - 5311	472,428	508,825	333,864	333,864
Grant - Capital	-	129,202	94,407	72,138
Grant - Operating	84,000	88,001	90,161	90,161
STIF Formula Funds	285,174	398,780	722,665	709,975
Transit ER Payroll Tax	1,923,282	2,015,445	2,065,325	2,100,000
Payroll Tax Penalties & Int	4,978	6,638	8,000	7,500
Fares	37,405	56,026	60,000	60,000
Miscellaneous-Income	500	18,443	2,000	2,000
Interest Revenues	12,932	76,718	69,000	100,000
STIF Interest	1,769	8,723	8,000	8,000
Donations-Transit	-	50	-	-
Total Transit Revenue	2,949,969	3,434,350	3,453,422	3,483,638
TOTAL TRANSIT RESOURCES	6,085,184	7,018,871	7,044,839	7,393,002
REQUIREMENTS FOR TRANSIT				
PERSONNEL SERVICES				
Regular Salaries and Wages	189,725	221,790	245,959	252,000
Overtime	3,482	5,119	4,000	5,000
Insurance Benefits	36,288	36,546	77,079	87,000
Taxes/Other	17,211	17,299	21,113	21,500
PERS Contributions	43,451	48,493	53,712	60,000
Total Transit Personnel Services	290,157	329,247	401,863	425,500
FTE	2.7	2.7	2.9	2.9

Budget Detail

Transit Fund

TRANSIT FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR TRANSIT				
MATERIALS & SERVICES				
Prof/Tech Services	2,597	6,000	260,000	150,000
Contract Services	1,378,979	1,529,904	1,751,520	1,995,500
Transit Facilities Maintenance	11,347	13,152	12,600	14,900
Space Lease	43,266	43,266	55,928	50,000
Vehicle Maintenance	6	265	1,500	1,500
Copier Lease & Maint	5,415	5,091	7,000	6,000
Insurance Deductible	-	(100)	-	-
Communications	12,299	5,274	11,172	11,200
Marketing	6,703	7,894	11,100	12,000
Printing	3,439	3,377	6,200	4,100
Travel & Training	-	950	5,500	5,500
Membership Dues & Fees	11,195	2,532	29,467	30,000
Internal Charge-Fleet	281,763	369,155	381,760	432,316
Internal Charge-Facilities	6,401	9,141	8,377	11,586
Internal Charge-Tech Services	25,944	50,185	30,863	58,000
Supplies & Services	12,440	12,589	12,600	12,700
Tax Collection Services & Supp	2,320	3,774	3,200	5,500
Total Transit Materials & Services	1,804,114	2,062,449	2,588,787	2,800,802
CAPITAL OUTLAY				
Transit Projects	2,800	121,649	130,000	30,000
Vehicles	-	377,456	-	-
Bus Shelters	167,408	81,950	132,000	132,000
New Transit Office	-	-	1,500,000	600,000
Total Transit Capital Outlay	170,208	581,055	1,762,000	762,000
TRANSFERS OUT				
O/H to General Fund	236,185	262,036	260,890	311,309
Total Transit Transfers Out	236,185	262,036	260,890	311,309
OPERATING CONTINGENCY				
	-	-	149,344	161,315
RESERVED FOR FUTURE EXPENDITURE				
	-	-	1,881,955	2,932,076
ENDING FUND BALANCE (prior year's)				
Restricted FB - STIF	569,784	377,986	-	-
Committed FB - Transit	2,565,431	3,206,534	-	-
Total Transit Ending Fund Balance	3,584,520	3,784,084	-	-
TOTAL TRANSIT REQUIREMENTS	6,085,184	7,018,871	7,044,839	7,393,002

Swim Center

The 55 year-old Canby Swim Center is a year-round indoor swimming pool providing aquatic activities to Canby and the surrounding communities. The facilities include a 25-yard 6-lane pool with spectator area, dressing and shower facilities, an office and lobby. The Canby Swim Center offers swim lessons, public swims, fitness swims and competitive swimming (Gators and high school swim team) and we are now back to teaching all the second graders in the district. We are back to a normal baseline after the COVID-19 pandemic and are doing much better with staffing this past year.

2023-24 Highlights

- Provide swimming lessons to the local schools and the public.
- Provide a safe environment for swimming and water activities.
- Continue to support community activities and programs.
- Continue to work within the pool levy to fund the swim center 2022-2027.

2024-25 Goals

- Upgrade and remodel the dressing rooms, office, and lobby areas. This will most likely be moved to the fall of 2025.
- Program and adjust to all changes, keep staffing at current level.
- Address maintenance issues during the annual closure and throughout the year.
- Provide swimming lessons to the local schools and the public.
- Provide a safe environment for swimming and water activities.
- Continue to support community activities and programs.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Provide an attractive, clean, safe, and well-maintained facility				
Public Lessons Taught (& Penguin club)	16,000	15,560	16,000	16,000
School lessons taught	2,858	2,722	2,850	2,850
Public use hours per week	72	80	80	80
Private use rental hours per week	10+	10+	1	0
Usage from Canby citizens	50%	50%	50%	50%
Usage from outside Canby citizens	50%	50%	50%	50%

SWIM LEVY FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	1,291,724	1,592,177	1,765,200	2,068,858
REVENUE				
Property Tax Levy	911,231	1,013,339	1,018,008	1,062,064
Property Tax - Prior	9,452	10,319	10,000	10,000
Pool Revenue	197,351	153,989	150,000	160,000
Miscellaneous Income	-	679	-	-
Interest Revenues	8,049	52,678	50,000	55,000
Total Swim Revenue	1,126,083	1,231,003	1,228,008	1,287,064
TOTAL SWIM RESOURCES	2,417,806	2,823,180	2,993,208	3,355,922
REQUIREMENTS FOR SWIM				
PERSONNEL SERVICES				
Regular Salaries and Wages	371,655	408,777	468,945	510,000
Swim Program Coordinator	-	1,837	-	-
Guards & Instructors	-	2,968	-	-
Overtime	4,643	5,574	10,000	7,500
Insurance Benefits	66,103	64,534	102,179	115,000
Taxes/Other	43,593	36,637	56,230	61,000
PERS Contributions	62,722	73,957	80,106	92,000
Total Swim Personnel Services	548,715	594,283	717,460	785,500
FTE	7.4	8.2	9.0	9.0
MATERIALS & SERVICES				
Bldg Maintenance	38,290	13,092	51,000	25,000
Ground Lease	14,000	14,000	14,000	14,000
Copier Lease & Maintenance	107	98	350	500
Advertising & Marketing	2,439	2,769	5,000	3,500
Training & Travel	4,263	4,238	5,000	6,500
Internal Charge - Tech Services	5,654	17,467	10,742	23,500
Supplies & Services	10,933	10,723	23,000	22,000
Bank Charges	6,513	5,017	6,500	7,000
Cash Over & Short	182	177	-	-
Pool Chemicals	8,442	11,437	14,000	14,000
Janitorial Supplies	2,051	3,243	6,000	6,000
Pool Concession Purchases	864	1,564	3,000	3,000
Utility - Gas	22,570	32,442	35,000	35,000
Utility - Water	3,429	4,045	5,000	5,000
Utility - Electric	12,078	12,161	12,000	18,000
Total Swim Materials & Services	131,815	132,473	190,592	183,000
CAPITAL OUTLAY				
Bldg Improvements >\$5k	6,000	35,924	12,000	15,000
Pool Improvements >\$5k	-	-	-	45,000
Equipment >\$5k	-	-	-	20,000
Total Swim Capital Outlay	6,000	35,924	12,000	80,000
TRANSFERS OUT				
O/H to General Fund	139,099	202,904	158,308	183,049
Total Swim Transfers Out	139,099	202,904	158,308	183,049
OPERATING CONTINGENCY				
	-	-	45,403	48,425
RESERVED FOR FUTURE EXPENDITURE				
	-	-	1,869,445	2,075,948
Restricted FB - Swim Center	1,592,177	1,857,596	-	-
TOTAL SWIM REQUIREMENTS	2,417,806	2,823,180	2,993,208	3,355,922

Street Fund

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

2023-24 Highlights

- Began Engineering for NE 10th Ave street reconstruction.
- Completed N Locust St Improvements from NE 4th- NE 10th Ave.
- Overlaid N Maple Ln.
- Acquired Right-of-Way for S Ivy St sidewalk project.

2024-25 Goals

- Crack Seal five miles of City streets.
- Maintain weekly sweeping schedule for approximately 65 miles of existing paved roads.
- Reconstruct NE 10th Ave with curb and sidewalk.
- Slurry seal downtown streets and parking to prolong service life of the asphalt.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Maintain roads and right-of-way to the highest quality standard				
Streets Overlaid	4	4	6	12
Signs Replaced	100	100	130	125
Street Miles Restriped	10	11	11.5	13
Line Miles Restriped	31.5	31.5	32.5	33
Thermo-plastic Legends Installed/Replaced	15	30	15	20
Weekly Street Sweeping Completed	100%	100%	100%	100%

STREET FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	4,243,849	8,514,146	7,371,941	10,655,114
REVENUE				
State Highway Fund	1,545,729	1,473,404	1,480,000	1,530,000
Local Gas Tax	423,788	404,253	380,000	425,000
County Vehicle Registration Fee	328,921	370,228	360,000	400,000
Federal Fund Exchange	883,108	-	100,000	100,000
Grant - ARPA ODOT	2,960,000	-	-	-
Miscellaneous Fees	250	667	250	300
Street Maintenance Fee	606,190	598,030	600,000	600,000
Erosion Control Fees	44,358	45,095	29,000	20,000
Driveway/Curb/Sidewalk Inspect	14,800	16,100	10,000	9,000
Street Excavation/Opening Fee	2,575	3,000	2,000	1,000
Urban Forestry Program Revenue	13,250	15,600	25,000	20,000
Street Sign Program Revenue	10,565	9,420	4,500	4,000
Traffic In Lieu Fees	51,155	-	-	-
Miscellaneous-Income	29,599	172,923	7,000	10,000
Damaged Property Claim Revenue	1,407	392	500	-
Interest Revenues	21,635	201,447	190,000	350,000
Total Street Revenue	6,937,329	3,310,559	3,188,250	3,469,300
TRANSFERS IN				
Transfer from SDC	418,431	1,271,488	4,155,000	5,683,000
Total Street Transfers In	418,431	1,271,488	4,155,000	5,683,000
TOTAL STREET RESOURCES	11,599,609	13,096,192	14,715,191	19,807,414
REQUIREMENTS FOR STREETS				
PERSONNEL SERVICES				
Regular Salaries and Wages	431,063	546,225	610,878	592,000
Seasonal/Temp Wages	15,710	9,808	10,228	15,000
Overtime	8,789	11,280	12,000	13,000
Employee Benefits	305	-	-	-
Insurance Benefits	101,168	121,232	142,643	143,000
Taxes/Other	56,887	48,030	85,064	91,000
PERS Contributions	105,536	131,346	134,079	146,000
Clothing Allowance	1,800	2,000	3,200	1,200
Total Street Personnel Services	721,258	869,922	998,092	1,001,200
FTE	6.4	7.4	8.0	7.5

STREET FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR STREETS (Continued)				
MATERIALS & SERVICES				
Consultant Engineer	8,199	10,938	15,000	15,000
Professional Services	5,833	5,271	6,000	6,000
UP/ODOT/Quiet Zone Inspections	-	-	-	94,000
Curb/Sidewalk Repair	83	6,729	20,000	15,000
Street Lighting & Maint	86,191	82,689	90,000	105,000
Street Maintenance	35,564	31,568	62,000	60,000
Copier Lease & Maint	990	1,050	800	1,000
Street Maint Billing	29,147	28,998	27,500	30,000
Street Signing	31,195	24,588	20,000	24,000
Street Marking & Striping	13,131	15,738	18,000	20,000
Damaged Property Claim Expense	1,918	4,326	2,000	2,500
Communications	2,159	2,698	2,100	2,500
Travel & Training	3,773	5,611	6,000	6,000
Membership Dues & Fees	145	380	800	1,000
Internal Charge-Fleet	153,023	96,394	102,332	110,574
Internal Charge-Facilities	27,650	39,484	36,186	50,045
Internal Charge-Tech Services	13,532	40,587	24,960	31,800
Supplies & Services	15,821	12,051	12,000	12,000
Small Tools	3,203	3,605	7,000	7,000
Safety Supplies	1,030	436	1,500	1,500
Urban Forestry Program	19,920	14,795	15,000	100,000
Utilities	5,253	5,342	5,600	6,000
Total Street Materials & Services	457,760	433,279	474,778	700,919
CAPITAL OUTLAY				
Equipment	150,666	236,253	-	430,000
Street Maint Fee Projects	1,122,741	946,548	100,000	1,300,000
S Ivy Sidewalk/Overlay Project	6,851	143,367	1,900,000	1,826,849
Industrial Park to 99E	410,779	337,981	3,000,000	2,685,000
N Locust NE 4th-NE 10th Improv	42,668	1,213,098	-	-
NE Territorial/Redwood Improve	25,483	423,797	-	-
N Pine St Realignment	-	-	850,000	930,000
NE 10th Ave Locust to Pine	-	495	1,900,000	1,405,000
Charging Station	-	-	150,000	-
Fuel Station	-	-	200,000	337,000
Total Street Capital Outlay	1,759,188	3,301,540	8,100,000	8,913,849
TRANSFERS OUT				
O/H Transfer To General Fund	147,257	187,105	193,333	230,316
Total Street Transfers Out	147,257	187,105	193,333	230,316
OPERATING CONTINGENCY	-	-	73,539	85,106
RESERVED FOR FUTURE EXPENDITURE				
Restricted for Future St Maint	-	-	919,715	1,454,058
Reserve for Future Expenditure	-	-	3,955,734	7,421,966
Total Reserves for Future Expenditure	-	-	4,875,449	8,876,024
ENDING FUND BALANCE (prior year's)				
Reserved FB - St. Maint. Prog.	713,641	864,058	-	-
Committed FB - Streets	7,800,505	7,650,088	-	-
Total Street Ending Fund Balance	8,514,146	8,304,347	-	-
TOTAL STREET REQUIREMENTS	11,599,609	13,096,192	14,715,191	19,807,414

Transient Room Tax Fund

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

Transient Room Tax Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	40,041	65,727	75,790	93,878
REVENUE				
Room Tax Restricted (70%)	21,911	22,795	24,000	25,000
Interest-Restricted	179	1,290	1,070	2,400
Room Tax Unrestricted (30%)	9,436	9,770	11,000	10,000
Interest-Unrestricted	77	552	460	1,000
Total Transient Room Tax Revenue	31,603	34,407	36,530	38,400
TOTAL TRANSIENT ROOM TAX RESOURCES	71,644	100,134	112,320	132,278
REQUIREMENTS FOR TOURISM PROMOTION				
MATERIALS & SERVICES				
Services & Supplies	2,410	4,453	10,000	9,950
TOTAL TOURISM PROMOTION REQUIREMENTS	2,410	4,453	10,000	9,950
REQUIREMENTS FOR TOURISM ENHANCEMENT				
MATERIALS & SERVICES				
Services & Supplies	3,507	11,172	10,000	5,000
TOTAL TOURISM ENHANCEMENT REQUIREMENTS	3,507	11,172	10,000	5,000
REQUIREMENTS NOT ALLOCATED				
RESERVED FOR FUTURE EXPENDITURE				
Reserved for Tourism Promotion	-	-	70,042	86,527
Reserved for Tourism Enhancement	-	-	22,278	30,800
Total Reserves for Furture Expenditure	-	-	92,320	117,328
ENDING FUND BALANCE (prior year's)				
Committed FB - Tour Promo/Fac	37,272	51,377	-	-
Committed FB - Tourism Enh.	20,918	17,700	-	-
Total Transient Room Tax Ending Fund Balance	65,727	84,509	-	-
TOTAL TRANSIENT ROOM TAX REQUIREMENTS	71,644	100,134	112,320	132,278

System Development Charges Fund

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

SYSTEM DEVELOPMENT CHARGES FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	11,298,015	12,570,549	12,832,729	9,556,151
REVENUE				
Street Improvement SDC's	673,033	612,632	650,000	1,980,000
Street Reimbursement SDC's	130,181	118,967	125,000	455,000
Street SDC Compliance Cost Fee	17,558	15,513	16,000	55,000
Parks Improvement SDC's	911,694	943,265	930,000	1,050,000
Parks SDC Compliance Cost Fee	18,727	19,250	20,000	21,000
Sewer Improvement SDC's	92,520	98,525	97,000	66,000
Sewer Reimbursement SDC's	387,019	407,118	410,000	180,000
Sewer SDC Compliance Cost Fee	9,798	12,911	10,000	5,200
Storm Improvement SDC's	48,024	42,946	45,000	170,000
Storm Reimbursement SDC's	10,121	9,155	9,500	35,000
Storm SDC Compliance Cost Fee	1,794	1,616	1,600	6,000
Interest Revenues	63,526	380,167	330,000	400,000
Total SDC Revenue	2,363,994	2,662,064	2,644,100	4,423,200
TOTAL SDC RESOURCES	13,662,009	15,232,614	15,476,829	13,979,351
REQUIREMENTS FOR SDC'S				
TRANSFERS OUT & OTHER USES				
Transfer to Parks	465,087	66,881	3,570,000	2,000,000
Transfer to Streets	418,431	1,271,488	4,155,000	5,683,000
Transfer to Sewer	182,459	595,795	716,618	337,000
Transfer to Storm	25,483	37,429	244,500	280,000
Total SDC Transfers Out	1,091,460	1,971,592	8,686,118	8,300,000
RESERVED FOR FUTURE EXPENDITURE				
Reserved for Street Improve	-	-	2,608,089	1,986,602
Reserved for Street Reimb	-	-	-	559,902
Reserved for Street SDC Admin	-	-	152,979	55,000
Reserved for Parks Improvement	-	-	3,834,629	2,847,765
Reserved for Parks SDC Admin	-	-	95,448	21,000
Reserved for Sewer Improve	-	-	5,784	12,759
Reserved for Sewer Reimb	-	-	431	2,013
Reserved for Sewer SDC Admin	-	-	56,359	5,200
Reserved for Stormwater Imp	-	-	27,648	137,264
Reserved for Stormwater Reimb	-	-	-	45,845
Reserved for Storm SDC Admin	-	-	9,344	6,000
Total Reserves for Furture Expenditure	-	-	6,790,711	5,679,351
ENDING FUND BALANCE (prior year's)				
Restricted for Street Improvem	5,350,295	6,128,986	-	-
Restricted for Street Reimb	854,649	31,083	-	-
Restricted for StreetsDC Admin	109,919	128,876	-	-
Restricted for Park Improveme	5,173,408	6,217,477	-	-
Restricted for Park SDC Admin	48,704	69,697	-	-
Restricted for Sewer Improveme	120,014	14,965	-	-
Restricted for Sewer Reimb	680,053	393,357	-	-
Restricted for Sewer SDC Admin	32,220	46,227	-	-
Restricted for Storm Improve	165,517	212,391	-	-
Restricted for Storm Reimb	30,302	3,916	-	-
Restricted for Storm SDC Admin	5,470	7,266	-	-
Total SDC Ending Fund Balance	12,570,549	13,261,021	-	-
TOTAL SDC REQUIREMENTS	13,662,009	15,232,614	15,476,829	13,979,351

Cemetery Perpetual Care Fund

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

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

CEMETERY PERPETUAL CARE FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	1,120,765	1,151,668	1,194,968	1,287,095
REVENUE				
Perpetual Care: Current Sales	24,660	29,575	15,000	17,500
Interest Revenues	6,243	36,352	27,000	40,000
Total Cemetery Perpetual Care Revenue	30,903	65,927	42,000	57,500
TRANSFERS IN				
Interfund Loan Transfer pmt from Library	500,000	500,000	500,000	500,000
Total Cemetery Perpetual Care Transfers In	500,000	500,000	500,000	500,000
TOTAL RESOURCES	1,651,668	1,717,595	1,736,968	1,844,595
REQUIREMENTS FOR CEMETERY PERPETUAL CARE				
TRANSFERS OUT				
Interfund Loan Transfer to Library	500,000	500,000	500,000	500,000
Total Cemetery Perpetual Care Transfers Out	500,000	500,000	500,000	500,000
RESERVED FOR FUTURE EXPENDITURE	-	-	1,236,968	1,344,595
Committed FB - Cemetery Care	1,151,668	1,217,595	-	-
TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS	1,651,668	1,717,595	1,736,968	1,844,595

Forfeiture Fund

The Forfeiture Fund exists to accumulate and account for assets received by the Police Department because of federal and civil drug forfeitures.

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

FORFEITURE FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	13,050	19,485	19,976	21,854
REVENUE				
Forfeiture Funds-Federal	-	1,156	5,000	5,000
Forfeiture Funds-Civil	12,761	-	5,000	2,000
Interest Earned-federal	29	66	55	75
Interest Earned-Civil	35	456	435	400
Total Forfeiture Revenue	12,825	1,679	10,490	7,475
TOTAL FORFEITURE RESOURCES	25,875	21,164	30,466	29,329
REQUIREMENTS FOR FORFEITURE				
MATERIALS & SERVICES				
Supplies & Services-Federal	5,916	-	5,000	5,000
Supplies & Service-Civil	473	-	5,185	5,000
Total Forfeiture Materials & Services	6,390	-	10,185	10,000
RESERVED FOR FUTURE EXPENDITURE				
Reserve for Future Exp-Federal	-	-	-	16,251
Reserve for Future Exp-Civil	-	-	-	3,078
Total Reserves for Future Expenditure	-	-	-	19,329
ENDING FUND BALANCE (prior year's)				
Reserved FB - Fed Forfeiture	14,839	16,061	-	-
Restricted FB - Civil Forfeit.	4,647	5,103	-	-
Total Forfeiture Ending Fund Balance	19,485	21,164	20,281	-
TOTAL FORFEITURE REQUIREMENTS	25,875	21,164	30,466	29,329

Internal Service Funds

Facilities

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

2023-24 Highlights

- Finished installing new Courts storefront at City Hall.
- Upgraded warehouse lighting at Public Works.
- Installed/upgraded new sliding door at Police Department.
- Poured concrete slab for new generator at Civic Center.

2024-25 Goals

- Install commercial sized generator with transfer switch at Civic Center.
- Using ARPA Funds to help renovate the Canby Adult Center.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Provide attractive, clean, safe, and well-maintained City facilities				
Number of facility inspections per month	2	2	2	2
Number of OSHA or safety violations reported	0	0	0	0
Number of work orders completed	238	250	340	365
Number of insurance claims involving City facilities	1	1	0	0

Budget Detail

Facilities Fund

FACILITIES FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	39,024	17,125	86,512	50,717
REVENUE				
Interest Revenues	206	1,921	1,000	2,000
Canby Utility	213	-	500	-
Internal Revenue-Facilities	348,039	497,000	470,000	650,000
Total Facilities Revenue	348,457	498,922	471,500	652,000
TOTAL FACILITIES FUND RESOURCES	387,481	516,047	558,012	702,717
REQUIREMENTS FOR FACILITIES				
PERSONNEL SERVICES				
Regular Salaries and Wages	105,681	120,862	122,367	135,000
Overtime	2,495	4,564	4,000	10,000
Insurance Benefits	13,274	23,446	16,459	21,000
Taxes/Other	15,776	10,487	16,313	18,000
PERS Contributions	19,072	27,624	25,207	33,500
Clothing Allowance	400	800	400	1,200
Total Facilities Personnel Services	156,698	187,784	184,746	218,700
FTE	1.2	2.0	1.5	1.4
MATERIALS & SERVICES				
Contract Services	24,211	31,396	50,000	60,000
Janitorial Services & Supplies	39,654	63,622	150,000	200,000
Building Repairs & Maintenance	64,471	54,757	50,000	60,000
Copier Lease & Maintenance	188	201	250	250
Travel & Training	821	1,438	2,000	2,000
Internal Charge-Fleet	9,004	7,346	10,500	9,500
Supplies and Small Tools	2,050	4,191	6,000	6,000
Utilities	73,261	81,880	75,000	100,000
Total Facilities Materials & Services	213,658	244,832	343,750	437,750
OPERATING CONTINGENCY	-	-	26,425	32,823
RESERVED FOR FUTURE EXPENDITURE	-	-	-	13,444
Fund Balance	17,125	83,431	3,091	-
TOTAL FACILITIES REQUIREMENTS	387,481	516,047	558,012	702,717

Fleet Service

The Fleet Services Department's goal is to provide exceptional service and support to all City departments, keeping all city owned vehicles and equipment safe, reliable, and in good working condition. This allows City of Canby employees to focus on serving the citizens of Canby.

2023-24 Highlights

- Sent 3 vehicles and miscellaneous shop items to auction to help recuperate portions of original costs.
- Upgraded Two new shop doors and LED lighting.
- Purchased a new tire changing machine and tire balancer which allows us to bring the work in house and save money.
- Completed DEQ Testing for all City and transit vehicles.
- Kept total vehicles and equipment available for use above 89%.
- Maintained 92% on time Preventative maintenance.

2024-25 Goals

- Upgrade two more shop doors for better light and purchase a new parts washer that is more environmentally friendly.
- Continue equipment and vehicle repair training to keep up with the latest technology changes.
- Sell low usage vehicles and equipment to help better utilize what we have if allowed.
- Continue to maintain the City's fleet of vehicles and equipment at a high level of quality with minimal cost.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Maintain City's fleet of vehicles and equipment at a high level of quality with minimal cost				
Fleet vehicles and equipment in-service & on road	94%	94%	94%	92%
On-time preventative maintenance compliance	90%	90%	92%	92%
Scheduled vehicle & equipment maintenance work orders	800	886	820	850
Maximum unscheduled preventative breakdowns	50	50	40	35

Budget Detail

Fleet Fund

FLEET SERVICES FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	8,230	73,199	74,842	87,864
REVENUE				
Canby Adult Center	1,748	5,772	3,000	4,000
Miscellaneous - Revenue	575	-	1,000	1,000
Interest Revenues	358	2,527	1,800	3,000
Internal Revenue-Fleet	827,722	826,063	828,550	905,000
Total Fleet Revenue	830,403	834,362	834,350	913,000
TOTAL FLEET FUND RESOURCES	838,633	907,561	909,192	1,000,864
REQUIREMENTS FOR FLEET				
PERSONNEL SERVICES				
Regular Salaries and Wages	167,277	179,049	180,045	188,000
Overtime	270	175	2,500	3,000
Insurance Benefits	52,300	54,398	59,867	67,500
Taxes/Other	19,140	14,315	20,786	22,000
PERS Contributions	37,819	38,826	38,881	43,500
Clothing Allowance	800	800	800	800
Total Fleet Personnel Services	277,607	287,563	302,879	324,800
FTE	2.1	2.1	2.1	2.1
MATERIALS & SERVICES				
Contract Services-Shop	4,318	7,812	20,000	18,000
Contract Services-Vehicles	12,746	17,728	18,000	23,000
CAT Contract Services	8,453	6,488	18,000	18,000
Copier Lease & Maint	323	344	400	400
Canby Area Transit Expenses	34,334	39,671	34,000	32,000
Communications	767	1,048	1,200	1,000
Travel & Training	-	-	500	500
Membership Dues & Fees	-	31	-	-
DEQ/DMV	1,849	616	2,000	1,200
Internal Charge-Facilities	38,401	54,837	50,256	69,503
Internal Charge-Tech Services	7,679	14,964	9,202	20,700
Supplies & Services	48,455	46,106	40,000	50,000
Tires	9,482	12,186	12,000	10,000
Tires-Transit	4,921	6,562	8,000	10,000
Misc Shop Supplies	3,982	3,597	4,000	4,000
Tools and Equipment	5,451	8,105	6,000	8,000
Gasoline/Fuel	284,177	299,559	320,000	310,000
Oil-General	1,480	2,611	3,500	4,000
Oil-Transit	1,462	3,310	3,500	4,000
Safety Equipment	158	400	500	500
Total Fleet Materials & Services	468,438	525,974	551,058	584,803
CAPITAL OUTLAY				
Equipment	19,390	-	10,000	-
Total Fleet Capital Outlay	19,390	-	10,000	-
OPERATING CONTINGENCY	-	-	42,650	45,480
RESERVED FOR FUTURE EXPENDITURE	-	-	-	45,781
Fund Balance	73,199	94,024	2,605	-
TOTAL FLEET FUND REQUIREMENTS	838,633	907,561	909,192	1,000,864

Tech Services

The computer system represents the basic infrastructure for all office operations and is fundamental to efficient staff performance. The Information Technology Department operates on a cost reimbursement basis through charges to departments allocated on a proration basis based on computer count.

2023-24 Highlights

- Upgraded City Hall Conference Rooms Audio/Video/Remote Meeting Technology.
- Improved Single Sign on and Zero Trust Network Security.
- Implemented an online payment system for utility bills.
- Consolidated copier lease agreements.
- Hired Kintechnology for Temporary City IT Support.
- Hired Mowreader Computer Consulting for PD IT Support.
- Issued RFP for long-term IT service and support.

2024-25 Goals

- Support city workstations and servers with 98% or greater up time.
- Evaluated, Re-align and Implement Long-term IT staffing and support.
- Upgrade servers that have reached their end of life.
- Upgrade city camera systems.
- Update city phone system.
- Implement online payment systems for payroll tax.
- Inventory all City hardware and software.
- Implement Asset Tracking System.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Approx	FY2024 Projected	FY2025 Budget
Effectively maintain and support computer and informational systems throughout the city				
Workstations supported	211	210	192	200
Network Systems Supported (Servers)	36	34	28	28
Help Desk Tickets Serviced		881	843	800

Budget Detail

Tech Services Fund

TECH SERVICES FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	65,554	48,139	173,935	2,565
REVENUE				
Miscellaneous-Income	-	1,648	-	-
Interest Revenues	451	3,944	2,500	3,500
Internal Revenue-Tech Services	407,894	748,000	460,000	850,000
Total Tech Services Revenue	408,346	753,592	462,500	853,500
TOTAL TECH SERVICES FUND RESOURCES	473,900	801,731	636,435	856,065
REQUIREMENTS FOR TECH SERVICES				
PERSONNEL SERVICES				
Regular Salaries and Wages	86,734	170,002	204,005	75,000
Overtime	120	-	-	-
Insurance Benefits	11,759	37,179	44,527	35,500
Taxes/Other	7,583	13,209	17,224	6,500
PERS Contributions	20,163	28,156	44,145	17,000
Total Tech Services Personnel Services	126,359	248,546	309,901	134,000
FTE	1.1	2.2	2.2	1.1
MATERIALS & SERVICES				
Technical Consultant	161,995	27,795	30,000	325,000
Copier Lease & Usage	708	988	2,100	2,100
Communications	69,362	73,134	74,283	75,000
Web Page	12,583	6,210	7,500	7,500
Travel & Training	738	6,242	6,000	3,000
Fees & Dues	26,302	85,760	80,112	90,000
Internal Charge-Facilities	2,881	4,113	3,770	5,214
Internal Charge-Fleet	-	-	6,154	-
Supplies & Services	11,162	38,062	10,950	25,000
Computer Equipment	993	29,062	24,000	30,000
Total Tech Services Materials & Services	286,724	271,366	244,869	562,814
CAPITAL OUTLAY				
Equipment	-	36,730	-	-
Computer Equipment over \$5,000	12,678	70,605	50,000	100,000
New City Website	-	-	-	-
Total Tech Services Capital Outlay	12,678	107,335	50,000	100,000
OPERATING CONTINGENCY	-	-	27,739	34,950
RESERVED FOR FUTURE EXPENDITURE	-	-	-	24,301
ENDING FUND BALANCE (prior year's)	48,139	174,484	3,926	-
TOTAL TECH SERVICES FUND REQUIREMENTS	473,900	801,731	636,435	856,065

Enterprise Fund

Sewer Combined Fund Budget Summary

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

SEWER COMBINED FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	7,881,279	9,632,122	10,049,031	11,601,294
REVENUE				
Sewer Tap Fees	15,100	15,800	17,000	5,000
Utility Charges for Service	4,444,542	4,496,139	4,500,000	4,600,000
Miscellaneous Revenue	15,046	32,023	10,000	20,000
Interest Revenues	44,808	279,833	200,000	320,000
Total Sewer Revenue	4,519,496	4,823,795	4,727,000	4,945,000
TRANSFERS IN				
Transfer from SDC Fund	207,942	633,222	961,118	617,000
Total Sewer Transfers In	207,942	633,222	961,118	617,000
TOTAL SEWER FUND RESOURCES	12,608,717	15,089,139	15,737,149	17,163,294
REQUIREMENTS FOR SEWER COMBINED FUND				
WWTP				
Personnel Services	806,169	903,670	998,604	1,168,800
Materials & Services	480,425	503,200	644,538	698,046
Capital Outlay	133,198	168,495	2,006,000	1,005,000
SEWER COLLECTIONS				
Personnel Services	306,531	326,379	533,414	543,200
Materials & Services	125,696	109,274	165,112	196,275
Capital Outlay	221,625	1,090,227	200,000	3,907,500
STORMWATER				
Personnel Services	164,613	146,644	273,388	226,900
Materials & Services	51,308	51,961	80,728	91,637
Capital Outlay	-	85,517	474,000	1,307,000
NON-DEPARTMENTAL				
Personnel Services	28,922	27,344	32,083	44,500
Materials & Services	361,185	355,780	366,000	353,000
Transfers Out	296,930	366,495	361,130	416,159
Operating Contingency	-	-	154,609	166,118
RESERVED FOR FUTURE EXPENSE	9,632,116	10,954,153	9,447,543	7,039,159
TOTAL SEWER FUND REQUIREMENTS	12,608,717	15,089,139	15,737,149	17,163,294

Waste Water Treatment Plant (WWTP)

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

2023-24 Highlights

- Completed monitoring requirements for Copper BLM and Aluminum per the NPDES permit.
- Completed the Aeration Basin Rehabilitation Project and the construction of the new equipment storage building.
- Operated and maintained the wastewater treatment plant to meet the regulatory requirements set forth by the EPA and DEQ.
- Cooperated in a PFAS study with 9 other wastewater utilities to gather data as part of a grant to determine baseline PFAS levels in influent, effluent, biosolids and industrial user waste streams.
- Reviewed the current sewer use ordinance and existing local limits to determine if they adequately protect the wastewater treatment plant and the environment.

2024-25 Goals

- Meet regulatory requirements by meeting process control targets, conducting appropriate laboratory sampling/analysis and compliance reporting.
- Follow maintenance management best practices to ensure plant mechanical reliability.
- Participate in formal training to increase safety awareness and ensure permit compliance.
- Complete CIP project for new UV system.
- Procure a replacement trailer mounted diesel pump to increase emergency preparedness and reduce the likelihood of a sewer overflow.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Meet NPDES Permit Requirement: 85% BOD and TSS Removal	BOD 99% TSS 97%	BOD 99% TSS 98%	BOD 99% TSS 98%	BOD 99% TSS 98%
Participation in training required to maintain Oregon DEQ certifications. Attend meetings to stay updated on regulatory changes.	10	10	8	10
Effectively maintain WWTP equipment & infrastructure.	Daily	Daily	Daily	Daily
Attend construction meetings for CIP projects.		2x/month		2x/month

Budget Detail

Sewer Combined Fund - WWTP

SEWER COMBINED FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
RESOURCES				
BEGINNING BALANCE (Cash Carryover)	7,881,279	9,632,122	10,049,031	11,601,294
REVENUE				
Sewer Tap Fees	15,100	15,800	17,000	5,000
Utility Charges for Service	4,444,542	4,496,139	4,500,000	4,600,000
Miscellaneous Revenue	15,046	32,023	10,000	20,000
Interest Revenues	44,808	279,833	200,000	320,000
Total Sewer Revenue	4,519,496	4,823,795	4,727,000	4,945,000
TRANSFERS IN				
Transfer from SDC Fund	207,942	633,222	961,118	617,000
Total Sewer Transfers In	207,942	633,222	961,118	617,000
TOTAL SEWER COMBINED FUND RESOURCES	12,608,717	15,089,139	15,737,149	17,163,294
REQUIREMENTS FOR WASTE WATER TREATMENT PLANT				
PERSONNEL SERVICES				
Regular Salaries and Wages	512,212	592,756	607,440	690,000
Overtime	7,098	7,283	40,000	15,000
Employee Benefits	102	-	-	-
Insurance Benefits	92,418	118,501	125,055	187,000
Taxes/Other	63,487	47,587	76,192	93,500
PERS Contributions	129,252	135,542	146,717	180,500
Clothing Allowance	1,600	2,000	3,200	2,800
Total WWTP Personnel Services	806,169	903,670	998,604	1,168,800
FTE	5.2	6.0	5.8	6.3
MATERIALS & SERVICES				
Professional Services	2,619	1,500	15,000	15,000
Disposal Services	144,257	161,218	180,000	225,000
Maintenance Operations	18,629	31,487	42,000	42,000
Pump and Motor Repair	3,148	14,731	20,000	25,000
Grounds Maint	10,049	1,901	2,200	2,200
Effluent Testing	22,594	25,068	28,000	28,000
Sludge Testing	2,189	1,926	3,100	3,900
Pretreatment Testing	2,020	1,303	7,500	7,500
Communications	175	212	1,000	1,000
Copier Lease & Maintenance	184	482	600	1,500
Travel & Training	1,645	2,237	3,500	6,000
Membership Dues & Fees	2,350	2,165	3,000	3,000
NPDES Permit Fees	23,349	24,924	28,000	28,000
Internal Charge-Fleet	48,885	12,096	21,652	13,493
Internal Charge-Facilities	1,315	1,878	16,235	22,453
Internal Charge-Tech Services	22,970	25,287	15,551	29,300
Supplies & Services	8,840	9,220	6,500	9,000
Safety Supplies	1,169	369	1,500	1,500
Tools & Equipment	295	-	700	700
Computer Supplies	7,600	4,647	51,500	14,500
Bldg Cleaning Service	1,400	-	-	-
Lab Equipment & Chemicals	11,911	14,665	13,000	13,000
Bulk Chemicals	903	6,094	13,500	13,500
Lime	43,541	52,397	60,000	60,000
Biosolids - Polymer	5,412	12,100	12,500	12,500
Utilities	92,977	95,293	98,000	120,000
Total WWTP Materials & Services	480,425	503,200	644,538	698,046
CAPITAL OUTLAY				
Building	6,730	1,350	311,000	11,000
Vehicles & Equipment	27,341	-	120,000	107,000
Improvements	25,647	167,145	250,000	-
New Primary Clarifier & Support Systems	73,480	-	-	-
UV and Emergency Power	-	-	1,125,000	450,000
Fuel Station	-	-	200,000	337,000
WWTP Building Compliance Upgrade	-	-	-	100,000
Total WWTP Capital Outlay	133,198	168,495	2,006,000	1,005,000
TOTAL WWTP REQUIREMENTS	1,419,791	1,575,364	3,649,142	2,871,846

Sewer Collections Department

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

2023-24 Highlights

- Cleaned 6.8 miles of sanitary main lines.
- Completed annual inspections at Canby businesses to ensure Fat Oil and Grease (FOG) program compliance.
- Removed Safeway Pump Station.
- New sewer pipe and laterals on N. Locust, N.E. 9th Ave., and N. Maple Ln.
- New Manhole added on N. Maple Ln.

2024-25 Goals

- Perform sanitary sewer collection repairs.
- New sewer pipe and laterals on N.E. 10th Ave Locust to Pine.
- Maintain and clean sewer lift stations monthly.
- Increase public awareness of FOG.
- No sanitary sewer overflows.
- Finish Mapping existing Sewer System with GIS.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Maintain the sewer system to meet all DEQ requirements				
Total feet of sanitary lines	333,168	342,144	346,000	350,000
% of lines cleaned	11.58%	20%	15%	13%
% of lines video inspected	5%	5%	5%	5%
Number of overflows or backups	1	0	1	0
% of businesses inspected and in compliance w/ City's FOG Program	100%	100%	100%	100%
% of manholes inspected	65%	50%	50%	60%
Comm/Ind inspections, compliance monitoring and reports	85 FOG & 32 Ind	85 FOG & 32 Ind	50 FOG & 18 Ind	55 FOG & 25 Ind

Budget Detail

Sewer Combined Fund - Collections

SEWER COMBINED FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR SEWER COLLECTIONS				
PERSONNEL SERVICES				
Regular Salaries and Wages	190,997	215,519	328,911	340,000
Overtime	3,097	3,414	3,000	5,000
Employee Benefits	102	-	-	-
Insurance Benefits	42,937	40,480	81,161	66,000
Taxes/Other	24,370	18,643	47,701	50,000
PERS Contributions	44,629	47,922	71,041	81,000
Clothing Allowance	400	400	1,600	1,200
Total Collections Personnel Services	306,531	326,379	533,414	543,200
FTE	2.9	2.8	4.0	3.5
MATERIALS & SERVICES				
Consultant Engineer	36,963	4,360	12,000	12,000
Lateral Repair	8,353	11,879	12,000	12,000
Lift Station Maint	6,124	3,268	10,000	10,000
Lift Station Telemetry	5,017	4,075	5,500	13,000
Collection System Maint	3,400	5,372	30,000	30,000
Copier Lease & Maint	426	452	1,800	1,000
Communications	1,067	1,487	1,200	1,500
Travel & Training	2,139	5,325	6,000	6,000
Membership Dues & Fees	640	675	800	1,000
Internal Charge-Fleet	24,760	29,994	39,851	40,763
Internal Charge-Facilities	12,217	17,446	15,988	22,112
Internal Charge-Tech Services	1,314	4,510	2,773	14,100
Supplies & Services	10,789	4,512	7,500	9,000
Small Tools	3,238	5,393	10,000	10,000
Safety Supplies	1,531	1,855	1,500	1,800
Utilities-Lift Stations	7,718	8,672	8,200	12,000
Total Collections Materials & Services	125,696	109,274	165,112	196,275
CAPITAL OUTLAY				
Vehicles & Equipment	181,695	245,284	-	-
S Ivy Pump Station & Extension	315	-	-	-
NE 10th Ave Sanitary Sewer	-	-	-	1,675,000
Safeway Pump Station Removal	39,615	587,185	-	-
Generator 3rd Baker Pumpstatio	-	1,429	-	140,000
N Knott St Storm	-	70,409	-	-
N Maple Ln Sewer Line Replace	-	177,220	-	-
N Maple Ln Sewer Line Replace	-	3,315	-	-
N NW 10th & Birch Sewer Ext	-	5,385	-	-
Fuel Station	-	-	200,000	324,500
N Pine Street Realignment	-	-	-	1,280,000
Industrial Park Connection to 99E	-	-	-	488,000
Total Collections Capital Outlay	221,625	1,090,227	200,000	3,907,500
TOTAL COLLECTIONS REQUIREMENTS	653,852	1,525,881	898,526	4,646,975

Stormwater Department

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

2023-24 Highlights

- Performed monthly street sweeping.
- Installed 4 new and cleaned 5 drywells.
- Installed new storm system on N. Locust St. and N. E Territorial Logging Rd to Redwood.
- New Drywell and Catch basins on N. Knott.
- Install Drywells on N Juniper and N Maple Streets.
- Mapped with GIS 2% of the City’s storm system.
- Added a drywell and a sedimentation manhole to N.W. 9th Ave.

2024-25 Goals

- Add new storm system on N.E. 10th Ave.
- Update the Stormwater Master Plan.
- Map out 50% of the City’s stormwater infrastructure.
- Increase the amount of time spent on preventative maintenance dedicated to the stormwater system.

Performance Measures

Strategies and Measures	FY2022 Actuals	FY2023 Actuals	FY2024 Projected	FY2025 Budget
Maintain the Stormwater system, meeting all DEQ requirements				
Ft. of new storm lines installed	6,655	8,455	9,500	10,000
% of system videoed	1%	2%	2%	3%
% of storm lines cleaned	2%	2%	5%	6%
Catch basins replaced	10	6	10	8
% of catch basins cleaned	10%	11%	10%	12%

Budget Detail

Sewer Combined Fund - Stormwater

SEWER COMBINED FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS FOR STORMWATER				
PERSONNEL SERVICES				
Regular Salaries and Wages	108,328	98,847	170,116	138,000
Overtime	642	366	500	1,000
Employee Benefits	102	-	-	-
Insurance Benefits	17,089	17,963	42,171	33,000
Taxes/Other	13,280	8,178	22,235	19,500
PERS Contributions	24,973	21,290	37,966	35,000
Clothing Allowance	200	-	400	400
Total Stormwater Personnel Services	164,613	146,644	273,388	226,900
FTE	1.6	1.3	2.0	1.6
MATERIALS & SERVICES				
Consultant Engineer	8,227	14,459	10,000	12,000
Catch Basin Repair	577	-	8,000	8,000
Storm System Maintenance	19,006	7,554	25,500	26,000
Copier Lease & Maint	282	299	240	325
Communications	689	974	1,000	1,000
Travel & Training	619	394	5,000	6,000
Membership Dues & Fees	680	4,691	1,000	2,000
Internal Charge-Facilities	12,217	17,446	15,988	22,112
Supplies & Services	7,788	4,019	7,500	7,500
Small Tools	919	2,109	5,000	5,000
Safety Supplies	304	16	1,500	1,700
Total Stormwater Materials & Services	51,308	51,961	80,728	91,637
CAPITAL OUTLAY				
Equipment	-	36,017	194,000	-
Drywells	-	49,500	80,000	-
Fuel Station	-	-	200,000	337,000
S Ivy Sidewalk/Overlay Project	-	-	-	300,000
Industrial Park Connection to 99E	-	-	-	210,000
N Pine Steet Realignment	-	-	-	60,000
NE 10th Ave, N Locust to N Pine Storm line	-	-	-	400,000
Total Stormwater Captial Outlay	-	85,517	474,000	1,307,000
TOTAL STORMWATER REQUIREMENTS	215,921	284,122	828,116	1,625,537

Sewer Not Allocated

SEWER COMBINED FUND	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Proposed
REQUIREMENTS NOT ALLOCATED				
PERSONNEL SERVICES				
Regular Salaries and Wages	19,269	16,243	19,035	26,000
Insurance Benefits	3,648	6,564	7,399	10,000
Taxes/Other	1,745	1,096	1,587	2,500
PERS Contributions	4,260	3,441	4,062	6,000
Total Sewer Not Allocated Personnel Services	28,922	27,344	32,083	44,500
FTE	0.4	0.3	0.3	0.3
MATERIALS & SERVICES				
Rate Studies and Master Plans	-	375	-	-
Sewer Billing	53,079	51,095	51,000	53,000
Franchise Fee	307,901	304,310	315,000	300,000
Total Sewer Not Allocated Materials & Services	361,185	355,780	366,000	353,000
TRANSFERS OUT				
O/H Transfer to General Fund-WWTP	201,095	230,057	218,185	268,675
O/H Transfer to General Fund-Collections	64,081	85,765	94,871	102,195
O/H Transfer to General Fund-Stormwater	31,754	50,673	48,074	45,289
Total Sewer Not Allocated Transfers Out	296,930	366,495	361,130	416,159
OPERATING CONTINGENCY	-	-	154,609	166,118
TOTAL REQUIREMENTS NOT ALLOCATED	687,038	749,619	913,822	979,777
RESERVED FOR FUTURE EXPENDITURE	-	-	9,447,543	7,039,159
ENDING FUND BALANCE (prior year's)	9,632,116	10,954,153	-	-
TOTAL SEWER COMBINED FUND REQUIREMENTS	12,608,717	15,089,139	15,737,149	17,163,294

**Appendix
Personnel FTE Comparison to Prior Years**

	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Administration	3.3	3.3	4.4	4.4	3.8	3.4	2.9
HR & Risk Management	0.8	0.8	0.9	1.1	1.7	0.9	1.5
Finance	3.5	3.5	3.5	4.7	5.8	5.8	5.5
Court	2.8	2.8	2.7	1.8	1.8	1.8	2.8
Planning	2.3	2.3	3.1	3.3	3.3	3.4	4.3
Building	0.2	0.2	0.9	1.0	1.0	1.0	1.0
Police	29.3	29.3	30.0	30.8	34.0	33.9	34.9
Parks	6.3	6.3	6.3	6.2	7.5	6.4	6.2
Cemetery	1.7	1.7	2.2	1.6	2.2	1.5	2.0
Economic Development	2.5	2.5	2.5	2.5	2.6	2.7	2.6
General Fund Total	52.6	52.7	56.5	57.4	63.5	60.8	63.7
Library	8.7	8.7	8.8	9.8	8.9	8.7	9.9
Transit	2.7	2.7	2.9	2.7	2.9	2.8	2.9
Swim Center	7.4	7.4	8.6	8.2	9.0	10.3	9.0
Streets	6.4	6.4	6.5	7.4	8.0	6.1	7.5
Facilities	1.2	1.2	1.5	2.0	1.5	1.2	1.4
Fleet	2.1	2.1	2.1	2.1	2.1	2.2	2.1
IT	1.1	1.1	1.2	2.2	2.2	0.1	1.1
WWTP	5.2	5.2	5.3	6.0	5.8	4.9	6.3
Sewer Collections	2.9	2.9	3.0	2.8	4.0	3.5	3.5
Sewer Stormwater	1.6	1.6	1.4	1.3	2.1	1.8	1.6
Unallocated (Sewer)	0.4	0.3	0.3	0.3	0.3	0.3	0.3
Sewer Fund Total	10.0	10.0	10.0	10.4	12.1	10.5	11.7
City-wide Total	92.1	92.3	98.1	102.2	110.3	102.7	109.3

FTE Allocations

	FTE	General Fund	Street Fund	Sewer Fund	Tech Fund	Transit Fund	Swim Fund	Library Fund	Facility Fund	Fleet Fund
Administration/HR & Risk Mngmt										
City Administrator	1.00	100%								
HR Director	1.00	100%								
Administrative Director/City Recorder	1.00	100%								
Deputy City Recorder	1.00	100%								
HR Specialist	1.00	100%								
Finance										
Finance Director	1.00	100%								
Finance Analyst	1.00	100%								
Contracting & Payroll Specialist	1.00	100%								
Utility Billing Technician	1.00	40%	30%	30%						
Purchasing & Accounting Specialist	1.00	100%								
Office Specialist II	1.00	50%			50%					
Office Specialist I	1.00	85%		5%	10%					
Court										
Municipal Judge	0.06	100%								
Court Supervisor	1.00	100%								
Municipal Court Clerk II	0.75	100%								
Municipal Court Clerk I	1.00	100%								
Planning/Building										
Planning Director	1.00	94%	2%	4%						
Planning Manager	1.00	94%	2%	4%						
Associate Planner	2.00	85%	5%	10%						
Office Specialist II	1.00	85%	5%	10%						
Planning Technician	1.00	85%	5%	10%						
Police										
Police Chief	1.00	100%								
Police Captain	2.00	100%								
Sergeant	5.00	100%								
Police Patrol	21.00	100%								
Code Enforcement	1.00	100%								
Behavioral Health Specialist	1.00	100%								
Property Evidence	1.00	100%								
Baliff	0.10	100%								
Police Records Specialist I	1.00	100%								
Office Specialist III	2.00	100%								
Parks/Cemetery										
Public Works Supervisor	1.00	30%	20%	40%			10%			
Maintenance Worker III	1.00	96%	2%	1%			1%			
Cemetery Lead Maintenance Worker	1.00	95%	4%	1%						
Parks Lead Maintenance Worker	1.00	80%	17%			1%	2%			
Maintenance Worker III	1.00	87%	10%	1%		1%	1%			
Maintenance Worker II	2.00	85%	11%	2%			2%			
Maintenance Worker I	2.00	89%	7%	2%			2%			
Economic Development										
Economic Development Director	1.00	100%								
Econ Dev & Tourism Coordinator	1.00	100%								

	FTE	General Fund	Street Fund	Sewer Fund	Tech Fund	Transit Fund	Swim Fund	Library Fund	Facility Fund	Fleet Fund
Library										
Library Director	1.00							100%		
Library Manager	1.00							100%		
Librarian	2.00							100%		
Office Specialist II	3.88							100%		
Office Specialist I	2.10							100%		
Transit										
Transit Director	1.00				10%	80%				10%
Office Specialist III	1.00					100%				
Office Specialist II	0.50					100%				
Swim										
Aquatics Program Manager	1.00						100%			
Swim Operator	1.00						100%			
Swim Program Coordinator	1.00						100%			
Head Lifeguard	2.00						100%			
Lifeguard II/Instructor II	2.00						100%			
Lifeguard I/Instructor I	2.00						100%			
Facilities										
Facilities Maintenance Lead	1.00								100%	
Fleet										
Lead Mechanic	1.00									100%
Mechanic	1.00									100%
Tech Services										
IT Services Coordinator	1.00				100%					
Public Works										
Public Works Director	1.00	20%	20%	50%					10%	
Project Manager	1.00		50%	50%						
Office Specialist III	1.00	35%	25%	35%					5%	
Streets/Collections/Storm										
Public Works Supervisor	1.00		60%	30%					10%	
Maintenance Worker III	1.00		16%	84%						
Maintenance Worker III	1.00		79%	21%						
Maintenance Worker II	1.00		63%	37%						
Maintenance Worker III	1.00		63%	37%						
Maintenance Worker I	1.00		83%	17%						
WWTP										
Waste Water Services Manager	1.00			100%						
Lead Maintenance Worker	1.00		60%	40%						
Operator Lead	1.00			100%						
Pre-Treatment Coordinator	1.00			100%						
Operator II	1.00			100%						
Operator III	3.00			100%						
Total FTE for FY2025	109.39									

Salary Schedules

Attachment A
 Non-Represented Salary Schedule (Management, Supervisory & Confidential)
 Effective first full pay period after 7/1/2024
 Includes a 3.6% COLA

Classification	Range	5% steps					3% steps		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Vacant	1	4,182	4,392	4,611	4,841	5,084	5,236	5,393	5,555
Vacant	2	4,769	5,007	5,258	5,521	5,796	5,970	6,150	6,334
Human Resources Specialist Deputy City Recorder	3	5,436	5,707	5,993	6,293	6,608	6,805	7,010	7,220
Administrative Supervisor Aquatics Program Manager Municipal Court Supervisor	4	6,142	6,449	6,772	7,111	7,466	7,690	7,921	8,159
Library Manager	5	6,757	7,095	7,450	7,822	8,213	8,459	8,713	8,975
PW Supervisor WWTP Supervisor	6	7,365	7,733	8,120	8,526	8,952	9,220	9,497	9,782
Network Administrator Planning Manager	7	7,587	7,966	8,365	8,782	9,221	9,498	9,783	10,077
Vacant	8	7,966	8,365	8,782	9,221	9,682	9,974	10,272	10,581
Economic Development Director Planning Director Human Resources Director Library Director Administrative Director & City Recorder Transit Director	9	8,602	9,032	9,484	9,958	10,455	10,769	11,092	11,425
Police Captain Public Works Director	10	9,205	9,665	10,149	10,655	11,189	11,524	11,869	12,226
Finance Director	11	10,050	10,553	11,080	11,634	12,217	12,582	12,960	13,349
Police Chief	12	10,652	11,185	11,744	12,332	12,948	13,336	13,736	14,149

Part-time, non-represented employees working <20 hours per week – July 1, 2024

Salary Schedule for Canby Public Library **

Effective July 1, 2024

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Hourly Rate							
Library Page	14.70	15.20	15.70	16.20	16.70	17.20	17.70

** Part time, non-represented employees working on call, < 20 hrs per work, or on a temp basis

Salary Schedule for Canby Swim Center

Effective the first full pay period after July 1, 2024**

		Rate per hour - Each step reflects a 5% increase						
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
A	Lifeguard I	15.69	16.47	17.29	18.16	19.07	20.02	21.02
	Instructor I							
B	Lifeguard II	16.80	17.64	18.53	19.45	20.43	21.45	22.52
	Instructor II							

Part time, non-represented employees working < 20 hrs per work and/or on a temp basis not to exceed 6 mths

Canby Police Association – July 1, 2024

Canby Police Association

Salary Schedule A

Effective July 1, 2024

Includes 3.6% cost of living adjustment

Monthly Rate

Position	5% steps					3.5% step	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Police Patrol	\$6,740	\$7,077	\$7,431	\$7,803	\$8,193	\$8,480	
Sergeant	*	*	\$8,688	\$9,122	\$9,578	\$9,914	
Behavioral Health Specialist	\$7,419	\$7,790	\$8,179	\$8,588	\$9,018	\$9,333	
							3% between steps
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Property & Evidence Tech	\$4,963	\$5,212	\$5,472	\$5,746	\$6,033	\$6,214	\$6,401
Code Enforcement Officer	\$4,963	\$5,212	\$5,472	\$5,746	\$6,033	\$6,214	\$6,401
Police Records Specialist I	\$4,148	\$4,356	\$4,573	\$4,802	\$5,042	\$5,193	\$5,349
Police Records Specialist II	\$5,260	\$5,523	\$5,799	\$6,089	\$6,393	\$6,585	\$6,783

The base rate per pay period shall be the monthly rate multiplied by twelve (12) months and divided by the total number of pay periods.

* Sergeant pay starts at Step 3.

AFSCME Salary Schedule - ATTACHMENT A
 Effective the first full pay period following July 1, 2023
 Includes 4.0% COLA

Grade	Position	5% between steps					3% between steps	
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
T	Head Lifeguard	3072	3226	3387	3556	3734	3846	3961
A	Office Specialist I	3702	3887	4081	4286	4500	4635	4774
B	Accounts Payable & Transit Tax Tech	3904	4099	4304	4519	4745	4888	5034
	Library Assistant II							
	Municipal Court Assistant							
	Municipal Court Clerk I							
	Office Specialist II							
C	Mechanic Tech I	4031	4233	4444	4666	4900	5047	5198
	Parks Maint Worker							
	Swim Instructor/Program Coordinator							
	Maintenance Worker I							
D	Maintenance Worker II	4342	4559	4787	5026	5278	5436	5599
E	Municipal Court Clerk II	4448	4670	4904	5149	5407	5569	5736
F	Planning Tech	4672	4906	5151	5408	5679	5849	6025
G	Maintenance Worker III	4711	4947	5194	5454	5726	5898	6075
H	Facilities Maintenance Technician	4859	5102	5357	5625	5906	6083	6266
	Operator I							
I	Pre-Treatment Tech	4859	5102	5357	5625	5906	6083	6266
	Office Specialist III	4950	5198	5457	5730	6017	6197	6383
J	User Service Tech.	5011	5262	5525	5801	6091	6274	6462
K	Econ Development & Tourism Coord	5120	5376	5645	5927	6223	6410	6602
	Librarian							
	Mechanic							
	Purchasing & Accounting Specialist							
L	Swim Center Operator	5289	5553	5831	6123	6429	6622	6820
M	PC & Network Technician	5340	5607	5887	6182	6491	6686	6886
	Operator II							
N	Facilities Maintenance Lead	5601	5881	6175	6484	6808	7012	7223
	Lead Mechanic							
	Parks Lead							
	Public Works Lead							
O	Office Specialist IV	5797	6087	6391	6711	7046	7258	7475
P	Operator III	5842	6134	6441	6763	7101	7314	7533
	Pre-Treatment Coord.							
Q	Associate Planner	5897	6192	6501	6827	7168	7383	7604
	Project Planner							
R	Operator Lead	6106	6411	6732	7068	7422	7645	7874
S	Senior Planner	6444	6766	7105	7460	7833	8068	8310

Overhead and Internal Charges

Combined Internal Charges and Overhead Summary FY2025

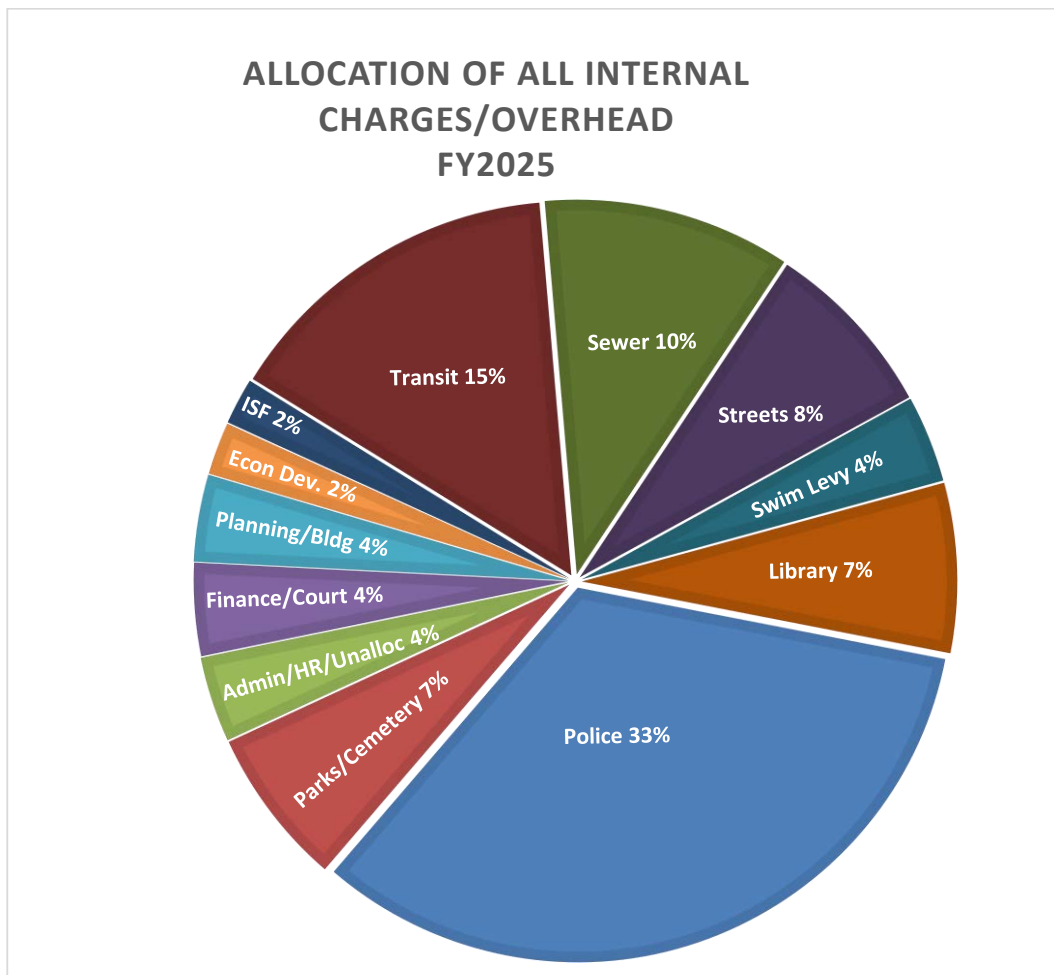
	Facilities	Tech	Fleet	Admin Overhead	FY2025 Total	FY2024 Budget	Variance % YR over YR budget
Admin	\$ 19,974	\$ 46,700	\$ -	\$ -	\$ 66,674	\$ 47,368	40.76%
HR	6,222	47,800	-	-	54,022	28,186	91.66%
Unallocated*	82,955	-	-	-	82,955	59,983	38.30%
Finance	9,471	71,400	-	-	80,871	41,670	94.07%
Court	8,666	44,700	-	84,974	138,340	85,638	61.54%
Planning	7,386	57,300	-	137,651	202,337	161,796	25.06%
Building	869	-	-	23,541	24,410	20,702	17.91%
Police	138,184	307,400	221,518	1,149,609	1,816,711	1,380,331	31.61%
Parks	49,755	22,900	63,836	193,571	330,062	281,025	17.45%
Cemetery	-	-	-	49,658	49,658	41,264	20.34%
Economic Dev	7,635	21,700	-	94,506	123,841	86,824	42.63%
Library	115,858	52,700	-	233,246	401,804	317,412	26.59%
Streets	50,045	31,800	110,574	230,316	422,735	356,811	18.48%
Fleet	69,503	20,700	5,500	-	95,703	66,808	43.25%
Facilities	-	-	9,500	-	9,500	10,500	-9.52%
Tech Services	5,214	-	-	-	5,214	9,924	-47.46%
Transit	11,586	58,000	432,316	311,309	813,211	681,890	19.26%
Swim Levy	-	23,500	-	183,049	206,549	169,050	22.18%
WWTP	22,453	29,300	13,493	268,675	333,921	271,623	22.94%
Collections	22,112	14,100	40,763	102,195	179,170	153,483	16.74%
Storm	22,112	-	-	45,289	67,401	64,062	5.21%
Total	\$ 650,000	\$ 850,000	\$ 897,500	\$ 3,107,589	\$ 5,505,089	\$ 4,336,350	26.95%

General Admin Overhead costs are absorbed by the General Fund.

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

Internal Charges	Allocation Methodology	Costs Include
Facilities	Costs are allocated to departments/ funds on a per square foot basis	Utilities, alarm monitoring, janitorial services and supplies, pest control, and other repair and maintenance costs
Fleet	Costs are estimated based on previous actual amounts and allocated by department	Mechanic labor, contract services, oil, gas, parts, and other supplies and equipment
IT	Costs are allocated to departments/ funds on a per computer and work order basis	Contract IT services, internet and phone service, web hosting and maintenance, IT supplies and equipment, basic software licenses and computer replacement costs

Administrative Overhead	Allocation Methodology	Costs Include
Human Resources	Costs are allocated based on FTE (full time equivalent) count	Employee salaries and benefits, election costs, professional and technical services, costs to broadcast city council meetings, liability insurance, recruitment costs, travel and training for employees and City Council, accounting software licenses, audit fees, and other related supplies and services
Administration, City Attorney & Finance	Costs are allocated based on a % of budgeted operating expense (personnel services + materials and services; capital outlay is excluded to promote consistency from year to year)	



Financial Policies

Purpose

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

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

Goal

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

Responsibilities

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

Policy 1 - Funds

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

Policy 2 - Budgeting

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

Policy 3 - Revenue

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

Policy 4 - Expenditures**Controls**

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

Specific Expenditures

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

Policy 5 - Revenue Constraints and Fund Balance

Nature of Constraints

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

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

Other Considerations

1. **Order of Use.** If multiple categories of fund balance are applicable to an expenditure, the City shall access funds in the following order: Restricted, Committed, Assigned, Unassigned.
2. **Purpose of Special Revenue Funds.** Special Revenue funds are general government funds created to track the use of dedicated revenues. The City legislation creating a special revenue fund will specify which specific revenues and other resources are authorized to be reported in the fund.
3. **Fund Balance.** Unrestricted fund balance is the sum of Committed, Assigned and Unassigned fund balance in any individual fund. In the General Fund, the City will strive to maintain an Unrestricted fund balance between 20% and 25% of annual operating revenue. If the fund balance falls below 30% of annual operating revenue a plan will be created outlining how and when the fund balance will be replenished.

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

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

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

City Responsibility

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

Debt

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

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

Rule 15c2-12 Disclosures

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

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

Policy 6 - Continuing Disclosure (continued)

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

Glossary & Acronyms

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

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

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

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

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

Amortization - The process of paying off debt through regular principal and interest payments over time.

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

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

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

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

Audit - An audit is an independent examination of accounting and financial records and financial statements to determine if they conform to the law and to generally accepted accounting principles (GAAP).

Balanced Budget – A budget where total revenues are equal to or greater than total expenses.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Comprehensive Annual Financial Report --the audited report of the City’s finances for the fiscal year. It is recommended that an acronym no longer be used for this report due to its resemblance to an ethnic slur.

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

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

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

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

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

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

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

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

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

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

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

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

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

GFOA – Government Finance Officers Association.

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

Governmental Fund – Funds generally used to account for tax-supported activities.

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

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

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

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

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

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

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

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

Mission – Defines the primary purpose of the City.

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

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

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

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

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

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

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

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

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

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

Proprietary Funds - Report on activities financed primarily by revenues generated by the activities themselves, such as a municipal utility.

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

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

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

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

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

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

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

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

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

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

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

URA - The City of Canby Urban Renewal Agency. The Agency is a municipal corporation distinct from the City. The Canby City Council serves as the Board of Directors for the URA.

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

Required Notices and Filings**Notices of Budget Committee Meetings****Notice of Budget Committee Meetings**

A public meeting of the Budget Committee of the City of Canby, Clackamas County, State of Oregon, to discuss the budget for the fiscal year July 1, 2024 to June 30, 2025, will be held at City of Canby Civic Center, 222 NE 2nd Avenue, Canby, Oregon, 97013 on May 16, 2024 at 6:00 pm and May 23, 2024 at 6:00 pm.

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. Public comment will be heard at the first meeting on May 16, 2024.

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 15, 2024. If you wish to speak virtually, please contact the City Recorder at benhamm@canbyoregon.gov or call 503-266-0720 by 4:30 pm on May 15, 2024 with your name and contact information. Once your information is received you will be sent instructions on how to speak virtually.

A copy of the budget document may be inspected or obtained on or after May 10, 2024 on the city's website at www.canbyoregon.gov.

Notice of URD Budget Committee Meeting

A public meeting of the Budget Committee of the Canby Urban Renewal District, Clackamas County, State of Oregon, to discuss the budget for the fiscal year July 1, 2024 to June 30, 2025, will be held at City of Canby Civic Center, 222 NE 2nd Avenue, Canby, Oregon, 97013 on May 23, 2024 at 6:00 pm.

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. Public comment will be heard for the URA budget at the meeting on May 23, 2024 at 6:00 pm.

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 22, 2024. If you wish to speak virtually, please contact the City Recorder at benhamm@canbyoregon.gov or call 503-266-0720 by 4:30 pm on May 23, 2024 with your name and contact information. Once your information is received you will be sent instructions on how to speak virtually.

A copy of the budget document may be inspected or obtained on or after May 10, 2024 on the city's website at www.canbyoregon.gov.

Notice of Budget Committee Meetings

A public meeting of the Budget Committee and of the Canby Urban Renewal District of the City of Canby, Clackamas County, State of Oregon, to discuss the budget for the fiscal year July 1, 2024 to June 30, 2025, will be held at City of Canby Civic Center, 222 NE 2nd Avenue, Canby, Oregon, 97013 on May 30, 2024 at 6:00 pm. This meeting will be held in addition to the May 23, 2024 meetings.

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. Public comment will be heard at the first meeting on May 30, 2024.

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 30, 2024. If you wish to speak virtually, please contact the City Recorder at benhamm@canbyoregon.gov or call 503-266-0720 by 4:30 pm on May 30, 2024 with your name and contact information. Once your information is received you will be sent instructions on how to speak virtually.

A copy of the budget document may be inspected or obtained on or after May 10, 2024 on the city's website at www.canbyoregon.gov.

**NOTICE OF PUBLIC HEARING
CITY OF CANBY FOR FY 2024-25 BUDGET YEAR**

A public meeting of the City Council of the City of Canby will be held on **Thursday, June 19, 2024**, at 5:00 pm via zoom. The zoom link will be posted under Meetings on the Agenda at <https://www.canbyoregon.gov/>. The purpose of this meeting is to declare the City's election to receive **\$240,000** in state revenue sharing funds for the FY 2024-2025 budget year.

A copy of the budget document may be reviewed online at <https://www.canbyoregon.gov/> or is available at the Canby Civic Offices – 222 NE 2nd Avenue, Canby, Oregon, 97013 between the hours of 9:00 am and 4:00 pm.

Notice of Budget Hearing

FORM LB-1

NOTICE OF BUDGET HEARING

FY2024

A public meeting of the City of Canby City Council will be held on June 21, 2023 at 7:00 p.m and can be viewed on CTV Channel 5 or at <https://www.youtube.com/user/CityofCanby>. Any person may provide comment in written form, virtually or in person. For instructions on how to provide comments virtually, please contact the Deputy City Recorder at benhamm@canbyoregon.gov or call 503-266-0720 by 4:30 pm on June 21st. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the City of Canby Budget Committee. A summary of the budget is presented below. A copy of the budget can be found on the City's website at www.canbyoregon.gov. This budget is for an annual budget period and this budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Eric Kytola, Finance Director Telephone: 503-266-0725 Email: kytolae@canbyoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount FY2022	Adopted Budget This Year FY2023	Approved Budget Next Year FY2024
Beginning Fund Balance/Net Working Capital	33,083,062	39,268,636	45,081,067
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	15,074,859	15,088,713	14,915,550
Federal, State and All Other Grants, Gifts, Allocations and Donations	10,868,435	9,966,342	5,499,499
Revenue from Bonds and Other Debt	0		
Interfund Transfers / Internal Service Reimbursements	3,764,695	7,052,832	11,768,732
All Other Resources Except Property Taxes	810,548	294,961	1,175,873
Property Taxes Estimated to be Received	6,829,809	7,018,300	7,527,978
Total Resources	70,431,408	78,689,784	85,968,699

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	12,275,419	14,977,346	16,350,758
Materials and Services	7,519,948	9,648,241	10,292,029
Capital Outlay	2,930,987	15,650,000	16,700,347
Debt Service			
Interfund Transfers	3,347,101	6,653,532	11,319,732
Contingencies		740,524	783,198
Special Payments	28,382	25,000	20,000
Unappropriated Ending Balance and Reserved for Future Expenditure	44,329,571	30,995,141	30,502,635
Total Requirements	70,431,408	78,689,784	85,968,699

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit FTE for that unit			
Administration	794,345	973,307	986,440
FTE	3.3	3.9	3.8
HR/Risk Management	521,988	971,405	1,024,072
FTE	0.8	1.7	1.7
Finance	579,417	745,047	912,051
FTE	3.5	4.8	5.8
Court	488,873	435,201	451,851
FTE	2.8	1.8	1.8
Planning	569,437	1,098,530	1,193,759
FTE	2.3	3.2	3.3
Building	44,196	130,276	131,777
FTE	0.2	1.0	1.0
Police	6,240,328	7,583,720	8,333,017
FTE	29.3	32.0	34.0
Parks	1,492,397	1,189,860	4,712,813
FTE	6.3	6.3	7.5
Cemetery	202,358	228,249	246,248
FTE	1.7	2.2	2.2
Economic Development	587,738	567,231	679,992
FTE	2.5	2.5	2.6
Library	1,115,931	1,244,179	1,209,791
FTE	8.7	8.9	8.9
Transit	2,264,479	4,762,065	4,752,650
FTE	2.7	2.9	2.9
Swim Center	686,531	2,335,447	920,052
FTE	7.4	8.5	9.0
Streets	2,937,901	8,048,456	9,572,870
FTE	6.4	7.3	8.0
Tourism Promotion	2,410	10,000	10,000
FTE	0.0	0.0	0.0
Tourism Enhancement	3,507	10,000	10,000
FTE	0.0	0.0	0.0
Forfeiture	6,390	10,185	10,185
FTE	0.0	0.0	0.0
Facilities	370,357	473,551	528,496
FTE	1.2	1.5	1.5
Fleet Services	765,434	887,434	863,537
FTE	2.1	2.1	2.1
Tech Services	425,761	790,637	604,770
FTE	1.1	2.5	2.2
Wastewater Treatment	1,419,689	2,484,194	3,649,142
FTE	5.2	5.8	5.8
Collections	653,949	1,950,543	898,526
FTE	2.9	3.6	4.0
Stormwater	215,820	606,645	828,116
FTE	1.6	2.0	2.0
Not Allocated to Organizational Unit	48,742,172	39,153,622	43,378,144
FTE	0.3	0.3	0.3
Total Requirements	70,481,408	78,689,784	85,968,699
Total FTE	92.3	106.8	110.4

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The FY2024 operating budget increases capital investment substantially due to two factors. The first factor is the ARPA funds the City received are being invested into capital projects. The second factor is that during FY2023 many of the capital projects weren't completed. There is also an increase of 1.6 FTE to allow many departments to better serve the community. This budget includes projections of a 3% increase in health insurance costs and a COLA for all staff.

PROPERTY TAX LEVIES

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

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1,	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$12,038,691	\$0
Other Borrowings	\$0	\$0
Total	\$12,038,691	\$0

Resolution Adopting the Budget, Making Appropriations, Imposing and Categorizing Tax for FY2024

RESOLUTION NO. 1387**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES FOR THE 2024 FISCAL YEAR**

WHEREAS, a public hearing for the 2024 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 21, 2023; 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, 2023; and

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

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed and categorized for the tax year 2023-2024 upon the assessed value of all taxable property within the district:

General Government Limitation

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

Excluded from Limitation

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

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Canby hereby adopts the budget for fiscal year 2024 in the total of \$84,888,019. This budget is now on file at City Hall, 222 NE 2nd Ave., Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2023, and for the purposes shown below are hereby appropriated:

Total APPROPRIATIONS, All Funds	\$55,464,578
Total Unappropriated and Reserve Amounts, All Funds	\$29,423,441
TOTAL ADOPTED BUDGET	\$84,888,019

Resolution Adopting the Budget, Making Appropriations, Imposing and Categorizing Tax for FY2025
(continued)

General Fund	
Administration	\$ 984,954
HR/Risk Mgmt.	1,024,072
Court	451,851
Finance	912,051
Planning	1,193,759
Building	151,851
Police	8,333,017
Parks	4,712,813
Cemetery	246,248
Economic Dev.	751,464
Not Allocated	
Personnel Services	88,513
Materials & Services	265,983
Special Payments	20,000
Transfers Out	375,000
Contingency	200,000
Total	\$ 19,711,576

Library Fund	
Library	\$ 1,269,791
Special Payments	0
Transfers Out	693,407
Contingency	63,490
Total	\$ 2,026,688

Transit Fund	
Transit	4,752,650
Transfers Out	260,890
Contingency	149,344
Total	\$ 5,162,884

Swim Levy Fund	
Swim	\$ 920,052
Transfers Out	158,308
Contingency	45,403
Total	\$ 1,123,763

Transient Room Tax Fund	
Tourism Promotion	\$ 10,000
Tourism Enhancement	10,000
Total	\$ 20,000

Streets Fund	
Streets	\$ 9,572,870
Transfers Out	193,333
Contingency	73,539
Total	\$ 9,839,742

SDC Fund	
Transfers Out	\$ 8,686,118

Cemetery Perpetual Care Fund	
Transfers Out	\$ 500,000

Forfeiture Fund	
Forfeiture	\$ 10,185

Facilities Fund	
Facilities	\$ 528,496
Contingency	26,425
Total	\$ 554,921

Fleet Fund	
Fleet	\$ 863,937
Contingency	42,650
Total	\$ 906,587

Tech Services Fund	
Tech Services	\$ 604,770
Contingency	27,739
Total	\$ 632,509

Sewer Fund	
WWTP	\$ 3,649,142
Collections	898,526
Stormwater	828,116
Not Allocated	
Personnel Services	32,083
Materials & Services	366,000
Transfers Out	361,130
Contingency	154,609
Total	\$ 6,289,606

The above resolution statements were approved and declared adopted on this 21st day of June 2023.


 Maya Benham
 City Recorder


 Brian Hodson, Mayor

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property (LB-50)

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

**FORM OR-LB-50
2023-2024**

• Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet Check here if this is an amended form.

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

Mailing Address of District: PO Box 930 City: Canby State: OR ZIP code: 97013 Date: 8/29/2023

Contact Person: E. Kytola Title: Finance Director Daytime Telephone: 503.288.0835 Contact Person E-Mail: kytolae@canbyoregon.gov

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

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

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

PART I: TAXES TO BE IMPOSED

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

PART II: RATE LIMIT CERTIFICATION

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

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

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
Swim Center (mixed purpose)	11.2.2021	2022	2026	\$0.49/\$1,000

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
Delinquent Sewer Charges	454.225		54,503.37

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

**The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

Resolution Declaring the City's Election to Receive State Revenue for FY2025

RESOLUTION NO. 1392

A RESOLUTION CERTIFYING THE CITY OF CANBY IS ELIGIBLE IN FISCAL YEAR 2024 TO RECEIVE STATE SHARED REVENUES (CIGARETTES, LIQUOR, 911, AND HIGHWAY GAS TAXES) BECAUSE IT PROVIDES FOUR OR MORE MUNICIPAL SERVICES.

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: police protection; fire protection; street construction, maintenance, and lighting; sanitary sewer; storm sewers; planning, zoning, and subdivision control; one or more utility services.

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, THE CITY OF CANBY RESOLVES AS FOLLOWS: The City of Canby 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 sewer
4. Storm sewer
5. Planning, zoning, and subdivision control

This Resolution shall take effect on June 29, 2023.

ADOPTED this 29th day of June 2023 by the Canby City Council.


 Brian Hodson
 Mayor

ATTEST:


 Maya Benham
 City Recorder