



Amended 6-10-2022

**AGENDA
CANBY CITY COUNCIL
EXECUTIVE SESSION – 6:15 PM
REGULAR MEETING - 7:30 PM**

June 15, 2022

**Hybrid/Virtual Meeting/Council Chambers
Council Chambers - 222 NE 2nd Avenue, 1st Floor**

Register here to attend the meetings virtually:
https://us06web.zoom.us/webinar/register/WN_tbFWnhdWQ32Sz62ZYXS7zQ

The meetings can be viewed on CTV Channel 5 and YouTube:
<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

Mayor Brian Hodson

Councilor Christopher Bangs
Council President Traci Hensley
Councilor Art Marine

Councilor Greg Parker
Councilor Sarah Spoon
Councilor Shawn Varwig

EXECUTIVE SESSION – 6:15 PM

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

1. CALL TO ORDER

- 2. EXECUTIVE SESSION:** ORS 192.660 (2) (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

3. ADJOURN

REGULAR MEETING – 7:30 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance

2. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Each person will be given 3 minutes to speak. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. *****If you would like to speak virtually please email or call the Deputy City Recorder by 4:30 pm on June 15, 2022 with your name, the topic you'd like to speak on and contact information: benhamm@canbyoregon.gov or call 503-266-0720. Once your information is received, you will be sent instructions to speak.**

3. **PUBLIC HEARINGS**
You are welcome to speak in person. *****If you would like to speak virtually please email or call the Deputy City Recorder by 4:30 pm on June 15, 2022 with your name, and contact information: benhamm@canbyoregon.gov or call 503-266-0720. Once your information is received, you will be sent instructions to speak.**
 - a. Noise Variance Request from The Wild Hare Saloon located at 1190 SW 1st Avenue. The variance is for Friday, and Saturdays in August and September of 2022, from 7:00 pm – 10:30 pm, August 5, 6, 13, 19, 20, 26, and 27th September 10, and 17th. Pg. 1
 - b. Public Hearing regarding proposed changes to the Master Fee Schedule. (Added 6-10-2022) Pg. 140
 - c. Public Hearing regrading State Revenue Sharing Funds.
 - d. Public Hearing regarding 2022-2023 FY Budget as Approved by Budget Committee. Pg. 96

4. **CONSENT AGENDA:** This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.
 - a. Approval of the Minutes of the April 27, 2022 Special Called Meeting and May 4, 2022 City Council Regular Meeting. Pg. 7
 - b. Reappointment to the Bike and Pedestrian Committee – Britt Ash.
 - c. Reappointments to the Heritage and Landmark Commission – Ron Burn and Doug Birkeland. Pg. 14
 - d. Reappointment of Lois Brooks to the Library Advisory Board.
 - e. Reappointments to the Traffic Safety Commission – Jackie Jones and Eric Van Zandt.

5. **ORDINANCES & RESOLUTIONS**
 - a. Consider **Ordinance No. 1575**: An Ordinance authorizing the City Administrator to Purchase Bus Shelters, Benches and Lighting from Brasco International of Madison Heights, Michigan. (*Second Reading*) Pg. 34
 - b. Consider **Ordinance No. 1576**: An Ordinance authorizing the City Administrator to execute a Contract with ML Houck Construction Co. in the amount of \$1,893,228.65 for Construction of the 2022 Street And Utility Improvements Project. (*Second Reading*) Pg. 42

- c. Consider **Ordinance No. 1577**: An Ordinance authorizing the City Administrator to execute an amendment to the ground lease between the Canby School District No. 86 and the City of Canby regarding the real property between and around the Canby Swim Center and Canby Adult Center. *(First Reading)* Pg. 49
- d. Consider **Ordinance No. 1578**: An Ordinance authorizing the City Administrator to execute a contract with Trüpp for a Classification, Compensation and Pay Equity Study. *(First Reading)* Pg. 68
- e. Consider **Ordinance No. 1579**: An Ordinance authorizing the Canby City Administrator to expend payment to CityCounty Insurance Services (CIS) in an amount not to exceed \$450,000 for Liability Insurance Coverage for Fiscal Year 2022-2023; and declaring an emergency *(First Reading)* Pg. 85
- f. Consider **Ordinance No. 1580**: An Ordinance authorizing the Canby City Administrator to expend payment to SAIF Corporation in the amount of \$85,703.62 for Workers Comp Coverage for Fiscal Year 2022-2023; and declaring an emergency *(First Reading)* Pg. 88
- g. Consider **Resolution No. 1366**: A Resolution adopting Budget Appropriation Transfers for Fiscal Year 2022. Pg. 91
- h. Consider **Resolution No. 1367**: A Resolution declaring the City's election to receive State Revenue for Fiscal Year 2022-2023. Pg. 94
- i. Consider **Resolution No. 1368**: A Resolution Adopting The Budget, Making Appropriations, And Imposing And Categorizing Taxes For The 2022-2023 Fiscal Year. Pg. 96
- j. Consider **Resolution No. 1369**: A Resolution Authorizing An Interfund Loan From The Cemetery Perpetual Care Fund To The Library Fund In The Amount Of \$500,000 And Authorizing Repayment Of The Interfund Loan In Fiscal Year 2022-2023. Pg. 138
- k. Consider **Resolution No. 1370**: A Resolution setting Fees for Services and Repealing Res. 1354 and all Previous Resolutions Adopting a Master Fee Schedule. Pg. 140
- l. Consider **Resolution No. 1371**: A Resolution extending Workers Compensation coverage to volunteers of the City of Canby and repealing Resolution No. 1355. Pg. 175

6. DISCUSSION ABOUT CITY COUNCIL MEETING START TIMES.

7. NEW BUSINESS

- a. Street Maintenance Fee Update Pg. 179

8. MAYOR'S BUSINESS

9. COUNCILOR COMMENTS & LIAISON REPORTS

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- a. November 8, Election Announcement

11. CITIZEN INPUT

12. ACTION REVIEW

13. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Melissa Bisset, HR Director/ City Recorder

Agenda Item: Noise Variance Request from The Wild Hare Saloon located at 1190 SW 1st Avenue. The variance is for Friday, and Saturdays in August and September of 2022, from 7:00 pm – 10:30 pm, August 5, 6, 13, 19, 20, 26, and 27 September 10, and 17.

Goal: N/A

Objective: N/A

Summary

A request has been received from The Wild Hare Saloon & Café for a noise variance to allow live music that will be performed outside on Friday, and Saturdays in August and September of 2022, from 7:00 pm – 10:30 pm, August 5, 6, 13, 19, 20, 26, and 27 September 10, and 17. Previous Noise Variances have been granted for similar events to this business.

Discussion

Per [Canby Municipal Code Section 9.48.050B](#), at least 10 days prior to the public hearing a notice was mailed to property owners within 200 feet of the location of the variance, published in the Canby Herald, and posted in various locations around the City. Section 9.48.050B allows the Council to approve a variance after certain criteria which would apply to the facts of the requested variance are considered by the Council. In granting a variance, the Council shall consider:

- a. The protection of health, safety and welfare of citizens as well as the feasibility and cost of noise abatement;
- b. The surrounding type of existing land uses;
- c. The acoustical nature of the sound emitted; and
- d. Whether variance from the provision would produce a benefit to the public.

If, after review of the evidence submitted by the applicant and hearing any testimony from the public, the Council chooses to allow the variance as requested, a motion to grant the variance would be appropriate.

Attachments

Noise Variance Application

Public Hearing Notice

Fiscal Impact

None

Options

1. Approve the Noise Variance Application.
2. Deny the request.

Recommendation

Staff recommends Council approve the Noise Variance Application.

Proposed Motion

I move to grant a Noise Variance to The Wild Hare Saloon & Café for to allow for live music on Friday, and Saturdays in August and September of 2022, from 7:00 pm – 10:30 pm, August 5, 6, 13, 19, 20, 26, and 27 September 10, and 17.

From: [Melissa Bisset](#)
To: [Maya Benham](#)
Date: Wednesday, May 18, 2022 1:36:56 PM

joan@thewildharesaloon.com

From: Canby OR [mailto:canby-or@municodeweb.com]
Sent: Monday, May 16, 2022 5:00 PM
To: Melissa Bisset <bissetm@canbyoregon.gov>
Subject: Form submission from: Noise Variance Request

Submitted on Monday, May 16, 2022 - 4:59pm

Submitted by anonymous user: 67.22.240.42

Submitted values are:

Applicant Information

Name Sidewinder, Inc. DBA The Wild Hare Saloon and Cafe

Address

Physical Address: 1190 SW First Ave.,

Mailing address:

1109 SW First, Ave., Suite F., Canby OR 97013

Phone 503-201-2060

Event Information

Address of Noise Variance Request 1190 SW First Ave. Canby

Name of Property/Business Owner Variance Request The Wild Hare Saloon and Cafe/Darren and Joan Monen

Type of Event Live music,

Acoustical Nature of Sound to be Emitted Music through a speaker.

Will you be continually present at this event? Yes

Additional Comments/Information

Our summer concert series last summer was a huge hit! Everyone is out the door by 11 pm.

Our line up consists of Tributes to Fleetwood Mac, The Eagles, Tom Petty, Journey, Alabama and Earth Wind and Fire to name a few.

Date(s)/Time(s) of Event & Requested Hours of Variance

(9) nights this summer. .

August 5, 6, 13, 19, 20, 26, 27th,

September 10, 17

Live music starts at 7 pm and ends at 10:30 pm.

Adjacent Property Owner List See attached excel spreadsheet.

Upload a Document [copy of joan 1190 sw 1st ave.xls](#)

Today's Date & Time 05/16/2022 - 4:45pm

Signature joan monen

Acknowledgement I Accept

The results of this submission may be viewed at:

Owner	OwnerNmLast	OwnerAddr	OwnerCityNm	Owner	OwnerZIP	SiteAddr	SiteCity
	Cf Property LLC	2780 N Maple Ct	Canby	OR	97013	24315 S Hwy 99e	Canby
James	Pliska	PO Box 1429	Clackamas	OR	97015	1120 SW 1st Ave	Canby
	Briar Lane Properties LLC	810 SE Belmont St Ste 100	Portland	OR	97214	1115 SW 1st Ave	Canby
	S R Smith LLC	PO Box 400	Canby	OR	97013	991 S Berg Pkwy	Canby
	Kelsay Family Riverside Park LLC	PO Box 790	Canby	OR	97013	24310 S Hwy 99e	Canby
	City Of Canby	PO Box 930	Canby	OR	97013	1175 NW 3rd Ave	Canby
Adrian	Fisher	2221 N Baker Dr	Canby	OR	97013	151 S Berg Pkwy	Canby
	Jarboe Holding Co LLC	1335 NE Territorial Rd	Canby	OR	97013	1190 SW 1st Ave	Canby
	Briar Lane Properties LLC	810 SE Belmont St Ste 100	Portland	OR	97214	1109 SW 1st Ave	Canby

SiteState	SiteZIP
OR	97013
OR	97013
OR	97013
OR	97013
OR	97013
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CITY OF CANBY NOTICE OF PUBLIC HEARING - NOISE VARIANCE

Date and Time Requested for Variance: Friday, and Saturdays in August and Saturdays in September of 2022, from 7:00 pm – 10:30 pm.

August 5, 6, 13, 19, 20, 26, and 27

September 10, and 17

Address of Variance: 1190 SW 1st Avenue, Canby, Oregon 97013

Name of Business: The Wild Hare Saloon

Business Owner: Joan Monen

A public hearing conducted by the Canby City Council will be held on Wednesday, June 15, 2022 at 7:30 PM. Register to speak by contacting the Deputy City Recorder at benhamm@canbyoregon.gov or 503-266-0720. You may also submit written comments by sending an email to benhamm@canbyoregon.gov. Register to attend via Zoom: https://us06web.zoom.us/webinar/register/WN_tbFWnhdWQ32Sz62ZYXS7zQ

The purpose of this hearing is to consider the granting of a Noise Variance to The Wild Hare Saloon to allow live music that will be performed outside between the hours of 7:00 pm – 10:30 pm on August 5, 6, 13, 19, 20, 26, 27 and September 10 and 17.

Dated this 23rd day of May, 2022.

Melissa Bisset, CMC

City Recorder

**CANBY CITY COUNCIL
SPECIAL CALLED MEETING
April 27, 2022**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Christopher Bangs, Traci Hensley, Sarah Spoon, Greg Parker, and Shawn Varwig.

OTHERS PRESENT: Stephanie Boyce, Brad Clark, Herman Maldonado, Art Marine, Jason Padden, Scott Sasse, and Curtis Vieke.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Melissa Bisset, HR Director/City Recorder.

CALL TO ORDER: Mayor Hodson called the Special Called Meeting to order at 6:01 p.m.

INTERVIEWS FOR CITY COUNCIL VACANCY:

Stephanie Boyce

Ms. Boyce was interested in joining the Council to be a part of directing the City. She stated she had been in the community long enough to established herself as a business owner and in certain clubs and events and was knowledgeable enough to step forward. She felt the most pressing issue in the City today was keeping the hometown feel and making sure there was smart growth. She was concerned infrastructure could not keep up with the growth and stated it would take smart growth and getting businesses coming in that would help keep the rural feel. She did not think Amazon should be coming to the City. An example where she had not seen eye to eye with someone was at her work at Precision Cast Parts and not agreeing with someone on the process of creating a part because no one had defined their positions. Once management was aware of it and better defined the roles, there was no problem. She would like to help with smart growth and keeping the small town, rural feel. She had been a part of several committees.

Brad Clark

Mr. Clark stated that he was an Oregon resident from birth. He thought the most pressing concern for the City was long term planning for the future. He stated teamwork was needed to make the dream work and getting the right people in the right seats was important. He had many situations where he did not see eye to eye with someone. Mr. Clark stated the key was to listen first and learn, stick to the problem and not make it personal, they needed to look at the issue at hand and how could they solve it together and find common ground. He added that they needed to make sure decisions were not being made by feelings but by intellect and what was best, and to seek to solve the issue, not to win or be right. It came back to the idea of listening first, asking questions for solid knowledge, and going through all of the details. He would like to bring open-mindedness and fun to the Council, listening and fairness, and trying to do the right thing. He thought he was the best person in the room to bring open-mindedness and altruism.

Herman Maldonado

Mr. Maldonado was an avid member of the community. He appreciated the tightknit community and wanted to keep it that way. He had good values and cared about community and family first.

He stated the most pressing concern in the City was that the Hispanic community, which made up 27% of the population, did not have a whole lot of integration. He wanted to see more cultural integration and ways to come together. There wasn't a lot geared toward the Hispanic community. He hoped that there would be more events geared around the kids. The community was growing and in order to help keep morals and values they had to start with the kids. He oversaw 45 people in his work and the best way to deal with a conflict was to hear them out and why they thought something should be done a different way. If it was better, he would go with the better way or explain clearly why it needed to be done a particular way. His desire was to make a positive impact. He was new and willing to learn and grow. He worked with a variety of agencies and shared a story about rescuing a dog where his team had to work in unison. He hoped that they heard what he had to say about youth and the Hispanic community regardless of who the Council picked.

Arthur Marine

Mr. Marine was a longtime Canby resident and his kids had gone through the schools. He wanted to give back to the community as it had given a lot to him. He had experience that would be helpful to the Council. He had been a mortgage banker for 38 years and was a manager with 11 employees. He looked at his employees as a team and they were most successful as a team. He had a BS from OSU in Business Administration with a concentration in Finance. These skills would be helpful with the City budget. The most pressing concern was the Master Plan was coming up for revision and it needed to be studied and put in place to set a direction for the City. He would also like to see more inclusion of minorities and that all citizens needed to be represented. He suggested creating a task force or outreach to under-served citizens. He stated that his industry was designed around conflict and it was unavoidable. He shared a recent story about a loan application and how an underwriter did not want to approve it. The solution was calling him and having a civil conversation and the issue was resolved. He would love to see more integration of the minority population as well as good interactions with other municipalities in the region and learn from other City Councils and the County. Everything revolved around communication and money. The happiest he had been was when he was serving on various committees and activities. How they managed growth was important. He was curious about how Council thought growth would impact their decisions going forward.

There was discussion regarding how these types of decisions were made.

Jason Padden

Mr. Padden had applied many times to be appointed as a City Councilor. He gave a history of his service to the City and community. This was the third time he applied for this position and he had run for the position in the last election. When he was denied last time it was clear that he should be on the Planning Commission and since then he became Chair. He was working with staff and the Commission to update the code which had not been updated since 1985. He would not be stepping down as Chair or as a member of the Planning Commission. There was nothing that stated that a Planning Commissioner could not serve on other boards. He thought he could be a member of the Council and Commission. They might hear from the City Attorney that there could be a conflict of interest, but a number of the issues were ones that did not come before the Council and he would be willing to recuse himself if one did. There were 8 months left on this position which was not long for someone to get up to speed on all the issues. He did not plan to run for the position in November. He really wanted to serve as a Councilor, but also really wanted to help the Planning Commission with their work. He could serve for the 8 months as an

interim. If appointed, he would not be able to be on the Budget Committee. He thought the most pressing issues in the City were planning, growth, and involving members of the community. He gave an instance on the Planning Commission where there was some tension around food cart regulations and how he handled it. He did not have any specific goals for being on Council and he had given many examples of being on a team.

Scott Sasse

Mr. Sasse shared about his family and how he had wanted to serve the community for a long time. He wanted to do the best and what the community wanted. He felt some of the most pressing concerns were growth, and they could not stop it. Updating the Code was very important. Economic Development was huge and there needed to be a road from the Industrial Park to 99E. Public Works and Parks needed more employees. He shared a story about someone who thought he stole a rake and another time when he wanted to change the point system for baseball when he served on the baseball board and how he handled these situations. He really wanted to see the Park Master Plan come together as it had taken too long. He explained the community boards he had been involved with and how he was always doing something to serve the community.

Curtis Vieke

Mr. Vieke was born and raised in Mulino and served in the military. He wanted to return to the area where he grew up and serve the community. Some of the most pressing concerns in the City were infrastructure, growth, and reaching out to the community and addressing their needs and desires. He typically had good relationships with coworkers. He stated the most important thing was to listen to others, their voice, tone, and body language and find a good compromise and not take it personally. He would like to see improvements to the Swim Center. He had worked on a team in a different community on a pool levy and to find out what the needs were beyond the pool. What they found out was families were looking for activities for younger children. They also did a youth fair to provide information to families.

The Council took a brief recess.

****Councilor Parker moved to appoint Art Marine to fill the Council vacancy. Motion was seconded by Councilor Spoon.**

Councilor Varwig thanked everyone that applied for the position. They had talked about having a Hispanic representative on the Council, and there was one who had applied. It seemed like the decision had been predetermined and that disappointed him.

Councilor Bangs stated he was impressed with the five applicants. He encouraged everyone to continue to be involved in the community.

Councilor Spoon liked all of the candidates. She was looking for someone who had more experience in community work.

Councilor Parker said the reason he selected Mr. Marine was because of his community engagement.

The motion passed 3-2 with Councilors Hensley and Varwig opposed.

Mayor Hodson adjourned the meeting at 7:37 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood

DRAFT

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
May 4, 2022**

PRESIDING: Mayor Brian Hodson

COUNCIL PRESENT: Traci Hensley, Art Marine, Christopher Bangs, Sarah Spoon, Greg Parker, and Shawn Varwig.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Melissa Bisset, HR Director/ City Recorder; Tyler Nizer Economic Development & Tourism Coordinator; Jerry Nelzen, Public Works Director; and Jamie Stickel, Economic Development Director

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:30 p.m. in the Council Chambers followed by opening ceremonies.

There was a moment of silence for Alissa Netter who recently passed away.

OATH OF OFFICE FOR APPOINTED CITY COUNCILOR – ART MARINE:

Rod Grafe, Municipal Judge, performed the Oath of Office to new City Councilor Art Marine.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

PRESENTATION: Annual Report from the Heritage and Landmark Commission – Judi Jarosh, Heritage and Landmark Commission Chair, presented the annual report. She discussed the members of the Commission, sources that drove their efforts, activities last year, 2021-22 Certified Local Government Grant, and data updates and demographics.

The Council thanked the Commission for their work.

CONSENT AGENDA:

****Council President Hensley moved to approve the minutes of the March 2, 2022 and March 16, 2022 City Council Regular Meeting minutes and full on-premises, commercial OLCC Liquor License for Mike's Place located at 404 NW 1st Avenue. Motion seconded by Councilor Varwig and passed 6-0.**

ORDINANCES:

Ordinance 1570 –

****Council President Hensley moved to adopt Ordinance 1570, AN ORDINANCE AMENDING CANBY'S TITLE 16 OF THE CANBY MUNICIPAL CODE ADDING NEWLY CREATED CODE CHAPTER 16.45 FOR FOOD CART PODS AND MODIFYING EXISTING CHAPTERS IN THE TITLE TO BE CONSISTENT WITH CHAPTER 16.45. Motion seconded by Councilor Spoon and passed 6-0 by roll call vote.**

Ordinance 1571 – Joe Lindsay, City Attorney, said this ordinance would approve a three year contract between the City and the Canby Police Association. He gave a background on the contract negotiations and noted the new items that were included.

****Councilor Varwig moved to adopt Ordinance 1571, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A COLLECTIVE BARGAINING AGREEMENT (CBA) BETWEEN THE CITY OF CANBY, OREGON, AND THE CANBY POLICE ASSOCIATION to come up for second reading on May 18, 2022. Motion was seconded by Councilor Bangs and passed 6-0 on first reading.**

Ordinance 1572 – Scott Archer, City Administrator, said this was the annual paving program. Three bids were received, and this was the lowest.

Jerry Nelzen, Public Works Director, summarized the projects that would be done for 2022.

There was discussion regarding the cost and amount of pavement improved as compared with last year.

****Councilor Bangs moved to adopt Ordinance 1572, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. IN THE AMOUNT OF \$888,888.88 FOR CONSTRUCTION OF THE 2022 STREET MAINTENANCE PROJECTS to come up for second reading on May 18, 2022. Motion was seconded by Council President Hensley and passed 6-0 on first reading.**

MAYOR'S BUSINESS: Mayor Hodson said tomorrow morning was the Canby Prayer Breakfast. The Park Master Plan joint meeting would be held in June. The ribbon cutting for Tin and Paisley and First Thursday would be on May 5.

COUNCIL COMMENTS & LIAISON REPORTS:

Councilor Spoon suggested a discussion on the Diversity, Equity, and Inclusion Strategic Plan.

Councilor Parker suggested a discussion on consistency in City Committees and liaison roles. He thought when there was a Committee opening, it should be publicly announced and opened up for applications instead of letting the current member continue on.

Councilor Varwig apologized for comments he made at the last meeting.

Councilor Bangs reported on the Library Board interviews. He discussed upcoming Open Houses at the elementary schools. Renovations to the High School were planned to begin this summer.

Councilor Marine thanked everyone for the warm welcome.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Archer said the upcoming Budget Committee meetings would be on May 19 and May 26. He noted the draft budget document would only be sent electronically and the final approved document would be printed. He and Council President Hensley met with the School District regarding the lease for the Swim Center and Adult Center. They were continuing to work on technology issues in the

Council Chambers and were working to record all Committee meetings and post them on the City's website for public access. He gave an update on the Quiet Zone project which was still in process due to the rainy weather.

CITIZEN INPUT: None

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinance No. 1570.
3. Passed Ordinance No. 1571 and 1572 to second readings on May 18, 2022.

Mayor Hodson adjourned the meeting at 8:35 p.m.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council
Thru: Scott Archer, City Administrator
From: Melissa Bisset, HR Director/ City Recorder
Agenda Item: Board, Commission and Committee Reappointments
Goal: N/A
Objective: N/A

Summary

Every June there are several Boards, Commission and Committee terms that expire. These positions were all advertised and applications were collected.

Background

The City has [11 various Boards, Commissions and Committees](#): Bike and Pedestrian Committee, Budget Committee, Canby Utility Board, Heritage and Landmark Commission, Library Board, Parks and Recreation Advisory Board, Planning Commission, Public Transit Advisory Committee, Traffic Safety Commission, Urban Renewal Agency and the Urban Renewal Budget Committee. Each Board, Commission and Committee has members that are appointed by the City Council and the term lengths are established through the Canby City Charter or the City Code.

Discussion

The Boards, Commission and Committee members below have terms that are expiring on June 30, 2022. These positions were all advertised and applications were collected. There was an additional application received for the last vacant position on the HLC from Jennifer Varner and an interview is scheduled with Ms. Varner for Friday, June 10th.

Bike and Pedestrian Committee (3 year term)

Britt Ash

Heritage and Landmark Commission (3 year term)

Ron Burn

Doug Birkeland

Library Advisory Board (4 year term)

Lois Brooks

Traffic Safety Commission (3 year term)

Jackie Jones and Eric Van Zandt

Attachments

Applications for the Bike and Pedestrian Committee, Heritage and Landmark Commission, Library Advisory Board, and Traffic Safety Commission.

Fiscal Impact

None

Options

1. Reappoint members to the various Boards, Commissions and Committees.
2. Take no action.

Recommendation

Reappoint members whose terms are set to expire on June 30, 2022.

Proposed Motion

Part of the Consent Agenda - I move to approve the consent agenda which includes reappointments to the various Boards, Commissions and Committees.

EMPLOYMENT APPLICATION



City of Canby
222 NE 2nd Ave

Canby, Oregon - 97013
<http://www.canbyoregon.gov>
Ash, Britt, E
Bicycle & Pedestrian Committee Member

Received: 5/31/22 9:31 AM
For Official Use Only:

QUAL: _____
DNQ: _____

- Experience
- Training
- Other: _____

PERSONAL INFORMATION

POSITION TITLE: Bicycle & Pedestrian Committee Member	Job Number: VOL-06
NAME: (Last, First, Middle) Ash, Britt, E	PERSON ID: 50080726

ADDRESS: (Street, City, State, Zip Code)
[Redacted]
Canby, OR 97013

HOME PHONE:
[Redacted]

EMAIL ADDRESS: [Redacted]	NOTIFICATION PREFERENCE: Email
-------------------------------------	--

PREFERENCES

SHIFTS YOU WILL ACCEPT:
WHAT TYPE OF JOB ARE YOU LOOKING FOR?
TYPES OF WORK YOU WILL ACCEPT:

Agency - Wide Questions

Nothing Entered For This Section

Job Specific Supplemental Questions

- What are your community interests (committees, organizations, special activities)?**
My interest is in the bike and pedestrian committee, on which I'm currently a member.
What are your major interests or concerns in the City's programs?
- I'd like to help improve the overall health of the community, and make sure new initiatives, programs, and activities are welcoming and accepting of all.
Why are you interested in this volunteer position?

3. As a nurse, the health of a community is important to me. I'd like to make sure our community takes advantage of all of the great resources we have available, in order to get more people safely outdoors and moving their bodies.

Please share your experience and educational background.

4. Bachelor of Science, Linfield College School of Nursing, Portland, OR Bachelor of Arts, Mount Holyoke College, South Hadley, MA Canby Bicycle and Pedestrian Committee, 2020-present RN Clinical Research Coordinator 2010-present Clinical Research Coordinator 1997-2009

5. **Please list any other City or County positions on which you serve or have served.**

N/A

6. **If you were referred by someone, please list.**

By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

Additional Information for Employment Applications:

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Canby to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc. either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false or misleading statement/answer/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Upon hire, I will provide proof as required on the US Government, I-9 form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that my employment will be terminated.

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EQUAL EMPLOYMENT OPPORTUNITY: We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, or mental and/or physical disability.

BACKGROUND: Finalists for City jobs must successfully pass a background investigation and may be required to pass a pre-employment medical exam as a final condition of the job offer. Finalists for safety sensitive positions must also successfully pass a pre-employment drug-screening test.

PROBATIONARY PERIOD: New employees or employees changing job positions will be considered Trial service employees for at least six (6) months before attaining regular status.

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility. 10/20

This application was submitted by Ash, Britt, E

Signature_____

Date_____



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: JUNE 3, 2022 Position Applying For: Historic Landmark

Name: Ron Bran Occupation: Retired

Home Address: [REDACTED] Canby

Employer: Retired Position: Retired

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)?

Canby History, HCL, Liaison to BLP

What are your major interests or concerns in the City's programs?

Canby not developing or replacing
its heritage

Reason for your interest in this position: See Above

Experience and educational background: on Cedar Mill (OR)

HISTORICAL SOCIETY

List any other City or County positions on which you serve or have served:

Referred by (if applicable): Dudi Tanosh

Please return to:

**City of Canby - Attn: Deputy City Recorder
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013
Phone: 503.266.0720 Fax: 503.266.7961 Email: henhamm@canbyoregon.gov**

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 12/2021

Date Received: 6/3/2022 Date Appointed: _____ Term Expires: _____

Date Resigned: _____ Destruction Date: _____

EMPLOYMENT APPLICATION



City of Canby
222 NE 2nd Ave

Canby, Oregon - 97013
<http://www.canbyoregon.gov>
Birkeland, Doug
Heritage & Landmark Commissioner

Received: 5/28/22 2:04 PM
For Official Use Only:

QUAL: _____
DNQ: _____

- Experience
- Training
- Other: _____

PERSONAL INFORMATION

POSITION TITLE: Heritage & Landmark Commissioner	Job Number: 2022-HLC
NAME: (Last, First, Middle) Birkeland, Doug	PERSON ID: 50086893

ADDRESS: (Street, City, State, Zip Code)

[Redacted]
Canby, OR 97013

HOME PHONE:

[Redacted]

EMAIL ADDRESS:
[Redacted]

NOTIFICATION PREFERENCE:
Email

PREFERENCES

SHIFTS YOU WILL ACCEPT:
WHAT TYPE OF JOB ARE YOU LOOKING FOR?
TYPES OF WORK YOU WILL ACCEPT:

Agency - Wide Questions

Nothing Entered For This Section

Job Specific Supplemental Questions

1. **What are your community interests (committees, organizations, special activities)?**
The history of Canby.
 2. **What are your major interests or concerns in the City's programs?**
Preserving the historical sites of Canby.
- Why are you interested in this volunteer position?**

3. To offer my expertise to the Commission.

Please share your experience and educational background.

4. Graduated from Oregon State (Animal Science & Ag Economics) Worked on the Canby Railroad Depot restoration project.

5. **Please list any other City or County positions on which you serve or have served.**

Current member of the Heritage and Landmark Commission.

6. **If you were referred by someone, please list.**

By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

Additional Information for Employment Applications:

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EQUAL EMPLOYMENT OPPORTUNITY: We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, or mental and/or physical disability.

BACKGROUND: Finalists for City jobs must successfully pass a background investigation and may be required to pass a pre-employment medical exam as a final condition of the job offer. Finalists for safety sensitive positions must also successfully pass a pre-employment drug-screening test.

PROBATIONARY PERIOD: New employees or employees changing job positions will be considered Trial service employees for at least six (6) months before attaining regular status.

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present

documentation verifying identity and employment eligibility. 10/20

This application was submitted by Birkeland, Doug

Signature_____

Date_____

EMPLOYMENT APPLICATION



City of Canby
222 NE 2nd Ave

Canby, Oregon - 97013
<http://www.canbyoregon.gov>
Varner, Jennifer
Committee, Board, Commission Member

Received: 5/12/22 5:22 PM
For Official Use Only:

QUAL: _____
DNQ: _____

- Experience
- Training
- Other: _____

PERSONAL INFORMATION

POSITION TITLE:
Committee, Board, Commission Member
NAME: (Last, First, Middle)
Varner, Jennifer

Job Number:
VOL - 2022
PERSON ID:
23560762

ADDRESS: (Street, City, State, Zip Code)
[REDACTED]
Canby, OR 97013

HOME PHONE:
[REDACTED]

EMAIL ADDRESS:
[REDACTED]

NOTIFICATION PREFERENCE:
Email

PREFERENCES

SHIFTS YOU WILL ACCEPT:
Day , Evening
WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Full Time

OBJECTIVE:
Detailed, highly accurate and focused clerical/office assistant with medical office and records experience. Daily tasks are managed with customer-centered focus while maintaining productivity, efficiency, and positive attitude.

Agency - Wide Questions

Nothing Entered For This Section

Job Specific Supplemental Questions

1. If employed, who is your employer and what is your position?

I am currently employed by SMS Auto Fabrics in Canby as an Auto Upholstery Apprentice.

2. Which Board, Commission, or Committee are you applying to serve on?

HERITAGE & LANDMARK COMMISSION

What are your community interests (committees, organizations, special activities)?

As a previous small business owner here in Canby, I had the privilege to serve and get to know many of Canby's citizens. Now that my business is closed, I would like the opportunity to serve the community in a capacity that is close to my heart- preservation and education of those who have helped build our community. I have not had the privilege of serving on a committee yet and I feel the Heritage and Landmark Commission would be a great fit.

What are your major interests or concerns in the City's programs?

With so many things rapidly changing and growing, I feel it is even more important to preserve the history of this community (and beyond). We cannot forget where we came from. If I can help in that venture, I am more than happy to do so.

Why are you interested in this volunteer position?

My previous answers likely answered this question but I value the history of our city, state, and country. There is much to learn from the past and those who have gone before us. I would like to not only be of service to that cause but also educate others as to why preserving the stories of the past is important as well.

Please share your experience and educational background.

I had training as a Medical Assistant a few years after graduating high school, and my second child was on the way. I had a front office position and found out my third child was on the way. I decided at that time being a stay at home mom was the best career choice for me. I raised three sons and put in about 6 years of homeschooling, provided day care, spent 7 years volunteering with church activities and Cub and Boy Scouts, and started my first business doing alterations and custom sewing in 2007. Life took a turn but I entered college again to get training and raise my children alone. I endured some hardship but was determined to restart my business again someday. My sons are grown and two are married. I even got my first grandchild at the young age of 42. After about 5 years working at Nordstrom as a cleaner and production worker and then 2 years in public service at the VA, I restarted my sewing and alterations business in 2020 here in Canby, That Sew Fits by Jen. I had to close in March due to rapid changes that were out of my control. Thankfully SMS Auto Fabrics is training me to learn a new skill set in the Vintage Auto Upholstery Industry!

7. Please list any other City or County positions on which you serve or have served.

This would be my first time to serve on any kind of city position!

8. If you were referred by someone, please list.

A previous client of mine, Ron Burns, is actually a current member!

By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

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with all its orders, rules, regulations, safety policies, and performance standards. Upon hire, I will provide proof as required on the US Government, I-9 form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that my employment will be terminated.

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This application was submitted by Varner, Jennifer

Signature_____

Date_____

EMPLOYMENT APPLICATION



City of Canby
222 NE 2nd Ave

Canby, Oregon - 97013
<http://www.canbyoregon.gov>
Brooks, Lois, M.
Library Advisory Board Member

Received: 5/21/22 2:10 PM
For Official Use Only:
QUAL: _____
DNQ: _____

• Experience
• Training
• Other: _____

PERSONAL INFORMATION

POSITION TITLE: Library Advisory Board Member	Job Number: 2022- LB
NAME: (Last, First, Middle) Brooks, Lois, M.	PERSON ID: 22677987

ADDRESS: (Street, City, State, Zip Code)
[Redacted]
Canby, OR 97013

HOME PHONE:
[Redacted]

EMAIL ADDRESS: [Redacted]	NOTIFICATION PREFERENCE: Email
-------------------------------------	--

PREFERENCES

SHIFTS YOU WILL ACCEPT:
WHAT TYPE OF JOB ARE YOU LOOKING FOR?
TYPES OF WORK YOU WILL ACCEPT:
OBJECTIVE:
To utilize my knowledge, skills and experiences to help an organization advance its human resources capabilities.

Agency - Wide Questions

Nothing Entered For This Section

Job Specific Supplemental Questions

What are your community interests (committees, organizations, special activities)?
1. Six years as a member of the Friends of the Library Board and current member and volunteer in the Friends' bookstore. Also a current member of the Library Advisory Board although my term expires June 30, 2022.
What are your major interests or concerns in the City's programs?

2. I believe a robust library is the heart of any city and our library is part of what makes Canby so special.

3. **Why are you interested in this volunteer position?**

To ensure the library continues to be relevant and meet the needs of the community.

Please share your experience and educational background.

Education - Masters in Business Administration; Bachelor's in French Literature. Experience - Retired as the head of

4. Human Resources in a software company. Strong legal and people management skills. Volunteer with TAO (Technology Association of Oregon) and AEA (American Electronics Association). Chaired Human Resource committee for both organizations. Prior Chair of the Friends of the Library for 4 years (2 two year terms).

5. **Please list any other City or County positions on which you serve or have served.**

N/A

6. **If you were referred by someone, please list.**

Suzy Stutes

By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

Additional Information for Employment Applications:

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This application was submitted by Brooks, Lois, M.

Signature_____

Date_____

EMPLOYMENT APPLICATION



City of Canby
222 NE 2nd Ave

Canby, Oregon - 97013
<http://www.canbyoregon.gov>
Jones, Jacqueline, M
Traffic Safety Commissioner

Received: 6/2/22 12:39 PM
For Official Use Only:

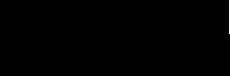
QUAL: _____
DNQ: _____

- Experience
- Training
- Other: _____

PERSONAL INFORMATION

POSITION TITLE: Traffic Safety Commissioner	Job Number: 2022-TSC
NAME: (Last, First, Middle) Jones, Jacqueline, M	PERSON ID: 11157492

ADDRESS: (Street, City, State, Zip Code)



HOME PHONE:



EMAIL ADDRESS:	NOTIFICATION PREFERENCE:
	Email

PREFERENCES

SHIFTS YOU WILL ACCEPT:

Day , Evening , Weekends

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

Agency - Wide Questions

Nothing Entered For This Section

Job Specific Supplemental Questions

What are your community interests (committees, organizations, special activities)?

I currently serve on the Canby Traffic Safety Commission. I have been the Chairperson for the Canby SW

1. Neighborhood Association and do my best to keep the neighborhood updated with city and county information. I am

a Clackamas County Coalition member working with Clackamas County and different city agencies regarding the opioid epidemic. I am also a committee member of the Coffee Creek Women's Prison Advisory Board.

What are your major interests or concerns in the City's programs?

2. My major interest regarding the city programs is to make sure that as our city grows that we figure out how to reduce the growing pains that come along with this. I like being able to have my voice and the voice of the neighborhood heard at the city meetings.

Why are you interested in this volunteer position?

3. I currently serve on Canby's Traffic Safety Commission and would like to continue doing so. I have been an active member and also directed the Crosswalk safety video that our commission did with the fire and police departments. I feel very strongly about traffic safety and want to continue to work with our commission on more prevention videos and topics for the community.

Please share your experience and educational background.

4. Portland State University Master of Science Criminology and Criminal Justice June 2022 Bachelor of Arts Criminology and Criminal Justice June 2018 •Alpha Phi Sigma Criminal Justice Honor Society Current experience working for Oregon PERS Office Specialist II Intake and Review Clackamas County Health Dept outside Administrative support consultant October 2021-01/2022 Albertina Kerr Centers Direct Service Professional and manager 1993-2018

Please list any other City or County positions on which you serve or have served.

5. SW Neighborhood Association Chairperson October 2015- Present Transportation Safety Commission Committee Member May 2015-Present Parks and Recreation Advisory Board Member May 2010-September 2017 Clackamas County Alliance 2019- Present Clackamas County Coalition 2019-Present

6. If you were referred by someone, please list.

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This application was submitted by Jones, Jacqueline, M

Signature_____

Date_____



**CITY OF CANBY
COMMITTEE, BOARD, &
COUNCIL APPOINTMENT APPLICATION**

Date: 05/27/2022 Position Applying For: Traffic Safety Comm.

Name: Eric Ronald Van Zandt Occupation: Medically Retired

Home Address: [REDACTED], Canby Or. 97013

Employer: None Position: _____

Daytime Phone: [REDACTED] 9 Evening Phone: Same

E-Mail Address: [REDACTED]

What are your community interests (committees, organizations, special activities)?

Started 2nd grade here in Canby and Graduated in 1989 and continue to live here in Canby. Current member of Canby Rod & Gun Club. Was a volunteer firefighter for Canby Fire Dist. # 62.

What are your major interests or concerns in the City's programs?

Continued Canby growth while keeping it's: "small town charm." And accessibility to assist Canby's current traffic impact manageable while interacting with ever changing traffic problems created from I-5 and 205 and the upcoming 99E project.

Reason for your interest in this position:

Possible use my past experience in my EMS history to prevent or assist in current or future traffic interactions via traffic patterns and interactions with pedestrians and bicyclist while here in Canby

Experience and educational background:

<i>EMT Intermediate</i>	<i>American Medical Response Clackamas & SSD</i>	<i>07/02 – 01/21</i>
<i>EMS Battalion Chief</i>	<i>South Sherman Fire and Rescue</i>	<i>09/18 - 06/19</i>
<i>Cashier / Gun Counter</i>	<i>Cabela's Tualatin Store</i>	<i>08/14 – 10/16</i>
<i>ED Tech</i>	<i>Legacy Health Systems at Meridian Park Hospital</i>	<i>01/08 – 01/09</i>
<i>Cardiac Monitor Tech</i>	<i>Legacy Health Systems at Emanuel Hospital</i>	<i>12/07 – 01/09</i>
<i>FF / EMT</i>	<i>Volunteer Firefighter Program Canby Fire Dist. 62</i>	<i>1994 – 2003</i>
<i>Security Supervisor</i>	<i>Oregon Arena Corp. Rose Quarter</i>	<i>05/95 – 04/01</i>

List any other City or County positions on which you serve or have served: ***Current Member of Traffic Safety Committee***

Referred by (if applicable): _____

Please return to: City of Canby - Attn: City Recorder

PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013

Phone: 503.266.0733 Fax: 503.266.7961 Email: bissetm@canbyoregon.gov

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page.

10/2019

Date Received: _____ Date Appointed: _____ Term Expires: _____

Date Resigned: _____ Destruction Date: _____



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Todd Wood, Transit & Fleet Services Director

Agenda Item: Consider Ordinance No. 1575: An Ordinance Authorizing the City Administrator to purchase nine bus shelters with solar lighting and benches, one standalone bench, and one solar light from Brasco International of Madison Heights, Michigan.

Goal: Plan a Transportation System that eases the impacts of growth

Objective: N/A

Summary

In 2020, Canby Area Transit applied for and was awarded a grant to improve 10 bus stops along 99E within the City of Canby's Urban Growth Boundary. The project is tied to ODOT's project to resurface and improve the intersections along 99E. ODOT will prepare six of the stops and the City will prepare four of the stops. The City will install shelters and benches at nine of the stops and a bench at one stop. The City will maintain the shelters and benches at all ten stops.

Background

Canby Area Transit owns and maintains two shelters along the CAT Route 99X. The existing shelters are at the Canby Transit Center in Canby. At the Route 99X bus stops in Oregon City and Woodburn riders enjoy the use of facilities owned and maintained by TriMet and Woodburn Transit Service. This leaves 37 unimproved bus stops on the CAT Route 99X along Highway 99E.

Bus shelters have long been a desire along the 99E corridor. The project to resurface 99E along with the availability of Federal funds represented the ideal time to add the much needed improvements to the system.

Discussion

In early 2019, the City had conversations with Robert DeVassie, ODOT Project Manager, regarding an ODOT project to resurface Highway 99E between Pine Street and Berg Parkway.

In 2020, the City applied for and was awarded 5339 Federal Grant fund in the amount of \$266,900 with a required 25% match in order to improve the 10 identified stops.

Improving Route 99X bus stops is specifically mentioned on pages 34 and 35 of Volume II: Transit Master Plan for Canby Area Transit (October 25, 2017).

The stops inside the Canby Urban Growth Boundary (CUGB) are designated as the Canby fixed-route service area and enjoy the most frequent bus service. The other stops along the Route 99X outside the CUGB are considered commuter service bus stops. The 10 stops identified in this request are highly used stops along the most congested section of the Route 99X. Improving these stops will be the first step toward improving all bus stops along the route.

After evaluating the stop usage it was decided that the first stops to be improved should be the ones that have the most frequent service, are most visible to Canby residents, and are also among the most frequently used bus stops.

This project includes engineering, permitting, property coordination, excavation, sidewalk and shelter construction and acquisition of required equipment to improve ten (10) CAT Route 99X bus stops along Highway 99E within the Canby Urban Growth Boundary. Six (6) of these bus stops are located within ODOT's 99E K18775 OR 99E Pine Street - Berg Parkway repaving project. The City has been working with Robert DeVassie, ODOT Project Manager to include the six (6) bus stop improvements in the scope of work for the repaving project. The four (4) additional stop improvements are north of the project area and within the Canby Urban Growth Boundary. The city has been working with Curran-Mcleod consulting engineers to design the four additional stop locations.

This portion of the project is for the purchase of nine bus stops with benches and lighting, and one stand-alone bench with a solar light.

Attachments

Ordinance No. 1575
Shelter Bid
Shelter Pictures

Fiscal Impact

The cost of the Project is as follows:
Estimated total project cost: \$375,000

Shelter Hardware: \$81,950

This represents the cost for shelters, benches, lighting, powder coating, and shipping.

Recommendation

Staff recommends that the Council authorize the City Administrator to purchase nine shelters with solar lighting, ten benches, one standalone solar light each with powder coating and delivery in the amount of Eighty One Thousand, Nine Hundred and Fifty dollars (\$81,950).

Proposed Motion

I move to adopt **Ordinance No. 1575**: An Ordinance Authorizing the City Administrator to purchase nine bus shelters with solar lighting and benches, one standalone bench, and one solar light from Brasco International of Madison Heights, Michigan.

ORDINANCE NO. 1575

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE BUS SHELTERS, BENCHES AND LIGHTING FROM BRASCO INTERNATIONAL OF MADISON HEIGHTS, MICHIGAN

WHEREAS, the City of Canby/Canby Area Transit (CAT) wishes to add bus shelters and seating to 10 stops along 99E;

WHEREAS, CAT received grant contract no.34228 from ODOT – Rail and Public Transit Division for \$266,900 in 5339 Capital funds to provide a portion of the funding to purchase and install 9 shelters and 10 benches with lighting with a match rate of 25%;

WHEREAS, the estimated total cost of the project is \$375,000;

WHEREAS, the grant funds including match and additional funds for the proposed project are included in the adopted budget for fiscal year 2021/22 for the City of Canby;

WHEREAS, the project will work in conjunction with ODOT and the O99E project;

WHEREAS, the City will purchase and install the shelters, benches and Lighting;

WHEREAS, the City received a quote from BRASCO International in the amount of \$81,950 including nine shelters with solar lighting, ten benches, and one standalone solar light including powder coating and delivery; and

WHEREAS, the City will install the shelters once preparation of each site is complete.

NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

1. The City Administrator is hereby authorized and directed to make, execute and declare in the name of the City of Canby (Canby Area Transit) and on its behalf, an appropriate Purchase Order with BRASCO International:
 - Purchase Order including nine shelters with solar lighting, ten benches, one standalone solar light each with powder coating and delivery in the amount of Eighty One Thousand, Nine Hundred and Fifty dollars (\$81,950)

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 1, 2022 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 15, 2022 commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor in Canby, Oregon.

Melissa Bisset, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 15th of June, 2022 by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder



QUOTE

Quote Number: 051822LS02
 Quote Date: May 18, 2022
 Quote Expiration: 30 Days from Quote Date
 Return to: lsweeney@brasco.com

Quoted for:

Todd Wood
 City of Canby, OR
 WoodT@canbyoregon.gov
 (503) 266-0751

PREPARED BY		PROJECT NAME	PAYMENT TERMS (WITH APPROVED CREDIT)	LEAD TIME	
Lauren Sweeney		Slimline Series Shelters	Net 30 Days	±20-22 Weeks from Approvals	
QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL	
8	SL-0408-F-0-AR-PC-TG-1-0-S	4' x 8' Slimline Series Aluminum Structure Three Sided: Full Sided with Open Front 1/4" Clear Tempered Safety Glass Wall Panels Clear or Dark Bronze Anodized Aluminum Finish Arched Roof with Clear, White, or Bronze Structured Polycarbonate Glazing	\$6,250	\$50,000	
1	SL-0408-C-0-AR-PC-TG-1-0-S	4' x 8' Slimline Series Aluminum Structure Three Sided: Cantilevered Side Walls with Open Front 1/4" Clear Tempered Safety Glass Wall Panels Clear or Dark Bronze Anodized Aluminum Finish Arched Roof with Clear, White, or Bronze Structured Polycarbonate Glazing	\$5,975	\$5,975	
9	Powder Coat Finish	Powder Coat Painted Finish in Lieu of Standard Anodized Finish—RAL TBD	\$700	\$6,300	
9	Solar Lighting Package	Solar Lighting Package with Solar Panel, Battery, Solar Controller, Vented Aluminum Enclosure, and LED Lighting For General Illumination	\$1,575	\$14,175	
9	Wall Mounted Bench	4' Wall Mounted Aluminum Bench with Backrest in Matching Finish	\$300	\$2,700	
1	SolStop Head & Button	SolStop Solar Lighting Head and Push Button Activation with Sign Plate 20 Watt Solar Panel, 5 Watt LED Lighting, Battery and Solar Controller/Timer Powder Coat Painted Finish—RAL TBD	\$1,375	\$1,375	
1	Mounting Pole	3" x 3" x 9' Square Aluminum Mounting Pole For SolStop Head and Button Powder Coat Painted Finish—RAL TBD	\$575	\$575	
1	Touchless Sensor	Touchless Activation Sensor for SolStop in Lieu of Standard Push-Button Activation	\$200	\$200	
1	4' Pedestal Bench	4' Freestanding Aluminum Pedestal Bench with Backrest Powder Coat Painted Finish—RAL TBD	\$650	\$650	
Option 1	6' Pedestal Bench	6' Freestanding Aluminum Pedestal Bench with Backrest Powder Coat Painted Finish—RAL TBD	\$825	Not Included	
Option 2	8' Pedestal Bench	8' Freestanding Aluminum Pedestal Bench with Backrest Powder Coat Painted Finish—RAL TBD	\$1,075	Not Included	
Option 3	Trash Receptacle	Eclipse 32 Gallon Perforated Aluminum Trash Receptacle with Bonnet Lid	\$750	Not Included	
			Subtotal	\$81,950	
			Freight	Included	
			Total	\$81,950	

This is a quotation on the above products listed and is subject to the conditions noted below.

Prices are subject to change after quote expiration date. Payment terms are subject to change per Brasco's Financial Credit Approval Process.

Offloading shipments is the responsibility of the customer. Please note that a forklift with 8' forks is required unless otherwise noted in writing. Structures must be anchored into concrete or as otherwise specified; all anchoring hardware is included.

*Structural Engineering with Stamped Drawings and Structural Calculations is an additional \$975 per shelter model.
 Concrete Pad Design and Analysis is an additional \$500, if required.

Lead time begins after all approvals including drawings, color selections, applicable deposits, etc. Our lead times have temporarily increased due to COVID-19. Our production team is doing everything possible to return our lead times to normal. Thank you for your understanding and patience.

Signature of Acceptance*

Date

Print Name

Title

*The above prices, specifications and conditions are satisfactory and are hereby accepted. Brasco International, Inc. is authorized to proceed with the supply of products as noted. Brasco International, Inc. is a vendor and not a contractor or subcontractor. Brasco International, Inc. is not subject to any payment retainerage or liquidated damages. All Brasco standard terms and conditions of sale apply.

We Thank You For Your Business

32400 Industrial Dr. Madison Heights, MI 48071 • P: (313) 393-0393 F: (313) 393-0499
 www.BRASCO.com





Brasco International, Inc. ("Brasco") Standard Terms and Conditions of Sale

The Brasco International, Inc. Standard Terms and Conditions of Sale ("Terms and Conditions") are incorporated herein by reference and form part of this agreement. This quotation shall be valid for 30 days unless otherwise withdrawn by Brasco prior to Purchaser accepting. Purchaser's issuance of either a purchase order or an acceptance shall constitute an acceptance of the Brasco Terms and Conditions. Acceptance shall be in writing. Any additional terms or modifications to the Brasco Terms and Conditions proposed by Purchaser, whether in a purchaser order or otherwise, are expressly rejected by Brasco and not part of the agreement between Brasco and Purchaser. The agreement between Brasco and the Purchaser shall be referred to herein and in the Brasco Terms and Conditions as the "Contract". This quote constitutes an offer to sell products and services on terms expressed herein and shall be construed as inviting acceptance from the Purchaser.

Terms of Payment. Notwithstanding anything contained herein, payment shall be due in accordance with the terms of Brasco's Acknowledgment ("Acknowledgment"), which will be generated upon receipt by Brasco of the Purchaser's signature on the Quote or receipt by Brasco of the Purchaser's signature on the Acknowledgment. An invoice will be generated by Brasco pursuant to the terms of payment under the Contract once Brasco has completed the Order, and the due date for the payment of balance due under the Contract shall be on the invoice.

Warranties. Components not manufactured by Brasco shall be covered by their relevant manufacturer's warranty only. Brasco Products must be installed in accordance with Brasco's installation instructions. The workmanship, design and machined components on the Products are warranted to conform to the applicable specifications and to be free from defects in workmanship and materials for the relevant period listed in Fig. 1. All warranties begin from the date of delivery (DOD). Brasco will transfer ownership and good title to the Products free and clear of liens and rights of third parties. THE FOREGOING WARRANTIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, ARISING BY LAW OR CUSTOM, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. ALL IMPLIED WARRANTIES ARE HEREBY EXPRESSLY DISCLAIMED.

FIG. 1: STANDARD PRODUCT WARRANTIES FROM DATE OF DELIVERY

General Product Workmanship	1 Year	
Powder Coat Finish	1 Year	
Solar Panels	1 Year	
Solar Lighting Mounting Hardware	1 Year	
LED Light Fixture & Engine	1 Year	
Wire Harnesses and Connectors	1 Year	
Solar Charge Controller	1 Year	
Solar Batteries	1 Year	Sealed lead acid batteries will self-discharge in storage. Batteries should be stored indoors at a recommended 68 degrees Fahrenheit for maximum shelf life. Batteries should be installed no later than 3 months of delivery or battery warranties will be void.

Limited Remedies. Any warranty claims by Purchaser shall be communicated to Brasco in writing. Failure by Purchaser to give written notice of claim within the stated warranty period shall be deemed an absolute and unconditional waiver of Purchaser's warranty claim. Purchaser's sole and exclusive remedy for a valid warranty claim is either repair or replacement of the Products or a full refund of the price paid by Purchaser for the Products (which remedy shall be selected by Brasco). The remedy does not include the cost of installation, removal, dismantling, or reinstallation and is limited to replacement parts. Shipping and handling fees are not included under warranty terms and are the responsibility of the Purchaser. Purchaser will provide Brasco with access to all available warranty data and the Products. Purchaser will also provide Brasco with an opportunity to participate in root cause analysis performed by Purchaser concerning the Products. Brasco shall have no liability to the extent Products are or have been: (a) modified by Purchaser or a third party; (b) modified by Brasco at Purchaser's request; (c) made to specifications not provided by Brasco; (d) used or installed in a way not known to Brasco or operated under conditions not known to Brasco; or (e) subject to misuse, abuse or improper storage, installation or maintenance.

Payment Late Charges, Certain Remedies and Recovery of Expenses. Except as otherwise provided in the Acknowledgment, all payments are due thirty (30) days from the date of Brasco's invoice and shall be paid in United States currency. Purchaser shall pay a charge equal to the lesser of (i) the highest rate allowable by law or (ii) 1.5% per month (18% per annum) of the unpaid balance with respect to any late payments. In addition, Purchaser shall pay all costs and expenses incurred by Brasco, including actual attorney's fees, which were incurred in connection with enforcing the Contract and/or collecting any past due payments. Brasco shall have the right of setoff, the right to terminate the Contract and/or the right to suspend further deliveries under the Contract and/or other agreements with Purchaser, the right to recover damages in addition to any other remedies available to Brasco as a matter of law, in the event Purchaser fails to make any payment when due. Brasco may require full or partial payment in advance of shipment if, in Brasco's opinion, the credit or financial condition of Purchaser is, or is about to become, impaired. If Purchaser requests delayed shipment, Brasco may bill for Products when ready for shipment and charge reasonable daily storage fees. Purchaser shall not have any right of setoff against Brasco. The remedies available to Brasco for Purchaser's breach are intended to be as flexible as permissible and cumulative to the fullest extent permissible and no choice of any one or more remedies is intended to constitute an election of remedies which would limit the ability to assert other remedies.





Brasco International, Inc. ("Brasco") Standard Terms and Conditions of Sale

Limitation of Liability:

NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, EXCEPT FOR BREACH OF OBLIGATIONS OF CONFIDENTIALITY OR MISAPPROPRIATION OF INTELLECTUAL PROPERTY, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND ARISING FROM OR RELATING TO THE OBLIGATIONS UNDER THIS CONTRACT. THE TERM "CONSEQUENTIAL DAMAGES" SHALL INCLUDE, BUT NOT BE LIMITED TO, LOSS OF ANTICIPATED PROFITS, LOSS OF USE, LOSS OF REVENUE AND COST OF CAPITAL. NEITHER PARTY MAY BRING ANY ACTION, REGARDLESS OF FORM, ARISING OUT OF TRANSACTIONS UNDER THE CONTRACT, MORE THAN TWO (2) YEARS AFTER THE CAUSE OF ACTION HAS ACCRUED. EXCEPT FOR PERSONAL INJURY OR DEATH DUE TO BRASCO'S MISCONDUCT, the parties agree that the total damages that can be awarded in any claim by PURCHASER relating to BRASCO's obligations under this CONTRACT (WHETHER BASED IN CONTRACT, TORT OR OTHERWISE), shall not exceed the combined total of amounts paid by PURCHASER to BRASCO under the CONTRACT. THE PARTIES EXPRESSLY AGREE THAT THE ABOVE LIMITATIONS ON LIABILITY PROVISIONS SHALL REMAIN IN FULL FORCE AND EFFECT EVEN IF IT IS FOUND THAT PURCHASER'S EXCLUSIVE REMEDY FAILS OF ITS ESSENTIAL PURPOSE.

Cancellation. A. Purchaser may cancel an order for "Convenience" via written notice to Brasco within 5 business days from the date of receipt by Brasco of the Purchaser's signature on the Quote or receipt by Brasco of the Purchaser's signature on the Acknowledgment and no cancellation fee shall be due Brasco. Cancellations of orders for reasons other than for Convenience as referred to above must be in writing and agreed to in advance by Brasco. Such cancellations are subject to a cancellation charge equal to the greater of the actual costs incurred by Brasco during the performance period or a 50% cancellation fee.

Shipping and Delivery. Brasco shall not be liable for delays or failure in performance when caused by circumstances beyond Brasco's reasonable control. If Purchaser does not provide shipping and routing instructions, Brasco shall be the sole judge of the best method of routing shipment. All sales of Products are F.O.B. Brasco's plant. Risk of loss of the Products shall transfer to Purchaser upon delivery of the Products to the common carrier.

Modifications and Delays. Brasco reserves the right to modify or change portions of this Contract should any assumptions specified be determined to be incorrect, or if new/ additional information relative to this Contract become available.

Termination by Brasco. In addition to any other rights to terminate the Contract or suspend performance under the Contract, (A) Brasco may, upon written notice to Purchaser immediately terminate all or any part of the Contract or suspend performance under the Contract, without any liability to the Purchaser and without waiving its right to damages, (a) if Purchaser (i) repudiates, breaches, or threatens to breach any of the terms of the Contract, (ii) fails to accept or threatens not to accept Products in accordance with the Contract, (iii) fails to make timely payment, or (b) upon the occurrence or threat of insolvency or bankruptcy of Purchaser; (B) Purchaser shall purchase and pay Brasco immediately for all unique raw materials, work in process and finished goods under the Contract; (C) Purchaser shall reimburse Brasco for all preparation and other expenses incurred by Brasco and/ or its subcontractors in connection with the Contract ad for all other losses and costs arising from the termination.

Lead Times. Lead time is the window of time necessary to complete an order, after the approvals process is complete. The approvals process includes satisfying Brasco's credit terms and written approval of Brasco's preliminary engineering drawings. Once all approvals are complete, the lead time begins, wherein detailed engineering paperwork is completed, stamped calculations are ordered, material is purchased, and the order is fabricated. For orders that endure a lengthy approvals process, lead times may shift between the time the order was placed and approved. Additionally, third party lead times and availability can directly impact Brasco's lead times, therefore Brasco shall not be liable for any damages (actual or liquidated) caused by acts outside of its control that arise from third party suppliers.

Change Orders. Design, material, finish and quantity changes by the Purchaser to an order after preliminary engineering approval drawings are provided by Brasco are subject to a Change Order fee. Fees include a minimum administrative fee of \$105.00, with relevant material cost and additional labor fees applied.

Purchaser Approvals. In accordance with the terms of this Contract, Purchaser agrees to timely execute and return to Brasco an approval of each set of drawings provided to Purchaser by Brasco including, but not limited to, Preliminary Elevation Drawings and Detailed Engineering Drawings. Failure by the Purchaser to timely execute and return to Brasco an approval of drawings provided by Brasco negatively effects lead time of the order and if same occurs, Brasco in its sole discretion shall have the unilateral right to increase the lead time to complete and deliver the order to the Purchaser or terminate the Contract.

Rejections and Returns. Purchaser will be deemed to have inspected and accepted all delivered Products unless written notice of rejection specifying the basis therefore in reasonable detail, is provided to Brasco within 10 days after delivery. Purchaser may not return Products that are not timely rejected without Brasco's prior written approval.

Taxes. A 6% Sales tax will be billed to Michigan businesses, entities and municipalities as applicable under Michigan State law. If your business is tax exempt, please provide a Sales Tax-Exempt Certificate. Sales tax will not be billed to businesses, entities and municipalities outside the jurisdiction of the State of Michigan and is the sole responsibility of said entity to pay within its respective jurisdiction where applicable.

Governing Law, Jurisdiction and Venue. The Contract shall be governed by and construed in accordance with the laws of the State of Michigan without reference to the choice of law principles thereof. Each party irrevocably submits to the jurisdiction of the Courts of the State of Michigan and the United States District Court for the Eastern District of Michigan and hereby waives, to the fullest extent it may effectively do so, the defense of an inconvenient forum to the maintenance of such action or proceeding.

Severability. If any provision of this Agreement is or becomes illegal, void or invalid, that shall not affect the legality and validity of the other provisions.



QUOTE

Quote Number: 092920LS03
 Quote Date: September 29, 2020
 Quote Expiration: 30 Days from Quote Date
 Return to: lsweeney@brasco.com

Quoted for:

Todd Wood
 Canby Area Transit
woodt@canbyoregon.gov
 (503) 266-0751

PREPARED BY	PROJECT NAME	PAYMENT TERMS (WITH APPROVED CREDIT)	LEAD TIME
Lauren Sweeney	Slimline Series Shelter	Net 30 Days	±16-18 Weeks from Approvals



4' x 8' Slimline Series Aluminum Structure

Three Sided; Full Side Walls with Open Front

Clear or Dark Bronze Anodized Aluminum Finish

1/4" Clear Tempered Safety Glass Wall Panels

Arched Roof with Clear, White, or Bronze Structured Polycarbonate Glazing



32400 Industrial Dr. Madison Heights, MI 48071 • P: (313) 393-0393 F: (313) 393-0499





City Council Staff Report

Meeting Date: 06/15/2022

To: Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Curt McLeod, PE
CURRAN-McLEOD, INC

Agenda Item: Consider Ordinance No. 1576 authorizing the City Administrator to execute a Contract with ML Houck Construction Co. in the amount of \$1,893,228.65 for Construction of the 2022 Street and Utility Improvements Project.

Goal: Plan a Transportation System that Eases the Impacts of Growth

Summary

On May 19, 2022, the City of Canby received five bids for the 2022 Street and Utility Improvement Project, also known as the Locust Street Project. This staff report is to recommend the City Council approve award of the construction contract to ML Houck Construction Company in the amount of \$1,893,228.65.

Background

This project previously bid in 2021 and all bids were rejected due to bidding irregularities. This year the project was redesigned, and additional work was included on NW 10th & Birch Street, N Maple Lane, and NE Territorial Road.

A bid tabulation is attached, and a summary of all bids is listed below:

1	ML Houck Construction Co	\$1,893,228.65
2	Eagle-Elsner, Inc.	\$2,005,499.50
3	Canby Excavating, Inc.	\$2,208,599.00
4	Icon Construction*	\$2,394,195.00
5	Pacific Excavation, Inc.	\$2,522,000.00

* Icon Construction bid was deemed non-responsive

Discussion

This solicitation was advertised and completed in compliance with the public bid statutes in ORS 279C, as a formal bid process. Of the five bids, all were reviewed for compliance with the bidding requirements. Minor math errors were noted in four of the five bids, although it did not impact the ranking of the low bid.

The fourth low bid was received from Icon Construction, and they did not submit a first Tier Disclosure Statement. As a result, this bid was deemed non-responsive and rejected. The remaining four bids were deemed to be responsive and responsible.

ML Houck Construction Company has been active in the construction industry for 30 years and have no complaints, disciplinary actions, or debts noted on their CCB file.

Attachments

1. Ordinance No. 1576
2. Bid Tabulation

Fiscal Impact

This project is being funded with a combination of Federal Fund Exchange Grant through ODOT and System Development Charges and is budgeted for FY 2021 and FY 2022.

Options

1. Approve the contract as presented.
2. Modify the ordinance to include an Emergency Clause to accelerate project completion.

Recommendation

That the City of Canby approve Ordinance No. 1576 authorizing the City Administrator to execute a contract with M. L. Houck Company in the amount of \$1,893,228.65 for the 2022 Street and Utility Improvements project.

Proposed Motion

I move to adopt Ordinance No. 1576 authorizing the City Administrator to execute a contract with M. L. Houck Construction in the amount of \$1,893,228.65 for the 2022 Street and Utility Improvements project.

ORDINANCE NO. 1576

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH ML HOUCK CONSTRUCTION CO. IN THE AMOUNT OF \$1,893,226.65 FOR CONSTRUCTION OF THE 2022 STREET AND UTILITY IMPROVEMENTS PROJECT

WHEREAS, in accordance with the Public Contract requirements in ORS 279C, the City of Canby has heretofore formally advertised and received bids for the 2022 Street and Utility Improvements Project;

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on April 27, 2022;

WHEREAS, five (5) bids were received and opened on May 19, 2022, at 2:00 pm in the City Hall Mt Hood Conference Room, and the bids were read aloud, with the summary of bids as listed below:

1	ML Houck Construction Co.	\$1,893,228.65
2	Eagle-Elsner, Inc.	\$2,005,499.50
3	Canby Excavating, Inc.	\$2,208,599.00
4	Icon Construction*	\$2,394,195.00
5	Pacific Excavation, Inc.	\$2,522,000.00

** Icon Construction was deemed non-responsive for failure to submit a first tier disclosure

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, June 1, 2022, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

WHEREAS, the Canby City Council determined that the low responsive bid was that of M. L. Houck Construction Company.

NOW THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with ML Houck Construction Company for the 2022 Street and Utility Improvements Project in the amount of \$1,893,228.65.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, June 1, 2022; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, June 15, 2022, after the hour of 7:30 PM at the Council Meeting Chambers located at 222 NE 2nd Avenue, Canby, Oregon.

Melissa Bisset, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 15th day of June 2022, by the following vote:

YEAS_____

NAYS_____

Brian Hodson, Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder

CITY OF CANBY
2022 Street & Utility Improvements
Bid Date: Thursday, May 19, 2022

1 2 3 4 5

BID TABULATION				M.L. Houck Construction	Eagle-Elsner	Canby Excavating	Icon Construction & Development	Pacific Excavation
Schedule A: NW 10th Ave & Birch Street Sanitary Sewer								
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total
A. Site Preparation								
A.1	Mobilization, Bonds & Insurance	1	LS	\$ 15,000.00	\$ 4,000.00	\$ 9,950.00	\$ 15,000.00	\$ 22,000.00
				\$ 15,000.00	\$ 4,000.00	\$ 9,950.00	\$ 15,000.00	\$ 22,000.00
A.2	Temporary Protection & Direction of Traffic	1	LS	\$ 4,600.00	\$ 8,000.00	\$ 2,250.00	\$ 10,000.00	\$ 9,000.00
				\$ 4,600.00	\$ 8,000.00	\$ 2,250.00	\$ 10,000.00	\$ 9,000.00
A.3	Erosion & Sediment Control	1	LS	\$ 2,350.00	\$ 1,000.00	\$ 950.00	\$ 2,500.00	\$ 1,500.00
				\$ 2,350.00	\$ 1,000.00	\$ 950.00	\$ 2,500.00	\$ 1,500.00
A.4	Site Restoration Including 4" of HMA Repair in 2 Lifts, and "C" Curb and 6" Driveway Concrete Repair as needed	1	LS	\$ 9,400.00	\$ 6,257.00	\$ 4,200.00	\$ 7,500.00	\$ 9,000.00
				\$ 9,400.00	\$ 6,257.00	\$ 4,200.00	\$ 7,500.00	\$ 9,000.00
Subtotal Site Preparation				\$ 31,350.00	\$ 19,257.00	\$ 17,350.00	\$ 35,000.00	\$ 41,500.00
A. Sanitary Sewer								
A.5	Sawcut AC & Concrete Surfaces	300	LF	\$ 3.00	\$ 3.00	\$ 3.00	\$ 4.50	\$ 2.00
				\$ 900.00	\$ 900.00	\$ 900.00	\$ 1,350.00	\$ 600.00
A.6	8" PVC 3034 Sanitary Including Trench Excavation and Select Backfill	93	LF	\$ 149.10	\$ 220.00	\$ 163.00	\$ 125.00	\$ 260.00
				\$ 13,866.30	\$ 20,460.00	\$ 15,159.00	\$ 11,625.00	\$ 24,180.00
A.7	6" PVC 3034 Sanitary Lateral Including Trench Excavation, Select Backfill, Tee and Fernco Coupling to Existing	24	LF	\$ 136.70	\$ 195.00	\$ 214.00	\$ 145.00	\$ 210.00
				\$ 3,280.80	\$ 4,680.00	\$ 5,136.00	\$ 3,480.00	\$ 5,040.00
A.8	48" Diameter Manhole Over Existing Line	1	Ea.	\$ 4,500.00	\$ 8,700.00	\$ 12,100.00	\$ 5,500.00	\$ 7,200.00
				\$ 4,500.00	\$ 8,700.00	\$ 12,100.00	\$ 5,500.00	\$ 7,200.00
A.9	Plug Existing Service Line	3	Ea.	\$ 300.00	\$ 1,000.00	\$ 1,200.00	\$ 500.00	\$ 400.00
				\$ 900.00	\$ 3,000.00	\$ 3,600.00	\$ 1,500.00	\$ 1,200.00
A.10	8" Cleanout Detail	1	Ea.	\$ 980.00	\$ 2,200.00	\$ 1,350.00	\$ 1,000.00	\$ 2,000.00
				\$ 980.00	\$ 2,200.00	\$ 1,350.00	\$ 1,000.00	\$ 2,000.00
Subtotal Sanitary Sewer				\$ 24,427.10	\$ 39,940.00	\$ 38,245.00	\$ 24,455.00	\$ 40,220.00
TOTAL SCHEDULE A:				\$ 55,777.10	\$ 59,197.00	\$ 55,595.00	\$ 59,455.00	\$ 81,720.00
Schedule B: N. Knott Street & NE 4th Avenue Storm Drain								
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total
B. Site Preparation								
B.1	Mobilization, Bond & Insurance	1	LS	\$ 15,000.00	\$ 2,000.00	\$ 9,200.00	\$ 12,500.00	\$ 20,000.00
				\$ 15,000.00	\$ 2,000.00	\$ 9,200.00	\$ 12,500.00	\$ 20,000.00
B.2	Temporary Protection & Direction of Traffic	1	LS	\$ 4,600.00	\$ 5,000.00	\$ 2,100.00	\$ 8,500.00	\$ 8,000.00
				\$ 4,600.00	\$ 5,000.00	\$ 2,100.00	\$ 8,500.00	\$ 8,000.00
B.3	Erosion & Sediment Control	1	LS	\$ 2,200.00	\$ 500.00	\$ 950.00	\$ 2,500.00	\$ 1,500.00
				\$ 2,200.00	\$ 500.00	\$ 950.00	\$ 2,500.00	\$ 1,500.00
B.4	Site Restoration and 4" of HMA in 2 Lifts	1	LS	\$ 7,700.00	\$ 3,600.00	\$ 4,500.00	\$ 5,000.00	\$ 3,000.00
				\$ 7,700.00	\$ 3,600.00	\$ 4,500.00	\$ 5,000.00	\$ 3,000.00
Subtotal Site Preparation				\$ 29,500.00	\$ 11,100.00	\$ 16,750.00	\$ 28,500.00	\$ 32,500.00
B. Storm Drain								
B.5	Sawcut AC & Concrete Surfaces	150	LF	\$ 3.00	\$ 3.00	\$ 3.00	\$ 4.50	\$ 2.00
				\$ 450.00	\$ 450.00	\$ 450.00	\$ 675.00	\$ 300.00
B.6	10" HDPE Pipe including Trench Excavation, Select Backfill	41	LF	\$ 130.15	\$ 180.00	\$ 130.00	\$ 165.00	\$ 110.00
				\$ 5,336.15	\$ 7,380.00	\$ 5,330.00	\$ 6,765.00	\$ 4,510.00
B.7	48" Diameter Drywell	1	Ea.	\$ 25,885.00	\$ 26,000.00	\$ 17,250.00	\$ 6,000.00	\$ 26,000.00
				\$ 25,885.00	\$ 26,000.00	\$ 17,250.00	\$ 6,000.00	\$ 26,000.00
B.8	G-2 Catch Basin	2	Ea.	\$ 3,415.00	\$ 2,800.00	\$ 3,050.00	\$ 6,250.00	\$ 3,500.00
				\$ 6,830.00	\$ 5,600.00	\$ 6,100.00	\$ 12,500.00	\$ 7,000.00
Subtotal Storm Drain				\$ 38,501.15	\$ 39,430.00	\$ 29,130.00	\$ 25,940.00	\$ 37,810.00
TOTAL SCHEDULE B:				\$ 68,001.15	\$ 50,530.00	\$ 45,880.00	\$ 54,440.00	\$ 70,310.00
Schedule C: N. Locust Street Reconstruction & NE 9th Avenue Sanitary Sewer								
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total
C. Site Preparation								
C.1	Mobilization, Bonds & Insurance	1	LS	\$ 48,200.00	\$ 50,000.00	\$ 172,400.00	\$ 35,000.00	\$ 160,520.00
				\$ 48,200.00	\$ 50,000.00	\$ 172,400.00	\$ 35,000.00	\$ 160,520.00
C.2	Temporary Protection & Direction of Traffic	1	LS	\$ 9,050.00	\$ 40,000.00	\$ 8,450.00	\$ 50,000.00	\$ 30,000.00
				\$ 9,050.00	\$ 40,000.00	\$ 8,450.00	\$ 50,000.00	\$ 30,000.00
C.3	Erosion & Sediment Control	1	LS	\$ 4,015.00	\$ 3,000.00	\$ 9,750.00	\$ 10,000.00	\$ 17,000.00
				\$ 4,015.00	\$ 3,000.00	\$ 9,750.00	\$ 10,000.00	\$ 17,000.00
C.4	Common Excavation (Estimated Depth 18")	3,000	CY	\$ 19.29	\$ 29.00	\$ 34.65	\$ 105.00	\$ 48.00
				\$ 57,870.00	\$ 87,000.00	\$ 103,950.00	\$ 315,000.00	\$ 144,000.00
C.5	Tree Removal and Stump Grinding	4	Ea.	\$ 2,000.00	\$ 4,000.00	\$ 4,900.00	\$ 1,500.00	\$ 6,000.00
				\$ 8,000.00	\$ 16,000.00	\$ 19,600.00	\$ 6,000.00	\$ 24,000.00
C.6	Remove and Reinstall Existing Signs with V-Loc Base	7	Ea.	\$ 100.00	\$ 305.00	\$ 155.00	\$ 250.00	\$ 600.00
				\$ 700.00	\$ 2,135.00	\$ 1,085.00	\$ 1,750.00	\$ 4,200.00
C.7	New Sign Post w/ V-Loc Base	3	Ea.	\$ 300.00	\$ 500.00	\$ 300.00	\$ 500.00	\$ 800.00
				\$ 900.00	\$ 1,500.00	\$ 900.00	\$ 1,500.00	\$ 2,400.00
C.8	Remove, Salvage and Reinstall Existing Mail/Paper Boxes on New Post with New V-Loc Base (single)	5	Ea.	\$ 415.00	\$ 500.00	\$ 350.00	\$ 350.00	\$ 1,400.00
				\$ 2,075.00	\$ 2,500.00	\$ 1,750.00	\$ 1,750.00	\$ 7,000.00
C.9	Remove, Salvage and Reinstall Existing Mail/Paper Boxes on New Post with New V-Loc Base (Multiple)	7	Ea.	\$ 668.00	\$ 675.00	\$ 450.00	\$ 750.00	\$ 2,300.00
				\$ 4,676.00	\$ 4,725.00	\$ 3,150.00	\$ 5,250.00	\$ 16,100.00
C.10	Thermoplastic Stop Bar (12" wide)	50	SF	\$ 23.77	\$ 20.00	\$ 28.00	\$ 32.00	\$ 22.00
				\$ 1,188.50	\$ 1,000.00	\$ 1,400.00	\$ 1,600.00	\$ 1,100.00
C.11	Sawcut AC & Concrete Surfaces (Locust)	250	LF	\$ 3.00	\$ 3.75	\$ 3.00	\$ 4.50	\$ 2.00
				\$ 750.00	\$ 937.50	\$ 750.00	\$ 1,125.00	\$ 500.00
C.12	Site Restoration	1	LS	\$ 4,820.00	\$ 10,000.00	\$ 31,000.00	\$ 10,000.00	\$ 25,000.00
				\$ 4,820.00	\$ 10,000.00	\$ 31,000.00	\$ 10,000.00	\$ 25,000.00
Subtotal Site Preparation				\$ 142,244.50	\$ 218,797.50	\$ 354,185.00	\$ 438,975.00	\$ 431,820.00

BID TABULATION				M.L. Houck Construction	Eagle-Elsner	Canby Excavating	Icon Construction & Development	Pacific Excavation
C. Paving & Surfacing								
C.13	1 "-0" Crushed Rock Base (12" deep)	4,750	SY	\$ 39.76	\$ 18.00	\$ 24.00	\$ 9.50	\$ 30.00
				\$ 188,860.00	\$ 85,500.00	\$ 114,000.00	\$ 45,125.00	\$ 142,500.00
C.14	Standard Concrete Curb & Gutter or Gutter Pan Against Existing Curb, Including Excavation and 6" Leveling Rock	2,700	LF	\$ 33.76	\$ 30.00	\$ 28.00	\$ 36.00	\$ 30.00
				\$ 91,152.00	\$ 81,000.00	\$ 75,600.00	\$ 97,200.00	\$ 81,000.00
C.15	Concrete 'C' Curb Including Excavation 6" Leveling Rock	60	LF	\$ 47.13	\$ 48.00	\$ 46.00	\$ 45.00	\$ 55.00
				\$ 2,827.80	\$ 2,880.00	\$ 2,760.00	\$ 2,700.00	\$ 3,300.00
C.16	6" Concrete Residential Driveway including Excavation and 2" Leveling Rock	660	SY	\$ 125.04	\$ 125.00	\$ 138.00	\$ 155.00	\$ 160.00
				\$ 82,526.40	\$ 82,500.00	\$ 91,080.00	\$ 102,300.00	\$ 105,600.00
C.17	6" Concrete Residential Driveway including Excavation and 4" Leveling Rock and 6x6x10 Gauge WWF/Mesh	65	SY	\$ 130.55	\$ 130.00	\$ 145.00	\$ 175.00	\$ 160.00
				\$ 8,485.75	\$ 8,450.00	\$ 9,425.00	\$ 11,375.00	\$ 10,400.00
C.18	4" Concrete Sidewalk or Driveway including Excavation and 2" Leveling Rock	520	SY	\$ 82.39	\$ 90.00	\$ 101.00	\$ 130.00	\$ 122.00
				\$ 42,842.80	\$ 46,800.00	\$ 52,520.00	\$ 67,600.00	\$ 63,440.00
C.19	ADA Truncated Domes	6	Ea.	\$ 1,100.00	\$ 1,000.00	\$ 1,160.00	\$ 2,500.00	\$ 1,200.00
				\$ 6,600.00	\$ 6,000.00	\$ 6,960.00	\$ 15,000.00	\$ 7,200.00
C.20	1/2" Dense Mix AC Pavement, Level II (4" depth)	1,100	Tons	\$ 116.17	\$ 103.00	\$ 122.00	\$ 145.00	\$ 120.00
				\$ 127,787.00	\$ 113,300.00	\$ 134,200.00	\$ 159,500.00	\$ 132,000.00
C.21	Crushed Rock Driveway Restoration	40	Tons	\$ 28.00	\$ 100.00	\$ 74.00	\$ 150.00	\$ 55.00
				\$ 1,120.00	\$ 4,000.00	\$ 2,960.00	\$ 6,000.00	\$ 2,200.00
C.22	Concrete Block Retaining Wall	150	SF	\$ 117.41	\$ 35.00	\$ 33.00	\$ 225.00	\$ 60.00
				\$ 17,611.50	\$ 5,250.00	\$ 4,950.00	\$ 33,750.00	\$ 9,000.00
Subtotal Paving & Surfacing				\$ 569,813.25	\$ 435,680.00	\$ 494,455.00	\$ 540,550.00	\$ 556,640.00
C. Storm Drain								
C.23	12" HDPE Pipe Including Trench	470	LF	\$ 86.15	\$ 125.00	\$ 112.00	\$ 122.00	\$ 102.00
				\$ 40,490.50	\$ 58,750.00	\$ 52,640.00	\$ 57,340.00	\$ 47,940.00
C.24	10" HDPE Pipe including Trench Excavation and Select Backfill	238	LF	\$ 78.00	\$ 150.00	\$ 95.00	\$ 165.00	\$ 80.00
				\$ 18,564.00	\$ 35,700.00	\$ 22,610.00	\$ 39,270.00	\$ 19,040.00
C.25	Remove Existing Catch Basin and Cap End of Pipe	5	Ea.	\$ 519.15	\$ 700.00	\$ 575.00	\$ 5,000.00	\$ 900.00
				\$ 2,595.75	\$ 3,500.00	\$ 2,875.00	\$ 25,000.00	\$ 4,500.00
C.26	Type G-2 Catch Basin	5	Ea.	\$ 2,920.00	\$ 2,800.00	\$ 2,750.00	\$ 6,250.00	\$ 3,500.00
				\$ 14,600.00	\$ 14,000.00	\$ 13,750.00	\$ 31,250.00	\$ 17,500.00
C.27	Curb Inlet Catch Basin	5	Ea.	\$ 3,250.00	\$ 3,000.00	\$ 3,250.00	\$ 4,200.00	\$ 3,800.00
				\$ 16,250.00	\$ 15,000.00	\$ 16,250.00	\$ 21,000.00	\$ 19,000.00
C.28	Pollution Control Manhole	2	Ea.	\$ 7,500.00	\$ 11,000.00	\$ 11,180.00	\$ 4,500.00	\$ 10,000.00
				\$ 15,000.00	\$ 22,000.00	\$ 22,360.00	\$ 9,000.00	\$ 20,000.00
C.29	Standard 48" Diameter Manhole	3	Ea.	\$ 4,885.00	\$ 7,000.00	\$ 6,000.00	\$ 11,000.00	\$ 4,000.00
				\$ 14,655.00	\$ 21,000.00	\$ 18,000.00	\$ 33,000.00	\$ 12,000.00
C.30	Connect to Existing Catch Basin	2	Ea.	\$ 350.00	\$ 1,200.00	\$ 1,700.00	\$ 2,950.00	\$ 2,000.00
				\$ 700.00	\$ 2,400.00	\$ 3,400.00	\$ 5,900.00	\$ 4,000.00
C.31	Connect to Existing Drywell	4	Ea.	\$ 408.00	\$ 1,200.00	\$ 4,000.00	\$ 3,200.00	\$ 2,000.00
				\$ 1,632.00	\$ 4,800.00	\$ 16,000.00	\$ 12,800.00	\$ 8,000.00
Subtotal Storm Drain				\$ 124,487.25	\$ 177,150.00	\$ 167,885.00	\$ 234,560.00	\$ 151,980.00
C. Sanitary Sewer								
C.32	Locust Street 8" PVC 3034 SDR 35 Gravity Sewer Main including Trench Excavation and select Backfill, and 4" HMAc Trench Repair	1,400	LF	\$ 130.04	\$ 230.00	\$ 146.00	\$ 85.00	\$ 175.00
				\$ 182,056.00	\$ 322,000.00	\$ 204,400.00	\$ 119,000.00	\$ 245,000.00
C.33	NE 9th Avenue 8" PVC 3034 SDR 35 Gravity Sewer Main including Saw Cut Trench Excavation, Select Backfill	500	LF	\$ 158.07	\$ 230.00	\$ 144.00	\$ 210.00	\$ 200.00
				\$ 79,035.00	\$ 115,000.00	\$ 72,000.00	\$ 105,000.00	\$ 100,000.00
C.34	6" Sewer Lateral including Cleanout, Trench Excavation, and Select backfill, Short Side	21	Ea.	\$ 2,100.00	\$ 1,200.00	\$ 2,540.00	\$ 2,450.00	\$ 3,000.00
				\$ 44,100.00	\$ 25,200.00	\$ 53,340.00	\$ 51,450.00	\$ 63,000.00
C.35	6" Sewer Lateral including Cleanout, Trench Excavation, and Select backfill, Long Side	22	Ea.	\$ 2,550.00	\$ 1,600.00	\$ 3,550.00	\$ 3,500.00	\$ 3,600.00
				\$ 56,100.00	\$ 35,200.00	\$ 78,100.00	\$ 77,000.00	\$ 79,200.00
C.36	6" Sewer Lateral including Cleanout, Trench Ex, Sel. Bfl. w/Blackwater Valve, Long Side	1	Ea.	\$ 3,842.00	\$ 1,600.00	\$ 5,580.00	\$ 6,500.00	\$ 4,500.00
				\$ 3,842.00	\$ 1,600.00	\$ 5,580.00	\$ 6,500.00	\$ 4,500.00
C.37	6" Sewer Lateral including Short Reconnection to Existing Services w/o Cleanout	2	Ea.	\$ 1,610.00	\$ 1,800.00	\$ 2,050.00	\$ 1,500.00	\$ 1,900.00
				\$ 3,220.00	\$ 3,600.00	\$ 4,100.00	\$ 3,000.00	\$ 3,800.00
C.38	48" Diameter Manhole	5	Ea.	\$ 4,900.00	\$ 7,500.00	\$ 5,650.00	\$ 3,600.00	\$ 6,700.00
				\$ 24,500.00	\$ 37,500.00	\$ 28,250.00	\$ 18,000.00	\$ 33,500.00
C.39	Connect to Existing Manhole	2	Ea.	\$ 525.00	\$ 1,200.00	\$ 4,025.00	\$ 3,500.00	\$ 3,400.00
				\$ 1,050.00	\$ 2,400.00	\$ 8,050.00	\$ 7,000.00	\$ 6,800.00
C.40	Minor Existing Manhole Adjust	2	Ea.	\$ 750.00	\$ 400.00	\$ 755.00	\$ 2,500.00	\$ 1,400.00
				\$ 1,500.00	\$ 800.00	\$ 1,510.00	\$ 5,000.00	\$ 2,800.00
Subtotal Sanitary Sewer				\$ 395,403.00	\$ 543,300.00	\$ 455,330.00	\$ 391,950.00	\$ 538,600.00
C. Street Lighting								
C.41	Utility Trenching as Directed Including Excavation and Select Backfill	150	LF	\$ 22.25	\$ 35.00	\$ 45.00	\$ 85.00	\$ 60.00
				\$ 3,337.50	\$ 5,250.00	\$ 6,750.00	\$ 12,750.00	\$ 9,000.00
Subtotal Street Lighting				\$ 3,337.50	\$ 5,250.00	\$ 6,750.00	\$ 12,750.00	\$ 9,000.00
TOTAL SCHEDULE C:				\$ 1,235,285.50	\$ 1,380,177.50	\$ 1,478,605.00	\$ 1,618,785.00	\$ 1,688,040.00

Schedule D: Maple Lane Sanitary Sewer & Overlay								
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total
D. Site Preparation								
D.1	Mobilization, Bonds & Insurance	1	LS	\$ 22,000.00	\$ 9,000.00	\$ 23,850.00	\$ 12,500.00	\$ 29,000.00
				\$ 22,000.00	\$ 9,000.00	\$ 23,850.00	\$ 12,500.00	\$ 29,000.00
D.2	Temporary Protection & Direction of Traffic	1	LS	\$ 4,650.00	\$ 5,000.00	\$ 8,400.00	\$ 10,000.00	\$ 16,000.00
				\$ 4,650.00	\$ 5,000.00	\$ 8,400.00	\$ 10,000.00	\$ 16,000.00
D.3	Erosion & Sediment Control	1	LS	\$ 2,180.00	\$ 1,000.00	\$ 4,875.00	\$ 2,500.00	\$ 1,000.00
				\$ 2,180.00	\$ 1,000.00	\$ 4,875.00	\$ 2,500.00	\$ 1,000.00
D.4	Site Restoration	1	LS	\$ 4,850.00	\$ 2,000.00	\$ 8,320.00	\$ 3,000.00	\$ 4,000.00
				\$ 4,850.00	\$ 2,000.00	\$ 8,320.00	\$ 3,000.00	\$ 4,000.00
Subtotal Site Preparation				\$ 33,680.00	\$ 17,000.00	\$ 45,445.00	\$ 28,000.00	\$ 50,000.00
D. Paving & Surfacing								
D.5	C' Curb Construction	100	LF	\$ 47.14	\$ 90.00	\$ 36.00	\$ 27.00	\$ 49.00
				\$ 4,714.00	\$ 9,000.00	\$ 3,600.00	\$ 2,700.00	\$ 4,900.00
D.6	Grind Existing Pavement (6' wide, 2" to 0" Depth) Including Disposal of Waste Material	800	LF	\$ 14.25	\$ 12.00	\$ 9.00	\$ 10.00	\$ 11.00
				\$ 11,400.00	\$ 9,600.00	\$ 7,200.00	\$ 8,000.00	\$ 8,800.00
D.7	2" HMAc Overlay, Including All Labor, Equipment, Material Tack Coat, Placement and Sand Seal Joints	195	Tons	\$ 140.00	\$ 115.00	\$ 141.00	\$ 157.00	\$ 130.00
				\$ 27,300.00	\$ 22,425.00	\$ 27,495.00	\$ 30,615.00	\$ 25,350.00
Subtotal Paving & Surfacing				\$ 43,414.00	\$ 41,025.00	\$ 38,295.00	\$ 41,315.00	\$ 39,050.00

BID TABULATION				M.L. Houck Construction	Eagle-Elsner	Canby Excavating	Icon Construction & Development	Pacific Excavation
D. Sanitary Sewer								
D.8	8" PVC 3034 Sanitary Including Saw Cut, Trench Excavation, Select Backfill, Cleanout, and 4" HMAc Trench Repair	424	LF	\$ 153.75	\$ 235.00	\$ 206.00	\$ 105.00	\$ 210.00
				\$ 65,190.00	\$ 99,640.00	\$ 87,344.00	\$ 44,520.00	\$ 89,040.00
D.9	6" Sewer lateral including Saw Cut, Trench Excavation, Select Backfill, Cleanout, and 4" of HMAc Trench Restoration (Short Side)	4	Ea.	\$ 2,150.00	\$ 1,200.00	\$ 2,570.00	\$ 2,950.00	\$ 3,000.00
				\$ 8,600.00	\$ 4,800.00	\$ 10,280.00	\$ 11,800.00	\$ 12,000.00
D.10	6" Sewer lateral including Saw Cut, Trench Excavation, Select Backfill, Cleanout, and 4" of HMAc Trench Restoration (Long Side)	5	Ea.	\$ 2,450.00	\$ 1,700.00	\$ 6,490.00	\$ 3,800.00	\$ 3,500.00
				\$ 12,250.00	\$ 8,500.00	\$ 32,450.00	\$ 19,000.00	\$ 17,500.00
D.11	48" Diameter Standard Manhole	1	Ea.	\$ 4,900.00	\$ 7,000.00	\$ 6,325.00	\$ 3,600.00	\$ 6,500.00
				\$ 4,900.00	\$ 7,000.00	\$ 6,325.00	\$ 3,600.00	\$ 6,500.00
D.12	Connect to Existing Manhole	1	Ea.	\$ 525.00	\$ 1,800.00	\$ 4,050.00	\$ 1,200.00	\$ 3,200.00
				\$ 525.00	\$ 1,800.00	\$ 4,050.00	\$ 1,200.00	\$ 3,200.00
Subtotal Sanitary Sewer				\$ 91,465.00	\$ 121,740.00	\$ 140,449.00	\$ 80,120.00	\$ 128,240.00
TOTAL SCHEDULE D:				\$ 168,559.00	\$ 179,765.00	\$ 224,189.00	\$ 149,435.00	\$ 217,290.00
Schedule E: Territorial Road Street Improvements								
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total	Unit / Total
E. Site Preparation								
E.1	Mobilizing, Bonds & Insurance	1	LS	\$ 53,000.00	\$ 20,000.00	\$ 22,000.00	\$ 30,000.00	\$ 46,000.00
				\$ 53,000.00	\$ 20,000.00	\$ 22,000.00	\$ 30,000.00	\$ 46,000.00
E.2	Temporary Protection & Direction of Traffic	1	LS	\$ 9,550.00	\$ 15,000.00	\$ 33,900.00	\$ 50,000.00	\$ 45,000.00
				\$ 9,550.00	\$ 15,000.00	\$ 33,900.00	\$ 50,000.00	\$ 45,000.00
E.3	Erosion & Sediment Control	1	LS	\$ 4,395.00	\$ 2,000.00	\$ 5,500.00	\$ 5,000.00	\$ 3,200.00
				\$ 4,395.00	\$ 2,000.00	\$ 5,500.00	\$ 5,000.00	\$ 3,200.00
E.4	Sawcut AC & Concrete Surfaces	1,050	LF	\$ 3.00	\$ 3.00	\$ 3.00	\$ 4.50	\$ 2.00
				\$ 3,150.00	\$ 3,150.00	\$ 3,150.00	\$ 4,725.00	\$ 2,100.00
E.5	Remove, Salvage and Reinstall Mail/ Paper Boxes on New Post with V-Loc Base (single)	1	Ea.	\$ 415.00	\$ 500.00	\$ 350.00	\$ 350.00	\$ 1,400.00
				\$ 415.00	\$ 500.00	\$ 350.00	\$ 350.00	\$ 1,400.00
E.6	Remove, Salvage and Reinstall Existing Signs with V-Loc Base	1	Ea.	\$ 344.00	\$ 500.00	\$ 325.00	\$ 250.00	\$ 650.00
				\$ 344.00	\$ 500.00	\$ 325.00	\$ 250.00	\$ 650.00
E.7	New Sign & Post w/ V-Loc Base	4	Ea.	\$ 542.00	\$ 650.00	\$ 300.00	\$ 500.00	\$ 1,200.00
				\$ 2,168.00	\$ 2,600.00	\$ 1,200.00	\$ 2,000.00	\$ 4,800.00
E.8	Relocate Pedestrian Pushbutton Pole	1	Ea.	\$ 10,925.00	\$ 12,000.00	\$ 11,600.00	\$ 3,500.00	\$ 3,500.00
				\$ 10,925.00	\$ 12,000.00	\$ 11,600.00	\$ 3,500.00	\$ 3,500.00
E.9	Adjust Existing Manhole to Grade and Orientation	2	Ea.	\$ 2,500.00	\$ 1,300.00	\$ 1,320.00	\$ 1,000.00	\$ 1,300.00
				\$ 5,000.00	\$ 2,600.00	\$ 2,640.00	\$ 2,000.00	\$ 2,600.00
E.10	Site Restoration	1	LS	\$ 4,920.00	\$ 2,400.00	\$ 6,500.00	\$ 10,000.00	\$ 4,000.00
				\$ 4,920.00	\$ 2,400.00	\$ 6,500.00	\$ 10,000.00	\$ 4,000.00
Subtotal Site Preparation				\$ 93,867.00	\$ 60,750.00	\$ 87,165.00	\$ 107,825.00	\$ 113,250.00
E. Paving & Surfacing								
E.11	Common Excavation (Estimated Depth 16")	250	CY	\$ 19.29	\$ 31.00	\$ 31.20	\$ 95.00	\$ 66.00
				\$ 4,822.50	\$ 7,750.00	\$ 7,800.00	\$ 23,750.00	\$ 16,500.00
E.12	1"-0" Crushed Rock Base (12"deep)	550	SY	\$ 40.69	\$ 28.00	\$ 26.00	\$ 35.00	\$ 42.00
				\$ 22,379.50	\$ 15,400.00	\$ 14,300.00	\$ 19,250.00	\$ 23,100.00
E.13	Concrete 'C' Curb Including Excavation and 6" Leveling Rock	980	LF	\$ 39.43	\$ 35.00	\$ 33.00	\$ 45.00	\$ 44.00
				\$ 38,641.40	\$ 34,300.00	\$ 32,340.00	\$ 44,100.00	\$ 43,120.00
E.14	6" Concrete Commercial Driveway w/4" Leveling Rock & WWF Reinforcing	30	SY	\$ 138.55	\$ 150.00	\$ 151.00	\$ 155.00	\$ 170.00
				\$ 4,156.50	\$ 4,500.00	\$ 4,530.00	\$ 4,650.00	\$ 5,100.00
E.15	4" Concrete Sidewalk w/2" Leveling Rock	700	SY	\$ 94.45	\$ 77.00	\$ 101.00	\$ 130.00	\$ 122.00
				\$ 66,115.00	\$ 53,900.00	\$ 70,700.00	\$ 91,000.00	\$ 85,400.00
E.16	ADA Truncated Domes	5	Ea.	\$ 1,100.00	\$ 1,000.00	\$ 1,160.00	\$ 2,500.00	\$ 1,200.00
				\$ 5,500.00	\$ 5,000.00	\$ 5,800.00	\$ 12,500.00	\$ 6,000.00
E.17	1/2" Dense Mix HMAc Pavement (4" in 2 Lifts)	125	Tons	\$ 147.00	\$ 155.00	\$ 157.00	\$ 235.00	\$ 153.00
				\$ 18,375.00	\$ 19,375.00	\$ 19,625.00	\$ 29,375.00	\$ 19,125.00
E.18	Thermoplastic Stop Bars / Ped Crossing	450	SF	\$ 22.03	\$ 20.00	\$ 25.00	\$ 32.00	\$ 22.00
				\$ 9,913.50	\$ 9,000.00	\$ 11,250.00	\$ 14,400.00	\$ 9,900.00
Subtotal Paving & Surfacing				\$ 169,903.40	\$ 149,225.00	\$ 166,345.00	\$ 239,025.00	\$ 208,245.00
E. Storm Sewer								
E.19	18" HDPE Pipe including Trench Excavation & Native Backfill	410	LF	\$ 99.83	\$ 145.00	\$ 170.00	\$ 145.00	\$ 167.00
				\$ 40,930.30	\$ 59,450.00	\$ 69,700.00	\$ 59,450.00	\$ 68,470.00
E.19.1	12" HDPE Pipe including Trench Excavation & Select Backfill	355	LF	\$ 91.50	\$ 95.00	\$ 94.00	\$ 122.00	\$ 91.00
				\$ 32,482.50	\$ 33,725.00	\$ 33,370.00	\$ 43,310.00	\$ 32,305.00
E.19.2	12" DI Pipe including Trench Excavation & Select Backfill	18	LF	\$ 156.30	\$ 160.00	\$ 190.00	\$ 165.00	\$ 185.00
				\$ 2,813.40	\$ 2,880.00	\$ 3,420.00	\$ 2,970.00	\$ 3,330.00
E.20	10" HDPE Pipe including Trench Excavation and Select Backfill	30	LF	\$ 106.76	\$ 165.00	\$ 116.00	\$ 225.00	\$ 118.00
				\$ 3,202.80	\$ 4,950.00	\$ 3,480.00	\$ 6,750.00	\$ 3,540.00
E.21	G2 Catch Basin	2	Ea.	\$ 2,920.00	\$ 2,500.00	\$ 2,550.00	\$ 6,250.00	\$ 3,500.00
				\$ 5,840.00	\$ 5,000.00	\$ 5,100.00	\$ 12,500.00	\$ 7,000.00
E.22	Standard 48" Diameter Manhole	2	Ea.	\$ 4,890.00	\$ 6,700.00	\$ 6,150.00	\$ 5,500.00	\$ 4,200.00
				\$ 9,780.00	\$ 13,400.00	\$ 12,300.00	\$ 11,000.00	\$ 8,400.00
E.23	Connect 10" and 12" Storm to Existing Manhole	2	Ea.	\$ 408.00	\$ 1,100.00	\$ 3,875.00	\$ 2,500.00	\$ 1,600.00
				\$ 816.00	\$ 2,200.00	\$ 7,750.00	\$ 5,000.00	\$ 3,200.00
E.24	Connect 18" Storm to Existing Manhole	1	Ea.	\$ 408.00	\$ 1,000.00	\$ 4,450.00	\$ 3,000.00	\$ 1,900.00
				\$ 408.00	\$ 1,000.00	\$ 4,450.00	\$ 3,000.00	\$ 1,900.00
Subtotal Storm Sewer				\$ 96,273.00	\$ 122,605.00	\$ 139,570.00	\$ 143,980.00	\$ 128,145.00
E. Street Lighting								
E.25	Utility Trenching as Directed Including Excavation and Select Backfill	250	LF	\$ 22.25	\$ 13.00	\$ 45.00	\$ 85.00	\$ 60.00
				\$ 5,562.50	\$ 3,250.00	\$ 11,250.00	\$ 21,250.00	\$ 15,000.00
Subtotal Street Lighting				\$ 5,562.50	\$ 3,250.00	\$ 11,250.00	\$ 21,250.00	\$ 15,000.00
TOTAL SCHEDULE E:				\$ 365,605.90	\$ 335,830.00	\$ 404,330.00	\$ 512,080.00	\$ 464,640.00
TOTAL BASIC BID				\$ 1,893,228.65	\$ 2,005,499.50	\$ 2,208,599.00	\$ 2,394,195.00	\$ 2,522,000.00

Red denotes variation from written bid, after calculation. No resulting changes to ranking.



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

From: Scott Archer, City Administrator

Agenda Item: Ordinance No. 1577: An Ordinance authorizing the Canby City Administrator to amend the Ground Lease with Canby School District No. 86 to extend the term and create a Right of First Refusal.

Goal: Develop a more robust Parks & Recreation Program aligned with the Parks Master Plan

Objective: Explore partnership options with the School District for property sale, exchange, or long-term lease

Summary

Staff recommends Council approval of the attached Ground Lease Amendment with Canby School District for the property beneath and around the Canby Swim Center ("Pool") and Canby Adult Center. Because of the total value of the lease rate over the life of the agreement, Council will be required to adopt an accompanying ordinance.

Background

The Canby Swim Center ("Pool") and Canby Adult Center facilities are owned by the City of Canby. The City operates the Pool while the Adult Center is operated in partnership with the Friends of the Canby Adult Center, a non-profit organization. While the City owns the buildings, the property beneath and around the buildings is owned by Canby School District. The City leases the property used by the buildings via long-standing agreements with the School District over the course of several decades. The most current lease agreement was ratified in 2016. This agreement only provides a length of term for one year at a time, with a clause for one-year renewals so long as either party does not terminate the agreement. Each of these two City facilities are well-used and highly valued by the Canby community. The existing agreement does not provide assurance of a lease beyond one year at a time, which creates challenges and uncertainty for the City. This is particularly problematic for creating long-term planning and exploring upgrades and improvements to the aging facilities.

Discussion

The City Council expressed a desire for some type of a longer-term arrangement for the property on which the City-owned Canby Swim Center and Canby Adult Center facilities are located. This desire was further supported by the adopted 2022 City Council Goals and Objectives. Council directed staff to initiate formal negotiations with the Canby School District to seek a new agreement that would support the City's desire to have longer-term certainty, particularly for the purpose of being able to make investments in the facilities. The School District was highly cooperative and amenable to a longer-term lease arrangement. The parties quickly reached agreement on an amendment to the existing 2016 agreement. The Canby School Board has approved this amendment and we are now asking for Council's approval.

The proposed amendment alters the existing 2016 Ground Lease. Key terms of the amendment include:

- Terms of the Lease are modified to agreement on a ten (10) year lease effective July 1, 2022. At the end of ten years, the lease automatically renews for two (2) successive five (5) year per periods.

- Section 2.2 of the original ground lease is modified to acknowledge that the City provides use of the pool and services to the School District consistent with the historical school uses of the facility, at no additional cost. This includes swim lesson program and Canby High School swim team use.
- Right of First Refusal for the City. Should the School District attempt to sell the property associated with the Ground Lease during the term of this agreement, the City will have the first opportunity to consider purchasing the property.
- All other terms, condition, and provisions of the underlying Ground Lease remain the same.
- The City will continue to pay the base rent amount of \$20,000 annually. This is unchanged from the current agreement, and does not change over the life of the agreement.

Because the value of the lease rate to be paid by the City over the life of the agreement, an accompanying ordinance will be needed. The total amount of lease payments will be a minimum of \$200,000 and a maximum of \$400,000, depending on whether the renewal clauses are utilized at the end of each time period (10-20 years).

Attachments

2016 Ground Lease

2022 Ground Lease Amendment

Ordinance No. 1577

Fiscal Impact

\$200,000 - \$400,000

Options

1. Approve Ground Lease Amendment and adopt Ordinance No. 1577
2. Do not approve Ground Lease Amendment and do not adopt Ordinance No. 1577, leaving in place terms of the current 2016 Ground Lease.
3. Provide alternate direction to staff.

Recommendation

Staff recommends approval of Ground Lease Amendment and approval and adoption of accompanying Ordinance No. 1577

Proposed Motion

I move to pass Ordinance No. 1577, An Ordinance authorizing the Canby City Administrator to amend the Ground Lease with Canby School District No. 86 to extend the term and create a Right of First Refusal to a second reading on June 29, 2022.

Exhibit "A"

GROUND LEASE

THIS GROUND LEASE ("Lease") is entered into this 3rd day of August 2016 by and between the following parties:

LANDLORD: Canby School District No. 86
1130 South Ivy Street
Canby, OR 97013

and

TENANT: City of Canby, an Oregon
municipal corporation
PO Box 930
Canby, OR 97013

Landlord owns the fee title to the following property (the "Property"):

Legally described in Exhibit "A" attached hereto and incorporated herein by reference.

NOW, THEREFORE, Landlord hereby leases the Property to Tenant, and Tenant leases the Property from Landlord, on the terms and conditions set forth in this Lease:

1. Lease of Property to Tenant; Lease Term; Possession

1.1 **Lease of Property to Tenant.** Landlord hereby leases the Property to Tenant, and Tenant leases the Property from Landlord, for the term, at the rental, and upon all of the conditions set forth in this Lease.

1.2 **Term of Lease.** This Lease shall commence on the 1st day of August, 2016 (the "Commencement Date") for one (1) full lease year (plus the partial month, if any, in which this Lease commences), unless sooner terminated or extended as provided in this Lease.

1.3 **Option to Renew.** This Lease shall automatically renew for successive periods of one (1) year each on the following terms and conditions, unless either party wishing to terminate the Lease provides the other party notice of such intent to terminate the Lease on or before January 1st, prior to the expiration of the then existing Lease Term.

1.3.1 In the event of notification of cancellation, the Lease shall terminate thereafter on June 30th of such year;

1.3.2 Land lord may increase the amount of base rent for any renewal term by providing notice to Tenant on or before January 1st prior to the expiration of the then existing Term of Lease. Any increase in base rent shall become effective July 1st of that that year.

1.3.3 If the increase in base rent referenced above cannot be mutually agreed on by the parties hereto, the amount of increased base rent shall be fixed by three arbiters whose decision shall be binding on the parties. One arbiter shall be appointed by the Landlord, one by the Tenant, and one appointed by the other two arbiters. The fees and costs of such arbiters shall be shared equally by the parties.

1.4 **Possession.** Tenant will be entitled to possession of the Property for purposes of this Lease upon the mutual execution of this Lease.

1.5 **Property Leased "As Is".** Except as otherwise expressly set forth in this Lease, the Property is leased to Tenant in its "As Is" condition, subject to any and all patent and latent defects and faults, without reliance upon any representation by Landlord as to the condition or suitability of Property for any intended use or purpose by Tenant and without any representation or warranty by Landlord as to its compliance with applicable Legal Requirements (as defined below) or other matters, and Tenant further acknowledges that Tenant will be relying solely on its own skill, judgment and discretion in deciding whether to lease the property.

2. Rental

2.1 **Annual Base Rent.** (Initial Term). Tenant shall pay to Landlord as rent for the Property the sum of \$20,000 per year, in the form of monthly Lease payments of \$1,666.66, with the first payment due on or before July 31, 2010, and a similar payment to be made on or before the last day of each month thereafter through the entire Term of the Lease (the "rent" or sometimes referred to as the "base rent"). Rent for any partial month or partial year during the Term shall be a pro rata portion of the monthly or annual installment. Rent shall be payable in lawful money of the United States to Landlord at the address stated herein or to such other persons or at such other place as Landlord may designate in writing. Rent will commence as of the Commencement Date. The parties acknowledge that the rent payable under this Lease has been established to reflect the savings of below-market rent resulting from Landlord's and Tenant's respective exemption from taxation.

2.2 **Property Use as Rent.** Tenant agrees to offer use of pool and services to Landlord without charge, in the same manner and at a level of use equal to the average annual use of Landlord for the period beginning July 1, 2010 through June 30, 2015.

2.3 **Right to Adjust.** Tenant and Landlord mutually agree that should either party determine that the total value of Lease Payments, as determined by adding the Annual Base Ground Lease

Rents (as described in 2.1), and the value of Property Use Rent (as described in 2.2), is no longer a reliable estimate of a reasonable lease rate, Tenant and Landlord shall negotiate a revised lease rate as provided in Section 1.3 of this agreement.

2.4 **Additional Rent, No Offsets.** All payments required to be paid by Tenant under this Lease, other than base rent, will constitute additional rent. All rent (including base and additional rent) shall be received by Landlord without set-off, offset, abatement, or deduction of any kind.

2.5 **Net Lease.** The rental paid by Tenant shall be a fully net (sometimes referred to as "triple net" or "absolute net") return to Landlord, so that from and after the Commencement Date, this Lease shall yield the base rent to Landlord net of all operating costs, maintenance and repair costs, taxes, insurance charges, assessments, governmental charges, utility costs and fees, and all other expenses of whatever kind or nature pertaining to the operation of the Property. All such costs and expenses accruing after the Commencement Date shall be paid by Tenant as to the Property.

3. **Use of Property**

3.1 **Permitted Use.** Tenant shall use the Property primarily for the purpose of maintaining a community swimming pool thereon and for other related community recreation projects, including the Canby Adult Center, but for no other purposes. Tenant shall not cause or permit candy or other food products to be sold on the pool premises to school children during school hours; and Tenant shall not allow school aged children to smoke or loiter on the Property and will cooperate with Landlord or its agents in controlling any such activities. If Tenant proposes to change the use of the property, Tenant will not do so without first obtaining the prior consent of Landlord to such change in use, which consent may be withheld in Landlord's sole discretion.

3.2 **Parking Overflow.** Tenant may utilize the parking lot of Landlord's district office/Ackerman building when necessary to accommodate overflow parking from Tenant's use of the property after hours, on non-school days, and at other times when such use would not interfere with Landlord's school day parking needs.

3.3 **Compliance with Legal Requirements.** In connection with its use, Tenant shall keep and maintain the Property in compliance with all applicable laws, rules, regulations and ordinances of all federal, state, county, municipal and other public authorities having or claiming jurisdiction, and other recorded covenants, conditions and restrictions affecting the Property (collectively, the "Legal Requirements").

3.4 **Nondisturbance.** The rights of Tenant to the Property shall not be disturbed, cancelled, terminated or otherwise interfered with by Landlord during the Term of this Lease.

3.5 **Hazardous Substances.** Landlord represents and warrants that, as of the date of this Lease, and to the best of Landlord's knowledge, no hazardous substances have been generated, released, stored or deposited over, beneath, or on the Property from any source whatsoever by Landlord, its agents, independent contractors or invitees, other than Permitted Products (as defined below).

Tenant (as to the Property, during the Term) and Landlord (as to any adjoining property owned or operated by it, if any), have not, and shall not, allow or permit any Hazardous Substances to be generated, released, used, stored or deposited on or in the Property or adjoining property, except in the ordinary course of maintaining and operating such property and in strict compliance with applicable Environmental Laws (as defined below).

Tenant will indemnify, hold harmless, and defend Landlord, and its successors and assigns, from any and all claims, losses, damages, response costs and expenses arising out of or in any way relating to the presence of hazardous substances in, on, or beneath the Property that first occurred or accrued from and after the date of turnover of possession of the Property to Tenant, whether caused by Tenant or third parties.

The term "hazardous substances" is used in its very broadest sense, and refers to materials which because of their quantity, concentration, or physical, chemical, or infectious characteristics may cause or pose a present or potential hazard to human health or the environment when improperly handled, treated, stored, transported, disposed of, or otherwise managed. The term shall include, but is not limited to, all hazardous substances, hazardous materials and hazardous wastes listed by the U.S. Environmental Protection Agency and the state in which the Property is located under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Toxic Substances Control Act (TSCA), and the Federal Water Pollution Control Act (FWPCA), the Emergency Planning and Community Right-to-Know Act (EPCRA), the Clean Air Act (CAA) and any and all other federal, state and local statutes or ordinances applicable to the protection of human health or the environment (the "Environmental Laws"). However, the foregoing requirements and limitations will not apply to products such as landscape fertilizer, cleaning and other products and materials that are in ordinary quantities and customarily used in the cleaning, maintenance and operation of residential and commercial facilities (the "Permitted Products"), but each party will in any event cause any Permitted Products to be held or used in accordance with all applicable Environmental Laws.

4. **Maintenance; Taxes; Utilities**

4.1 **Maintenance.** Tenant will be responsible for maintaining the Property in good order, condition repair, operating condition, working order and appearance, and in accordance with all applicable Legal Requirements and Environmental Laws, including (without limitation) those requiring any structural or nonstructural alteration of the Ground Lease

Property (subject to any requirement of Tenant to obtain Landlord's consent herein) including, without limitation, all landscaping, buildings, driveways, parking lots, fences and signs located in the Property and all sidewalks and parkways adjacent to the Property.

4.2 **Taxes and Assessments.** Tenant shall pay (or cause to be paid) any property taxes, assessment and public charges ("taxes") on the land, and on the improvements thereon, subject to the provisions of this Lease.

4.3 **Tenant's Election to Contest.** Tenant may withhold payment of any tax or assessment on the Property if a good faith dispute exists as to the obligation to pay, so long as Landlord's property interest is not jeopardized. If the Property is subjected to a lien as a result of nonpayment, Tenant shall provide Landlord with assurances reasonably acceptable to Landlord that Tenant can and will satisfy the lien before enforcement against the Property.

4.4 **Utilities.** Tenant will be responsible for causing to be paid all charges for services and utilities incurred in connection with the use, occupancy and operation of the Property, including (without limitation) charges for electricity, gas, telephone service, water and sewer.

5. Liens and Indemnification

5.1 **Liens.** Tenant shall pay (or caused to be paid) as due all claims for work done on or for services rendered or material furnished to the Property, and shall keep the Property free from any liens which could result in foreclosure of Landlord's or Tenant's interest in the Property, except for financing by Tenant on its leasehold estate (which will bind Tenant's interest but not constitute a lien against Landlord's fee title). If Tenant fails to pay such claim or to discharge any lien Landlord may elect (in its discretion) to do so after at least ten (10) days' written notice to Tenant of Landlord's intention to do so, and in that event, Landlord may collect back from Tenant the amount so paid, as additional rent. Amounts paid by Landlord shall bear interest and be repaid by Tenant as provided in paragraph 10.4 below. Such payment by Landlord shall not constitute a waiver of any right or remedy Landlord may have because of Tenant's default.

5.2 **Indemnification.** Tenant (the "Indemnitor") shall indemnify the Landlord (the "Indemnitee") from any loss, liability, claim of liability or expense (including reasonable attorneys' fees and litigation expenses) arising out of or related to the Property or Building and arising out of or related to (i) any violation of law by the Indemnitor or its owners, agents, independent contractors, invitees, trespassers and employees (the "Covered Persons"), (ii) for any loss, injury or damage to Tenant or to any other person, or to its or their property, caused upon or about the Property, irrespective of the cause of such injury, damage or loss except to the extent caused by or resulting from the intentional torts of Landlord, or (iii) any negligent action or inaction of the Indemnitor or its Covered Persons. Further, Landlord shall not be liable: (i) for

any damage caused by other persons in, upon or about the Property, or caused by operations in construction of any work on the Property; or (ii) in any event for consequential damages, including lost profits of Tenant or any person claiming through or under Tenant. The provisions of this section shall survive the expiration or earlier termination of this Lease.

5.3 **Disclaimer of Landlord's Responsibilities.** Landlord shall not under any circumstances be liable to pay for any work, labor or services rendered or materials furnished to or for the account of Tenant, and no construction lien or other lien for such work, labor or services or material furnished shall attach to or affect the reversionary interest of Landlord in any building(s) or any construction, alteration, repair, or improvement erected or made by Tenant on the Property. Nothing contained in this Lease shall be deemed or construed in any way as constituting the request of consent of Landlord, either express or implied, to any contractor, subcontractor, laborer or materialman for the performance of any labor or the furnishing of any materials for any specific construction, alteration, repair or improvement to or on the Property or any part thereof, nor as giving Tenant any right, power or authority to contract for or permit the rendering of any services or the furnishing of any materials on behalf of Landlord that would give rise to the filing of any lien against Landlord's interest in the Property.

6. **Insurance; Restoration of Damage**

6.1 **Liability Insurance.** Tenant (as to the Property, during the Term) shall continuously maintain, at its expense, commercial general liability ("CGL") insurance with a combined single limit initially of \$2,000,000, or such greater amount approved by the parties as may from time to time customarily be furnished by tenants under comparable leases. Tenant shall name the Landlord as an additional insured, and the liability insurance will otherwise comply with paragraph 6.2 below.

6.2 **Form of Insurance.** All policies may be part of blanket coverage relating to properties owned or leased by Tenant. Tenant will deliver to Landlord certificates of such insurance coverage prior to or concurrent with Tenant's obtaining possession of the Property and thereafter, as to policy renewals, Tenant will deliver to Landlord certificates of coverage (or other confirmation of arrangements for coverage) within 15 days prior to the expiration of the term of each such policy. Tenant's insurance shall name Landlord as an additional insured. All of Tenant's insurance shall provide for thirty (30) days' written notice to Landlord prior to cancellation, non-renewal or material modification.

7. **Condemnation**

If the entire Property is condemned, or if a portion is taken which causes the remainder to be reasonably unusable for the use permitted hereunder, then this Lease shall terminate as of the date upon which possession of the Property is taken by the

condemning authority. The net condemnation proceeds shall be divided between Landlord and Tenant in proportion to the value of their respective interests in the Property immediately prior to the taking. If only a portion of the Property is taken and this Lease is not terminated, then (i) Tenant shall use the condemnation proceeds to make necessary repairs and alterations to the Property to permit Tenant to continue its operations thereon, and (ii) the remaining balance, if any, of the condemnation award attributable to the Property and Building shall be divided between Landlord and Tenant in proportion to the value of their respective interests in the Property immediately prior to the taking.

Tenant will be entitled to retain any award specifically made to Tenant for interruption of business, moving expenses, or the taking of Tenant's improvements, equipment or fixtures. Landlord will be entitled to any award specifically made to Landlord as severance damages for the effect of any taking on any adjoining property owned by Landlord that is not part of the Property under this Lease.

In the event of condemnation, rent shall be abated during the period of restoration, and shall be reduced for the remainder of the lease Term to the extent and in the same proportion as the reduction in the fair market rental value of the Property caused by the Property. Sale of all or a part of the Property to a purchaser with the power of eminent domain in the face of a threat or the probability of the exercise of the power shall be treated as a taking by condemnation.

8. **Transfers by Tenant.**

8.1 **Transfers Prohibited Without Consent.** Tenant shall not assign, pledge, hypothecate, encumber or otherwise transfer its leasehold interest and interest in the improvements on the Property without the written consent of Landlord, which consent may be withheld in Landlord's sole discretion. An unauthorized transfer under this section shall be deemed a default of this Lease and entitle Landlord to terminate this Lease.

9. **Events of Default**

The following shall be "Events of Default":

9.1 **Unauthorized Transfer.** Tenant's assignment, pledge, sublease, encumbrance or other transfer of Tenant's leasehold interest or the building on the Property without the prior written consent of Landlord.

9.2 **Payment Default.** Failure of Tenant to make any rent or other payment to be made to Landlord under this Lease within 20 days after receipt of written notice of nonpayment.

9.3 **Default in Other Covenants.** Failure of Tenant to comply with any other term or condition or fulfill any other obligation of this Lease within 30 days after written notice by Landlord specifying the nature of the default with reasonable
Ground Lease

particularity. If the default is of such a nature that it cannot be remedied fully within the 30-day period, this requirement shall be satisfied if Tenant begins correction of the default within the 30-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.

9.4 **Notice of Action to Retake or File Suit.** Prior to taking any action to re-enter or retake possession of the Property, or to sue Tenant for damages for default, Landlord will provide Tenant with at least ten days' notice of Landlord's intent to pursue the particular remedy or remedies if the default is not cured within such time period. Such notice may be given concurrently with or separately from the notices specified above.

10. **Remedies on Default**

Upon default, after expiration of notice and cure periods provided in Section 9, Landlord may exercise any one or more of the following remedies:

10.1 **Termination.** In the event of a default the Lease may be terminated at the option of Landlord by written notice to Tenant. Whether or not the Lease is terminated by election of Landlord or otherwise, Landlord shall be entitled to recover damages from Tenant for the default, and Landlord may reenter, take possession of the Property and remove any persons or personal property by legal action or by self-help with the use of reasonable force and without liability for damages and without having accepted a surrender.

10.2 **Re-letting.** Following reentry or abandonment, Landlord may re-let the property and in that connection may make any suitable alterations or refurbish the Property, or both, or change the character or use of the Property, but Landlord shall not be required to re-let for any use or purpose other than that specified in the lease or which Landlord may reasonably consider injurious to the Property or to any tenant that Landlord may reasonably consider objectionable. Landlord may re-let all or part of the Property, alone or in conjunction with other properties for a term longer or shorter than the term of this lease, on any reasonable terms and conditions, including the granting of some rent-free occupancy or other rent concession.

10.3 **Damages for Default.** Landlord may recover all damages caused by the default. Landlord may sue periodically to recover damages as they accrue during the remainder of the lease term without barring a later action for further damages. Landlord may at any time bring an action for accrued damages plus damages for the remaining lease term equal to the difference between the rent specified in this Lease and the reasonable rental value of the Property for the remainder of the term, discounted to the time of judgment at the rate of 9 percent per annum.

10.4 **Cure of Tenant's Default.** Without prejudice to any other remedy for default, Landlord may perform any obligation or make any payment required to cure a default by Tenant. The reasonable cost of performance, including reasonable attorneys'

fees and all disbursements, shall immediately be repaid by Tenant upon demand, together with interest from the date of expenditure until full paid at the rate of 12 percent per annum, but not in any event at a rate greater than the maximum rate of interest permitted by law.

10.5 **Other Remedies.** Landlord may exercise any other remedy available under applicable law. Landlord may terminate this Lease and take possession of the Property, and Landlord may pursue any other legal remedy for breach of contract, including (without limitation) specific performance, collection of damages, and collection of attorneys' fees and other costs and expenses.

11. General Provisions

11.1 **Modifications.** This Lease may not be modified except by endorsement in writing attached to this Lease, dated and signed by the parties. Neither party shall not be bound by any statement of any agent or employee modifying this Lease, except for any person which the party has specifically designated in writing as its representative.

11.2 **Proration of Rent.** If this Lease starts or ends during a rental period, the rent (including taxes and any other charges) shall be prorated as of such date. Upon termination, other than for default, prepaid rent shall be refunded, if applicable.

11.3 **Nonwaiver.** Waiver of performance of any provision shall not be a waiver of nor prejudice the party's right otherwise to require performance of the same provision or any other provision.

11.4 **Succession.** Subject to the limitations on transfer of Tenant's interest, this Lease shall bind and inure to the benefit of the parties, their respective heirs, successors, and assigns.

11.5 **Entry by Landlord.** Except as otherwise provided herein, Landlord or its authorized representatives may enter the Property at any time without any restrictions from Tenant; however, Landlord or its authorized representatives may enter any building or improvement constructed on the Property under Tenant's exclusive control only upon 24 hours' notice to Tenant.

11.6 **Estoppel Certificates.** Within 10 days after receipt of written request, each party shall deliver a written statement to the requesting party stating the date to which the rent and other charges have been paid, whether the Lease is unmodified and in full force and effect, and any other matters that may reasonably be requested.

11.7 **Surrender of Premises; Demolition.** Upon the termination of this Lease, for any reason whatsoever, Tenant shall promptly vacate the property and deliver the same to Landlord in as good order and repair as said Property was at the

commencement of this Lease, ordinary wear and tear accepted. Notwithstanding the foregoing, upon termination of this Lease and vacation of the Property by Tenant, Tenant shall cause the demolition and removal of the swimming pool improvement on the property, and the re-gradng of the property as necessary, prior to Tenant's surrender of the Property to Landlord. Except as provided above, all additions to or alterations of the Property, whether installed by Landlord or By Tenant, excluding any trade fixtures, shall at once become part of the realty and belong to Landlord. Tenant agrees to restore any damage caused by the removal of any property Tenant is entitled to remove, pursuant to this Section.

11.8 **Notices.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications required or permitted by the terms hereof to be given (collectively "Notices") shall be given in writing and effective upon receipt. Notices may be served: by certified or registered mail, postage paid with return receipt requested; by private courier, prepaid; by telex, facsimile, or other telecommunication device capable of transmitting or creating a written record; or personally. Mailed Notices shall be deemed received three business days after mailing, properly addressed. Couriered Notices shall be deemed received when delivered as addressed, or if the addressee refuses delivery, when presented for delivery notwithstanding such refusal. With respect to any notice sent by telex, facsimile or other telecommunication device, the term "receipt" will mean electronic verification that transmission to the recipient was completed, if such transmission occurs during the normal business hours, or otherwise on the next business day after the date of transmission. Personal delivery of Notices shall be effective when accomplished. Unless a party changes its address by giving notice to the other party as provided herein, Notices shall be delivered to the parties at the following addresses:

If to Tenant, to it at:

City of Canby, an Oregon municipal Corporation

PO Box 930
Canby, OR 97013

If to Landlord, to it at:

Canby School District No. 86

1130 South Ivy Street
Canby, OR 97013

From time to time any party may designate a new address for purposes of Notices hereunder by Notice to the other party. Delivery of the copy of any notice to the places to which copies are to be sent is not a precondition to the effectiveness of the notice as to the parties to this Lease. As used in this Lease, the term "business day" means a day, other than Saturday or Sunday and national holidays, on which banking institutions in Portland,

Oregon are generally open for business to the public, and "normal business hours" means 9:00 a.m. to 5:00 p.m. on any such business day.

11.9 **Attorneys' Fees.** In the event suit or action is instituted to interpret or enforce the terms of this Lease, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorneys' fees at trial, upon appeal and on any petition for review, in addition to all other sums provided by law.

11.10 **Relationship of Parties.** The relationship of the parties to this Lease is that of landlord and tenant. Landlord is not a partner or joint venture with Tenant in any respect or for any purpose in the conduct of Tenant's business or otherwise.

11.11 **Applicable Law.** The Property is located in the State of Oregon. The parties agree that the law of such State shall be applicable for purposes of construing and determining the validity of this Lease.

11.12 **Prior Agreements.** This Lease (including all exhibits, incorporated herein) is the entire, final, and complete agreement of the parties with respect to the matters set forth in this Lease, and supersedes and replaces all written and oral agreements previously made or existing by and between the parties or their representatives with respect to such matters.

11.13 **Validity of Provisions.** If any of the provisions contained in this Lease shall be invalid, illegal, or unenforceable in any respect, the validity of the remaining provisions contained in this Lease shall not be affected.

11.14 **Recording; Quitclaim.** Tenant shall not file or record this Lease without the specific prior written consent of Landlord, but the parties may execute a good and sufficient memorandum of lease for purposes of recording in a form acceptable to Landlord. Upon expiration or earlier termination of this Lease, Tenant shall promptly execute, acknowledge and deliver to Landlord any quitclaim deed or other document required by Landlord or a title company to remove the cloud of this Lease from the Property and to evidence the termination of Tenant's interests in the Property and improvements that will remain on the Property.

11.15 **Merger of Estates.** In the event and at such time as Landlord may own and hold both the landlord's and tenant's interest under this Lease, this Lease will terminate automatically by merger of estates.

11.16 **Authorization of Lease; Facsimile Signatures.** Each party covenants and warrants to the other that the person(s) executing this Lease on behalf of the party is duly authorized to execute and bind the party under this Lease. Facsimile transmission of any signed original document, and retransmission of any signed facsimile transmission, shall be the same as delivery of an original. At the request of either party, the parties shall

confirm facsimile-transmitted signatures by signing an original document.

11.17 **Brokers.** Neither party has used a real estate broker in connection with this transaction. Each party will defend, indemnify, and hold harmless from any claim, loss, or liability made or imposed by any other party claiming a commission or fee in connection with this transaction and arising out of its own conduct.

11.18 **Section Headings.** The headings to the sections and paragraphs of this Lease are included only for the convenience of the parties and shall not have the effect of enlarging, diminishing, or affecting the interpretation of its terms.

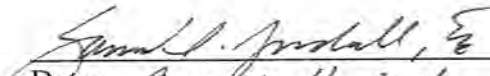
11.19 **Joinder in Instruments.** Upon reasonable request from time to time, Landlord shall join with Tenant in any conveyance, dedication, grant of easement or license or other instrument as shall be reasonably necessary or convenient to provide public utility service to the Property or in order to allow development or use of the Property by Tenant. Landlord shall not be required to incur any cost or expense by virtue of the provision of this paragraph.

11.20 **Exhibits.** All exhibits and attachments to the Lease are hereby incorporated as part of the body of this instrument.

IN WITNESS WHEREOF, the undersigned has caused this Ground Lease to be duly executed under seal by an officer thereunto duly authorized as of the date and year first above written.

LANDLORD:

CANBY SCHOOL DISTRICT NO.86


Date: August 11, 2016
Name: Samuel Goodell
Title: Superintendent

TENANT:
corporation

CITY OF CANBY, an Oregon municipal



Date: August 3, 2016
Name: Brian Hodson
Title: Mayor

EXHIBIT "A"

DESCRIPTION OF PROPERTY

A Parcel of land located in the Northeast one-quarter of Section 4, Township 4 South, Range 1 East of the Willamette Meridian, in the City of Canby, Clackamas County, Oregon. Said parcel of land being more particularly described as follows:

Commencing at the intersection of the Northerly line of that Tract of land dedicated for road purposes in that Deed recorded as Document No. 97-023967, Clackamas County Deed Records, with the East right-of-way line of South Ivy Street, said point being North 89°16'09" West a distance of 1259.47 feet and North 00°31'13" East a distance of 67.35 feet from the East one-quarter corner of said Section 4, said intersection point being the true point of beginning of the Parcel of land herein described; thence North 00°31'13" East, along said East right-of-way line, a distance of 484.94 feet to a point; thence South 89°33'00" East a distance of 220.19 feet to a point; thence South 00°50'30" West a distance of 513.36 feet to a point on said North line of said Document No. 97-023967 Tract; thence North 89°16'09" West, along said North line, a distance of 190.17 feet to an angle point in said North line; thence continuing along said North line, North 44°09'45" West a distance of 38.60 feet to the true point of beginning of the Parcel of land herein described.

Said Parcel of land contains an area of 2.5668 acres more or less.

AMENDMENT TO GROUND LEASE BETWEEN CANBY SCHOOL DISTRICT NO. 86 AND CITY OF CANBY

This amendment alters the **GROUND LEASE** (originally dated August 3, 2016), between the Canby School District No. 86 (Landlord) and the City of Canby (Tenant) regarding the real property located beneath and around the Canby Swim Center and Canby Adult Center. The GROUND LEASE between the parties will remain in full force and effect, and the parties agree here that the lease will only be changed in the following ways:

Term of the Lease: Both parties agree to a ten (10) year lease starting on July 1, 2022 and extending until July 1, 2032. The lease shall automatically renew for two (2) successive five (5) years periods at the end of the original ten (10) year period unless either party wishing to terminate the GROUND LEASE provides the other party advanced, written notice of such intent to terminate on or before the January 1st prior to the expiration of the then existing lease term.

Section 2.2 of the Ground Lease is hereby amended and restated to read as follows:

Property Use as Rent: Tenant agrees to offer use of pool and services to Landlord without charge, in the same manner and at a level of use equal to the average annual use of Landlord for the period beginning July 1, 2010 through June 30, 2015, and the Tenant agrees to provide the swim lesson program for all district grade two (2) students and the Canby High School swim team's customary uses of the pool at no added cost to the Landlord.

Right of First Refusal: In the event that the Landlord attempts to sell the property associated with this GROUND LEASE at any time within the term of the lease, Landlord agrees to first offer to sell the property to Tenant at the current market value as reasonably determined by Landlord at the time of the offer. This offer shall be in writing and remain open and valid for at least sixty (60) days or until the parties agree on acceptable terms of the offer, leading to acceptance by both parties, if sooner. Both parties are cognizant of the need to work through public Boards that must act through duly-noticed public meetings, so the parties agree to act in good faith to appropriately secure this right of first refusal in the event that the purchase or other conveyance of this property becomes a possibility.

All other terms, conditions, and provisions of the underlying GROUND LEASE remain the same. If any of the terms or conditions conflict with these amendments, these amendments supersede the older terms and conditions. If any term, condition, or provision of this Lease is found to be unlawful by a final decision of a court of competent jurisdiction or ruling of any administrative agency, said provision shall be modified to comply with said law or decision if possible, and the other remaining provisions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned attest their authority to sign and have caused this amendment to the GROUND LEASE to be duly executed and binding upon the parties.

FOR THE LANDLORD:

CANBY SCHOOL DISTRICT NO. 86

Signature: 

Print Name/Title: Dr. Aaron Downs, Superintendent

Date: May 23, 2022

FOR THE TENANT:

CITY OF CANBY

Signature: _____

Print Name/Title: _____

Date: _____

The GROUND LEASE, a thirteen (13) page document, is attached as Exhibit A and contains a description of the property on the final page.

ORDINANCE NO. 1577

AN ORDINANCE AUTHORIZING THE CANBY CITY ADMINISTRATOR TO AMEND THE GROUND LEASE WITH CANBY SCHOOL DISTRICT NO. 86 TO EXTEND THE TERM AND CREATE A RIGHT OF FIRST REFUSAL

WHEREAS, the City of Canby owns its Swim Center and Adult Center buildings atop property owned by the Canby School District No. 86; and

WHEREAS, the City of Canby and the Canby School District have an ongoing ground lease for this arrangement; and

WHEREAS, the City and School District both desire to amend the current ground lease to include a longer 10-year term and a right of first refusal;

NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

1. The Canby City Council authorizes the City Administrator to enter into the attached amendment to the ground lease between the City of Canby and Canby School District No. 86

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 15, 2022, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a special meeting thereof on Wednesday, June 29, 2022, commencing at the hour of 6:00 p.m. in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Melissa Bisset, CMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a special meeting thereof on June 29, 2022 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Melissa Bisset, HR Director/ City Recorder

Agenda Item: Ordinance No. 1579: An Ordinance authorizing the City Administrator to execute a contract with trüpp for a Classification, Compensation and Pay Equity Study.

Goal: N/A

Objective: N/A

Summary

The purpose of the Classification, Compensation and Pay Equity Study is to address changes in City's operations and staffing since the last full comprehensive review.

The objectives are to:

1. Attract and retain qualified employees.
2. Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together.
3. Provide a modern and innovative classification and compensation structure that promotes and supports equity.
4. Provide justifiable and legally compliant pay differential between individual classes.
5. Be an employer of choice by maintaining a competitive position with other comparable government organizations.

All work will be done with regular involvement of the Human Resource Department. Key stakeholders include the City Council, City's Leadership team, two labor groups, and employees. The work will include regular presentations and meetings with these individuals and/ or groups and incorporating their input into the process.

The project is estimated to take six months with the work beginning in early August, 2022.

Four proposals were received. A City review committee reviewed and ranked the proposals and the most responsive, qualified bid and highest ranked proposal was determined to be from trüpp.

Attachments

Ordinance No. 1579

Personal Services Agreement

RFP

Fiscal Impact

\$88,800

Options

1. Approve the Ordinance.
2. Take no Action

Recommendation

Approve the Contract with trüpp for a Classification, Compensation and Pay Equity Study.

Proposed Motion

I move to pass Ordinance No. 1579 An Ordinance authorizing the City Administrator to execute a contract with trüpp for a Classification, Compensation and Pay Equity Study, to a second reading on June 29, 2022.

ORDINANCE NO. 1578

AN ORDINANCE AUTHORIZING THE CANBY CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH TRUPP FOR A CLASSIFICATION, COMPENSATION & PAY EQUITY STUDY

WHEREAS, on April 22nd, 2022, the City of Canby published a Request for Proposals for a Classification, Compensation and Pay Equity Study; and

WHEREAS, a City review committee reviewed the proposals and recommended the award of the contract to trüpp; and

WHEREAS, the cost of the contract with trüpp; \$88,800;

WHEREAS, the City of Canby has budgeted expenditures for this work.

NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

1. The Canby City Council authorizes the City Administrator to execute a contract with trüpp and expend payment of \$88,800 to trüpp for a Classification, Compensation and Pay Equity Study.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 15, 2022, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a special meeting thereof on Wednesday, June 29, 2022, commencing at the hour of 6:00 p.m. in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Melissa Bisset, CMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a special meeting thereof on June 29, 2022 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and Trupp HR, Inc. (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" attached hereto. Contractor agrees that \$ 88,800 is the not to exceed price of this contract, without prior written approval from the City.
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
 - B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised

Statutes.

- C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

5. **Subcontractors and Assignment.** Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.

6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.

7. Term.

- A. This Agreement may be terminated by:

1. Mutual written consent of the parties.
2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
 - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
 - b. If Contractor fails to abide by the terms of this Agreement.
 - c. If services are no longer required.

8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

By entering into this agreement, contractor represents and warranties that they have complied with the tax laws of the State of Oregon and the City of Canby. Further, for the duration of this contract, Contractor promises to continue to

comply with said State and local tax laws. Any failure to comply with tax laws will be considered a default of this contract and could result in the immediate termination of this agreement and/or other sought damages or other such relief under applicable law.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:

A. For Comprehensive General Liability Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. For Professional Liability—errors and omissions—a \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. **(Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.).** For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this

Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.

13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Scott Archer, City Administrator
City of Canby
PO Box 930
Canby, OR 97013

CONTRACTOR:

**Please submit invoices to: Attn: Accounts Payable
City of Canby
PO Box 930
Canby, OR 97013
ap@canbyoregon.gov**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR:

CITY OF CANBY

By:

By:

Date:

Date:

Subcontractors will be used ____ Yes ____ No (If Yes, please complete List of Subcontractors attached to this Agreement)

Approved as to Form:

Joseph Lindsay, City Attorney

6/8/22

LIST OF SUBCONTRACTORS

As per Section 5 of the Personal Services Agreement, the following businesses will be subcontractors. Subcontractors are required to have a City of Canby Business License prior to commencing work under this contract.

[illegible]

The City hereby approves the above listed subcontractors.

City of Canby

Date _____



REQUEST FOR PROPOSALS

CITY OF CANBY, OREGON

CLASSIFICATION, COMPENSATION & PAY EQUITY STUDY

RFP Circulation Date:
Friday, April 22, 2022

Proposal Submission Deadline:
Wednesday, May 25, 2022 – 11:59 PM PST

INTRODUCTION

The City of Canby is requesting proposals for a **Classification, Compensation and Pay Equity Study**. Proposal requirements are contained in this document. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria. **Proposals are due Wednesday, May 25, 2022 by 11:59 PM PST**. Late proposals will not be accepted.

About the City

The City of Canby has 126 employees and operates under the Council-Administrator form of government. The City Council consists of a Mayor and six Councilors. The City Administrator directs City operations. The City provides a full range of services performed by a variety of departments. This includes 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 also owns and operates a wastewater system and treatment plant.

The City of Canby serves more than 18,000 residents. Canby's city limits span 4.5 square miles along Hwy 99E, just four miles from Interstate 5. Canby 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.

The City of Canby's mission statement is as follows:

To maintain and improve the quality of life and environment for all within the Canby Community.
To accomplish this we will:

- Facilitate the provision of needed services and infrastructure.
- Promote community-oriented decision making.
- Advocate accessibility and equity in process and service.
- Nurture a sense of community and responsibility between generations.

For more information about the City of Canby refer to the City website at www.canbyoregon.gov.

Goals and Objectives

The purpose of the Classification, Compensation and Pay Equity Study is to address changes in City's operations and staffing since the last full comprehensive review.

The City's objectives are to:

1. Attract and retain qualified employees.
2. Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together.
3. Provide a modern and innovative classification and compensation structure that promotes and supports equity.
4. Provide justifiable and legally compliant pay differential between individual classes.

5. Be an employer of choice by maintaining a competitive position with other comparable government organizations.

All work will be done with regular involvement of the Human Resource Department. Key stakeholders include the City Council, City's Leadership team, two labor groups, and employees. The work will include regular presentations and meetings with these individuals and/ or groups and incorporating their input into the process.

The study will evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. The consultant will perform or provide the following:

SCOPE OF SERVICES

A. Overview

1. Conduct a comprehensive evaluation of current regular-status staffing, classification, and compensation structure at the City of Canby.
2. Review current classifications and recommend changes to classification specifications and internal structure.
3. Conduct total compensation survey of comparator agencies.
4. Recommend a system to administer compensation and classification systems that comply with pay equity requirements and meet the City of Canby's joint labor-management interests.
5. Provide a final report on Classification, Compensation and Pay Equity Plan to include and prioritize recommended updates to class/comp systems, individual classifications or series, total compensation, and ongoing program administration.

B. Information Meetings

1. Schedule initial meeting(s) with HR and key stakeholders.
2. Conduct orientation and briefing sessions to explain the scope of the study to Leadership team and bargaining units and non-represented employees.
3. Provide periodic status reports on progress as requested.
4. Present final report and present to key stakeholders, including as requested.
5. Present final report at a City Council Meeting.

C. Classification Study

1. Review up to 85 current classification specifications and analyze essential duties, knowledge, skill, ability, education and experience relevance, series/class hierarchy, conformity with ADA language relative to essential job functions (including physical requirements), position summaries, class characteristics, supervision received and exercised, position duties, and special requirements including license and certification requirements.
2. Develop and distribute Position Description Questionnaires (PDQ) to up to 95 employees.
3. Review and analyze completed PDQ's.

4. Conduct interviews with supervisor or representative sample of covered employees in up to 65 classifications as needed.
5. Review various job series to assess the City of Canby's interest in providing opportunities for career progression and overall effectiveness in meeting operational needs.
6. As appropriate, recommend creating, updating, and/or archiving classifications.
7. Draft class specifications in a format approved by human resources, including:
 - a. A summary of the job classification.
 - b. Class characteristics describing supervision exercised and received and distinguishing characteristics.
 - c. A comprehensive description of the essential job functions including other duties as assigned.
 - d. Requirements and preferences of job-related education, experience, knowledge, skills, and abilities.
 - e. Physical working environment.
 - f. Licenses, certifications, driving requirements, physical requirements in compliance with the American with Disabilities Act (ADA), and applicable additional requirements.
 - g. Appropriate FLSA exemption designation under state and federal wage & hour law for new or substantially updated classifications.
8. Draft an appeal process.
9. Provide a transparent, equitable, and user-friendly administration system that the HR department will use to keep the classification system current. Maintenance should include annual activities, as well as the process to be used in the review of the classification of individual jobs, as needed.

D. Compensation Study

1. Review of current compensation structures and procedures.
2. Develop and conduct a comprehensive compensation and benefits survey to include health and retirement benefits, paid time off, and fringe benefits. Consultant to recommend number and identification of comparator agencies, and classifications with input from HR.
3. Provide market data of City classifications matched to both the range and average incumbent salary of like positions at comparator agencies. Benchmarking may be used in some cases.
4. Recommend updates to compensation structure for regular-status employees to include rate ranges, steps, pay grades, internal relationships and equity.
5. Recommend a pay equity-based practice for placement of new employees on the salary range and progression through the range.
6. Provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include activities such as placement of new classifications, periodic market surveys, and cost of living or cost of labor adjustments.

PROPOSAL SUBMITTAL

Proposals must be submitted no later than **Wednesday, May 25, 2022 by 11:59 pm**. Submit electronic copies of the proposal to bissetm@canbyoregon.gov and spellmant@canbyoregon.gov.

Proposals received after the submittal deadline will not be considered. No fax or mail proposals will be considered.

Questions regarding submittals should be directed to **Melissa Bisset**, bissetm@canbyoregon.gov. **Questions will be accepted through May 10, 2022.**

Pre-proposal Conference/Addenda

No pre-proposal conference has been scheduled for this project. The City of Canby may schedule a pre-proposal conference if warranted by the need to provide a significant amount of additional information. The City of Canby will endeavor to notify all recipients of this RFP of the date and location of such a conference. The City of Canby cannot guarantee that all recipients will receive notification and is not liable for the failure to notify. Agents are responsible for checking with the City of Canby to determine if a pre-proposal conference will be held.

The City of Canby may issue addenda to this RFP that update or modify RFP requirements. The City of Canby will endeavor to email addenda to all recipients of this RFP. The City of Canby cannot guarantee that all recipients will receive the addenda and is not liable for the failure to deliver addenda. Agents are responsible for checking with the City of Canby to determine if they have received all addenda.

Anticipated Schedule

The following schedule outlines the anticipated schedule for the RFP process. The timing and the sequence of events resulting from this RFP may vary and the City of Canby reserves the right to change the schedule without notice.

Event	Anticipated Date
RFP Documents Distributed	April 22, 2022
Proposals Due Date	May 25, 2022
Anticipated Start Date	July 15, 2022

PROPOSAL FORMAT

Proposals submitted in response to this request should be clearly identified, clear and to the point. Emphasis should be placed on specific qualifications of the people actually performing on the project and/or product provided and the organizations ability to manage the project.

Proposals will include the following headings to assist in the evaluation.

1. Cover Letter (Pass/ Fail)

Provide a letter of introduction signed and dated by the authorized representative of the organization submitting the proposal. Provide a statement that your proposal will be valid for a minimum period of 120 days; and acknowledgement receipt of any addenda issued during the RFP process.

2. Qualifications (20 Percent)

Provide general information relative to the organizations size, history, years in business, location of working office, areas of expertise and proposed service team structure. References to applicable awards, associations, product samples, etc. may also be included.

3. Ability to Perform (30 Percent)

Provide an overview of the organization's specific experiences on similar projects with description of how projects are managed to meet project requirements and schedule. Demonstrate the organizations capabilities, innovate approaches and/or special methodologies used to complete similar projects.

Respondent will include a listing of key personnel associated with the items to be provided in the scope of work. Information, such as a resume, should be included for key personnel, which describes responsibilities and duties performed for similar work scopes.

4. Performance History (30 Percent)

Provide at least three (3) clients, within the last five (5) years, for similar projects that directly relate to the scope of services to be offered by your firm. References should include:

- Name of organization and Contact Person
- If the organization is a public entity
- Contact telephone number
- Contact email address
- Type of Project and scope of services provided
- Original contract value

5. Compensation Information and Fees (20 Percent)

Provide a fee schedule of hourly rates / product costs / etc. This section should include an estimated total cost of the project and timeline for completion based on the scope of work.

6. Appendix

- List any requirements or provisions contained in this RFP that you believe are unfair or prejudicial, or limits competition, please explain your opinion.
- Provide insurance policy limits for the following kinds of insurance: Workers compensation and employers' liability; and Commercial or Comprehensive general liability.

- If the execution of work to be performed requires the hiring of sub-contractors, you must clearly state this in the proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal, please provide the name, address and EIN of the sub-contractors. The city of Canby retains the right to refuse the sub-contractors you have selected.

Proposing firms are encouraged to use the State's OMWESB website (<https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>) for identifying potential MWESB sub-consultants.

PROPOSAL CONDITIONS

RFP not Basis for Obligations

This RFP does not constitute an offer to contract and does not commit the City of Canby to the award of a contract to anyone, or to pay any costs incurred in the preparation and submission of proposals. The City of Canby reserves the right to reject any or all proposals that do not conform to the requirements stated herein. The City of Canby also reserves the right to cancel all or part of this RFP for any reason determined by the City of Canby to be in the public interest.

RFP Protests

Any protests to this RFP must be in writing and received by the City of Canby not less than ten (10) days prior to closing, including any extensions to the closing date. The protest must conform to ORS 279B.405.

Contract Terms

Contracts resulting from this RFP will materially conform to the City's Professional Services Agreement, incorporated into this RFP by reference and available for review from the City of Canby, subject to the City of Canby's right to negotiate as describe in this RFP.

SELECTION PROCESS

Proposal Evaluation

The city of Canby will evaluate the proposals in accordance with the evaluation criteria below and may contact former clients and/or conduct interviews. The City of Canby will then rank the proposals. Contract negotiations will occur with the highest ranked consultant. In the event these negotiations are unsuccessful, the City of Canby will terminate the negotiations and will begin negotiations with the second highest ranked consultant. Proposing consultants will be notified when the City of Canby has selected a consultant and negotiations have been completed.

Criterion	Weight or Points
Cover Letter	Pass / Fail
Qualifications	20%
Ability to Perform	30%
Performance History	30%
Fees	20%
TOTAL	100

Alternative Add Item

Staffing Level Study

Conduct a staffing level study of comparator agencies, to include headcount of full-time, benefits-eligible positions and non-benefits eligible, part-time/seasonal employees.

Include a staffing level study in comparator agency survey to include administrative to program staffing ratios, span of supervisory control, and part-time/seasonal to regular-status employee ratios.

Provide a final report to include and prioritize recommended updates to staffing ratios.



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Ordinance 1579: An Ordinance Authorizing the City Administrator to Expend Payment to CityCounty Insurance Services

Goal: Promote Financial Stability

Objective: N/A

Summary

CIS provides the City with liability insurance coverage every fiscal year. This protects the City by covering our properties, liabilities, and activities in the event that they get hurt at work or are otherwise doing work-related activities.

Attachments

None

Fiscal Impact

Not to exceed \$450,000. This number is an estimate based on adding over 10% to last year's amount.

Options

Approve and the City maintains coverage for fiscal year 2022-23.

Deny and the City's liability insurance coverage with lapse until we can find another alternative.

Recommendation

Approve the ordinance as presented

Proposed Motion

I move to pass Ordinance No. 1579, An Ordinance authorizing the City Administrator to expend payment to CityCounty Insurance Services (CIS) in an amount not to exceed \$450,000 for liability insurance coverage for fiscal year 2022-2023; and declaring an emergency to a second reading on June 29, 2022.

ORDINANCE NO. 1579

AN ORDINANCE AUTHORIZING THE CANBY CITY ADMINISTRATOR TO EXPEND PAYMENT TO CITYCOUNTY INSURANCE SERVICES (CIS) IN AN AMOUNT NOT TO EXCEED \$450,000 FOR LIABILITY INSURANCE COVERAGE FOR FISCAL YEAR 2022-2023; AND DECLARING AN EMERGENCY

WHEREAS, the City of Canby currently has liability insurance coverage with CIS for its property, activities, and liabilities; and

WHEREAS, the City of Canby wishes to continue to be covered by CIS for fiscal year 2022-2023; and

WHEREAS, the cost of worker's comp coverage with CIS should not exceed \$450,000;

NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

1. The Canby City Council authorizes the City Administrator to expend payment not to exceed \$450,000 to CIS for liability insurance coverage.
2. In so far as liability insurance coverage is necessary to protect city property and activities that provide for the safety and welfare of the citizens of the City of Canby, an emergency is hereby declared to exist to maintain the City of Canby's property and activities of employees providing essential services.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 15, 2022, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a special meeting thereof on Wednesday, June 29, 2022, commencing at the hour of 6:00 p.m. in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Melissa Bisset, CMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a special meeting thereof on June 29, 2022 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Ordinance 1580: An Ordinance Authorizing the City Administrator to Expend Payment to SAIF Corporation

Goal: Promote Financial Stability

Objective: N/A

Summary

SAIF Corporation provides the City with Worker's Comp coverage every fiscal year. It protects the City by covering our employees and volunteers in the event that they get hurt at work or are otherwise doing work-related activities.

Attachments

None

Fiscal Impact

\$85,703.62

Options

Approve and the City maintains coverage for fiscal year 2022-23.

Deny and the City's worker's comp coverage with lapse until we can find another alternative.

Recommendation

Approve the ordinance as presented

Proposed Motion

I move to pass Ordinance No. 1580, An Ordinance authorizing the City Administrator to expend payment to SAIF Corporation in the amount of \$85,703.62 for Worker's Comp coverage for fiscal year 2022-2023; and declaring an emergency to a second reading on June 29, 2022.

ORDINANCE NO. 1580

AN ORDINANCE AUTHORIZING THE CANBY CITY ADMINISTRATOR TO EXPEND PAYMENT TO SAIF CORPORATION IN THE AMOUNT OF \$85,703.62 FOR WORKERS COMP COVERAGE FOR FISCAL YEAR 2022-2023; AND DECLARING AN EMERGENCY

WHEREAS, the City of Canby currently has worker's comp coverage with SAIF Corporation for its employees and volunteers; and

WHEREAS, the City of Canby wishes to continue to be covered by SAIF for fiscal year 2022-2023; and

WHEREAS, the cost of worker's comp coverage with SAIF is \$85,703.62;

NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:

1. The Canby City Council authorizes the City Administrator to expend payment of \$85,703.62 to SAIF Corporation for worker's comp insurance coverage.
2. In so far as worker's comp coverage is necessary to protect the employees that provide for the safety and welfare of the citizens of the City of Canby, an emergency is hereby declared to exist to maintain the City of Canby's workforce of employees providing essential services.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 15, 2022, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a special meeting thereof on Wednesday, June 29, 2022, commencing at the hour of 6:00 p.m. in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.

Melissa Bisset, CMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a special meeting thereof on June 29, 2022 by the following vote:

YEAS_____ NAYS_____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Eric Kytola, Finance Director

Agenda Item: Consider Resolution No. 1366: A Resolution adopting Budget Appropriation Transfers for Fiscal Year 2022.

Goal: Promote Financial Stability

Objective: N/A

Summary

Adoption of Budget Appropriation Transfer Resolution for the 2021-2022 fiscal year.

Background

To maintain compliance with local budget law, an appropriation transfer resolution must be adopted to allow for the increase and decrease in expenditure appropriations between departments.

Discussion

General Fund

In the FY2022 adopted budget the Court department had total expenditures of \$521,774, while the Finance Department had total expenditures of \$632,756. In Resolution 1351 these amounts were transposed. This supplemental budget adjustment corrects the transposition.

The Police Department requires additional appropriation to cover expenditure increases in Personnel Services (taxes & PERS contributions) and Capital Outlay (vehicles).

The Parks Department requires additional appropriation to cover expenditure increases on the Maple Parks Sport Court.

All of the above additions are covered by a reduction in appropriations in General Fund Contingency.

Facilities Fund

The facilities fund needs additional appropriation to cover expenditure increases Building Repairs & Maintenance due to COVID mitigation projects. These additions are covered by a reduction in appropriation in the Facilities Fund Contingency.

Sewer Fund

The Sewer WWTP department requires an increase in appropriations for capital projects. There has been more expenditures than anticipated in Vehicles & Equipment, Improvements, and New Primary Clarifier & Support Systems expenditure lines. The Sewer Not Allocated department requires an increase in appropriations in the Sewer Billing expenditure lines. These additions will be offset by a reduction in the Sewer Fund Contingency.

Attachments

Resolution 1366

Fiscal Impact

None, spending authority is being transferred between appropriations with no increase to total appropriations.

Options

1. Approve the budget appropriation transfers and allow City operations to continue seamlessly as well as stay in compliance with Oregon Budget Law.
2. Do not approve the budget appropriation transfers resulting in significant constraints on service to the community; as well as creating a situation where we would be breaking Oregon budget law and subject to an audit finding.

Recommendation

Staff recommends that Council adopt Resolution No. 1366

Proposed Motion

I move to adopt Resolution 1366, A Resolution Adopting Budget Appropriation Transfers For The 2021-2022 Fiscal Year.

RESOLUTION NO. 1366

A RESOLUTION ADOPTING BUDGET APPROPRIATION TRANSFERS FOR FISCAL YEAR 2022.

WHEREAS, the City of Canby budget for the fiscal year 2022 was adopted by the City Council at a regular meeting thereof on Wednesday, June 16, 2021; and

WHEREAS, the City of Canby has the need to transfer existing appropriations between departments; and

WHEREAS, a transfer appropriation is required.

NOW, THEREFORE, BE IT RESOLVED by the City of Canby City Council as follows:

Section 1. Appropriations for the 2022 budget year are transferred in the following amounts.

	Current Appropriation	Change	Revised Appropriation
General Fund			
Court	\$632,756	110,982	\$521,774
Finance	521,774	(110,982)	632,756
Police	6,6320,746	\$54,000	6,374,746
Parks	1,325,783	12,500	1,338,283
Contingency	200,000	(66,500)	133,500
	<u>\$7,846,529</u>	<u>\$0</u>	<u>\$7,846,529</u>
Facilities Fund			
Facilities	\$363,348	\$9,837	\$373,185
Contingency	9,837	(9,837)	0
	<u>\$373,185</u>	<u>\$0</u>	<u>\$373,185</u>
Sewer Fund			
WWTP	\$1,404,103	\$32,500	\$1,436,603
Not Allocated			
Materials & Services	354,800	2,000	356,800
Contingency	200,000	(34,500)	165,500
	<u>\$1,869,901</u>	<u>\$0</u>	<u>\$1,869,901</u>

This resolution shall take effect on June 15, 2022.

ADOPTED by the Canby City Council at a regular meeting thereof on June 15, 2022.

Brian Hodson, Mayor

ATTEST:

Melissa Bisset
City Recorder



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Eric Kytola, Finance Director

Agenda Item: Resolution No. 1367: A Resolution declaring the City's election to receive State Revenue for Fiscal Year 2022-2023.

Goal: Promote Financial Stability

Objective: N/A

Summary

Adoption of Resolution 1367 Declaring the City's Election to Receive State Revenues for FY 2023.

Background

State Revenue Sharing Law, ORS 221.770, requires cities to annually pass an ordinance or resolution requesting state revenue sharing money. The law mandates public hearings be held by the city, both before the budget committee to discuss possible uses of the funds and before the city council on the proposed uses of the funds in relation to the entire budget. Certification of these hearings are required. This has to be done and filed with the Oregon Department of Administrative Services prior to July 31.

Discussion

Every year the City must hold a public hearing before the Budget Committee and the City Council, giving citizens an opportunity to comment on the use of state revenue sharing funds. A public hearing before the Budget Committee was held on May 26, 2022 and again on June 15, 2022 before the City Council.

The City is required to certify that the public hearings were held and that the City does elect to receive state revenue sharing funds.

Attachments

Resolution 1367

Fiscal Impact

Staff estimates that the City will receive \$230,000 in state revenue sharing funds.

Options

1. Approve the resolution and receive state revenue sharing funds.
2. Do not approve the resolution resulting in necessary reductions to the General Fund budget to maintain a balanced budget per the City of Canby Financial Policies.

Recommendation

Staff recommends that Council adopt Resolution No. 1367

Proposed Motion

I move to adopt Resolution 1367, A Resolution Declaring the City's Election to Receive State R

RESOLUTION NO. 1367

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2023.

WHEREAS, public hearings, giving citizens an opportunity to comment on the use of state revenue sharing funds were held before the Budget Committee on May 26, 2022 and before City Council on June 15, 2022;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby as follows:

Section 1 Pursuant to ORS 221.770, the City of Canby hereby elects to receive state revenues for fiscal year 2023.

This Resolution 1367 shall be effective on June 15, 2022.

ADOPTED this 15th day of June 2022 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Eric Kytola, Finance Director

Agenda Item: Resolution 1368, Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for the 2023 fiscal year.

Goal: Promote Financial Stability

Objective: N/A

Summary

Adoption of Resolution 1368, Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for the 2023 fiscal year.

Background

Oregon budget law requires adoption of an annual budget by June 30 of each year. ORS 294.453 requires the City to hold a public hearing, and ORS 294.458 requires the City to submit tax certification documents to the County Assessor by July 15th.

The City passed a local option levy of \$0.49 per \$1,000 of assessed property value on November 08, 2016 to fund Swim Center operations. The City levies the taxes provided for in the adopted budget at the permanent rate of 3.4886 per \$1,000 of assessed property value. The allocation and categorization are subject to the limits of section 11b, Article X1 of the Oregon Constitution.

Discussion

On May 19 and 26, 2021 the City of Canby Budget Committee met to deliberate over the FY2023 budget. Staff reviewed the proposed budget with the Committee and allowed for public comment. The Proposed Budget was approved by the Committee with no changes.

Attachments

Resolution 1367

Fiscal Impact

The City's ability to provide services and public safety to the community.

Options

1. Approve the resolution and allow staff to continue maintaining programs and services for the City of Canby.

Recommendation

Staff recommends that Council adopt Resolution No. 1351

Proposed Motion

I move to adopt Resolution 1368, A Resolution of the City of Canby Adopting the Annual Budget, Making Appropriations, and Imposing and Categorizing Taxes for the Fiscal Year 2023.

RESOLUTION NO. 1368

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES FOR THE 2023 FISCAL YEAR

WHEREAS, a public hearing for the 2023 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 15, 2022; 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, 2022; 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 2022-2023 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 2023 in the total of \$80,721,281. 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, 2022, and for the purposes shown below are hereby appropriated:

Total APPROPRIATIONS , All Funds	\$47,695,741
Total Unappropriated and Reserve Amounts, All Funds	<u>33,025,540</u>
TOTAL ADOPTED BUDGET	\$80,721,281

General Fund		
Administration	\$	973,307
HR/Risk Mgmt.		971,405
Court		435,201
Finance		745,047
Planning		1,098,530
Building		152,512
Police		7,583,720
Parks		3,189,860
Cemetery		228,249
Economic Dev.		635,007
Not Allocated		
Personnel Services		82,400
Materials & Services		271,449
Special Payments		25,000
Transfers Out		295,000
Contingency		200,000
Total	\$	16,886,687

Library Fund		
Library	\$	1,244,179
Special Payments		0
Transfers Out		704,980
Contingency		1,199
Total	\$	1,950,358

Transit Fund		
Transit		4,762,065
Transfers Out		262,036
Contingency		100,000
Total	\$	5,124,101

Swim Levy Fund		
Swim	\$	2,335,447
Transfers Out		202,904
Contingency		41,772
Total	\$	2,580,123

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

Streets Fund		
Streets	\$	8,048,456
Transfers Out		187,105
Contingency		100,000
Total	\$	8,335,561

SDC Fund		
Transfers Out	\$	4,045,000

Cemetery Perpetual Care Fund		
Transfers Out	\$	500,000

Forfeiture Fund		
Forfeiture	\$	10,185

Facilities Fund		
Facilities	\$	473,551
Contingency		23,678
Total	\$	497,229

Fleet Fund		
Fleet	\$	887,434
Contingency		43,291
Total	\$	930,725

Tech Services Fund		
Tech Services	\$	790,637
Contingency		31,682
Total	\$	822,319

Sewer Fund		
WWTP	\$	2,484,194
Collections		1,950,543
Stormwater		606,645
Not Allocated		
Personnel Services		29,576
Materials & Services		356,000
Transfers Out		366,495
Contingency		200,000
Total	\$	5,993,453

The above resolution statements were approved and declared adopted on this 15th day of June 2022.

Melissa Bisset
City Recorder

Brian Hodson, Mayor

Requirements	2019-20 Actual	2020-21 Actual	2021-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted	Variance	%Change
General Fund								
Admin	\$ 607,225	\$ 599,190	\$ 862,878	\$ 973,307	\$ 973,307	\$ -	\$ 110,429	13%
HR/Risk Management	534,985	496,186	708,075	971,405	971,405	-	263,330	37%
Finance	586,657	554,001	632,756	745,047	745,047	-	112,291	18%
Court	521,144	508,684	521,774	435,201	435,201	-	(86,573)	-17%
Planning	436,926	459,687	582,893	1,098,530	1,098,530	-	515,637	88%
Building	28,821	34,959	102,506	130,276	130,276	-	27,770	27%
Police	5,824,932	5,907,215	6,320,746	7,583,720	7,583,720	-	1,262,974	20%
Parks	1,204,790	1,208,071	1,325,783	3,189,860	3,189,860	-	1,864,077	141%
Cemetery	176,782	167,562	221,142	228,249	228,249	-	7,107	3%
EconomicDev	417,424	362,660	472,404	567,231	567,231	-	94,827	20%
Unallocated	636,790	896,485	1,115,594	963,861	963,861	-	(151,733)	-14%
Subtotal General Fund	10,976,475	11,194,700	12,866,551	16,886,687	16,886,687	-	4,020,136	31%
Library Fund	1,612,299	1,640,329	1,834,250	1,949,259	1,949,259	8,844	115,009	6%
Transit Fund	2,355,184	2,614,464	5,009,898	5,124,101	5,124,101	-	114,203	2%
Swim Fund	929,120	634,212	1,585,883	2,580,123	2,580,123	-	994,240	63%
Transient Room Tax Fund	18,213	7,922	24,000	20,000	20,000	-	(4,000)	-17%
Street Fund	3,204,687	1,562,342	6,213,358	8,335,561	8,335,561	-	2,122,203	34%
SDC Fund	608,789	1,282,319	2,279,607	4,045,000	4,045,000	-	1,765,393	77%
Cemetery Perpetual Care Fund	500,000	500,000	500,000	500,000	500,000	-	-	0%
Forfeiture Fund	30,753	11,431	12,132	10,185	10,185	-	(1,947)	-16%
Total General Govt. Funds	20,235,519	19,447,718	30,325,679	39,450,916	39,450,916	8,844	9,125,237	30%
Facilities Fund	302,226	308,450	373,185	497,229	497,229	-	124,044	33%
Fleet Services Fund	592,263	584,920	866,541	930,725	930,725	-	64,184	7%
Tech Services Fund	353,454	397,675	452,040	822,319	822,319	-	370,279	82%
Sewer Fund								
WWTP	1,546,862	2,840,194	1,404,103	2,484,194	2,484,194	-	1,080,091	77%
Collections	875,851	1,796,375	1,989,549	1,950,543	1,950,543	-	(39,006)	-2%
Stormwater	246,352	232,918	223,316	606,645	606,645	-	383,329	172%
Unallocated	766,377	639,292	924,944	952,071	952,071	-	27,127	3%
Total Proprietary Funds	4,683,384	6,799,823	6,233,678	8,243,726	8,243,726	-	2,010,048	32%
Total Requirements All Funds	\$ 24,918,903	\$ 26,247,541	\$ 36,559,357	\$ 47,694,642	\$ 47,694,642	\$ 8,844	\$ 11,135,285	30%
Less Transfers between Funds	2,754,189	3,312,289	4,630,998	6,653,532	6,653,532	-	2,022,534	44%
Total Expenditures All Funds	\$ 22,164,714	\$ 22,935,253	\$ 31,928,359	\$ 41,041,110	\$ 41,041,110	\$ 8,844	\$ 9,112,751	29%

	Transfer From:		Transfer To:		
	General Fund	Street Fund	Sewer Fund	Library Fund	Cemetery Fund
¹ Library Fund	204,980				
¹ Street Fund	187,105				
¹ Transit Fund	262,036				
¹ Swim Fund	202,904				
¹ Sewer Fund	366,495				
¹ General Fund	90,012				
¹ URA GF	350,000				
² SDC Fund	1,110,000	1,457,000	1,478,000		
² Street Fund	14,500		-		
² Sewer Fund		-			
³ General Fund				295,000	
⁴ Cemetery Fund				500,000	
⁴ Library Fund					500,000
Total	<u>\$ 2,788,032</u>	<u>\$ 1,457,000</u>	<u>\$ 1,478,000</u>	<u>\$ 795,000</u>	<u>\$ 500,000</u>

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

Summary of Resources by Source

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Projected 2021-22	Proposed 2022-23	Approved 2022-23
Property Taxes	\$ 6,007,929	\$ 6,382,133	\$ 6,590,000	\$ 6,560,000	\$ 7,018,300	\$ 7,018,300
Utility Fees	5,312,975	5,464,594	5,441,000	5,448,992	5,682,000	5,682,000
Intergovernmental	3,264,256	6,260,908	5,837,665	6,012,851	8,896,957	8,896,957
Infrastructure Fees	1,772,659	2,963,580	2,536,645	2,088,831	2,160,000	2,160,000
Charges for Services	2,070,213	1,987,861	2,470,499	2,506,751	3,152,513	3,152,513
Franchise Fees	1,607,845	1,648,607	1,640,300	1,591,458	1,640,500	1,640,500
Transit & Transient Room Taxes	1,574,680	1,826,992	1,962,110	1,863,794	1,944,700	1,944,700
Grants & Donations	1,175,499	1,588,124	1,399,100	1,145,280	1,069,385	1,069,385
Fines & Forfeitures	554,068	497,323	503,000	467,241	509,000	509,000
Interest and Misc Revenue	1,388,628	1,094,085	610,000	934,656	294,961	294,961
Transfers In/Other Sources	3,161,020	3,652,775	5,119,363	2,955,170	7,052,832	7,052,832
Total Current Resources	27,889,772	33,366,983	34,109,682	31,575,025	39,421,148	39,421,148
Beginning Fund Balance	24,983,117	27,953,987	33,928,970	35,073,428	41,252,133	41,252,133
Total Resources	\$ 52,872,889	\$ 61,320,970	\$ 68,038,652	\$ 66,648,452	\$ 80,673,281	\$ 80,673,281
	52,872,889	61,320,970	68,038,652	66,648,452	80,673,281	80,673,281

Summary of Requirements by Category

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Projected 2021-22	Proposed 2022-23	Approved 2022-23
Personnel Services	\$ 12,125,204	\$ 11,689,812	\$ 12,885,101	\$ 12,428,653	\$ 14,977,346	\$ 14,977,346
Materials & Services	6,181,208	6,474,149	8,362,845	7,250,701	9,648,241	9,648,241
Capital Outlay	3,833,329	4,750,378	9,914,942	2,676,761	15,650,000	15,650,000
Special Payments	24,974	20,915	37,000	31,913	25,000	25,000
Transfers Out	2,754,189	3,312,289	4,630,998	2,961,391	6,653,532	6,653,532
Operating Contingency	-	-	728,472	-	740,523	740,523
Total Current Requirements	24,918,903	26,247,542	36,559,358	25,349,418	47,694,642	47,694,642
Reserved for Future Years	-	-	31,479,294	41,252,133	32,978,639	32,978,639
Ending Fund Balance	27,953,986	35,073,428	-	0	-	-
Total Requirements	<u>\$ 52,872,889</u>	<u>\$ 61,320,970</u>	<u>\$ 68,038,652</u>	<u>\$ 66,601,551</u>	<u>\$ 80,673,281</u>	<u>\$ 80,673,281</u>

City of Canby
Long-Term Debt Leadsheet
6/30/2023

Fiscal Year Ending June 30,	Governmental Activities		
	Bonds - URA	Interest	Total Governmental Activities
2023	3,655,000	353,792	\$ 4,008,792
2024	3,740,000	277,149	4,017,149
2025	3,910,000	192,358	4,102,358
2026	3,910,000	99,184	4,009,184
2027	-	-	-
2027-2031	-	-	-
2032-2036	-	-	-
Total	<u>\$ 15,215,000</u>	<u>\$ 922,483</u>	<u>\$ 16,137,483</u>

	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	FY21-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
Beginning Fund Balance	\$ 3,242,196	\$ 3,324,431	\$ 5,607,753	\$ 5,865,908	\$ 8,006,152	\$ 8,006,152	\$ 8,006,152
Revenue							
Non-Departmental	7,640,253	10,338,179	9,726,294	10,468,747	10,457,913	10,457,913	-
Court	543,995	493,684	503,000	467,241	499,000	499,000	-
Planning	560,931	730,985	710,100	745,307	890,000	890,000	-
Building	51,499	60,117	80,000	40,000	50,000	50,000	-
Police	210,961	173,566	213,600	179,006	175,354	175,354	-
Parks	428,283	474,776	487,000	460,890	483,450	483,450	-
Cemetery	57,371	70,713	52,710	36,752	56,000	56,000	-
Economic Dev	58,260	8,600	26,631	21,928	17,850	17,850	-
Transfers In & Other Sources	1,507,158	1,385,558	1,648,097	1,497,732	2,788,032	2,788,032	-
Total General Fund Resources	<u>\$ 14,300,906</u>	<u>\$ 17,060,609</u>	<u>\$ 19,055,185</u>	<u>\$ 19,783,510</u>	<u>\$ 23,423,751</u>	<u>\$ 23,423,751</u>	<u>\$ 8,006,152</u>
Administration							
Personnel Services	481,813	465,643	694,102	628,227	677,247	677,247	-
Materials & Services	125,411	133,547	168,776	159,334	296,060	296,060	-
HR & Risk Management							
Personnel Services	137,188	97,483	112,962	85,698	257,095	257,095	-
Materials & Services	397,796	398,704	595,113	429,878	714,310	714,310	-
Finance							
Personnel Services	475,956	462,623	492,445	401,789	548,152	548,152	-
Materials & Services	110,701	91,378	140,311	149,407	196,895	196,895	-
Court							
Personnel Services	371,876	328,847	333,980	294,162	265,001	265,001	-
Materials & Services	141,335	179,837	187,794	199,462	170,200	170,200	-
Capital Outlay	7,933	-	-	-	-	-	-
Planning							
Personnel Services	266,010	283,899	355,944	343,250	410,862	410,862	-
Materials & Services	170,915	175,787	226,949	213,952	687,668	687,668	-
Building							
Personnel Services	28,320	34,435	101,876	41,287	129,440	129,440	-
Materials & Services	501	525	630	526	836	836	-
Police							
Personnel Services	4,842,894	4,954,288	5,136,099	5,177,077	6,089,416	6,089,416	-
Materials & Services	852,182	838,250	1,012,847	984,703	1,232,304	1,232,304	-
Capital Outlay	129,856	114,678	171,800	212,016	262,000	262,000	-
Parks							
Personnel Services	608,004	609,457	665,692	640,110	686,218	686,218	-
Materials & Services	203,698	261,985	380,091	338,121	366,642	366,642	-
Capital Outlay	393,089	336,629	280,000	360,000	2,137,000	2,137,000	-
Cemetery							
Personnel Services	152,176	152,333	194,403	163,562	200,620	200,620	-
Materials & Services	24,606	15,229	26,739	34,661	27,629	27,629	-
Economic Development							
Personnel Services	312,888	289,610	351,500	298,789	368,549	368,549	-
Materials & Services	104,535	73,050	120,904	58,791	198,682	198,682	-
Non-Departmental							
Personnel Services	427,715	234,978	75,000	75,000	82,400	82,400	-
Materials & Services	68,824	440,087	551,833	201,833	271,449	271,449	-
Special Payments	14,664	20,706	25,000	21,962	25,000	25,000	-
Transfers Out	125,586	200,714	263,761	263,761	385,012	385,012	-
Operating Contingency	-	-	200,000	-	200,000	200,000	-
Reserved for Future Expense							
PEG	45,566	49,187	39,472	38,140	35,940	35,940	-
PERS	-	-	-	-	-	-	-
Workers Compensation	121,863	121,863	198,374	198,374	68,420	68,420	-
Building Dept.	57,425	74,785	56,922	74,785	-	-	-
Park Maintenance	197,571	192,509	4,652	4,766	924	924	-
Old Library	-	-	500,000	-	-	-	-
ARP Funds	-	-	2,363,273	-	-	-	-
Unrestricted	2,902,006	5,427,565	3,025,941	7,690,087	6,431,780	6,431,780	-
Total General Fund Requirements	<u>\$ 14,300,906</u>	<u>\$ 17,060,609</u>	<u>\$ 19,055,185</u>	<u>\$ 19,783,510</u>	<u>\$ 23,423,751</u>	<u>\$ 23,423,751</u>	<u>\$ -</u>
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (8,006,152)

	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	FY21-22 Projected	FY22-23 Proposed	FY22-23 Approved	FY22-23 Adopted
Operating Revenue	11,058,710	13,736,178	13,447,432	13,917,602	15,417,599	15,417,599	-
30% of operating revenue	3,317,613	4,120,853	4,034,230	4,175,280	4,625,280	4,625,280	-
40% of operating revenue	4,423,484	5,494,471	5,378,973	5,567,041	6,167,040	6,167,040	-
Ending Fund Balance	3,324,431	5,865,908	3,325,361	8,006,152	6,537,064	6,537,064	-
EFB % of operating revenue	30%	43%	25%	58%	42%	42%	#DIV/0!
% of PS of Total GF Budget	0.74	0.71	0.66	0.69	0.58	0.58	#DIV/0!

GENERAL FUND - ADMINISTRATION	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS FOR ADMINISTRATION							
PERSONNEL SERVICES							
Regular Salaries and Wages	306,332	316,795	449,712	403,770	443,408	443,408	-
Overtime	-	-	-	-	-	-	-
Insurance Benefits	63,144	72,941	102,740	90,755	93,457	93,457	-
Taxes/Other	24,619	20,058	36,041	38,946	35,466	35,466	-
PERS Contributions	87,718	55,850	105,609	94,755	104,916	104,916	-
Total Admin Personnel Services	481,813	465,643	694,102	628,227	677,247	677,247	-
FTE	5.1	3.3	3.2	3.1	3.9	3.9	3.9
MATERIALS & SERVICES							
Election	204	1,009	1,000	5,000	1,000	1,000	-
Prof/Tech Services	4,442	6,882	7,500	7,500	108,500	108,500	-
CTV5 Professional Services	36,000	36,000	36,000	32,400	36,000	36,000	-
Codification	2,996	495	3,000	2,000	5,495	5,495	-
Copier Lease & Maint	4,719	4,404	5,000	4,297	5,000	5,000	-
Misc. Unanticipated	-	15,000	-	-	-	-	-
Printing & Binding	270	318	500	400	500	500	-
Mayor & City Council	5,125	4,057	9,810	7,000	12,120	12,120	-
Mayor & CC Travel & Training	5,633	108	8,075	4,000	8,075	8,075	-
Mayor & CC Membership Dues	1,405	2,168	1,189	1,400	1,189	1,189	-
Admin Staff Travel & Training	88	345	7,234	7,200	7,660	7,660	-
Attorney Travel & Training	777	-	1,500	831	1,500	1,500	-
Admin Membership Dues & Fees	20,370	21,187	25,487	26,000	25,638	25,638	-
Internal Charge-Fleet	2,817	1,523	2,709	1,625	1,486	1,486	-
Internal Charge-Facilities	9,130	9,742	11,036	11,036	15,759	15,759	-
Internal Charge-Tech Services	25,529	23,024	36,136	36,136	53,538	53,538	-
Supplies & Services	4,253	4,652	7,075	7,509	7,075	7,075	-
Employee Recognition	1,653	2,632	5,525	5,000	5,525	5,525	-
Total Admin Materials & Services	125,411	133,547	168,776	159,334	296,060	296,060	-
TOTAL ADMIN REQUIREMENTS	607,225	599,190	862,878	787,561	973,307	973,307	-

GENERAL FUND - HR & RISK MGMT	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS FOR HR & RISK MGMT							
PERSONNEL SERVICES							
Regular Salaries and Wages	-	68,081	69,118	54,645	165,707	165,707	-
Insurance Benefits	-	14,801	22,506	12,702	40,303	40,303	-
Taxes/Other	-	4,238	5,855	5,850	13,967	13,967	-
PERS Contributions	-	10,363	15,483	12,501	37,118	37,118	-
Total HR & Risk Mgmt Personnel Services	-	97,483	112,962	85,698	257,095	257,095	-
FTE		0.8	1.1	0.9	1.7	1.7	1.7
MATERIALS & SERVICES							
Professional Services	26,420	6,204	111,500	6,409	138,500	138,500	-
Legal/Labor Negotiations	68,182	10,133	20,000	-	20,000	20,000	-
Recruit/Employ Testing	5,488	8,468	9,950	9,794	12,000	12,000	-
Software	-	9,727	3,177	13,908	15,606	15,606	-
Liability Insurance	307,199	340,031	386,000	380,881	426,704	426,704	-
Non-Insurance Claims	5,541	-	15,000	-	15,000	15,000	-
Liab Ins Deductible Accrued	25,843	-	20,000	-	25,000	25,000	-
Travel & Training	916	(728)	5,000	516	8,000	8,000	-
Membership Dues & Fees	181	1,039	425	899	425	425	-
Internal Charge-Facilities	-	3,034	3,437	1,093	4,909	4,909	-
Internal Charge-Tech Services	-	17,806	11,124	11,124	38,516	38,516	-
Supplies & Services	4,625	2,726	7,450	5,000	7,600	7,600	-
Risk Mgmt/Safety Committee	2,554	265	2,050	254	2,050	2,050	-
Total HR & Risk Mgmt Materials & Services	446,950	398,704	595,113	429,878	714,310	714,310	-
TOTAL HR & RISK MGMT REQUIREMENTS	446,950	496,186	708,075	515,576	971,405	971,405	-

GENERAL FUND - FINANCE	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS FOR FINANCE							
PERSONNEL SERVICES							
Regular Salaries and Wages	289,490	294,690	305,932	264,616	353,625	353,625	-
Insurance Benefits	74,930	74,214	78,783	52,259	85,355	85,355	-
Taxes/Other	24,062	18,774	25,706	28,396	29,960	29,960	-
PERS Contributions	87,473	74,945	82,024	56,517	79,212	79,212	-
Total Finance Personnel Services	475,956	462,623	492,445	401,789	548,152	548,152	-
FTE	3.5	3.5	3.5	3.5	4.8	4.8	4.8
MATERIALS & SERVICES							
Prof SrvTitle Lien Search Cost	6,072	5,532	6,500	5,371	6,500	6,500	-
Auditing	34,365	20,445	40,000	45,000	55,000	55,000	-
Software Maintenance	30,712	30,712	32,000	36,854	32,000	32,000	-
Copier Lease & Maint	3,822	3,674	4,500	3,771	4,500	4,500	-
Publications/Books	-	-	-	-	-	-	-
Printing & Binding	1,736	1,284	2,500	2,500	2,500	2,500	-
Training/Conf/Travel	2,777	1,040	6,000	8,390	9,000	9,000	-
Membership Dues & Fees	1,830	1,985	2,300	720	2,300	2,300	-
Internal Charge-Facilities	4,329	4,619	5,233	5,233	7,473	7,473	-
Internal Charge-Tech Services	11,804	7,443	23,078	23,078	56,622	56,622	-
Supplies & Service	3,218	4,394	4,000	5,092	4,500	4,500	-
Bank Charges	10,006	9,537	11,500	11,935	11,500	11,500	-
Cash Over & Short	30	(0)	-	-	-	-	-
Misc Office Equipment	-	-	2,700	1,463	5,000	5,000	-
Total Finance Materials & Services	110,701	91,378	140,311	149,407	196,895	196,895	-
TOTAL FINANCE REQUIREMENTS	586,657	554,001	632,756	551,196	745,047	745,047	-

GENERAL FUND - COURT	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
REVENUE							
Fines and Bail	447,553	362,548	400,000	344,702	360,000	360,000	-
Fines / Justice Court	60,036	62,269	50,000	58,860	75,000	75,000	-
Miscellaneous Fees	1,189	1,076	1,000	1,335	1,500	1,500	-
Attorney Reimbursements	11,183	11,837	12,000	11,549	7,500	7,500	-
Court Collections Interest	40,100	55,954	40,000	50,794	55,000	55,000	-
Total Court Revenue	560,062	493,684	503,000	467,241	499,000	499,000	-
REQUIREMENTS FOR COURT							
PERSONNEL SERVICES							
Regular Salaries and Wages	254,726	217,489	223,009	205,183	169,353	169,353	-
Overtime	-	792	-	-	-	-	-
Insurance Benefits	46,652	56,929	48,674	28,802	51,692	51,692	-
Taxes/Other	21,074	14,099	18,949	21,783	14,425	14,425	-
PERS Contributions	49,425	39,537	43,348	38,394	29,531	29,531	-
Total Court Personnel Services	371,876	328,847	333,980	294,162	265,001	265,001	-
FTE	3.8	2.8	3.4	2.7	1.8	1.8	1.8
MATERIALS & SERVICES							
Interpreter	4,990	8,537	9,500	6,941	6,000	6,000	-
Attorney Services	43,500	73,206	83,208	94,326	44,000	44,000	-
Copier Lease and Usage	747	1,206	2,000	1,513	1,750	1,750	-
Training/Conf/Travel	1,216	-	1,840	491	1,805	1,805	-
Membership & Dues	225	330	250	468	250	250	-
Jury Fees	60	-	120	144	120	120	-
Witness Fees	-	-	105	-	105	105	-
Internal Charge-Facilities	3,961	4,227	4,788	4,788	6,837	6,837	-
Internal Charge-Tech Services	14,281	12,111	24,183	24,183	43,133	43,133	-
Supplies & Services	4,572	5,923	6,700	12,764	6,100	6,100	-
Discovery Expense	38	-	100	-	100	100	-
Bank Charges	4,254	3,880	5,000	4,954	5,000	5,000	-
Court Collection Costs	63,491	70,417	50,000	48,890	55,000	55,000	-
Total Court Materials & Services	141,335	179,837	187,794	199,462	170,200	170,200	-
CAPITAL OUTLAY							
Office Furniture	7,933	-	-	-	-	-	-
TOTAL COURT REQUIREMENTS	521,144	508,684	521,774	493,624	435,201	435,201	-

GENERAL FUND - PLANNING	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
REVENUE							
Land Use Applications	63,215	76,739	52,000	131,000	160,000	160,000	-
Miscellaneous Fees	41	266	100	30,000	35,000	35,000	-
Traffic Studies	70,800	78,654	70,000	130,000	135,000	135,000	-
Plan Reviews	49,606	122,672	110,000	135,000	150,000	150,000	-
Engineering Plan Review Fees	47,767	57,584	46,000	2,411	50,000	50,000	-
Construction Excise Tax	-	-	400,000	291,895	300,000	300,000	-
Miscellaneous Revenue - Planning	924	18,350	32,000	25,000	60,000	60,000	-
Total Planning Revenue	232,354	354,264	710,100	745,307	890,000	890,000	-
TRANSFERS IN & OTHER SOURCES							
Transfer from Streets	-	-	-	-	4,500	-	-
Total Planning Transfers In	-	-	-	-	4,500	-	-
TOTAL PLANNING RESOURCES	232,354	354,264	710,100	745,307	894,500	890,000	-
REQUIREMENTS FOR PLANNING							
PERSONNEL SERVICES							
Regular Salaries and Wages	183,606	202,889	245,794	232,137	279,590	279,590	-
Overtime	193	47	-	780	-	-	-
Insurance Benefits	23,750	30,200	33,610	32,337	44,279	44,279	-
Taxes/Other	17,091	15,653	21,086	25,649	23,953	23,953	-
PERS Contributions	41,371	35,111	55,454	52,347	63,040	63,040	-
Total Planning Personnel Services	266,010	283,899	355,944	343,250	410,862	410,862	-
FTE	2.8	2.3	2.8	2.8	3.2	3.2	3.2
MATERIALS & SERVICES							
Prof/Tech Services	54,314	79,807	122,000	50,000	473,000	473,000	-
Copier Lease and Usage	2,738	3,076	4,000	3,073	4,000	4,000	-
Communications	222	206	300	46	100	100	-
Mapping	500	670	900	-	1,500	1,500	-
Planning Commiss. Expenses	105	746	200	1,390	1,500	1,500	-
Travel & Training	1,670	130	2,200	212	2,800	2,800	-
Fees & Dues	1,601	1,312	2,300	2,244	3,600	3,600	-
Internal Charge-Facilities	3,376	3,602	4,081	4,081	5,827	5,827	-
Internal Charge-Tech Services	30,040	14,268	17,418	17,418	54,341	54,341	-
Supplies & Services	2,526	3,692	3,550	5,488	6,000	6,000	-
Traffic Study	73,824	68,278	70,000	130,000	135,000	135,000	-
Total Planning Materials & Services	170,915	175,787	226,949	213,952	687,668	687,668	-
TOTAL PLANNING REQUIREMENTS	436,926	459,687	582,893	557,202	1,098,530	1,098,530	-

GENERAL FUND - BUILDING	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
REVENUE							
Building Permits	51,499	60,117	80,000	40,000	50,000	50,000	-
Total Building Revenue	51,499	60,117	80,000	40,000	50,000	50,000	-
REQUIREMENTS FOR BUILDING							
PERSONNEL SERVICES							
Regular Salaries and Wages	19,323	24,844	71,821	28,090	88,921	88,921	-
Insurance Benefits	2,471	3,428	8,090	3,815	13,295	13,295	-
Taxes/Other	1,918	1,876	6,026	3,080	7,468	7,468	-
PERS Contributions	4,608	4,282	15,939	6,301	19,756	19,756	-
Total Building Personnel Services	28,320	34,435	101,876	41,287	129,440	129,440	-
FTE	0.2	0.2	0.4	0.3	1.0	1.0	1.0
MATERIALS & SERVICES							
Communications	95	101	100	46	100	100	-
Internal Charge-Facilities	397	424	480	480	686	686	-
Supplies & Service	10	-	50	-	50	50	-
Total Building Materials & Services	501	525	630	526	836	836	-
TRANSFERS OUT & OTHER USES							
O/H Transfer to General Fund	3,689	5,741	16,203	16,203	22,236	22,236	-
Total Building Transfers Out	3,689	5,741	16,203	16,203	22,236	22,236	-
TOTAL BUILDING REQUIREMENTS	32,510	40,700	118,709	58,016	152,512	152,512	-

GENERAL FUND - POLICE	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
REVENUE							
Grants - DUII	8,520	24,679	8,000	15,000	15,000	15,000	-
Grant - Distracted Driving	2,941	19,506	5,000	15,000	15,000	15,000	-
Grant - Seatbelt	2,875	9,890	5,000	7,500	7,500	7,500	-
Grant - Speed Enforcement	4,197	1,257	2,000	3,000	3,000	3,000	-
Grant - Pedestrian Safety	4,806	4,023	2,500	5,000	5,000	5,000	-
Grant - HIDTA	-	-	-	-	20,000	20,000	-
Grant - OCDEF	-	-	-	-	-	-	-
Grant - Intellectual Property Crimes	10,611	-	-	-	-	-	-
Grant - OJP Vest Program	1,549	3,612	5,000	5,000	5,000	5,000	-
CSD-Shared SRO Reimbursemt	81,823	41,013	65,000	56,700	76,854	76,854	-
Miscellaneous Fees	100	142	200	9,000	200	200	-
Vehicle Release/Tow Fees	17,875	20,015	16,000	18,540	17,000	17,000	-
Alarm Permit Fees	10,475	10,509	10,000	5,162	5,000	5,000	-
Temporary Liquor License	385	280	500	840	500	500	-
Subpoena Fees	336	220	300	152	300	300	-
Finger Printing Fees	830	-	1,000	-	500	500	-
Reports Revenue	2,897	1,664	2,000	2,112	2,000	2,000	-
Special Event Security	5,783	-	1,000	-	-	-	-
Miscellaneous Revenue - Police	54,958	36,256	89,600	36,000	2,000	2,000	-
Donations-Police	-	500	500	-	500	500	-
Total Police Revenue	210,961	173,566	213,600	179,006	175,354	175,354	-
REQUIREMENTS FOR POLICE							
PERSONNEL SERVICES							
Regular Salaries and Wages	2,711,660	2,879,625	2,891,767	2,897,055	3,536,496	3,536,496	-
Overtime	75,006	64,187	80,000	93,733	84,000	84,000	-
Court Overtime	45,601	43,592	50,000	39,098	52,500	52,500	-
Holiday Overtime	49,026	51,341	60,000	53,665	63,000	63,000	-
SIU Overtime	16,246	9,756	25,000	21,957	26,500	26,500	-
Training Overtime	30,310	24,918	40,000	45,745	42,000	42,000	-
TET Training OT	761	3,308	-	-	-	-	-
Special Events Overtime	6,015	681	5,000	8,447	5,500	5,500	-
Tactical/SWAT OT	26,307	24,344	30,000	17,721	31,500	31,500	-
Supervision Overtime	1,693	302	10,000	5,903	10,500	10,500	-
Grant - DUII Wages Exp	8,248	15,887	8,000	9,040	15,000	15,000	-
Grant - Distracted Driving Wages Exp	1,408	12,502	5,000	1,598	7,500	7,500	-
Grant - Seatbelt Wages Exp	2,096	6,781	5,000	1,999	5,000	5,000	-
Grant - Speed Enforcement Wages Exp	1,885	1,010	2,000	-	20,000	20,000	-
Grant - Pedestrian Wages Exp	5,487	1,215	2,500	-	-	-	-
Grant - HIDTA OT	-	-	-	-	-	-	-
Grant - OCDEF OT	-	-	-	5,442	15,000	15,000	-
Grant - IPC OT	2,252	-	-	1,518	3,000	3,000	-
Overtime Wages	272,340	259,825	322,500	321,000	381,000	381,000	-
Insurance Benefits	640,031	642,033	661,763	618,034	776,996	776,996	-
Taxes/Other	340,779	318,102	381,938	441,524	423,311	423,311	-
PERS Contributions	857,509	833,269	856,181	877,324	943,513	943,513	-
Fringe Benefits	20,575	21,433	21,950	22,140	28,100	28,100	-
Total Police Personnel Services	4,842,894	4,954,288	5,136,099	5,177,077	6,089,416	6,089,416	-
FTE	29.4	29.3	30.2	29.7	32.0	32.0	32.0

GENERAL FUND - POLICE	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS FOR POLICE CONTINUED							
MATERIALS & SERVICES							
Professional Services	45,232	1,318	5,000	4,000	5,000	5,000	-
Vehicle Lease Payments	-	-	-	-	-	-	-
Copier Lease and Usage	3,576	4,718	4,125	6,861	7,080	7,080	-
Investigation & Info	3,134	2,428	3,000	4,000	3,500	3,500	-
Prisoners Board & Medical	1,445	-	5,000	6,016	6,000	6,000	-
Crime Prevention	521	382	1,000	1,000	1,500	1,500	-
Communications	26,766	26,144	31,000	24,000	31,000	31,000	-
County Dispatch Fees	207,025	201,383	215,279	215,279	242,212	242,212	-
Juvenile Diversion Services	2,500	-	2,500	2,500	2,500	2,500	-
Training & Travel	30,285	15,807	37,200	37,200	43,000	43,000	-
Firearms & Less Leta Equip	35,560	32,887	35,200	35,200	40,900	40,900	-
Tactical Entry Team Equipment	4,305	3,115	4,000	4,000	5,000	5,000	-
Vests	5,695	6,955	11,000	11,000	11,000	11,000	-
EOC	-	560	1,500	1,000	1,500	1,500	-
Detective Equipment	16,307	11,869	20,500	20,500	20,000	20,000	-
Membership Fees & Dues	2,070	1,512	2,600	2,232	2,600	2,600	-
Information System Services	35,545	45,620	48,200	45,000	66,000	66,000	-
Internal Charge-Fleet	157,252	143,404	191,680	173,294	235,729	235,729	-
Internal Charge-Facilities	63,163	67,396	76,348	76,348	109,025	109,025	-
Internal Charge-Tech Services	143,102	180,850	187,788	187,788	260,041	260,041	-
Supplies & Services	12,856	17,959	40,822	40,000	41,562	41,562	-
Uniforms & Patrol Equipment	19,379	21,668	28,400	28,400	30,000	30,000	-
Equipment Repair & Maint	466	-	-	-	-	-	-
Radio Repair	-	11,864	2,000	2,000	6,000	6,000	-
800 Radio Operating Fee	26,230	26,230	27,000	29,280	29,280	29,280	-
Canine Expenses	1,483	1,609	3,500	1,000	3,500	3,500	-
Traffic Safety Equipment	6,230	11,672	25,100	25,100	24,000	24,000	-
Donations-Police	-	-	500	-	500	500	-
Accreditation	2,055	900	2,605	1,705	3,875	3,875	-
Total Police Materials & Services	852,182	838,250	1,012,847	984,703	1,232,304	1,232,304	-
CAPITAL OUTLAY							
Vehicles	111,671	101,310	153,800	194,504	185,000	185,000	-
Police K-9's	-	-	-	-	-	-	-
Furniture	7,933	-	-	-	-	-	-
Equip - Computer/Software	10,252	13,368	18,000	17,512	77,000	77,000	-
Digital Radio Replacement Project	-	-	-	-	-	-	-
Total Police Capital Outlay	129,856	114,678	171,800	212,016	262,000	262,000	-
TOTAL POLICE REQUIREMENTS	5,824,932	5,907,215	6,320,746	6,373,796	7,583,720	7,583,720	-

GENERAL FUND - PARKS		FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES								
REVENUE								
100-006-340-0001	Park Rentals	485	755	-	642	450	450	-
100-006-340-0100	Park Maintenance Fee	424,253	436,937	452,000	460,248	483,000	483,000	-
100-006-360-0001	Miscellaneous Revenue - Parks	3,545	37,084	35,000	-	-	-	-
Total Park Revenue		428,283	474,776	487,000	460,890	483,450	483,450	-
TRANSFERS IN & OTHER SOURCES								
100-006-391-0202	Transfer from Streets	10,000	10,000	14,500	14,500	14,500	14,500	-
100-006-392-0210	Transfer from SDC Fund	257,620	182,278	100,000	100,000	1,110,000	1,110,000	-
Total Parks Transfers In		267,620	192,278	114,500	114,500	1,124,500	1,124,500	-
TOTAL PARK RESOURCES		695,903	667,054	601,500	575,390	1,607,950	1,607,950	-
REQUIREMENTS FOR PARKS								
PERSONNEL SERVICES								
100-106-452-1000	Regular Salaries and Wages	336,479	363,329	382,504	368,288	397,801	397,801	-
100-106-452-1250	Seasonal/Temp Wages	22,490	2,460	18,000	14,050	18,000	18,000	-
100-106-452-1300	Overtime	2,732	9,498	6,000	5,041	7,500	7,500	-
100-106-452-2100	Insurance Benefits	104,557	103,159	106,715	94,131	104,734	104,734	-
100-106-452-2200	Taxes/Other	43,492	37,915	51,581	57,086	53,495	53,495	-
100-106-452-2300	PERS Contributions	95,455	90,296	98,092	98,154	101,888	101,888	-
100-106-452-2911	Clothing Allowance	2,800	2,800	2,800	3,360	2,800	2,800	-
Total Park Personnel Services		608,004	609,457	665,692	640,110	686,218	686,218	-
FTE		6.9	6.3	5.7	5.6	6.3	6.3	6.3
MATERIALS & SERVICES								
100-106-452-3200	Contract Services	2,928	36,556	11,000	16,034	11,000	11,000	-
100-106-452-3250	Surveys & Master Plans- SDC	-	12,977	100,000	100,137	100,000	100,000	-
100-106-452-4310	Parks Ground Maintenance	9,370	25,928	10,500	10,500	10,500	10,500	-
100-106-452-4320	Park Bldg Maintenance	3,855	7,459	9,300	9,300	17,300	17,300	-
100-106-452-4340	Streetscape Landscaping	971	6,558	10,000	12,162	10,000	10,000	-
100-106-452-4360	Vandalism Repair	868	3,550	3,000	211	3,000	3,000	-
100-106-452-4450	Copier Lease & Maint	961	955	1,000	1,173	1,000	1,000	-
100-106-452-4500	Parks Maint Fee Billing	25,274	25,040	27,500	26,240	32,500	32,500	-
100-106-452-5300	Communications	1,936	2,236	2,000	1,760	1,800	1,800	-
100-106-452-5850	Training/Conf/Travel	965	1,605	2,400	1,212	2,400	2,400	-
100-106-452-5901	Internal Charge-Fleet	76,653	53,865	115,898	69,539	73,863	73,863	-
100-106-452-5902	Internal Charge-Facilities	22,743	24,267	27,490	27,490	39,256	39,256	-
100-106-452-5903	Internal Charge-Tech Services	3,237	1,498	2,103	2,103	6,123	6,123	-
100-106-452-6100	Supplies & Services	21,184	18,762	18,400	19,094	18,400	18,400	-
100-106-452-6120	Park Equipment	9,501	15,420	9,500	11,108	9,500	9,500	-
100-106-452-6200	Utilities	23,251	25,311	30,000	30,058	30,000	30,000	-
Total Park Materials & Services		203,698	261,985	380,091	338,121	366,642	366,642	-
CAPITAL OUTLAY								
100-106-452-7410	Equipment	43,415	22,709	-	-	127,000	127,000	-
100-106-452-7610	Logging Rd Trail Culvert	3,724	-	-	-	-	-	-
100-106-452-7617	Legacy Park Improvements	92,347	-	-	-	-	-	-
100-106-452-7618	Locust Park Shelter	-	-	100,000	-	110,000	-	-
100-106-452-7619	Maple Park Sport Court	-	13,053	180,000	360,000	-	-	-
100-106-452-7631	Maple Park Splash Pad	253,602	169,888	-	-	-	110,000	-
100-106-452-7632	Locust Park Playground Equip Replace	-	130,980	-	-	-	-	-
	Master Plan Projects	-	-	-	-	1,000,000	1,000,000	-
	Dog Park	-	-	-	-	900,000	900,000	-
Total Parks Capital Outlay		393,089	336,629	280,000	360,000	2,137,000	2,137,000	-
TOTAL PARK REQUIREMENTS		1,204,790	1,208,071	1,325,783	1,338,231	3,189,860	3,189,860	-

GENERAL FUND - CEMETERY	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
REVENUE							
Grave Sales	18,840	29,400	22,000	12,960	22,000	22,000	-
Grave Open & Close	6,000	11,850	8,000	7,440	8,000	8,000	-
Mausoleum Name Bars	6,200	5,000	4,000	3,600	4,000	4,000	-
Mausoleum Sales	19,780	17,105	15,000	6,072	15,000	15,000	-
Mausoleum Open & Close	4,550	2,350	1,000	3,180	3,000	3,000	-
Miscellaneous Fees	1,500	5,000	2,700	3,500	4,000	4,000	-
Donations-Cemetery	51	8	10	-	-	-	-
Total Cemetery Revenue	56,921	70,713	52,710	36,752	56,000	56,000	-
REQUIREMENTS FOR CEMETERY							
PERSONNEL SERVICES							
Regular Salaries and Wages	95,705	96,488	107,602	101,196	112,435	112,435	-
Seasonal/Temp Wages	-	-	18,000	-	18,000	18,000	-
Overtime	557	2,495	-	1,968	-	-	-
Insurance Benefits	21,951	22,455	26,105	22,374	25,643	25,643	-
Taxes/Other	11,491	9,966	16,364	14,532	17,012	17,012	-
PERS Contributions	22,472	20,930	26,332	23,493	27,530	27,530	-
Total Cemetery Personnel Services	152,176	152,333	194,403	163,562	200,620	200,620	-
FTE	1.4	1.7	1.3	1.5	2.2	2.2	2.2
MATERIALS & SERVICES							
Grounds Maintenance	3,120	2,245	3,500	881	3,500	3,500	-
Building Maintenance	7,797	1,033	4,200	648	4,200	4,200	-
Copier Lease and Usage	172	171	200	209	200	200	-
Refunds	1,700	3,390	2,000	15,000	2,000	2,000	-
Internal Charge-Tech Services	1,999	438	389	389	1,279	1,279	-
Supplies - Records	667	1,056	1,350	-	1,350	1,350	-
Tools & Equipment	1,792	1,498	8,100	8,760	8,100	8,100	-
Utilities	2,430	2,400	2,500	3,103	2,500	2,500	-
Name Bars	4,934	2,998	4,500	5,672	4,500	4,500	-
Total Cemetery Materials & Services	24,610	15,229	26,739	34,661	27,629	27,629	-
TOTAL CEMETERY REQUIREMENTS	176,786	167,562	221,142	198,224	228,249	228,249	-

GENERAL FUND - ECONOMIC DEV.	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
REVENUE							
Event Revenue	5,228	-	3,950	4,680	3,950	3,950	-
Econ Dev City Grant Revenue	50,600	8,600	13,481	13,481	4,700	4,700	-
Independence Day Revenue	2,433	-	9,200	3,767	9,200	9,200	-
Miscellaneous Revenue		-	-	-	-	-	-
Total Economic Dev. Revenue	58,260	8,600	26,631	21,928	17,850	17,850	-
TRANSFERS IN & OTHER SOURCES							
Transfer from UR	368,763	315,998	450,365	300,000	350,000	350,000	-
Total Economic Dev. Transfers In	368,763	315,998	450,365	300,000	350,000	350,000	-
TOTAL ECONOMIC DEV. RESOURCES	427,023	324,598	476,996	321,928	367,850	367,850	-
REQUIREMENTS FOR ECONOMIC DEVELOPMENT							
PERSONNEL SERVICES							
Regular Salaries and Wages	213,170	211,135	244,085	203,932	257,073	257,073	-
Overtime	-	-	-	14	-	-	-
Insurance Benefits	25,116	26,321	30,541	24,701	30,438	30,438	-
Taxes/Other	22,837	14,167	19,833	21,182	20,779	20,779	-
PERS Contributions	51,766	37,987	57,041	48,961	60,259	60,259	-
Total Economic Dev. Personnel Services	312,888	289,610	351,500	298,789	368,549	368,549	-
FTE	2.6	2.5	2.5	2.4	2.5	2.5	2.5
MATERIALS & SERVICES							
Internal Charge-Facilities	3,490	3,724	4,218	4,218	6,024	6,024	-
Internal Charge-Tech Services	6,568	3,884	4,784	4,784	15,987	15,987	-
Econ Dev City Grant Expended	5,600	45,325	13,481	10,047	5,700	5,700	-
Copier Lease and Usage	1,369	1,538	1,500	1,536	1,500	1,500	-
Supplies & Services	30,503	8,757	30,850	9,000	38,700	38,700	-
Main Street (General Fund)	11,246	883	13,000	16,248	24,350	24,350	-
Independence Day Expenses	9,076	725	14,500	315	16,850	16,850	-
Flower Program	5,206	5,662	5,500	-	6,500	6,500	-
Community Small Grants	-	-	-	-	50,000	50,000	-
Main Street (UR Allowable)	31,478	2,552	33,071	12,644	33,071	33,071	-
Total Economic Dev. Materials & Services	104,535	73,050	120,904	58,791	198,682	198,682	-
TRANSFERS OUT & OTHER USES							
O/H Transfer to General Fund	46,897	52,286	75,149	75,149	67,776	67,776	-
Total Economic Dev. Transfers Out	46,897	52,286	75,149	75,149	67,776	67,776	-
TOTAL ECONOMIC DEV. REQUIREMENTS	464,321	414,946	547,553	432,730	635,007	635,007	-

GENERAL FUND - NOT ALLOCATED	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
REVENUE							
Property Tax Current	5,114,492	5,415,564	5,602,000	5,600,000	6,006,300	6,006,300	-
Property Tax Prior	86,371	103,299	85,000	52,000	52,000	52,000	-
Cable Franchise Fee	138,939	133,624	133,700	120,178	123,000	123,000	-
Telephone Franchise Fee	50,773	47,200	47,700	48,963	50,000	50,000	-
Solid Waste Franchise Fee	143,460	161,916	163,300	132,768	153,500	153,500	-
Natural Gas Franchise Fee	155,568	152,397	150,000	161,320	146,000	146,000	-
City Sewer Franchise Fee	278,713	280,828	307,000	307,000	318,000	318,000	-
Cigarette Tax	18,416	16,364	13,100	15,903	15,500	15,500	-
Liquor Revenue	300,107	333,698	319,000	332,751	352,500	352,500	-
State Revenue Sharing	198,890	221,768	212,800	223,349	230,000	230,000	-
Federal Revenue	-	401,983	1,644,651	-	-	-	-
American Rescue Plan Act Grant	-	1,990,363	-	1,990,363	1,990,363	1,990,363	-
CU In Lieu of Taxes	817,442	846,614	838,600	821,229	850,000	850,000	-
Business Licenses	77,760	76,225	78,000	58,283	66,000	66,000	-
Liquor Licenses	2,155	2,105	1,900	1,247	1,900	1,900	-
Miscellaneous Fees	418	17,376	19,000	1,000	450	450	-
Title Lien Search Fees	15,240	13,530	14,000	12,320	12,500	12,500	-
PEG Access Fees	27,758	24,327	26,000	20,630	22,800	22,800	-
Miscellaneous-Income	31,236	9,240	5,700	13,000	9,500	9,500	-
Lease receipts (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000	-
Interest Revenues	75,967	27,295	28,000	19,600	20,600	20,600	-
Retirement/Separation Reserve	77,597	30,436	30,843	30,843	31,000	31,000	-
Workers Comp Claim Reserve	-	-	-	-	-	-	-
Total Not Allocated Revenue	7,617,304	10,312,150	9,726,294	10,468,747	10,457,913	10,457,913	-
TRANSFERS IN & OTHER SOURCES							
O/H from Building	3,689	5,741	16,203	16,203	22,236	22,236	-
O/H from Economic Develop	46,897	52,286	75,149	75,149	67,776	67,776	-
O/H from Library Fund	136,707	142,687	172,409	172,409	204,980	204,980	-
O/H from Street	124,653	120,610	147,257	147,257	187,105	187,105	-
O/H from Transit	190,668	182,728	236,185	236,185	262,036	262,036	-
O/H from Swim Levy	124,096	119,444	139,099	139,099	202,904	202,904	-
O/H from WWTP	161,886	163,112	201,095	201,095	230,057	230,057	-
O/H from Collections	50,115	60,761	64,081	64,081	85,765	85,765	-
O/H from Stormwater	32,064	29,913	31,754	31,754	50,673	50,673	-
Total Not Allocated Transfers In	870,775	877,282	1,083,232	1,083,232	1,313,532	1,313,532	-
TOTAL NOT ALLOCATED RESOURCES	8,488,079	11,189,432	10,809,526	11,551,979	11,771,445	11,771,445	-
REQUIREMENTS NOT ALLOCATED							
PERSONNEL SERVICES							
Retirement & Separation Payout	427,715	234,978	75,000	75,000	82,400	82,400	-
Total Not Allocated Personnel Services	427,715	234,978	75,000	75,000	82,400	82,400	-
MATERIALS & SERVICES							
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000	-
COVID-19 expenses	24,907	393,626	-	-	-	-	-
Equipment	-	-	500,000	-	200,000	200,000	-
Internal Charge-Facilities	37,917	40,461	45,833	45,833	65,449	65,449	-
Total Not Allocated Materials & Services	68,824	440,087	551,833	51,833	271,449	271,449	-
TRANSFERS & SPECIAL PAYMENTS							
Transfers to Library Fund	75,000	142,687	172,409	172,409	295,000	295,000	-
Special Payments-PEG Access	14,664	20,706	25,000	21,962	25,000	25,000	-
Total Not Allocated Special Payments	89,664	163,393	197,409	194,371	320,000	320,000	-
General Fund Operating Contingency	-	-	200,000	-	200,000	200,000	-
TOTAL NOT ALLOCATED REQUIREMENTS	586,204	838,458	1,024,242	321,204	873,849	873,849	-

LIBRARY FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	74,450	42,749	90,815	70,771	8,844	8,844	8,844
REVENUE							
CC Library District	951,933	1,012,388	1,007,316	992,879	1,091,340	1,091,340	
Grants-Library	6,436	8,534	3,612	4,686	3,905	3,905	
Library Fines & Fees	20,878	668	20,000	17,311	20,000	20,000	
Miscellaneous Income	-	600	12,998	-	-	-	
Interest Revenues	-	115	-	-	100	100	
Donations-Library	119	183	100	263	100	100	
Donations-FOL (Programming)	15,922	3,015	15,000	4,353	17,970	17,970	
Total Library Revenue	995,290	1,025,502	1,059,026	1,019,493	1,133,415	1,133,415	-
TRANSFERS IN & OTHER SOURCES							
FOL Pass Thru Revenue	10,309	162	12,000	10,149	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	75,000	142,687	172,409	195,409	295,000	295,000	
Total Library Transfers In & Other Sources	585,309	642,849	684,409	705,558	807,000	807,000	-
TOTAL LIBRARY RESOURCES	1,655,048	1,711,100	1,834,250	1,795,822	1,949,259	1,949,259	8,844

LIBRARY FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS FOR LIBRARY							
PERSONNEL SERVICES							
Regular Salaries and Wages	468,970	500,646	533,965	536,118	545,395	545,395	
On Call Wages	29,422	27,522	32,669	35,993	46,984	46,984	
Insurance Benefits	84,646	111,049	127,954	117,341	120,122	120,122	
Taxes/Other	52,786	32,358	47,640	57,123	49,816	49,816	
PERS Contributions	105,401	112,083	130,238	132,218	133,582	133,582	
Total Library Personnel Services	741,226	783,658	872,466	878,793	895,899	895,899	-
FTE	9.0	8.7	9.2	8.6	8.9	8.9	8.9
MATERIALS & SERVICES							
Computer Hardware/Software	1,293	983	1,674	1,799	1,550	1,550	
LINCC Consortium	32,069	30,287	26,363	20,360	35,100	35,100	
Copier Lease & Maint	7,934	7,656	7,700	7,308	7,700	7,700	
Travel & Training	412	905	3,875	6,658	5,075	5,075	
Internal Charge-Facilities	52,958	56,507	64,013	64,013	91,410	91,410	
Internal Charge-Tech Services	29,634	19,991	23,798	23,798	65,420	65,420	
Supplies & Services	10,651	6,828	13,703	11,783	29,400	29,400	
Cash Over & Short	60	(2)	-	-	-	-	
Library Collection	65,648	78,942	85,000	77,783	89,250	89,250	
Volunteer Recognition	1,185	205	1,500	938	1,500	1,500	
Grants-Library Expended	6,266	3,617	3,612	2,712	3,905	3,905	
Donations Expended FOL	15,946	7,857	15,000	8,674	17,970	17,970	
Total Library Materials & Services	224,057	213,775	246,238	225,826	348,280	348,280	-
SPECIAL PAYMENTS							
Special Payments-FOL Pass Thru	10,309	209	12,000	9,951	-	-	
Total Library Special Payments	10,309	209	12,000	9,951	-	-	-
TRANSFERS OUT							
O/H to General Fund	136,707	142,687	172,409	172,409	204,980	204,980	-
Interfund loan pmt transfer to CPC	500,000	500,000	500,000	500,000	500,000	500,000	-
Total Library Transfers Out	636,707	642,687	672,409	672,409	704,980	704,980	-
OPERATING CONTINGENCY	-	-	31,137	-	100	100	8,844
RESERVED FOR FUTURE EXPENDITURE	-	-	-	8,844	-	-	-
Restricted FB - Library	42,749	70,771	-	0	-	-	-
TOTAL LIBRARY REQUIREMENTS	1,655,048	1,711,100	1,834,250	1,795,822	1,949,259	1,949,259	8,844

TRANSIT FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	2,058,300	2,418,761	3,077,988	3,135,215	3,530,492	3,530,492	3,530,492
REVENUE							
Grant - STF/STO	120,000	120,000	125,000	125,000	130,000	130,000	
Grant - 5311	451,459	420,345	577,750	577,750	418,582	418,582	
Grant-JTA 5310	-	25,379	-	-	-	-	
Grant-Preventative Maintenance	-	-	-	-	-	-	
Grant - Capital	-	611,894	266,900	-	-	-	
Grant - Operating	98,996	55,944	84,000	84,000	88,000	88,000	
STIF Formula Funds	396,417	270,691	285,247	285,247	335,128	335,128	
Transit ER Payroll Tax	1,540,909	1,792,578	1,931,000	1,840,124	1,917,000	1,917,000	
Payroll Tax Penalties & Int	12,639	13,414	8,000	4,870	8,000	8,000	
Fares	53,880	300	60,000	28,038	30,000	30,000	
Miscellaneous-Income	5,660	1,525	2,000	-	2,000	2,000	
Interest Revenues	32,340	15,082	20,000	6,707	7,826	7,826	
STIF Interest	3,346	3,702	3,000	1,272	1,485	1,485	
Donations-Transit	-	64	-	-	-	-	
Total Transit Revenue	2,715,645	3,330,918	3,362,897	2,953,009	2,938,021	2,938,021	-
TOTAL TRANSIT RESOURCES	4,773,945	5,749,680	6,440,885	6,088,224	6,468,513	6,468,513	3,530,492
REQUIREMENTS FOR TRANSIT							
PERSONNEL SERVICES							
Regular Salaries and Wages	212,604	190,683	218,842	185,737	229,419	229,419	
Overtime	-	1,938	1,500	4,061	1,500	1,500	
Insurance Benefits	42,293	41,816	52,979	35,932	41,216	41,216	
Taxes/Other	26,408	12,550	18,591	20,060	19,490	19,490	
PERS Contributions	50,340	33,154	50,161	43,737	52,587	52,587	
Total Transit Personnel Services	331,645	280,142	342,073	289,527	344,212	344,212	-
FTE	2.5	2.7	2.7	2.4	2.9	2.9	2.9

TRANSIT FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS FOR TRANSIT							
MATERIALS & SERVICES							
Prof/Tech Services	-	3,530	100,000	3,116	100,000	100,000	
Contract Services	1,022,376	1,008,120	1,496,938	1,400,000	1,639,540	1,639,540	
Transit Facilities Maintenance	17,380	10,840	17,600	10,750	13,800	13,800	
Space Lease	43,266	43,266	50,898	47,593	58,982	58,982	
Vehicle Maintenance	995	767	1,500	7	1,500	1,500	
Vehicle (Non-Ins) Repair	-	-	-	-	-	-	
Copier Lease & Maintenance	5,946	5,298	6,000	5,773	6,000	6,000	
Communications	7,556	11,569	18,410	11,000	20,628	20,628	
Marketing	7,641	3,122	11,735	8,043	12,260	12,260	
Printing	3,123	1,268	5,450	2,982	6,200	6,200	
Travel & Training	2,019	-	5,445	-	5,500	5,500	
Membership Dues & Fees	11,570	11,120	12,181	13,344	12,262	12,262	
Internal Charge-Fleet	255,209	213,406	281,763	271,380	369,155	369,155	
Internal Charge-Facilities	5,296	5,651	6,401	6,401	9,141	9,141	
Internal Charge-Tech Services	32,422	37,166	25,944	25,944	50,185	50,185	
Supplies & Services	31,987	15,247	14,500	12,500	14,500	14,500	
Tax Collection Service & Supplies	-	-	3,200	1,828	3,200	3,200	
Total Transit Materials & Services	1,446,786	1,370,371	2,057,965	1,820,660	2,322,853	2,322,853	-
CAPITAL OUTLAY							
Transit Projects	386,085	-	100,000	3,360	130,000	130,000	
Vehicles	-	745,968	298,675	208,000	90,000	90,000	
Bus Shelters	-	-	375,000	-	375,000	375,000	
New Transit Office	-	35,256	1,500,000	-	1,500,000	1,500,000	
Total Transit Capital Outlay	386,085	781,224	2,273,675	211,360	2,095,000	2,095,000	-
TRANSFERS OUT							
O/H to General Fund	190,668	182,728	236,185	236,185	262,036	262,036	-
Total Transit Transfers Out	190,668	182,728	236,185	236,185	262,036	262,036	-
OPERATING CONTINGENCY							
	-	-	100,000	-	100,000	100,000	
RESERVED FOR FUTURE EXPENDITURE							
	-	-	1,430,987	3,530,492	1,344,412	1,344,412	3,530,492
ENDING FUND BALANCE (prior year's)							
Restricted FB - STIF	338,666	542,776	-	-	-	-	-
Committed FB - Transit	1,719,633	1,875,984	-	-	-	-	-
Total Transit Ending Fund Balance	2,418,761	3,135,215	-	-	-	-	-
TOTAL TRANSIT REQUIREMENTS	4,773,945	5,749,680	6,440,885	6,088,224	6,468,513	6,468,513	3,530,492

SWIM LEVY FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	989,941	1,028,294	1,635,367	1,291,724	1,549,366	1,549,366	1,549,366
REVENUE							
Property Tax Levy	793,851	847,328	890,000	900,000	952,000	952,000	
Property Tax - Prior	13,215	15,943	13,000	8,000	8,000	8,000	
Pool Revenue	110,909	24,905	125,000	165,000	175,000	175,000	
Miscellaneous Income	27,168	-	94,471	-	-	-	
Interest Revenues	22,330	9,465	8,500	4,397	8,500	8,500	
Total Swim Revenue	967,473	897,641	1,130,971	1,077,397	1,143,500	1,143,500	-
TOTAL SWIM RESOURCES	1,957,415	1,925,936	2,766,338	2,369,121	2,692,866	2,692,866	1,549,366
REQUIREMENTS FOR SWIM							
PERSONNEL SERVICES							
Regular Salaries and Wages	302,101	247,203	411,757	358,681	433,175	433,175	
Guards & Instructors	101	-	-	-	-	-	
Overtime	8,348	2,263	10,000	4,686	10,000	10,000	
Insurance Benefits	61,419	57,506	78,771	66,905	88,538	88,538	
Taxes/Other	44,097	23,749	49,331	48,616	51,911	51,911	
PERS Contributions	69,547	54,006	67,609	63,629	70,506	70,506	
Total Swim Personnel Services	485,613	384,728	617,468	542,516	654,130	654,130	-
FTE	9.1	7.4	8.6	4.2	8.5	8.5	8.5
MATERIALS & SERVICES							
Bldg Maintenance	82,901	30,053	26,500	44,196	51,000	51,000	
Ground Lease	14,000	14,000	14,000	15,400	14,000	14,000	
Copier Lease & Maintenance	164	115	220	129	350	350	
Advertising & Marketing	3,481	358	5,000	2,644	5,000	5,000	
Training & Travel	4,057	1,434	5,000	5,067	6,000	6,000	
Internal Charge - Tech Services	10,023	15,671	5,654	5,654	17,467	17,467	
Supplies & Services	7,281	6,416	11,000	11,140	23,000	23,000	
Bank Charges	5,631	1,070	8,000	6,325	6,500	6,500	
Pool Chemicals	7,849	4,348	13,500	7,146	14,000	14,000	
Janitorial Supplies	3,441	905	5,500	2,076	6,000	6,000	
Pool Concession Purchases	1,909	-	2,500	947	3,000	3,000	
Utility - Gas	21,254	17,895	25,500	21,670	19,000	19,000	
Utility - Water	3,735	3,501	5,500	3,417	4,000	4,000	
Utility - Electric	11,121	10,711	13,500	12,101	12,000	12,000	
Total Swim Materials & Services	176,877	106,533	141,374	138,139	181,317	181,317	-
CAPITAL OUTLAY							
Bldg Improvements >\$5k	142,534	23,507	650,000	-	1,500,000	1,500,000	
Total Swim Capital Outlay	142,534	23,507	650,000	-	1,500,000	1,500,000	-
TRANSFERS OUT							
O/H to General Fund	124,096	119,444	139,099	139,099	202,904	202,904	-
Total Swim Transfers Out	124,096	119,444	139,099	139,099	202,904	202,904	-
OPERATING CONTINGENCY	-	-	37,942		41,772	41,772	-
RESERVED FOR FUTURE EXPENDITURE	-	-	1,180,455	1,549,366	112,743	112,743	1,549,366
Restricted FB - Swim Center	1,028,295	1,291,724	-	-	-	-	-
TOTAL SWIM REQUIREMENTS	1,957,415	1,925,936	2,766,338	2,369,121	2,692,866	2,692,866	1,549,366

STREET FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	2,099,484	2,110,399	3,883,839	4,243,849	4,791,664	4,791,664	4,791,664
REVENUE							
State Highway Fund	1,155,309	1,272,027	1,291,000	1,287,276	1,360,000	1,360,000	
Local Gas Tax	395,186	376,748	364,400	401,098	415,500	415,500	
County Vehicle Registration Fee	85,951	329,852	315,500	364,000	382,900	382,900	
Federal Fund Exchange	-	207,703	559,898	348,532	-	-	
Construction Excise Tax	-	-	-	-	-	-	
Miscellaneous Fees	325	100	500	180	500	500	
Street Maintenance Fee	582,112	610,238	609,000	606,217	614,000	614,000	
CUB Street Repair Reimbursemnt	15,642	-	-	-	-	-	
Erosion Control Fees	46,759	38,388	40,000	40,203	32,000	32,000	
Driveway/Curb/Sidewalk Inspect	16,200	13,417	15,000	12,960	12,000	12,000	
Street Excavation/Opening Fee	1,625	2,575	2,000	2,640	2,000	2,000	
Urban Forestry Program Revenue	61,000	57,000	45,000	-	22,000	22,000	
Street Sign Program Revenue	3,366	2,054	6,000	8,660	6,000	6,000	
Miscellaneous Revenue	616,755	704,394	50,433	205,587	1,000	1,000	
Damaged Property Claim Revenue	-	13,829	2,000	1,688	2,000	2,000	
Interest Revenues	38,225	19,690	20,000	11,107	16,500	16,500	
ARPA ODOT Grant	-	-	-	-	2,960,000	2,960,000	
Total Street Revenue	3,018,454	3,648,014	3,320,731	3,290,148	5,826,400	5,826,400	-
TRANSFERS IN							
Transfer from SDC	57,522	47,777	2,179,607	150,000	1,457,000	1,457,000	
Transfer from Collections	-	-	-	-	-	-	
Transfer from Storm	139,626	-	40,000	40,000	-	-	
Total Street Transfers In	197,148	47,777	2,219,607	190,000	1,457,000	1,457,000	-
TOTAL STREET RESOURCES	5,315,086	5,806,191	9,424,177	7,723,997	12,075,064	12,075,064	4,791,664
REQUIREMENTS FOR STREETS							
PERSONNEL SERVICES							
Regular Salaries and Wages	403,236	380,317	388,813	424,169	461,528	461,528	
Seasonal/Temp Wages	10,548	12,204	9,025	17,316	9,025	9,025	
Overtime	6,834	19,631	6,000	9,692	6,000	6,000	
Insurance Benefits	87,347	93,214	89,404	100,763	120,363	120,363	
Taxes/Other	59,990	43,307	58,941	64,956	66,476	66,476	
PERS Contributions	104,667	85,774	92,596	107,315	103,799	103,799	
Clothing Allowance	1,000	1,000	1,200	2,160	1,200	1,200	
Total Street Personnel Services	673,621	635,446	645,979	726,371	768,391	768,391	-
FTE	6.0	6.4	5.9	6.2	7.3	7.3	7.3

STREET FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS FOR STREETS (Continued)							
MATERIALS & SERVICES							
Consultant Engineer	22,168	2,520	15,000	2,805	15,000	15,000	
Professional Services	-	5,383	5,000	5,966	5,000	5,000	
Curb/Sidewalk Repair	18,045	532	5,000	1,500	20,000	20,000	
Street Lighting & Maint	101,822	90,584	85,000	83,076	85,000	85,000	
Street Maintenance	21,518	6,283	62,000	45,008	62,000	62,000	
Copier Lease & Maint	923	917	800	1,127	800	800	
Street Maint Billing	25,274	25,040	27,500	26,240	27,500	27,500	
Street Signing	23,946	10,760	10,500	27,653	17,500	17,500	
Street Marking & Striping	14,800	11,192	15,000	3,886	15,000	15,000	
Damaged Property Claim Expense	3,987	21,994	2,000	1,268	2,000	2,000	
Communications	2,156	2,476	2,100	2,041	2,100	2,100	
Travel & Training	493	-	4,000	4,528	4,000	4,000	
Membership Dues & Fees	25	90	800	800	800	800	
Internal Charge-Fleet	82,438	85,685	153,023	70,863	96,394	96,394	
Internal Charge-Facilities	22,875	24,408	27,650	27,650	39,484	39,484	
Internal Charge-Tech Services	15,707	24,033	13,532	13,532	40,587	40,587	
Supplies & Services	37,524	12,184	9,100	15,173	10,000	10,000	
Small Tools	5,374	7,645	6,200	1,672	6,200	6,200	
Safety Supplies	782	1,506	1,100	871	1,100	1,100	
Urban Forestry Program	31,467	23,431	15,000	19,108	15,000	15,000	
Declared Emergency Response	-	85,134	-	-	-	-	
Utilities	5,200	5,610	5,600	5,304	5,600	5,600	
Total Street Materials & Services	436,522	447,407	465,905	360,071	471,065	471,065	-
CAPITAL OUTLAY							
Equipment	281,751	51,214	150,000	167,858	779,000	779,000	
Street Maint Fee Projects	650,519	36,556	700,000	1,200,000	900,000	900,000	
S Ivy Sidewalk	256	113,572	693,208	-	1,900,000	1,900,000	
Industrial Park to 99E Connection	804,351	47,830	1,562,930	173,357	1,500,000	1,500,000	
N Locust St - NE 4th - NE 10th Ave	1,088	71,903	917,423	35,010	1,300,000	1,300,000	
N Knott St	-	26,816	109,906	-	-	-	
South Redwood	-	-	500,000	-	-	-	
NE Territorial/Redwood Intersection	-	-	165,000	19,758	280,000	280,000	
N Pine St Realignment	1,570	989	-	-	-	-	-
N Maple 10th-14th	170,355	-	-	-	-	-	-
NE 10th Ave from Maple to Pine	-	-	-	-	-	-	-
Charging Station	-	-	-	-	150,000	150,000	
Total Street Capital Outlay	1,909,890	348,878	4,798,467	1,595,983	6,809,000	6,809,000	-
TRANSFERS OUT							
O/H Transfer To General Fund	124,653	120,610	147,257	147,257	187,105	187,105	
Transfer to General Fund	10,000	10,000	14,500	14,500	-	-	
Transfer to Sewer Fund	50,000	-	41,250	41,250	-	-	
Total Street Transfers Out	184,653	130,610	203,007	203,007	187,105	187,105	-
OPERATING CONTINGENCY	-	-	100,000	-	100,000	100,000	
RESERVED FOR FUTURE EXPENDITURE							
Reserved for Future Exp - St Maint. Prg	-	-	1,584,125	1,088,486	751,584	751,584	
Reserved for Future Expenditure	-	-	1,626,694	3,703,178	2,987,919	2,987,919	
Total Reserves for Future Expenditure	-	-	3,210,819	4,791,664	3,739,503	3,739,503	-
ENDING FUND BALANCE (prior year's)							
Reserved FB - St. Maint. Prog.	565,900	1,344,347	-	-	-	-	-
Committed FB - Streets	1,544,499	2,899,502	-	-	-	-	-
Total Street Ending Fund Balance	2,110,399	4,243,849	-	46,901	-	-	4,791,664
TOTAL STREET REQUIREMENTS	5,315,086	5,806,191	9,424,177	7,677,096	12,075,064	12,075,064	-

Transient Room Tax Fund	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	23,367	26,738	39,582	40,041	49,036	49,036	49,036
REVENUE							
Room Tax Restricted (70%)	14,792	14,700	16,177	12,500	13,100	13,100	
Interest-Restricted	317	157	200	135	140	140	
Room Tax Unrestricted (30%)	6,339	6,300	6,933	6,300	6,600	6,600	
Interest-Unrestricted	136	67	80	60	60	60	
Total Transient Room Tax Revenue	21,584	21,225	23,390	18,995	19,900	19,900	-
TOTAL TRANSIENT ROOM TAX RESOURCES	44,951	47,963	62,972	59,036	68,936	68,936	49,036
REQUIREMENTS FOR TOURISM PROMOTION							
MATERIALS & SERVICES							
Services & Supplies	15,533	7,922	10,000	5,000	10,000	10,000	
Total Tourism Promotion Materials & Services	15,533	7,922	10,000	5,000	10,000	10,000	-
TOTAL TOURISM PROMOTION REQUIREMENTS	15,533	7,922	10,000	5,000	10,000	10,000	-
REQUIREMENTS FOR TOURISM ENHANCEMENT							
PERSONNEL SERVICES							
Regular Salaries and Wages	1,713	-	5,000	-	-	-	
Insurance Benefits	261	-	-	-	-	-	
Taxes/Other	247	-	-	-	-	-	
PERS Contributions	374	-	-	-	-	-	
Total Tourism Enhancement Personnel Services	2,594	-	5,000	-	-	-	-
FTE	-	-	-	-	-	-	-
MATERIALS & SERVICES							
Services & Supplies	85	-	9,000	5,000	10,000	10,000	
Total Tourism Enhancement Materials & Services	85	-	9,000	5,000	10,000	10,000	-
TOTAL TOURISM ENHANCEMENT REQUIREMENTS	2,679	-	14,000	5,000	10,000	10,000	-
REQUIREMENTS NOT ALLOCATED							
RESERVED FOR FUTURE EXPENDITURE							
Reserved for Tourism Promotion	-	-	32,551	30,502	33,742	33,742	30,502
Reserved for Tourism Enhancement	-	-	6,421	18,533	15,193	15,193	18,533
Total Reserves for Future Expenditure	-	-	38,972	49,036	48,936	48,936	49,036
ENDING FUND BALANCE (prior year's)							
Committed FB - Tour Promo/Fac	15,932	22,867	-	-	-	-	-
Committed FB - Tourism Enh.	10,806	17,173	-	-	-	-	-
Total Transient Room Tax Ending Fund Balance	26,738	40,041	-	0	-	-	-
TOTAL TRANSIENT ROOM TAX REQUIREMENTS	44,951	47,963	62,972	59,036	68,936	68,936	49,036

SYSTEM DEVELOPMENT CHARGES FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	8,868,122	9,907,514	10,936,906	11,298,015	12,478,446	12,478,446	12,478,446
REVENUE							
Street Improvement SDC's	476,396	826,197	760,000	459,281	600,000	600,000	
Street Reimbursement SDC's	92,681	160,489	152,000	88,245	95,000	95,000	
Street SDC Compliance Cost Fee	11,472	20,582	19,000	12,573	11,000	11,000	
Parks Improvement SDC's	315,936	893,372	665,000	759,523	600,000	600,000	
Parks SDC Compliance Cost Fee	6,441	18,229	14,250	15,645	10,500	10,500	
Sewer Improvement SDC's	94,957	112,608	95,000	79,499	95,000	95,000	
Sewer Reimbursement SDC's	394,200	467,853	356,250	333,347	395,000	395,000	
Sewer SDC Compliance Cost Fee	9,931	11,821	9,500	8,439	10,000	10,000	
Storm Improvement SDC's	33,730	60,765	52,250	32,358	35,000	35,000	
Storm Reimbursement SDC's	7,094	12,640	11,400	6,814	7,000	7,000	
Storm SDC Compliance Cost Fee	1,244	2,303	1,995	1,212	1,500	1,500	
Interest Revenues	204,099	85,961	95,000	33,496	55,000	55,000	
Total SDC Revenue	1,648,180	2,672,821	2,231,645	1,830,431	1,915,000	1,915,000	-
TOTAL SDC RESOURCES	10,516,302	12,580,334	13,168,551	13,128,446	14,393,446	14,393,446	12,478,446
REQUIREMENTS FOR SDC'S							
TRANSFERS OUT & OTHER USES							
Transfer to Parks	257,620	182,278	100,000	500,000	1,110,000	1,110,000	
Transfer to Streets	57,522	47,777	2,179,607	150,000	1,457,000	1,457,000	
Transfer to Sewer	293,647	1,052,264	-	-	1,233,000	1,233,000	
Transfer to Storm	-	-	-	-	245,000	245,000	
Total SDC Transfers Out	608,789	1,282,320	2,279,607	650,000	4,045,000	4,045,000	-
RESERVED FOR FUTURE EXPENDITURE							
Reserved for Street Improve	-	-	4,107,832	5,308,454	4,672,835	4,672,835	
Reserved for Street Reimb	-	-	646,850	805,843	700,953	700,953	
Reserved for Street SDC Admin	-	-	111,349	103,166	114,857	114,857	
Reserved for Parks Improvement	-	-	5,129,963	5,089,947	4,608,666	4,608,666	
Reserved for Parks SDC Admin	-	-	1,649	44,995	55,780	55,780	
Reserved for Sewer Improve	-	-	110,211	104,381	18,486	18,486	
Reserved for Sewer Reimb	-	-	579,116	688,649	34,937	34,937	
Reserved for Sewer SDC Admin	-	-	30,266	30,429	40,645	40,645	
Reserved for Stormwater Imp	-	-	163,844	246,065	71,156	71,156	
Reserved for Stormwater Reimb	-	-	2,362	51,692	23,776	23,776	
Reserved for Storm SDC Admin	-	-	5,502	4,825	6,355	6,355	
Total Reserves for Furture Expenditure	-	-	10,888,944	12,478,446	10,348,446	10,348,446	-
ENDING FUND BALANCE (prior year's)							
Restricted for Street Improvem	4,224,870	5,060,747	-	-	-	-	-
Restricted for Street Reimb	581,514	727,494	-	-	-	-	-
Restricted for StreetSDC Admin	70,584	91,824	-	-	-	-	-
Restricted for Park Improveme	3,954,343	4,700,522	-	-	-	-	-
Restricted for Park SDC Admin	11,373	29,769	-	-	-	-	-
Restricted for Sewer Improveme	64,125	27,103	-	-	-	-	-
Restricted for Sewer Reimb	802,338	372,691	-	-	-	-	-
Restricted for Sewer SDC Admin	10,324	22,277	-	-	-	-	-
Restricted for Storm Improve	154,208	216,476	-	-	-	-	-
Restricted for Storm Reimb	32,506	45,462	-	-	-	-	-
Restricted for Storm SDC Admin	1,329	3,652	-	-	-	-	-
Total SDC Ending Fund Balance	9,907,514	11,298,015	-	0	-	-	12,478,446
TOTAL SDC REQUIREMENTS	10,516,302	12,580,333	13,168,551	13,128,446	14,393,446	14,393,446	12,478,446

CEMETERY PERPETUAL CARE FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	1,014,841	1,066,672	1,110,672	1,120,765	1,144,383	1,144,383	1,144,383
REVENUE							
Perpetual Care: Current Sales	29,780	45,295	30,000	20,028	27,000	27,000	
Interest Revenues	22,051	8,798	9,000	3,591	10,000	10,000	
Total Cemetery Perpetual Care Revenue	51,831	54,093	39,000	23,619	37,000	37,000	-
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	1,566,672	1,620,765	1,649,672	1,644,383	1,681,383	1,681,383	1,144,383
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	-	-	1,149,672	1,144,383	1,181,383	1,181,383	1,144,383
Committed FB - Cemetery Care	1,066,672	1,120,765	-	-	-	-	-
TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS	1,566,672	1,620,765	1,649,672	1,644,383	1,681,383	1,681,383	1,144,383

FORFEITURE FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	40,937	20,693	11,957	13,050	5,444	5,444	5,444
REVENUE							
Forfeiture Funds-Federal	10,073	3,639	-	-	5,000	5,000	-
Forfeiture Funds-Civil	-	-	-	-	5,000	5,000	-
Interest Earned-Federal	165	108	125	23	125	125	-
Interest Earned-Civil	271	41	50	15	50	50	-
Total Forfeiture Revenue	10,509	3,788	175	38	10,175	10,175	-
TOTAL FORFEITURE RESOURCES	51,446	24,481	12,132	13,088	15,619	15,619	5,444
REQUIREMENTS FOR FORFEITURE							
MATERIALS & SERVICES							
Supplies & Services-Federal	10,300	10,890	6,997	7,100	5,000	5,000	-
Supplies & Service-Civil	20,453	540	5,135	544	5,185	5,185	-
Total Forfeiture Materials & Services	30,753	11,431	12,132	7,644	10,185	10,185	-
RESERVED FOR FUTURE EXPENDITURE							
Reserved for Federal	-	-	-	888	1,013	1,013	-
Reserved for Civil	-	-	-	4,556	4,421	4,421	-
Total Reserves for Furture Expenditure	-	-	-	5,444	5,434	5,434	-
ENDING FUND BALANCE (prior year's)							
Restricted for Federal	15,108	7,965	-	-	-	-	-
Restricted for Civil	5,585	5,085	-	-	-	-	-
Total Forfeiture Ending Fund Balance	20,693	13,050	-	0	-	-	5,444
TOTAL FORFEITURE REQUIREMENTS	51,446	24,481	12,132	13,088	15,619	15,619	5,444

FACILITIES FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	46,740	38,343	24,245	39,023	14,505	14,505	14,505
REVENUE							
Miscellaneous Revenues	2,129	-	-	-	-	-	
Interest Revenues	1,070	376	400	141	230	230	
Canby Utility	2,695	1,522	500	255	500	500	
Internal Revenue-Facilities	287,933	307,233	348,040	348,040	497,000	497,000	
Total Facilities Revenue	293,827	309,131	348,940	348,436	497,730	497,730	-
TOTAL FACILITIES FUND RESOURCES	340,568	347,473	373,185	387,459	512,235	512,235	14,505
REQUIREMENTS FOR FACILITIES							
PERSONNEL SERVICES							
Regular Salaries and Wages	76,914	79,761	103,542	102,791	184,730	184,730	
Overtime	2,062	2,465	2,000	2,663	2,000	2,000	
Insurance Benefits	9,673	9,677	13,529	12,221	40,902	40,902	
Taxes/Other	13,870	11,717	13,831	17,870	27,859	27,859	
PERS Contributions	17,937	15,340	22,362	19,218	40,334	40,334	
Clothing Allowance	400	400	400	480	1,200	1,200	
Total Facilities Personnel Services	120,855	119,361	155,664	155,242	297,025	297,025	-
FTE	1.1	1.2	1.1	1.3	3.5	3.5	3.5
MATERIALS & SERVICES							
Contract Services	19,667	23,523	20,000	22,201	28,000	28,000	
Janitorial Services & Supplies	59,934	61,230	60,000	39,089	18,000	18,000	
Building Repairs & Maintenance	24,499	32,910	40,000	72,290	40,000	40,000	
Copier Lease & Maintenance	178	177	180	214	180	180	
Travel & Training	-	400	500	433	2,000	2,000	
Internal Charge-Fleet	3,500	3,000	9,004	6,909	7,346	7,346	
Supplies and Small Tools	1,710	965	3,000	2,205	6,000	6,000	
Utilities	66,325	66,883	75,000	74,371	75,000	75,000	
Total Facilities Materials & Services	175,814	189,089	207,684	217,712	176,526	176,526	-
CAPITAL OUTLAY							
Capital Exp - Shops Complex	5,554	-	-	-	-	-	-
Capital Exp - Cemetery	-	-	-	-	-	-	-
Total Facilities Capital Outlay	5,554	-	-	-	-	-	-
OPERATING CONTINGENCY	-	-	9,837	-	23,678	23,678	
RESERVED FOR FUTURE EXPENDITURE	-	-	-	14,505	15,006	15,006	14,505
Fund Balance	38,343	39,023	-	-	-	-	-
TOTAL FACILITIES REQUIREMENTS	340,568	347,473	373,185	387,459	512,235	512,235	14,505

FLEET SERVICES FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	10,016	48,239	34,924	8,232	137,633	137,633	137,633
REVENUE							
Miscellaneous Fees	-	-	-	-	-	-	-
Canby Adult Center	4,134	1,703	2,000	600	2,000	2,000	
Miscellaneous - Revenue	1,404	1,223	1,000	700	1,000	1,000	
Interest Revenues	650	989	900	700	95	95	
Internal Revenue-Fleet	624,297	540,999	827,717	827,717	826,063	826,063	-
Total Fleet Revenue	630,485	544,914	831,617	829,717	829,158	829,158	-
TOTAL FLEET FUND RESOURCES	640,501	593,152	866,541	837,949	966,791	966,791	137,633
REQUIREMENTS FOR FLEET							
PERSONNEL SERVICES							
Regular Salaries and Wages	145,026	144,655	162,596	158,549	172,826	172,826	
Overtime	1,153	2,395	2,500	360	2,500	2,500	
Insurance Benefits	51,144	44,802	55,743	51,649	54,442	54,442	
Taxes/Other	19,861	13,318	18,766	21,785	19,947	19,947	
PERS Contributions	35,309	28,840	36,226	36,841	38,518	38,518	
Clothing Allowance	800	969	800	1,067	800	800	
Total Fleet Personnel Services	253,291	234,979	276,631	270,251	289,033	289,033	-
FTE	2.0	2.1	3.1	1.9	2.1	2.1	2.1
MATERIALS & SERVICES							
Contract Services-Shop	3,241	5,294	5,000	5,000	9,000	9,000	
Contract Services-Vehicles	20,616	28,085	23,000	16,000	20,000	20,000	
CAT Contract Services	7,461	10,315	15,000	12,000	18,000	18,000	
Copier Lease & Maint	303	301	400	332	400	400	
Canby Area Transit Expenses	19,281	29,902	25,000	33,000	42,000	42,000	
Communications	1,289	1,053	900	660	1,200	1,200	
Travel & Training	256	-	2,500	-	1,500	1,500	
DEQ/DMV	1,372	335	1,500	1,800	1,000	1,000	
Internal Charge-Facilities	31,769	33,899	38,401	38,401	54,837	54,837	
Internal Charge-Tech Services	8,879	4,749	7,679	7,679	14,964	14,964	
Supplies & Services	54,124	45,977	45,000	39,000	45,000	45,000	
Tires	8,585	8,925	7,000	8,000	8,000	8,000	
Tires-Transit	2,239	4,404	7,000	5,085	8,000	8,000	
Misc Shop Supplies	2,210	2,383	3,000	4,424	5,000	5,000	
Tools and Equipment	4,320	4,934	6,000	6,384	8,000	8,000	
Gasoline/Fuel	167,689	166,851	195,000	228,000	336,000	336,000	
Oil-General	2,554	1,243	2,000	2,000	2,500	2,500	
Oil-Transit	2,666	862	2,000	2,000	2,500	2,500	
Safety Equipment	119	430	500	300	500	500	
Total Fleet Materials & Services	338,974	349,941	386,880	410,065	578,401	578,401	-
CAPITAL OUTLAY							
Equipment	-	-	175,000	20,000	20,000	20,000	
Total Fleet Capital Outlay	-	-	175,000	20,000	20,000	20,000	-
OPERATING CONTINGENCY	-	-	28,030	-	43,291	43,291	-
RESERVED FOR FUTURE EXPENDITURE	-	-	-	137,633	36,066	36,066	137,633
Fund Balance	48,239	8,232	-	-	-	-	-
TOTAL FLEET FUND REQUIREMENTS	640,501	593,152	866,541	837,949	966,791	966,791	137,633

TECH SERVICES FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	78,036	88,959	43,448	65,554	74,659	74,659	74,659
REVENUE							
Interest Revenues	1,901	695	700	226	250	250	
Internal Revenue-Tech Services	362,476	373,575	407,892	392,770	748,000	748,000	-
Total Tech Revenue	364,377	374,270	408,592	392,996	748,250	748,250	-
TOTAL TECH FUND RESOURCES	442,413	463,229	452,040	458,550	822,909	822,909	74,659
REQUIREMENTS FOR TECH SERVICES							
PERSONNEL SERVICES							
Regular Salaries and Wages	69,674	77,394	87,949	64,626	227,767	227,767	
Overtime	-	193	-	144	-	-	
Insurance Benefits	9,873	10,809	12,000	9,567	66,447	66,447	
Taxes/Other	7,663	5,088	7,360	7,141	19,236	19,236	
PERS Contributions	22,975	21,354	24,754	18,953	52,155	52,155	
Total Tech Personnel Services	110,185	114,838	132,063	100,430	365,605	365,605	-
FTE	1.1	1.1	1.1	1.1	2.5	2.5	2.5
MATERIALS & SERVICES							
Technical Consultant	127,210	133,183	135,000	140,000	82,200	82,200	
Copier Lease & Usage	608	684	1,000	680	1,000	1,000	
Communications	55,019	62,638	70,500	70,500	63,197	63,197	
Web Page	5,036	4,467	11,400	10,500	12,000	12,000	
Travel & Training	-	-	250	900	6,000	6,000	
Fees & Dues	18,226	17,032	43,221	43,000	61,697	61,697	
Internal Charge-Facilities	2,383	2,543	2,881	2,881	4,113	4,113	
Supplies & Services	4,265	4,123	6,000	10,000	10,000	10,000	
Computer Equipment	-	-	28,200	5,000	27,825	27,825	
Total Tech Materials & Services	212,749	224,671	298,452	283,461	268,032	268,032	-
CAPITAL OUTLAY							
Computer Equipment over \$5,000	30,521	35,917	-	-	157,000	157,000	-
New City Website	-	22,250	-	-	-	-	-
Total Tech Capital Outlay	30,521	58,167	-	-	157,000	157,000	-
OPERATING CONTINGENCY	-	-	21,525	-	31,682	31,682	-
RESERVED FOR FUTURE EXPENDITURE	-	-	-	74,659	590	590	74,659
ENDING FUND BALANCE (prior year's)	88,959	65,554	-	-	-	-	-
TOTAL TECH SERVICES REQUIREMENTS	442,413	463,229	452,040	458,550	822,909	822,909	74,659

SEWER COMBINED FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
Beginning Fund Balance	6,436,688	7,832,195	7,431,474	7,881,280	9,461,511	9,461,511	9,461,511
Revenue							
Miscellaneous Fees	-	5,888	-	-	-	-	-
Sewer Tap Fees	16,307	13,683	12,000	13,440	12,500	12,500	-
Utility Charges for Service	4,306,610	4,417,419	4,380,000	4,382,527	4,585,000	4,585,000	-
AFD - North Redwood	-	-	-	-	-	-	-
Miscellaneous Revenue	18,180	9,025	-	17,029	25,000	25,000	-
Interest Revenues	146,204	59,584	68,000	23,340	40,500	40,500	-
Total Sewer Revenue	4,487,302	4,505,599	4,460,000	4,436,337	4,663,000	4,663,000	-
Transfers In							
Transfer from Street Fund	50,000	-	41,250	41,250	-	-	-
Transfer from SDC Fund	293,647	1,052,264	-	-	1,478,000	1,478,000	-
Total Sewer Transfers In	343,647	1,052,264	41,250	41,250	1,478,000	1,478,000	-
Total Sewer Fund Resources	11,267,637	13,390,058	11,932,724	12,358,867	15,602,511	15,602,511	9,461,511
REQUIREMENTS FOR SEWER COMBINED FUND							
WWTP							
Personnel Services	760,139	757,448	818,798	801,521	955,173	955,173	-
Materials & Services	423,957	437,316	554,305	478,914	548,021	548,021	-
Capital Outlay	362,766	1,645,430	31,000	154,952	981,000	981,000	-
Sewer Collections							
Personnel Services	325,495	271,328	316,583	312,612	407,543	407,543	-
Materials & Services	109,389	102,228	137,966	120,975	128,000	128,000	-
Capital Outlay	440,967	1,422,819	1,535,000	122,450	1,415,000	1,415,000	-
Stormwater							
Personnel Services	180,338	160,254	155,159	170,795	255,759	255,759	-
Materials & Services	41,879	53,616	68,157	50,085	76,886	76,886	-
Capital Outlay	24,135	19,047	-	-	274,000	274,000	-
Non-Departmental							
Personnel Services	35,358	34,034	33,214	31,643	29,576	29,576	-
Materials & Services	347,328	351,472	354,800	356,479	356,000	356,000	-
Transfers Out	383,691	253,786	336,930	296,930	366,495	366,495	-
Operating Contingency	-	-	200,000	-	200,000	200,000	-
Reserved for future Expense	7,832,195	7,881,280	7,390,812	9,461,511	9,609,058	9,609,058	9,461,511
Total Sewer Fund Requirements	11,267,636	13,390,058	11,932,724	12,358,867	15,602,511	15,602,511	9,461,511

SEWER COMBINED FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
RESOURCES							
BEGINNING BALANCE (Cash Carryover)	6,436,688	7,832,195	7,431,474	7,881,280	9,461,511	9,461,511	9,461,511
REVENUE							
Miscellaneous Fees	-	5,888	-	-	-	-	
Sewer Tap Fees	16,307	13,683	12,000	13,440	12,500	12,500	
Utility Charges for Service	4,306,610	4,417,419	4,380,000	4,382,527	4,585,000	4,585,000	
AFD - North Redwood	-	-	-	-	-	-	
Miscellaneous Revenue	18,180	9,025	-	17,029	25,000	25,000	
Interest Revenues	146,204	59,584	68,000	23,340	40,500	40,500	
Total Sewer Revenue	4,487,302	4,505,599	4,460,000	4,436,337	4,663,000	4,663,000	-
TRANSFERS IN							
Transfer from Street Fund	50,000	-	41,250	41,250	-	-	
Transfer from SDC Fund	293,647	1,052,264	-	-	1,478,000	1,478,000	
Total Sewer Transfers In	343,647	1,052,264	41,250	41,250	1,478,000	1,478,000	-
TOTAL SEWER COMBINED FUND RESOURCES	11,267,637	13,390,058	11,932,724	12,358,867	15,602,511	15,602,511	9,461,511

SEWER COMBINED FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS FOR WASTE WATER TREATMENT PLANT							
PERSONNEL SERVICES							
Regular Salaries and Wages	434,378	457,150	479,038	498,441	580,987	580,987	
Overtime	36,858	39,232	40,000	8,517	40,000	40,000	
Insurance Benefits	94,182	95,183	103,240	91,701	113,849	113,849	
Taxes/Other	65,541	49,524	65,011	71,548	72,812	72,812	
PERS Contributions	127,180	114,358	129,509	129,394	144,325	144,325	
Clothing Allowance	2,000	2,000	2,000	1,920	3,200	3,200	
Total WWTP Personnel Services	760,139	757,448	818,798	801,521	955,173	955,173	-
FTE	5.1	5.2	5.1	5.1	5.8	5.8	5.8
MATERIALS & SERVICES							
Professional Services	7,721	9,872	15,000	7,000	15,000	15,000	
Disposal Services	126,346	124,787	149,000	149,000	152,000	152,000	
Maintenance Operations	32,351	26,271	42,000	30,000	42,000	42,000	
Pump and Motor Repair	8,409	2,618	20,000	10,000	20,000	20,000	
Grounds Maint	1,121	977	2,200	1,500	1,600	1,600	
Effluent Testing	9,516	15,569	31,860	20,000	31,860	31,860	
Sludge Testing	2,313	620	2,500	2,000	2,500	2,500	
Pretreatment Testing	1,202	1,294	7,500	2,500	7,500	7,500	
Communications	706	328	1,000	700	1,000	1,000	
Copier Lease & Maintenance	546	591	500	500	600	600	
Travel & Training	1,508	1,640	3,500	2,700	3,500	3,500	
Membership Dues & Fees	2,230	2,380	3,000	2,700	3,000	3,000	
NPDES Permit Fees	19,836	21,227	22,000	22,869	23,500	23,500	
Internal Charge-Fleet	10,246	9,623	24,760	24,760	12,096	12,096	
Internal Charge-Facilities	1,088	1,161	1,315	1,315	1,878	1,878	
Internal Charge-Tech Services	22,016	10,351	22,970	22,970	25,287	25,287	
Supplies & Services	12,657	7,368	5,500	5,500	6,500	6,500	
Safety Supplies	1,208	1,071	1,500	1,000	1,500	1,500	
Tools & Equipment	602	170	700	500	700	700	
Computer Supplies	6,645	3,707	6,500	6,000	6,500	6,500	
Bldg Cleaning Service	4,407	4,260	6,500	4,000	4,000	4,000	
Lab Equipment & Chemicals	13,111	16,504	13,000	12,000	13,000	13,000	
Bulk Chemicals	3,331	12,795	13,500	2,000	13,500	13,500	
Lime	38,591	58,460	50,000	44,000	50,000	50,000	
Biosolids - Polymer	4,950	10,362	10,000	5,400	11,000	11,000	
Utilities	91,300	93,309	98,000	98,000	98,000	98,000	
Total WWTP Materials & Services	423,957	437,316	554,305	478,914	548,021	548,021	-
CAPITAL OUTLAY							
Building	-	6,862	11,000	7,500	11,000	11,000	
Vehicles & Equipment	25,339	-	20,000	28,500	120,000	120,000	
Improvements	-	360,035	-	30,777	-	-	
New Primary Clarifier & Support Systems	161,658	1,278,533	-	88,175	-	-	
Outfall Pipe Replacement	175,769	-	-	-	-	-	
Equipment Storage and Maintenance Building	-	-	-	-	450,000	450,000	
Pressate Storage Basin Improvements	-	-	-	-	400,000	400,000	
Total WWTP Capital Outlay	362,766	1,645,430	31,000	154,952	981,000	981,000	-
TOTAL WWTP REQUIREMENTS	1,546,862	2,840,194	1,404,103	1,435,387	2,484,194	2,484,194	-

SEWER COMBINED FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS FOR SEWER COLLECTIONS							
PERSONNEL SERVICES							
Regular Salaries and Wages	201,320	171,483	192,608	192,092	246,521	246,521	
Overtime	168	5,934	3,000	3,116	3,000	3,000	
Insurance Benefits	41,616	40,355	46,317	43,124	66,853	66,853	
Taxes/Other	28,190	18,494	29,937	28,110	35,481	35,481	
PERS Contributions	53,000	33,862	43,921	45,690	54,888	54,888	
Clothing Allowance	1,200	1,200	800	480	800	800	
Total Collections Personnel Services	325,495	271,328	316,583	312,612	407,543	407,543	-
FTE	2.5	2.9	3.3	2.7	3.6	3.6	3.6
MATERIALS & SERVICES							
Consultant Engineer	23,095	894	12,000	40,605	12,000	12,000	
Lateral Repair	2,473	6,156	12,000	10,023	12,000	12,000	
Lift Station Maint	825	25,460	10,000	7,348	10,000	10,000	
Lift Station Telemetry	3,296	3,296	4,000	6,021	4,500	4,500	
Collection System Maint	1,181	4,989	10,000	4,081	10,000	10,000	
Copier Lease & Maint	1,557	395	1,800	485	1,800	1,800	
Communications	1,026	1,316	1,200	998	1,200	1,200	
Travel & Training	2,519	173	4,000	2,567	4,000	4,000	
Membership Dues & Fees	640	570	800	-	800	800	
Internal Charge-Fleet	36,181	30,494	48,885	14,856	29,994	29,994	
Internal Charge-Facilities	10,107	10,784	12,217	12,217	17,446	17,446	
Internal Charge-Tech Services	1,333	292	1,314	1,314	4,510	4,510	
Supplies & Services	15,000	4,997	5,550	10,153	5,550	5,550	
Small Tools	3,440	4,065	5,000	1,526	5,000	5,000	
Safety Supplies	245	1,017	1,200	1,138	1,200	1,200	
Utilities-Lift Stations	6,471	7,330	8,000	7,643	8,000	8,000	
Total Collections Materials & Services	109,389	102,228	137,966	120,975	128,000	128,000	-
CAPITAL OUTLAY							
Vehicles & Equipment	-	11,661	535,000	72,072	194,000	194,000	
Mulino Rd Pump Station & Main	-	-	-	-	-	-	
S Ivy Pump Station & Extension	397,552	371,303	-	378	-	-	
NE 11th & N Pine Lift Station	-	-	-	-	-	-	
NE 10th Ave Sanitary Sewer	-	-	-	-	-	-	
S Ivy Pipe Upsize 3rd to 13th	43,415	1,000,880	-	-	-	-	
Road to Lift Station by PD	-	38,975	-	-	-	-	
Safeway Pump Station Removal	-	-	1,000,000	50,000	950,000	950,000	
Generator 3rd Baker Pumpstation	-	-	-	-	50,000	50,000	
N Knott St Storm	-	-	-	-	36,000	36,000	
N Maple Ln sewer line replace	-	-	-	-	152,000	152,000	
N NW 10th & Birch Sewer Extension	-	-	-	-	33,000	33,000	
Total Collections Capital Outlay	440,967	1,422,819	1,535,000	122,450	1,415,000	1,415,000	-
TOTAL COLLECTIONS REQUIREMENTS	875,851	1,796,375	1,989,549	556,037	1,950,543	1,950,543	-

SEWER COMBINED FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS FOR STORMWATER							
PERSONNEL SERVICES							
Regular Salaries and Wages	115,284	106,341	97,170	110,438	158,185	158,185	
Overtime	228	565	500	571	500	500	
Insurance Benefits	18,570	23,115	20,154	17,884	39,679	39,679	
Taxes/Other	15,762	11,222	13,433	15,538	20,312	20,312	
PERS Contributions	30,295	18,812	23,502	26,124	36,683	36,683	
Clothing Allowance	200	200	400	240	400	400	
Total Stormwater Personnel Services	180,338	160,254	155,159	170,795	255,759	255,759	-
FTE	1.1	1.6	1.6	1.2	2.0	2.0	2.0
MATERIALS & SERVICES							
Consultant Engineer	10,634	5,846	10,000	5,018	10,000	10,000	
Catch Basin Repair	3,924	1,673	8,000	692	8,000	8,000	
Storm System Maintenance	3,409	24,436	22,000	22,807	25,500	25,500	
Willow Creek Storm Maintenance	-	-	-	-	-	-	
Copier Lease & Maint	263	261	240	321	240	240	
Storm Water Analysis	1,788	-	-	-	-	-	
Communications	666	953	1,000	638	1,000	1,000	
Travel & Training	83	-	2,000	743	2,000	2,000	
Membership Dues & Fees	3,625	3,942	1,000	816	1,000	1,000	
Internal Charge-Facilities	10,107	10,784	12,217	12,217	17,446	17,446	
Supplies & Services	7,209	3,945	5,600	6,713	5,600	5,600	
Small Tools	158	1,556	5,000	120	5,000	5,000	
Safety Supplies	13	220	1,100	-	1,100	1,100	
Total Stormwater Materials & Services	41,879	53,616	68,157	50,085	76,886	76,886	-
CAPITAL OUTLAY							
Equipment	-	6,468	-	-	194,000	194,000	-
Logging Rd Trail Culvert Replacement	3,725	-	-	-	-	-	-
Drywells	20,410	12,579	-	-	80,000	80,000	-
Total Stormwater Capital Outlay	24,135	19,047	-	-	274,000	274,000	-
TOTAL STORMWATER REQUIREMENTS	246,352	232,918	223,316	220,880	606,645	606,645	-

SEWER COMBINED FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2021-22 Projected	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
REQUIREMENTS NOT ALLOCATED							
PERSONNEL SERVICES							
Regular Salaries and Wages	22,100	22,819	21,568	20,518	18,864	18,864	
Insurance Benefits	5,678	5,290	5,085	4,340	4,986	4,986	
Taxes/Other	2,512	1,450	1,801	2,163	1,572	1,572	
PERS Contributions	5,068	4,475	4,760	4,622	4,154	4,154	
Total Sewer Not Allocated Personnel Services	35,358	34,034	33,214	31,643	29,576	29,576	-
FTE	0.6	0.4	0.3	0.3	0.3	0.3	0.3
MATERIALS & SERVICES							
Rate Studies and Master Plans	3,075	-	-	-	-	-	
Sewer Billing	42,591	44,615	47,800	49,479	43,000	43,000	
Franchise Fee	301,663	306,856	307,000	307,000	313,000	313,000	
Total Sewer Not Allocated Materials & Services	347,328	351,472	354,800	356,479	356,000	356,000	-
TRANSFERS OUT							
O/H Transfer to General Fund-WWTP	161,886	163,112	201,095	201,095	230,057	230,057	-
O/H Transfer to General Fund-Collections	50,115	60,761	64,081	64,081	85,765	85,765	-
O/H Transfer to General Fund-Stormwater	32,064	29,913	31,754	31,754	50,673	50,673	-
Transfer to Street Fund	139,626	-	40,000	-	-	-	
Total Sewer Not Allocated Transfers Out	383,691	253,786	336,930	296,930	366,495	366,495	-
OPERATING CONTINGENCY	-	-	200,000	-	200,000	200,000	-
TOTAL REQUIREMENTS NOT ALLOCATED	766,377	639,292	924,944	685,052	952,071	952,071	-
RESERVED FOR FUTURE EXPENDITURE	-	-	7,390,812	9,461,511	9,609,058	9,609,058	9,461,511
ENDING FUND BALANCE (prior year's)	7,832,195	7,881,280	-	-	-	-	-
TOTAL SEWER COMBINED FUND REQUIREMENTS	11,267,637	13,390,058	11,932,724	12,358,867	15,602,511	15,602,511	9,461,511

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Budget	2021-22 Projected	2022-23 Budget
Administration	4.5	5.1	3.3	3.3	4.4	4.4	3.9
HR & Risk Management	-	-	0.8	0.8	0.9	0.9	1.7
Finance	3.0	3.5	3.5	3.5	3.5	3.5	4.8
Court	2.8	3.8	2.8	2.8	2.7	2.7	1.8
Planning	1.8	2.8	2.3	2.3	3.1	3.1	3.2
Building	0.3	0.2	0.2	0.2	0.9	0.9	1.0
Police	27.9	29.4	29.3	29.3	30.0	30.0	32.0
Parks	4.3	6.9	6.3	6.3	6.3	6.3	6.3
Cemetery	0.9	1.4	1.7	1.7	2.2	2.2	2.2
Economic Development	2.9	2.6	2.5	2.5	2.5	2.5	2.5
General Fund Total	48.3	55.6	52.6	52.7	56.5	56.5	59.4
Library	9.0	9.0	8.7	8.7	8.8	8.8	8.9
Transit	2.6	2.5	2.7	2.7	2.9	2.9	2.9
Swim Center	9.1	9.1	7.4	7.4	8.6	8.6	8.5
Streets	5.3	6.0	6.4	6.4	6.5	6.5	7.3
Facilities	0.6	1.1	1.2	1.2	1.5	1.5	3.5
Fleet	2.0	2.0	2.1	2.1	2.1	2.1	2.1
Tech Services	1.0	1.1	1.1	1.1	1.2	1.2	2.5
WWTP	5.0	5.1	5.2	5.2	5.3	5.3	5.8
Sewer Collections	2.6	2.5	2.9	2.9	3.0	3.0	3.6
Sewer Stormwater	2.1	1.1	1.6	1.6	1.4	1.4	2.0
Unallocated (Sewer)	0.4	0.6	0.4	0.3	0.3	0.3	0.3
Sewer Fund Total	10.1	9.3	10.0	10.0	10.0	10.0	11.7
City-wide Total	88.0	95.5	92.1	92.3	98.1	98.1	106.8



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Eric Kytola, Finance Director

Agenda Item: Resolution No. 1369: A Resolution Authorizing an Interfund Loan from the Cemetery Perpetual Care Fund to the Library Fund in the Amount of \$500,000 and Authorizing Repayment of the Interfund Loan in FY2023.

Goal: Promote Financial Stability

Objective: N/A

Summary

Adoption of Resolution 1369 authorizing an interfund loan from the Cemetery Perpetual Care Fund to the Library Fund in the amount of \$500,000 and authorizing repayment of the interfund loan in FY2023.

Background

ORS 294.460 provides that one fund may loan funds to another fund for operational purposes, provided that the loan is approved by resolution of the governing body and that such loan is scheduled to be repaid no later than the subsequent fiscal year.

Discussion

The Library Fund has used the majority of their reserve balances and will not receive the bulk of their annual revenue until January 2023. Oregon Budget Law does not allow a Fund to run a deficit balance, therefore an interfund loan is needed to cover the operations costs until property tax revenue is received from Clackamas County in January 2023.

This interfund loan will be repaid in FY2023 with interest at the rate earned by the Oregon State Local Investment Pool.

Attachments

Resolution 1369

Fiscal Impact

The Library will be able to maintain operations until they receive their tax revenue and the Cemetery Perpetual Care Fund will be made whole with the repayment of the loan and interest.

Options

1. Approve the interfund loan and keep Library operations going.
2. Do not approve the interfund loan and close the Library.

Recommendation

Staff recommends that Council adopt Resolution No. 1369

Proposed Motion

I move to adopt Resolution 1369, A Resolution Authorizing an Interfund Loan from the Cemetery Perpetual Care Fund to the Library Fund in the Amount of \$500,000 and Authorizing Repayment of the Interfund Loan in FY2023.

RESOLUTION NO. 1369

A RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM THE CEMETERY PERPETUAL CARE FUND TO THE LIBRARY FUND IN THE AMOUNT OF \$500,000 AND AUTHORIZING REPAYMENT OF THE INTERFUND LOAN IN FISCAL YEAR 2023.

WHEREAS, the City of Canby adopted a budget and appropriated funds for Fiscal Year 2023 by Resolution 1368, which provided for an interfund loan from the Cemetery Perpetual Care Fund to the Library Fund, and provided for repayment of the interfund loan; and

WHEREAS, ORS 294.460 provides that one fund may loan funds to another fund for operational purposes, provided that the loan is approved by resolution of the governing body and that such loan is scheduled to be repaid no later than the subsequent fiscal year; and

WHEREAS, The Library Fund does not have sufficient reserves to cover the anticipated operating costs prior to the receipt of property tax revenue from Clackamas County in January 2023; and

WHEREAS, it is the intent of the City to loan these funds at the rate earned by the State of Oregon Local Investment Pool during the period these funds are outstanding; and

NOW, THEREFORE, BE IT RESOLVED,

1. The Cemetery Perpetual Care Fund is authorized to loan to the Library Fund an amount up to \$500,000 in FY 2023.
2. The loan shall be repaid in fiscal year 2023 with interest bearing at the rate earned by the State of Oregon Local Investment Pool.
3. The Library Fund is authorized to repay to the Cemetery Perpetual Care Fund the principal amount borrowed in FY 2023 plus interest at the rate earned by the State of Oregon Local Investment Pool.

This Resolution 1369 shall take effect on July 1, 2022.

ADOPTED this 15th day of June 2022 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Eric Kytola, Finance Director

Agenda Item: Resolution No. 1370, A Resolution setting Fees for Services and Repealing Res. 1354 and all Previous Resolutions Adopting a Master Fee Schedule.

Goal: Promote Financial Stability

Objective: N/A

Summary

Adoption of Resolution 1370 Setting Fees for Services for FY 2023.

Background

The Master Fee Schedule was not updated in 2020 due to concern about the economic impact of the pandemic. A review of existing fees has been completed by each City department. Based on comparables to other jurisdictions, increased costs of service, or adjustments to operations necessitating a fee to be added, deleted or clarified, staff is proposing the following changes effective July 1, 2022. Attached is "Exhibit A" showing a comparison of current fees versus proposed and "Exhibit B" reflects the new schedule effective as noted herein if all changes are adopted. Below are the proposed fee changes, those permit fees not listed will remain as currently approved in the city master permit fee schedule.

Discussion

Library

- (remove) Library Card Replacement fee
- Overdue Fee "Food for Fines" - Exchange rate is \$1 waived per food item donated. Only overdue fines are eligible to be waived.

Utility Fees

- Park Maintenance Fee - Monthly
 - Residential and Multi-family, per dwelling unit – Increase to \$5.65
 - Reduced rate – Increase to \$2.83
 - Commercial and Industrial, per utility account – Increase to \$5.65

SDC's

- Increase 8.86% based on the Engineering-News Record Construction Cost Index (CCI) for Seattle. Using the difference between April 2021 (11,849) and April 2022 (12,899).

Planning

Staff conducted an analysis of similar sized cities located outside of the metro area of Portland. Those cities include Oregon City, Molalla, Happy Valley, Sandy, Milwaukie and Lake Oswego. The analysis suggests that the City of Canby undercharges, sometimes significantly, for certain permits. Some of the permits that the City undercharges for require a significant amount of analysis, staff FTE hours, and drawn out or lingering review and feedback loops. Staff endeavored to provide reasonable changes to planning fees and to roughly average the six comparable cities and use a number in that range to apply as the new fee cost. A full detailed cost recovery analysis was not a product from this analysis.

- **(new)** Staff rate for work not captured by normal fees - \$125/hr
- Addressing Fees – \$125 for new or change of address and \$10 per lot or parcel for land division
- **(new)** Addressing (Prior to Recorded Plat) Fees – \$250 base fee and \$10 per lot or parcel for land division
- Annexation – Less than 1 acre – Base fee \$3,000
- Annexation – 1 – 10 Acres – Plus \$150 per acre
- Annexation – 11 – 50+ Acres – Plus \$100 per acre
- **(remove)** Annexation – 51+ Acres
- Annexation w/ development concept plan or modification--\$5,000 base fee, plus \$150 per 1-10 acres, \$100 per 11+ acres
- Building Permit Site Plan Reviews
 - Single Family House - \$275 per application
 - Duplex (including conversions of single family to duplex) - \$300 per application
 - Multifamily--\$50 first 10 units, \$10 per each additional unit
 - Non-Living Space addition (garage, carport, porch, etc.) - \$150 per application
 - Living Space addition (expansion and/or creation of accessory dwelling) - \$175 Plus SDC's, if applicable
 - **(new)** Accessory Dwelling Unit (ADU) \$200 Plus SDC,s if applicable
 - **(new)** Residential Remodel--\$100
- Demolitions (Residential) - \$100
- Demolitions (Commercial or Industrial) - \$100
- Commercial tenant improvements and remodels not involving additional square footage - \$100
- Signs - \$150 (Plus \$25 for each additional sign)
- Existing Wireless System Modification / Collocation - \$500
- All other commercial and industrial based on building square footage:
 - 0 to 1,000 square feet - \$300
 - 1,001 to 2,500 - \$350
 - 2,501 to 5,000 - \$500
 - 5,001 to 25,000 - \$650
 - 25,001 to 50,000 - \$900
 - 50,001/+ - \$1,050
- Comprehensive Plan Amendment--\$3,290 plus \$1,000 if Measure 56 notice is required)
- Conditional Use Permit - \$3,000
- **(new)** Food cart pods - \$2,000
- **(new)** Interpretation
 - Interpretation of Development Code by Planning Director - \$1,500
 - Interpretation of Development Code by Planning Commission - \$2,500
- **(new)** Modifications to approved applications
 - Minor - \$400
 - Intermediate - \$2,500
 - Major - Cost of new application of that type
- Property Line Adjustment (renamed from “Lot Line Adjustment”) - \$750
- Non-conforming Structure/Use
 - Verification of a Non-Conforming Use - \$750
 - Alteration / Expansion of a Non-Conforming Use - \$2,500
- Pre-Application Conference
 - Pre-Application Conference - \$720
 - Types III or IV (Quasi-Judicial Review) - \$1,500
 - **(new)** If detailed written meeting notes requested otherwise a recording will be provided - \$250
- Preconstruction Conference - \$1,000 (+Staff rate over 2 hrs
- Reschedule/Re-notice Public Hearing, applicants request--\$750
- Right of Way Vacation Fee - \$2,500
- Site and Design Review Type II--\$1,000 plus %0.002 of estimated total project cost, max \$15,000
- Site and Design Review Type III--\$2,500 plus %0.002 of estimated total project cost, max \$20,000
- Subdivision – 4 and more Lots - \$3,500 Base Fee Plus \$115 per lot

- Public Improvement Engineering Plan Review Fee (Includes the following ROW Infrastructure: Street Pavement, Curbs, Driveway Returns, Sewer, Storm Drainage, Sidewalks, and Street Trees) - 3% of public improvement installation costs (\$30,000 maximum)
- Traffic Engineering Scope - \$800 min. \$1,000 max. deposit
- **(new)** Traffic Study Review – Applicant pays actual costs
- Traffic Impact Study –Applicant pays actual costs
- Variance – Major - \$3,000
- Withdrawal of Territory < 1 acre - \$3,000 base fee
- Zoning Letter
 - Basic (zone and use verification) - \$200
 - Expansive (conformance research) - \$1,000
- Zoning Map Amendment - \$4,000

Attachments

Resolution 1370

Exhibit A

Exhibit B

Fiscal Impact

Some fees have been increased and others have been deleted.

Options

1. Approve the resolution and set the fees for services as of July 1, 2022.
2. Do not approve the resolution and maintain the fees set July 1, 2021.

Recommendation

Staff recommends that Council adopt Resolution No. 1370

Proposed Motion

“I move to adopt Resolution 1370, A Resolution of the City Council of the City of Canby, Oregon, Setting Fees for Services; and Repealing Resolution 1354.”

RESOLUTION NO. 1370

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES; AND REPEALING RESOLUTION NO. 1354

WHEREAS, City staff has reviewed the City of Canby's master fee schedule and recommends changes in certain fees to be charged for various services provided by City staff; and

WHEREAS, the proposed fee schedule changes are meant to cover the costs of providing services to the public for which fees are charged and are not meant to generate excess income for the City above the cost of providing the requested service; and

WHEREAS, the Canby City Council held a public hearing on June 15, 2022 to receive public testimony regarding the proposed fee increases; and

WHEREAS, the Canby City Council determined that the proposed changes in certain fees to be charged are reasonable and based upon labor costs and industry standards; and

WHEREAS, any changes to fees approved in this Resolution override any original resolutions that imposed the fee only as they pertain to the specific fee or fees being amended.

NOW, THEREFORE, BE IT RESOLVED by the City of Canby City Council as follows:

Section 1: City of Canby fees and charges are revised as shown in Exhibit "A" and adopted as shown in Exhibit "B" (clean version).

Section 2: The fees imposed by this resolution are not taxes subject to the property limitation of Article XI, Section 11(b) of the Oregon Constitution.

Section 3: All fees and charges not revised as shown in Exhibit "A" shall remain at their present amounts.

This resolution shall take effect on July 1, 2022.

ADOPTED this 15th day of June 2022 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change						
General							prepped:	EK 6.9.2022			
							reviewed:				
	Staff Rate	Twice the hourly rate for Step 1 of the position/per hour	Res 1354	7/1/2021	7/1/2018						
	Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet	Res 1354	7/1/2021	6/1/2010						
	Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet	Res 1354	7/1/2021	6/1/2010						
	Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet	Res 1354	7/1/2021	6/1/2010						
	Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet	Res 1354	7/1/2021	6/1/2010						
	Plotter prints (8 1/2 x 11)	\$2	Res 1354	7/1/2021	6/1/2010						
	Plotter prints (11 x 17)	\$4	Res 1354	7/1/2021	6/1/2010						
	Plotter prints (17 x 22)	\$6	Res 1354	7/1/2021	6/1/2010						
	Plotter prints (24 x 36)	\$8	Res 1354	7/1/2021	6/1/2010						
	Plotter prints (36 x 48)	\$10	Res 1354	7/1/2021	6/1/2010						
	Records on CD/DVD/USB	\$10 plus staff time costs	Res 1354	7/1/2021	6/1/2010						
	Public Records	Staff time plus materials costs (first 30 minutes no charge)	Res 1354	7/1/2021	7/1/2018						
	Public Records-Faxing	50¢ per page sent	Res 1354	7/1/2021	6/1/2010						
	Public Records-Mailing costs	Actual costs + \$1.00 handling fee	Res 1354	7/1/2021	6/1/2010						
	Returned check fee	\$25	Res 1354	7/1/2021	6/1/2010						
	Returned electronic payment fee	\$15	Res 1354	7/1/2021	7/1/2021						
	Lien Search fee	\$30	Res 1354	7/1/2021	7/1/2018						
	License/Permit/Certificate replacement fee	\$10	Res 1354	7/1/2021	7/1/2012						
Administration											
	Business License-In Canby Annual	\$50	Res 1354	7/1/2021	7/1/1994						
	Business License-Past Due Fee	\$10/mo up to \$50	Res 1354	7/1/2021	9/1/1991						
	Business License-Transfer or Assign	\$50	Res 1354	7/1/2021	6/1/2010						
	Operating a Business without a License Penalty	\$100	Res 1354	7/1/2021	7/1/2014						
	Liquor License Application New	\$100	Res 1354	7/1/2021	2/2/1994						
	Liquor License Change of Ownership, Location, or Privilege	\$75	Res 1354	7/1/2021	2/2/1994						
	Small Animal Permit	\$10	Res 1354	7/1/2021	6/1/2010						
	Sidewalk Vending Permit	\$25	Res 1354	7/1/2021	7/1/2019						
	Noise Variance fee	\$75	Res 1354	7/1/2021	7/1/2013						
	Human Resources Application Fee (Police)	\$20	Res 1354	7/1/2021	7/1/2013						
	Franchise Application and Review Fee-Telecommunications	Actual expenses (requires \$2000 deposit)	Res 1354	7/1/2021	7/1/2013						
	Registration Application Fee-Telecommunications Providers	\$100	Res 1354	7/1/2021	11/20/2013						
	Annual Registration Fee-Telecommunications Providers	4% of gross revenues	Res 1354	7/1/2021	11/20/2013						
	Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)	Res 1354	7/1/2021	11/20/2013						
	Franchise Fees-Telecommunications	7% gross revenue	Res 1354	7/1/2021	7/1/2021						
	Franchise Fees-Cable	5% gross revenue	Res 1354	7/1/2021	2/2/2005						
	Franchise Fees-Natural Gas	5% gross revenue	Res 1354	7/1/2021	6/7/2006						
	Franchise Fees-Telephone	7% gross revenue	Res 1354	7/1/2021	6/7/2000						
	Franchise Fees-Solid Waste	5% gross revenue	Res 1354	7/1/2021	7/1/2011						
	In-lieu of Franchise Fees-Water/ Electric	5% of commodity sales	Res 1354	7/1/2021	1973						
	In-lieu of Franchise Fees-Wastewater/ Stormwater	7% of service charge collected	Res 1354	7/1/2021	7/1/2012						
	Transient Room Tax	6%	Res 1354	7/1/2021	7/1/2018						
	Vertical Housing Tax Credit Application Fee	\$550	Res 1354	7/1/2021	7/1/2018						
	Vertical Housing Tax Credit Annual Monitoring Fee	\$150	Res 1354	7/1/2021	7/1/2018						
Main Street											
	Canby Independence Day Celebration Vendor Fees										
	Food Vendor Application										
	Early Bird (Before April 1)	\$125	Res 1354	7/1/2021	1/20/2016						
	Regular Rate (April 1 - May 1)	\$175	Res 1354	7/1/2021	1/20/2016						
	Advanced Rate (May 2 - May 31)	\$250	Res 1354	7/1/2021	1/20/2016						
	Final Rate (June 1 - July 1)	\$500	Res 1354	7/1/2021	1/20/2016						
	Specific Location	\$50 (extra)	Res 1354	7/1/2021	1/20/2016						
	Electricity	\$25 (per outlet)	Res 1354	7/1/2021	1/20/2016						
	Beer/Wine Garden Vendor Application	10% of total sales	Res 1354	7/1/2021	1/20/2016						
	Local Arts/Crafts Vendor Application										
	Regular Rate	\$45	Res 1354	7/1/2021	1/20/2016						
	Advanced Rate (May 2 - May 31)	\$65	Res 1354	7/1/2021	1/20/2016						
	Specific Location	\$50 (extra)	Res 1354	7/1/2021	1/20/2016						
	Outside City Limits Arts/Crafts										
	Regular Rate	\$65	Res 1354	7/1/2021	1/20/2016						
	Advanced Rate (May 2 - May 31)	\$85	Res 1354	7/1/2021	1/20/2016						
	Specific Location	\$50 (extra)	Res 1354	7/1/2021	1/20/2016						
	Parade Fee (Campaigns/Businesses)	\$25	Res 1354	7/1/2021	1/20/2016						
	Tie-dyed Shirts	\$5	Res 1354	7/1/2021	1/20/2016						
	Car Show										
	Early Bird (Before June 1)	\$8	Res 1354	7/1/2021	7/1/2017						
	Regular (After June 1)	\$10	Res 1354	7/1/2021	7/1/2017						
	Canby's Big Weekend Street Dance Vendor Fees										
	Food Vendor Application	\$50	Res 1354	7/1/2021	1/20/2016						
	Beer/Wine Garden Vendor Application	\$250 or 15% of total sales (whichever is greater)	Res 1354	7/1/2021	1/20/2016						
Police											
	Alarm User Fees										
	Alarm Permit Registration and Annual Renewal	\$25 annually	Res 1354	7/1/2021	7/1/2018						
	Registration & Renewal - Senior 65+ and governmental entities	\$10 annually	Res 1354	7/1/2021	7/1/2018						
	Appeal Fee	\$25 per request	Res 1354	7/1/2021	7/1/2018						
	Late Payment Fee	\$25	Res 1354	7/1/2021	7/1/2018						
	Reinstatement Fee for a suspended alarm	\$25	Res 1354	7/1/2021	7/1/2018						
	False Alarm:										
	First False Alarm	Alarm School or \$50	Res 1354	7/1/2021	7/1/2018						
	Second False Alarm	\$75	Res 1354	7/1/2021	7/1/2018						
	Third False Alarm	\$100	Res 1354	7/1/2021	7/1/2018						
	Fourth or more False Alarms	\$150 each	Res 1354	7/1/2021	7/1/2018						
	Operating a suspended alarm system that is suspended:										
	First time	\$200	Res 1354	7/1/2021	7/1/2018						
	Second and Subsequent Times	\$300	Res 1354	7/1/2021	7/1/2018						
	Alarm Company Fees										
	Failure to report new install	\$50	Res 1354	7/1/2021	7/1/2018						
	False Alarm caused by Alarm Company	\$100	Res 1354	7/1/2021	7/1/2018						
	Calling on Suspended Alarm Site:										

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change						
							prepped:	EK 6.9.2022			
	First time	\$100	Res 1354	7/1/2021	7/1/2018						
	Second and Subsequent Times	\$200	Res 1354	7/1/2021	7/1/2018						
	Failure to use Enhanced Call Confirmation Procedures	\$100	Res 1354	7/1/2021	7/1/2018						
	All late charges	\$25	Res 1354	7/1/2021	7/1/2018						
	Suspension Reinstatement Fee and Mailing Costs	\$200 + \$10 per customer if	Res 1354	7/1/2021	7/1/2018						
	Appeal fee per request	\$25 per request	Res 1354	7/1/2021	7/1/2018						
	Citation - Copy	\$10	Res 1354	7/1/2021	7/1/2021						
	Fingerprinting	\$20 plus \$10 each add'l card	Res 1354	7/1/2021	6/16/2010						
	Name Check Response Letter	\$10 for a no record form letter or a list of reports	Res 1354	7/1/2021	7/1/2021						
	Photos/Videos on CD	\$25	Res 1354	7/1/2021	7/1/2021						
	Police Report - Copy	\$10 DMV accident Report									
	Public Records - Admin Research	\$15 Police Reports (plus .25¢ per pg. after 10 pages)	Res 1354	7/1/2021	7/1/2015						
	Radar Certification	Staff rate + materials cost	Res 1354	7/1/2021	7/1/2018						
	Secondhand Dealer Application Fee	\$10	Res 1354	7/1/2021	7/1/2021						
	Secondhand Dealer Annual Permit Fee	\$50	Res 1354	7/1/2021	11/6/2013						
	Special Event Security	\$100	Res 1354	7/1/2021	11/6/2013						
	Temporary/Special Event Liquor License	Staff rate	Res 1354	7/1/2021	7/1/2018						
	Vehicle Release	\$35	Res 1354	7/1/2021	7/1/2013						
	Impounded Animal Redemption Fee	\$150	Res 1354	7/1/2021	7/1/2021						
		\$50 plus cost of boarding	Res 1354	7/1/2021	7/1/2019						
Court											
	Appeal Transcript Fee	\$35	Res 1354	7/1/2021	10/30/2003						
	Civil Compromise Fee	\$150	Res 1354	7/1/2021	3/29/2012						
	Court Appointed Attorney Fee	\$200 per Appointment	Res 1354	7/1/2021	7/1/2021						
	Collections Referral Fee	25% of outstanding balance (by statute), not to exceed \$250	Res 1354	7/1/2021	3/29/2012						
	Discovery Request Fee	\$15 (reports, documents);	Res 1354	7/1/2021	7/1/2021						
	DUII Diversion Filing Fee	\$25 CD/DVD; \$10 citations	Res 1354	7/1/2021	4/1/2017						
	Failure to Appear at Trial Fee	\$200									
	Failure to Comply Suspension Fee	\$100	Res 1354	7/1/2021	4/1/2017						
	Fix It Dismissal Fee	\$100	Res 1354	7/1/2021	7/1/2015						
	Good Driver Class Deferred Sentence Fee	\$50	Res 1354	7/1/2021	7/1/2018						
	Guilty by Default Letter Fee	\$50 less than presumptive fine schedule of offense	Res 1354	7/1/2021	3/29/2012						
	Juvenile Good Driver Deferred Sentence Fee	\$50	Res 1354	7/1/2021	7/1/2018						
	Late Payment Letter Fee	\$396, \$235, \$145, \$105 based on offense class	Res 1354	7/1/2021	7/1/2021						
	Minor in Possession Deferred Sentence Fee	\$25	Res 1354	7/1/2021	7/1/2018						
	Misdemeanor Deferred Sentence Fee	\$150	Res 1354	7/1/2021	3/29/2012						
	Motion to Reopen Case Fee	\$300	Res 1354	7/1/2021	7/1/2021						
	Parking Ticket Late Fee	\$35	Res 1354	7/1/2021	7/1/2018						
	Payment Plan Fee	City fine doubles after 14 days (fine ranges \$15 to \$25)	Res 1354	7/1/2021	4/1/2017						
	Public Records Request Fee	\$25, new or refinanced plan	Res 1354	7/1/2021	7/1/2014						
	Returned Check Fee	\$5 plus .25 each additional page + postage	Res 1354	7/1/2021	7/1/2021						
	Show Cause/Order to Appear Fee	\$50 (includes demand letter certified)	Res 1354	7/1/2021	7/1/2018						
	Warrant Issued Fee	\$50	Res 1354	7/1/2021	7/1/2015						
Library											
	Library Cards										
	Clackamas County residents	Free	Res 1354	7/1/2021	3/1/2016						
	Out-of-County Fee*	\$95	Res 1354	7/1/2021	3/1/2016						
	*Residents who live in Oregon in Multnomah County, Washington County, Hood River County or those who reside in the Fort Vancouver Regional Library District or the City of Camas Washington, may obtain a LINCC library card without paying a non-resident fee.										
	Overdue Items										
	Print & Non-Print items	25¢ per day (\$3 maximum per children's item; \$5 maximum for all other materials)	Res 1354	7/1/2021	3/1/2016						
	Oregon State Parks Pass	\$5 per day up to replacement cost	Res 1354	7/1/2021	3/1/2016						
	Laptops and accessories	\$5 per hour up to replacement cost	Res 1354	7/1/2021	7/1/2019						
	Library of Things Items	\$5 per day up to replacement cost	Res 1354	7/1/2021	7/1/2019						
	Overdue Fee "Food for Fines"										
	Exchange rate is \$1 waived per food item donated. Only overdue fines are eligible to be waived.	\$1 per food item donated									
	Lost Items or Damaged Items	Cost of material as indicated in the library's database	Res 1354	7/1/2021	3/1/2016						
	Books										
	Missing book jacket	\$3	Res 1354	7/1/2021	3/1/2016						
	CD Audiobooks										
	Disc	\$10 per disc	Res 1354	7/1/2021	3/1/2016						
	CD case	\$5	Res 1354	7/1/2021	3/1/2016						
	DVDs										
	Bonus disc	\$5	Res 1354	7/1/2021	3/1/2016						
	DVD case	\$3	Res 1354	7/1/2021	3/1/2016						
	Jacket or paper insert	\$3	Res 1354	7/1/2021	3/1/2016						
	Booklet	\$5	Res 1354	7/1/2021	3/1/2016						
	Music CDs										
	Case	\$4	Res 1354	7/1/2021	3/1/2016						
	Part of case (top or bottom)	\$2	Res 1354	7/1/2021	3/1/2016						
	Insert	\$5	Res 1354	7/1/2021	3/1/2016						
	Oregon State Parks Pass	\$30	Res 1354	7/1/2021	7/1/2019						
	Puppets	\$10	Res 1354	7/1/2021	3/1/2016						
	Children's Kits	Cost of each component as listed in the item record	Res 1354	7/1/2021	3/1/2016						
	RFID Labels										
	Stingray Label	\$1	Res 1354	7/1/2021	7/1/2017						
	Missing Barcodes	\$1	Res 1354	7/1/2021	3/1/2016						
	Laptops	\$350	Res 1354	7/1/2021	7/1/2019						
	Headphones	\$20	Res 1354	7/1/2021	7/1/2019						
	USB Hub	\$30	Res 1354	7/1/2021	7/1/2019						
	Mouse	\$10	Res 1354	7/1/2021	7/1/2019						
	Library of Things items	Replacement cost of the item	Res 1354	7/1/2021	7/1/2019						
	Copying and Printing										

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change						
							prepped:	EK 6.9.2022			
	Black and White (Self Serve)	15¢/page	Res 1354	7/1/2021	3/1/2016						
	Color (Self Serve)	50¢/page	Res 1354	7/1/2021	3/1/2016						
Canby Area Transit											
	General Public Dial-A-Ride	\$1.00 per boarding	Res 1354	7/1/2021	1/2/2012						
	Complimentary Paratransit Dial-A-Ride	\$1.00 per boarding	Res 1354	7/1/2021	1/2/2012						
	Oregon City Dial-A-Ride	\$1.00 per boarding	Res 1354	7/1/2021	1/2/2012						
	Shopping Shuttle Services	no charge	Res 1354	7/1/2021	1/2/2012						
	Commuter and Fixed-Route Bus Service	\$1.00 per boarding	Res 1354	7/1/2021	1/2/2012						
	Monthly Pass	\$20/calendar month	Res 1354	7/1/2021	4/1/2014						
	Punch Pass (24 rides)	\$20 (no expiration)	Res 1354	7/1/2021	7/1/2013						
	Payroll and self-employment tax	0.6%	Res 1354	7/1/2021	1/1/2002						
Parks											
	Rentals:	In City Out of City									
	Rental of Gazebo in Wait Park (waived for non-profits)	\$132 \$264	Res 1354	7/1/2021	7/1/2019						
	Rental of Wait Park (waived for non-profits)	\$450 \$900	Res 1354	7/1/2021	7/1/2019						
Public Works											
	Public Works Labor Rate	Staff rate	Res 1284	7/1/2021	7/1/2018						
	Equipment Rates (Does not include operator (See staff rate for operator costs))										
	Vactor Truck	\$85/hr	Res 1354	7/1/2021	7/1/2019						
	Street Sweeper	\$80/hr	Res 1354	7/1/2021	7/1/2019						
	TV Van	\$75/hr	Res 1354	7/1/2021	7/1/2019						
	High Ranger	\$40/hr	Res 1354	7/1/2021	7/1/2019						
	Dump Truck	\$65/hr	Res 1354	7/1/2021	7/1/2019						
	Backhoe	\$35/hr	Res 1354	7/1/2021	7/1/2019						
	Pickup truck	\$15/hr	Res 1354	7/1/2021	7/1/2019						
	Street Closure Request	\$50 (waived for non-profits)	Res 1354	7/1/2021	4/1/2002						
	Railroad Parking Lot Event Fee	\$50 (waived for non-profits)	Res 1354	7/1/2021	7/1/2011						
		\$25 + \$250 refundable deposit with approved street closure permit									
	Street Barricade Delivery Fee		Res 1354	7/1/2021	6/1/2010						
	Map Copying and Research on Easements	Staff rate + printing charge	Res 1354	7/1/2021	7/1/2018						
	Banner Installation	\$100 (waived for non-profits)	Res 1354	7/1/2021	4/1/2002						
		2.5% of final construction estimate or \$560, whichever is greater									
	Inspections for Construction Projects (Development/Capital)		Res 1354	7/1/2021	7/1/2018						
	Work-in-Right of Way Permit/Street Excavation (Construction) Permit Fee	\$125	Res 1354	7/1/2021	7/1/2018						
	Work in Right-of-Way Permit Fee (without street excavation)	\$75	Res 1354	7/1/2021	7/1/2018						
	Driveway Return, Street Curb or Public Sidewalk Construction Inspection Fee	\$100	Res 1354	7/1/2021	7/1/2015						
	Driveway Return, Street Curb or Public Sidewalk Re-Inspection Fee	\$75	Res 1354	7/1/2021	7/1/2018						
	Street Tree Fees for New Development	\$250 per tree, incl. planting & 1-year maintenance	Res 1354	7/1/2021	10/17/2018						
		Charge shall be determined based on state contract for similar commodity, quoted at time of request									
	Street Signs: New and Replacements		Res 1354	7/1/2021	7/1/2015						
	Design Exception	\$100	Res 1354	7/1/2021	7/1/2019						
	Encroachment Application Permit Fee	\$50	Res 1354	7/1/2021	9/6/2000						
	Building Number Installation Charge	\$50	Res 1354	7/1/2021	6/1/2010						
	Advance Finance Public Improvement Application Fee	\$150	Res 1354	7/1/2021	6/1/2010						
	Street Tree Removal Permit	\$25	Res 1354	7/1/2021	6/1/2010						
	Sewer Tap Fee (on-site connection)	\$100	Res 1354	7/1/2021	6/1/2010						
	House Move Permit	\$50	Res 1354	7/1/2021	6/1/2010						
	Fleet Services Labor Rate	Staff Rate	Res 1354	7/1/2021	7/1/2021						
	Erosion Control										
		Base Rate, to 4 inspections									
	Single Family	\$240	Res 1354	7/1/2021	7/1/2018						
	Duplex	\$300	Res 1354	7/1/2021	7/1/2018						
	Triplex	\$360	Res 1354	7/1/2021	7/1/2018						
	Single Family Additions (disturbing less than 500 sq. ft.)	\$240	Res 1354	7/1/2021	7/1/2018						
		Base Rate, to 8 inspections									
	All Other Lots (Up to 1 acre)	\$500	Res 1354	7/1/2021	7/1/2018						
	Each additional acre	\$85	Res 1354	7/1/2021	7/1/2018						
	Each additional inspection	\$60	Res 1354	7/1/2021	7/1/2018						
	Violations	\$1000 per occurrence and \$250 per day if not corrected	Res 1354	7/1/2021	7/1/2018						
Utility Fees											
	Sewer/Stormwater										
	Combined Sewer/Stormwater Rates (monthly):										
	Residential Single Family	\$46.20	Res 1354	7/1/2021	7/1/2015						
	Residential , apartment, per unit	\$46.20	Res 1354	7/1/2021	7/1/2015						
	Mobile home	\$46.20	Res 1354	7/1/2021	7/1/2015						
	Reduced Sewer Rate	\$32.92	Res 1354	7/1/2021	7/1/2015						
	Elementary school, per student	\$1.82	Res 1354	7/1/2021	7/1/2015						
	Middle & High school, per student	\$2.41	Res 1354	7/1/2021	7/1/2015						
	Transient housing (1st unit)	\$46.20	Res 1354	7/1/2021	7/1/2015						
	Each additional bed	\$24.26	Res 1354	7/1/2021	7/1/2015						
	Nursing home (1st two beds)	\$46.20	Res 1354	7/1/2021	7/1/2015						
	Each additional bed	\$24.26	Res 1354	7/1/2021	7/1/2015						
	Commercial retail, minimum	\$46.20	Res 1354	7/1/2021	7/1/2015						
	per 100 cf of water use Nov-Mar	\$5.78	Res 1354	7/1/2021	7/1/2015						
	Commercial government, minimum	\$46.20	Res 1354	7/1/2021	7/1/2015						
	per 100 cf of water use Dec & Jan	\$5.78	Res 1354	7/1/2021	7/1/2015						
	Industrial, minimum	\$46.20	Res 1354	7/1/2021	7/1/2015						
	per 100 cf of water use	\$5.78	Res 1354	7/1/2021	7/1/2015						
		\$10 per month after 45 days delinquent									
	Late fee		Res 1354	7/1/2021	7/1/2014						
	Delinquent Account Certification Fee	\$50	Res 1354	7/1/2021	7/1/2014						
	Landlord Tenant Agreement Setup Fee	\$25	Res 1354	7/1/2021	7/1/2021						
	Sanitary Sewer Extra Strength Charges										
	BOD:										
	Concentration 0 to 300 mg/L	Included in Base	Res 1354	7/1/2021	7/1/2015						
	Concentration 300 to 600 mg/L	\$1.18 per pound	Res 1354	7/1/2021	7/1/2015						
	Concentration 600 to 1200 mg/L	\$2.36 per pound	Res 1354	7/1/2021	7/1/2015						
	TSS:										
	Concentration 0 to 300 mg/L	Included in Base	Res 1354	7/1/2021	7/1/2015						

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change							
							prepped:	EK 6.9.2022				
	Concentration 300 to 600 mg/L	\$1.18 per pound	Res 1354	7/1/2021	7/1/2015							
	Concentration 600 to 1200 mg/L	\$2.36 per pound	Res 1354	7/1/2021	7/1/2015							
	Industrial Wastewater Discharge Permit	\$5,000	Res 1354	7/1/2021	4/17/2013							
	Industrial Wastewater Discharge Permit application review fee	Staff rate	Res 1354	7/1/2021	7/1/2018							
	Sampling and analysis fee	Actual Cost	Res 1354	7/1/2021	7/1/2018							
	Street Maintenance Fee, Monthly											
	Residential Single Family	\$5	Res 1354	7/1/2021	7/1/2008							
	Multi-Family Residences	\$3.34/unit	Res 1354	7/1/2021	7/1/2008							
	Detached Senior Housing and Mobile Home Parks	\$2.09/unit	Res 1354	7/1/2021	7/1/2008							
	Attached Senior Housing and Congregate Care Facilities	\$1.04/unit	Res 1354	7/1/2021	7/1/2008							
	Non-residential	Varies: \$0.522 x trip value x units (\$5 min)	Res 1354	7/1/2021	7/1/2008							
	Park Maintenance Fee, Monthly											
	Residential and Multi-family, per dwelling unit	\$5.61 \$5.61	Res 1354	7/1/2021	7/1/2021							
	Reduced rate	\$2.81 \$2.81	Res 1354	7/1/2021	7/1/2021							
	Commercial and Industrial, per utility account	\$5.61 \$5.61	Res 1354	7/1/2021	7/1/2021							
Construction Excise Tax												
	Residential, per dwelling unit	\$1.00/sq ft	Res 1354	7/1/2021	7/1/2019							
System Development Charges												
	Sanitary Sewer											
	Single-Family Residential SDC Per Dwelling Unit	\$3,215	Res 1354	7/1/2021	7/1/2021	8.86% increase to SDC fees						
	Multi-Family Residential SDC Per Dwelling Unit	\$2,571	Res 1354	7/1/2021	7/1/2021							
	Commercial/Industrial SDC Based on Wastewater Flow (Formula = Average Daily Volume of Wastewater Discharge / 155 Gallons Per Day x SDC Amount)	\$3,215	Res 1354	7/1/2021	7/1/2021							
	Stormwater											
	Stormwater SDC based on Cost Per Trip times the Number of Trips estimated by the ITE Trip Generation Manual and the linked trip factor (ELNDT) adopted by the City in the most recent Transportation SDC update. The SDC varies by average weekday Equivalent Length New Daily Trips (ELNDT) as published by ITE Trip Manual for most land use categories.											
	RESIDENTIAL	Amount	Per									
	210 Single Family Dwelling / ELNDT 9.52	\$280	Dwelling unit	Res 1284	7/1/2021	7/1/2021						
	220 Multifamily / ELNDT 6.7	\$197	Dwelling unit	Res 1354	7/1/2021	7/1/2021						
	230 Condo/Townhouse / ELNDT 4.93	\$145	Dwelling unit	Res 1354	7/1/2021	7/1/2021						
	240 Mobile Home Park / ELNDT 3.54	\$104	Dwelling unit	Res 1354	7/1/2021	7/1/2021						
	254 Assisted Living / ELNDT 3.87	\$79	Dwelling unit	Res 1354	7/1/2021	7/1/2021						
	SELECTED LAND USES	Amount	Per									
	110 General Light Industrial / ELNDT 7.0	\$206	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	120 General Heavy Industrial / ELNDT 1.5	\$44	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	130 Industrial Park / ELNDT 6.83	\$200	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	140 Manufacturing / ELNDT 3.82	\$113	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	150 Warehouse / ELNDT 5.0	\$147	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	151 Mini-Warehouse / ELNDT 2.5	\$74	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	160 Data Center / ELNDT .99	\$30	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	310 Hotel / ELNDT 7.67	\$225	Room	Res 1354	7/1/2021	7/1/2021						
	320 Motel / ELNDT 7.83	\$230	Room	Res 1354	7/1/2021	7/1/2021						
	430 Golf Course / ELNDT 4.58	\$140	Acre	Res 1354	7/1/2021	7/1/2021						
	444 Movie Theater w/ Matinee / ELNDT 16.37	\$481	Screen	Res 1354	7/1/2021	7/1/2021						
	492 Health/Fitness Club / ELNDT 2.85	\$84	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	520 Elementary School (Public) / ELNDT 0.5	\$14	Student	Res 1354	7/1/2021	7/1/2021						
	522 Middle/Jr High School / ELNDT 8.68	\$256	Student	Res 1354	7/1/2021	7/1/2021						
	530 High School / ELNDT 8.12	\$238	Student	Res 1354	7/1/2021	7/1/2021						
	560 Church / ELNDT 6.8	\$199	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	65 Day Care Center/Preschool / ELNDT 1.8	\$53	Student	Res 1354	7/1/2021	7/1/2021						
	620 Nursing Home / ELNDT 3.87	\$114	Bed	Res 1354	7/1/2021	7/1/2021						
	630 Clinic / ELNDT 33.4	\$982	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	710 General Office Building / ELNDT 11.0	\$323	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	720 Medical-Dental Office Building / ELNDT 36.1	\$1,060	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	750 Office Park / ELNDT 9.70	\$284	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	770 Business Park / ELNDT 10.57	\$311	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	812 Building Materials/Lumber Store / ELNDT 32.17	\$945	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	814 Specialty Retail Center / ELNDT 16.4	\$482	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	815 Free Standing Discount Store / ELNDT 17.10	\$502	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	820 Shopping Center / ELNDT 15.9	\$467	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	841 Auto Sales / ELNDT 35.75	\$1,050	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	848 Tire Store / ELNDT 10.74	\$316	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	850 Supermarket / ELNDT 54.9	\$1,613	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	853 Convenience Market / ELNDT 120.9	\$3,551	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	862 Home Improvement Super Store / ELNDT 7.51	\$221	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	880 Pharmacy/Drugstore / ELNDT 38.6	\$1,133	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	881 Pharm/Drug w/ Drive Through / ELNDT 17.29	\$508	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	890 Furniture Store / ELNDT 2.40	\$71	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	911 Bank/Savings: Walk-in / ELNDT 69.7	\$2,048	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	912 Drive in Bank / ELNDT 31.40	\$923	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	925 Drinking Place / ELNDT 4.42	\$129	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	931 Quality Restaurant / ELNDT 25.7	\$755	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	932 High Turnover Sit Down Restaurant / ELNDT 36.23	\$1,065	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	934 Fast Food Restaurant / ELNDT 106.7	\$3,134	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	938 Coffee/Donut Drive Through / ELNDT 243.0	\$7,137	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	942 Automobile Care Center / ELNDT 14.8	\$435	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	943 Auto Parts (i.e. Autozone) / ELNDT 1.52	\$45	TSFGFA	Res 1354	7/1/2021	7/1/2021						
	944 Gasoline/Service Station / ELNDT 30.4	\$835	VFP	Res 1354	7/1/2021	7/1/2021						
	945 Gas/Service Station w/ Market / ELNDT 17.9	\$526	VFP	Res 1354	7/1/2021	7/1/2021						
	946 Gas/Service Station w/ Car Wash / ELNDT 17.9	\$526	VFP	Res 1354	7/1/2021	7/1/2021						
	Abbreviations											
	* T.S.F.G.F.A. - Thousand Square Feet Gross Floor Area											
	* T.S.F.G.L.A. - Thousand Square Feet Gross Leasable Area											
	* V.F.P. - Vehicle Fueling Position											
	Transportation											
	RESIDENTIAL	Amount	Per									
	Single-Family per unit	\$3,886	Dwelling unit	Res 1354	7/1/2021	7/1/2021						
	Multi-Family per unit	\$2,721	Dwelling unit	Res 1354	7/1/2021	7/1/2021						
	230 Condo/Townhouse	\$2,139	Dwelling unit	Res 1354	7/1/2021	7/1/2021						

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change						
							prepped:	EK 6.9.2022			
	240 Mobile Home Park	\$2,052	Dwelling unit	Res 1354	7/1/2021	7/1/2021					
	254 Assisted Living	\$1,076	Dwelling unit	Res 1354	7/1/2021	7/1/2021					
	SELECTED LAND USES	Amount	Per*								
	110 General Light Industrial	\$2,835	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	120 General Heavy Industrial	\$609	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	130 Industrial Park	\$2,252	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	140 Manufacturing	\$1,274	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	150 Warehouse	\$2,019	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	151 Mini-Warehouse	\$1,015	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	160 Data Center	\$425	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	310 Hotel	\$3,303	Room	Res 1354	7/1/2021	7/1/2021					
	320 Motel	\$2,377	Room	Res 1354	7/1/2021	7/1/2021					
	430 Golf Course	\$3,434	Acre	Res 1354	7/1/2021	7/1/2021					
	444 Movie Theater w/ Matinee	\$94,361	Screen	Res 1354	7/1/2021	7/1/2021					
	492 Health/Fitness Clum	\$9,433	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	520 Elementary School (Public)	\$209	Student	Res 1354	7/1/2021	7/1/2021					
	522 Middle/Jr High School	\$630	Student	Res 1354	7/1/2021	7/1/2021					
	530 High School	\$591	Student	Res 1354	7/1/2021	7/1/2021					
	560 Church	\$2,775	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	565 Day Care Center/Preschool	\$727	Student	Res 1354	7/1/2021	7/1/2021					
	620 Nursing Home	\$2,119	Bed	Res 1354	7/1/2021	7/1/2021					
	630 Clinic	\$13,537	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	710 General Office Building	\$4,471	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	720 Medical-Dental Office Building	\$14,671	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	750 Office Park	\$3,578	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	770 Business Park	\$3,978	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	812 Building Materials/Lumber Store	\$13,607	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	814 Specialty Retail Center	\$6,652	TSFGLA	Res 1354	7/1/2021	7/1/2021					
	815 Free Standing Discount Store	\$3,000	TSFGLA	Res 1354	7/1/2021	7/1/2021					
	820 Shopping Center	\$6,444	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	841 Auto Sales	\$14,158	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	848 Tire Store	\$3,944	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	850 Supermarket	\$22,319	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	853 Convenience Market	\$49,083	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	862 Home Improvement Super Store	\$2,607	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	880 Pharmacy/Drugstore	\$15,667	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	881 Pharm/Drug w/ Drive Through	\$4,939	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	890 Furniture Store	\$215	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	911 Bank/Savings: Walk-in	\$28,288	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	912 Drive in Bank	\$2,119	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	925 Drinking Place	\$43,621	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	931 Quality Restaurant	\$10,409	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	932 High Turnover Sit Down Restaurant	\$4,391	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	934 Fast Food Restaurant	\$43,313	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	938 Coffee/Donut Drive Through	\$11,590	TSFGFA	Res 1354	7/1/2021	7/1/2021					
	942 Automobile Care Center	\$5,810	TSFGLA	Res 1354	7/1/2021	7/1/2021					
	943 Auto Parts (ie. Autozone)	\$4,499	TSFGLA	Res 1354	7/1/2021	7/1/2021					
	944 Gasoline/Service Station	\$12,638	VFP	Res 1354	7/1/2021	7/1/2021					
	945 Gas/Service Station w/ Market	\$518	VFP	Res 1354	7/1/2021	7/1/2021					
	946 Gas/Service Station w/Car Wash	\$1,470	VFP	Res 1354	7/1/2021	7/1/2021					
	Abbreviations:										
	¹ T.S.F.G.F.A. = Thousand Square Feet Gross Floor Area										
	² T.S.F.G.L.A. = Thousand Square Feet Gross Leasable Area										
	³ V.F.P. = Vehicle Fueling Position										
	Parks										
	Residential - per dwelling unit										
	Single Family	\$6,559	Res 1354	7/1/2021	7/1/2019						
	Multi-Family	\$6,828	Res 1354	7/1/2021	7/1/2019						
	Manufactured Housing	\$5,478	Res 1354	7/1/2021	7/1/2019						
	Non-Residential	\$526 per employee	Res 1354	7/1/2021	7/1/2019						
	Note: If the total number of employees cannot be ascertained the following calculation can be used instead. Divide the total sq. ft. of building space by the number of sq. ft. per employee from below, then multiply by the current Parks SDC fee of \$526. (Example: 25,000 SF/700 (Manufacturing General) = 35.7 x \$526 = \$18,778.SDC)										
		Square feet per employee									
	Manufacturing:										
	General (700)	700	Res 1354	7/1/2021	7/1/2016						
	Food Related (775)	775	Res 1354	7/1/2021	7/1/2016						
	Textile, Apparel (575)	575	Res 1354	7/1/2021	7/1/2016						
	Lumber, Wood Products (560)	560	Res 1354	7/1/2021	7/1/2016						
	Paper & Related (1,400)	1,400	Res 1354	7/1/2021	7/1/2016						
	Printing & Publishing (600)	600	Res 1354	7/1/2021	7/1/2016						
	Chemicals, Petrol, Rubber, Plastics (850)	850	Res 1354	7/1/2021	7/1/2016						
	Cement, Stone, Clay, Glass (800)	800	Res 1354	7/1/2021	7/1/2016						
	Furniture & Furnishings (600)	600	Res 1354	7/1/2021	7/1/2016						
	Primary Metals (1,000)	1,000	Res 1354	7/1/2021	7/1/2016						
	Secondary Metals (800)	800	Res 1354	7/1/2021	7/1/2016						
	Non-Electrical Machinery (600)	600	Res 1354	7/1/2021	7/1/2016						
	Electrical Machinery (375)	375	Res 1354	7/1/2021	7/1/2016						
	Electrical Design (325)	325	Res 1354	7/1/2021	7/1/2016						
	Transportation Equipment (500)	500	Res 1354	7/1/2021	7/1/2016						
	Other (400)	400	Res 1354	7/1/2021	7/1/2016						
	Wholesale Trade:										
	Durable Goods (1,000)	1,000	Res 1354	7/1/2021	7/1/2016						
	Non-Durable Goods (1,100)	1,100	Res 1354	7/1/2021	7/1/2016						
	Warehousing:										
	Storage (20,000)	20,000	Res 1354	7/1/2021	7/1/2016						
	Distribution (2,500)	2,500	Res 1354	7/1/2021	7/1/2016						
	Trucking (1,500)	1,500	Res 1354	7/1/2021	7/1/2016						
	Communications (250)	250	Res 1354	7/1/2021	7/1/2016						
	Utilities (225)	225	Res 1354	7/1/2021	7/1/2016						
	Retail:										
	General (700)	700	Res 1354	7/1/2021	7/1/2016						
	Hardware (1,000)	1,000	Res 1354	7/1/2021	7/1/2016						
	Food Stores (675)	675	Res 1354	7/1/2021	7/1/2016						
	Restaurant/Bar (225)	225	Res 1354	7/1/2021	7/1/2016						
	Appliance/Furniture (1,000)	1,000	Res 1354	7/1/2021	7/1/2016						
	Auto Dealership (650)	650	Res 1354	7/1/2021	7/1/2016						
	Gas/Station - Gas Only (300)	300	Res 1354	7/1/2021	7/1/2016						
	Gas/Station - Gas & Service (400)	400	Res 1354	7/1/2021	7/1/2016						
	Regional Shopping Center (600)	600	Res 1354	7/1/2021	7/1/2016						
	Services:										
	Hotel/Motel (1,500)	1,500	Res 1354	7/1/2021	7/1/2016						
	Health Services - Hospital (500)	500	Res 1354	7/1/2021	7/1/2016						

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change						
							prepped:	EK 6.9.2022			
	Health Services - Clinic (350)	350	Res 1354	7/1/2021	7/1/2016						
	Educational (1,300)	1,300	Res 1354	7/1/2021	7/1/2016						
	Cinema (1,100)	1,100	Res 1354	7/1/2021	7/1/2016						
	Personal Services - Office (600)	600	Res 1354	7/1/2021	7/1/2016						
	Finance, Insurance, Real Estate, Business Services- Office (350)	350	Res 1354	7/1/2021	7/1/2016						
	Government Administration (300)	300	Res 1354	7/1/2021	7/1/2016						
Planning	Staff Rate for Projects, Research and Miscellaneous Work not Captured by Normal Fees	\$125 per hour									
	Addressing Fees	\$125 Base Fee Plus \$10 Per parcel or lot	Res 1354	7/1/2021	7/1/2021						
	Addressing (Prior to Recorded Plat)	\$250 Base Fee Plus \$10 Per parcel or lot									
	Annexation – Less than 1 acre	\$3,000 - (Base Fee)	Res 1354	7/1/2021	7/1/2021						
	Annexation – 1 – 10 Acres	Plus \$150 per Acre	Res 1354	7/1/2021	7/1/2019						
	Annexation – 11 – 50 Acres	Plus \$100 per Acre	Res 1354	7/1/2021	7/1/2019						
	Annexation with Development Concept Plan (DCP) or Modification to (DCP)	\$5,000 Base Fee									
		1 -10 Acres Plus \$150 Per Acre	Res 1354	7/1/2021	7/10/2009						
	Appeal of Type I & Type II Decisions	\$250	Res 1354	7/1/2021	7/1/2019						
	Appeal of Type III Decisions	\$1,980	Res 1354	7/1/2021	7/1/2019						
	Building Permit Site Plan Review										
	Single Family House	\$275 per application	Res 1354	7/1/2021	7/1/2021						
	Duplex (including conversions of single family to duplex)	\$275 per application	Res 1354	7/1/2021	7/1/2019						
	Non-Living Space addition (garage, carport, porch, etc)	\$150 per application	Res 1354	7/1/2021	7/1/2021						
	Living Space addition (expansion and/or creation of accessory dwelling)	\$175 Plus SDC's, if applicable	Res 1354	7/1/2021	7/1/2021						
	Accessory Dwelling Unit (ADU)	\$200 Plus SDC's, if applicable									
		\$60 per unit (first 20 units)/\$12 per each additional unit)	Res 1354	7/1/2021	7/1/2017						
	Multifamily	\$100	Res 1354	7/1/2021	7/1/2021						
	Demolitions (Residential)	\$100	Res 1354	7/1/2021	7/1/2021						
	Demolitions (Commercial or Industrial)	\$100	Res 1354	7/1/2021	7/1/2021						
	Commercial tenant improvements and remodels not involving additional square footage	\$100	Res 1354	7/1/2021	7/1/2021						
	Residential remodel / interior alteration requiring building permit review. No expansion of footprint or alteration to the exterior of the structure.	\$100									
	Signs	\$150 (\$25 for each additional sign)	Res 1354	7/1/2021	7/1/2021						
	Existing Wireless System Modification / Collocation	\$500	Res 1354	7/1/2021	7/1/2021						
		\$100 per location plus any additional actual cost required for outside consult or technical review by consulting engineer	Res 1354	7/1/2021	7/1/2021						
	Small Cell Wireless Deployment in the Right-of-Way										
	All other commercial and industrial based on building square footage:										
	0 to 2,000 square feet	\$300	Res 1354	7/1/2021	7/1/2021						
	2,001 to 5,000 square feet	\$350	Res 1354	7/1/2021	7/1/2021						
	5,001 to 10,000 square feet	\$500	Res 1354	7/1/2021	7/1/2021						
	10,001 to 50,000 square feet	\$650	Res 1354	7/1/2021	7/1/2021						
	50,001 to 100,000 square feet	\$900	Res 1354	7/1/2021	7/1/2021						
	100,001 square feet and up	\$1,050	Res 1354	7/1/2021	7/1/2021						
	Comprehensive Plan Amendment	\$3290 (plus \$720 if Measure 56 notice is required)	Res 1354	7/1/2021	7/1/2019						
	Legislative Text	\$6,000	Res 1354	7/1/2021	7/1/2019						
	Legislative Map or Quasi-Judicial Map	\$4,000	Res 1354	7/1/2021	7/1/2021						
	Conditional Use Permit	\$3,000	Res 1354	7/1/2021	7/1/2017						
	Condominium Construction, less than six units	\$285	Res 1354	7/1/2021	7/1/2017						
	Exception Application for Access Management Plan (16.46.B)	\$100	Res 1354	7/1/2021	7/1/2019						
	Food Cart Pods	\$2,000									
	Interpretation	\$550	Res 1354	7/1/2021	7/1/2019						
	Interpretation of Development Code by Planning Director	\$1,500									
	Interpretation of Development Code by Planning Commission	\$2,500									
	Modifications to approved applications		Res 1354	7/1/2021	7/1/2019						
	Minor	\$400									
	Intermediate	\$2,500									
	Major	Cost of new application of that type									
	Property Line Adjustment	\$750	Res 1354	7/1/2021	7/1/2017						
	Non-conforming Structure/Use		Res 1354	7/1/2021	7/1/2017						
	Verification of a Non-Conforming Use	\$750									
	Alteration / Expansion of a Non-Conforming Use	\$2,500									
	Parking Lot/Paving Projects	\$310	Res 1354	7/1/2021	7/1/2017						
	Partition	\$1,400	Res 1354	7/1/2021	7/1/2021						
	Planned Unit Development	\$3,250	Res 1354	7/1/2021	7/1/2021						
	Plat (Final) Review - Partition	\$750	Res 1354	7/1/2021	7/1/2021						
	Plat (Final) Review - Subdivision	\$1,500	Res 1354	7/1/2021	7/1/2021						
	Pre-Application Conference										
	Pre-Application Conference	\$720	Res 1354	7/1/2021	7/1/2017						
	Types III or IV (Quasi-Judicial Review)	\$1,500	Res 1354	7/1/2021	7/1/2017						
	If detailed written meeting notes requested, otherwise a recording will be provided	\$250									
	Preconstruction Conference	\$1,000 (+Staff rate over 2 hrs)	Res 1354	7/1/2021	7/1/2021						
	Minor Modification	\$110	Res 1354	7/1/2021	7/1/2019						
	Right of Way Vacation Fee	\$2,500	Res 1354	7/1/2021	7/1/2021						

EXHIBIT "A"

Department	Fee Description	Current Amount	Authority	Effective Date	Last amount change						
							prepped:	EK 6.9.2022			
	Sidewalk Café Annual Permit Fee	\$50	Res 1354	7/1/2021	7/1/2019						
	Sidewalk Café Annual Right of Way Rental Fee	\$2	Res 1354	7/1/2021	7/1/2019						
	Site and Design Review (Type II)										
	Up to 0.25 acres	\$1,500	Res 1354	7/1/2021	7/1/2021						
	Over 0.25 up to 2 acres	\$2,500	Res 1354	7/1/2021	7/1/2021						
	Over 2 acres up to 5.0 acres	\$3,500	Res 1354	7/1/2021	7/1/2021						
	Over 5.0 acres up to 8 acres	\$4,500	Res 1354	7/1/2021	7/1/2021						
	Over 8 acres: \$5000 maximum	\$5,500 maximum	Res 1354	7/1/2021	7/1/2021						
	Site and Design Review (Type III)										
	Up to 0.25 acres	\$2,100	Res 1354	7/1/2021	7/1/2021						
	Over 0.25 up to 2 acres	\$3,100	Res 1354	7/1/2021	7/1/2021						
	Over 2 acres up to 5.0 acres	\$4,100	Res 1354	7/1/2021	7/1/2021						
	Over 5.0 acres up to 8 acres	\$5,100	Res 1354	7/1/2021	7/1/2021						
	Over 8 acres	\$6,100 maximum	Res 1354	7/1/2021	7/1/2021						
	Site Plan Development										
	Engineering Plan Review Fee										
	Up to 0.25 acres	\$500	Res 1354	7/1/2021	7/1/2019						
	Over 0.25 up to 2 acres	\$1,000	Res 1354	7/1/2021	7/1/2019						
	Over 2 acres up to 5.0 acres	\$1,500	Res 1354	7/1/2021	7/1/2019						
	Over 5.0 acres up to 8 acres	\$2,000	Res 1354	7/1/2021	7/1/2019						
	Over 8 acres	\$2,500 maximum	Res 1354	7/1/2021	7/1/2019						
	Special Permit (hardship)	\$105	Res 1354	7/1/2021	7/1/2017						
	Subdivision – 4 Lots	\$3,500 (Base Fee) Base Fee Plus \$115 per lot	Res 1354	7/1/2021	7/1/2021						
	Public Improvement Engineering Plan Review Fee (Includes the following ROW Infrastructure: Street Pavement, Curbs, Driveway Returns, Sewer, Storm Drainage, Sidewalks, and Street Trees)	3% of public improvement installation costs (\$30,000 maximum)	Res 1354	7/1/2021	7/1/2021						
	Temporary Vendor Permit	\$100 (\$50 non-profit)	Res 1354	7/1/2021	10/16/2009						
	Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)	Res 1354	7/1/2021	7/1/2012						
	Traffic Engineering Scope	\$800 min. \$1,000 max. deposit	Res 1354	7/1/2021	7/1/2011						
	Traffic Study Review	Applicant pays actual costs									
	Traffic Impact Study	Applicant pays actual costs	Res 1354	7/1/2021	6/1/2010						
	Variance - Major	\$3,000	Res 1354	7/1/2021	7/1/2017						
	Variance - Minor Setback	\$700	Res 1354	7/1/2021	7/1/2021						
	Variance - Minor Sign	\$250	Res 1354	7/1/2021	7/1/2021						
	Withdrawal of Territory < 1 acre	\$3,000 (base fee)	Res 1354	7/1/2021	7/1/2021						
	Withdrawal of Territory - 1-10 acres	Plus \$79 per acre	Res 1354	7/1/2021	2/2/2011						
	Withdrawal of Territory 11-50 acres	Plus \$41 per acre	Res 1354	7/1/2021	2/2/2011						
	Withdrawal of Territory 51+ acres	Plus \$8 per acre	Res 1354	7/1/2021	2/2/2011						
	Zoning Letter										
	LUCs (Land Use Compatibility Statement)	\$125	Res 1354	7/1/2021	7/1/2021						
	Basic (zone and use verification)	\$200	Res 1354	7/1/2021	7/1/2021						
	Expansive (conformance research)	\$1,000	Res 1354	7/1/2021	7/1/2021						
	Zoning Map Amendment	\$4,000	Res 1354	7/1/2021	7/1/2021						
	Zoning Text Amendment	\$4,000	Res 1354	7/1/2021	7/1/2021						
Building											
	Building Permit Fee										
	\$0 to \$3,000 valuation	\$80	Res 1354	7/1/2021	11/1/2008						
	\$3,001 to \$25,000 valuation	\$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof	Res 1354	7/1/2021	11/1/2008						
	\$25,001 to \$50,000 valuation	\$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof	Res 1354	7/1/2021	11/1/2008						
	\$50,001 to \$100,000 valuation	\$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof	Res 1354	7/1/2021	11/1/2008						
	\$100,001 and up	\$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof	Res 1354	7/1/2021	11/1/2008						
	Plan Review Fee	100% of Building Permit fee	Res 1354	7/1/2021	11/1/2008						
	Temporary Certificate of Occupancy	\$250	Res 1354	7/1/2021	11/1/2008						
	Deferred submittal processing and reviewing fee	Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300	Res 1354	7/1/2021	11/1/2008						
	Phased or Partial Building Permit plan review fee	\$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees	Res 1354	7/1/2021	11/1/2008						
	Inspections outside of normal business hours	\$160/hr (minimum charge – two	Res 1354	7/1/2021	11/1/2008						
	Re-inspection Fees	\$80	Res 1354	7/1/2021	11/1/2008						
	Inspections for which no fee is specifically indicated	\$160/hr (minimum charge – 1/2	Res 1354	7/1/2021	11/1/2008						
	Additional plan review required by changes, additions or revisions to proposed or approved plans	\$160/hr (minimum charge – 1/2 hour)	Res 1354	7/1/2021	11/1/2008						
	Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:										
	0 sq. ft. to 2,000 sq. ft.	\$160	Res 1354	7/1/2021	11/1/2008						
	2001 sq. ft. to 3600 sq. ft.	\$210	Res 1354	7/1/2021	11/1/2008						
	3601 sq. ft. to 7200 sq. ft.	\$269	Res 1354	7/1/2021	11/1/2008						
	7201 sq. ft. and greater	\$377	Res 1354	7/1/2021	11/1/2008						
	Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:										
	Install/Replace Furnace: Up to 100,000btu	\$24.75 per appliance	Res 1354	7/1/2021	11/1/2008						
	Install/Replace Furnace: Over 100,000btu	\$31.50 per appliance	Res 1354	7/1/2021	11/1/2008						
	Install/Replace/Relocate Heaters: Suspended, Wall or Floor Mounted.	\$24.75 per appliance	Res 1354	7/1/2021	11/1/2008						
	Appliance Vent	\$12.50 per appliance	Res 1354	7/1/2021	11/1/2008						
	Alteration Of Existing HVAC System	\$24.75	Res 1354	7/1/2021	11/1/2008						
	Air Handling Units	\$18.75 per appliance	Res 1354	7/1/2021	11/1/2008						
	Air Conditioning under 100,000btu	\$24.75 per appliance	Res 1354	7/1/2021	11/1/2008						
	Air Conditioning over 100,000btu	\$46.50 per appliance	Res 1354	7/1/2021	11/1/2008						
	Dryer Exhaust	\$18.75 per appliance	Res 1354	7/1/2021	11/1/2008						
	Hood	\$18.75 per appliance	Res 1354	7/1/2021	11/1/2008						
	Exhaust Fan Connected To A Single Duct	\$12.50 per appliance	Res 1354	7/1/2021	11/1/2008						
	Gas Piping: 1 To 4 Outlets	\$8.25	Res 1354	7/1/2021	11/1/2008						
	Gas Piping: Each Additional Outlet	\$2.25 per outlet	Res 1354	7/1/2021	11/1/2008						


EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change						
	Fireplace	\$18.75 per appliance		Res 1354	7/1/2021	11/1/2008			prepped:	EK 6.9.2022		
	Wood Stove	\$18.75 per appliance		Res 1354	7/1/2021	11/1/2008						
	Other	\$18.75 per appliance		Res 1354	7/1/2021	11/1/2008						
	Minimum Permit Fee	\$80		Res 1354	7/1/2021	11/1/2008						
	Plan Review Fee (Mechanical)	100% of Mechanical Permit fee		Res 1354	7/1/2021	11/1/2008						
	Mechanical Fee Schedule for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects:											
	\$0.00 to \$5000.00 valuation	\$80		Res 1354	7/1/2021	11/1/2008						
	\$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof		Res 1354	7/1/2021	11/1/2008						
	\$10,001.00 to \$100,000 valuation	\$230.00 for the first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof		Res 1354	7/1/2021	11/1/2008						
	\$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof		Res 1354	7/1/2021	11/1/2008						
	Plan Review Fee (Mechanical)	37% of Mechanical Permit fee		Res 1354	7/1/2021	11/1/2008						
	Grading Permit Fee Schedule											
	50 cubic yards or less	\$80		Res 1354	7/1/2021	11/1/2008						
	51 to 100 cubic yards	\$117		Res 1354	7/1/2021	11/1/2008						
	101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof		Res 1354	7/1/2021	11/1/2008						
	1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof		Res 1354	7/1/2021	11/1/2008						
	10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof		Res 1354	7/1/2021	11/1/2008						
	100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof		Res 1354	7/1/2021	11/1/2008						
	Plan Review Fee (Grading)	65% of Grading Permit fee		Res 1354	7/1/2021	11/1/2008						
	Manufactured Dwelling Installation											
	Installation and set up	\$350		Res 1354	7/1/2021	11/1/2008						
	Earthquake bracing when not part of original installation	\$280		Res 1354	7/1/2021	11/1/2008						
	Prescriptive Flat Fee Solar Installation	\$240		Res 1354	7/1/2021	7/1/2011						
Swim Center		In City	Out of City									
	Daily Admission - Youth	\$2.50	\$3.75	Res 1354	7/1/2021	6/1/2010						
	Daily Admission - Senior	\$2.50	\$3.75	Res 1354	7/1/2021	6/1/2010						
	Daily Admission - Adult	\$3.25	\$4.50	Res 1354	7/1/2021	6/1/2010						
	Daily Admission - Family	\$8.25	\$12.00	Res 1354	7/1/2021	6/1/2010						
	Tickets - 10 Swims Youth/Senior	\$25.00	\$37.50	Res 1354	7/1/2021	6/1/2010						
	Tickets - 10 Swims Adult	\$32.50	\$45.00	Res 1354	7/1/2021	6/1/2010						
	Pass 3 month - Youth	\$50.00	\$75.00	Res 1354	7/1/2021	6/1/2010						
	Pass 3 month - Senior	\$50.00	\$75.00	Res 1354	7/1/2021	6/1/2010						
	Pass 3 month - Adult	\$65.00	\$90.00	Res 1354	7/1/2021	6/1/2010						
	Pass 3 month - 1 + 1	\$97.50	\$135.00	Res 1354	7/1/2021	6/1/2010						
	Pass 3 month - Family	\$130.00	\$180.00	Res 1354	7/1/2021	6/1/2010						
	Pass 12 month - Youth	\$137.50	\$206.25	Res 1354	7/1/2021	6/1/2010						
	Pass 12 month - Senior	\$137.50	\$206.25	Res 1354	7/1/2021	6/1/2010						
	Pass 12 month - Adult	\$178.75	\$247.50	Res 1354	7/1/2021	6/1/2010						
	Pass 12 month - 1 + 1	\$268.00	\$371.25	Res 1354	7/1/2021	6/1/2010						
	Pass 12 month - Family	\$357.50	\$495.00	Res 1354	7/1/2021	6/1/2010						
	Water Exercise - Youth	\$2.50	\$3.75	Res 1354	7/1/2021	6/1/2010						
	Water Exercise - Senior	\$2.50	\$3.75	Res 1354	7/1/2021	6/1/2010						
	Water Exercise - Adult	\$3.25	\$4.50	Res 1354	7/1/2021	6/1/2010						
	Lessons - Public Lessons	\$4.00	\$6.00	Res 1354	7/1/2021	7/1/2017						
	Lessons - Spring Penguin	\$50.00	\$70.00	Res 1354	7/1/2021	6/1/2010						
	Lessons - Summer Penguin	\$80.00	\$100.00	Res 1354	7/1/2021	6/1/2010						
	Lessons - School Programs	by contract	\$100/hr	Res 1354	7/1/2021	7/1/2017						
	Rentals - Public - 2 hours, up to 30 persons	\$55.00 per hr	\$75.00 per hr	Res 1354	7/1/2021	7/1/2019						
	Rentals - Public - additional charge for 31-60 persons, then additional \$50 per each additional group of 30.	\$50.00	\$50.00	Res 1354	7/1/2021	7/1/2019						
	Rentals - Canby Gators	by contract		Res 1354	7/1/2021	6/1/2010						
Cemetery												
	Grave Lots	Property	Perpetual Care Fee									
	Standard Grave Lot	\$600	\$900	Res 1354	7/1/2021	7/1/2019						
	Child Grave Lot (1/2 sp)	\$240	\$360	Res 1354	7/1/2021	7/1/2019						
	Baby Grave Lot (1/4 sp)	\$200	\$300	Res 1354	7/1/2021	7/1/2019						
	Cremains Lot	\$200	\$300	Res 1354	7/1/2021	7/1/2019						
	Grave Marking & Recording Fee	\$100		Res 1354	7/1/2021	7/1/2018						
	Cremains Opening & Closing	\$300 (includes marking and recording)		Res 1354	7/1/2021	6/1/2010						
	Headstone Marking Fee	\$50		Res 1354	7/1/2021	7/1/2018						
	Set up and take down of tent and chairs	\$150		Res 1354	7/1/2021	7/1/2018						
	Mausoleum Phase I	Property	Perpetual Care Fee									
	Single Crypts (1 space)	\$2,375	\$125	Res 1354	7/1/2021	7/1/2019						
	Tandem Crypts (2 spaces)	\$6,650	\$350	Res 1354	7/1/2021	7/1/2019						
	Side by Side Crypts (4 space)	\$7,600	\$400	Res 1354	7/1/2021	7/1/2019						
	Niche Spaces	\$630	\$70	Res 1354	7/1/2021	7/1/2019						
	Mausoleum Phase II											
	Single Crypts (1 space)											
	Sixth Level F	\$2,375	\$125	Res 1354	7/1/2021	7/1/2019						
	Fifth Level E	\$2,850	\$150	Res 1354	7/1/2021	7/1/2019						
	Fourth Level D	\$3,420	\$180	Res 1354	7/1/2021	7/1/2019						
	Third Level C	\$4,085	\$215	Res 1354	7/1/2021	7/1/2019						
	Second Level B	\$4,085	\$215	Res 1354	7/1/2021	7/1/2019						

EXHIBIT "A"

Department	Fee Description	Current Amount		Authority	Effective Date	Last amount change						
								prepped:	EK 6.9.2022			
	First and Westminster Level A (2 spaces)	\$5,700	\$300	Res 1354	7/1/2021	7/1/2019						
	Tandem Crypts (2 spaces)											
	Sixth Level F	\$3,800	\$200	Res 1354	7/1/2021	7/1/2019						
	Fifth Level E	\$4,560	\$240	Res 1354	7/1/2021	7/1/2019						
	Fourth Level D	\$5,415	\$285	Res 1354	7/1/2021	7/1/2019						
	Third Level C	\$6,460	\$340	Res 1354	7/1/2021	7/1/2019						
	Second Level B	\$6,460	\$340	Res 1354	7/1/2021	7/1/2019						
	First and Westminster Level A (4 spaces)	\$7,695	\$405	Res 1354	7/1/2021	7/1/2019						
	Side by Side Crypts (2 Sp)											
	Sixth Level F	\$3,895	\$205	Res 1354	7/1/2021	7/1/2019						
	Fifth Level E	\$4,655	\$245	Res 1354	7/1/2021	7/1/2019						
	Fourth Level D	\$5,605	\$295	Res 1354	7/1/2021	7/1/2019						
	Third Level C	\$6,650	\$350	Res 1354	7/1/2021	7/1/2019						
	Second Level B	\$6,650	\$350	Res 1354	7/1/2021	7/1/2019						
	First and Westminster Level A (4 spaces)	\$7,980	\$420	Res 1354	7/1/2021	7/1/2019						
	Opening & Closing for Crypts											
	Single Entombment	\$600		Res 1354	7/1/2021	7/1/2018						
	Tandem or Side by Side Entombment	\$650		Res 1354	7/1/2021	7/1/2018						
	Westminster Single Entombment	\$750		Res 1354	7/1/2021	7/1/2018						
	Westminster Tandem or Side by Side Entombment	\$800		Res 1354	7/1/2021	7/1/2018						
	Disentombment	\$1,000		Res 1354	7/1/2021	7/1/2018						
	Opening & Closing for Niches	\$350		Res 1354	7/1/2021	7/1/2018						
	Crypt Name Bar Installation	\$500		Res 1354	7/1/2021	7/1/2018						
	Niche Name Bar Installation	\$400		Res 1354	7/1/2021	7/1/2018						
	Emblems (Elks, Rotary, Cross, etc)	\$100		Res 1354	7/1/2021	7/1/2018						
	Extra Plastic Vase & Holder	\$90		Res 1354	7/1/2021	9/1/2005						
	Replace Plastic Vase	\$45		Res 1354	7/1/2021	9/1/2005						
	Weekend or Holiday Service, or Emergency Call Out for Funeral Services (additional fee)	\$300		Res 1354	7/1/2021	9/1/2005						
	Cemetery Title Transfer	\$100		Res 1354	7/1/2021	7/1/2018						

Res #	effective	amount	change	% increase
1312	7/1/2019	5.16		
1354	7/1/2021	5.38	0.22	4.26%
		5.61		4.20%

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Year	Jan	Feb	Mar	Apr	May
2012	2.5	2.5	2.4	2.1	2.1
2013	1.9	2.2	1.7	1.5	1.5
2014	1.7	1.4	1.7	2.1	2.1
2015	0.9	1.0	1.2	1.0	1.0
2016	3.0	2.5	2.0	2.2	1.9
2017	2.8	3.2	3.2	3.1	2.9
2018	3.3	3.4	3.5	3.6	3.7
2019	2.9	2.5	2.6	3.0	3.0
2020	3.0	3.2	2.4	1.1	1.1
2021	1.2	1.4	2.3	3.8	4.1
2022	7.4	7.6	8.4	8.1	

y	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
1	2.1	2.0	2.3	2.3	2.8	2.1	1.8	2.3	2.3	2.2
4	1.7	2.0	1.5	1.3	0.8	1.4	1.9	1.6	1.7	1.5
4	2.4	2.5	2.3	2.1	2.0	1.8	1.4	2.0	1.9	2.0
3	1.3	1.6	1.6	1.3	1.4	1.9	2.2	1.4	1.1	1.7
8	1.9	1.6	1.8	2.4	2.6	2.5	2.7	2.2	2.2	2.2
9	2.8	2.8	2.9	3.0	3.0	3.3	3.4	3.0	3.0	3.1
7	3.8	3.9	3.8	3.7	3.8	3.4	3.2	3.6	3.5	3.6
0	2.8	2.7	2.7	2.9	2.9	3.1	2.8	2.8	2.8	2.9
1	1.5	1.9	2.0	1.3	0.9	1.2	1.5	1.7	2.0	1.4
1	4.4	4.5	4.6	5.0	5.7	6.2	6.8	4.2	2.9	5.5



CITY OF CANBY

MASTER FEE SCHEDULE

Effective 7/1/2023
Resolution No. 1354

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General Fees

• Staff Rates for all Departments	Twice the hourly rate for Step 1 of the position
• Photocopies or Printouts-Black and White, sizes to 8 1/2 x 14, single or double-sided	25¢ per sheet
• Photocopies or Printouts-Color, sizes to 8 1/2 x 14, single or double-sided	75¢ per sheet
• Photocopies or Printouts-Black and White, size 11x17, single sided only	\$1.00 per sheet
• Photocopies or Printouts-Color, size 11x17, single sided only	\$1.25 per sheet
• Plotter prints (8 1/2 x 11)	\$2
• Plotter prints (11 x 17)	\$4
• Plotter prints (17 x 22)	\$6
• Plotter prints (24 x 36)	\$8
• Plotter prints (36 x 48)	\$10
• Records on CD/DVD/USB	\$10 plus staff time
• Public Records	Staff rate + materials costs (first 30 minutes no charge)
• Public Records-Faxing	50¢ per page sent
• Public Records-Mailing costs	Actual costs + \$1.00 handling fee
• Returned check fee	\$25
• Returned Electronic Payment Fee	\$15
• Lien Search fee	\$30
• License/Permit/Certificate replacement fee	\$10

Administration Fees

• Business License-Annual	\$50
• Business License-Past Due	\$10 per month up to \$50
• Business License-Transfer or Assign	\$50
• Operating a Business without a License Penalty	\$100
• Liquor License Application New	\$100
• Liquor License Change of Ownership, Location, or Privilege	\$75
• Small Animal Permit	\$10
• Sidewalk Vending Permit	\$25
• Noise Variance fee	\$75
• Human Resources Application Fee (Police)	\$20
• Franchise Application and Review Fee-Telecommunications	Actual expenses (requires \$2,000 deposit)
• Registration Application Fee-Telecommunications Providers	\$100
• Annual Registration Fee-Telecommunications Providers	4% of gross revenues
• Right-of-Way Use Fee-Telecommunications Providers	\$2 per linear foot occupied (if no revenues earned in City)
• Franchise Fees-Telecommunications	7% gross revenue
• Franchise Fees-Cable	5% gross revenue
• Franchise Fees-Natural Gas	5% gross revenue
• Franchise Fees-Telephone	7% gross revenue
• Franchise Fees-Solid Waste	5% gross revenue
• In-lieu of Franchise Fees-Water/ Electric	5% of commodity sales
• In-lieu of Franchise Fees-Wastewater/ Stormwater	7% of service charge collected
• Transient Room Tax	6%
• Vertical Housing Tax Credit Application Fee	\$550
• Vertical Housing Tax Credit Annual Monitoring Fee	\$150

Main Street Fees

Canby Independence Day Celebration Vendor Fees

- Food Vendor Application
 - Early Bird (Before April 1) \$125
 - Regular Rate (April 1 - May 1) \$175
 - Advanced Rate (May 2 - May 31) \$250
 - Final Rate (June 1 - July 1) \$500
 - Specific Location \$50 (extra)
 - Electricity \$25 (per outlet)
- Beer/Wine Garden Vendor Application 10% of total sales
- Local Arts/Crafts Vendor Application
 - Regular Rate \$45
 - Advanced Rate (May 2 - May 31) \$65
 - Specific Location \$50 (extra)
- Outside City Limits Arts/Crafts
 - Regular Rate \$65
 - Advanced Rate (May 2 - May 31) \$85
 - Specific Location \$50 (extra)
- Parade Fee (Campaigns/Businesses) \$25
- Tie-dyed Shirts \$5
- Car Show
 - Early Bird (Before June 1) \$8
 - Regular (After June 1) \$10

Canby's Big Weekend Street Dance Vendor Fee

- Food Vendor Application \$50
- Beer/Wine Garden Vendor Application \$250 or 15% of total sales (whichever is greater)

Canby Area Transit Fees

- General Public Dial-A-Ride \$1.00 per boarding
- Complimentary Paratransit Dial-A-Ride \$1.00 per boarding
- Oregon City Dial-A-Ride \$1.00 per boarding
- Shopping Shuttle Services no charge
- Commuter and Fixed-Route Bus Service \$1.00 per boarding
- Monthly Pass \$20/calendar month
- Punch Pass (24 rides) \$20 (no expiration)
- Payroll and self-employment tax 0.6%

Police Fees

- Alarm User Fees
 - Permit Registration and Annual Renewal
 - Seniors 65+ and Government entities
 - \$25 annually
 - \$10 annually
 - Appeal Fee
 - \$25 per request
 - Late Payment Fee
 - \$25
 - Reinstatement Fee for a suspended alarm
 - \$25
 - False Alarm
 - First False Alarm
 - Alarm School or \$50
 - Second False Alarm
 - \$75
 - Third False Alarm
 - \$100
 - Fourth or more False Alarms
 - \$150 each
 - Operating an Alarm System that is Suspended
 - First Time
 - \$200
 - Second and Subsequent Times
 - \$300
- Alarm Companies
 - Failure to report new install
 - \$50
 - False Alarm caused by Alarm Company
 - \$100
 - Calling on Suspended Alarm Site
 - First Time
 - \$100
 - Second and Subsequent Times
 - \$200
 - Failure to use Enhanced Call Confirmation Procedures
 - \$100
 - All Late Charges
 - \$25
 - Suspension Reinstatement Fee and Mailing Costs
 - \$200 + \$10 per customer if contacted
 - Appeal Fee
 - \$25 per request
- Citation - Copy
 - \$10
- Fingerprinting
 - \$20 plus \$10 each additional card
- Name Check Response Letter
 - \$10 for a no record form letter or a list of reports
- Photos/Videos on CD
 - \$25
- Police Report - Copy
 - \$10 DMV accident Report, \$15 Police Reports (plus 25¢ per pg. after 10 pages)
- Public Records - Admin Research
 - Staff rate + materials costs
- Radar Certification
 - \$10
- Impounded Animal Redemption Fee
 - \$50 plus cost of boarding
- Secondhand Dealer Application Fee
 - \$50
- Secondhand Dealer Annual Permit Fee
 - \$100
- Special Event Security
 - Staff rate
- Temporary/Special Event Liquor License
 - \$35
- Vehicle Release
 - \$150

Court Fees

• Appeal Transcript Fee	\$35
• Civil Compromise Fee	\$150
• Court Appointed Attorney Fee	\$200 per Appointment
• Collections Referral Fee	25% of outstanding balance (by statute), not to exceed \$250
• Discovery Fee	\$15 reports; \$25 CD/DVD; \$10 citations
• DUII Diversion Filing Fee	\$200
• Failure to Appear at Trial Fee	\$100
• Failure to Comply Suspension Fee	\$100
• Fix It Dismissal Fee	\$50
• Good Driver Class Deferred Sentence Fee	\$50 less than presumptive fine schedule of offense
• Guilty by Default Letter Fee	\$50
• Juvenile Good Driver Deferred Sentence Fee	\$396, \$235, \$145 or \$105 based on offense class
• Late Payment Letter Fee	\$25
• Minor in Possession Deferred Sentence Fee	\$150
• Misdemeanor Deferred Sentence Fee	\$300
• Motion to Reopen Case Fee	\$35
• Parking Ticket Late Fee	City fine doubles after 14 days (fine ranges \$15 to \$25)
• Payment Plan Fee	\$25, new or refinanced plan
• Public Records Request Fee	\$5 plus .25 each additional page + postage
• Returned Check Fee	\$50 (includes demand letter certified)
• Show Cause Fee/Order to Appear Fee	\$50
• Warrant Issued Fee	\$50

Library Fees

- Library Cards

- Clackamas County residents Free
- Out-of-County Fee* \$95

**Residents who live in Oregon in Multnomah County, Washington County, Hood River County or those who reside in the Fort Vancouver Regional Library District or the City of Camas Washington, may obtain a LINCC library card without paying a non-resident fee.*

- Overdue Items

- Adult and Children's print & non-print items 25¢ per day (\$3 maximum per children's item; \$5 maximum for all other materials)
- Oregon State Park passes \$5 per day up to replacement cost
- Laptops and accessories \$5 per hour up to replacement cost
- Library of Things items \$5 per day up to replacement cost
- Overdue Fee "Food for Fines" \$1 per food item donated

- Lost or Damaged Items

Cost of material as indicated in the library's database

- Books (Missing book jacket) \$3
- CD Audiobooks
 - Disc \$10 per disc
 - CD case \$5
- DVDs
 - Bonus disc \$5
 - DVD case \$3
 - Jacket or paper insert \$3
 - Booklet \$5
- Music CDs
 - Case \$4
 - Part of case (top or bottom) \$2
 - Insert \$5
- Oregon State Park Pass \$30
- Puppets \$10
- Children's Kits Cost of each component as listed in the item record
- RFID Labels
 - Stingray Label \$1
 - Missing Barcodes \$1
- Laptops \$350
- Headphones \$20
- USB hub \$30
- Mouse \$10
- Library of Things items Replacement cost of the item
- Copying and Printing
 - Black and White (Self-Serve) 15¢/page
 - Color (Self-Serve) 50¢/page

Park Fees

	In City	Out of City
• Rental of Gazebo in Wait Park (waived for non-profits)	\$132	\$264
• Rental of Wait Park (waived for non-profits)	\$450	\$900

Swim Center Fees

	In City	Out of City
• Daily Admission		
o Youth	\$2.50	\$3.75
o Senior	\$2.50	\$3.75
o Adult	\$3.25	\$4.50
o Family	\$8.25	\$12.00
• Tickets		
o 10 Swims Youth/Senior	\$25.00	\$37.50
o 10 Swims Adult	\$32.50	\$45.00
• Passes		
o 3 month - Youth	\$50.00	\$75.00
o 3 month - Senior	\$50.00	\$75.00
o 3 month - Adult	\$65.00	\$90.00
o 3 month - 1 + 1	\$97.50	\$135.00
o 3 month - Family	\$130.00	\$180.00
o 12 month - Youth	\$137.50	\$206.25
o 12 month - Senior	\$137.50	\$206.25
o 12 month - Adult	\$178.75	\$247.50
o 12 month - 1 + 1	\$268.00	\$371.25
o 12 month - Family	\$357.50	\$495.00
• Water Exercise		
o Youth	\$2.50	\$3.75
o Senior	\$2.50	\$3.75
o Adult	\$3.25	\$4.50
• Lessons		
o Public Lessons	\$4.00	\$6.00
o Spring Penguin	\$50.00	\$70.00
o Summer Penguin	\$80.00	\$100.00
o School Programs	by contract	\$100.00 per hr
• Rentals		
o Public - 2 hours, up to 30 persons	\$55 per hr	\$75 per hr
o Public - additional charge for 31-60 persons, then additional \$30 per each additional group of up to 30.	\$50	\$50
o Canby Gators	by contract	

Cemetery Fees

• Grave Marking & Recording Fee		\$100
• Cremains Opening & Closing (includes marking and recording)		\$300
• Opening & Closing for Crypts		
○ Single Entombment		\$600
○ Tandem or Side by Side Entombment		\$650
○ Westminster Single Entombment		\$750
○ Westminster Tandem or Side by Side Entombment		\$800
○ Disentombment		\$1,000
• Opening & Closing for Niches		\$350
• Headstone Marking Fee		\$50
• Set up and take down of tent and chairs		\$150
• Crypt Name Bar Installation		\$500
• Niche Name Bar Installation		\$400
○ Emblems (Elks, Rotary, Cross, etc.)		\$100
• Extra Plastic Vase & Holder		\$90
• Replacement of Plastic Vase		\$45
• Weekend or Holiday Services or Emergency Call Out for Funeral Services (additional fee)		\$300
• Cemetery Title Transfer		\$100
• Grave Lots	Property	Perpetual Care Fee
○ Standard Grave Lot	\$600	\$900
○ Child Grave Lot (1/2 sp)	\$240	\$360
○ Baby Grave Lot (1/4 sp)	\$200	\$300
○ Cremains Lot	\$200	\$300
• Niche Spaces	\$630	\$70
• Mausoleum Phase I		
○ Single Crypts (1 space)	\$2,375	\$125
○ Tandem Crypts (2 spaces)	\$6,650	\$350
○ Side by Side Crypts (4 Spaces)	\$7,600	\$400
• Mausoleum Phase II		
○ Single Crypts (1 space)		
▪ Sixth Level F	\$2,375	\$125
▪ Fifth Level E	\$2,850	\$150
▪ Fourth Level D	\$3,420	\$180
▪ Third Level C or Second Level B	\$4,085	\$215
▪ First and Westminster Level A (2 spaces)	\$5,700	\$300
○ Tandem Crypts (2 spaces)		
▪ Sixth Level F	\$3,800	\$200
▪ Fifth Level E	\$4,560	\$240
▪ Fourth Level D	\$5,415	\$285
▪ Third Level C or Second Level B	\$6,460	\$340
▪ First and Westminster Level A (4 spaces)	\$7,695	\$405
○ Side by Side Crypts (2 Spaces)		
▪ Sixth Level F	\$3,895	\$205
▪ Fifth Level E	\$4,655	\$245
▪ Fourth Level D	\$5,605	\$295
▪ Third Level C or Second Level B	\$6,650	\$350
▪ First and Westminster Level A (4 spaces)	\$7,980	\$420

Utility Fees

Street Maintenance Fee

- Residential Single Family \$5 per month
- Multi-Family Residences \$3.34/unit per month
- Detached Senior Housing and Mobile Home Parks \$2.09/unit per month
- Attached Senior Housing and Congregate Care Facilities \$1.04/unit per month
- Non-residential Varies: \$0.522 x trip value x units (\$5 min) per month

Park Maintenance Fee

- Residential and Multi-family \$5.61 per dwelling unit per month
- Residential reduced rate (must meet criteria to qualify) \$2.81 per dwelling unit per month
- Commercial and Industrial \$5.61 per utility account per month

Sewer and Stormwater Fees

- Combined Sewer/Stormwater Rates (monthly):
 - Residential Single Family \$46.20
 - Residential , apartment, per unit \$46.20
 - Mobile home \$46.20
 - Reduced Sewer Rate (must meet criteria to qualify) \$32.92
 - Elementary school, per student \$1.82
 - Middle & High school, per student \$2.41
 - Transient housing (1st unit) \$46.20
 - Each additional bed \$24.26
 - Nursing home (1st two beds) \$46.20
 - Each additional bed \$24.26
 - Commercial retail, minimum \$46.20
 - per 100 cf of water use Nov-Mar \$5.78
 - Commercial government, minimum \$46.20
 - per 100 cf of water use Dec & Jan \$5.78
 - Industrial, minimum \$46.20
 - per 100 cf of water use \$5.78
- Late fee \$10 per month after 45 days delinquent
- Landlord Tenant Agreement Setup Fee \$25
- Delinquent Account Certification Fee \$50
- Sanitary Sewer Extra Strength Charges
 - BOD and TSS:
 - Concentration 0 to 300 mg/L Included in Base
 - Concentration 300 to 600 mg/L \$1.18 per pound
 - Concentration 600 to 1200 mg/L \$2.36 per pound
- Industrial Wastewater Discharge Permit \$5,000
- Industrial Wastewater Discharge Permit application review fee Staff Rate
- Sampling and Analysis Fee Actual Cost

Public Works Fees

• Public Works Labor Rate	Staff Rate
• Fleet Services Labor Rate	Staff Rate
• Equipment Rates (does not include operator, see staff rate):	
○ Vactor Truck	\$85 per hour
○ Street Sweeper	\$80 per hour
○ TV Van	\$75 per hour
○ High Ranger	\$40 per hour
○ Dump Truck	\$65 per hour
○ Backhoe	\$35 per hour
○ Pickup truck	\$15 per hour
• Street Closure Request	\$50 (waived for non-profits)
• Railroad Parking Lot Event Fee	\$50 (waived for non-profits)
• Street Barricade Delivery Fee	\$25 + \$250 refundable deposit with approved street closure permit
• Map Copying and Research on Easements	staff rate + printing charge
• Banner Installation	\$100 (waived for non-profits)
• Inspections for Construction Projects (Development/Capital)	2.5% of final construction estimate or \$560 whichever is greater
• Work-in-Right of Way Permit/ Street Excavation (Construction)	\$125
• Work in Right-of-Way Permit Fee without street excavation	\$75
• Driveway Return, Street Curb or Public Sidewalk Construction Inspection Fee	\$100
• Driveway Return, Street Curb or Public Sidewalk Re-Inspection Fee	\$75
• Street Tree Fees for New Development	\$250 per tree, incl. planting & 1-year maintenance
• Street Signs: New and Replacements	Charge shall be determined based on state contract for similar commodity, quoted at time of request
• Design Exception	\$100
• Encroachment Application Permit Fee	\$50
• Building Number Installation Charge	\$50
• Advance Finance Public Improvement Application Fee	\$150
• Street Tree Removal Permit	\$25
• Sewer Tap Fee (on-site connection)	\$100
• House Move Permit	\$50
• Erosion Control	Base Rate, to 4 inspections
○ Single Family	\$240
○ Duplex	\$300
○ Triplex	\$360
○ Single Family Additions (disturbing < 500 sq. ft.)	\$240
	Base Rate, to 8 inspections
○ All Other Lots (Up to 1 acre)	\$500
▪ Each additional acre	\$85
▪ Each additional inspection	\$60
▪ Violations	\$1,000 per occurrence and \$250 per day if not corrected

System Development Charges

Park SDC's

- Single Family \$6,559 per dwelling unit
- Multi-Family \$6,828 per dwelling unit
- Manufactured Housing \$5,478 per dwelling unit
- Non-Residential \$526 per employee

Note: If the total number of employees cannot be ascertained the following calculation can be used instead.

Divide the total sq. ft. of building space by the number of sq. ft. per employee from below, then multiply by the current Parks SDC fee of \$526 (Example: 25,000 SF/700 (Manufacturing-General) = 35.7 x \$526 = \$18,778 SDC)

	Square Feet per Employee
• Manufacturing:	
○ General	700
○ Food Related	775
○ Textile, Apparel	575
○ Lumber, Wood Products	560
○ Paper & Related	1,400
○ Printing & Publishing	600
○ Chemicals, Petrol, Rubber, Plastics	850
○ Cement, Stone, Clay, Glass	800
○ Furniture & Furnishings	600
○ Primary Metals	1,000
○ Secondary Metals	800
○ Non-Electrical Machinery	600
○ Electrical Machinery	375
○ Electrical Design	325
○ Transportation Equipment	500
○ Other	400
• Warehousing:	
○ Storage	20,000
○ Distribution	2,500
○ Trucking	1,500
○ Communications	250
○ Utilities	225
• Wholesale Trade:	
○ Durable Goods	1,000
○ Non-Durable Goods	1,150
• Retail:	
○ General	700
○ Hardware	1,000
○ Food Stores	675
○ Restaurant/Bar	225
○ Appliance/Furniture	1,000
○ Auto Dealership	650
○ Gas/Station - Gas Only	300
○ Gas/Station - Gas & Service	400
○ Regional Shopping Center	600
• Services:	
○ Hotel/Motel	1,500
○ Health Services - Hospital	500
○ Health Services - Clinic	350
○ Educational	1,300
○ Cinema	1,100
○ Personal Services - Office	600
○ Government Administration	300
○ Finance, Insurance, Real Estate, Business Services- Office	350

Sanitary Sewer SDC's

- Single-Family Residential SDC \$3,215 per Dwelling Unit
- Multi-Family Residential SDC \$2,571 per Dwelling Unit
- Commercial/industrial SDC Based on Wastewater Flow \$3,215
(Formula = Average Daily Volume of Wastewater Discharge / 155 Gallons Per Day x SDC)

Stormwater and Transportation SDC's

Stormwater SDC based on Cost Per Trip times the Number of Trips estimated by the ITE Trip Generation Manual and the linked trip factor (ELNDT) adopted by the City in the most recent Transportation SDC update. The SDC varies by average weekday Equivalent Length New Daily Trips (ELNDT) as published by ITE Trip Manual for most land use categories.

Abbreviations

TSFGFA - Thousand Square Feet Gross Floor Area

TSFGLA - Thousand Square Feet Gross Leasable Area

VFP - Vehicle Fueling Position

	Stormwater	Transportation	Per
• RESIDENTIAL			
○ 210 Single Family Dwelling / ELNDT 9.52	\$280	\$3,886	Dwelling Unit
○ 220 Multifamily / ELNDT 6.7	\$197	\$2,721	Dwelling Unit
○ 230 Condo/Townhouse / ELDNT 4.93	\$145	\$2,139	Dwelling Unit
○ 240 Mobile Home Park / ELDNT 3.54	\$104	\$2,052	Dwelling Unit
○ 254 Assisted Living / ELDNT 3.87	\$79	\$1,076	Dwelling Unit
• SELECTED LAND USES			
○ 110 General Light Industrial / ELNDT 7.0	\$206	\$2,835	TSFGFA
○ 120 General Heavy Industrial / ELNDT 1.5	\$44	\$609	TSFGFA
○ 130 Industrial Park / ELNDT 6.83	\$200	\$2,252	TSFGFA
○ 140 Manufacturing / ELDNT 3.82	\$113	\$1,274	TSFGFA
○ 150 Warehouse / ELNDT 5.0	\$147	\$2,019	TSFGFA
○ 151 Mini-Warehouse / ELNDT 2.5	\$74	\$1,015	TSFGFA
○ 160 Data Center / ELDNT .99	\$30	\$425	TSFGFA
○ 310 Hotel / ELDNT 7.67	\$225	\$3,303	Room
○ 320 Motel / ELDNT 7.83	\$230	\$2,377	Room
○ 430 Golf Course / ELDNT 4.78	\$140	\$3,434	Acre
○ 444 Movie Theater w/ Matinee / ELDNT 16.37	\$481	\$94,361	Screen
○ 492 Health/Fitness Club / ELDNT 2.85	\$84	\$9,433	TSFGFA
○ 520 Elementary School (Public) / ELNDT 0.5	\$14	\$209	Student
○ 522 Middle/Jr High School / ELDNT 8.68	\$256	\$630	Student
○ 530 High School / ELDNT 8.12	\$238	\$591	Student
○ 560 Church / ELNDT 6.8	\$199	\$2,775	TSFGFA
○ 565 Day Care Center/Preschool / ELNDT 1.8	\$53	\$727	Student
○ 620 Nursing Home / ELDNT 3.87	\$114	\$2,119	Bed
○ 630 Clinic / ELNDT 33.4	\$982	\$13,537	TSFGFA
○ 710 General Office Building / ELNDT 11.0	\$323	\$4,471	TSFGFA
○ 720 Medical-Dental Office Building / ELNDT 36.1	\$1,060	\$14,671	TSFGFA
○ 750 Office Park / ELDNT 9.7	\$284	\$3,578	TSFGFA
○ 770 Business Park / ELDNT 10.57	\$311	\$3,978	TSFGFA
○ 812 Building Materials/Lumber Store / ELDNT 32.17	\$945	\$13,607	TSFGFA

Stormwater and Transportation SDC's (Continued)

	Stormwater	Transportation	Per
○ 814 Specialty Retail Center / ELNDT 16.4	\$482	\$6,652	TSFGLA
○ 815 Free Standing Discount Store / ELDNT 17.1	\$502	\$3,000	TSFGLA
○ 820 Shopping Center / ELDNT 15.9	\$467	\$6,444	TSFGFA
○ 841 Auto Sales / ELDNT 35.75	\$1,050	\$14,158	TSFGFA
○ 848 Tire Store / ELDNT 10.74	\$316	\$3,944	TSFGFA
○ 850 Supermarket / ELDNT 54.9	\$1,613	\$22,319	TSFGFA
○ 853 Convenience Market / ELDNT 120.9	\$3,551	\$49,083	TSFGFA
○ 862 Home Improvement Super Store / ELDNT 7.51	\$221	\$2,607	TSFGFA
○ 880 Pharmacy/Drugstore / ELDNT 38.6	\$1,133	\$15,667	TSFGFA
○ 881 Pharm/Drug w/ Drive Through / ELDNT 17.29	\$508	\$4,939	TSFGFA
○ 890 Furniture Store / ELDNT 2.4	\$71	\$215	TSFGFA
○ 911 Bank/Savings: Walk-in / ELDNT 69.7	\$2,048	\$28,288	TSFGFA
○ 912 Drive in Bank / ELDNT 31.4	\$923	\$2,119	TSFGFA
○ 925 Drinking Place / ELDNT 4.42	\$129	\$43,621	TSFGFA
○ 931 Quality Restaurant / ELDNT 25.7	\$755	\$10,409	TSFGFA
○ 932 High Turnover Sit Down Restaurant / ELDNT36.23	\$1,065	\$4,391	TSFGFA
○ 934 Fast Food Restaurant / ELDNT 106.7	\$3,134	\$43,313	TSFGFA
○ 938 Coffee/Donut Drive Through / ELDNT 243	\$7,137	\$11,590	TSFGFA
○ 942 Automobile Care Center / ELDNT 14.8	\$435	\$5,810	TSFGFA
○ 943 Auto Parts / ELDNT 1.52	\$45	\$4,499	TSFGFA
○ 944 Gasoline/Service Station / ELDNT 30.4	\$835	\$12,638	VFP
○ 945 Gas/Service Station w/ Market / ELDNT 17.9	\$526	\$518	VFP
○ 946 Gas/Service Station w Car Wash / ELDNT 17.9	\$526	\$1,470	VFP

Planning Fees

• Staff Rate for Projects, Research and Miscellaneous Work not Captured by Normal Fees	\$125 per hour
• Addressing Fees	\$125 for new or change of address plus \$10 per lot of parcel for land division
• Addressing (Prior to Recorded Plat)	\$250 Base Fee Plus \$10 Per parcel or lot
• Annexations	
○ Less than 1 acre	\$3,000 - (Base Fee)
○ 1 – 10 Acres	Plus \$150 per Acre
○ 11 – 50 Acres	Plus \$100 per Acre
○ Legal Review – Annexation with Development Concept Plan (DCP) or Modification to (DCP)	\$5,000 Base Fee 1 -10 Acres Plus \$150 Per Acre 11+ Acres Plus \$100 Per Acre
• Appeals	
○ Type I or Type II Land Use Decision (refunded if appellant prevails at the hearing)	\$250
○ Type III Land Use Decision	\$1,980
• Building Permit Site Plan Review	
○ Single Family House	\$275 per application
○ Duplex (including conversions of single family to duplex)	\$275 per application
○ Non-Living Space addition (garage, carport, porch, etc)	\$150 per application
○ Living Space addition (expansion and/or creation of accessory dwelling)	\$175 Plus SDC's, if applicable
○ Accessory Dwelling Unit (ADU)	\$200 Plus SDC's, if applicable
○ Multifamily	\$60 per unit (first 20 units)/\$12 per each additional unit)
○ Demolitions (Residential)	\$100
○ Demolitions (Commercial or Industrial)	\$100
○ Residential or Commercial tenant improvements and remodels not involving additional square footage	\$100
○ Residential remodel / interior alteration requiring building permit review. No expansion of footprint or alteration to the exterior of the structure.	\$100
○ Signs	\$150 (\$25 for each additional sign)
○ Existing Wireless Telecommunications System Facility/Tower Modification	\$500
○ Small Cell Wireless Deployment in the Right-of-Way	\$100 per location plus any additional actual cost required for outside consult or technical review by consulting engineer
○ All other commercial and industrial based on building square footage:	
▪ 0 to 2,000 square feet	\$300
▪ 2,001 to 5,000 square feet	\$350
▪ 5,001 to 10,000 square feet	\$500
▪ 10,001 to 50,000 square feet	\$650
▪ 50,001 to 100,000 square feet	\$900
▪ 100,001 square feet and up	\$1,050

Planning Fees (Continued)

• Comprehensive Plan Amendment	\$3,290 (plus \$720 if Measure 56 notice is required)
○ Legislative Text	\$6,000
○ Legislative or Quasi-Judicial Map	\$4,000
• Conditional Use Permit	\$3,000
• Condominium Construction, less than six units	\$285
• Construction Excise Tax	\$1 per sq. ft. per residential dwelling unit
• Exception Application for Access Management Plan (16.46.070B)	\$100
• Food Cart Pods	\$2,000
• Interpretation	\$550
• Interpretation of Development Code by Planning Director	\$1,500
• Interpretation of Development Code by Planning Commission	\$2,500
• Modification to approved applications – Minor	\$400
• Modification to approved applications – Intermediate	\$2,500
• Modification to approved applications – Major	Cost of new application of that type
• Property Line Adjustment	\$750
• Verification of a Non-Conforming Use	\$750
• Alteration / Expansion of a Non-Conforming Use	\$2,500
• Parking Lot/Paving Projects	\$310
• Partition	\$1,400
• Planned Unit Development	\$3,250
• Plat (Final) Review - Partition	\$750
• Plat (Final) Review - Subdivision	\$1,500
• Pre-Application Conference	
○ Pre-Application Conference	\$720
○ Types III or IV (Quasi-Judicial Review)	\$1,500
○ If detailed written meeting notes requested, otherwise a recording will be provided	\$250
• Preconstruction Conference	\$1,000 + staff rate over 2 hours
• Public Improvement Engineering Plan Review Fee (Includes the following ROW Infrastructure: Street Pavement, Curbs, Driveway Returns, Sewer, Storm Drainage, Sidewalks, and Street Trees.)	3% of public improvement installation costs (\$30,000 maximum)
• Minor Modification	\$110
• Right-of-Way Vacation Fee	\$2,500
• Sidewalk Café Annual Permit Fee	\$50
• Sidewalk Café Annual Right of Way Rental Fee	\$2
• Site and Design Review (Type II)	
○ Up to 0.25 Acres	\$1,500
○ Over 0.25 up to 2 Acres	\$2,500
○ Over 2 up to 5 Acres	\$3,500
○ Over 5 up to 8 Acres	\$4,500
○ Over 8 Acres	\$5,500 maximum

Planning Fees (Continued)

• Site and Design Review (Type III)	
○ Up to 0.25 Acres	\$2,100
○ Over 0.25 up to 2 Acres	\$3,100
○ Over 2 up to 5 Acres	\$4,100
○ Over 5 up to 8 Acres	\$5,100
○ Over 8 Acres	\$6,100 maximum
• Site Plan Development Engineering Plan Review Fee	
○ Up to 0.25 Acres	\$500
○ Over 0.25 up to 2 Acres	\$1,000
○ Over 2 up to 5 Acres	\$1,500
○ Over 5 up to 8 Acres	\$2,000
○ Over 8 Acres	\$2,500 (Maximum)
• Special Permit (hardship)	\$105
• Subdivision – 4 or more Lots	3,500 (Base Fee) plus \$115 per lot
• Temporary Vendor Permit	\$100 (\$50 non-profit)
• Temporary Vendor Permit Renewal	\$50 (\$25 non-profit)
• Traffic Engineering Scope	\$800 min. \$1,000 max. deposit
• Traffic Study Review	Applicant pays actual costs
• Traffic Impact Study	Applicant pays actual costs
• Variance	
○ Major	\$3,000
○ Minor Setback	\$700
○ Minor Sign	\$250
• Withdrawal of Territory	
○ < 1 acre	\$3,000 (base fee)
○ 1-10 acres	Plus \$79 per acre
○ 11-50 acres	Plus \$41 per acre
○ 51+ acres	Plus \$8 per acre
• Zoning Letter	
○ Basic (zone and use verification)	\$200
○ Expansive (conformance research)	\$1,000
○ LUCs (Land Use Compatibility Statement)	\$125
• Zoning Map Amendment	\$4,000
• Zoning Text Amendment	\$4,000

Building Fees

- Building Permit Fee
 - \$0 to \$3,000 valuation \$80
 - \$3,001 to \$25,000 valuation \$80 for the first \$3,000 and \$12 for each additional \$1,000 or fraction thereof
 - \$25,001 to \$50,000 valuation \$344 for the first \$25,000 and \$9 for each additional \$1,000 or fraction thereof
 - \$50,001 to \$100,000 valuation \$569 for the first \$50,000 and \$6 for each additional \$1,000 or fraction thereof
 - \$100,001 and up \$869 for the first \$100,000 and \$5 for each additional \$1,000 or fraction thereof
 - Plan Review Fee 100% of Building Permit fee
- Temporary Certificate of Occupancy \$250
- Deferred submittal processing and reviewing fee Equal to the building permit fee for the valuation of the particular deferred portion or portions of the project, with a set minimum fee of \$300
- Phased or Partial Building Permit plan review fee \$300 plus 10% of the total project building permit fee not to exceed \$2,000 for each phase in addition to above fees
- Inspections outside of normal business hours \$160/hr (minimum charge – two hours)
- Re-inspection Fees \$80
- Inspections for which no fee is specifically indicated \$160/hr (minimum charge – 1/2 hour)
- Additional plan review required by changes, additions or revisions to proposed or approved plans \$160/hr (minimum charge – 1/2 hour)
- Manufactured Dwelling Installation
 - Installation and set up \$350
 - Earthquake bracing when not a part of original installation \$280
- Prescriptive Flat Fee Solar Installation \$240
- Residential Fire Suppression Systems Combined Plan Permit and Plan Check Fees:
 - 0 sq. ft to 2,000 sq. ft. \$160
 - 2001 sq. ft. to 3600 sq. ft. \$210
 - 3601 sq. ft. to 7200 sq. ft. \$269
 - 7201 sq. ft. and greater \$377
- Mechanical Fee Schedule for New and Additions or Alterations, to One and Two Family Dwellings:
 - Install/Replace Furnace: Up to 100,000btu \$24.75 per appliance
 - Install/Replace Furnace: Over 100,000btu \$31.50 per appliance
 - Install/Replace/Relocate Heaters: \$24.75 per appliance
Suspended, Wall or Floor Mounted.
 - Appliance Vent \$12.50 per appliance
 - Alteration Of Existing HVAC System \$24.75
 - Air Handling Units \$18.75 per appliance
 - Air Conditioning under 100,000btu \$24.75 per appliance
 - Air Conditioning over 100,000btu \$46.50 per appliance
 - Dryer Exhaust \$18.75 per appliance

Building Fees (Continued)

○ Hood	\$18.75 per appliance
○ Exhaust Fan Connected To A Single Duct	\$12.50 per appliance
○ Gas Piping: 1 To 4 Outlets	\$8.25
○ Gas Piping: Each Additional Outlet	\$2.25 per outlet
○ Fireplace	\$18.75 per appliance
○ Wood Stove	\$18.75 per appliance
○ Other	\$18.75 per appliance
○ Minimum Permit Fee	\$80
○ Plan Review Fee (Mechanical)	100% of Mechanical Permit fee
• Mechanical Fees for New and Additions or Alterations to Commercial, Multi-Family and Industrial Projects	
○ \$0.00 to \$5000.00 valuation	\$80
○ \$5001.00 to \$10,000.00 valuation	\$80 for the first \$5000 and \$3 for each additional \$100 or fraction thereof
○ \$10,001.00 to \$100,000 valuation	\$230.00 for first \$10,000.00 and \$12.00 for each additional \$1,000.00 or fraction thereof
○ \$100,001.00 and up	\$1,310 for the first \$100,000 and \$10 for each additional \$1,000 or fraction thereof
○ Plan Review Fee (Mechanical)	37% of Mechanical Permit fee
• Grading Permit Fee Schedule	
○ 50 cubic yards or less	\$80
○ 51 to 100 cubic yards	\$117
○ 101 to 1,000 cubic yards	\$117 for the first 100 cubic yards, plus \$55 for each additional 100 cubic yards or fraction thereof
○ 1,001 to 10,000 cubic yards	\$612 for the first 1,000 cubic yards, plus \$46 for each additional 1,000 cubic yards or fraction thereof
○ 10,001 to 100,000 cubic yards	\$1026 for the first 10,000 cubic yards, plus \$210 for each additional 10,000 cubic yards or fraction thereof
○ 100,001 cubic yards and up	\$2916 for the first 100,000 cubic yards, plus \$115 for each additional 10,000 cubic yards or fraction thereof
○ Plan Review Fee (Grading)	65% of Grading Permit fee



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Resolution No. 1371: A Resolution extending Workers Compensation coverage to volunteers of the City of Canby and repealing Resolution 1355.

Goal: Promote Financial Stability

Objective: N/A

Summary

The City of Canby provides workers compensation coverage to volunteers, elected City officials and City boards and commissions. Coverage is provided through a resolution, which is reviewed annually to capture any changes from current or prior year(s) or as a result of new legislation or mandated changes. The City's insurance provider, SAIF, requires the City to have a current volunteer resolution on file. The City of Canby volunteer resolution was previously updated in June 2021. The volunteer resolution specifically lists which types of non-public safety volunteers will be covered. By insuring our volunteers, the City limits its liabilities and protects its financial standing.

Recommendation

Staff recommends the Council approve Resolution No. 1371.

Proposed Motion

I move to adopt Resolution 1371, A Resolution Extending Workers Compensation Coverage to Volunteers of the City of Canby and Repealing Resolution 1355.

RESOLUTION NO. 1571

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF CANBY AND REPEALING RESOLUTION 1355.

WHEREAS, the Canby City Council elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the Volunteer Election Form, noted on CIS payroll schedule, and verified at audit.

1. Public Safety Volunteers.

☐Applicable

☒Non-applicable

An assumed monthly wage of \$800 per volunteer will be used for public safety volunteers in the following volunteer positions:

☒ Police reserve

2. Volunteer boards, commissions, and councils for the performance of administrative duties.

☒Applicable

☐Non-applicable

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are (list each body):

- a. Bike and Pedestrian Committee
- b. City Council & Mayor
- c. Library Board
- d. Parks and Recreation Advisory Board
- e. Planning Commission
- f. Public Transit Advisory Committee
- g. Traffic Safety Commission

3. Non-public safety volunteers.

☒Applicable

☐Non-applicable

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed.

☒ General administrative/clerical

☒ Library

☒ Parks / Public Works

4. Public Events

☒Applicable

☐Non-applicable

City volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation:

- a. Canby Independence Day Celebration
- b. Canby Street Dance
- c. Tree Lighting Event

5. Community Service Volunteers/Inmates ☒ **Applicable** ☐ **Non-applicable**

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of Canby Municipal Court. Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

6. Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided, that the City of Canby:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

City of Canby agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canby to provide for workers' compensation insurance coverage as indicated above. This resolution will be reviewed annually.

This resolution shall take effect July 1, 2022.

ADOPTED this 15th day of June 2022, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder



CITY COUNCIL STAFF REPORT

Meeting Date: 6/15/2022

To: The Honorable Mayor Hodson & City Council

From: Scott Archer, City Administrator

Agenda Item: Street Maintenance Fee follow-up

Goal: Promote Financial Stability

Objective: Evaluate the City's fee structure including the park maintenance fee & street maintenance fee to address cost recovery on all fees

Discussion

A City Council work session was held on April 20, 2022 regarding the City of Canby Street Maintenance Fee. At this work session, staff presented to Council a review and background on the program, projects completed since its inception in 2008, current rates, levels of service, estimated revenue forgone with lack of fee indexing, and options going forward. Council had a robust discussion, and requested further information and refinement of recommendations.

Following this work session, in our follow-up work, staff gained further insight into the history of how the recommendation for the fee was developed. There was a special committee comprised of residents, business owners, staff, and other community stakeholders, which worked on forming a recommendation for what eventually became the adopted Street Maintenance Fee. Staff would like to discuss with Council the possibility of reforming this committee with the purpose of reviewing and making an updated recommendation on the Street Maintenance Fee. Taking this approach would be consistent with the manner in which the fee was originally created. Since a good amount of the groundwork and backgrounding has already been done by staff, this process could be expedited.

Recommendation

Consider providing direction to staff on next steps for a decision making process for the Street Maintenance Fee.