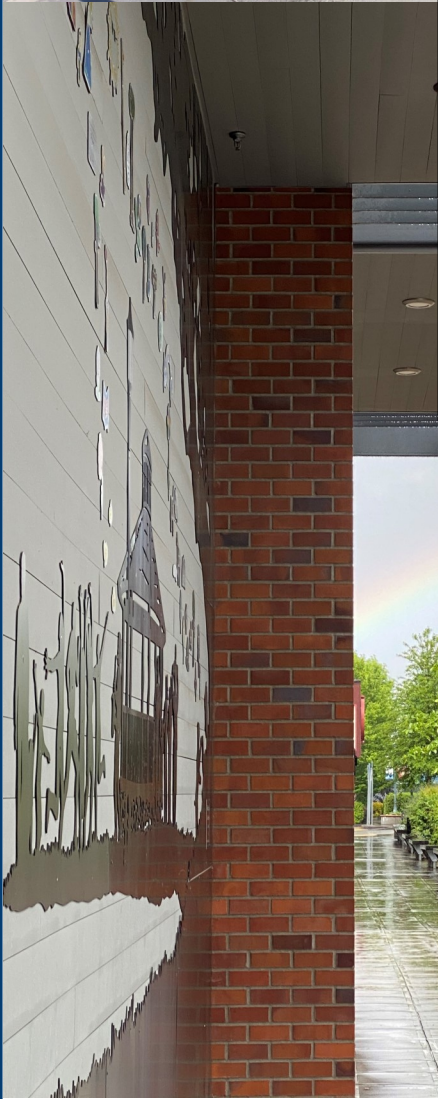




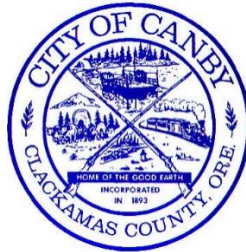
City of Canby, Oregon
Fiscal Year 2023-24
Adopted Budget



City of Canby Adopted Annual Budget

For the Fiscal Year

July 1, 2023 - June 30, 2024



CITY COUNCIL

Brian Hodson, Mayor
Traci Hensley, Council President
Christopher Bangs, Council Member
James Davis, Council Member
Jason Padden, Council Member
Herman Maldonado, Council Member
Shawn Varwig, Council Member

BUDGET COMMITTEE

Michelle Hensley
Scott Sasse
Eric Arndt
Jack Pendleton
Elizabeth Chapin
Lisa Potter

CITY STAFF

Eileen Stein, Interim City Administrator
Joseph Lindsay, Assistant City Administrator/City Attorney
Eric Kytola, Finance Director
Melissa Bisset, HR Director
Don Hardy, Planning Director
Eric Laitinen, Aquatics Program Manager
Jerry Nelzen, Public Works Director
Jorge Tro, Police Chief
Danny Smith, Library/ IT Director
Jamie Stickel, Economic Development Director/ Communications Specialist
Todd Wood, Transit/ Fleet Director

www.canbyoregon.gov

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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 management with a financial and operating plan that adheres to the city's financial policies.
- Communicate the vision of the City Council and management 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 18, 2023 (rev. June 23, 2023)

Fiscal Year 2023-24 City Administrator's Budget Message

The Honorable Mayor and City Council
Members of the Budget Committee

Introduction

It is my pleasure to present the City of Canby proposed Fiscal Year 2024 budget in the amount of \$44.1 million in accordance 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 department leaders, Finance team, and Administration 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 City Council Goals and Objectives. It also incorporates directives coming out of last year's budget process. The following items are several highlights of putting the Council's important budgetary and policy decisions into action this last year:

- The Police Department kept up with vacant positions by hiring one new recruit and three lateral Officers, added a Behavior Health Specialist that responds with Police to mental health crises related calls, held the Police Department's 2nd Annual Grill and Chill/National Night Event for over 500 attendees, added a Police Sergeant to increase supervision during the late night/early morning hours, responded to a 51% increase in calls for service (2865) in 2022 as compared to 2021 (not including traffic Stops), received State Accreditation from the Oregon Accreditation Alliance, participated with the Clackamas County Inter-Agency Drug Task Force, and implemented Body Worn Cameras for all patrol officers.
- The Planning Department accomplished completing the Council adoption of the Economic Opportunity Analysis, completion of the draft Housing Production Strategy and Housing Needs Analysis, started the Comprehensive Plan and Transportation System Plan update which will include an urban growth boundary expansion, brought on two new planning commission members to fill vacant positions, assisted in delaying the I-205 Tolling project and having ODOT re-assessment traffic diversion impacts and mitigation based on Canby letter and other city/county letters provided to ODOT, and aided in the adoption of the parks master plan
- Public Works completed a full street reconstruction from NE 4th to NE 10th on N Locust Street, upgraded the Sewer Main on N Locust street, upgraded all the storm system on N Locust, constructed a new Pickle Ball Court at N Maple Street Park, also aided in the adoption of the parks master plan, and are continuing to move forward on the Walnut

Street Extension project that is in its final engineering stage and will begin construction this fiscal year

- The Library hired a new library manager and children's librarian, completed a time and motion study to improve efficiencies, completed a workflows and process analysis for materials movement and fulfillment, made multiple ergonomic improvements to help staff, reduce repetitive motion injuries, and increase efficiency, and completed a comprehensive analysis of the library collection and created new processes focusing on efficiency and getting materials out to library customers as quickly as possible.
- The Swim Center replaced its water main with very limited interruption of service, adapted well to a new schedule, getting all second-grade swimmers in for lessons this year, and aided in the new level of success of the Canby High School swim team and the Canby Gators.
- Economic Development created and launched a pilot community small grants program while continuing to plan and implement large scale events like Light the Night, Fourth of July, and Canby's Big Weekend along with First Thursdays and the inaugural Shop Local campaign.
- The new City IT Department completed its city-wide conversion to Microsoft 365, replaced servers at City Hall, upgraded critical software systems, upgraded the infrastructure between CAT and the rest of the city locations, upgraded and implemented VPN city-wide, created a data backup and disaster recovery plan, added long term backup cloud storage, consolidated copier leases, and upgraded conference room technology.
- Court is working diligently at transitioning out of its criminal caseload.
- CAT added circular route and Saturday services.
- And HR has nearly completed its full-scale classification and compensation study for all of the positions in the City.

Responding to the Economic Challenges

This proposed budget exists in an economic climate where record-breaking inflation has stubbornly continued over the last two years to impact several bottom lines. Extraordinary fuel prices affect everything from the construction of our roads to the fuel we put in our fleet of trucks, buses, and police cars. Costs of labor and materials have all risen sharply. Collective Bargaining Agreements were negotiated to cap cost of living adjustments to try to keep labor costs manageable, yet the COLA increases hit the ceiling of the negotiated window for the second straight year. Liability insurance has continued to increase because it is more expensive to insure property when its value increases.

Meeting Needs and Moving Forward

The proposed budget uses forward thinking to meet 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:

- Public Works is again proposing to install two electric car charging stations in the city-owned parking lot next to the movie theater, a project carried over from last year's budget. They are also budgeting for the reconstruction of NE 4th at the Canby Train Museum to help with the nearby congested intersection as well as installation of a new drywell on N Maple Street to eliminate flooding issues.

- Public Works is also proposing the addition of a Project Manager position for several capital projects, the addition of a part-time Park & Recreational Professional position, and an additional full-time park maintenance position to align with the Parks Master Plan recommendations.
- The Finance Department is taking a full-time position from Administration to increase efficiencies at the front counter.
- The PD proposes to take the current hybrid position of Code Enforcement/Evidence Tech and make those separate positions to better enforce code and to deal with the pending significant increase in evidence created by implementation of body cameras.
- The City Recorder proposes adding a new program to better track Committees, Boards, and Commissions.
- Planning will work session housing code efficiency measures with planning commission and city council necessary to support a residential urban growth boundary expansion, continuing advancement of the comprehensive and transportation system plan updates.

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.

One-Time Costs and Ambitious Capital Projects

This overall proposed budget comes in at about an eight percent (7%) 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 twelve percent (12%) increase from last year's budget. Last year's Total General Fund Requirements totaled just over \$21.4 million dollars, while this year's proposal is just under \$24.0 million. Labor costs have gone up with the cost of living adjustments, and the entire City has experienced inflationary increases to materials and services throughout every department. So a proposed increase that comes under the national, 40-year inflation rate while expanding services is impressive. Here is a listing of the items that are either one-time or otherwise accounted for with funds that are special or extraordinary to explain the larger overall increase to this proposed budget:

- Streets Capital Outlay is proposed at \$8.1 million.
- Parks has Capital Outlay of \$3.52 million
- Parks, Streets, Sewer, Collections, and Storm are all contributing \$200k each for the building of the new fuel station at Public Works.
- Another \$1.5 million for Transit office construction is in the budget.
- The Wastewater Treatment Program proposes Capital Outlay at \$2.0 million.
- Carryover from the first year of Comprehensive Plan amendment, along with this next year's contractual obligations, is proposed at \$440k

Adding the above projects and one-time expenses together accounts for \$16.6 million of the proposed overall budget. And truly, some of these projects are located in the general fund, so our continued costs in future budgets should eventually further normalize.

Conclusion

This proposed budget looks to implement the latest adopted City Council Goals and Objectives, responsibly respond to current economic conditions 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 so as to maintain Canby's livability and small town charms.

Respectfully Submitted,

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.

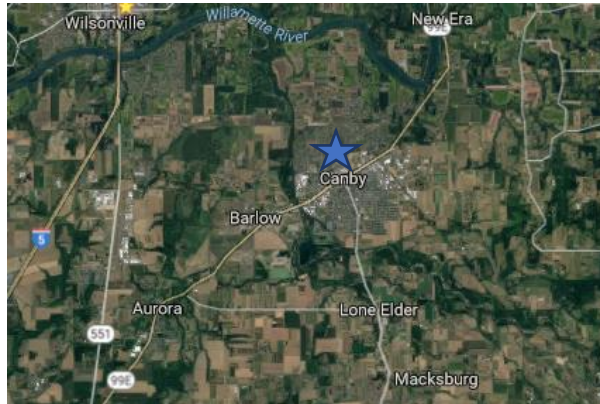
Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District. Phone, cable, and trash disposal are provided by private businesses. Canby is part of Canby School District 86.

Local media coverage is provided by Willamette Falls Studios and the Canby Herald publishes the local newspaper. The Canby Current provides digital local news online.

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

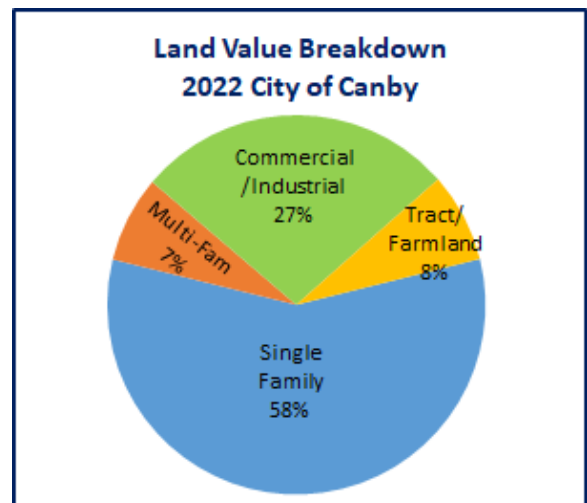
Economy

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.

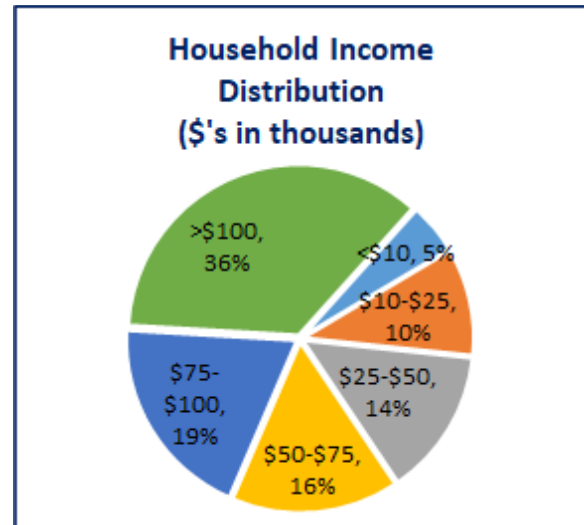


Demographics

Over the last two and a half decades, Canby has grown rapidly. Between 1990 and 2022, the population has grown 111%. Canby has an average of 2.73 people per household as compared to 2.44 in Oregon as a whole. Canby's population is 53.1% female, compared to Oregon at 50.0%.

8.0% of Canby's population are veterans compared to 7.7% of the state of Oregon.

Age Distribution			
Age	Percentage of Population	Percent Male	Percent Female
0-19	26%	43%	57%
20-39	23%	56%	44%
40-59	27%	47%	53%
60+	24%	43%	57%

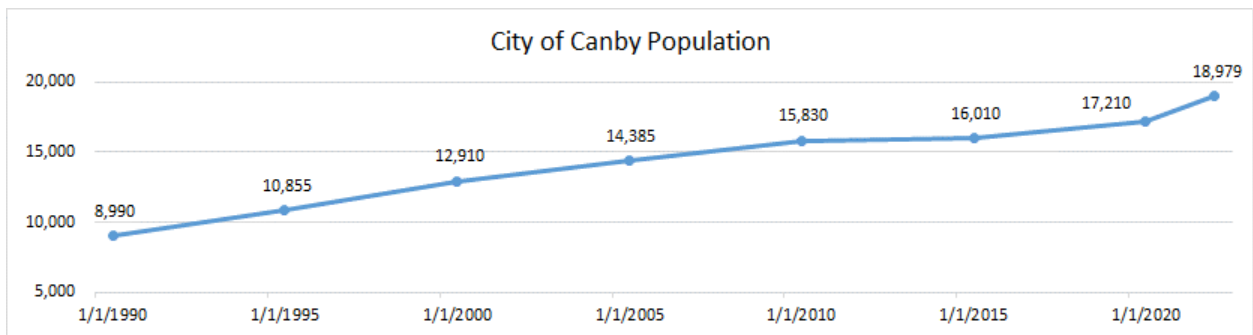
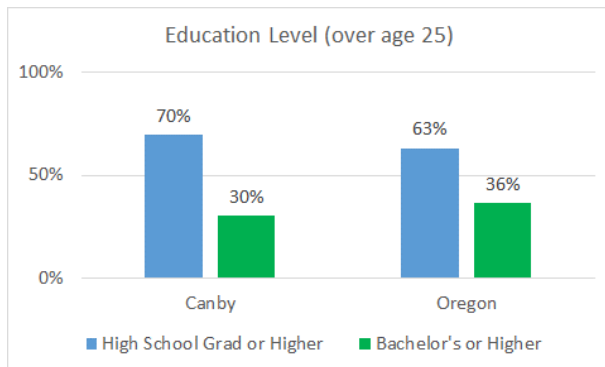


9.4% of Canby families are below the poverty level as compared to Oregon at 12.2%. While the unemployment rate in Canby is 2.5% and 3.9% in Oregon as a whole.

Oregon has 15.1% of the population living with a disability while Canby is at 13.6%.

Owner-occupied homes represent 65.2% of the community as opposed to 63.8% of Oregon as a whole.

14.0% of the Canby population speaks Spanish while Oregon as whole has 8.7% of the population that speaks Spanish



Source for demographic information, excluding population (2021 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		<u>2022</u>
<u>Employer</u>	<u># of Employees</u>	<u>% of Total City Employment</u>
Canby School District	566	6.74%
Pacific Furniture Industries	310	3.69%
Columbia Distributing	299	3.56%
Kendal Floral LLC	284	3.38%
Fred Meyer Stores Inc.	252	3.00%
Clarios	220	2.62%
Shimadzu USA Mfg. Inc.	202	2.41%
Milwaukie Electronics	188	2.24%
ICC Northwest	130	1.55%
S R Smith LLC	130	1.55%

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

Taxpayer	<u>2022</u>			<u>2012</u>		
	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total Taxable Assessed Value</u>	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total Taxable Assessed Value</u>
Hope Village Inc.	\$ 29,996,877	1	1.60%	\$ 17,732,083	1	1.49%
Fred Meyer Stores Inc. #651	25,333,462	2	1.35%	17,551,043	2	1.48%
Canby East Associates LLC	23,692,399	3	1.27%	17,365,978	3	1.46%
Canby Telephone Assn.	23,221,900	4	1.24%	16,098,556	4	1.35%
Sequoia Grove Apartments LLC	21,353,332	5	1.14%	15,996,100	5	1.35%
American Steel Corporation	19,488,029	6	1.04%	9,599,617	6	0.81%
Shimadzu USA Manufacturing	17,353,596	7	0.93%	8,443,973	7	0.71%
Argo Canby LLC	14,989,563	8	0.80%	7,141,366	8	0.67%
Canby Market Center LLC	12,737,554	9	0.68%	7,026,488	9	0.66%
Northwest Natural Gas Co.	12,028,000	10	0.64%	6,993,312	10	0.59%
Subtotal	200,194,712		10.69%	123,948,516		10.57%

Maps



City of Canby City Council Values and Goals

Values

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

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

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

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

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

Goals

Adopted April 5, 2017

Community

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

Growth and Economic Development

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

Parks and Recreation

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

Public Services

- Maintain and improve City infrastructure – stormwater, road maintenance, Wastewater Treatment Plant (WWTP), and others
- Continue to provide quality public safety and services that enhance Canby's livability
- Develop strategy for improving and sustaining Canby Area Transit System
- Develop strategy for implementing Transportation System Plan (TSP) with emphasis on neighborhood safety and economic development
- Encourage long-term services and infrastructure plans for NE and SE development
- Develop strategy for implementing Oregon 99E Corridor and Gateway Plan

**2022 City Council
Goals & Objectives
Adopted October 19, 2022**

PROMOTE FINANCIAL STABILITY

- Assess the City's reserve levels and balance savings and spending to meet community needs
- Evaluate the City's fee structure including the park maintenance fee and street maintenance fee to address cost recovery on all fees
- Increase engagement with the City's budget committee
- Use ARPA funds to recover loss and build for the future
- Leverage ARPA Funds to update the City's emergency management plan*

ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH

- Complete the City's Housing Needs Analysis
- Complete the City's Economic Needs Analysis
- Update the City's development code
- Expand the Canby Area Transit circulator routes
- Update the City's Comprehensive Plan
- Pursue an urban growth boundary expansion
- Prepare an analysis of inclusionary zoning tools and how they could help expand housing opportunities in Canby
- Determine the future of the Urban Renewal Agency
- Explore planning toward future wastewater/municipal water needs**

PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

- Update the transportation system plan
- Build relationships with ODOT and Clackamas County to pursue project planning resources and funding for transportation improvements
- Develop a shared regional advocacy strategy for Berg Parkway/Arndt

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

MASTER PLAN

- Explore partnership options with the School District for property sale, exchange, or long-term lease
- Pursue the legal determination on the use of the Wayside property
- Evaluate how to sustainably fund park development and ongoing maintenance
- Establish a Parks Capital Improvement Plan with prioritization**
- Identify and plan for land acquisition **
- Develop Dog Park **
- Complete Community Park improvements **

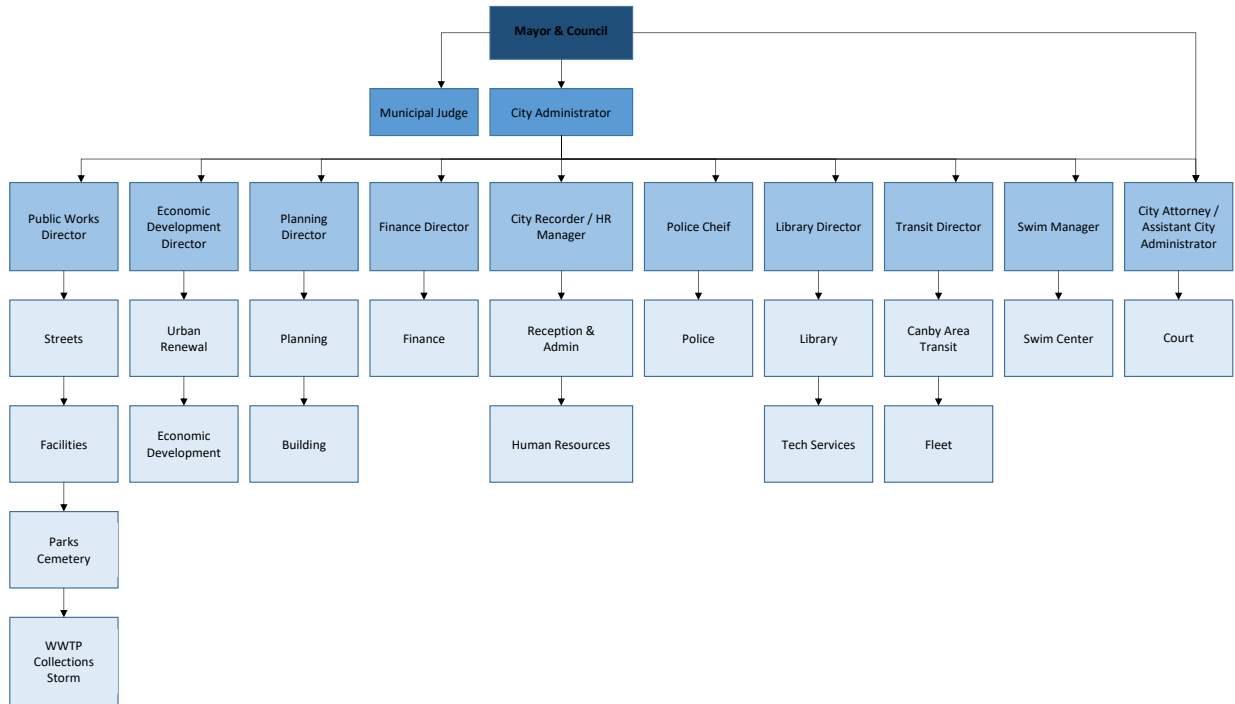
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ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

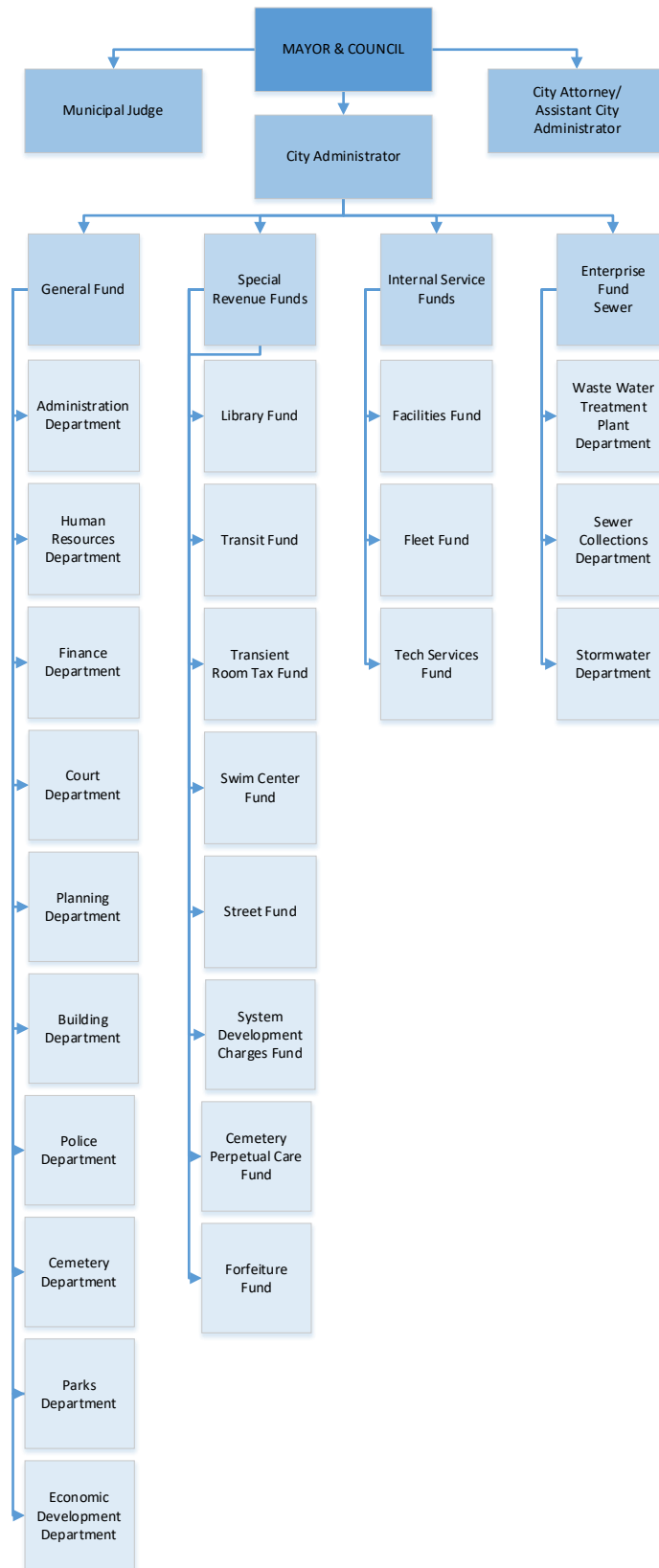
- Develop a legislative program and advocacy strategy
- Evaluate the implementation of a Youth Advisory Council
- Develop a communications and engagement plan
- Leverage ARPA funds to update the City's emergency management plan*
- Diversity, Equity, Inclusion, and Belonging Strategic Plan**

* Included in multiple goal areas

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 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.

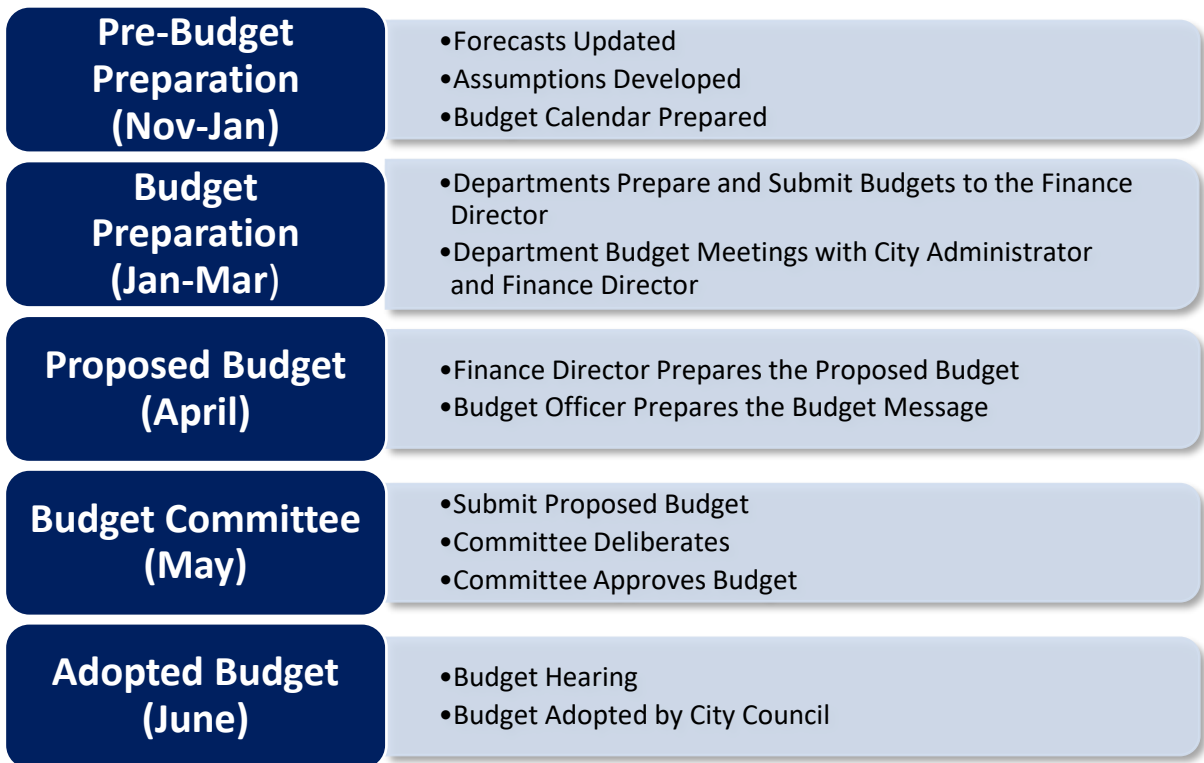
Phase 4: Budget Changes After Adoption

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

Basis of Auditing

The audit, as reported in the Comprehensive Annual Financial Report, 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 Comprehensive Annual Financial Report shows all of the City's funds on both a budgetary and GAAP basis for comparison.

Budgetary Basis of Accounting

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

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

Fund Structure and Description

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

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

General

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

Special Revenue

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

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

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

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

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

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

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

Enterprise

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

Internal Service Funds

Fleet, Facilities, and Tech Services Funds – These funds provide services to internal City departments for maintenance and repair of all City rolling stock and equipment, the majority of City owned structures, and the repair and replacement of all City owned computers and servers. Revenue is received from the other departments who receive these services and is based on 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		
Tech Services												X	
WWTP													X
Collections													X
Stormwater													X
Not Allocated P.S.	X												X
Not Allocated M & S	X												X
Not Allocated C.O.	X												X
Debt Service													X
Transfers Out	X	X	X	X	X	X	X						X
Contingency	X	X	X	X	X	X	X	X	X	X	X	X	X

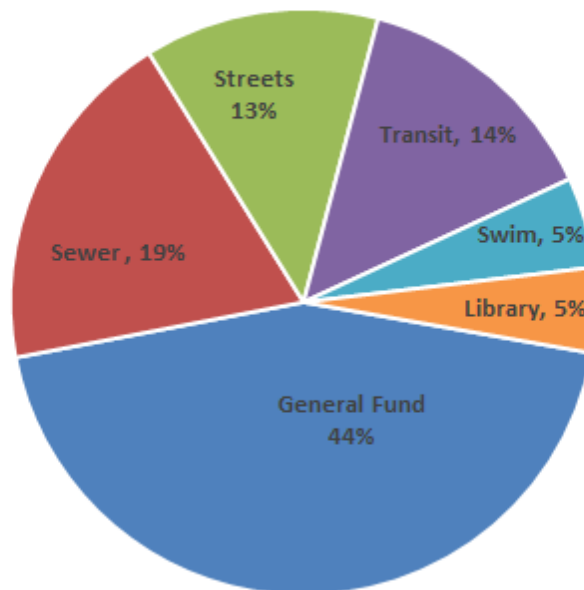
Revenue & Expenditures
Revenue Summary by Source

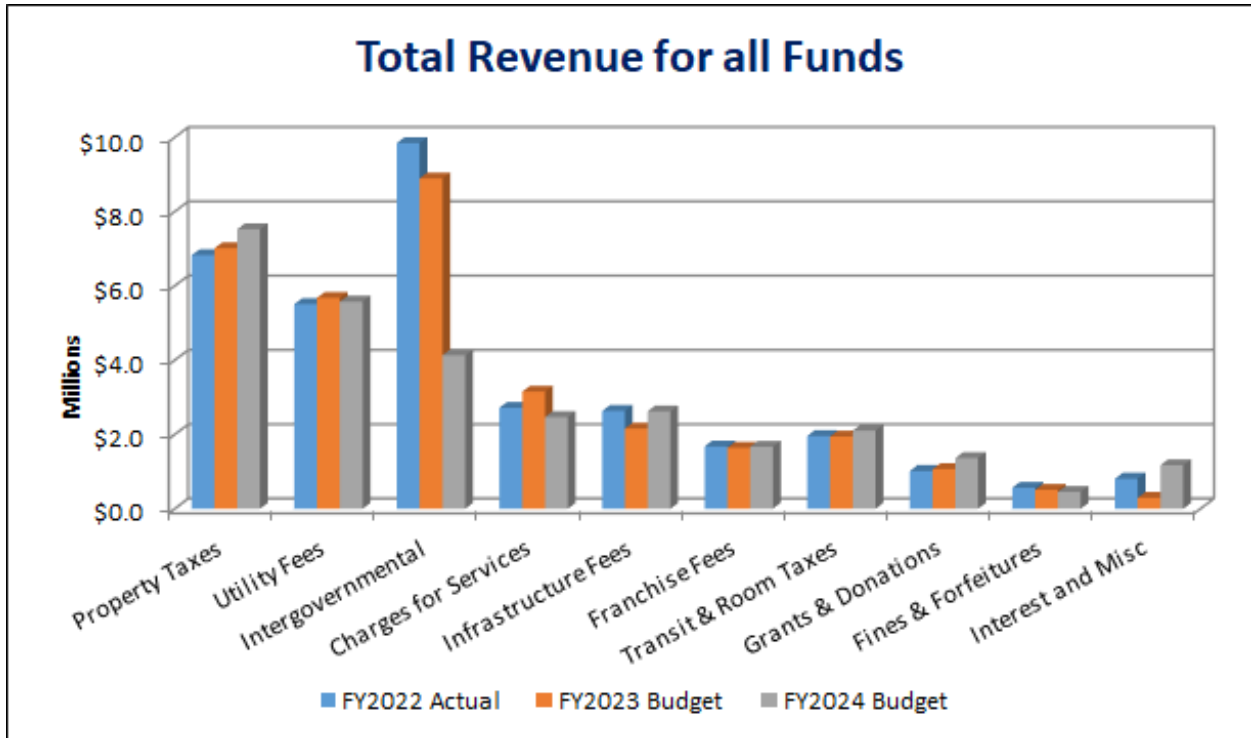
City-Wide Revenue Summary by Source

Summary of Resources by Source

	Actual FY2021	Actual FY2022	Budget FY2023	Proposed FY2024	Approved FY2024	Adopted FY2024
Property Taxes	\$ 6,382,133	\$ 6,829,809	\$ 7,018,300	\$ 7,527,978	\$ 7,527,978	\$ 7,527,978
Utility Fees	5,464,594	5,512,799	5,682,000	5,580,000	5,580,000	5,580,000
Intergovernmental	4,270,545	9,849,981	8,896,957	4,132,993	4,132,993	4,132,993
Infrastructure Fees	2,963,580	2,634,796	2,160,000	2,624,100	2,624,100	2,624,100
Charges for Services	1,987,861	2,719,560	3,152,513	2,441,824	2,471,825	2,471,825
Franchise Fees	1,648,607	1,679,304	1,640,500	1,673,000	1,673,000	1,673,000
Transit & Transient Room Taxes	1,826,992	1,959,608	1,944,700	2,108,325	2,108,325	2,108,325
Grants & Donations	1,588,124	1,018,454	1,069,385	1,366,506	1,366,506	1,366,506
Fines & Forfeitures	497,323	568,791	509,000	458,300	458,300	458,300
Interest and Misc Revenue	1,094,038	810,548	294,961	1,175,873	1,175,873	1,175,873
Transfers In/Other Sources	3,652,823	3,764,695	7,052,832	11,768,732	11,768,732	11,768,732
Total Current Resources	31,376,621	37,348,345	39,421,148	40,857,631	40,887,632	40,887,632
Beginning Fund Balance	27,953,987	33,083,062	39,268,636	45,361,104	45,089,821	45,089,821
Total Resources	\$ 59,330,608	\$ 70,431,408	\$ 78,689,784	\$ 86,218,735	\$ 85,977,453	\$ 85,977,453

FY2024 Total Proposed City Revenues for the Main Operation Funds





Property Taxes	26%	Franchise Fees	6%
Utility Fees	19%	Transit & Room Taxes	7%
Intergovernmental	14%	Grants & Donations	5%
Charges for Services	8%	Fines & Forfeitures	2%
Infrastructure Fees	9%	Interest and Misc	4%

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:

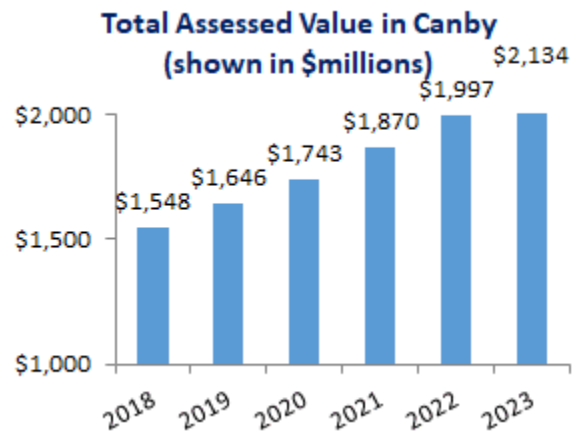
- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistent with rezoning

Limits and Compression

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

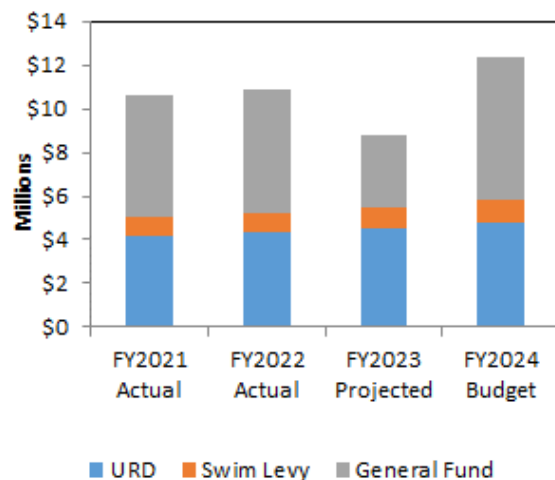
- General Government: \$10 per \$1,000 of RMV
- Education: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation.

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



Property taxes represent approximately 40% of General Fund revenue.

Property Tax Revenue



Effect of the Canby Urban Renewal Agency

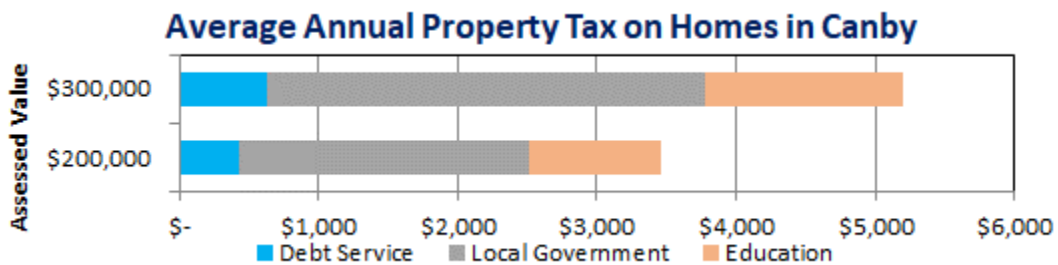
The Urban Renewal District (URD) is a geographic area within the City of Canby, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The District 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.



Property Tax Allocation



Utility Fees

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

Intergovernmental Revenue

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

- State shared revenue, liquor and cigarette tax and vehicle fees. Revenue estimates are calculated based on percentage of population for each city in the State. This information is provided by the League of Oregon Cities.
- The Library District of Clackamas County provides property taxes to fund the majority of the operations of the library. Revenue estimates are provided by the County.
- State distribution of the local gas tax. This is estimated based on historical trends.
- 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 prior year actuals.

Transient Room Taxes

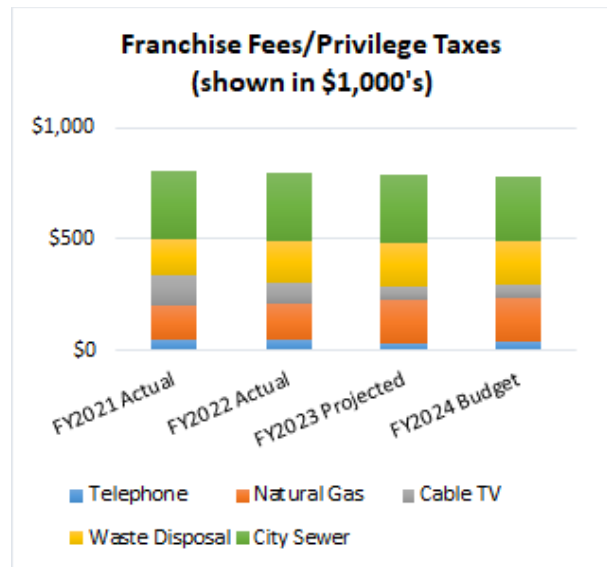
Starting July 1, 2018 the City of Canby instituted a transient room tax. The tax is 6% of lodging sales. Revenue estimates are based on prior year actuals.

Fines and Forfeitures

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

Franchise Fees/Privilege Taxes

Fees are collected from utilities as compensation for use of the City’s rights of way. These fees are based on utility revenue, so they generally increase with population growth 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	General Fund	Street Fund	Sewer Fund	Library Fund	Cemetery Fund
¹ Library Fund	193,407									
¹ Street Fund	193,333									
¹ Transit Fund	260,890									
¹ Swim Fund	158,308									
¹ Sewer Fund	361,130									
¹ General Fund	91,546									
¹ URA GF	425,000									
² SDC Fund	3,570,000	4,155,000	961,118							
² Street Fund	-									
² Sewer Fund										
³ General Fund				375,000						
⁴ Cemetery Fund				500,000						
⁴ Library Fund										500,000
Total	\$ 5,253,614	\$ 4,155,000	\$ 961,118	\$ 875,000	\$ 500,000					

Purpose:

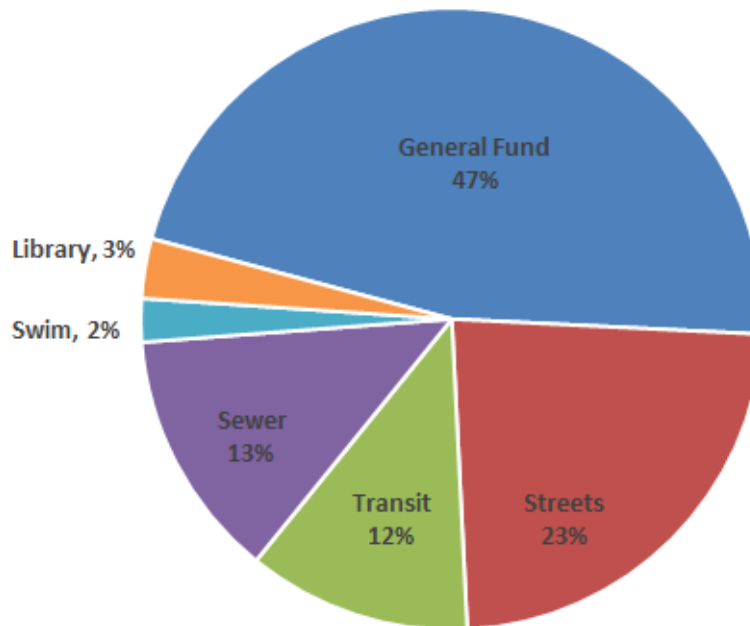
- ¹ Overhead and Economic Development Reimbursement
- ² Capital Project Funding
- ³ General fund contribution to the Library
- ⁴ Interfund loan until tax revenue is received and the corresponding loan payback

Expense Summary by Category

City-Wide Expenses by Category

Summary of Requirements by Category						
	Actual FY2021	Actual FY2022	Budget FY2023	Proposed FY2024	Approved FY2024	Adopted FY2024
Personnel Services	\$ 11,689,812	\$ 12,275,419	\$ 14,977,346	\$ 16,218,162	\$ 16,350,758	\$ 16,350,758
Materials & Services	6,467,285	7,519,948	9,648,241	10,206,778	10,290,543	10,290,543
Capital Outlay	4,757,242	2,930,987	15,650,000	16,700,347	16,700,347	16,700,347
Special Payments	20,915	28,382	25,000	20,000	20,000	20,000
Transfers Out	3,312,289	3,347,101	6,653,532	11,319,732	11,319,732	11,319,732
Operating Contingency	-	-	740,524	783,039	783,198	783,199
Total Current Requirements	26,247,541	26,101,836	47,694,643	55,248,058	55,464,578	55,464,579
Reserved for Future Years	-	-	30,938,044	30,970,678	30,512,876	30,512,875
Ending Fund Balance	33,083,063	44,329,572	57,096	-	-	(0)
Total Requirements	\$ 59,330,605	\$ 70,431,408	\$ 78,689,783	\$ 86,218,735	\$ 85,977,453	\$ 85,977,454

FY2024 Total Budgeted City Expenditures for the Main Operating Funds



Total Expenses for all Funds as a Percentage



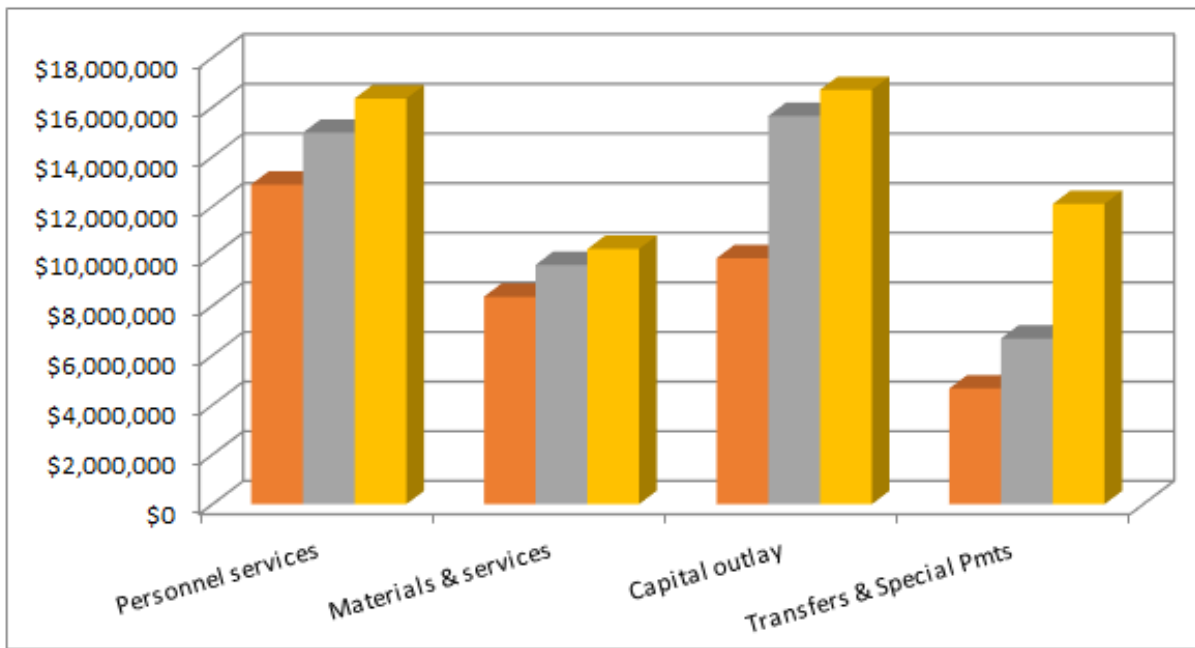
Personnel services
29%

Materials & services
19%

Capital outlay
30%

T/O & Spec Pmts
22%

Total Expenses for all Funds



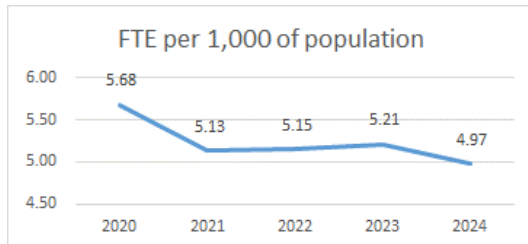
■ FY2022 Budget ■ FY2023 Budget ■ FY2024 Adopted

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.

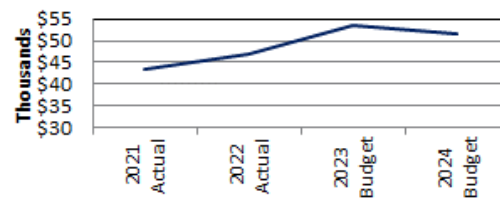
Wages

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 1%.

Annual Benefit Costs per FTE

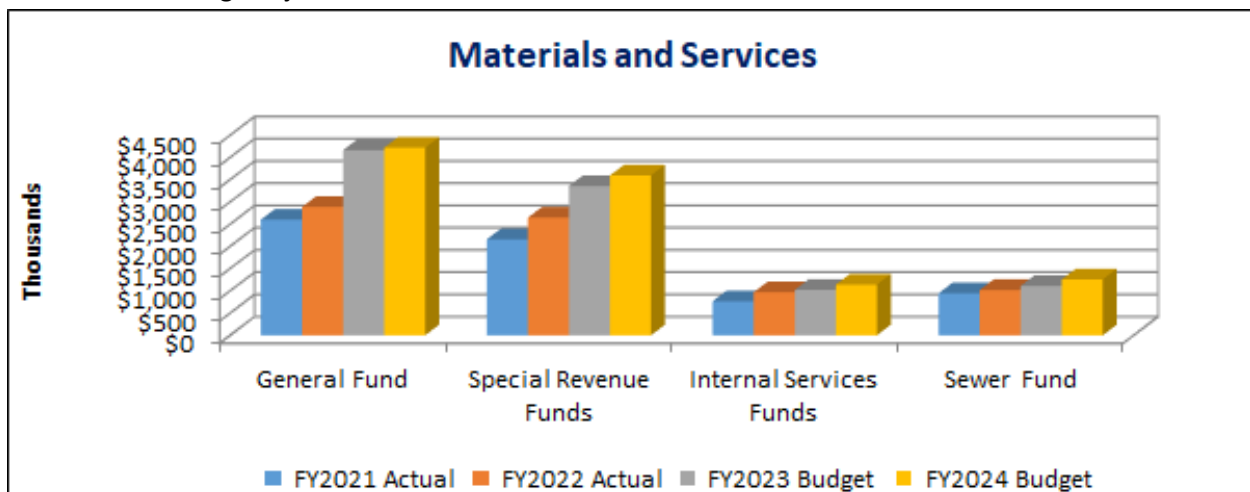


The most recent adopted PERS rates for the City of Canby and the prior two biennium’s are:

PERS Rate	FY2021	FY2023	FY2024
Tier 1 & 2	22.37%	22.33%	21.63%
OPSRP	13.60%	16.40%	15.70%
OPSRP Police	18.23%	20.76%	20.06%

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 un-appropriated ending balance. Reserved for future expenditure funds can only be spent if authorized by a supplemental budget.
2. **Unappropriated** ending fund balance can only be spent in an emergency created by civil disturbance or natural disaster.

**Debt Service
Overview of Long-Term Debt**

Currently the City’s debt only includes bonds 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	
2024	3,740,000	277,149	4,017,149
2025	3,820,000	192,358	4,012,358
2026	3,910,000	99,184	4,009,184
2027	-	-	-
2027-2031	-	-	-
2032-2036	-	-	-
Total	\$ 11,470,000	\$ 568,691	\$ 12,038,691

	Original Amount	6/30/2023 Balance	Reductions	6/30/2024 Balance
Governmental Activities				
Bonds URA:				
2021 Refunding of 2010, 2011, & 2012 (0.92%)	18,435,000	\$ 11,470,000	\$ 3,740,000	\$ 7,730,000
2021 Premium	995,165	807,101	202,452	604,649
Total Governmental Activities		\$ 12,277,101	\$ 3,942,452	\$ 8,334,649

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 and their total costs are detailed below. Expenditures for capital projects may vary dramatically between years, depending on the particular projects in process.

City of Canby Five Year Capital Improvement Plan (FY2024 Through FY2028)						
Transportation	Estimated					
	Cost	FY2024	FY2025	FY2026	FY2027	FY2028
Industrial Park Connection to 99E	7,350,000	3,000,000	2,788,500	-	-	-
N Locust, NE 4th to NE 10th Avenue	1,700,000	-	935,450	-	-	-
NE Territorial/N Redwood Intersection Impr	490,000	-	40,700	-	-	-
S Ivy Sidewalk Project	6,370,570	1,900,000	2,242,000	2,000,000	-	-
Street Maint Projects	3,600,000	100,000	800,000	700,000	800,000	-
Maple Street NE 14th to NE Territorial (County R	950,000	-	-	950,000	-	-
S Ivy St, S 12th Ave to Bridge	350,000	-	-	350,000	-	-
NE 10 Avenue, N Ivy to N Locust Sidewalks	600,000	-	-	-	600,000	-
NE 12th Ave, N Ivy to Cul-de-sac	250,000	-	-	-	250,000	-
North Maple N of Territorial	1,200,000	-	-	-	1,200,000	-
N Pine St Realignment	1,650,000	850,000	800,000	-	-	-
NE 10th Avenue, Locust to N Maple Streets	950,000	-	950,000	-	-	-
NE 10th Avenue, N Maple to N Pine Street	1,900,000	1,900,000	-	-	-	-
Charging Station	250,000	150,000	100,000	-	-	-
Fuel Station (split between funds)	200,000	200,000	-	-	-	-
N Pine St, NE 8th to 10th	380,000	-	-	-	380,000	-
	\$ 28,190,570	\$ 8,100,000	\$ 8,656,650	\$ 4,000,000	\$ 3,230,000	\$ -
Parks						
Parks Master Plan Update (SDC's, City Staff, Finar	200,000	-	-	-	-	-
S Locust Park Covered Area	110,000	-	-	-	-	-
Auburn Farms/Dodds/Simnitt Property Developn	1,500,000	1,500,000	-	-	-	-
Locate and Develop off Leash Dog Park	900,000	-	900,000	-	-	-
Initiate Wait Park Master Plan Process & Improve	3,200,000	-	100,000	3,000,000	-	-
Explore Land Acquisitions for Future Needs, inclu	150,000	-	150,000	-	-	-
Maple Street Park and Development (w/Commur	2,600,000	1,600,000	1,000,000	-	-	-
Parks Strategic Plan & Recreation Opportunities (400,000	-	80,000	80,000	80,000	80,000
Outdoor Fitness Center (Legacy Park)	220,000	220,000	190,000	-	-	-
Master Plan Projects (Maple Street, Ivy Ridge)	1,000,000	-	900,000	-	-	-
Initiate Trails Master Plan (Emerald Necklace)	200,000	-	-	100,000	100,000	-
Logging Road	1,250,000	-	250,000	-	-	900,000
Initiate Community Park Master Plan Process & Ii	4,500,000	-	-	100,000	100,000	4,300,000
ADA Evaluation for all Parks	200,000	-	-	-	200,000	-
Fuel Station (split between funds)	200,000	200,000	-	-	-	-
Willamette Wayside Master Plan Update	100,000	-	-	-	-	100,000
	\$ 16,730,000	\$ 3,520,000	\$ 3,570,000	\$ 3,280,000	\$ 480,000	\$ 5,380,000

Transit						
Construct new Transit Office	3,000,000	1,500,000	-	-	-	-
Bus Stop Improvements, part of ODOT project	169,875	66,000	-	-	-	-
Bus Stop Improvements, not in ODOT project	163,750	66,000	-	-	-	-
	<u>\$ 3,333,625</u>	<u>\$ 1,632,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Storm						
N Knights Bridge Road	250,000	-	-	250,000	-	-
NW 10th Locust to Pine storm line (CIP #2)	400,000	-	-	400,000	-	-
Drywell NE 22nd and N Maple and NE 10th and N	80,000	80,000	-	-	-	-
Upsize NW 2nd Storm Line	340,000	-	340,000	-	-	-
Fuel Station (split between funds)	200,000	200,000	-	-	-	-
Knights Bridge Runoff Treatment	150,000	-	-	-	150,000	-
	<u>\$ 1,420,000</u>	<u>\$ 280,000</u>	<u>\$ 340,000</u>	<u>\$ 650,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>
Sanitary - Collections						
Safeway Pump Station Removal	1,500,000	-	1,100,000	-	-	-
NW 10th - N Locust to N Pine Line Replacment	500,000	-	-	500,000	-	-
Replace 34th Pump Station Pressure Line	200,000	-	-	-	200,000	-
Fuel Station (split between funds)	200,000	200,000	-	-	-	-
Knights Bridge Pump Station Removal	2,000,000	-	2,000,000	-	-	-
	<u>\$ 4,400,000</u>	<u>\$ 200,000</u>	<u>\$ 3,100,000</u>	<u>\$ 500,000</u>	<u>\$ 200,000</u>	<u>\$ -</u>
Sanitary - Waste Water Treatment Plant						
Equipment Storage and Maintenance Building	400,000	300,000	-	-	-	-
Pressate Storage Basin Improvements	450,000	250,000	-	-	-	-
U.V. System/Generator Upgrades	1,125,000	1,125,000	-	-	-	-
Solids Dewatering Equipment	950,000	-	-	950,000	-	-
Sludge Pond Lining and Repairs	100,000	-	-	-	100,000	-
Fuel Station (split between funds)	200,000	200,000	-	-	-	-
Outfall Diffuser/Mixing Zone	100,000	-	-	-	-	100,000
	<u>\$ 3,325,000</u>	<u>\$ 1,875,000</u>	<u>\$ -</u>	<u>\$ 950,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>

Current Year Capital Projects**Parks Capital Projects**

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

Fitness Court at Legacy Park

Constructing a new outdoor fitness court at Legacy Park. This is highly recommended by the City of Canby Parks Advisory Committee. This will require an additional 200 hours of park maintenance staff time annually.

Maple Park Renovation

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.

Simnitt/Dodd Park

Develop a 2.73 acre city park located at 2041 N Locust Street. The development of this park will require an additional 1,500 hours of park maintenance staff time annually.

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 the Transit Payroll Tax.

Construction of a 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.

Sanitary Sewer Capital Projects

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

Wastewater Treatment Plant Projects

Wastewater Treatment Plant capital projects are primarily funded by utility rates and SDC's.

Pressate Storage Basin Improvements

This project will rehabilitate the existing pressate basin to partition and improve sludge withdrawal abilities.

UV and Generator Upgrade

Upgrade the undersized existing UV disinfection system to meet the needs of the treatment plant. Upgrade the emergency power and power distribution system. Improvements will reduce operation and maintenance costs by providing emergency power to necessary treatment units in a prolonged power outage. This will reduce the impact of power outages on the treatment plant.

Collections Projects

Wastewater Treatment Plant capital projects are primarily funded by utility rates and SDC's.

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.

Street Capital Projects

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

S Ivy Sidewalk and Street Project

The scope of work for this project is not yet complete. The City is working with the County on this project. The preliminary components include sidewalks from 99E to 12th Ave, 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.

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.

N Pine St 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.

NE 10th Ave from Maple to Pine

Full street reconstruction of NE 10th Ave from N Locust St 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.

Charging Station

Install a new electric vehicle charging station located at the cinema parking lot. This is a project that creates a destination for people to shop and visit Canby businesses. Pending the committee review.

Budget Detail

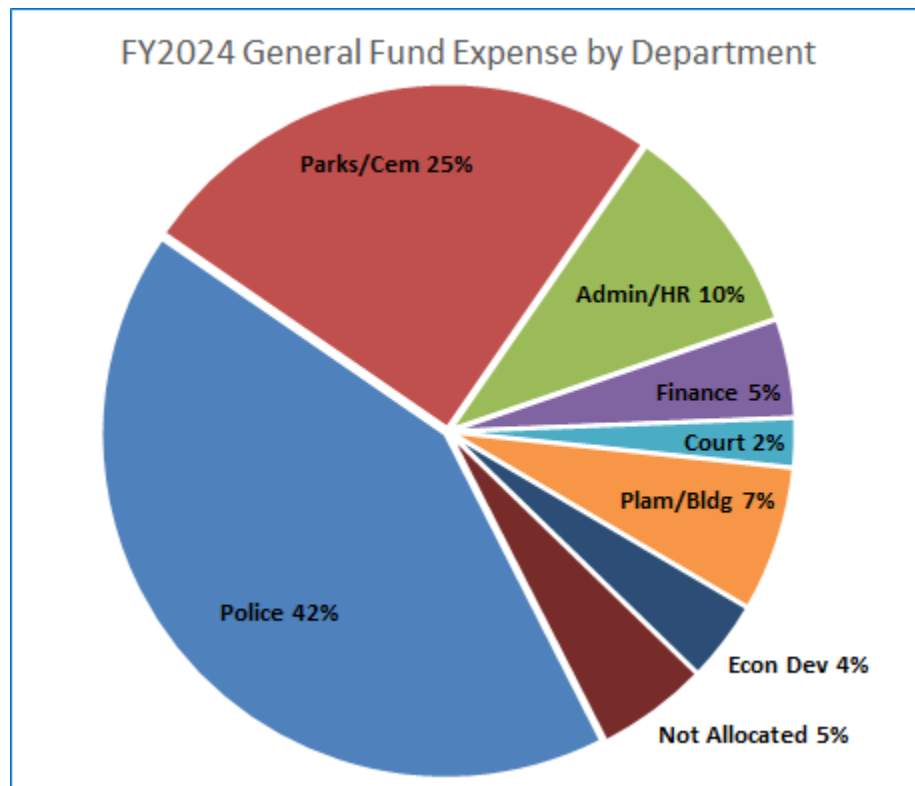
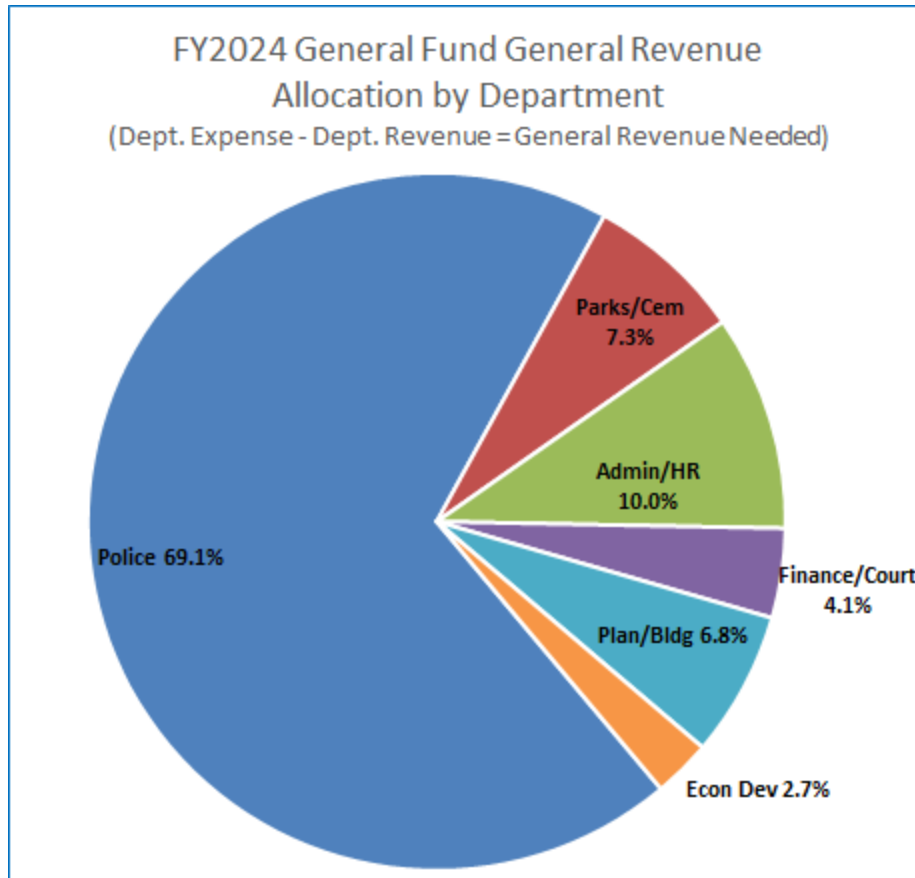
Budget Summary by Fund

FY 2024 Adopted Budget	General Fund	Library Fund	Transit Fund	Swim Fund	Transient								Total of all Funds	
					Room Tax Fund	Streets Fund	SDC Fund	Cemetery Fund	Forfeiture Fund	Facilities Fund	Fleet Fund	Tech Fund		Sewer Fund
Resources														
Beginning Fund Balance	\$ 7,851,701	\$ 1,779	\$ 3,591,417	\$ 1,765,200	\$ 75,790	\$ 7,371,941	\$ 12,832,729	\$ 1,194,968	\$ 19,976	\$ 86,512	\$ 74,842	\$ 173,935	\$ 10,049,031	\$ 45,089,821
Revenue	10,890,641	1,142,109	3,453,422	1,228,008	36,530	3,188,250	2,644,100	42,000	10,490	471,500	834,350	462,500	4,727,000	29,130,900
Transfers In	5,253,614	875,000	-	-	-	4,155,000	-	500,000	-	-	-	-	961,118	11,744,732
Other Sources	-	12,000	-	-	-	-	-	-	-	-	-	-	-	12,000
Total Resources	\$ 23,995,956	\$ 2,030,888	\$ 7,044,839	\$ 2,993,208	\$ 112,320	\$ 14,715,191	\$ 15,476,829	\$ 1,736,968	\$ 30,466	\$ 558,012	\$ 909,192	\$ 636,435	\$ 15,737,149	\$ 85,977,453
Requirements														
Personnel Services	\$ 10,649,142	\$ 949,186	\$ 401,863	\$ 717,460	\$ -	\$ 998,092	\$ -	\$ -	\$ -	\$ 184,746	\$ 302,879	\$ 309,901	\$ 1,837,489	\$ 16,350,758
Materials & Services	4,289,541	320,605	2,588,787	190,592	20,000	474,778	-	-	10,185	343,750	551,058	244,869	1,256,378	10,290,543
Capital Outlay	4,086,347	-	1,762,000	12,000	-	8,100,000	-	-	-	-	10,000	50,000	2,680,000	16,700,347
Special Payments	20,000	-	-	-	-	-	-	-	-	-	-	-	-	20,000
Transfers Out	466,546	693,407	260,890	158,308	-	193,333	8,686,118	500,000	-	-	-	-	361,130	11,319,732
Contingency	200,000	63,490	149,344	45,403	-	73,539	-	-	-	26,425	42,650	27,739	154,609	783,199
Reserve for Future Exp	4,284,380	4,200	1,881,955	1,869,445	92,320	4,875,449	6,790,711	1,236,968	20,281	3,091	2,605	3,927	9,447,543	30,512,875
Total Requirements	\$ 23,995,956	\$ 2,030,888	\$ 7,044,839	\$ 2,993,208	\$ 112,320	\$ 14,715,191	\$ 15,476,829	\$ 1,736,968	\$ 30,466	\$ 558,012	\$ 909,192	\$ 636,436	\$ 15,737,149	\$ 85,977,454

	FY2021	Actual	FY2022	Actual	FY2023	FY2023	FY2024	FY2024	FY2024
					Budget	Projected	Proposed	Approved	Adopted
Operating Revenue	11,745,816		14,894,323		15,417,599	14,383,507	16,144,255	16,144,255	16,144,255
30% of operating revenue	3,523,745		4,468,297		4,625,280	4,315,052	4,843,277	4,843,277	4,843,277
40% of operating revenue	4,698,326		5,957,729		6,167,040	5,753,403	6,457,702	6,457,702	6,457,702
Ending Fund Balance	438,344		180,043		4,553,565	7,974,747	4,612,124	4,284,380	4,284,380
EFB % of operating revenue		4%		1%		30%		29%	
						55%		27%	

General Fund Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
Beginning Fund Balance	\$ 3,324,431	\$ 3,875,546	\$ 6,022,653	\$ 7,974,747	\$ 7,851,701	\$ 7,851,701
Revenue						
Non-Departmental	8,347,816	10,828,029	10,457,913	9,148,863	9,148,863	9,148,863
Court	493,684	556,030	499,000	448,300	448,300	448,300
Planning	730,985	764,159	890,000	495,900	495,900	495,900
Building	60,117	88,282	50,000	55,000	55,000	55,000
Police	173,566	178,932	175,354	203,478	203,478	203,478
Parks	474,776	463,877	483,450	480,500	480,500	480,500
Cemetery	70,713	51,140	56,000	47,600	47,600	47,600
Economic Dev	8,600	19,495	17,850	11,000	11,000	11,000
Transfers In & Other Sources	1,385,558	1,944,380	2,788,032	5,253,614	5,253,614	5,253,614
Total General Fund Resources	<u>\$ 15,070,247</u>	<u>\$ 18,769,869</u>	<u>\$ 21,440,252</u>	<u>\$ 24,119,002</u>	<u>\$ 23,995,956</u>	<u>\$ 23,995,956</u>
Administration						
Personnel Services	465,643	635,361	677,247	599,393	711,606	711,606
Materials & Services	133,547	158,984	296,060	267,998	273,348	273,348
HR & Risk Management						
Personnel Services	97,483	88,868	257,095	275,802	275,802	275,802
Materials & Services	398,704	433,120	714,310	747,192	748,270	748,270
Finance						
Personnel Services	462,623	409,431	548,152	687,081	687,081	687,081
Materials & Services	91,378	169,986	196,895	223,383	224,970	224,970
Court						
Personnel Services	328,847	289,010	265,001	262,482	262,482	262,482
Materials & Services	179,837	199,863	170,200	188,149	189,369	189,369
Capital Outlay	-	-	-	-	-	-
Planning						
Personnel Services	283,899	334,200	410,862	419,182	419,182	419,182
Materials & Services	175,787	235,237	687,668	773,067	774,577	774,577
Building						
Personnel Services	34,435	43,633	129,440	130,946	130,999	130,999
Materials & Services	525	563	836	772	778	778
Police						
Personnel Services	4,954,288	5,061,150	6,089,416	6,621,069	6,621,069	6,621,069
Materials & Services	838,250	967,027	1,232,304	1,136,344	1,145,601	1,145,601
Capital Outlay	114,678	212,150	262,000	566,347	566,347	566,347
Parks						
Personnel Services	609,457	638,886	686,218	809,036	809,036	809,036
Materials & Services	261,985	457,165	366,642	382,842	383,777	383,777
Capital Outlay	336,629	396,345	2,137,000	3,520,000	3,520,000	3,520,000
Cemetery						
Personnel Services	152,333	164,246	200,620	217,512	217,512	217,512
Materials & Services	15,229	38,112	27,629	28,702	28,736	28,736
Economic Development						
Personnel Services	289,610	307,068	368,549	406,058	425,860	425,860
Materials & Services	73,050	80,670	198,682	203,646	254,132	254,132
Non-Departmental						
Personnel Services	234,978	-	82,400	87,985	88,513	88,513
Materials & Services	433,223	147,218	271,449	265,344	265,983	265,983
Special Payments	20,706	18,302	25,000	20,000	20,000	20,000
Transfers Out	200,714	263,761	385,012	466,546	466,546	466,546
Operating Contingency	-	-	200,000	200,000	200,000	200,000
Reserved for Future Expense						
PEG	49,187	39,835	35,940	25,040	25,040	25,040
PERS	-	-	-	-	-	-
Workers Compensation	121,863	68,420	68,420	63,487	63,487	63,487
Building Dept.	74,785	71,788	-	-	-	-
Park Maintenance	192,509	-	924	-	-	-
Old Library	-	-	-	-	-	-
ARP Funds	-	-	-	-	-	-
Unrestricted	-	-	4,448,281	4,523,597	4,195,853	4,195,853
Total General Fund Requirements	<u>\$ 11,626,180</u>	<u>\$ 11,930,401</u>	<u>\$ 21,440,252</u>	<u>\$ 24,119,002</u>	<u>\$ 23,995,956</u>	<u>\$ 23,995,956</u>



GENERAL FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	3,324,431	3,875,546	6,022,653	7,974,747	7,851,701	7,851,701
REVENUE						
Court Fines and Fees	362,548	425,312	360,000	368,000	368,000	368,000
Fines / Justice Court	62,269	72,230	75,000	30,000	30,000	30,000
Miscellaneous Fees	1,076	1,184	1,500	800	800	800
Attorney Reimbursements	11,837	11,322	7,500	5,500	5,500	5,500
Court Collections Interest	55,954	45,982	55,000	44,000	44,000	44,000
Total Court Revenue	493,684	556,030	499,000	448,300	448,300	448,300
Land Use Applications	76,739	108,431	160,000	82,000	82,000	82,000
Miscellaneous Fees	266	3,390	35,000	1,000	1,000	1,000
Traffic Studies	78,654	172,493	135,000	42,500	42,500	42,500
Plan Reviews	122,672	138,119	150,000	54,400	54,400	54,400
Engineering Plan Review Fees	57,584	7,398	50,000	5,000	5,000	5,000
Construction Excise Tax	376,721	334,328	300,000	310,000	310,000	310,000
Planning Miscellaneous-Income	18,350	-	60,000	1,000	1,000	1,000
Total Planning Revenue	730,985	764,159	890,000	495,900	495,900	495,900
Park Rentals	755	910	450	500	500	500
Park Maintenance Fee	436,937	462,067	483,000	480,000	480,000	480,000
Parks Miscellaneous-Income	37,084	900	-	-	-	-
Total Park Revenue	474,776	463,877	483,450	480,500	480,500	480,500
Building Permits	60,117	88,282	50,000	55,000	55,000	55,000
Total Building Revenue	60,117	88,282	50,000	55,000	55,000	55,000
Grants - DUII	24,679	9,000	15,000	15,000	15,000	15,000
Grants - Distracted Driving	19,506	10,490	15,000	15,000	15,000	15,000
Grant - Seatbelt	9,890	2,836	7,500	7,500	7,500	7,500
Grants - Speed Enforcement	1,257	652	3,000	3,000	3,000	3,000
Grant - Pedestian Safety	4,023	2,256	5,000	5,000	5,000	5,000
Grants - HIDTA	-	-	20,000	20,000	20,000	20,000
Grants - OCDEF	-	-	-	-	-	-
Grant-Intellectual Prop Criime	-	-	-	-	-	-
Grant - OJP Vest Program	3,612	790	5,000	5,000	5,000	5,000
Grant - ODOT Construction	-	-	-	25,000	25,000	25,000
Vehicle Release/Tow Fees	20,015	16,950	17,000	17,000	17,000	17,000
Miscellaneous Fees	142	8,884	200	200	200	200
Alarm Permit Fees	10,509	8,786	5,000	5,000	5,000	5,000
Temporary Liquor Permit	280	1,050	500	450	450	450
Subpoena Fees	220	206	300	35	35	35
Finger Printing Fees	-	-	500	500	500	500
Reports Revenue	1,664	2,195	2,000	2,000	2,000	2,000
Special Events Security	-	-	-	-	-	-
Police Miscellaneous-Income	36,256	47,337	2,000	2,000	2,000	2,000
CSD-Shared SRO Reimbursemt	41,013	67,500	76,854	80,293	80,293	80,293
Donations-Police	500	-	500	500	500	500
Donations-Canine	-	-	-	-	-	-
Total Police Revenue	173,566	178,932	175,354	203,478	203,478	203,478

GENERAL FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES (Continued)						
Grave Sales	29,400	15,600	22,000	20,000	20,000	20,000
Grave Open & Close	11,850	9,400	8,000	6,500	6,500	6,500
Mausoleum Name Bars	5,000	7,500	4,000	4,000	4,000	4,000
Mausoleum Sales	17,105	15,490	15,000	11,000	11,000	11,000
Mausoleum Open & Close	2,350	(600)	3,000	4,000	4,000	4,000
Miscellaneous Fees	5,000	3,750	4,000	2,000	2,000	2,000
Donations-Cemetery	8	-	-	100	100	100
Total Cemetery Revenue	70,713	51,140	56,000	47,600	47,600	47,600
Event Revenue	-	3,900	3,950	6,000	6,000	6,000
Econ Dev City Grant Revenue	8,600	10,166	4,700	2,000	2,000	2,000
Independence Day Revenue	-	5,429	9,200	3,000	3,000	3,000
Miscellaneous Revenue	-	-	-	-	-	-
Total Economic Dev. Revenue	8,600	19,495	17,850	11,000	11,000	11,000
Property Tax Current	5,415,564	5,848,467	6,006,300	6,435,970	6,435,970	6,435,970
Property Tax Prior	103,299	60,660	52,000	64,000	64,000	64,000
Cable Franchise Fee	133,624	94,925	123,000	58,000	58,000	58,000
Telephone Franchise Fee	47,200	45,070	50,000	35,000	35,000	35,000
Solid Waste Franchise Fee	161,916	189,658	153,500	195,000	195,000	195,000
Natural Gas Franchise Fee	152,397	161,320	146,000	200,000	200,000	200,000
City Sewer Franchise Fee	306,856	307,901	318,000	295,000	295,000	295,000
Cigarette Tax	16,364	16,022	15,500	13,000	13,000	13,000
Liquor Revenue	333,698	339,511	352,500	350,000	350,000	350,000
State Revenue Sharing	221,768	225,111	230,000	240,000	240,000	240,000
Federal Revenue	401,983	-	-	-	-	-
American Rescue Plan Act Grant	-	1,991,482	1,990,363	-	-	-
CU In Lieu of Taxes	846,614	880,431	850,000	890,000	890,000	890,000
Business Licenses	76,225	79,612	66,000	72,000	72,000	72,000
Liquor Licenses	2,105	1,845	1,900	2,400	2,400	2,400
Miscellaneous Fees	17,376	656	450	340	340	340
Title Lien Search Fees	13,530	13,350	12,500	9,200	9,200	9,200
PEG Access Fees	24,327	11,406	22,800	12,000	12,000	12,000
Miscellaneous-Income	9,240	23,510	9,500	5,000	5,000	5,000
Lease receipts (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000
Interest Revenues	27,295	33,449	20,600	235,000	235,000	235,000
Retirement/Separation Reserve	30,436	-	31,000	30,953	30,953	30,953
Workers Comp Claim Reserve	-	-	-	-	-	-
Sale of Capital Assets	-	497,645	-	-	-	-
Total Unallocated Revenue	8,347,816	10,828,029	10,457,913	9,148,863	9,148,863	9,148,863
TRANSFERS IN & OTHER SOURCES						
O/H from Building	5,741	16,203	22,236	20,074	20,074	20,074
O/H from Economic Dev	52,286	75,149	67,776	71,472	71,472	71,472
O/H from Library Fund	142,687	172,409	204,980	193,407	193,407	193,407
O/H from Street	120,610	147,257	187,105	193,333	193,333	193,333
O/H from Transit	182,728	236,185	262,036	260,890	260,890	260,890
O/H from Swim Levy	119,444	139,099	202,904	158,308	158,308	158,308
O/H from WWTP	163,112	201,095	230,057	218,185	218,185	218,185
O/H from Collections	60,761	64,081	85,765	94,871	94,871	94,871
O/H from Stormwater	29,913	31,754	50,673	48,074	48,074	48,074
Transfer from UR	315,998	396,061	350,000	425,000	425,000	425,000
Transfer from Streets	10,000	-	14,500	-	-	-
Transfer from SDC Fund	182,278	465,087	1,110,000	3,570,000	3,570,000	3,570,000
Total Unallocated Transfers In	1,385,558	1,944,380	2,788,032	5,253,614	5,253,614	5,253,614
TOTAL GENERAL FUND RESOURCES	15,070,247	18,769,869	21,440,252	24,119,002	23,995,956	23,995,956

GENERAL FUND - ADMINISTRATION	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR ADMINISTRATION						
PERSONNEL SERVICES						
Regular Salaries and Wages	316,795	413,765	443,408	394,048	464,083	464,083
Overtime	-	-	-	-	-	-
Insurance Benefits	72,941	93,395	93,457	81,921	102,969	102,969
Taxes/Other	20,058	33,360	35,466	32,233	38,165	38,165
PERS Contributions	55,850	94,841	104,916	91,191	106,389	106,389
Total Admin Personnel Services	465,643	635,361	677,247	599,393	711,606	711,606
FTE	3.3	3.3	3.9	2.9	3.8	3.8
MATERIALS & SERVICES						
Election	1,009	5,058	1,000	1,250	1,250	1,250
Prof/Tech Services	6,882	7,042	108,500	58,500	58,500	58,500
CTV5 Professional Services	36,000	36,000	36,000	43,430	43,430	43,430
Codification	495	1,112	5,495	5,495	5,495	5,495
Copier Lease & Maint	4,404	4,263	5,000	5,000	5,000	5,000
Misc. Unanticipated	15,000	-	-	-	-	-
Printing & Binding	318	24	500	500	500	500
Mayor & City Council	4,057	6,592	12,120	12,120	17,370	17,370
Mayor & CC Travel & Training	108	3,515	8,075	8,525	8,525	8,525
Mayor & CC Membership Dues	2,168	2,502	1,189	1,189	1,189	1,189
Admin Staff Travel & Training	345	5,115	7,660	7,660	7,660	7,660
Attorney Travel & Training	-	1,210	1,500	1,500	1,500	1,500
Admin Membership Dues & Fees	21,187	25,335	25,638	27,961	27,961	27,961
Internal Charge-Fleet	1,523	2,709	1,486	1,486	-	-
Internal Charge-Facilities	9,742	11,036	15,759	14,289	14,443	14,443
Internal Charge-Tech Services	23,024	36,136	53,538	31,493	32,925	32,925
Supplies & Services	4,652	8,948	7,075	42,075	42,075	42,075
Employee Recognition	2,632	2,387	5,525	5,525	5,525	5,525
Total Admin Materials & Services	133,547	158,984	296,060	267,998	273,348	273,348
TOTAL ADMIN REQUIREMENTS	599,190	794,345	973,307	867,391	984,954	984,954

GENERAL FUND - HR & RISK MGMT	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR HR & RISK MGMT						
PERSONNEL SERVICES						
Regular Salaries and Wages	68,081	58,626	165,707	177,838	177,838	177,838
Insurance Benefits	14,801	12,385	40,303	44,310	44,310	44,310
Taxes/Other	4,238	5,103	13,967	15,063	15,063	15,063
PERS Contributions	10,363	12,754	37,118	38,591	38,591	38,591
Total HR & Risk Mgmt Personnel Services	97,483	88,868	257,095	275,802	275,802	275,802
FTE	0.8	0.8	1.7	1.7	1.7	1.7
MATERIALS & SERVICES						
Professional Services	6,204	4,807	138,500	115,500	115,500	115,500
Legal/Labor Negotiations	10,133	-	20,000	20,000	20,000	20,000
Recruitment/Employee Testing	8,468	10,660	12,000	10,483	10,483	10,483
Software Maintenance	9,727	17,653	15,606	14,531	14,531	14,531
Liability Insurance	340,031	382,162	426,704	500,000	500,000	500,000
Non-Insurance Claims	-	-	15,000	15,000	15,000	15,000
Liab Ins Deductible Accrued	-	-	25,000	25,000	25,000	25,000
Training & Travel	(728)	430	8,000	8,000	8,000	8,000
Membership Fees & Dues	1,039	749	425	920	920	920
Internal Charge-Facilities	3,034	3,437	4,909	4,451	4,499	4,499
Internal Charge-Tech Services	17,806	11,124	38,516	22,657	23,687	23,687
Supplies & Services	2,726	1,886	7,600	7,600	7,600	7,600
Risk Mgmt/Safety Committee	265	212	2,050	3,050	3,050	3,050
Total HR & Risk Mgmt Materials & Services	398,704	433,120	714,310	747,192	748,270	748,270
TOTAL HR & RISK MGMT REQUIREMENTS	496,186	521,988	971,405	1,022,994	1,024,072	1,024,072

GENERAL FUND - FINANCE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR FINANCE						
PERSONNEL SERVICES						
Regular Salaries and Wages	294,690	272,906	353,625	430,648	430,648	430,648
Insurance Benefits	74,214	54,596	85,355	126,497	126,497	126,497
Taxes/Other	18,774	24,429	29,960	36,485	36,485	36,485
PERS Contributions	74,945	57,499	79,212	93,451	93,451	93,451
Total Finance Personnel Services	462,623	409,431	548,152	687,081	687,081	687,081
FTE	3.5	3.5	4.8	5.8	5.8	5.8
MATERIALS & SERVICES						
Prof/Tech Service	-	10,418	-	33,000	33,000	33,000
Prof SrvTitle Lien Search Cost	5,532	5,328	6,500	6,500	6,500	6,500
Auditing	20,445	61,050	55,000	65,000	65,000	65,000
Software Maintenance	30,712	30,894	32,000	38,000	38,000	38,000
Copier Lease & Maint	3,674	3,939	4,500	4,500	4,500	4,500
Publications/Books	-	-	-	-	-	-
Printing & Binding	1,284	334	2,500	2,500	2,500	2,500
Training/Conf/Travel	1,040	6,992	9,000	9,000	9,000	9,000
Membership Dues & Fees	1,985	600	2,300	2,300	2,300	2,300
Internal Charge-Facilities	4,619	5,233	7,473	6,776	6,849	6,849
Internal Charge-Tech Services	7,443	23,078	56,622	33,307	34,821	34,821
Supplies & Service	4,394	5,093	4,500	6,000	6,000	6,000
Bank Charges	9,537	12,592	11,500	11,500	11,500	11,500
Cash Over & Short	(0)	3,216	-	-	-	-
Citywide Pending VISA Charges	714	-	-	-	-	-
Misc Office Equipment	-	1,219	5,000	5,000	5,000	5,000
Total Finance Materials & Services	91,378	169,986	196,895	223,383	224,970	224,970
TOTAL FINANCE REQUIREMENTS	554,001	579,417	745,047	910,464	912,051	912,051

GENERAL FUND - COURT	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Court Fines and Fees	362,548	425,312	360,000	368,000	368,000	368,000
Fines / Justice Court	62,269	72,230	75,000	30,000	30,000	30,000
Miscellaneous Fees	1,076	1,184	1,500	800	800	800
Attorney Reimbursements	11,837	11,322	7,500	5,500	5,500	5,500
Court Collections Interest	55,954	45,982	55,000	44,000	44,000	44,000
Total Court Revenue	493,684	556,030	499,000	448,300	448,300	448,300
REQUIREMENTS FOR COURT						
PERSONNEL SERVICES						
Regular Salaries and Wages	217,489	204,489	169,353	185,295	185,295	185,295
Overtime	792	-	-	-	-	-
Insurance Benefits	56,929	28,961	51,692	28,933	28,933	28,933
Taxes/Other	14,099	18,446	14,425	15,779	15,779	15,779
PERS Contributions	39,537	37,114	29,531	32,475	32,475	32,475
Total Court Personnel Services	328,847	289,010	265,001	262,482	262,482	262,482
FTE	2.8	2.8	1.8	1.8	1.8	1.8
MATERIALS & SERVICES						
Interpreter	8,537	6,620	6,000	7,000	7,000	7,000
Attorney Services	73,206	85,872	44,000	79,202	79,202	79,202
Copier Lease & Maint	1,206	1,528	1,750	1,750	1,750	1,750
Training/Conf/Travel	-	680	1,805	1,805	1,805	1,805
Membership Fees & Dues	330	390	250	250	250	250
Jury Fees	-	120	120	120	120	120
Witness Fees	-	-	105	250	250	250
Internal Charge-Facilities	4,227	4,788	6,837	6,200	6,266	6,266
Internal Charge-Tech Services	12,111	24,183	43,133	25,372	26,526	26,526
Supplies & Services	5,923	11,582	6,100	6,100	6,100	6,100
Discovery Expense	-	-	100	100	100	100
Bank Charges	3,880	5,121	5,000	5,000	5,000	5,000
Court Collection Costs	70,417	58,979	55,000	55,000	55,000	55,000
Total Court Materials & Services	179,837	199,863	170,200	188,149	189,369	189,369
CAPITAL OUTLAY						
Capital Office Equipment	-	-	-	-	-	-
TOTAL COURT REQUIREMENTS	508,684	488,873	435,201	450,631	451,851	451,851

GENERAL FUND - PLANNING	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Land Use Applications	76,739	108,431	160,000	82,000	82,000	82,000
Miscellaneous Fees	266	3,390	35,000	1,000	1,000	1,000
Traffic Studies	78,654	172,493	135,000	42,500	42,500	42,500
Plan Reviews	122,672	138,119	150,000	54,400	54,400	54,400
Engineering Plan Review Fees	57,584	7,398	50,000	5,000	5,000	5,000
Construction Excise Tax	376,721	334,328	300,000	310,000	310,000	310,000
Planning Miscellaneous-Income	18,350	-	60,000	1,000	1,000	1,000
Total Planning Revenue	730,985	764,159	890,000	495,900	495,900	495,900
REQUIREMENTS FOR PLANNING						
PERSONNEL SERVICES						
Regular Salaries and Wages	202,889	230,780	279,590	295,031	295,031	295,031
Overtime	47	1,079	-	-	-	-
Insurance Benefits	30,200	30,425	44,279	34,405	34,405	34,405
Taxes/Other	15,653	21,794	23,953	25,279	25,279	25,279
PERS Contributions	35,111	50,123	63,040	64,467	64,467	64,467
Total Planning Personnel Services	283,899	334,200	410,862	419,182	419,182	419,182
FTE	2.3	2.3	3.2	3.3	3.3	3.3
MATERIALS & SERVICES						
Prof/Tech Services	79,807	58,220	473,000	590,318	590,318	590,318
Copier Lease & Maint	3,076	3,186	4,000	4,000	4,000	4,000
Communications	206	56	100	500	500	500
Mapping	670	500	1,500	1,500	1,500	1,500
Planning Commiss. Expenses	746	1,158	1,500	1,500	1,500	1,500
Travel & Training	130	177	2,800	3,500	3,500	3,500
Fees & Dues	1,312	1,892	3,600	2,500	2,500	2,500
Internal Charge-Facilities	3,602	4,081	5,827	5,284	5,341	5,341
Internal Charge-Tech Services	14,268	17,418	54,341	31,965	33,418	33,418
Supplies & Services	3,692	6,089	6,000	7,000	7,000	7,000
Traffic Study	68,278	142,460	135,000	125,000	125,000	125,000
Total Planning Materials & Services	175,787	235,237	687,668	773,067	774,577	774,577
TOTAL PLANNING REQUIREMENTS	459,687	569,437	1,098,530	1,192,249	1,193,759	1,193,759

GENERAL FUND - BUILDING	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Building Permits	60,117	88,282	50,000	55,000	55,000	55,000
Total Building Revenue	60,117	88,282	50,000	55,000	55,000	55,000
REQUIREMENTS FOR BUILDING						
PERSONNEL SERVICES						
Regular Salaries and Wages	24,844	30,960	88,921	92,898	92,951	92,951
Insurance Benefits	3,428	3,563	13,295	10,258	10,258	10,258
Taxes/Other	1,876	2,790	7,468	7,800	7,800	7,800
PERS Contributions	4,282	6,321	19,756	19,990	19,990	19,990
Total Building Personnel Services	34,435	43,633	129,440	130,946	130,999	130,999
FTE	0.2	0.2	1.0	1.0	1.0	1.0
MATERIALS & SERVICES						
Communications	101	56	100	100	100	100
Internal Charge-Facilities	424	480	686	622	628	628
Supplies & Service	-	27	50	50	50	50
Total Building Materials & Services	525	563	836	772	778	778
TRANSFERS OUT & OTHER USES						
O/H Transfer to General Fund	5,741	16,203	22,236	20,074	20,074	20,074
Total Building Transfers Out	5,741	16,203	22,236	20,074	20,074	20,074
TOTAL BUILDING REQUIREMENTS	40,700	60,399	152,512	151,792	151,851	151,851

GENERAL FUND - POLICE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Grants - DUUI	24,679	9,000	15,000	15,000	15,000	15,000
Grants - Distracted Driving	19,506	10,490	15,000	15,000	15,000	15,000
Grant - Seatbelt	9,890	2,836	7,500	7,500	7,500	7,500
Grants - Speed Enforcement	1,257	652	3,000	3,000	3,000	3,000
Grant - Pedestrian Safety	4,023	2,256	5,000	5,000	5,000	5,000
Grants - HIDTA	-	-	20,000	20,000	20,000	20,000
Grants - OCDETF	-	-	-	-	-	-
Grant-Intellectual Prop Criime	-	-	-	-	-	-
Grant - OJP Vest Program	3,612	790	5,000	5,000	5,000	5,000
Grant - ODOT Construction	-	-	-	25,000	25,000	25,000
Vehicle Release/Tow Fees	20,015	16,950	17,000	17,000	17,000	17,000
Miscellaneous Fees	142	8,884	200	200	200	200
Alarm Permit Fees	10,509	8,786	5,000	5,000	5,000	5,000
Temporary Liquor Permit	280	1,050	500	450	450	450
Subpoena Fees	220	206	300	35	35	35
Finger Printing Fees	-	-	500	500	500	500
Reports Revenue	1,664	2,195	2,000	2,000	2,000	2,000
Special Events Security	-	-	-	-	-	-
Police Miscellaneous-Income	36,256	47,337	2,000	2,000	2,000	2,000
CSD-Shared SRO Reimbursemt	41,013	67,500	76,854	80,293	80,293	80,293
Donations-Police	500	-	500	500	500	500
Donations-Canine	-	-	-	-	-	-
Total Police Revenue	173,566	178,932	175,354	203,478	203,478	203,478
REQUIREMENTS FOR POLICE						
PERSONNEL SERVICES						
Regular Salaries and Wages	2,879,625	2,917,605	3,536,496	3,849,964	3,849,964	3,849,964
Overtime Wages	259,825	262,188	381,000	424,708	424,708	424,708
Insurance Benefits	642,033	624,878	776,996	857,354	857,354	857,354
Taxes/Other	318,102	382,190	423,311	465,155	465,155	465,155
PERS Contributions	833,269	853,239	943,513	994,938	994,938	994,938
Fringe Benefits	21,433	21,050	28,100	28,950	28,950	28,950
Total Police Personnel Services	4,954,288	5,061,150	6,089,416	6,621,069	6,621,069	6,621,069
FTE	29.3	29.3	32.0	34.0	34.0	34.0

GENERAL FUND - POLICE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR POLICE CONTINUED						
MATERIALS & SERVICES						
Professional Services	1,318	2,580	5,000	5,000	5,000	5,000
Vehicle Lease Payments	-	-	-	-	-	-
Copier Lease & Maint	4,718	7,068	7,080	7,080	7,080	7,080
Investigation & Info	2,428	3,600	3,500	3,500	3,500	3,500
Prisoners Board & Medical	-	6,214	6,000	6,000	6,000	6,000
Crime Prevention	382	442	1,500	2,000	2,000	2,000
Communications	26,144	42,618	31,000	36,000	36,000	36,000
County Dispatch Fees	201,383	197,897	242,212	256,709	256,709	256,709
Juvenile Diversion Services	-	-	2,500	2,500	2,500	2,500
Training & Travel	15,807	44,480	43,000	45,000	45,000	45,000
Firearms & Less Lethal Equip	32,887	36,302	40,900	50,000	50,000	50,000
Tactical Entry Team Equipment	3,115	3,454	5,000	15,000	15,000	15,000
Vests	6,955	4,988	11,000	7,000	7,000	7,000
E.O.C.	560	-	1,500	1,500	1,500	1,500
Detective Equipment	11,869	15,400	20,000	21,500	21,500	21,500
Membership Fees & Dues	1,512	1,860	2,600	3,200	3,200	3,200
Information System Services	45,620	42,008	66,000	63,000	63,000	63,000
Internal Charge-Fleet	143,404	191,680	235,729	201,627	202,867	202,867
Internal Charge-Facilities	67,396	76,348	109,025	98,855	99,919	99,919
Internal Charge-Tech Services	180,850	187,788	260,041	152,965	159,918	159,918
Supplies & Services	17,959	29,027	41,562	44,000	44,000	44,000
Uniforms & Patrol Equipment	21,668	18,041	30,000	37,000	37,000	37,000
Equipment Repair & Maint	-	-	-	-	-	-
Radio Repair	11,864	-	6,000	6,000	6,000	6,000
800 Radio Operating Fee	26,230	29,280	29,280	40,383	40,383	40,383
Canine Expenses	1,609	1,799	3,500	2,500	2,500	2,500
Traffic Safety Equipment	11,672	22,429	24,000	24,000	24,000	24,000
Donations-Police	-	17	500	500	500	500
Accreditation	900	1,705	3,875	3,525	3,525	3,525
Total Police Materials & Services	838,250	967,027	1,232,304	1,136,344	1,145,601	1,145,601
CAPITAL OUTLAY						
Capital Equip - Vehicles	101,310	194,638	185,000	145,000	145,000	145,000
Police K-9's	-	-	-	-	-	-
Furniture	-	-	-	-	-	-
Equip - Computer/Software	13,368	17,512	77,000	421,347	421,347	421,347
Digital Radio Replacement Proj	-	-	-	-	-	-
Total Police Capital Outlay	114,678	212,150	262,000	566,347	566,347	566,347
TOTAL POLICE REQUIREMENTS	5,907,215	6,240,328	7,583,720	8,323,760	8,333,017	8,333,017

GENERAL FUND - PARKS	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Park Rentals	755	910	450	500	500	500
Park Maintenance Fee	436,937	462,067	483,000	480,000	480,000	480,000
Parks Miscellaneous-Income	37,084	900	-	-	-	-
Total Park Revenue	474,776	463,877	483,450	480,500	480,500	480,500
TRANSFERS IN & OTHER SOURCES						
Transfer from Streets	10,000	-	14,500	-	-	-
Transfer from SDC Fund	182,278	465,087	1,110,000	3,570,000	3,570,000	3,570,000
Total Parks Transfers In	192,278	465,087	1,124,500	3,570,000	3,570,000	3,570,000
TOTAL PARK RESOURCES	667,054	928,963	1,607,950	4,050,500	4,050,500	4,050,500
REQUIREMENTS FOR PARKS						
PERSONNEL SERVICES						
Regular Salaries and Wages	363,329	375,392	397,801	448,786	448,786	448,786
Seasonal/Tape Wages	2,460	12,988	18,000	20,456	20,456	20,456
Overtime	9,498	5,335	7,500	7,500	7,500	7,500
Insurance Benefits	103,159	95,218	104,734	174,688	174,688	174,688
Taxes/Other	37,915	49,958	53,495	60,713	60,713	60,713
PERS Contributions	90,296	97,195	101,888	93,293	93,293	93,293
Clothing Allowance	2,800	2,800	2,800	3,600	3,600	3,600
Total Park Personnel Services	609,457	638,886	686,218	809,036	809,036	809,036
FTE	6.3	6.3	6.3	7.5	7.5	7.5
MATERIALS & SERVICES						
Contract Services	36,556	14,475	11,000	13,000	13,000	13,000
Surveys & Master Plans- SDC	12,977	104,481	100,000	100,000	100,000	100,000
Parks Ground Maintenance	25,928	11,494	10,500	12,000	12,000	12,000
Park Bldg Maintenance	7,459	73,407	17,300	17,300	17,300	17,300
Streetscape Landscaping	6,558	11,294	10,000	25,000	25,000	25,000
Vandalism Repair	3,550	283	3,000	3,000	3,000	3,000
Copier Lease & Maint	955	1,030	1,000	1,100	1,100	1,100
Parks Maint Fee Billing	25,040	29,147	32,500	32,500	32,500	32,500
Communications	2,236	1,865	1,800	2,300	2,300	2,300
Training/Conf/Travel	1,605	1,010	2,400	2,400	2,400	2,400
Internal Charge-Fleet	53,865	115,898	73,863	63,046	63,434	63,434
Internal Charge-Facilities	24,267	27,490	39,256	35,594	35,977	35,977
Internal Charge-Tech Services	1,498	2,103	6,123	3,602	3,766	3,766
Supplies & Services	18,762	17,058	18,400	30,000	30,000	30,000
Park Equipment	15,420	18,377	9,500	12,000	12,000	12,000
Utilities	25,311	27,754	30,000	30,000	30,000	30,000
Total Park Materials & Services	261,985	457,165	366,642	382,842	383,777	383,777
CAPITAL OUTLAY						
Equipment/Vehicles	22,709	-	127,000	-	-	-
Culvert Replacement Logging Rd	-	-	-	-	-	-
Legacy Park Improvements	-	-	-	-	-	-
Locust Park Shelter	-	-	110,000	-	-	-
Maple Park Sport Court	13,053	395,471	-	-	-	-
Splash Pad	169,888	874	-	-	-	-
S Locust Pk Playground Replace	130,980	-	-	-	-	-
Master Plan Parks Projects	-	-	1,000,000	-	-	-
Dog Park	-	-	900,000	-	-	-
Fuel Station	-	-	-	200,000	200,000	200,000
Fitness Court at Legacy Park	-	-	-	220,000	220,000	220,000
Maple Park Renovation	-	-	-	1,600,000	1,600,000	1,600,000
Simnitt/Dodd Park	-	-	-	1,500,000	1,500,000	1,500,000
Total Parks Capital Outlay	336,629	396,345	2,137,000	3,520,000	3,520,000	3,520,000
TOTAL PARK REQUIREMENTS	1,208,071	1,492,397	3,189,860	4,711,878	4,712,813	4,712,813

GENERAL FUND - CEMETERY	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Grave Sales	29,400	15,600	22,000	20,000	20,000	20,000
Grave Open & Close	11,850	9,400	8,000	6,500	6,500	6,500
Mausoleum Name Bars	5,000	7,500	4,000	4,000	4,000	4,000
Mausoleum Sales	17,105	15,490	15,000	11,000	11,000	11,000
Mausoleum Open & Close	2,350	(600)	3,000	4,000	4,000	4,000
Miscellaneous Fees	5,000	3,750	4,000	2,000	2,000	2,000
Donations-Cemetery	8	-	-	100	100	100
Total Cemetery Revenue	70,713	51,140	56,000	47,600	47,600	47,600
REQUIREMENTS FOR CEMETERY						
PERSONNEL SERVICES						
Regular Salaries and Wages	96,488	103,254	112,435	119,328	119,328	119,328
Seasonal/Temp Wages	-	512	18,000	20,456	20,456	20,456
Overtime	2,495	1,737	-	2,000	2,000	2,000
Insurance Benefits	22,455	22,591	25,643	29,511	29,511	29,511
Taxes/Other	9,966	12,882	17,012	18,255	18,255	18,255
PERS Contributions	20,930	23,270	27,530	27,962	27,962	27,962
Total Cemetery Personnel Services	152,333	164,246	200,620	217,512	217,512	217,512
FTE	1.7	1.7	2.2	2.2	2.2	2.2
MATERIALS & SERVICES						
Grounds Maintenance	2,245	926	3,500	4,000	4,000	4,000
Building Maintenance	1,033	540	4,200	4,200	4,200	4,200
Copier Lease & Maint	171	183	200	200	200	200
Refunds	3,390	19,430	2,000	2,000	2,000	2,000
Internal Charge-Tech Services	438	389	1,279	752	786	786
Supplies - Records	1,056	13	1,350	1,350	1,350	1,350
Tools & Equipment	1,498	7,650	8,100	9,000	9,000	9,000
Utilities	2,400	3,044	2,500	2,700	2,700	2,700
Name Bars	2,998	5,938	4,500	4,500	4,500	4,500
Total Cemetery Materials & Services	15,229	38,112	27,629	28,702	28,736	28,736
TOTAL CEMETERY REQUIREMENTS	167,562	202,358	228,249	246,214	246,248	246,248

GENERAL FUND - ECONOMIC DEV.	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Event Revenue	-	3,900	3,950	6,000	6,000	6,000
Econ Dev City Grant Revenue	8,600	10,166	4,700	2,000	2,000	2,000
Independence Day Revenue	-	5,429	9,200	3,000	3,000	3,000
Miscellaneous Revenue	-	-	-	-	-	-
Total Economic Dev. Revenue	8,600	19,495	17,850	11,000	11,000	11,000
TRANSFERS IN & OTHER SOURCES						
Transfer from UR	315,998	396,061	350,000	425,000	425,000	425,000
Total Economic Dev. Transfers In	315,998	396,061	350,000	425,000	425,000	425,000
TOTAL ECONOMIC DEV. RESOURCES	324,598	415,556	367,850	436,000	436,000	436,000
REQUIREMENTS FOR ECONOMIC DEVELOPMENT						
PERSONNEL SERVICES						
Regular Salaries and Wages	211,135	212,546	257,073	276,569	288,928	288,928
Overtime	-	11	-	-	-	-
Insurance Benefits	26,321	26,190	30,438	44,109	47,823	47,823
Taxes/Other	14,167	18,581	20,779	22,661	23,708	23,708
PERS Contributions	37,987	49,740	60,259	62,719	65,401	65,401
Total Economic Dev. Personnel Services	289,610	307,068	368,549	406,058	425,860	425,860
FTE	2.5	2.5	2.5	2.5	2.6	2.6
MATERIALS & SERVICES						
Copier Lease & Maint	1,538	1,593	1,500	1,500	1,500	1,500
Internal Charge-Facilities	3,724	4,218	6,024	5,462	5,521	5,521
Internal Charge-Tech Services	3,884	4,784	15,987	9,404	9,831	9,831
Supplies & Services	8,757	15,982	38,700	38,400	38,400	38,400
Main Street (General Fund)	883	16,212	24,350	39,219	39,219	39,219
Independence Day Expenses	725	9,770	16,850	20,011	20,011	20,011
Flower Program	5,662	4,851	6,500	6,500	6,500	6,500
Community Small Grants	-	-	50,000	50,000	50,000	50,000
Business Small Grants	-	-	-	-	50,000	50,000
Main Street (UR Allowable)	2,552	14,570	33,071	27,450	27,450	27,450
EconDev City Grant Expended	45,325	8,691	5,700	5,700	5,700	5,700
Total Economic Dev. Materials & Services	73,050	80,670	198,682	203,646	254,132	254,132
TRANSFERS OUT & OTHER USES						
O/H Transfer to General Fund	52,286	75,149	67,776	71,472	71,472	71,472
Total Economic Dev. Transfers Out	52,286	75,149	67,776	71,472	71,472	71,472
TOTAL ECONOMIC DEV. REQUIREMENTS	414,946	462,887	635,007	681,176	751,464	751,464

GENERAL FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
Retirement & Separation Payout	234,978	-	82,400	87,985	88,513	88,513
Total Not Allocated Personnel Services	234,978	-	82,400	87,985	88,513	88,513
MATERIALS & SERVICES						
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000
COVID-19 Expenses	393,626	10,812	-	-	-	-
Equipment	(6,864)	84,573	200,000	200,000	200,000	200,000
Internal Charge-Facilities	40,461	45,833	65,449	59,344	59,983	59,983
Total Not Allocated Materials & Services	433,223	147,218	271,449	265,344	265,983	265,983
SPECIAL PAYMENTS						
Special Payments-PEG Access	20,706	18,302	25,000	20,000	20,000	20,000
Total Special Payments	20,706	18,302	25,000	20,000	20,000	20,000
TRANSFERS OUT						
O/H Transfer to General Fund	5,741	16,203	22,236	20,074	20,074	20,074
O/H Transfer to General Fund	52,286	75,149	67,776	71,472	71,472	71,472
Transfer to Library	142,687	172,409	295,000	375,000	375,000	375,000
Total Transfers Out	200,714	263,761	385,012	466,546	466,546	466,546
OPERATING CONTINGENCY						
	-	-	200,000	200,000	200,000	200,000
TOTAL REQUIREMENTS NOT ALLOCATED	889,621	429,281	963,861	1,039,875	1,041,042	1,041,042
RESERVED FOR FUTURE EXPENDITURE						
Reserve for Future Exp-PEG	-	-	35,940	25,040	25,040	25,040
Res for Future Exp-WC Retro	-	-	68,420	63,487	63,487	63,487
Res for Future Exp-BldgDept	-	-	-	-	-	-
Res for Future Exp-Park Maint	-	-	924	-	-	-
Res for Future Exp-Old Library	-	-	-	-	-	-
Res for Future Exp-ARP Funds	-	-	-	-	-	-
Res for Future Exp-Unrestrict	-	-	4,448,281	4,523,597	4,195,853	4,195,853
Total Reserves for Future Expenditure	-	-	4,553,565	4,612,124	4,284,380	4,284,380
ENDING FUND BALANCE (prior year's)						
Restricted FB - PEG	49,187	39,835	-	-	-	-
Committed FB - WC Retro Plan	121,863	68,420	-	-	-	-
Restricted for - Building Dept	74,785	71,788	-	-	-	-
Committed FB - Park Maint	192,509	-	-	-	-	-
Fund Balance	-	-	-	-	-	-
Total General Fund Ending Balance	3,882,410	7,019,512	-	-	-	-
TOTAL GENERAL FUND REQUIREMENTS	15,070,247	18,769,869	21,440,252	24,119,002	23,995,956	23,995,956

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Administration

This department provides a number of direct and support services including overall day-to-day management of operations for the City organization and City Council by the City Administrator. Additional responsibilities of the department include the office of the City Recorder, and legal counsel to the Mayor and City Council through the office of the City Attorney.

The **City 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; supervision of all City staff except the Municipal Judge and City Attorney; serves as the purchasing and contracting agent for the City; acts as the City budget officer; and supervises properties and the utilities of the City except those operated by the Canby Utility Board.

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

The **City Attorney** is responsible for providing a broad range of professional legal services to City officials, management, and staff. The City Attorney performs the role of the City Prosecutor as needed in Municipal Court. The City Attorney is also responsible for risk management, overseeing property, auto, equipment and liability insurance claims.

2022-23 Highlights

- Continued to improve the volunteer application process for Boards, Commissions and Committees. (Citywide Goal – Community, Inclusive Community and Exceptional Service)
- Managed City Committee database and appointment process for 11 committees.
- Processed City Election for City Council and Mayor positions.

2023-24 Goals

- Implement the adopted goals of the Mayor and City Council.
- Complete implementation of new volunteer application process for Boards, Commissions and Committees. (Citywide Goal – Community, Inclusive Community and Exceptional Service)
- Assist other City departments with records management including the transfer of permanent City Records to ORMS. (Citywide Value – Exceptional Service)

Budget Detail

General Fund - Administration

GENERAL FUND - ADMINISTRATION	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR ADMINISTRATION						
PERSONNEL SERVICES						
Regular Salaries and Wages	316,795	413,765	443,408	394,048	464,083	464,083
Overtime	-	-	-	-	-	-
Insurance Benefits	72,941	93,395	93,457	81,921	102,969	102,969
Taxes/Other	20,058	33,360	35,466	32,233	38,165	38,165
PERS Contributions	55,850	94,841	104,916	91,191	106,389	106,389
Total Admin Personnel Services	465,643	635,361	677,247	599,393	711,606	711,606
FTE	3.3	3.3	3.9	2.9	3.8	3.8
MATERIALS & SERVICES						
Election	1,009	5,058	1,000	1,250	1,250	1,250
Prof/Tech Services	6,882	7,042	108,500	58,500	58,500	58,500
CTV5 Professional Services	36,000	36,000	36,000	43,430	43,430	43,430
Codification	495	1,112	5,495	5,495	5,495	5,495
Copier Lease & Maint	4,404	4,263	5,000	5,000	5,000	5,000
Misc. Unanticipated	15,000	-	-	-	-	-
Printing & Binding	318	24	500	500	500	500
Mayor & City Council	4,057	6,592	12,120	12,120	17,370	17,370
Mayor & CC Travel & Training	108	3,515	8,075	8,525	8,525	8,525
Mayor & CC Membership Dues	2,168	2,502	1,189	1,189	1,189	1,189
Admin Staff Travel & Training	345	5,115	7,660	7,660	7,660	7,660
Attorney Travel & Training	-	1,210	1,500	1,500	1,500	1,500
Admin Membership Dues & Fees	21,187	25,335	25,638	27,961	27,961	27,961
Internal Charge-Fleet	1,523	2,709	1,486	1,486	-	-
Internal Charge-Facilities	9,742	11,036	15,759	14,289	14,443	14,443
Internal Charge-Tech Services	23,024	36,136	53,538	31,493	32,925	32,925
Supplies & Services	4,652	8,948	7,075	42,075	42,075	42,075
Employee Recognition	2,632	2,387	5,525	5,525	5,525	5,525
Total Admin Materials & Services	133,547	158,984	296,060	267,998	273,348	273,348
TOTAL ADMIN REQUIREMENTS	599,190	794,345	973,307	867,391	984,954	984,954

Human Resources & Risk Management

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

2022-23 Highlights

- Processed 26 recruitments.
- Processed 21 FMLA/OFLA requests.
- Successfully negotiated a successor Canby Police Association Collective Bargaining Agreement.
- Provided trainings related to Mental Health and Wellness.
- Collaborated with consultants on Citywide Classification, Compensation and Pay Equity Study including updates to position descriptions.
- Implemented new HR Software to create efficiencies and modernization of the Performance Evaluation Process.

2023-24 Goals

- Fill vacancies that may result from employee retirements or other separations. (Citywide Value – Exceptional Service)
- Schedule training opportunities for employee health, safety, development and general information. (Citywide Value – Exceptional Service)
- Develop and implement an Employee Recognition Program. (Citywide Value – Exceptional Service)

Budget Detail

General Fund – Human Resources

GENERAL FUND - HR & RISK MGMT	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR HR & RISK MGMT						
PERSONNEL SERVICES						
Regular Salaries and Wages	68,081	58,626	165,707	177,838	177,838	177,838
Insurance Benefits	14,801	12,385	40,303	44,310	44,310	44,310
Taxes/Other	4,238	5,103	13,967	15,063	15,063	15,063
PERS Contributions	10,363	12,754	37,118	38,591	38,591	38,591
Total HR & Risk Mgmt Personnel Services	97,483	88,868	257,095	275,802	275,802	275,802
FTE	0.8	0.8	1.7	1.7	1.7	1.7
MATERIALS & SERVICES						
Professional Services	6,204	4,807	138,500	115,500	115,500	115,500
Legal/Labor Negotiations	10,133	-	20,000	20,000	20,000	20,000
Recruitment/Employee Testing	8,468	10,660	12,000	10,483	10,483	10,483
Software Maintenance	9,727	17,653	15,606	14,531	14,531	14,531
Liability Insurance	340,031	382,162	426,704	500,000	500,000	500,000
Non-Insurance Claims	-	-	15,000	15,000	15,000	15,000
Liab Ins Deductible Accrued	-	-	25,000	25,000	25,000	25,000
Training & Travel	(728)	430	8,000	8,000	8,000	8,000
Membership Fees & Dues	1,039	749	425	920	920	920
Internal Charge-Facilities	3,034	3,437	4,909	4,451	4,499	4,499
Internal Charge-Tech Services	17,806	11,124	38,516	22,657	23,687	23,687
Supplies & Services	2,726	1,886	7,600	7,600	7,600	7,600
Risk Mgmt/Safety Committee	265	212	2,050	3,050	3,050	3,050
Total HR & Risk Mgmt Materials & Services	398,704	433,120	714,310	747,192	748,270	748,270
TOTAL HR & RISK MGMT REQUIREMENTS	496,186	521,988	971,405	1,022,994	1,024,072	1,024,072

Finance

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

2022-23 Highlights

- Added an online payment option through Xpress Bill Pay for Business License customers to easily renew and pay their license fees.
- Added a Real Time Payment feature for online sewer payments through Xpress Bill Pay, creating a more streamlined internal process.
- Utility Billing process manual was used to train a new employee and follow procedures when the UB clerk was on maternity leave.
- Continued strict internal control processes.
- Complete the FY2022 audit three months earlier than the FY2021 audit.
- Finance took on a front desk position at the Civic Center, making it easier for sewer customers to access customer service and pay their bills in person.

2023-24 Goals - (Citywide Value – Fiscal Responsibility)

- Continuation of training for each Finance Department staff position.
- Add additional staff members to the Finance Department to allow for cross training.
- Continue creation of process manuals for each position’s daily tasks and duties.
- Add a Transit Payroll Tax portal to our online payment system to make it easier for customers to file and pay their transit tax.
- Focus on great customer service for internal departments and citizens with timely responses.
- Complete the FY2023 audit by December 31, 2023 and present to council.

Performance Measures

Strategies and Measures	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Projected	FY2024 Budget
Independent auditor opinion	Unqualified	Unqualified	Unqualified		
Receive GFOA CAFR Award	Yes	No	No	NA	NA
Receive GFOA Budget Award	Yes	No	No	NA	NA
Credit rating	A1	A1	A1	A1	A1
Cost to deliver financial services	\$587,000	\$554,000	\$579,000*	\$699,000*	\$880,000
Cost to deliver financial services as a % of the total City budget	2.36%	2.08%	2.22%	2.02%	1.58%

* The Finance Department was not fully staffed for FY2022 or FY2023

Budget Detail

General Fund - Finance

GENERAL FUND - FINANCE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR FINANCE						
PERSONNEL SERVICES						
Regular Salaries and Wages	294,690	272,906	353,625	430,648	430,648	430,648
Insurance Benefits	74,214	54,596	85,355	126,497	126,497	126,497
Taxes/Other	18,774	24,429	29,960	36,485	36,485	36,485
PERS Contributions	74,945	57,499	79,212	93,451	93,451	93,451
Total Finance Personnel Services	462,623	409,431	548,152	687,081	687,081	687,081
FTE	3.5	3.5	4.8	5.8	5.8	5.8
MATERIALS & SERVICES						
Prof/Tech Service	-	10,418	-	33,000	33,000	33,000
Prof SrvTitle Lien Search Cost	5,532	5,328	6,500	6,500	6,500	6,500
Auditing	20,445	61,050	55,000	65,000	65,000	65,000
Software Maintenance	30,712	30,894	32,000	38,000	38,000	38,000
Copier Lease & Maint	3,674	3,939	4,500	4,500	4,500	4,500
Publications/Books	-	-	-	-	-	-
Printing & Binding	1,284	334	2,500	2,500	2,500	2,500
Training/Conf/Travel	1,040	6,992	9,000	9,000	9,000	9,000
Membership Dues & Fees	1,985	600	2,300	2,300	2,300	2,300
Internal Charge-Facilities	4,619	5,233	7,473	6,776	6,849	6,849
Internal Charge-Tech Services	7,443	23,078	56,622	33,307	34,821	34,821
Supplies & Service	4,394	5,093	4,500	6,000	6,000	6,000
Bank Charges	9,537	12,592	11,500	11,500	11,500	11,500
Cash Over & Short	(0)	3,216	-	-	-	-
Citywide Pending VISA Charges	714	-	-	-	-	-
Misc Office Equipment	-	1,219	5,000	5,000	5,000	5,000
Total Finance Materials & Services	91,378	169,986	196,895	223,383	224,970	224,970
TOTAL FINANCE REQUIREMENTS	554,001	579,417	745,047	910,464	912,051	912,051

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 traffic, parking, and city code violations committed within city limits.

Court staff collect fines for distribution to government agencies and victims; coordinate trial docketing between defendants, the Judge, witnesses, and officers; and report traffic convictions to State agencies.

2022-2023 Highlights

- The Municipal Court saw a substantial increase in the amount of traffic citations cited to the court and processed by court staff.

2023-2024 Goals

- Misdemeanor charges are no longer filed in the Municipal Court. The Municipal Court will continue to make efforts to streamline probation matters to clear the criminal dockets over the next year. Additionally, the Municipal Court hopes to coordinate a “warrant sweep” with local law enforcement to clear active warrants.

Performance Measures

Strategies and Measures	FY2021	FY2022	FY2023	FY2024
	Actuals	Actuals	Projected	Budget
Traffic Violations	1,443	1,805	2,000	2,100
Criminal Cases	386	327	0	0
Parking/Ordinance/non-traffic Violations	173	137	120	140
Total Processed	2,120	2,269	2,120	2,240
Court Clerk FTE	2.25	2.25	1.75	1.75
Violations processed by each Clerk	890	1,009	1,211	1,280
Operating expenses	\$508,684	\$488,873	\$431,032	\$450,631
Operating expenses per processed violation	\$240	\$215	\$203	\$201

Budget Detail

General Fund - Court

GENERAL FUND - COURT	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Court Fines and Fees	362,548	425,312	360,000	368,000	368,000	368,000
Fines / Justice Court	62,269	72,230	75,000	30,000	30,000	30,000
Miscellaneous Fees	1,076	1,184	1,500	800	800	800
Attorney Reimbursements	11,837	11,322	7,500	5,500	5,500	5,500
Court Collections Interest	55,954	45,982	55,000	44,000	44,000	44,000
Total Court Revenue	493,684	556,030	499,000	448,300	448,300	448,300
REQUIREMENTS FOR COURT						
PERSONNEL SERVICES						
Regular Salaries and Wages	217,489	204,489	169,353	185,295	185,295	185,295
Overtime	792	-	-	-	-	-
Insurance Benefits	56,929	28,961	51,692	28,933	28,933	28,933
Taxes/Other	14,099	18,446	14,425	15,779	15,779	15,779
PERS Contributions	39,537	37,114	29,531	32,475	32,475	32,475
Total Court Personnel Services	328,847	289,010	265,001	262,482	262,482	262,482
FTE	2.8	2.8	1.8	1.8	1.8	1.8
MATERIALS & SERVICES						
Interpreter	8,537	6,620	6,000	7,000	7,000	7,000
Attorney Services	73,206	85,872	44,000	79,202	79,202	79,202
Copier Lease & Maint	1,206	1,528	1,750	1,750	1,750	1,750
Training/Conf/Travel	-	680	1,805	1,805	1,805	1,805
Membership Fees & Dues	330	390	250	250	250	250
Jury Fees	-	120	120	120	120	120
Witness Fees	-	-	105	250	250	250
Internal Charge-Facilities	4,227	4,788	6,837	6,200	6,266	6,266
Internal Charge-Tech Services	12,111	24,183	43,133	25,372	26,526	26,526
Supplies & Services	5,923	11,582	6,100	6,100	6,100	6,100
Discovery Expense	-	-	100	100	100	100
Bank Charges	3,880	5,121	5,000	5,000	5,000	5,000
Court Collection Costs	70,417	58,979	55,000	55,000	55,000	55,000
Total Court Materials & Services	179,837	199,863	170,200	188,149	189,369	189,369
CAPITAL OUTLAY						
Capital Office Equipment	-	-	-	-	-	-
TOTAL COURT REQUIREMENTS	508,684	488,873	435,201	450,631	451,851	451,851

Planning

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

2022-23 Highlights

- Completed parks master planning process
- 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
- The Economic Opportunity Analysis will be adopted in FY 22/23
- Budgeted for comprehensive and transportation plan updates, solicited for comprehensive plan and transportation system plan updates through the RFP process, selected consultant team, contracted work, and began the update processes
- Started discussion of Housing Production Strategy efficiency code updates with the planning commission along with contracting for consultant assistance
- Started the fence code update with the planning commission
- Started tree ordinance discussions with the planning commission
- Updated permitting fees
- Hired new office specialist to keep up with planning workload

2023-24 Goals

- Advance the comprehensive plan and transportation system plan per the defined schedule
- Continue working closely with the comprehensive plan advisory committee to evaluation and recommend framework for comprehensive plan update
- Develop a community vision with the public for the comprehensive plan update
- Adopt the Housing Needs and Housing Production Strategy documents
- Adopt efficiency measure to assist with reduction housing costs
- Adopt new fencing code
- Work closely with the city council and planning commission to keep informed of all long range 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	FY2021	FY2022	FY2023	FY2024
	Actuals	Actuals	Projected	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	33	170	200	310
Land use decisions by Planning Commission	30	15	25	7
Land use decisions made by City Council	9	3	3	2
Number of land use appeals	0	1	1	1
% of staff recommendations upheld on appeal	100%	100%	100%	0%
Major planning study	3	3	3	3
Plan amendments	0	0	0	0
Substantive code amendment	0	0	1	0
Routine code update/refinement	1	0	1	0

Budget Detail

General Fund - Planning

GENERAL FUND - PLANNING	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Land Use Applications	76,739	108,431	160,000	82,000	82,000	82,000
Miscellaneous Fees	266	3,390	35,000	1,000	1,000	1,000
Traffic Studies	78,654	172,493	135,000	42,500	42,500	42,500
Plan Reviews	122,672	138,119	150,000	54,400	54,400	54,400
Engineering Plan Review Fees	57,584	7,398	50,000	5,000	5,000	5,000
Construction Excise Tax	376,721	334,328	300,000	310,000	310,000	310,000
Planning Miscellaneous-Income	18,350	-	60,000	1,000	1,000	1,000
Total Planning Revenue	730,985	764,159	890,000	495,900	495,900	495,900
REQUIREMENTS FOR PLANNING						
PERSONNEL SERVICES						
Regular Salaries and Wages	202,889	230,780	279,590	295,031	295,031	295,031
Overtime	47	1,079	-	-	-	-
Insurance Benefits	30,200	30,425	44,279	34,405	34,405	34,405
Taxes/Other	15,653	21,794	23,953	25,279	25,279	25,279
PERS Contributions	35,111	50,123	63,040	64,467	64,467	64,467
Total Planning Personnel Services	283,899	334,200	410,862	419,182	419,182	419,182
FTE	2.3	2.3	3.2	3.3	3.3	3.3
MATERIALS & SERVICES						
Prof/Tech Services	79,807	58,220	473,000	590,318	590,318	590,318
Copier Lease & Maint	3,076	3,186	4,000	4,000	4,000	4,000
Communications	206	56	100	500	500	500
Mapping	670	500	1,500	1,500	1,500	1,500
Planning Commiss. Expenses	746	1,158	1,500	1,500	1,500	1,500
Travel & Training	130	177	2,800	3,500	3,500	3,500
Fees & Dues	1,312	1,892	3,600	2,500	2,500	2,500
Internal Charge-Facilities	3,602	4,081	5,827	5,284	5,341	5,341
Internal Charge-Tech Services	14,268	17,418	54,341	31,965	33,418	33,418
Supplies & Services	3,692	6,089	6,000	7,000	7,000	7,000
Traffic Study	68,278	142,460	135,000	125,000	125,000	125,000
Total Planning Materials & Services	175,787	235,237	687,668	773,067	774,577	774,577
TOTAL PLANNING REQUIREMENTS	459,687	569,437	1,098,530	1,192,249	1,193,759	1,193,759

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 inter fund transfer costs.

2022-23 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.

2023-24 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	FY20-21 Projected	FY20-21 Actuals	FY 21-22 Projected	FY 21-22 Actuals
Sign permits reviewed & authorized	11	12	15	17
Single-family home permits	221	139	170	179
Misc. residential permits authorized	43	21	30	61
Commercial/Industrial new building permits	5	2	4	10

GENERAL FUND - BUILDING	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Building Permits	60,117	88,282	50,000	55,000	55,000	55,000
Total Building Revenue	60,117	88,282	50,000	55,000	55,000	55,000
REQUIREMENTS FOR BUILDING						
PERSONNEL SERVICES						
Regular Salaries and Wages	24,844	30,960	88,921	92,898	92,951	92,951
Insurance Benefits	3,428	3,563	13,295	10,258	10,258	10,258
Taxes/Other	1,876	2,790	7,468	7,800	7,800	7,800
PERS Contributions	4,282	6,321	19,756	19,990	19,990	19,990
Total Building Personnel Services	34,435	43,633	129,440	130,946	130,999	130,999
FTE	0.2	0.2	1.0	1.0	1.0	1.0
MATERIALS & SERVICES						
Communications	101	56	100	100	100	100
Internal Charge-Facilities	424	480	686	622	628	628
Supplies & Service	-	27	50	50	50	50
Total Building Materials & Services	525	563	836	772	778	778
TRANSFERS OUT & OTHER USES						
O/H Transfer to General Fund	5,741	16,203	22,236	20,074	20,074	20,074
Total Building Transfers Out	5,741	16,203	22,236	20,074	20,074	20,074
TOTAL BUILDING REQUIREMENTS	40,700	60,399	152,512	151,792	151,851	151,851

Police

Canby Police Department provides the community with a full range of police services twenty-four hours a day, seven days a week. Emergency and non-emergency calls for service are received by Clackamas County Department of Communications and dispatched to Canby police officers.

2022-23 Highlights

- Kept up with vacant positions by hiring one new recruit and three lateral Officers.
- Addition of a Behavior Health Specialist that responds with Police to mental health crises related calls.
- Over 500 citizens attended the Police Department’s 2nd Annual Grill and Chill/National Night Event the past summer.
- Addition of a Police Sergeant to increase supervision during the late night/early morning hours.
- Continued strong partnerships with Canby School District, Canby Fire District, Canby Chamber, Clackamas County Juvenile Department and surrounding law enforcement agencies.
- Total calls for service increase by 51% (2865) in 2022 as compared to 2021 (not including traffic Stops).
- Received State Accreditation from the Oregon Accreditation Alliance.
- Participation with the Clackamas County Inter-Agency Drug Task Force.
- Implementation of Body Worn Cameras for all patrol officers.

2023-24 Goals

- 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.
- Restore full time Code Enforcement Officer.
- Increase social media and public information presence.
- Restore K9 program.
- Collaborate with ODOT to establish a traffic safety plan along Hwy 99.
- Continue to Increase community outreach with activities & events.

Performance Measures

Strategies and Measures	FY2019 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Budget Estimate 1% increase
Population (PSU Annual Report)	16,950	17,210	18,754	18,979	19,169
Number of Sworn Officers	26	26	26	27	27
Number of Sworn Officers per 1000 population	1.54	1.51	1.38	1.42	1.40

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

Budget Detail

General Fund - Police

GENERAL FUND - POLICE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Grants - DUII	24,679	9,000	15,000	15,000	15,000	15,000
Grants - Distracted Driving	19,506	10,490	15,000	15,000	15,000	15,000
Grant - Seatbelt	9,890	2,836	7,500	7,500	7,500	7,500
Grants - Speed Enforcement	1,257	652	3,000	3,000	3,000	3,000
Grant - Pedestrian Safety	4,023	2,256	5,000	5,000	5,000	5,000
Grants - HIDTA	-	-	20,000	20,000	20,000	20,000
Grants - OCDEF	-	-	-	-	-	-
Grant-Intellectual Prop Criime	-	-	-	-	-	-
Grant - OJP Vest Program	3,612	790	5,000	5,000	5,000	5,000
Grant - ODOT Construction	-	-	-	25,000	25,000	25,000
Vehicle Release/Tow Fees	20,015	16,950	17,000	17,000	17,000	17,000
Miscellaneous Fees	142	8,884	200	200	200	200
Alarm Permit Fees	10,509	8,786	5,000	5,000	5,000	5,000
Temporary Liquor Permit	280	1,050	500	450	450	450
Subpoena Fees	220	206	300	35	35	35
Finger Printing Fees	-	-	500	500	500	500
Reports Revenue	1,664	2,195	2,000	2,000	2,000	2,000
Special Events Security	-	-	-	-	-	-
Police Miscellaneous-Income	36,256	47,337	2,000	2,000	2,000	2,000
CSD-Shared SRO Reimbursemt	41,013	67,500	76,854	80,293	80,293	80,293
Donations-Police	500	-	500	500	500	500
Donations-Canine	-	-	-	-	-	-
Total Police Revenue	173,566	178,932	175,354	203,478	203,478	203,478
REQUIREMENTS FOR POLICE						
PERSONNEL SERVICES						
Regular Salaries and Wages	2,879,625	2,917,605	3,536,496	3,849,964	3,849,964	3,849,964
Overtime Wages	259,825	262,188	381,000	424,708	424,708	424,708
Insurance Benefits	642,033	624,878	776,996	857,354	857,354	857,354
Taxes/Other	318,102	382,190	423,311	465,155	465,155	465,155
PERS Contributions	833,269	853,239	943,513	994,938	994,938	994,938
Fringe Benefits	21,433	21,050	28,100	28,950	28,950	28,950
Total Police Personnel Services	4,954,288	5,061,150	6,089,416	6,621,069	6,621,069	6,621,069
FTE	29.3	29.3	32.0	34.0	34.0	34.0

Budget Detail

General Fund - Police

GENERAL FUND - POLICE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR POLICE CONTINUED						
MATERIALS & SERVICES						
Professional Services	1,318	2,580	5,000	5,000	5,000	5,000
Vehicle Lease Payments	-	-	-	-	-	-
Copier Lease & Maint	4,718	7,068	7,080	7,080	7,080	7,080
Investigation & Info	2,428	3,600	3,500	3,500	3,500	3,500
Prisoners Board & Medical	-	6,214	6,000	6,000	6,000	6,000
Crime Prevention	382	442	1,500	2,000	2,000	2,000
Communications	26,144	42,618	31,000	36,000	36,000	36,000
County Dispatch Fees	201,383	197,897	242,212	256,709	256,709	256,709
Juvenile Diversion Services	-	-	2,500	2,500	2,500	2,500
Training & Travel	15,807	44,480	43,000	45,000	45,000	45,000
Firearms & Less Lethal Equip	32,887	36,302	40,900	50,000	50,000	50,000
Tactical Entry Team Equipment	3,115	3,454	5,000	15,000	15,000	15,000
Vests	6,955	4,988	11,000	7,000	7,000	7,000
E.O.C.	560	-	1,500	1,500	1,500	1,500
Detective Equipment	11,869	15,400	20,000	21,500	21,500	21,500
Membership Fees & Dues	1,512	1,860	2,600	3,200	3,200	3,200
Information System Services	45,620	42,008	66,000	63,000	63,000	63,000
Internal Charge-Fleet	143,404	191,680	235,729	201,627	202,867	202,867
Internal Charge-Facilities	67,396	76,348	109,025	98,855	99,919	99,919
Internal Charge-Tech Services	180,850	187,788	260,041	152,965	159,918	159,918
Supplies & Services	17,959	29,027	41,562	44,000	44,000	44,000
Uniforms & Patrol Equipment	21,668	18,041	30,000	37,000	37,000	37,000
Equipment Repair & Maint	-	-	-	-	-	-
Radio Repair	11,864	-	6,000	6,000	6,000	6,000
800 Radio Operating Fee	26,230	29,280	29,280	40,383	40,383	40,383
Canine Expenses	1,609	1,799	3,500	2,500	2,500	2,500
Traffic Safety Equipment	11,672	22,429	24,000	24,000	24,000	24,000
Donations-Police	-	17	500	500	500	500
Accreditation	900	1,705	3,875	3,525	3,525	3,525
Total Police Materials & Services	838,250	967,027	1,232,304	1,136,344	1,145,601	1,145,601
CAPITAL OUTLAY						
Capital Equip - Vehicles	101,310	194,638	185,000	145,000	145,000	145,000
Police K-9's	-	-	-	-	-	-
Furniture	-	-	-	-	-	-
Equip - Computer/Software	13,368	17,512	77,000	421,347	421,347	421,347
Digital Radio Replacement Proj	-	-	-	-	-	-
Total Police Capital Outlay	114,678	212,150	262,000	566,347	566,347	566,347
TOTAL POLICE REQUIREMENTS	5,907,215	6,240,328	7,583,720	8,323,760	8,333,017	8,333,017

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.

2022-23 Highlights

- Installed new Picnic shelter at S Locust St Park and completed the Pickleball courts at Maple Park.
- Maintained seven 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 14 city owned properties.
- Maintained 1 water feature (Klohe Fountain).
- Tracked actual park maintenance hours for all sites.

2023-24 Goals

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

Performance Measures

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budget
Support and maintain parks, recreation land, and natural areas					
Park acres maintained	160	162	162	162	162
Restrooms cleaning	667	728	728	Daily	Daily
Number of Wait Park reservations	32	28	32	33	33
Mow turf areas every 7-10 days	30	31	32	32	32
Playgrounds maintained weekly	10	10	10	10	10
Track park maintenance actual hours	Daily	Daily	Daily	Daily	Daily

Budget Detail

General Fund - Parks

GENERAL FUND - PARKS	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Park Rentals	755	910	450	500	500	500
Park Maintenance Fee	436,937	462,067	483,000	480,000	480,000	480,000
Parks Miscellaneous-Income	37,084	900	-	-	-	-
Total Park Revenue	474,776	463,877	483,450	480,500	480,500	480,500
TRANSFERS IN & OTHER SOURCES						
Transfer from Streets	10,000	-	14,500	-	-	-
Transfer from SDC Fund	182,278	465,087	1,110,000	3,570,000	3,570,000	3,570,000
Total Parks Transfers In	192,278	465,087	1,124,500	3,570,000	3,570,000	3,570,000
TOTAL PARK RESOURCES	667,054	928,963	1,607,950	4,050,500	4,050,500	4,050,500
REQUIREMENTS FOR PARKS						
PERSONNEL SERVICES						
Regular Salaries and Wages	363,329	375,392	397,801	448,786	448,786	448,786
Seasonal/Tape Wages	2,460	12,988	18,000	20,456	20,456	20,456
Overtime	9,498	5,335	7,500	7,500	7,500	7,500
Insurance Benefits	103,159	95,218	104,734	174,688	174,688	174,688
Taxes/Other	37,915	49,958	53,495	60,713	60,713	60,713
PERS Contributions	90,296	97,195	101,888	93,293	93,293	93,293
Clothing Allowance	2,800	2,800	2,800	3,600	3,600	3,600
Total Park Personnel Services	609,457	638,886	686,218	809,036	809,036	809,036
FTE	6.3	6.3	6.3	7.5	7.5	7.5
MATERIALS & SERVICES						
Contract Services	36,556	14,475	11,000	13,000	13,000	13,000
Surveys & Master Plans- SDC	12,977	104,481	100,000	100,000	100,000	100,000
Parks Ground Maintenance	25,928	11,494	10,500	12,000	12,000	12,000
Park Bldg Maintenance	7,459	73,407	17,300	17,300	17,300	17,300
Streetscape Landscaping	6,558	11,294	10,000	25,000	25,000	25,000
Vandalism Repair	3,550	283	3,000	3,000	3,000	3,000
Copier Lease & Maint	955	1,030	1,000	1,100	1,100	1,100
Parks Maint Fee Billing	25,040	29,147	32,500	32,500	32,500	32,500
Communications	2,236	1,865	1,800	2,300	2,300	2,300
Training/Conf/Travel	1,605	1,010	2,400	2,400	2,400	2,400
Internal Charge-Fleet	53,865	115,898	73,863	63,046	63,434	63,434
Internal Charge-Facilities	24,267	27,490	39,256	35,594	35,977	35,977
Internal Charge-Tech Services	1,498	2,103	6,123	3,602	3,766	3,766
Supplies & Services	18,762	17,058	18,400	30,000	30,000	30,000
Park Equipment	15,420	18,377	9,500	12,000	12,000	12,000
Utilities	25,311	27,754	30,000	30,000	30,000	30,000
Total Park Materials & Services	261,985	457,165	366,642	382,842	383,777	383,777
CAPITAL OUTLAY						
Equipment/Vehicles	22,709	-	127,000	-	-	-
Culvert Replacement Logging Rd	-	-	-	-	-	-
Legacy Park Improvements	-	-	-	-	-	-
Locust Park Shelter	-	-	110,000	-	-	-
Maple Park Sport Court	13,053	395,471	-	-	-	-
Splash Pad	169,888	874	-	-	-	-
S Locust Pk Playground Replace	130,980	-	-	-	-	-
Master Plan Parks Projects	-	-	1,000,000	-	-	-
Dog Park	-	-	900,000	-	-	-
Fuel Station	-	-	-	200,000	200,000	200,000
Fitness Court at Legacy Park	-	-	-	220,000	220,000	220,000
Maple Park Renovation	-	-	-	1,600,000	1,600,000	1,600,000
Simnitt/Dodd Park	-	-	-	1,500,000	1,500,000	1,500,000
Total Parks Capital Outlay	336,629	396,345	2,137,000	3,520,000	3,520,000	3,520,000
TOTAL PARK REQUIREMENTS	1,208,071	1,492,397	3,189,860	4,711,878	4,712,813	4,712,813

Cemetery Department

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

2022-23 Highlights

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

2023-24 Goals

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

Performance Measures

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budget
Maintain an attractive, clean, and safe cemetery					
Landscaping & Maintenance Hours	1077	1,954	2,614	2,243	2,443
Customer Service/Admin Support Hours	638	592	706	706	706
Plot Sales	36	52	66	64	64
Burials	52	51	40	51	50

GENERAL FUND - CEMETERY	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Grave Sales	29,400	15,600	22,000	20,000	20,000	20,000
Grave Open & Close	11,850	9,400	8,000	6,500	6,500	6,500
Mausoleum Name Bars	5,000	7,500	4,000	4,000	4,000	4,000
Mausoleum Sales	17,105	15,490	15,000	11,000	11,000	11,000
Mausoleum Open & Close	2,350	(600)	3,000	4,000	4,000	4,000
Miscellaneous Fees	5,000	3,750	4,000	2,000	2,000	2,000
Donations-Cemetery	8	-	-	100	100	100
Total Cemetery Revenue	70,713	51,140	56,000	47,600	47,600	47,600
REQUIREMENTS FOR CEMETERY						
PERSONNEL SERVICES						
Regular Salaries and Wages	96,488	103,254	112,435	119,328	119,328	119,328
Seasonal/Temp Wages	-	512	18,000	20,456	20,456	20,456
Overtime	2,495	1,737	-	2,000	2,000	2,000
Insurance Benefits	22,455	22,591	25,643	29,511	29,511	29,511
Taxes/Other	9,966	12,882	17,012	18,255	18,255	18,255
PERS Contributions	20,930	23,270	27,530	27,962	27,962	27,962
Total Cemetery Personnel Services	152,333	164,246	200,620	217,512	217,512	217,512
FTE	1.7	1.7	2.2	2.2	2.2	2.2
MATERIALS & SERVICES						
Grounds Maintenance	2,245	926	3,500	4,000	4,000	4,000
Building Maintenance	1,033	540	4,200	4,200	4,200	4,200
Copier Lease & Maint	171	183	200	200	200	200
Refunds	3,390	19,430	2,000	2,000	2,000	2,000
Internal Charge-Tech Services	438	389	1,279	752	786	786
Supplies - Records	1,056	13	1,350	1,350	1,350	1,350
Tools & Equipment	1,498	7,650	8,100	9,000	9,000	9,000
Utilities	2,400	3,044	2,500	2,700	2,700	2,700
Name Bars	2,998	5,938	4,500	4,500	4,500	4,500
Total Cemetery Materials & Services	15,229	38,112	27,629	28,702	28,736	28,736
TOTAL CEMETERY REQUIREMENTS	167,562	202,358	228,249	246,214	246,248	246,248

Economic Development

The Canby Economic Development Department (Canby Business) promotes Canby as an attractive business location, supports local businesses, and recruits new companies, development and investment. Canby Business supports retailers, coordinates events to attract visitors, manages programs to revitalize buildings and street environments, and promotes downtown. The new City Council Goals adopted in 2022 and Canby Urban Renewal plan guide the department’s efforts.

2022-23 Highlights

- Hired and on-boarded Economic Development and Tourism Coordinator to oversee Main Street efforts, tourism marketing, and city-sponsored events.
- Coordinated and executed communication efforts with Planning Department on long-range planning efforts for housing and economic opportunity assessments.
- Completed Certified Local Government Grant which included Reconnaissance Level Surveys and historical context of the Fairgrounds and Event Center and a residential area in north Canby.
- Planned and executed city sponsored events including Canby Independence Day Celebration, Canby’s Big Night Out, Halloween, Light Up The Night, and the expanded First Thursday Night Market.
- Completed the 2022 Canby Hotel Development Analysis, an addendum to the 2019 Hotel Analysis, with Johnson Economics as a tool to recruit a hotel to Canby.
- Continued outreach and coordination with industrial park businesses which included Shimadzu USA Manufacturing 25th anniversary celebration.

2023-24 Goals

- Attract 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.
- Streamline Economic Development volunteer program and event management.
- Identify partnerships and opportunities to increase activity in Downtown Commercial District.

Performance Measures

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Projected
Continue to grow Canby Business Program				
Volunteer hours per year	30	350	350	400
Donations for events and promotions	\$4,500	\$7,661	\$3,000	\$5,000
Promote Canby				
Industrial recruitment proposals prepared	7	1	0	0
Newsletters, press releases, and articles	47	54	52	55
Outreach and assistance to local manufacturers	10	12	10	10

Budget Detail

General Fund - Economic Development

GENERAL FUND - ECONOMIC DEV.	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Event Revenue	-	3,900	3,950	6,000	6,000	6,000
Econ Dev City Grant Revenue	8,600	10,166	4,700	2,000	2,000	2,000
Independence Day Revenue	-	5,429	9,200	3,000	3,000	3,000
Miscellaneous Revenue	-	-	-	-	-	-
Total Economic Dev. Revenue	8,600	19,495	17,850	11,000	11,000	11,000
TRANSFERS IN & OTHER SOURCES						
Transfer from UR	315,998	396,061	350,000	425,000	425,000	425,000
Total Economic Dev. Transfers In	315,998	396,061	350,000	425,000	425,000	425,000
TOTAL ECONOMIC DEV. RESOURCES	324,598	415,556	367,850	436,000	436,000	436,000
REQUIREMENTS FOR ECONOMIC DEVELOPMENT						
PERSONNEL SERVICES						
Regular Salaries and Wages	211,135	212,546	257,073	276,569	288,928	288,928
Overtime	-	11	-	-	-	-
Insurance Benefits	26,321	26,190	30,438	44,109	47,823	47,823
Taxes/Other	14,167	18,581	20,779	22,661	23,708	23,708
PERS Contributions	37,987	49,740	60,259	62,719	65,401	65,401
Total Economic Dev. Personnel Services	289,610	307,068	368,549	406,058	425,860	425,860
FTE	2.5	2.5	2.5	2.5	2.6	2.6
MATERIALS & SERVICES						
Copier Lease & Maint	1,538	1,593	1,500	1,500	1,500	1,500
Internal Charge-Facilities	3,724	4,218	6,024	5,462	5,521	5,521
Internal Charge-Tech Services	3,884	4,784	15,987	9,404	9,831	9,831
Supplies & Services	8,757	15,982	38,700	38,400	38,400	38,400
Main Street (General Fund)	883	16,212	24,350	39,219	39,219	39,219
Independence Day Expenses	725	9,770	16,850	20,011	20,011	20,011
Flower Program	5,662	4,851	6,500	6,500	6,500	6,500
Community Small Grants	-	-	50,000	50,000	50,000	50,000
Business Small Grants	-	-	-	-	50,000	50,000
Main Street (UR Allowable)	2,552	14,570	33,071	27,450	27,450	27,450
EconDev City Grant Expended	45,325	8,691	5,700	5,700	5,700	5,700
Total Economic Dev. Materials & Services	73,050	80,670	198,682	203,646	254,132	254,132
TRANSFERS OUT & OTHER USES						
O/H Transfer to General Fund	52,286	75,149	67,776	71,472	71,472	71,472
Total Economic Dev. Transfers Out	52,286	75,149	67,776	71,472	71,472	71,472
TOTAL ECONOMIC DEV. REQUIREMENTS	414,946	462,887	635,007	681,176	751,464	751,464

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	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
Property Tax Current	5,415,564	5,848,467	6,006,300	6,435,970	6,435,970	6,435,970
Property Tax Prior	103,299	60,660	52,000	64,000	64,000	64,000
Cable Franchise Fee	133,624	94,925	123,000	58,000	58,000	58,000
Telephone Franchise Fee	47,200	45,070	50,000	35,000	35,000	35,000
Solid Waste Franchise Fee	161,916	189,658	153,500	195,000	195,000	195,000
Natural Gas Franchise Fee	152,397	161,320	146,000	200,000	200,000	200,000
City Sewer Franchise Fee	306,856	307,901	318,000	295,000	295,000	295,000
Cigarette Tax	16,364	16,022	15,500	13,000	13,000	13,000
Liquor Revenue	333,698	339,511	352,500	350,000	350,000	350,000
State Revenue Sharing	221,768	225,111	230,000	240,000	240,000	240,000
Federal Revenue	401,983	-	-	-	-	-
American Rescue Plan Act Grant	-	1,991,482	1,990,363	-	-	-
CU In Lieu of Taxes	846,614	880,431	850,000	890,000	890,000	890,000
Business Licenses	76,225	79,612	66,000	72,000	72,000	72,000
Liquor Licenses	2,105	1,845	1,900	2,400	2,400	2,400
Miscellaneous Fees	17,376	656	450	340	340	340
Title Lien Search Fees	13,530	13,350	12,500	9,200	9,200	9,200
PEG Access Fees	24,327	11,406	22,800	12,000	12,000	12,000
Miscellaneous-Income	9,240	23,510	9,500	5,000	5,000	5,000
Lease receipts (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000
Interest Revenues	27,295	33,449	20,600	235,000	235,000	235,000
Workers Comp Claim Reserve	-	-	-	-	-	-
Sale of Capital Assets	-	497,645	-	-	-	-
Total Not Allocated Revenue	8,347,816	10,330,384	10,457,913	9,148,863	9,148,863	9,148,863
TRANSFERS IN & OTHER SOURCES						
O/H from Building	5,741	16,203	22,236	20,074	20,074	20,074
O/H from Economic Dev	52,286	75,149	67,776	71,472	71,472	71,472
O/H from Library Fund	142,687	172,409	204,980	193,407	193,407	193,407
O/H from Street	120,610	147,257	187,105	193,333	193,333	193,333
O/H from Transit	182,728	236,185	262,036	260,890	260,890	260,890
O/H from Swim Levy	119,444	139,099	202,904	158,308	158,308	158,308
O/H from WWTP	163,112	201,095	230,057	218,185	218,185	218,185
O/H from Collections	60,761	64,081	85,765	94,871	94,871	94,871
O/H from Stormwater	29,913	31,754	50,673	48,074	48,074	48,074
Total Not Allocated Transfers In	877,282	1,083,232	1,313,532	1,258,614	1,258,614	1,258,614
TOTAL NOT ALLOCATED RESOURCES	9,225,098	11,413,616	11,771,445	10,407,477	10,407,477	10,407,477
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
Retirement & Separation Payout	234,978	-	82,400	87,985	88,513	88,513
Total Not Allocated Personnel Services	234,978	-	82,400	87,985	88,513	88,513
MATERIALS & SERVICES						
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000
COVID-19 Expenses	393,626	10,812	-	-	-	-
Equipment	(6,864)	84,573	200,000	200,000	200,000	200,000
Internal Charge-Facilities	40,461	45,833	65,449	59,344	59,983	59,983
Total Not Allocated Materials & Services	433,223	147,218	271,449	265,344	265,983	265,983
TRANSFERS & SPECIAL PAYMENTS						
Transfer to Library	142,687	172,409	295,000	375,000	375,000	375,000
Special Payments-PEG Access	20,706	18,302	25,000	20,000	20,000	20,000
Total Not Allocated Special Payments	163,393	190,711	320,000	395,000	395,000	395,000
OPERATING CONTINGENCY	-	-	200,000	200,000	200,000	200,000
TOTAL NOT ALLOCATED REQUIREMENTS	831,594	337,929	873,849	948,329	949,496	949,496

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.

2022-2023 Highlights

- New Employees:
 - Children’s Librarian
 - Library Manager
- Acoustical Assessment Completed
- Increased open hours to 50/week
- Increase in programming and events

2023-24 Goals

- Implementation of AMH System
- Community Assessment
- Installation of new manipulative and learning toys in the Story Garden.
- Addition of Tween programing

Performance Measures

Library Dashboard			
Strategies & Measures	FY 20-21 Actuals	FY 21-22 Actuals	FY 22-23 Projected
Increase total use of library facility as community gathering space			
Total number of visits	5,670	62,204	86,055
Increase the total use of the library collection			
Total circulation of physical/eMaterials	108,278/43,004	188,283/32,827	227,000/33,500
Provide high-quality programs			
Total number of programs	535	31	120

Budget Detail

Library Fund

LIBRARY FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	42,749	70,771	8,844	30,135	1,779	1,779
REVENUE						
CC Library District	1,012,388	1,055,558	1,091,340	1,104,700	1,104,700	1,104,700
Grants-Library	8,534	4,565	3,905	4,159	4,159	4,159
Library Fines & Fees	668	16,699	20,000	10,000	10,000	10,000
Miscellaneous Income	552	-	-	-	-	-
Interest Revenues	115	284	100	100	100	100
Donations-Library	183	1,230	100	100	100	100
Donations-FOL (Programming)	3,015	7,367	17,970	23,050	23,050	23,050
Total Library Revenue	1,025,456	1,085,702	1,133,415	1,142,109	1,142,109	1,142,109
TRANSFERS IN & OTHER SOURCES						
FOL Pass Thru Revenue	209	10,127	12,000	12,000	12,000	12,000
Interfund Loan Transfer from CPC	500,000	500,000	500,000	500,000	500,000	500,000
Transfer from General Fund	142,687	172,409	295,000	375,000	375,000	375,000
Total Library Transfers In & Other Sources	642,896	682,536	807,000	887,000	887,000	887,000
TOTAL LIBRARY RESOURCES	1,711,100	1,839,010	1,949,259	2,059,244	2,030,888	2,030,888
REQUIREMENTS FOR LIBRARY						
PERSONNEL SERVICES						
Regular Salaries and Wages	500,646	540,344	545,395	581,023	581,023	581,023
On Call Wages	27,522	40,126	46,984	49,006	49,006	49,006
Insurance Benefits	111,049	118,113	120,122	142,762	142,762	142,762
Taxes/Other	32,358	48,371	49,816	52,995	52,995	52,995
PERS Contributions	112,083	130,198	133,582	123,400	123,400	123,400
Total Library Personnel Services	783,658	877,150	895,899	949,186	949,186	949,186
FTE	8.7	8.7	8.9	8.9	8.9	8.9
MATERIALS & SERVICES						
Computer Hardware/Software	983	1,799	1,550	1,500	1,500	1,500
LINCC Consortium	30,287	20,359	35,100	38,191	38,191	38,191
Copier Lease & Maint	7,656	7,434	7,700	7,700	7,700	7,700
Travel & Training	905	3,911	5,075	5,100	5,100	5,100
Internal Charge-Facilities	56,507	64,013	91,410	82,883	83,774	83,774
Internal Charge-Tech Services	19,991	23,798	65,420	38,482	40,231	40,231
Supplies & Services	6,828	23,254	29,400	35,900	35,900	35,900
Cash Over & Short	(2)	(152)	-	-	-	-
Library Collection	78,942	82,936	89,250	80,000	80,000	80,000
Volunteer Recognition	205	805	1,500	1,000	1,000	1,000
Grants-Library Expended	3,617	3,467	3,905	4,159	4,159	4,159
Donations Expended FOL	7,857	7,157	17,970	23,050	23,050	23,050
Total Library Materials & Services	213,775	238,780	348,280	317,965	320,605	320,605
SPECIAL PAYMENTS						
Special Payments-FOL Pass Thru	209	10,080	-	-	-	-
Total Library Special Payments	209	10,080	-	-	-	-
TRANSFERS OUT						
O/H to General Fund	142,687	172,409	204,980	193,407	193,407	193,407
Interfund loan pmt transfer to CPC	500,000	500,000	500,000	500,000	500,000	500,000
Total Library Transfers Out	642,687	672,409	704,980	693,407	693,407	693,407
OPERATING CONTINGENCY						
	-	-	100	63,358	63,490	63,490
RESERVED FOR FUTURE EXPENDITURE						
	-	-	-	35,329	4,200	4,200
Restricted FB - Library	70,771	40,590	-	-	-	-
TOTAL LIBRARY REQUIREMENTS	1,711,100	1,839,010	1,949,259	2,059,244	2,030,888	2,030,888

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.

2022-23 Highlights

- Received \$125,000 in state Special Transportation Fund (STF) grants.
- Received \$577,750 in federal funds.
- Received \$285,247 in Statewide Transportation Improvement Fund (STIF) revenue.
- Continue to support COVID-19 recovery.
- Began process for New Building.
- Provided Canby businesses with a 32.3 % lower rate in payroll tax compared to TriMet.
- Added advanced technology to improve transit efficiency.
- Improved Canby Loop hours and Efficiency

2023-24 Goals (*City-wide Goals – Public Services*)

- Receive \$424,025 in federal funds.
- Receive \$562,655 in Statewide Transportation Improvement Fund (STIF) revenue.
- Update Transit Master Plan.
- Design, engineer and begin construction on administrative offices building for the CAT operations.
- Provide Canby businesses with a 33.95 % lower rate in payroll tax compared to TriMet.
- Add Saturday Service to the Canby Loop
- Improve efficiency and service hours of the 99x.
- Negotiate contract extension.

Performance Measures

Strategies and Measures	FY2021 Actuals	FY2022 Actuals	FY2023 Projected	FY2024 Budget
Provide Fixed-Route Transit Service (Route 99X / Canby Loop)				
One-way trips provided	52,332	58,531	62,945	64,000
Service hours provided	10,207	12,880	12,545	13,000
Service miles provided	220,419	255,242	248,658	253,000
Provide Demand Response Transit Service (Dial-A-Ride)				
One-way trips provided	7,781	11,709	13,170	13,000
Service hours provided	4,357	6,075	6,768	6,800
Service miles provided	41,417	55,285	60,591	61,000

Budget Detail

Transit Fund

TRANSIT FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	2,418,761	3,135,215	3,530,492	3,601,037	3,591,417	3,591,417
REVENUE						
Grant - STF/STO	120,000	127,500	130,000	-	-	-
Grant - 5311	420,345	472,428	418,582	333,864	333,864	333,864
Grant-JTA 5310	25,379	-	-	-	-	-
Grant-Preventative Maintenance	-	-	-	-	-	-
Grant - Capital	611,894	-	-	94,407	94,407	94,407
Grant - Operating	55,944	84,000	88,000	90,161	90,161	90,161
STIF Formula Funds	270,691	285,174	335,128	722,665	722,665	722,665
Transit ER Payroll Tax	1,792,578	1,923,282	1,917,000	2,065,325	2,065,325	2,065,325
Payroll Tax Penalties & Int	13,414	4,978	8,000	8,000	8,000	8,000
Fares	300	37,405	30,000	60,000	60,000	60,000
Miscellaneous-Income	1,525	500	2,000	2,000	2,000	2,000
Interest Revenues	15,082	12,932	7,826	69,000	69,000	69,000
STIF Interest	3,702	1,769	1,485	8,000	8,000	8,000
Donations-Transit	64	-	-	-	-	-
Total Transit Revenue	3,330,918	2,949,969	2,938,021	3,453,422	3,453,422	3,453,422
TOTAL TRANSIT RESOURCES	5,749,679	6,085,184	6,468,513	7,054,459	7,044,839	7,044,839
REQUIREMENTS FOR TRANSIT						
PERSONNEL SERVICES						
Regular Salaries and Wages	190,683	189,725	229,419	245,959	245,959	245,959
Overtime	1,938	3,482	1,500	4,000	4,000	4,000
Insurance Benefits	41,816	36,288	41,216	77,079	77,079	77,079
Taxes/Other	12,550	17,211	19,490	21,113	21,113	21,113
PERS Contributions	33,154	43,451	52,587	53,712	53,712	53,712
Total Transit Personnel Services	280,142	290,157	344,212	401,863	401,863	401,863
FTE	2.7	2.7	2.9	2.9	2.9	2.9

Budget Detail

Transit Fund

TRANSIT FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR TRANSIT						
MATERIALS & SERVICES						
Prof/Tech Services	3,530	2,597	100,000	260,000	260,000	260,000
Contract Services	1,008,120	1,378,979	1,639,540	1,751,520	1,751,520	1,751,520
Transit Facilities Maintenance	10,840	11,347	13,800	12,600	12,600	12,600
Space Lease	43,266	43,266	58,982	55,928	55,928	55,928
Vehicle Maintenance	767	6	1,500	1,500	1,500	1,500
Vehicle (Non-Ins) Repair	-	-	-	-	-	-
Copier Lease & Maintenance	5,298	5,415	6,000	7,000	7,000	7,000
Communications	11,569	12,299	20,628	11,172	11,172	11,172
Marketing	3,122	6,703	12,260	11,100	11,100	11,100
Printing	1,268	3,439	6,200	6,200	6,200	6,200
Travel & Training	-	-	5,500	5,500	5,500	5,500
Membership Dues & Fees	11,120	11,195	12,262	29,467	29,467	29,467
Internal Charge-Fleet	213,406	281,763	369,155	379,427	381,760	381,760
Internal Charge-Facilities	5,651	6,401	9,141	8,288	8,377	8,377
Internal Charge-Tech Services	37,166	25,944	50,185	29,521	30,863	30,863
Supplies & Services	15,247	12,440	14,500	12,600	12,600	12,600
Tax Collection Service & Supplies	-	2,320	3,200	3,200	3,200	3,200
Total Transit Materials & Services	1,370,371	1,804,114	2,322,853	2,585,023	2,588,787	2,588,787
CAPITAL OUTLAY						
Transit Projects	-	2,800	130,000	130,000	130,000	130,000
Vehicles	745,968	-	90,000	-	-	-
Bus Shelters	-	167,408	375,000	132,000	132,000	132,000
New Transit Office	35,256	-	1,500,000	1,500,000	1,500,000	1,500,000
Total Transit Capital Outlay	781,224	170,208	2,095,000	1,762,000	1,762,000	1,762,000
TRANSFERS OUT						
O/H to General Fund	182,728	236,185	262,036	260,890	260,890	260,890
Total Transit Transfers Out	182,728	236,185	262,036	260,890	260,890	260,890
OPERATING CONTINGENCY						
	-	-	100,000	149,344	149,344	149,344
RESERVED FOR FUTURE EXPENDITURE						
	-	-	1,344,412	1,895,339	1,881,955	1,881,955
ENDING FUND BALANCE (prior year's)						
Restricted FB - STIF	542,776	569,784	-	-	-	-
Committed FB- Transit	1,875,984	2,565,431	-	-	-	-
Total Transit Ending Fund Balance	3,135,215	3,584,520	-	-	-	-
TOTAL TRANSIT REQUIREMENTS	5,749,679	6,085,184	6,468,513	7,054,459	7,044,839	7,044,839

Swim Center

The 50 plus year-old Canby Swim Center is a year-round indoor swimming pool providing aquatic activities to Canby and the surrounding communities. The facilities include a 25-yard 6-lane pool with spectator area, dressing and shower facilities, an office and lobby. The Canby Swim Center offers swim lessons, public swims, fitness swims and competitive swimming (Gators and high school swim team). As we continue to navigate Covid-19 and its wake, we continue to work on recovering our programs and staff. Staffing looks to be our next big hurdle to overcome.

2023-23 Highlights

- Restore programs and adjust to changes, due to school hours change.
- 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.

2023-24 Goals

- Upgrade and Remodel the dressing rooms, office and lobby areas. (City-wide Goal – Parks & Rec)
- Program and adjust to changes with the current worker shortage. (City-wide Goal – Parks & Rec)
- Address maintenance issues during the annual closure and throughout the year. (City-wide Goal – Parks & Rec)
- Provide swimming lessons to the local schools and the public (City-wide Goal – Parks & Rec)
- Provide a safe environment for swimming and water activities (City-wide Goal – Parks & Rec)
- Continue to support community activities and programs (City-wide Goal – Parks & Rec)

Performance Measures

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Projected
Provide an attractive, clean, safe, and well maintained facility				
Public Lessons Taught (Penguin club)	13,200	300	18,900	14,000
School lessons taught	1,700	0	2,850	2,850
Public use hours per week	87	72	80	80
Private use rental hours per week	10+	10+	0	0
Usage from Canby citizens	50%	50%	50%	50%
Usage from outside Canby citizens	50%	50%	50%	50%

Budget Detail

Swim Center

SWIM LEVY FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	1,028,294	1,291,724	1,549,366	1,765,400	1,765,200	1,765,200
REVENUE						
Property Tax Levy	847,328	911,231	952,000	1,018,008	1,018,008	1,018,008
Property Tax - Prior	15,943	9,452	8,000	10,000	10,000	10,000
Pool Revenue	24,905	197,351	175,000	150,000	150,000	150,000
Miscellaneous Income	-	-	-	-	-	-
Interest Revenues	9,465	8,049	8,500	50,000	50,000	50,000
Total Swim Revenue	897,641	1,126,083	1,143,500	1,228,008	1,228,008	1,228,008
TOTAL SWIM RESOURCES	1,925,936	2,417,806	2,692,866	2,993,408	2,993,208	2,993,208
REQUIREMENTS FOR SWIM						
PERSONNEL SERVICES						
Regular Salaries and Wages	247,203	371,655	433,175	468,945	468,945	468,945
Guards & Instructors	-	-	-	-	-	-
Overtime	2,263	4,643	10,000	10,000	10,000	10,000
Insurance Benefits	57,506	66,103	88,538	102,179	102,179	102,179
Taxes/Other	23,749	43,593	51,911	56,230	56,230	56,230
PERS Contributions	54,006	62,722	70,506	80,106	80,106	80,106
Total Swim Personnel Services	384,728	548,716	654,130	717,460	717,460	717,460
FTE	7.4	7.4	8.5	9.0	9.0	9.0
MATERIALS & SERVICES						
Bldg Maintenance	30,053	38,290	51,000	51,000	51,000	51,000
Ground Lease	14,000	14,000	14,000	14,000	14,000	14,000
Copier Lease & Maintenance	115	107	350	350	350	350
Advertising & Marketing	358	2,439	5,000	5,000	5,000	5,000
Training & Travel	1,434	4,263	6,000	5,000	5,000	5,000
Internal Charge - Tech Services	15,671	5,654	17,467	10,275	10,742	10,742
Supplies & Services	6,416	10,933	23,000	23,000	23,000	23,000
Bank Charges	1,070	6,513	6,500	6,500	6,500	6,500
Pool Chemicals	4,348	8,442	14,000	14,000	14,000	14,000
Janitorial Supplies	905	2,051	6,000	6,000	6,000	6,000
Pool Concession Purchases	-	864	3,000	3,000	3,000	3,000
Utility - Gas	17,895	22,570	19,000	35,000	35,000	35,000
Utility - Water	3,501	3,429	4,000	5,000	5,000	5,000
Utility - Electric	10,711	12,078	12,000	12,000	12,000	12,000
Total Swim Materials & Services	106,533	131,815	181,317	190,125	190,592	190,592
CAPITAL OUTLAY						
Bldg Improvements >\$5k	23,507	6,000	1,500,000	12,000	12,000	12,000
Total Swim Capital Outlay	23,507	6,000	1,500,000	12,000	12,000	12,000
TRANSFERS OUT						
O/H to General Fund	119,444	139,099	202,904	158,308	158,308	158,308
Total Swim Transfers Out	119,444	139,099	202,904	158,308	158,308	158,308
OPERATING CONTINGENCY	-	-	41,772	45,379	45,403	45,403
RESERVED FOR FUTURE EXPENDITURE	-	-	112,743	1,870,136	1,869,445	1,869,445
Restricted FB - Swim Center	1,291,725	1,592,177	-	-	-	-
TOTAL SWIM REQUIREMENTS	1,925,936	2,417,807	2,692,866	2,993,408	2,993,208	2,993,208

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.

2022-23 Highlights

- Selected an Engineering firm through the RFQ process for the industrial road extension.
- Complete NE Territorial Rd & N Redwood intersection Improvement (City-wide Value – Public Services)

2023-24 Goals

- Complete N Locust St Improvements form NE 4th- NE 10th Ave (City-wide Goal – Public Services)
- Maintain weekly sweeping schedule for approximately 60 miles of existing paved roads (City-wide Goal – Public Services)

Performance Measures

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budget
Maintain roads and right-of-way to the highest quality standard					
Streets Overlaid	12	11	4	4	3
Signs Replaced	135	105	100	100	90
Street Miles Restriped	10	10	10	11	12
Line Miles Restriped	31.5	31.5	31.5	32.5	33
Thermo-plastic Legends Installed/Replaced	25	25	15	30	20
Weekly Street Sweeping Completed	100%	100%	100%	100%	100%

Budget Detail

Street Fund

STREET FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	2,110,399	4,243,849	4,791,664	7,353,367	7,371,941	7,371,941
REVENUE						
State Highway Fund	1,272,027	1,545,729	1,360,000	1,480,000	1,480,000	1,480,000
Local Gas Tax	376,748	423,788	415,500	380,000	380,000	380,000
County Vehicle Registration Fee	329,852	328,921	382,900	360,000	360,000	360,000
Federal Fund Exchange	207,703	883,108	-	100,000	100,000	100,000
Construction Excise Tax	-	-	-	-	-	-
Grant - ARPA ODOT	-	2,960,000	2,960,000	-	-	-
Miscellaneous Fees	100	250	500	250	250	250
Street Maintenance Fee	610,238	606,190	614,000	600,000	600,000	600,000
CUB Street Repair Reimbursemnt	-	-	-	-	-	-
Erosion Control Fees	38,388	44,358	32,000	29,000	29,000	29,000
Driveway/Curb/Sidewalk Inspect	13,417	14,800	12,000	10,000	10,000	10,000
Street Excavation/Opening Fee	2,575	2,575	2,000	2,000	2,000	2,000
Urban Forestry Program Revenue	57,000	13,250	22,000	25,000	25,000	25,000
Street Sign Program Revenue	2,054	10,565	6,000	4,500	4,500	4,500
Traffic In Lieu Fees	-	51,155	-	-	-	-
Miscellaneous-Income	704,394	29,599	1,000	7,000	7,000	7,000
Damaged Property Claim Revenue	13,829	1,407	2,000	500	500	500
Interest Revenues	19,690	21,635	16,500	190,000	190,000	190,000
Total Street Revenue	3,648,014	6,937,329	5,826,400	3,188,250	3,188,250	3,188,250
TRANSFERS IN						
Transfer from SDC	47,777	418,431	1,457,000	4,155,000	4,155,000	4,155,000
Transfer from Collections	-	-	-	-	-	-
Transfer from Storm	-	-	-	-	-	-
Total Street Transfers In	47,777	418,431	1,457,000	4,155,000	4,155,000	4,155,000
TOTAL STREET RESOURCES	5,806,191	11,599,609	12,075,064	14,696,617	14,715,191	14,715,191
REQUIREMENTS FOR STREETS						
PERSONNEL SERVICES						
Regular Salaries and Wages	380,317	431,063	461,528	610,878	610,878	610,878
Seasonal/Temp Wages	12,204	15,710	9,025	10,228	10,228	10,228
Overtime	19,631	8,789	6,000	12,000	12,000	12,000
Insurance Benefits	93,214	101,168	120,363	142,643	142,643	142,643
Taxes/Other	43,307	56,887	66,476	85,064	85,064	85,064
PERS Contributions	85,774	105,536	103,799	134,079	134,079	134,079
Clothing Allowance	1,000	1,800	1,200	3,200	3,200	3,200
Total Street Personnel Services	635,446	720,953	768,391	998,092	998,092	998,092
FTE	6.4	6.4	7.3	8.0	8.0	8.0

Budget Detail

Street Fund

STREET FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR STREETS (Continued)						
MATERIALS & SERVICES						
Consultant Engineer	2,520	8,199	15,000	15,000	15,000	15,000
Professional Services	5,383	5,833	5,000	6,000	6,000	6,000
Curb/Sidewalk Repair	532	83	20,000	20,000	20,000	20,000
Street Lighting & Maint	90,584	86,191	85,000	90,000	90,000	90,000
Street Maintenance	6,283	35,564	62,000	62,000	62,000	62,000
Copier Lease & Maint	917	990	800	800	800	800
Street Maint Billing	25,040	29,147	27,500	27,500	27,500	27,500
Street Signing	10,760	31,195	17,500	20,000	20,000	20,000
Street Marking & Striping	11,192	13,131	15,000	18,000	18,000	18,000
Damaged Property Claim Expense	21,994	1,918	2,000	2,000	2,000	2,000
Communications	2,476	2,159	2,100	2,100	2,100	2,100
Travel & Training	-	3,773	4,000	6,000	6,000	6,000
Membership Dues & Fees	90	145	800	800	800	800
Internal Charge-Fleet	85,685	153,023	96,394	101,707	102,332	102,332
Internal Charge-Facilities	24,408	27,650	39,484	35,801	36,186	36,186
Internal Charge-Tech Services	24,033	13,532	40,587	23,875	24,960	24,960
Supplies & Services	12,184	15,821	10,000	12,000	12,000	12,000
Small Tools	7,645	3,203	6,200	7,000	7,000	7,000
Safety Supplies	1,506	1,030	1,100	1,500	1,500	1,500
Urban Forestry Program	23,431	19,920	15,000	15,000	15,000	15,000
Declared Emergency Response	85,134	-	-	-	-	-
Utilities	5,610	5,253	5,600	5,600	5,600	5,600
Total Street Materials & Services	447,407	457,760	471,065	472,683	474,778	474,778
CAPITAL OUTLAY						
Equipment	51,214	150,666	779,000	-	-	-
Street Maint Fee Projects	36,556	1,122,741	900,000	100,000	100,000	100,000
S Ivy Sidewalk	113,572	6,851	1,900,000	1,900,000	1,900,000	1,900,000
Industrial Park to 99E Connection	47,830	410,779	1,500,000	3,000,000	3,000,000	3,000,000
N Locust St - NE 4th - NE 10th Ave	71,903	42,668	1,300,000	-	-	-
N Knott St	26,816	-	-	-	-	-
South Redwood	-	-	-	-	-	-
NE Territorial/Redwood Intersection	-	25,483	280,000	-	-	-
N Pine St Realignment	989	-	-	850,000	850,000	850,000
N Maple 10th-14th	-	-	-	-	-	-
NE 10th Ave from Maple to Pine	-	-	-	1,900,000	1,900,000	1,900,000
Charging Station	-	-	150,000	150,000	150,000	150,000
Fuel Station	-	-	-	200,000	200,000	200,000
Total Street Capital Outlay	348,878	1,759,188	6,809,000	8,100,000	8,100,000	8,100,000
TRANSFERS OUT						
O/H Transfer To General Fund	120,610	147,257	187,105	193,333	193,333	193,333
Transfer to General Fund	10,000	-	-	-	-	-
Transfer to Sewer Fund	-	-	-	-	-	-
Total Street Transfers Out	130,610	147,257	187,105	193,333	193,333	193,333
OPERATING CONTINGENCY	-	-	100,000	73,539	73,539	73,539
RESERVED FOR FUTURE EXPENDITURE						
Reserved for Future Exp - St Maint. Prog	-	-	751,584	919,715	919,715	919,715
Reserved for Future Expenditure	-	-	2,987,919	3,939,255	3,955,734	3,955,734
Total Reserves for Future Expenditure	-	-	3,739,503	4,858,970	4,875,449	4,875,449
ENDING FUND BALANCE (prior year's)						
Reserved FB - St. Maint. Prog.	1,344,347	713,641	-	-	-	-
Committed FB - Streets	2,899,502	3,530,208	-	-	-	-
Total Street Ending Fund Balance	4,243,849	8,514,451	-	-	-	-
TOTAL STREET REQUIREMENTS	5,806,191	11,599,609	12,075,064	14,696,617	14,715,191	14,715,191

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	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	26,738	40,041	49,036	75,790	75,790	75,790
REVENUE						
Room Tax Restricted (70%)	14,700	21,911	13,100	24,000	24,000	24,000
Interest-Restricted	157	179	140	1,070	1,070	1,070
Room Tax Unrestricted (30%)	6,300	9,436	6,600	11,000	11,000	11,000
Interest-Unrestricted	67	77	60	460	460	460
Total Transient Room Tax Revenue	21,225	31,603	19,900	36,530	36,530	36,530
TOTAL TRANSIENT ROOM TAX RESOURCES	47,963	71,644	68,936	112,320	112,320	112,320
REQUIREMENTS FOR TOURISM PROMOTION						
MATERIALS & SERVICES						
Services & Supplies	7,922	2,410	10,000	10,000	10,000	10,000
Total Tourism Promotion Materials & Services	7,922	2,410	10,000	10,000	10,000	10,000
TOTAL TOURISM PROMOTION REQUIREMENTS	7,922	2,410	10,000	10,000	10,000	10,000
REQUIREMENTS FOR TOURISM ENHANCEMENT						
PERSONNEL SERVICES						
Regular Salaries and Wages	-	-	-	-	-	-
Insurance Benefits	-	-	-	-	-	-
Taxes/Other	-	-	-	-	-	-
PERS Contributions	-	-	-	-	-	-
Total Tourism Enhancement Personnel Services	-	-	-	-	-	-
FTE	-	-	-	-	-	-
MATERIALS & SERVICES						
Services & Supplies	-	3,507	10,000	10,000	10,000	10,000
Total Tourism Enhancement Materials & Services	-	3,507	10,000	10,000	10,000	10,000
TOTAL TOURISM ENHANCEMENT REQUIREMENTS	-	3,507	10,000	10,000	10,000	10,000
REQUIREMENTS NOT ALLOCATED						
RESERVED FOR FUTURE EXPENDITURE						
Reserved for Tourism Promotion	-	-	33,742	70,042	70,042	70,042
Reserved for Tourism Enhancement	-	-	15,193	22,278	22,278	22,278
Total Reserves for Future Expenditure	-	-	48,935	92,320	92,320	92,320
ENDING FUND BALANCE (prior year's)						
Committed FB- Tour Promo/Fac	22,867	37,272	-	-	-	-
Committed FB- Tourism Enh.	17,173	20,918	-	-	-	-
Total Transient Room Tax Ending Fund Balance	40,041	65,727	1	-	-	(0)
TOTAL TRANSIENT ROOM TAX REQUIREMENTS	47,963	71,644	68,936	112,320	112,320	112,320

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	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	9,907,514	11,298,015	12,478,446	12,832,729	12,832,729	12,832,729
REVENUE						
Street Improvement SDC's	826,197	673,033	600,000	650,000	650,000	650,000
Street Reimbursement SDC's	160,489	130,181	95,000	125,000	125,000	125,000
Street SDC Compliance Cost Fee	20,582	17,558	11,000	16,000	16,000	16,000
Parks Improvement SDC's	893,372	911,694	600,000	930,000	930,000	930,000
Parks SDC Compliance Cost Fee	18,229	18,727	10,500	20,000	20,000	20,000
Sewer Improvement SDC's	112,608	92,520	95,000	97,000	97,000	97,000
Sewer Reimbursement SDC's	467,853	387,019	395,000	410,000	410,000	410,000
Sewer SDC Compliance Cost Fee	11,821	9,798	10,000	10,000	10,000	10,000
Storm Improvement SDC's	60,765	48,024	35,000	45,000	45,000	45,000
Storm Reimbursement SDC's	12,640	10,121	7,000	9,500	9,500	9,500
Storm SDC Compliance Cost Fee	2,303	1,794	1,500	1,600	1,600	1,600
Interest Revenues	85,961	63,526	55,000	330,000	330,000	330,000
Total SDC Revenue	2,672,821	2,363,994	1,915,000	2,644,100	2,644,100	2,644,100
TOTAL SDC RESOURCES	12,580,335	13,662,009	14,393,446	15,476,829	15,476,829	15,476,829
REQUIREMENTS FOR SDC'S						
TRANSFERS OUT & OTHER USES						
Transfer to Parks	182,278	465,087	1,110,000	3,570,000	3,570,000	3,570,000
Transfer to Streets	47,777	418,431	1,457,000	4,155,000	4,155,000	4,155,000
Transfer to Sewer	1,052,264	182,459	1,233,000	716,618	716,618	716,618
Transfer to Storm	-	25,483	245,000	244,500	244,500	244,500
Total SDC Transfers Out	1,282,320	1,091,460	4,045,000	8,686,118	8,686,118	8,686,118
RESERVED FOR FUTURE EXPENDITURE						
Reserved for Street Improve	-	-	4,672,835	2,608,089	2,608,089	2,608,089
Reserved for Street Reimb	-	-	700,953	-	-	-
Reserved for Street SDC Admin	-	-	114,857	152,979	152,979	152,979
Reserved for Parks Improvement	-	-	4,608,666	3,834,629	3,834,629	3,834,629
Reserved for Parks SDC Admin	-	-	55,780	95,448	95,448	95,448
Reserved for Sewer Improve	-	-	18,486	5,784	5,784	5,784
Reserved for Sewer Reimb	-	-	34,937	431.00	431	431
Reserved for Sewer SDC Admin	-	-	40,645	56,359	56,359	56,359
Reserved for Stormwater Imp	-	-	71,156	27,648	27,648	27,648
Reserved for Stormwater Reimb	-	-	23,776	-	-	-
Reserved for Storm SDC Admin	-	-	6,355	9,344	9,344	9,344
Total Reserves for Future Expenditure	-	-	10,348,446	6,790,711	6,790,711	6,790,711
ENDING FUND BALANCE (prior year's)						
Restricted for Street Improvem	5,060,747	5,350,295	-	-	-	-
Restricted for Street Reimb	727,494	854,649	-	-	-	-
Restricted for StreetSDC Admin	91,824	109,919	-	-	-	-
Restricted for Park Improveme	4,700,522	5,173,408	-	-	-	-
Restricted for Park SDC Admin	29,769	48,704	-	-	-	-
Restricted for Sewer Improveme	27,103	120,014	-	-	-	-
Restricted for Sewer Reimb	372,691	680,053	-	-	-	-
Restricted for Sewer SDC Admin	22,277	32,220	-	-	-	-
Restricted for Storm Improve	216,476	165,517	-	-	-	-
Restricted for Storm Reimb	45,462	30,302	-	-	-	-
Restricted for Storm SDC Admin	3,652	5,470	-	-	-	-
Total SDC Ending Fund Balance	11,298,015	12,570,549	-	-	-	-
TOTAL SDC REQUIREMENTS	12,580,335	13,662,008	14,393,446	15,476,829	15,476,829	15,476,829

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	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	1,066,672	1,120,764	1,144,383	1,194,968	1,194,968	1,194,968
REVENUE						
Perpetual Care: Current Sales	45,295	24,660	27,000	15,000	15,000	15,000
Interest Revenues	8,797	6,243	10,000	27,000	27,000	27,000
Total Cemetery Perpetual Care Revenue	54,092	30,903	37,000	42,000	42,000	42,000
TRANSFERS IN						
Interfund Loan Transfer pmt from Library	500,000	500,000	500,000	500,000	500,000	500,000
Total Cemetery Perpetual Care Transfers In	500,000	500,000	500,000	500,000	500,000	500,000
TOTAL RESOURCES	1,620,764	1,651,667	1,681,383	1,736,968	1,736,968	1,736,968
REQUIREMENTS FOR CEMETERY PERPETUAL CARE						
TRANSFERS OUT						
Interfund Loan Transfer to Library	500,000	500,000	500,000	500,000	500,000	500,000
Total Cemetery Perpetual Care Transfers Out	500,000	500,000	500,000	500,000	500,000	500,000
RESERVED FOR FUTURE EXPENDITURE	-	-	1,181,383	1,236,968	1,236,968	1,236,968
Committed FB - Cemetery Care	1,120,764	1,151,667	-	-	-	-
TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS	1,620,764	1,651,667	1,681,383	1,736,968	1,736,968	1,736,968

Forfeiture Fund

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

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

FORFEITURE FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	20,693	13,050	5,444	19,976	19,976	19,976
REVENUE						
Forfeiture Funds-Federal	3,639	-	5,000	5,000	5,000	5,000
Forfeiture Funds-Civil	-	12,761	5,000	5,000	5,000	5,000
Interest Earned-federal	108	29	125	55	55	55
Interest Earned-Civil	41	35	50	435	435	435
Total Forfeiture Revenue	3,788	12,825	10,175	10,490	10,490	10,490
TOTAL FORFEITURE RESOURCES	24,481	25,875	15,619	30,466	30,466	30,466
REQUIREMENTS FOR FORFEITURE						
MATERIALS & SERVICES						
Supplies & Services-Federal	10,890	5,916	5,000	5,000	5,000	5,000
Supplies & Service-Civil	540	473	5,185	5,185	5,185	5,185
Total Forfeiture Materials & Services	11,431	6,390	10,185	10,185	10,185	10,185
RESERVED FOR FUTURE EXPENDITURE						
Reserve for Future Exp-Federal	-	-	-	14,950	14,950	14,950
Reserve for Future Exp-Civil	-	-	-	5,332	5,332	5,332
Total Reserves for Future Expenditure	-	-	-	20,281	20,281	20,281
ENDING FUND BALANCE (prior year's)						
Reserved FB - Fed Forfeiture	7,965	14,839	-	-	-	-
Restricted FB - Civil Forfeit.	5,085	4,647	-	-	-	-
Total Forfeiture Ending Fund Balance	13,050	19,486	5,434	-	-	(0)
TOTAL FORFEITURE REQUIREMENTS	24,481	25,875	15,619	30,466	30,466	30,466

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.

2022-23 Highlights

- Upgraded commercial sized generator and automatic transfer switch at Public Works.
- Added drywall/insulation and automatic roll up doors at the Public Works warehouses.
- Upgraded gutters and added keyless entry at Public Works.
- Installed security glass at the Administrative/Planning/Courts at Civic Center.
- Slurry sealed upper and lower parking lot at Police Department with automatic gate and streetlights.

2023-24 Goals

- Install commercial sized generator at Civic Center.
- Install new Courts store front at City Hall.
- Upgrade warehouse lighting at Public Works.

Performance Measures

Strategies and Measures	FY2019 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Projected
Provide attractive, clean, safe, and well maintained City facilities					
Number of facility inspections per month	2	2	2	2	2
Number of OSHA or safety violations reported	0	0	0	0	0
Number of work orders completed	225	265	238	250	340
Number of insurance claims involving City facilities	0	1	1	0	0

Budget Detail

Facilities Fund

FACILITIES FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	38,343	39,023	14,505	131,012	86,512	86,512
REVENUE						
Miscellaneous Revenues	-	-	-	-	-	-
Interest Revenues	376	206	230	1,000	1,000	1,000
Canby Utility	1,522	213	500	500	500	500
Internal Revenue-Facilities	307,233	348,039	497,000	465,000	470,000	470,000
Total Facilities Revenue	309,131	348,458	497,730	466,500	471,500	471,500
TOTAL FACILITIES FUND RESOURCES	347,473	387,481	512,235	597,512	558,012	558,012
REQUIREMENTS FOR FACILITIES						
PERSONNEL SERVICES						
Regular Salaries and Wages	79,761	105,681	184,730	122,367	122,367	122,367
Overtime	2,465	2,495	2,000	4,000	4,000	4,000
Insurance Benefits	9,677	13,274	40,902	16,459	16,459	16,459
Taxes/Other	11,717	15,776	27,859	16,313	16,313	16,313
PERS Contributions	15,340	19,072	40,334	25,207	25,207	25,207
Clothing Allowance	400	400	1,200	400	400	400
Total Facilities Personnel Services	119,361	156,698	297,025	184,746	184,746	184,746
FTE	1.2	1.2	3.5	1.5	1.5	1.5
MATERIALS & SERVICES						
Contract Services	23,523	24,211	28,000	50,000	50,000	50,000
Janitorial Services & Supplies	61,230	39,654	18,000	150,000	150,000	150,000
Building Repairs & Maintenance	32,910	64,471	40,000	50,000	50,000	50,000
Copier Lease & Maintenance	177	188	180	250	250	250
Travel & Training	400	821	2,000	2,000	2,000	2,000
Internal Charge-Fleet	3,000	9,004	7,346	10,500	10,500	10,500
Supplies and Small Tools	965	2,050	6,000	6,000	6,000	6,000
Utilities	66,883	73,261	75,000	75,000	75,000	75,000
Total Facilities Materials & Services	189,089	213,658	176,526	343,750	343,750	343,750
CAPITAL OUTLAY						
Capital Exp - Shops Complex	-	-	-	-	-	-
Capital Exp - Cemetery	-	-	-	-	-	-
Total Facilities Capital Outlay	-	-	-	-	-	-
OPERATING CONTINGENCY	-	-	23,678	26,425	26,425	26,425
RESERVED FOR FUTURE EXPENDITURE	-	-	-	42,591	3,091	3,091
Fund Balance	39,023	17,124	15,006	-	-	-
TOTAL FACILITIES REQUIREMENTS	347,473	387,481	512,235	597,512	558,012	558,012

Fleet Service

The Fleet Services Departments 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.

2022-23 Highlights

- Successfully surplus vehicles and equipment to recuperate portions of original costs.
- Maintained total vehicles and equipment availability above 90%
- Maintained 92% on time Preventative maintenance for all vehicles and equipment.
- While keeping the city’s fleet maintained and available for use, the fleet department has also been able to assist in the development of the future public works fuel station that will enhance operations both daily and emergency situations.

2023-24 Goals

- Upgrade Shop doors and Lighting
- Continue equipment and vehicle repair training to keep up with the latest technology changes (City-wide Value – Exceptional Service)
- Sell low usage vehicles and equipment to help better utilize what we have if allowed. (Fiscally responsible value)
- Maintain City’s fleet of vehicles and equipment at a high level of quality with minimal cost

Performance Measures

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Projected
Maintain City’s fleet of vehicles and equipment at a high level of quality with minimal cost				
Fleet vehicles and equipment that are in-service and on the road	94%	94%	94%	94%
On-time preventative maintenance compliance	90%	90%	92%	92%
Scheduled vehicle & equipment maintenance work orders	716	740	800	810
Maximum unscheduled preventative breakdowns	60	50	50	45

Budget Detail

Fleet Fund

FLEET SERVICES FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	48,239	8,232	137,633	85,092	74,842	74,842
REVENUE						
Miscellaneous Fees	-	-	-	-	-	-
Canby Adult Center	1,703	1,748	2,000	3,000	3,000	3,000
Miscellaneous-Income	1,223	575	1,000	1,000	1,000	1,000
Interest Revenues	989	358	95	1,800	1,800	1,800
Internal Revenue-Fleet	540,999	827,722	826,063	823,549	828,550	828,550
Total Fleet Revenue	544,914	830,403	829,158	829,349	834,350	834,350
TOTAL FLEET FUND RESOURCES	593,153	838,636	966,791	914,441	909,192	909,192
REQUIREMENTS FOR FLEET						
PERSONNEL SERVICES						
Regular Salaries and Wages	144,655	167,277	172,826	180,045	180,045	180,045
Overtime	2,395	270	2,500	2,500	2,500	2,500
Insurance Benefits	44,802	52,300	54,442	59,867	59,867	59,867
Taxes/Other	13,318	19,140	19,947	20,786	20,786	20,786
PERS Contributions	28,840	37,819	38,518	38,881	38,881	38,881
Clothing Allowance	969	800	800	800	800	800
Total Fleet Personnel Services	234,979	277,607	289,033	302,879	302,879	302,879
FTE	2.1	2.1	2.1	2.1	2.1	2.1
MATERIALS & SERVICES						
Contract Services-Shop	5,294	4,318	9,000	20,000	20,000	20,000
Contract Services-Vehicles	28,085	12,746	20,000	18,000	18,000	18,000
CAT Contract Services	10,315	8,453	18,000	18,000	18,000	18,000
Copier Lease & Maint	301	323	400	400	400	400
Canby Area Transit Expenses	29,902	34,334	42,000	34,000	34,000	34,000
Communications	1,053	767	1,200	1,200	1,200	1,200
Travel & Training	-	-	1,500	500	500	500
DEQ/DMV	335	1,849	1,000	2,000	2,000	2,000
Internal Charge-Facilities	33,899	38,401	54,837	49,722	50,256	50,256
Internal Charge-Tech Services	4,749	7,679	14,964	8,802	9,202	9,202
Supplies & Services	45,977	48,455	45,000	40,000	40,000	40,000
Tires	8,925	9,482	8,000	12,000	12,000	12,000
Tires-Transit	4,404	4,921	8,000	8,000	8,000	8,000
Misc Shop Supplies	2,383	3,982	5,000	4,000	4,000	4,000
Tools and Equipment	4,934	5,451	8,000	6,000	6,000	6,000
Gasoline/Fuel	166,851	284,177	336,000	320,000	320,000	320,000
Oil-General	1,243	1,480	2,500	3,500	3,500	3,500
Oil-Transit	862	1,462	2,500	3,500	3,500	3,500
Safety Equipment	430	158	500	500	500	500
Total Fleet Materials & Services	349,941	468,438	578,401	550,124	551,058	551,058
CAPITAL OUTLAY						
Equipment	-	19,390	20,000	10,000	10,000	10,000
Total Fleet Capital Outlay	-	19,390	20,000	10,000	10,000	10,000
OPERATING CONTINGENCY	-	-	43,291	42,650	42,650	42,650
RESERVED FOR FUTURE EXPENDITURE	-	-	-	8,788	2,605	2,605
Fund Balance	8,232	73,201	36,066	-	-	-
TOTAL FLEET FUND REQUIREMENTS	593,153	838,636	966,791	914,441	909,192	909,192

Tech Services

The computer system represents the basic infrastructure for all office operations and is fundamental to efficient staff performance. The Technical Services Department operates on a cost reimbursement basis through charges to departments allocated on a proration basis based on computer count. Historically, the City has contracted with a third party service provider for technical services, but this year, the City has hired two internal IT personnel and expects to transition away from using external contractors over the year.

2022-23 Highlights

- Installed new Virtual Server Host. This replaced a 10-year-old server that did not meet the requirements for vendor supported operating system.
- Updated Server Host Software to the latest versions on the new server. Previously installed operating system versions were no longer supported by Vendor.
- Virtualized, Consolidated and Decommissioned Physical Servers Roles
- Canby Police Workstation Upgrades
- Transit Office Upgraded from 30Mbs to 1Gb Fiber improving bandwidth for VPN connection to City Network and Cloud Software Applications.
- Audit of all Direct Link Internet Circuits found 2 unused circuits saving \$169.00 per month:
 - 1 disconnected circuit but still paying for. The city will receive a credit.
 - 1 live circuit not being used but still paying for. Circuit termination is requested and will no longer be billed.
- Systems Backups restructured and upgraded. Geo-redundancy is now in place. Designed and Implemented Data Backup Policy and Retention for 2023
- Upgrade CPD Server HD Capacity to allow for full Virtual Server Failover.
- Upgraded CPD Serve OS to vendor-supported ESXI Server version to be in compliance with vendor support.
- Reintegrated Canby Swim Center Network and Users in order to manage resources and provide optimal support. Access to City Shared Drive and The Garden Intranet Site.
- Research and implement interim modifications to Council Chambers to improve Zoom/Hybrid meetings until Chamber Upgrade is complete
- Upgraded VPN Solution for City employees. City and CPD are now using the same vendor and technology maximizing license value and support knowledge.
- Implement LEDS 2020 State Backup/Disaster Recovery System Network Configurations.
- Deployed new Canby Police Department Patrol MDTs. Updated Software deployment and configuration procedures for County and State Dispatch and LEDS.
- City Domain Name registration and management consolidated under one vendor
- Implement Microsoft365 for City and Police Dept.
- Upgrade Council Chamber Audio/Video/Remote Meeting Technology
- Upgrade City Hall Conference Rooms Audio/Video/Remote Meeting Technology

- Upgrade Canby Police Department Conference Rooms Audio/Video/Remote Meeting Technology
- Consolidate City Copier Lease Contracts

2023-24 Goals

- Upgrade Phone System and Mobile Communications
- Improve Single Sign On and Zero Trust Network Security
- Implement Xpress Bill Pay Self Service Payments for Business License
- Implement Xpress Bill Pay Self Service Payments for CAT Tax services.
- Develop and implement MS365 Teams Strategy
- Develop and implement MS365 SharePoint Strategy
- Implement Asset Tracking Application
- Upgrade Security Camera System across for City Hall, Public Works and Transit

Performance Measures

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Thru Feb	FY2024 Budget
Effectively maintain and support computer and informational systems throughout the City					
Computer Systems Supported (Computers, Laptops and MDT's, Tablets, VM's)	200	219	266	211	210
Network Systems Supported (Servers)	17	23	15	36	34
HelpDesk Tickets Serviced				884	800

Budget Detail

Tech Services Fund

IT FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	88,959	65,554	74,659	213,326	173,935	173,935
REVENUE						
Miscellaneous-Income	-	-	-	-	-	-
Interest Revenues	695	451	250	2,500	2,500	2,500
Internal Revenue-Tech Services	373,575	407,894	748,000	440,000	460,000	460,000
Total IT Revenue	374,270	408,346	748,250	442,500	462,500	462,500
TOTAL IT FUND RESOURCES	463,229	473,899	822,909	655,826	636,435	636,435
REQUIREMENTS FOR TECH SERVICES						
PERSONNEL SERVICES						
Regular Salaries and Wages	77,394	86,734	227,767	204,005	204,005	204,005
Overtime	193	120	-	-	-	-
Insurance Benefits	10,809	11,759	66,447	44,527	44,527	44,527
Taxes/Other	5,088	7,583	19,236	17,224	17,224	17,224
PERS Contributions	21,354	20,163	52,155	44,145	44,145	44,145
Total IT Personnel Services	114,838	126,359	365,605	309,901	309,901	309,901
FTE	1.1	1.1	2.5	2.2	2.2	2.2
MATERIALS & SERVICES						
Technical Consultant	133,183	161,995	82,200	30,000	30,000	30,000
Copier Lease & Maint	684	708	1,000	2,100	2,100	2,100
Communications	62,638	69,362	63,197	74,283	74,283	74,283
Web Page	4,467	12,583	12,000	7,500	7,500	7,500
Travel & Training	-	738	6,000	6,000	6,000	6,000
Fees & Dues	17,032	26,302	61,697	80,112	80,112	80,112
Internal Charge-Facilities	2,543	2,881	4,113	3,730	3,770	3,770
Internal Charge-Fleet	-	-	-	6,116	6,154	6,154
Supplies & Services	4,123	11,162	10,000	10,950	10,950	10,950
Computer Equipment	-	993	27,825	24,000	24,000	24,000
Total IT Materials & Services	224,671	286,724	268,032	244,791	244,869	244,869
CAPITAL OUTLAY						
Equipment	-	-	-	-	-	-
Computer Equipment over \$5,000	35,917	12,678	157,000	50,000	50,000	50,000
New City Website	22,250	-	-	-	-	-
Total IT Capital Outlay	58,167	12,678	157,000	50,000	50,000	50,000
OPERATING CONTINGENCY	-	-	31,682	27,735	27,739	27,739
RESERVED FOR FUTURE EXPENDITURE	-	-	-	23,400	3,927	3,927
ENDING FUND BALANCE (prior year's)	65,554	48,138	590	-	-	-
TOTAL IT REQUIREMENTS	463,229	473,899	822,909	655,826	636,435	636,436

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	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
Beginning Fund Balance	7,832,195	7,881,279	9,461,511	10,083,524	10,049,031	10,049,031
Revenue						
Miscellaneous Fees	5,888	-	-	-	-	-
Sewer Tap Fees	13,683	15,100	12,500	17,000	17,000	17,000
Utility Charges for Service	4,417,419	4,444,542	4,585,000	4,500,000	4,500,000	4,500,000
AFD - North Redwood	-	-	-	-	-	-
Miscellaneous Revenue	9,025	15,046	25,000	10,000	10,000	10,000
Interest Revenues	59,584	44,808	40,500	200,000	200,000	200,000
Total Sewer Revenue	4,505,599	4,519,497	4,663,000	4,727,000	4,727,000	4,727,000
Transfers In						
Transfer from Street Fund	-	-	-	-	-	-
Transfer from SDC Fund	1,052,264	207,942	1,478,000	961,118	961,118	961,118
Total Sewer Transfers In	1,052,264	207,942	1,478,000	961,118	961,118	961,118
Total Sewer Fund Resources	13,390,058	12,608,718	15,602,511	15,771,642	15,737,149	15,737,149
REQUIREMENTS FOR SEWER COMBINED FUND						
WWTP						
Personnel Services	757,448	806,067	955,173	998,604	998,604	998,604
Materials & Services	437,315	480,425	548,021	643,557	644,538	644,538
Captial Outlay	1,645,430	133,198	981,000	2,006,000	2,006,000	2,006,000
Sewer Collections						
Personnel Services	271,328	306,423	407,543	533,414	533,414	533,414
Materials & Services	102,228	125,696	128,000	164,578	165,112	165,112
Captial Outlay	1,429,683	221,830	1,415,000	200,000	200,000	200,000
Stormwater						
Personnel Services	160,254	164,512	255,759	273,388	273,388	273,388
Materials & Services	53,616	51,308	76,886	80,558	80,728	80,728
Captial Outlay	19,047	-	274,000	474,000	474,000	474,000
Non-Departmental						
Personnel Services	34,034	28,922	29,576	32,083	32,083	32,083
Materials & Services	351,472	360,980	356,000	366,000	366,000	366,000
Transfers Out	253,786	296,930	366,495	361,130	361,130	361,130
Operating Contingency	-	-	200,000	154,609	154,609	154,609
Reserved for future Expense	7,874,417	9,632,428	9,609,058	9,483,721	9,447,543	9,447,543
Total Sewer Fund Requirements	13,390,057	12,608,718	15,602,511	15,771,642	15,737,149	15,737,149

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.

2022-23 Highlights

- Created and implemented a new Monitoring program for Copper BLM and aluminum requirements.
- NPDES permit renewal with DEQ finalized.
- Operated and maintained wastewater plant to meet the regulatory requirements set by the EPA and DEQ.

2023-24 Goals

- Continued operator training, testing, and reporting for updated ongoing discharge requirements (City-wide Goal – Public Services).
- Maintained treatment plant, operations and regulatory testing requirements without any major breakdowns or violations.
- Continue with industrial/commercial facility inspections, monitor/improve Best Management Practices (BMP’s) agreements and distributing educational material for the Fat Oil and Grease (FOG) program (City-wide Goal – Public Services).
- CIP project for new storage building and Filtrate storage facility.
- Plan new CIP for UV upgrade and Emergency power upgrade.

Performance Measures

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Projected
Construction meetings for CIP projects	2x month		2x Month	
Meetings and training on required NPDES updates and certifications	11	10	10	10
Maintain WWTP equipment & infrastructure	Daily	Daily	Daily	Daily
Commercial/Industrial inspections, compliance monitoring and reports	8 FOG & 26 Industrial Inspections	65 FOG & 32 Industrial Inspections	85 FOG & 32 Industrial Inspections	85 FOG & 32 Industrial Inspections

Budget Detail

Sewer Combined Fund - WWTP

SEWER COMBINED FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR WASTE WATER TREATMENT PLANT						
PERSONNEL SERVICES						
Regular Salaries and Wages	457,150	512,212	580,987	607,440	607,440	607,440
Overtime	39,232	7,098	40,000	40,000	40,000	40,000
Insurance Benefits	95,183	92,418	113,849	125,055	125,055	125,055
Taxes/Other	49,524	63,487	72,812	76,192	76,192	76,192
PERS Contributions	114,358	129,252	144,325	146,717	146,717	146,717
Clothing Allowance	2,000	1,600	3,200	3,200	3,200	3,200
Total WWTP Personnel Services	757,448	806,067	955,173	998,604	998,604	998,604
FTE	5.2	5.2	5.8	5.8	5.8	5.8
MATERIALS & SERVICES						
Professional Services	9,872	2,619	15,000	15,000	15,000	15,000
Disposal Services	124,787	144,257	152,000	180,000	180,000	180,000
Maintenance Operations	26,271	18,629	42,000	42,000	42,000	42,000
Pump and Motor Repair	2,618	3,148	20,000	20,000	20,000	20,000
Grounds Maint	977	10,049	1,600	2,200	2,200	2,200
Effluent Testing	15,569	22,594	31,860	28,000	28,000	28,000
Sludge Testing	620	2,189	2,500	3,100	3,100	3,100
Pretreatment Testing	1,294	2,020	7,500	7,500	7,500	7,500
Communications	328	175	1,000	1,000	1,000	1,000
Copier Lease & Maintenance	591	184	600	600	600	600
Travel & Training	1,640	1,645	3,500	3,500	3,500	3,500
Membership Dues & Fees	2,380	2,350	3,000	3,000	3,000	3,000
NPDES Permit Fees	21,227	23,349	23,500	28,000	28,000	28,000
Internal Charge-Fleet	9,623	48,885	12,096	21,519	21,652	21,652
Internal Charge-Facilities	1,161	1,315	1,878	16,063	16,235	16,235
Internal Charge-Tech Services	10,351	22,970	25,287	14,875	15,551	15,551
Supplies & Services	7,368	8,840	6,500	6,500	6,500	6,500
Safety Supplies	1,071	1,169	1,500	1,500	1,500	1,500
Tools & Equipment	170	295	700	700	700	700
Computer Supplies	3,707	7,600	6,500	51,500	51,500	51,500
Bldg Cleaning Service	4,260	1,400	4,000	-	-	-
Lab Equipment & Chemicals	16,504	11,911	13,000	13,000	13,000	13,000
Bulk Chemicals	12,795	903	13,500	13,500	13,500	13,500
Lime	58,460	43,541	50,000	60,000	60,000	60,000
Biosolids - Polymer	10,362	5,412	11,000	12,500	12,500	12,500
Utilities	93,308	92,977	98,000	98,000	98,000	98,000
Total WWTP Materials & Services	437,315	480,425	548,021	643,557	644,538	644,538
CAPITAL OUTLAY						
Building	6,862	6,730	461,000	311,000	311,000	311,000
Vehicles & Equipment	-	27,341	120,000	120,000	120,000	120,000
Improvements	360,035	25,647	400,000	250,000	250,000	250,000
New Primary Clarifier & Support Systems	1,278,533	73,480	-	-	-	-
Outfall Pipe Replacement	-	-	-	-	-	-
UV and Generator Upgrade	-	-	-	1,125,000	1,125,000	1,125,000
Fuel Station	-	-	-	200,000	200,000	200,000
Total WWTP Capital Outlay	1,645,430	133,198	981,000	2,006,000	2,006,000	2,006,000
TOTAL WWTP REQUIREMENTS	2,840,193	1,419,689	2,484,194	3,648,161	3,649,142	3,649,142

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.

2022-23 Highlights

- Cleaned 6.8 miles of sanitary main lines.
- Completed annual inspections at Canby businesses to ensure Fat Oil and Grease (FOG) program compliance.

2023-24 Goals

- Remove Safeway Pump Station (City-wide Goal – Public Services)
- Perform sanitary sewer collection repairs (City-wide Goal – Public Services)
- Maintain and clean sewer lift stations monthly (City-wide Goal – Public Services)
- Increase public awareness of FOG (City-wide Goal – Public Services)
- No sanitary sewer overflows (City-wide Goal – Public Services)
- Finish Mapping out existing Sewer System with GIS (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Projected
Maintain the sewer system to meet all DEQ requirements					
Total feet of sanitary lines	248,160	324,984	333,168	342,144	346,000
Percentage of lines cleaned	10%	18.35%	11.58%	20%	15%
Percentage of lines video inspected	5%	5%	5%	5%	5%
Number of overflows or backups	0	0	1	0	1
Percentage of businesses inspected and in compliance with city's FOG Program	100%	100%	100%	100%	100%
Percentage of manholes inspected	50%	50%	65%	50%	50%

Budget Detail

Sewer Combined Fund - Collections

SEWER COMBINED FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR SEWER COLLECTIONS						
PERSONNEL SERVICES						
Regular Salaries and Wages	171,483	190,997	246,521	328,911	328,911	328,911
Overtime	5,934	3,097	3,000	3,000	3,000	3,000
Insurance Benefits	40,355	42,937	66,853	81,161	81,161	81,161
Taxes/Other	18,494	24,364	35,481	47,701	47,701	47,701
PERS Contributions	33,862	44,629	54,888	71,041	71,041	71,041
Clothing Allowance	1,200	400	800	1,600	1,600	1,600
Total Collections Personnel Services	271,328	306,423	407,543	533,414	533,414	533,414
FTE	2.9	2.9	3.6	4.0	4.0	4.0
MATERIALS & SERVICES						
Consultant Engineer	894	36,963	12,000	12,000	12,000	12,000
Lateral Repair	6,156	8,353	12,000	12,000	12,000	12,000
Lift Station Maint	25,460	6,124	10,000	10,000	10,000	10,000
Lift Station Telemetry	3,296	5,017	4,500	5,500	5,500	5,500
Collection System Maint	4,989	3,400	10,000	30,000	30,000	30,000
Copier Lease & Maint	395	426	1,800	1,800	1,800	1,800
Communications	1,316	1,067	1,200	1,200	1,200	1,200
Travel & Training	173	2,139	4,000	6,000	6,000	6,000
Membership Dues & Fees	570	640	800	800	800	800
Internal Charge-Fleet	30,494	24,760	29,994	39,607	39,851	39,851
Internal Charge-Facilities	10,784	12,217	17,446	15,818	15,988	15,988
Internal Charge-Tech Services	292	1,314	4,510	2,653	2,773	2,773
Supplies & Services	4,997	10,789	5,550	7,500	7,500	7,500
Small Tools	4,065	3,238	5,000	10,000	10,000	10,000
Safety Supplies	1,017	1,531	1,200	1,500	1,500	1,500
Utilities-Lift Stations	7,330	7,718	8,000	8,200	8,200	8,200
Total Collections Materials & Services	102,228	125,696	128,000	164,578	165,112	165,112
CAPITAL OUTLAY						
Vehicles & Equipment	18,525	181,695	194,000	-	-	-
Mulino Rd Pump Station & Main	-	-	-	-	-	-
S Ivy Pump Station & Extension	371,303	315	-	-	-	-
NE 11th & N Pine Lift Station	-	-	-	-	-	-
NE 10th Ave Sanitary Sewer	-	-	-	-	-	-
S Ivy Pipe Upsize 3rd to 13th	1,000,880	-	-	-	-	-
Road to Lift Station by PD	38,975	-	-	-	-	-
Safeway Pump Station Removal	-	39,615	950,000	-	-	-
Generator 3rd Baker Pumpstatio	-	-	50,000	-	-	-
N Knott St Storm	-	-	36,000	-	-	-
N Maple Ln Sewer Line Replace	-	-	152,000	-	-	-
N NW 10th & Birch Sewer Ext	-	205	33,000	-	-	-
Fuel Station	-	-	-	200,000	200,000	200,000
Total Collections Capital Outlay	1,429,683	221,830	1,415,000	200,000	200,000	200,000
TOTAL COLLECTIONS REQUIREMENTS	1,803,239	653,949	1,950,543	897,992	898,526	898,526

Stormwater Department

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

2022-23 Highlights

- Performed monthly street sweeping.
- Installed 11 new drywells.
- Cleaned 4 drywells.
- Mapped with GIS 2% of the City’s storm system.

2023-24 Goals

- Install Drywells on N Juniper and N Maple Streets.
- Update the Storm water Master Plan (City-wide Goal – Public Services).
- Map out 50% of the City’s Stormwater infrastructure (City-wide Value – Fiscal Responsibility).
- Increase the amount of time spent on preventative maintenance dedicated to the Stormwater system (City-wide Goal – Public Services).

Performance Measures

Strategies and Measures	FY2019 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Projected
Maintain the Stormwater system, meeting all DEQ requirements					
Feet of new storm lines installed	810	4,707	6,655	8,455	9,500
Percentage of system videoed	1%	1%	1%	2%	2%
Percentage of storm lines cleaned	2%	2%	2%	2%	5%
Catch basins replaced	10	10	10	6	10
Percentage of catch basins cleaned	10%	10%	10%	11%	10%

Budget Detail

Sewer Combined Fund - Stormwater

SEWER COMBINED FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS FOR STORMWATER						
PERSONNEL SERVICES						
Regular Salaries and Wages	106,341	108,328	158,185	170,116	170,116	170,116
Overtime	565	642	500	500	500	500
Insurance Benefits	23,115	17,089	39,679	42,171	42,171	42,171
Taxes/Other	11,222	13,280	20,312	22,235	22,235	22,235
PERS Contributions	18,812	24,973	36,683	37,966	37,966	37,966
Clothing Allowance	200	200	400	400	400	400
Total Stormwater Personnel Services	160,254	164,512	255,759	273,388	273,388	273,388
FTE	1.6	1.6	2.0	2.1	2.0	2.0
MATERIALS & SERVICES						
Consultant Engineer	5,846	8,227	10,000	10,000	10,000	10,000
Catch Basin Repair	1,673	577	8,000	8,000	8,000	8,000
Storm System Maintenance	24,436	19,006	25,500	25,500	25,500	25,500
Willow Creek Storm Maintenance	-	-	-	-	-	-
Copier Lease & Maint	261	282	240	240	240	240
Storm Water Analysis	-	-	-	-	-	-
Communications	953	689	1,000	1,000	1,000	1,000
Travel & Training	-	619	2,000	5,000	5,000	5,000
Membership Dues & Fees	3,942	680	1,000	1,000	1,000	1,000
Internal Charge-Facilities	10,784	12,217	17,446	15,818	15,988	15,988
Supplies & Services	3,945	7,788	5,600	7,500	7,500	7,500
Small Tools	1,556	919	5,000	5,000	5,000	5,000
Safety Supplies	220	304	1,100	1,500	1,500	1,500
Total Stormwater Materials & Services	53,616	51,308	76,886	80,558	80,728	80,728
CAPITAL OUTLAY						
Equipment	6,468	-	194,000	194,000	194,000	194,000
Logging Rd Trail Culvert Replacement	-	-	-	-	-	-
Drywells	12,579	-	80,000	80,000	80,000	80,000
Fuel Station	-	-	-	200,000	200,000	200,000
Total Stormwater Capital Outlay	19,047	-	274,000	474,000	474,000	474,000
TOTAL STORMWATER REQUIREMENTS	232,918	215,820	606,645	827,946	828,116	828,116

Sewer Not Allocated

SEWER COMBINED FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
Regular Salaries and Wages	22,819	19,269	18,864	19,035	19,035	19,035
Insurance Benefits	5,290	3,648	4,986	7,399	7,399	7,399
Taxes/Other	1,450	1,745	1,572	1,587	1,587	1,587
PERS Contributions	4,475	4,260	4,154	4,062	4,062	4,062
Total Sewer Not Allocated Personnel Services	34,034	28,922	29,576	32,083	32,083	32,083
FTE	0.4	0.4	0.3	0.3	0.3	0.3
MATERIALS & SERVICES						
Rate Studies and Master Plans	-	-	-	-	-	-
Sewer Billing	44,615	53,079	43,000	51,000	51,000	51,000
Franchise Fee	306,856	307,901	313,000	315,000	315,000	315,000
Total Sewer Not Allocated Materials & Services	351,472	360,980	356,000	366,000	366,000	366,000
TRANSFERS OUT						
O/H Transfer to General Fund-WWTP	163,112	201,095	230,057	218,185	218,185	218,185
O/H Transfer to General Fund-Collections	60,761	64,081	85,765	94,871	94,871	94,871
O/H Transfer to General Fund-Stormwater	29,913	31,754	50,673	48,074	48,074	48,074
Transfer to Street Fund	-	-	-	-	-	-
Total Sewer Not Allocated Transfers Out	253,786	296,930	366,495	361,130	361,130	361,130
OPERATING CONTINGENCY	-	-	200,000	154,609	154,609	154,609
TOTAL REQUIREMENTS NOT ALLOCATED	639,292	686,833	952,071	913,822	913,822	913,822
RESERVED FOR FUTURE EXPENDITURE	-	-	9,609,058	9,483,721	9,447,543	9,447,543
ENDING FUND BALANCE (prior year's)	7,874,417	9,632,428	-	-	-	-
TOTAL SEWER COMBINED FUND REQUIREMENTS	13,390,058	12,608,718	15,602,511	15,771,642	15,737,149	15,737,149

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Appendix

Personnel FTE Comparison to Prior Years

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budget
Administration	5.1	3.3	3.3	4.4	3.9	3.8
HR & Risk Management	-	0.8	0.8	0.9	1.7	1.7
Finance	3.5	3.5	3.5	3.5	4.8	5.8
Court	3.8	2.8	2.8	2.7	1.8	1.8
Planning	2.8	2.3	2.3	3.1	3.2	3.3
Building	0.2	0.2	0.2	0.9	1.0	1.0
Police	29.4	29.3	29.3	30.0	32.0	34.0
Parks	6.9	6.3	6.3	6.3	6.3	7.5
Cemetery	1.4	1.7	1.7	2.2	2.2	2.2
Economic Development	2.6	2.5	2.5	2.5	2.5	2.6
General Fund Total	55.6	52.6	52.7	56.5	59.4	63.5
Library	9.0	8.7	8.7	8.8	8.9	8.9
Transit	2.5	2.7	2.7	2.9	2.9	2.9
Swim Center	9.1	7.4	7.4	8.6	8.5	9.0
Streets	6.0	6.4	6.4	6.5	7.3	8.0
Facilities	1.1	1.2	1.2	1.5	3.5	1.5
Fleet	2.0	2.1	2.1	2.1	2.1	2.1
Tech Services	1.1	1.1	1.1	1.2	2.5	2.2
WWTP	5.1	5.2	5.2	5.3	5.8	5.8
Sewer Collections	2.5	2.9	2.9	3.0	3.6	4.0
Sewer Stormwater	1.1	1.6	1.6	1.4	2.0	2.1
Unallocated (Sewer)	0.6	0.4	0.3	0.3	0.3	0.3
Sewer Fund Total	9.3	10.0	10.0	10.0	11.7	12.1
City-wide Total	95.5	92.1	92.3	98.1	106.8	110.3

FTE Allocations

	FTE	General Fund	Street Fund	Sewer Fund	Tech Fund	Transit Fund	Swim Fund	Library	Facility	Fleet
Administration/HR & Risk Mngmt										
City Administrator	1.00	100%								
HR & Administrative Director	1.00	100%								
City Attorney	1.00	100%								
City Recorder	1.00	100%								
Deputy City Recorder	1.00	100%								
Confidential Admin Assistant	1.00	100%								
Finance										
Finance Director	1.00	100%								
Office Specialist IV	1.00	80%				20%				
Office Specialist II	1.00	87%				13%				
Office Specialist III	1.00	35%	30%	30%		5%				
Purchasing & Accounting Specialist	1.00	100%								
Office Specialist II	1.00	100%								
Office Specialist II	1.00	100%								
Court										
Municipal Judge	0.06	100%								
Court Supervisor	1.00	100%								
Municipal Court Clerk II	0.75	100%								
Planning/Building										
Planning Director	1.00	80%	10%	10%						
Senior Planner	1.00	80%	10%	10%						
Associate Planner	2.00	80%	10%	10%						
Office Specialist II	1.00	55%	15%	30%						
Assistant Planner	1.00	55%	15%	30%						
Police										
Police Chief	1.00	100%								
Police Captain	2.00	100%								
Sergeant	6.00	100%								
Police Patrol	19.00	100%								
Code Enforcement	1.00	100%								
Behavioral Health Specialist	1.00	100%								
Property Evidence	1.00	100%								
Baliff	0.10	100%								
Office Specialist II	1.00	100%								
Office Specialist III	2.00	100%								
Parks/Cemetery										
Park Lead	1.00	98%	2%							
Maintenance Worker III	1.00	96%	2%	1%		1%				
Maintenance Worker III	1.00	95%	4%	1%						
Maintenance Worker III	1.00	87%	10%	1%		1%	1%			
Maintenance Worker I	1.00	89%	7%	2%		2%				
Maintenance Worker I	1.00	80%	17%			2%	1%			
Maintenance Worker I	2.50	85%	11%	1%		3%				
PT/Seasonal	1.16	100%								
Economic Development										
Economic Development Director	1.00	100%								
Econ Dev & Tourism Coordinators	1.00	100%								

	FTE	General	Street	Sewer	Tech	Transit	Swim	Library	Facility	Fleet
Transit										
Transit Director	1.00					90%				10%
Office Specialist III	1.00					100%				
Office Specialist II	0.50					100%				
Fleet										
Lead Mechanic	1.00									100%
Mechanic	1.00									100%
Pool										
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%			
Library										
Library Director	1.00							100%		
Library Manager	1.00							100%		
Library Supervisor	1.00							100%		
Librarian	1.00							100%		
Office Specialist II	3.13							100%		
Office Specialist I	1.73							100%		
Library Page	0.25							100%		
Tech Services										
Senior Network Analyst	1.00					100%				
PC & Network Tech	1.00					100%				
Public Works										
Public Works Director	1.00	20%	20%	50%					10%	
Facilities										
Facilities Maintenance Lead	1.00								100%	
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		20%	80%						
Maintenance Worker I	1.00		83%	17%						
Office Specialist III	2.00	17%	63%	18%					2%	
PT/Seasonal	1.16		50%	25%					25%	
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	2.00			100%						
Project Manager	1.00		50%	50%						
Total FTE for FY2024	110.3									

Salary Schedules

ATTACHMENT A
 Non-Represented Salary Schedule (Management, Supervisory & Confidential)
 Effective first full pay period after 7/1/2023
 Includes a 4% 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	4,037	4,239	4,451	4,673	4,907	5,054	5,206	5,362
Administrative & HR Assistant	2	4,603	4,833	5,075	5,329	5,595	5,763	5,936	6,114
Vacant	3	5,247	5,509	5,785	6,074	6,378	6,569	6,766	6,969
Administrative Supervisor Aquatics Program Manager Municipal Court Supervisor Library Supervisor	4	5,929	6,225	6,537	6,864	7,207	7,423	7,646	7,875
Library Manager City Recorder	5	6,522	6,848	7,191	7,550	7,928	8,165	8,410	8,663
PW Supervisor	6	7,109	7,464	7,838	8,230	8,641	8,900	9,167	9,442
Network Administrator Planning Manager	7	7,323	7,689	8,074	8,477	8,901	9,168	9,443	9,727
Transit Director Wastewater Services Manager	8	7,689	8,074	8,477	8,901	9,346	9,627	9,915	10,213
Economic Development Director Planning Director Human Resources & Administrative Director Library & IT Director	9	8,303	8,718	9,154	9,612	10,092	10,395	10,707	11,028
Police Captain Public Works Director	10	8,885	9,329	9,796	10,285	10,800	11,124	11,457	11,801
Finance Director	11	9,701	10,186	10,695	11,230	11,792	12,145	12,510	12,885
Police Chief	12	10,282	10,796	11,336	11,903	12,498	12,873	13,259	13,657

Part-time, non-represented employees working <20 hours per week – July 1, 2023

Salary Schedule for Canby Public Library **
Effective July 1, 2023

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Hourly Rate							
Library Page	14.20	14.70	15.20	15.70	16.20	16.70	17.20

** 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, 2023. **

		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	15.14	15.90	16.69	17.53	18.41	19.33	20.29
	Instructor I							
B	Lifeguard II	16.22	17.04	17.89	18.78	19.72	20.71	21.74
	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, 2023

Canby Police Association
Salary Schedule A
 Effective July 1, 2023
 Includes 2.5% cost of living adjustment
 Monthly Rate

Position	5% steps					3.5% step	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police Patrol	\$6,347	\$6,664	\$6,998	\$7,347	\$7,715	\$7,985	
Sergeant	*	*	\$8,476	\$8,900	\$9,345	\$9,672	
Behavioral Health Specialist	\$6,986	\$7,335	\$7,702	\$8,087	\$8,492	\$8,789	
							3% between steps
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Code Compliance/ Evidence Tech	\$4,674	\$4,908	\$5,153	\$5,411	\$5,681	\$5,852	\$6,027
Police Records Specialist I	\$3,906	\$4,101	\$4,306	\$4,522	\$4,748	\$4,890	\$5,037
Police Records Specialist II	\$4,953	\$5,201	\$5,461	\$5,734	\$6,020	\$6,201	\$6,387

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							
	Library Assistant II							
	Municipal Court Assistant							
	Municipal Court Clerk I							
Office Specialist II	3904	4099	4304	4519	4745	4888	5034	
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	4950	5198	5457	5730	6017	6197	6383
J	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							
L	Purchasing & Accounting Specialist	5120	5376	5645	5927	6223	6410	6602
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							
O	Public Works Lead	5601	5881	6175	6484	6808	7012	7223
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 FY2024

	Facilities	Tech	Fleet	Admin Overhead	FY2024 Total	FY2023 Budget	Variance % YR over YR budget
Admin	14,443	32,925	-	-	47,368	62,289	-23.95%
HR	4,499	23,687	-	-	28,186	37,349	-24.53%
Unallocated*	59,983	-	-	-	59,983	65,449	-8.35%
Finance	6,849	34,821	-	-	41,670	55,163	-24.46%
Court	6,266	26,526	-	52,846	85,638	100,436	-14.73%
Planning	5,341	33,418	-	123,037	161,796	182,703	-11.44%
Building	628	-	-	20,074	20,702	22,922	-9.69%
Police	99,919	159,918	202,867	917,627	1,380,331	1,539,860	-10.36%
Parks	35,977	3,766	63,434	177,848	281,025	276,055	1.80%
Cemetery	-	786	-	40,478	41,264	44,956	-8.21%
Economic Dev	5,521	9,831	-	71,472	86,824	87,265	-0.51%
Library	83,774	40,231	-	193,407	317,412	351,491	-9.70%
Streets	36,186	24,960	102,332	193,333	356,811	354,021	0.79%
Fleet	50,256	9,202	7,350	-	66,808	72,940	-8.41%
Facilities	-	-	10,500	-	10,500	5,500	90.91%
Tech Services	3,770	-	6,154	-	9,924	4,113	141.28%
Transit	8,377	30,863	381,760	260,890	681,890	670,553	1.69%
Swim Levy	-	10,742	-	158,308	169,050	217,615	-22.32%
WWTP	16,235	15,551	21,652	218,185	271,623	228,349	18.95%
Collections	15,988	2,773	39,851	94,871	153,483	136,024	12.84%
Storm	15,988	-	-	48,074	64,062	68,119	-5.96%
Total	470,000	460,000	835,901	2,570,450	4,336,351	4,583,172	-5.39%

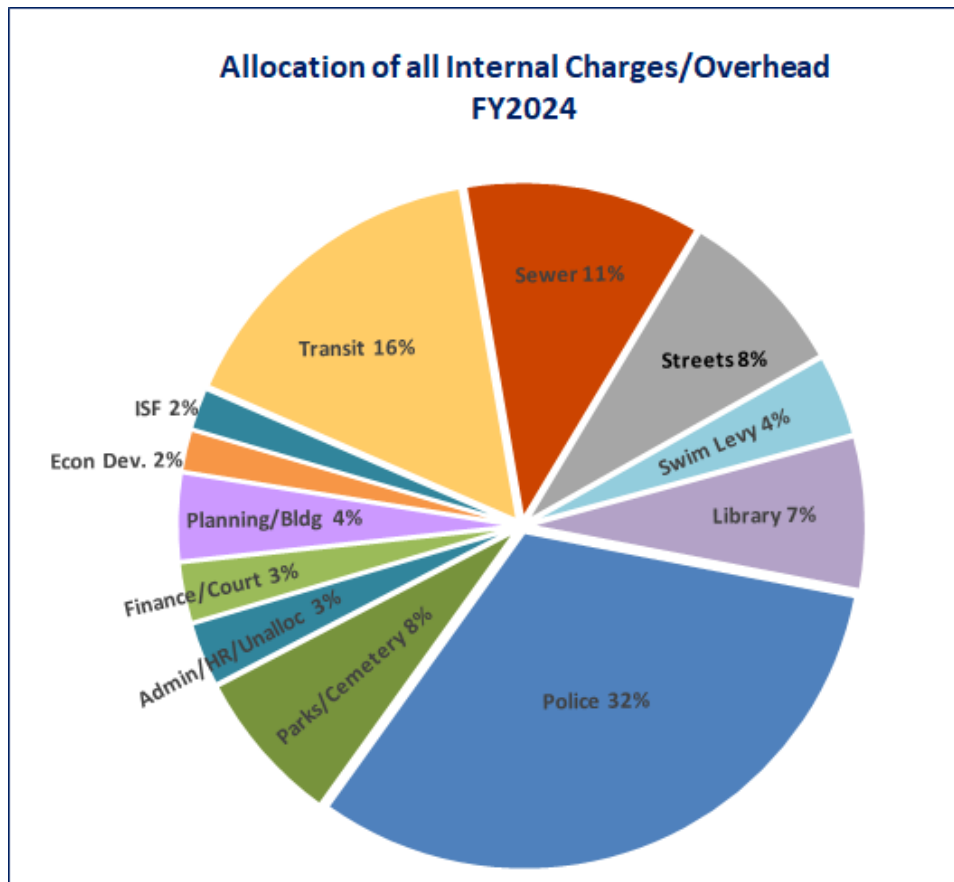
General Admin Overhead costs are absorbed by the General Fund.

* 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

Tech Services	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
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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 30% and 40% of annual operating revenue. If the fund balance falls below 30% of annual operating revenue a plan will be created outlining how and when the fund balance will be replenished.

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

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

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

City Responsibility

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

Debt

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

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

Rule 15c2-12 Disclosures

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

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

Policy 6 - Continuing Disclosure (continued)

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

Glossary & Acronyms

Accrual basis - 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**Notice of Budget Committee Meeting****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, 2023 to June 30, 2024, will be held on May 18, 2023 at 6:00 pm and May 25, 2023 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 18, 2023.

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 17, 2023. 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 18, 2023 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 12, 2023 on the city's website at www.canbyoregon.gov.

Notice of Budget Committee Meetings

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, 2023 to June 30, 2024, will be held on May 25, 2023 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 25, 2023 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 24, 2023. 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 25, 2023 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 12, 2023 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, 2023 to June 30, 2024, will be held on June 1, 2023 at 6:00 pm. This meeting will be held in addition to the May 25, 2023 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 June 1, 2023.

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 31, 2023. 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 June 1, 2023 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 June 1, 2023 on the city's website at www.canbyoregon.gov.

**NOTICE OF PUBLIC HEARING
CITY OF CANBY FOR FY 2023-24 BUDGET YEAR**

A public meeting of the City Council of the City of Canby will be held on Thursday, June 29, 2023, at 5:00 p.m. 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 2023-2024 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 p.m.

Notice of Budget Hearing

FORM LB-1

NOTICE OF BUDGET HEARING

FY2024

<p>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.</p> <p>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.</p>		
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	3,189,860	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	387,738	567,231	679,992
FTE	2.5	2.5	2.6
Library	1,115,931	1,244,179	1,269,791
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	3.5	1.5
Fleet Services	765,434	887,434	863,937
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	48,242,172	39,153,622	43,378,144
FTE	0.3	0.3	0.3
Total Requirements	70,431,408	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 3.6 FTE to allow many departments to better serve the community. This budget includes projections of a 1% 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	<u>\$29,423,441</u>
TOTAL ADOPTED BUDGET	\$84,888,019

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

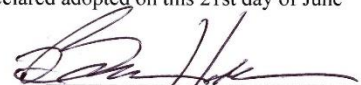
Fleet Fund	
Fleet	\$ 863,937
Contingency	42,650
Total	\$ 906,587

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.

PO Box 830 Canby OR 97013 8/29/2023
Mailing Address of District City State ZIP code Date

E. Kytola Finance Director 603.288.0836 kytolae@canbyoregon.gov
Contact Person Title Daytime Telephone Contact Person E-Mail

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	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2.	Local option operating tax	2	0.49	
3.	Local option capital project tax	3		
4.	City of Portland Levy for pension and disability obligations	4		
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

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

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

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
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.

150-504-050 (Rev. 11-19-21)

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

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

Resolution Declaring the City's Election to Receive State Revenue for FY2024

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

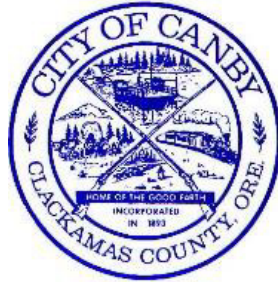
ATTEST:


Maya Benham
City Recorder

City of Canby Urban Renewal Agency Adopted Annual Budget

For the Fiscal Year

July 1, 2023 - June 30, 2024



BOARD OF COMMISSIONERS

Shawn Varwig, Commission Chair

Brian Hodson, Commission Vice Chair

Christopher Bangs, Commissioner

Traci Hensley, Commissioner

James Davis, Commissioner

Jason Padden, Commissioner

Herman Maldonado, Commissioner

BUDGET COMMITTEE

Eric Arndt

Elizabeth Chapin

Scott Sasse

Michelle Hensley

Lisa Potter

Jack Pendleton

CITY STAFF

_____, *Urban Renewal Agency Director*

Eric Kytola, *Finance Director*

www.canbyoregon.gov

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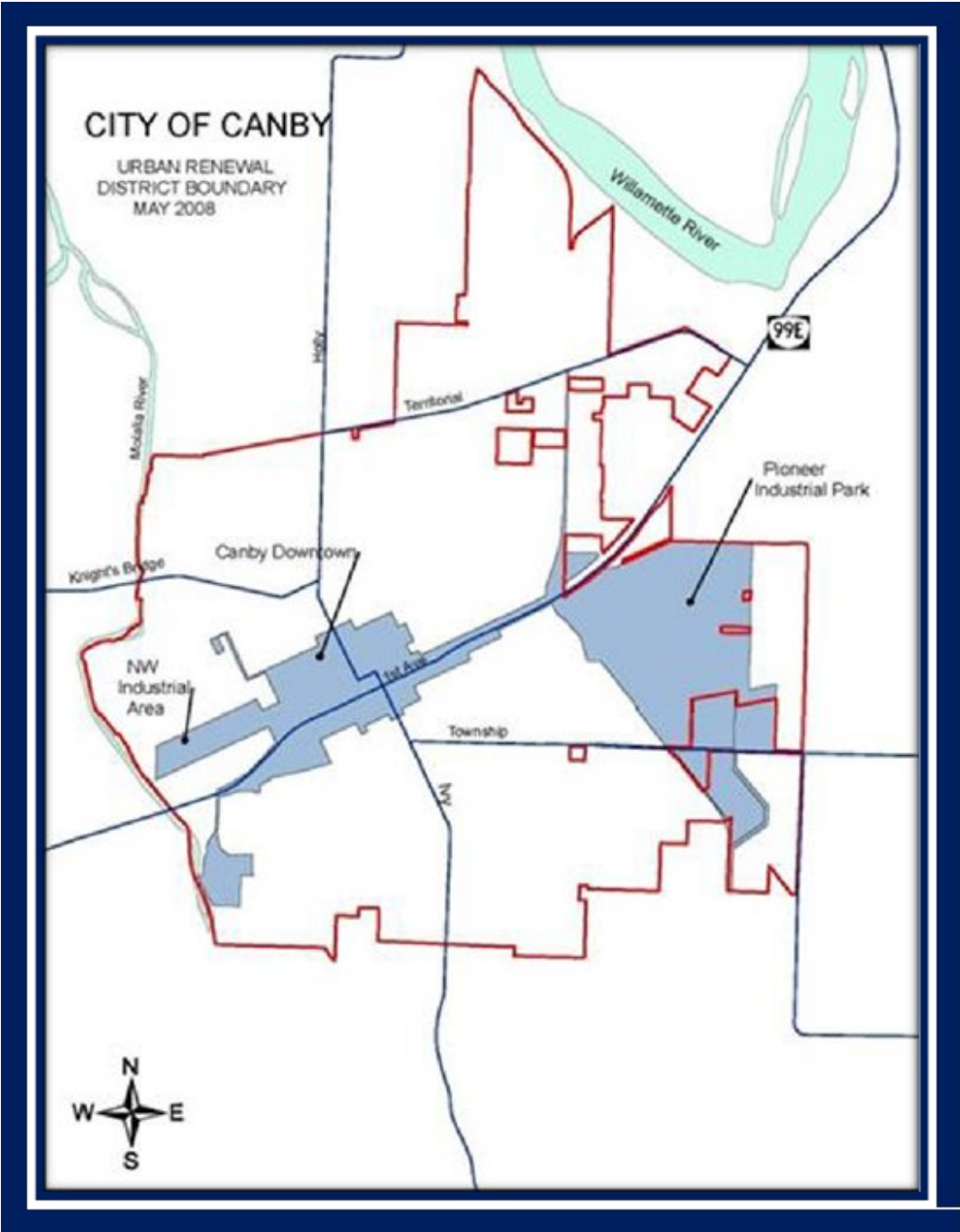
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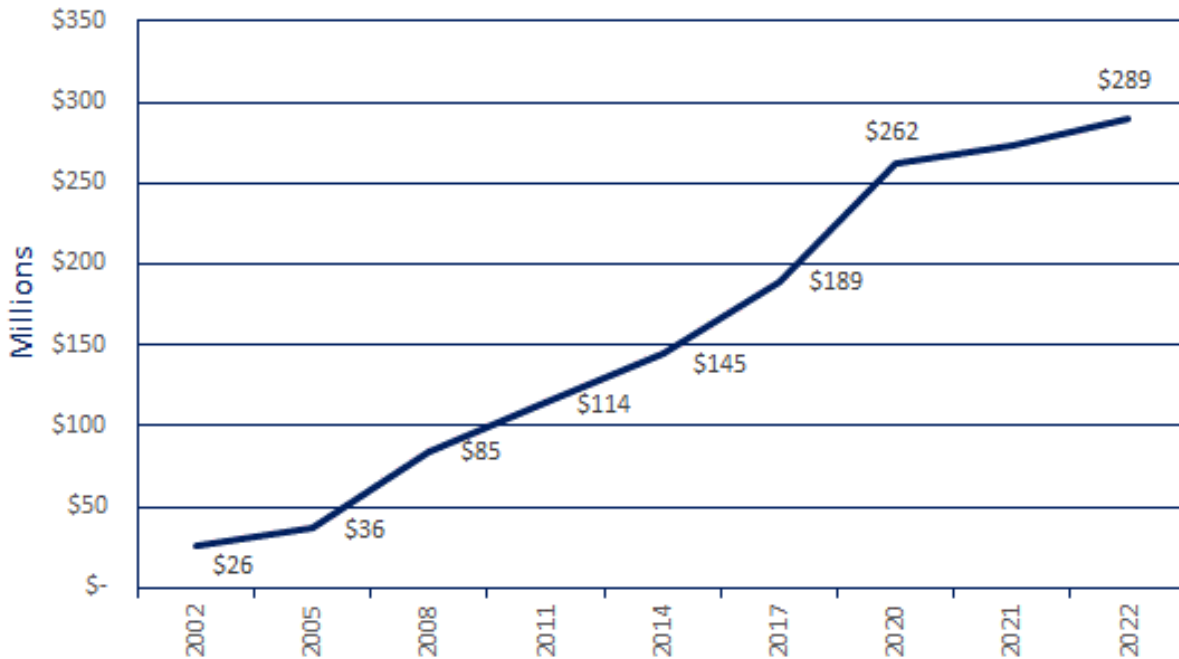
About the District

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

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

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

Urban Renewal District Incremental Assessed Value



May 18, 2023

Fiscal Year 2024 District Administrator’s Budget Message

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

It is my pleasure to present the proposed Urban Renewal Agency budget for Fiscal Year 2024, in the amount of \$5,769,315.

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

The URA Debt Service Fund budget accounts for property tax revenue and the annual payments on outstanding debt. Transfers from the URA Debt Service Fund to the URA General Fund pay for the projects and expenditures captured there.

FY2024 Proposed Budget

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

Capital Projects

The FY2024 recommended capital projects are detailed below. The completion of these projects will be subject to fund availability after meeting our annual debt obligation. Funding will be entirely from tax increment generated within the Urban Renewal District – no additional debt financing is proposed. The proposed projects include:

- Completion of upgrades to Community Park including two new bathrooms, sewer and water lines, and additional parking.
- Continuation of funding to support the Façade Improvement Program for FY2024.
- Mural program funds.

This proposed budget represents the current goals and plans of the Urban Renewal Agency.

Respectfully Submitted,

Urban Renewal Agency Director

District-Wide Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	2022-23 Approved	2022-23 Adopted
Beginning Fund Balance	\$ 2,232,524	\$ 2,883,689	\$ 1,192,389	\$ 170,027	\$ 170,027	\$ 170,027
Revenue						
Property Taxes	4,215,618	4,332,491	4,524,598	4,797,538	4,797,538	4,797,538
LID Revenue	18,644	-	-	-	-	-
Grants	2,000	-	-	-	-	-
Miscellaneous	119,681	200	500	-	-	-
Interest	22,523	21,190	18,980	101,750	101,750	101,750
Transfers In & Other Sources	748,524	1,638,868	1,683,320	700,000	700,000	700,000
Total URA Resources	\$ 7,359,514	\$ 8,876,438	\$ 7,419,787	\$ 5,769,315	\$ 5,769,315	\$ 5,769,315
URA General Fund						
Materials & Services	351,265	421,436	547,300	535,000	535,000	535,000
Capital Outlay	452,417	1,219,907	1,138,000	150,000	150,000	150,000
URA Debt Service Fund						
Debt Service	2,923,619	4,550,281	4,008,792	4,017,149	4,017,149	4,017,149
Not-Allocated						
Transfers Out	748,524	1,638,868	1,683,320	700,000	700,000	700,000
Operating Contingency	-	-	-	16,750	16,750	16,750
Reserved for Future Expense	2,883,689	1,045,318	42,375	350,416	350,416	350,416
Total URA Requirements	\$ 7,359,514	\$ 8,875,810	\$ 7,419,787	\$ 5,769,315	\$ 5,769,315	\$ 5,769,315

General Fund Budget

URBAN RENEWAL GENERAL FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
REVENUE						
URD Grants	2,000	-	-	-	-	-
Miscellaneous-Income	52,283	200	500	-	-	-
Interest Revenue	876	2,904	1,480	1,750	1,750	1,750
OP Transfer In from UR Debt	748,524	1,638,868	1,683,320	700,000	700,000	700,000
Total URA GF Revenue	803,682	1,641,972	1,685,300	701,750	701,750	701,750
TOTAL URA GF RESOURCES	803,682	1,641,972	1,685,300	701,750	701,750	701,750
REQUIREMENTS FOR URBAN RENEWAL						
MATERIALS & SERVICES						
Mat & Svc Contract	20,236	8,726	22,300	10,000	10,000	10,000
Due to Economic Development	315,998	396,061	425,000	425,000	425,000	425,000
Fire Dept Capital Projects	-	-	-	-	-	-
Beautification & Marketing	-	1,990	25,000	25,000	25,000	25,000
Facade Improvement Program	15,031	14,659	75,000	75,000	75,000	75,000
Canby Civic Block Redevelopment	-	-	-	-	-	-
Total URA GF Materials & Services	351,265	421,436	547,300	535,000	535,000	535,000
CAPITAL OUTLAY						
Signal - Sequoia and Hazeldell	77,696	-	-	-	-	-
URD Projects	-	-	-	-	-	-
Old Library Renovation	-	-	-	-	-	-
Grant St Arch	4,678	17,805	238,000	-	-	-
Industrial Park to 99E	9,124	-	-	-	-	-
Wait and Community Park	8,610	27,885	425,000	100,000	100,000	100,000
Railroad Quiet Zone	352,310	1,173,986	-	-	-	-
Mural Program	-	-	50,000	50,000	50,000	50,000
HWY 99 Logging Bridge	-	231	425,000	-	-	-
Total URA GF Capital Outlay	452,417	1,219,907	1,138,000	150,000	150,000	150,000
OPERATING CONTINGENCY	-	-	-	16,750	16,750	16,750
RESERVED FOR FUTURE EXPENDITURE	-	629	-	-	-	-
ENDING FUND BALANCE (prior year's)	-	-	-	-	-	-
TOTAL URA GF REQUIREMENTS	803,682	1,641,972	1,685,300	701,750	701,750	701,750

Debt Service Fund Budget

URBAN RENEWAL DEBT SERVICE FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2024 Approved	FY2024 Adopted
RESOURCES						
BEGINNING URA DEBT SERVICE FUND BALANCE	2,232,524	2,883,689	1,192,389	170,027	170,027	170,027
REVENUE						
Tax Increment	4,142,738	4,276,469	4,474,598	4,752,538	4,752,538	4,752,538
Tax Increment - Prior	72,880	56,022	50,000	45,000	45,000	45,000
LID Walnut St Princ	18,056	-	-	-	-	-
LID Hazel Dell Way Princ	-	-	-	-	-	-
Interest Revenues	21,648	18,286	17,500	100,000	100,000	100,000
LID Walnut St Int.	588	-	-	-	-	-
LID Hazel Dell Way-Interest	-	-	-	-	-	-
Bond Interest Rebate (ARRA)	67,398	-	-	-	-	-
Total URA Debt Service Revenue	4,323,308	4,350,778	4,542,098	4,897,538	4,897,538	4,897,538
TOTAL URA DEBT SERVICE RESOURCES	6,555,832	7,234,467	5,734,487	5,067,565	5,067,565	5,067,565
REQUIREMENTS FOR URBAN RENEWAL DEBT SERVICE						
DEBT SERVICE						
Debt Pmts-Sequoia St 5 & 6	1,099,387	-	-	-	-	-
Debt Pay-2021 Bond Principal	-	3,310,000	3,655,000	3,740,000	3,740,000	3,740,000
Debt Pay-Walnut St	-	-	-	-	-	-
Debt Pay-Police Building	125,000	-	-	-	-	-
Debt Pay-1st Ave Redev	115,000	-	-	-	-	-
Debt Pay-2012 Bond Principal	645,000	675,000	-	-	-	-
Debt Pay-Sequoia 5 & 6 Int	52,724	-	-	-	-	-
Debt Pay-Walnut St Int	-	-	-	-	-	-
Debt Pay-Police Building Int	413,955	-	-	-	-	-
Debt Pay-1st Ave Redev Int	104,241	-	-	-	-	-
Debt Pay-2012 Bond Int	368,313	177,706	-	-	-	-
Debt Pay-2021 Bond Int	-	387,575	353,792	277,149	277,149	277,149
Total URA Debt Service	2,923,619	4,550,281	4,008,792	4,017,149	4,017,149	4,017,149
TRANSFERS OUT & OTHER USES						
OP Transfer to UR General	748,524	1,638,868	1,683,320	700,000	700,000	700,000
Total URA Debt Service Transfers Out	748,524	1,638,868	1,683,320	700,000	700,000	700,000
RESERVED FOR FUTURE EXPENDITURE	-	-	42,375	350,416	350,416	350,416
ENDING FUND BALANCE (prior year's)	2,883,689	1,045,318	-	-	-	-
TOTAL URA DEBT SERVICE REQUIREMENTS	6,555,832	7,234,467	5,734,487	5,067,565	5,067,565	5,067,565

Long-Term Debt

Moody’s Investors Service has upgraded the City of Canby, Oregon’s long-term issuer rating and outstanding full faith and credit obligations 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.

Fiscal Year Ending June	Governmental Activities		Total
	Bonds - URA	Interest	Governmental Activities
2024	3,740,000	277,149	4,017,149
2025	3,820,000	192,358	4,012,358
2026	3,910,000	99,184	4,009,184
Total	\$ 11,470,000	\$ 568,690	\$ 12,038,690

	Original Amount	6/30/2023 Balance	Reductions	6/30/2024 Balance
URA Governmental Activities				
Bonds URA:				
2021 Refunding of 2010, 2011, & 2012 (0.92%)	18,435,000	11,470,000	3,740,000	7,730,000
2021 Premium	995,165	807,101	202,452	604,649
Total URA Activities		\$ 12,277,101	\$ 202,452	\$ 8,334,649