



AGENDA
CANBY CITY COUNCIL
CITY COUNCIL WORK SESSION – 6:00 PM
REGULAR MEETING – 7:00 PM
EXECUTIVE SESSION – 8:00 PM
(Will begin after Regular Session but not before 8:00pm)

March 15, 2023

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_Si7wTGSaSuejcTP8RiJ22w

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

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

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

CITY COUNCIL WORK SESSION – 6:00 PM

- 1. CALL TO ORDER**
- 2. USE OF ARPA FUNDS**
- 3. ADJOURN**

Pg. 1

REGULAR MEETING – 7:00 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 City Recorder by 4:30 pm on March 15, 2023**

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. **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 February 15, 2023 City Council Work Session and Regular Meeting Minutes. Pg. 23
 - b. Appointment of Member Randy Tessman to the Transit Advisory Committee for a term ending March 31, 2025. Pg. 28
4. **RESOLUTION & ORDINANCES**
 - a. Consider **Resolution No. 1382**: A Resolution Adopting the Revised Draft Park Naming Policy Pg. 30
 - b. Consider **Ordinance No. 1594**: An Ordinance Prohibiting Camping and Reducing Other Miscellaneous Offenses to Violations. (*Second Reading*) Pg. 40
 - c. Consider **Ordinance No. 1595**: An Ordinance Authorizing the City Administrator to enter into a 60 month lease and service contract with Pacific Office Automation. (*First Reading*) Pg. 46
 - d. Consider **Ordinance No. 1596**: An Ordinance authorizing the City Administrator to execute a contract with Canby Excavating, Inc. in the amount of \$1,035,249 for the 2023 Sanitary Sewer Improvements and declaring an emergency. (*First Reading*) Pg. 51
5. **MAYOR'S BUSINESS**
6. **COUNCILOR COMMENTS & LIAISON REPORTS**
7. **CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**
 - a. Recommendation to increase Code Enforcement Officer and Property/Evidence Tech positions from half-time to full-time in current fiscal year. Pg. 60
 - b. Bi-Monthly Reports Pg. 61
8. **CITIZEN INPUT**
9. **ACTION REVIEW**
10. **ADJOURN**

EXECUTIVE SESSION – 8:00 PM

Will begin after the regular meeting but not prior to 8:00 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: Pursuant to ORS 192.660(2)(i) Performance Evaluation of Public Officer.

3. EXECUTIVE SESSION: Pursuant to ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

4. 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: 3/15/2023

To: The Honorable Mayor Hodson & City Council

From: Scott Archer, City Administrator

Agenda Item: Work Session on Use of ARPA Funds

Goal: Promote Financial Stability

Objective: Use ARPA Funds to recover loss and build for the future

Summary

Staff will present information and recommendations related to the use of its remaining allocation of American Rescue Plan Act ("ARPA") funds.

Background

H.R. 1319 known as the American Rescue Plan Act, or "ARPA", was signed into law on March 11, 2021. This \$1.9 trillion federal bill was passed to support recovery efforts in response to the ongoing COVID-19 pandemic. Of this total funding package, \$362 billion was provided to help states, territories, counties, cities and tribal governments cover increased expenditures, replenish lost revenue, and to mitigate economic impacts from the COVID-19 pandemic. All Cities, including Canby, received direct funding allocations through this legislation.

Canby received a total allocation of **\$3,982,965**. Earlier U.S. Department of Treasury guidance for use of these funds was fairly restrictive and limited to very specific uses. However, updated guidance now allows for broader categories of use, giving the City of Canby greater opportunity to allocate these funds toward various needs.

Two key timelines/deadlines for use of these funds:

1. December 2024 – All funds must be obligated (allocated/committed).
2. December 2026 – All funding and projects concluded must be spent

Discussion

Council previously discussed and allocated the use of a relatively small portion of its available ARPA funds. A substantial amount of Canby's allocation remains available for various uses, and must be obligated by December 2024 and spent by December 2026. Staff will seek Council direction for use of the City of Canby's remaining balance of ARPA funding allocation.

Attachments

1. ARPA Presentation
2. ARPA Proposal – Economic Development (Supplemental material)
3. AMH Proposal (Supplemental material)
4. OrangeBoy Proposal (Supplemental material)

Fiscal Impact

\$3,980,725.41 in revenue toward allowable uses to meet City of Canby needs.



ARPA

American Rescue Plan Act

What is ARPA?

- ▶ American Rescue Plan Act (ARPA) was signed into law by the President
- ▶ establishes the Coronavirus State Fiscal Recovery Fund
- ▶ establishes the Coronavirus Local Fiscal Recovery Fund
- ▶ The Fiscal Recovery Funds are intended to provide support to State, local, and Tribal governments in responding to the impact of COVID-19
- ▶ Initially the ARPA had restrictions on use
- ▶ Later an option was added to allow ARPA funds to be used for general operational costs with very few restrictions.
- ▶ “payments from the funds be used only to cover costs incurred by December 31, 2024” *Interim Final Rule*
- ▶ “that recipients have obligated the funds by such date, December 31, 2024” *Interim Final Rule*
- ▶ “period of performance will run until December 31, 2026” *Interim Final Rule*

ARPA funds received by the city of Canby

Date	Amount
August 2021	\$1,990,363
October 2021	1,120
August 2022	1,991,482
Total ARPA funds received	\$3,982,965

Reported Expenditures

- ▶ Expenditures need to be reported annually
- ▶ Reports are submitted on SAM.gov
- ▶ Within the auditor's Federal Compliance Report, expended ARPA amounts are reported in the SEFA (Schedule of Expenditures of Federal Awards)
- ▶ Amounted reported during FY 2022 (by 6/30/2022) on SAM.gov: **\$34,681**
- ▶ for items such as:
 - ▶ ADA doors at public restrooms
 - ▶ Personal Protective Equipment
 - ▶ Glass shields at customer counters

Committed Expenditures

- ▶ The following items will be paid for with ARAP funds and reported as such in the next annual report, for the FY2023 year:
 - ▶ Behavioral Health Specialist \$163,000
 - ▶ Emergency Management Plan \$100,000

ARPA Fund Balance

Date	Amount
Total ARPA funds received	\$3,982,965
Expenditures - Reported	(34,681)
Expenditures - Committed	(263,000)
Balance of ARPA funds	\$3,685,284

Proposed Projects - General Fund

Project	Amount
C800 - Police	\$58,000
Car Cameras - Police	207,632
Body Cameras - Police	185,715
Business Resiliency fund - Economic Development	400,000
Automated Material Handling- Library	194,153
Community Assessment Project - Library	18,000
Canby Adult Center - Admin	500,000
Technology Upgrade in conf. rooms - Admin	61,444
Technology Upgrade in conf. room - Police	30,000
Sub-total in General Fund	\$1,654,944

Proposed Projects - Public Works

Project	Amount
Community Park sewer & water line - Parks	\$110,000
Fuel Station - Public Works	500,000
Loop Primary Power - Public Works	30,000
Loop Water Main - Public Works	30,000
34 th Lift Station to WWTP - Public Works	225,000
(2X) Solar Charging Stations - Public Works	6,000
S. Walnut St. Infrastructure - Public Works	1,000,000
Sub-total in Public Works	\$1,901,000

ARPA Fund Balance - Proposed

Date	Amount
Total ARPA funds received	\$3,982,965
Expenditures - Reported	34,681
Expenditures - Committed	263,000
Balance of ARPA funds	3,685,284
Proposed projects - General Fund	1,654,944
Proposed projects - Public Works	1,901,000
Balance of ARPA funds	\$129,340

Fire District 62 – Funding Requests

- ▶ Fire District 62 is requesting ARPA funds from the city of Canby

Project	Amount
C800 – Fire	\$93,000
Water Line – Fire	36,340
Total Request	\$129,340

ARPA PROPOSAL

JAMIE STICKEL, ECONOMIC DEVELOPMENT DIRECTOR + COMMUNICATIONS SPECIALIST



**WE NEED TO KEEP OUR SMALL BUSINESSES HEALTHY
IN ORDER TO KEEP OUR ECONOMY STRONG.**

-- KEITH HAYNES

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ARPA FUNDING

ARPA Funds can be used to support businesses and economic development who have been impacted greatly due to the COVID-19 Pandemic.

Eligible uses for ARPA Funding include response to the COVID-19 and its negative economic impacts.

THE PROPOSAL.

INNOVATE CANBY GRANTS

Utilize ARPA funds to create a grant for small business owners to apply for funding to make necessary changes and upgrades to expand services and offerings to their customers.

CANBY SMALL BUSINESS RESILIENCY GRANTS, ROUND 2

Utilize ARPA funds and the 2020 Small Business Resiliency Grant framework to offer another influx of funding to the small businesses. From closures, to requirements on number of patrons, Canby small businesses have been through a harrowing time.

CANBY SMALL BUSINESS RESILIENCY GRANTS: \$150,000

1

Up to \$150,000 for Small Business Grants; businesses can apply for up to \$10,000 (dependent on number of employees).

2

Utilize the framework from the 2020 grants, streamline for better ease of use.

3

Resiliency grants provide funding to small businesses as a way to recoup financial losses due to the COVID-19 pandemic.

4

2020 provided an influx of \$131,000 to 22 local businesses.

1

Provide reimbursable grants up to \$10,000 to businesses located within Canby City Limits with a business license in good standing as of January 2022.

2

Categories for grants to include:

- Building Renovations + Upgrades
- New Equipment + Materials
- Aid in Event creation and/or growth
- Purchase furnishings for expansion of services

3

Grants will open for an extended period of time and then reviewed by a sub-committee for completeness. Award amounts will be based on number of applications.

INNOVATE CANBY GRANTS: \$250,000



**IT'S REALLY KIND OF HARD TO BE A SUBURB OF
NOTHING. IF YOU DON'T HAVE A DOWNTOWN, YOU
REALLY DON'T HAVE ANYTHING. IT'S HARD TO BUILD A
COMMUNITY AROUND PARKING LOTS AND
SUBDIVISIONS.**

-- ED MCMAHON

To: Scott Archer, City Administrator
From: Danny Smith, Library & IT Director
Date: 01/24/2023
Re: Proposal for AMH system

Proposal

To purchase and install an automated materials handling (AMH) system for the Canby Public Library. The purchase and installation of an AMH system would free limited staff to provide increased and higher-quality customer service and programs. Efficiencies realized would be the AMH system accepting, processing, and sorting all returned materials. Visual provided in the Appendix.

Context

Libraries are a critical part of every community in the country and remain a huge asset and part of making each community welcoming and livable. In Canby, about 80,000 people per year visit the library to fulfill a variety of recreational and business needs. Staff process around 21,000 items per month that come into the Canby facility and ship out an additional 6,500 items per month to other Clackamas County libraries. Considering Canby's staff per capita, we are statistically on the mid-low end making it increasingly difficult to provide the high quality service and programs that we want for the community due to routine operational tasks like materials movement and fulfillment.

To help relieve this need, staff propose the acquisition of an AMH system that will handle routine and repetitive work freeing staff to provide improved and more consistent levels of service with the limited staff available. Library users would also experience an improved return experience as their items are processed immediately, providing them with a receipt of what was brought back and clearing their account. Other immediate efficiencies would include reducing many manual functions to a single touch, from return to shelf, same-day processing and sorting of materials, with a typical return on investment time being one to three years. Immediate check-in of materials, high-speed sorting, and improved inventory management ensures the materials in demand reach the customer as fast as possible and enhance the overall user experience.

Staffing

AMH systems require some staff intervention, however, minimally compared with our current workflows and practices. They operate at a much higher level of accuracy, dramatically increased speed, and remove the burden on staff to monitor, process, sort, and prepare incoming and outgoing materials. Intermittent staff attention would be required to keep the bins empty and items prepared for their final destination, be that the library shelves or for daily shipment. Otherwise, the AMH system can process and sort about 2,000-2600 items per hour. Currently, staff process about 7,000 items per week, which normally takes staff approximately 18 hours per week to process, sort, and prepare for shipment or shelving. Our estimates in collaboration with the vendor indicate that the current staff workload would be replaced by about 2.5 hours per week of machine processing, sorting, and materials preparation. This efficiency would allow for us to recapture over 15 hours per week of our limited staff, allowing them to focus on customer-centric activities and services.

Infrastructure

Clackamas County already supports multiple AMH devices across the county and our existing library systems fully integrate without issue. Clackamas County would also provide the SIP2 license at no cost to add the AMH system integration with our internal automation system Symphony Workflows.

To realize the benefits of the AMH system, the existing staff work room would require some light construction to remove the partitioning wall, remove casework, relocate staff desks, install the public induction point and AMH system with expanded electrical and network connectivity and acquire more flexible shared furnishings and storage options.

Examples of Other AMH Systems in Oregon Libraries

- Clackamas County Library Network Operations
- Lake Oswego Public Library
- Oregon City Public Library
- Washington County Library Network Operations
- Tigard Public Library
- Salem Public Library
- Hillsboro Public Library
- Beaverton City Library
- Multnomah County Library

Estimated Cost

The preferred product is the Library Book Sorting with Automated Material Handling System (AMH) built and serviced by Lyngsoe Systems. Lyngsoe is the vendor of choice for AMH systems in Washington County, Multnomah County, Marion County, and Clackamas County. They are a tested and proven solution that is trusted across the library industry. Maintenance costs can be pre-paid which includes discounts depending on the term OR can be purchased annually after the first year of included maintenance expires. **Pricing is based on cooperative agreements with Multnomah County.*

- AMH System -- \$117,651 (installed)
 - AMH Maintenance Plan – (5 years) \$33,702.00
 - AMH Maintenance Plan – (10 years) \$81,839.00
- Demolition, Construction, & Permitting -- \$9,800.00
- Minor Equipment & Furnishings-- \$33,000
- Contingency -- \$16,745 (10 % of total project costs)

Total Materials & Services - \$160,451 + option of maintenance plan

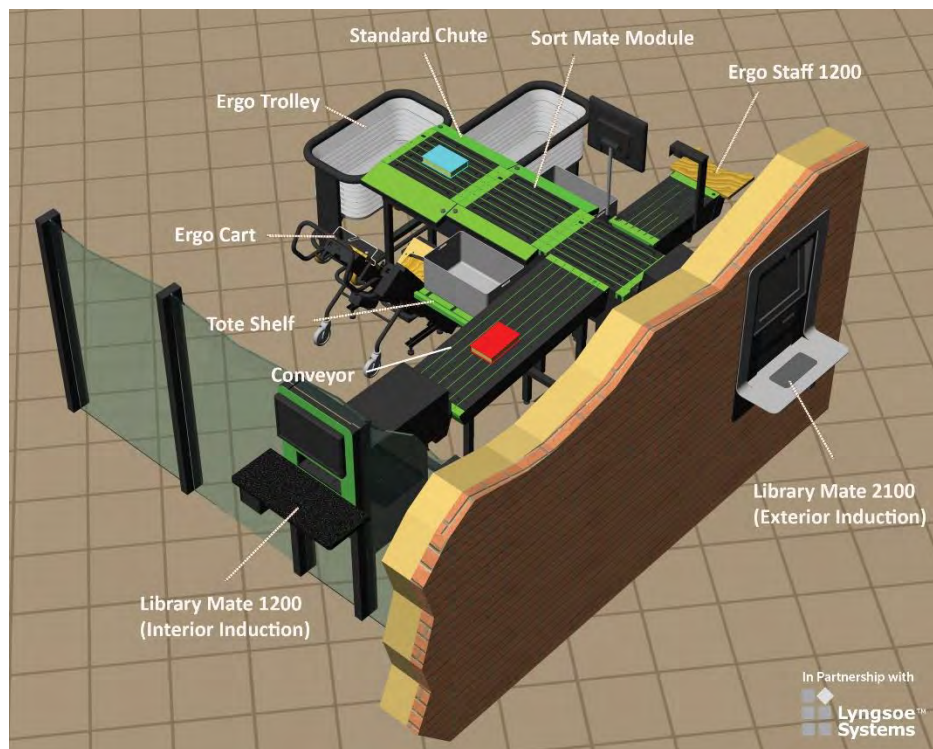
Total Estimated Project Costs – \$194,153 (excluding contingency & 5 years of maintenance)

Total Estimated Project Costs – \$242,290 (excluding contingency & 10 years of maintenance)

APPENDIX



Example: Customer view with two public kiosks.



Example: Rendering of public and staff view of single kiosk system.

To: Scott Archer, City Administrator
From: Danny Smith, Library & IT Director
Date: 11/09/2021
Re: Proposal for Community Assessment

Proposal

To contract with OrangeBoy Inc. for the completion of a Canby community assessment over a three year period.

Outcomes of the assessment include:

- Identify and define customer segments, both users and non-users.
- Define the value residents place on services offered by the library. This answers a simple question: relative to other community services, where do residents rank those offered by the library.
- Identify critical customer needs through the creation of five to seven customer stories. These delineate critical service opportunities.
- Create organizational strategies to meet critical customer needs and build measurable organizational value. This permits the library to accurately measure the role it plays in customers' lives.
- Develop outreach strategies.
- To better respond to the COVID-19 public health emergency and its negative economic impacts.

Context

The City of Canby has limited data on the community make-up, customer segments, both users and non-users, as well as customer needs, and organizational and outreach strategies. In years prior, staff have attempted to survey the community through rudimentary survey tools and questions, however, with limited success.

We also know that services in the library industry have already begun to drastically shift and be redefined in the wake of the global COVID-19 pandemic. The information and data gathered as a result of this community assessment would help us address the negative economic impacts (from the pandemic) to the Canby community and services to disproportionately impacted communities.

Completion of a formal community assessment utilizing a consultant who has years of expertise and experience would provide the City with a rich data set that could be used to establish priorities, from what services are offered to hours of operation while also learning exactly where we can improve and how the library is measuring up. This type of data and insight is critical to ensuring the success of the library as a municipal service, meeting customer needs and demands and truly aligning City services with the community. Moreover, community research lets us focus. It provides facts that compel us to action. OrangeBoy Inc. is currently working with several of our peers, including: Multnomah County Library, Salem Public Library, Lake Oswego Public Library, Sno-Isle Library (WA), and Seattle Public Library (WA).

Proposed Vendor

[OrangeBoy Inc.](#) has been selected as the consultant/vendor of choice for this community assessment project.

Why OrangeBoy? “OrangeBoy has been helping clients THINK IN COLOR for more than 20 years, using customer insights to drive results. OrangeBoy offers a unique perspective and inspires clients to approach business problems by putting themselves in their customers' shoes, using data and insights to drive decisions and measure impact.”

With a strong understanding of the (library) market segment and their prior and current experience with other Oregon municipalities, we are confident that OrangeBoy will provide immense value for the services they provide while assisting the City in understanding the needs of the Canby community and how/when services are provided. This data will be the foundation and guide for staff as we design and implement services, especially considering many of the changes and impacts from the COVID-19 pandemic and how the library as a City service reemerges.

Estimated Cost

\$18,000.00

**CANBY CITY COUNCIL
WORK SESSION
February 15, 2023**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, James Davis, Jason Padden, Christopher Bangs (attended virtually), and Shawn Varwig.

COUNCIL ABSENT: Herman Maldonado

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Jorge Tro, Police Chief; and Maya Benham, Deputy City Recorder.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:01 p.m. in the Council Chambers.

CAMPING ORDINANCE:

Joseph Lindsay, City Attorney, and Jorge Tro, Police Chief, presented on a proposed camping ordinance and what had been changed since the last time this item was discussed.

There was discussion regarding parked vehicles with outdated tags, the times of 7 a.m. to 9 p.m. for no sleeping allowed on public property, no parking at public safety buildings and essential utilities, how the City Administrator would release an announcement that blankets and pop up tents were allowed in residential areas for special events, keeping the 7 a.m. time, but adjusting the 9 p.m. to 10 p.m. to tie into day light savings, sidewalk vs. car camping, how legally parked cars had to be currently registered vehicles, adding signage to prohibited camping areas, creating a resources list to distribute, performing a homeless count, what public indecency meant, and need to update the code in the future.

Staff would bring the ordinance back with changes to a regular meeting for Council action.

The Work Session was adjourned at 6:55 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
February 15, 2023**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, James Davis, Jason Padden, Shawn Varwig, Christopher Bangs (attended virtually), and Herman Maldonado (arrived late virtually).

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, Deputy City Recorder; Jamie Stickel, Economic Development Director; Don Hardy, Planning Director; and Jerry Nelzen, Public Works Director.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:04 p.m. in the Council Chambers followed by opening ceremonies.

IWO JIMA REMEMBRANCE DAY PROCLAMATION:

Mayor Hodson read the proclamation declaring February 25, 2023 as Iwo Jima Remembrance Day and presented it to Jerry Bagge, American Legion.

Irene Breshears, American Legion Auxiliary, announced the Iwo Jima Flag Raising Ceremony on February 25.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Kevin Starrett, Canby resident, spoke about the homeless issues on Pine Street. There was urgency to resolve these issues. He also discussed concerns about Measure 114 and its effects on the Police Department.

Clayton Rhodes, Canby resident, was the new president of the Rodeo. He would like the City to be involved in putting up banners. He thought they needed a hotel for these types of big events.

Spencer Polack, AFSCME president, discussed concerns about employee morale between management and staff. He requested Council to direct the City Administrator to bring back a work environment based on mutual trust, acceptance, productivity, and respect.

CANBY ARTS IN THE PARKS PRESENTATION: Jerry Nelzen, Public Works Director, and Jamie Stickel, Economic Development Director, discussed the Arts in the Parks program. They would be working with a local art gallery for donated pieces of art and staff would work with the Parks and Recreation Board to hide the art in a different park every month beginning March 1. There would be clues for people to find the art and win prizes.

There was discussion about how the program worked.

CONSENT AGENDA:

****Council President Hensley moved to approve the minutes of the January 4, 2023 City Council Regular Meeting, the OLCC Annual Liquor License Renewals, the OLCC application for a Full On-Premises, Commercial License for Guacamole Bowl Cuisine located at 1011 SW 1st Avenue, the OLCC Application for a Full On-Premises, Commercial License for the Train Station Tavern located at 911 SW 4th Avenue, the reappointment of Melody Thompson to the Canby Utility Board for a term ending February 28, 2026, the reappointment of Jack Pendleton to the Budget Committee for a term ending June 30, 2025, the appointment of Scott Sasse to the Budget Committee for a term ending June 30, 2023, the appointment of Lisa Potter to the Budget Committee for a term ending June 30, 2025, and the appointments of Tyler Francke and AdriAnne Carlson to the Transit Advisory Committee for a term ending March 31, 2023. Motion was seconded by Councilor Varwig and passed 4-0-1 with Councilor Bangs abstaining.**

PUBLIC HEARINGS: Supplemental Budget Hearing Regarding Parks - Mayor Hodson opened the public hearing and read the hearing statement.

Scott Archer, City Administrator, presented the staff report. This was a request for a supplemental budget that would transfer \$150,000 into the Parks budget for the Maple Street Park sport courts.

There was discussion regarding transferring the money from the SDC fund, how that would affect future park projects, following the original ordinance, process if the funding source was changed, and amending the resolution to bring back at a future meeting.

****Councilor Padden moved to direct staff to bring back an amended resolution to the March 15 meeting to allocate funds from SDCs for the project. Motion was seconded by Council President Hensley.**

Public Testimony: Greg Perez, Canby resident, thought the Council was getting misinformation. He did not think this was good business.

Mayor Hodson closed the public hearing.

Councilor Davis thought they should support staff's recommendation. He was opposed to the motion.

Motion passed 4-1 with Councilor Davis opposed.

Parks Maintenance Fee –

Mayor Hodson opened the public hearing and read the hearing statement.

Joe Lindsay, City Attorney, presented the staff report. This was a potential change to add a sunset clause to the Parks Maintenance Fee.

There was no public testimony.

Mayor Hodson closed the public hearing.

****Councilor Varwig moved to approve Resolution 1380, A RESOLUTION IMPLEMENTING AN EXPIRATION DATE TO THE CURRENT PARKS MAINTENANCE FEE. Motion was seconded by Councilor Davis.**

Councilor Padden did not think there should be a sunset unless a permanent funding mechanism was established.

Councilor Davis said the intention when the fee was created was for the fee to be evaluated every five years. The Parks and Recreation Board was in favor of keeping the sunset in place.

Motion passed 3-2 with Councilors Bangs and Padden opposed.

NEW BUSINESS:

Consider approving the Canby Depot Museum Local Register of Historic Resources Application – Ms. Stickel explained the applicant's request, Heritage and Landmarks Commission and Planning Commission approvals, process, background on the Depot Museum, criteria for designation, historic integrity, and historic significance. Staff recommended the Council approve the Historical Protection Overlay Zone designation for the Canby Depot Museum as outlined in the Municipal Code.

Carol Palmer, Canby resident, discussed the criteria, process, and prior designations, timelines of the Depot construction and relocation, why designation was important, and findings.

Councilor Maldonado joined the meeting via Zoom.

Councilor Varwig was concerned about moving the building as suggested by the Planning Commission. Ms. Palmer said there were no plans to move the building currently. Moving was not off the table, but she would not want it to be contingent on the approval. Designation did not restrict them from moving the building in the future.

Councilor Padden stepped away from the dais.

Councilor Maldonado was in favor of moving the Depot to a more central location.

Council President Hensley moved to approve the Historical Protection Overlay Zone designation for the Canby Depot Museum. Motion was seconded by Councilor Maldonado and passed 5-0.

Presentation on Canby Hotel Development Analysis –

Ms. Stickel introduced the topic.

Jerry Johnson, Johnson Economics, discussed the analysis that had been done in 2022 including the data that was gathered, hotel interest in the area, outreach to prospective developers, and reasons for a new hotel in Canby.

Ms. Stickel thought there was enough support to bring a hotel to the City.

There was discussion regarding recruiting hotel companies, next steps, partnership with the Chamber, high priority for this project, how the event center expansion and new sports complex played into the demand and support, and how this was a City and Chamber goal.

MAYOR'S BUSINESS: Mayor Hodson said the State of the City Address would be given tomorrow. He reported on the Council's goal setting meeting.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Padden reported on the School Board and Canby Utility Board meetings.

Councilor Maldonado reported on the Bike and Pedestrian Committee meeting.

Council President Hensley discussed the traffic signal timing on 4th and Pine.

Councilor Varwig congratulated the new principal at Baker Prairie. He reported on the Planning Commission meeting. The Transit Advisory Committee would meet next week.

Councilor Bangs attended the Heritage and Landmarks Commission meeting. The Library Board was scheduled to meet next Tuesday.

Councilor Davis reported on the Canby Adult Center meeting and remodel of the facility. The Parks and Recreation Board would be meeting next week. He distributed the Fire District Strategic Plan and reported on the Fire Board meeting. The Chamber Legislative Committee had endorsed the fire levy.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Archer said City offices would be closed on President's Day.

CITIZEN INPUT:

There was none.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Approved Staff to bring back Resolution 1379 on March 15 with amended language to use SDCs.
3. Approved Resolution No. 1380.
4. Approved the Canby Depot Museum Local Register of Historic Resources Application.

****Council President Hensley moved to go into Executive Session pursuant to ORS 192.660(2)(i) Performance Evaluation. Motion was seconded by Councilor Varwig and passed 6-0.**

Mayor Hodson read the Executive Session announcement and recessed the Regular Meeting at 9:39 p.m.

Mayor Hodson reconvened the Regular Meeting at 11:50 p.m. and immediately adjourned.

Melissa Bisset
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood



City Council Staff Report

Meeting Date: 3/15/2023

To: Honorable Mayor Hodson and City Council

Thru: Scott Archer, City Administrator

From: Maya Benham, City Recorder

Agenda Item: Appointment of Randy Tessman to the Transit Advisory Committee with a term ending March 31, 2025.

Goal: Enhance Engagement & Communications that represents broad perspectives

Summary

There are currently vacancies on the Transit Advisory Committee. The vacancies have been advertised on the City's website.

Background

The Transit Advisory Committee was established through Resolution No. 790 in 2002. It assesses transportation needs, acts in an advisory capacity to the Transit Director, promotes and educates the public regarding the acceptance and usage of the transit system and special problems associated with the use of the system by youth, elderly and disabled citizens. The Commission is made up of seven members who serve three year terms.

Discussion

There were vacancies advertised on the City's website. The applicant was interviewed on February 22, 2023 and recommended by the Vice Chair and Council Liaison to be appointed to the Transit Advisory Committee with a term ending March 31, 2025.

Attachments

Randy Tessman Application

Fiscal Impact

None.

Proposed Motion

"I move to approve the consent agenda that includes the appointment of Randy Tessman to the Transit Advisory Committee with a term ending March 31, 2025."



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

Date: January 11, 2023 Position Applying For: CAT Advisory Board

Name: Randy Tessman Occupation: retired

Home Address: [REDACTED]

Employer: _____ Position: _____

Daytime Phone: [REDACTED] Evening Phone: _____

E-Mail Address: [REDACTED]

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

transportation, planning

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

To determine transportation requirements
for diverse users of system

Reason for your interest in this position: _____

To educate myself on CAT priorities
and focus

Experience and educational background: _____

BA, PSU, Planning Seminars

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

Planning Commission

Referred by (if applicable): Melody Thompson

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: benhamm@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: 1/12/2023 Date Appointed: _____ Term Expires: _____
Date Resigned: _____ Destruction Date: _____



CITY COUNCIL STAFF REPORT

Meeting Date: 3/15/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Ryan Potter, Planning Manager

Agenda Item: Consider Resolution No. 1382: A Resolution Adopting the Revised Draft Park Naming Policy

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

Objective: N/A

Summary

Upon direction from City Council, the Parks and Recreation Advisory Board has prepared a draft park naming policy and an accompanying draft park name nomination form/application. The draft policy has been revised, per Council direction, to reflect consideration by the City's Heritage and Landmark Commission (HLC).

Background

This effort was initiated in response to concerns that the City did not have an adopted policy or other guidance related to the naming or renaming of City parks. Of special consideration was the renaming of parks for which history, tradition, and community sentiment have bestowed significance on the current park name.

On October 19, 2022, a draft park naming policy was presented to Council. Council expressed support for the policy but directed City Staff and the Parks and Recreation Advisory Board to give the HLC an opportunity to provide comments. After review by that body, the Parks and Recreation Advisory Board made minor edits to the draft policy.

Discussion

The attached draft policy identifies procedures and criteria for choosing park names.

Attachments

1. Revised Draft Park Naming Policy (Revised)
2. Draft Park Name Nomination Form

Fiscal Impact

This policy would have minimal fiscal impact. In the event that a park or other recreational facility is named or renamed, new signage placed onsite would require minor expenditures by the City. Because the number and size of any new signs would depend on the location, costs would vary.

Options

1. Adopt the Advisory Board's draft park naming policy as submitted.
2. Adopt the Advisory Board's draft park naming policy with revisions or amendments.
3. Direct the Advisory Board and/or City Staff to revisit the draft policy.

Advisory Board Recommendation

The Parks and Recreation Advisory Board voted to forward the draft policy to City Council for adoption.

Proposed Motion

"I move that Council approve Resolution No. 1382, A Resolution Adopting the revised draft Park Naming Policy as submitted."

RESOLUTION NO. 1382

A RESOLUTION TO FORMALLY ADOPT A PARK NAMING POLICY FOR THE CITY OF CANBY

WHEREAS, the City of Canby would like to adopt a park naming policy; and

WHEREAS, the Canby Parks and Recreation Advisory Committee has advised on a specific park naming policy as attached herein.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF CANBY CITY COUNCIL, that the City Council hereby formally adopts the park naming policy as attached as “Exhibit A.”

This resolution will take effect on March 15, 2023.

ADOPTED this 15th day of March 2023, by the Canby City Council.

Brian Hodson
Mayor

ATTEST

Maya Benham
City Recorder

Park Naming Policy

Purpose:

The purpose of this policy is to establish a standardized approach for the official naming of parks, recreational areas and facilities within the City of Canby.

Policy:

It is the policy of the City of Canby to name newly acquired or developed or unnamed public parks, trails, and recreation facilities based upon the procedures set forth. A facility within a park (e.g. playground, picnic shelter, ball field, etc.) can be named separately from the park subject to the same criteria. Requests for the official naming of smaller park features may be honored at the discretion of the Parks and Recreation Advisory Board for recommendation to the City Council for adoption; however, it is strongly preferred that these types of donations are honored with recognition plaques, markers, or memorials designed and adopted along with modifications to an individual Park Master Plan.

Objectives:

Ensure that parks, recreational areas and facilities are easily identified and located.

Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.

Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities.

Encourages the dedication of lands, facilities, or donations by individuals and/or groups.

Definition:

Parks, recreation areas and facilities – includes all property assets under the City's ownership and the Parks and Recreation Department control including buildings, structures, open spaces, public parks, natural areas, wetlands, trails, environmental habitat and land.

Naming Procedure:

1. Naming of Parks, Recreation Facilities, Trails and Natural Areas

- a. A request for naming of a park, recreational facility, trail or natural area shall be submitted in writing to the Parks and Recreation Advisory Board, through the City of Canby Parks and Recreation Department.
- b. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Advisory Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
- c. The Parks and Recreation Advisory Board will offer the opportunity for public input on the proposed naming and provide at least one opportunity for public comment on the list of nominated names. The opportunity shall be noticed in the same manner as Parks and Recreation Advisory Board meetings.
- d. The Parks and Recreation Advisory Board shall forward their recommendation and up to one alternative name to the City Council for final decision. The decision by the City Council shall be final and not subject to appeal.
- e. The Parks and Recreation Advisory Board will initiate the naming policy, or put forth a nomination of their own, whenever deemed necessary and/or in the best interest of the City.
- f. In the absence of any naming requests, the Parks Recreation and Advisory Board shall adhere to criteria stated in this policy in recommendation of name.

2. Renaming of Parks, Recreation Areas and Facilities

Renaming of parks, recreation areas and facilities carries with it a greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Parks that have been named by deed restriction shall not be considered for renaming. Further, Parks and Facilities named after individuals shall not be changed unless it is found that because of the individual's character or actions, the continued use of their name would not be in the best interest of the community due to significant conflicts with the goals and priorities in the Parks and Recreation Master Plan, the City Of Canby Strategic Plan or other City Proclamations.

- a. A request for renaming of a park, recreational area or facility shall be submitted in writing to the Parks and Recreation Advisory Board, through the Parks and Recreation Department.
- b. The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application will describe the contributions to the City. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Advisory Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
- c. The Parks and Recreation Advisory Board will offer the opportunity for public input on the proposed naming and provide at least one opportunity for public comment on the list of nominated names. The opportunity shall be noticed in the same manner as Parks and Recreation Advisory Board meetings.
- d. The Parks and Recreation Advisory Board shall forward their recommendation and up to one alternative name to the City Council for final decision. The decision by the City Council shall be final and not subject to appeal.
- e. The Parks and Recreation Advisory Board will initiate the renaming process, or put forth a nomination of their own, whenever deemed necessary and/or in the best interest of the City.
- f. In the absence of any naming requests, the Parks Recreation and Advisory Board shall adhere to criteria stated in this policy in recommendation of name.

Criteria:

The policy of the Parks and Recreation Department is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character of the City of Canby, its local history, geography, and natural features.

1. The following criteria shall be used in determining the appropriateness of the naming designation:

- a. Geographic location (neighborhood, significant areas, etc.)
- b. Natural features
- c. A person (non-living) or place of historical or cultural significance
- d. A person (non-living), group, or feature particularly identified with the land or facility

2. The process to name parks, recreation areas and facilities should begin within 12 months after the City has acquired title to the land and/or formally accepted the dedication.

3. Conditions of property donation as agreed upon by the donor and the City shall be honored regarding the naming of the parks, recreation areas and facilities subject to these adopted policies.

4. Names that are similar to existing parks, properties or facilities in the City system (or other systems in the Metro area) should not be considered in order to minimize confusion.

5. The City reserves the right to change the name of an existing park or recreation facility to maintain consistency with these policies and follow these same naming procedures.

Signage:

Designs shall be consistent to the City Park Signage Specifications, and shall not permit corporate logos, or logotype, and shall be of high quality, vandalism resistant materials that are able to withstand harsh environments.



**NOMINATION FORM FOR NAMING PARKS,
RECREATION FACILITIES AND NATURAL AREAS**

NOMINATOR INFORMATION:

<hr/>	<hr/>
<i>Last Name</i>	<i>First Name</i>
<hr/>	<hr/>
<i>Address</i>	<i>City/State/Zip</i>
<hr/>	<hr/>
<i>Phone</i>	<i>Email</i>

PROPOSAL INFORMATION (Please check one):

- ☐ New Park
- ☐ Renaming of Existing Park- *Must provide an explanation for the proposed change?*

- ☐ Recreation Facility
- ☐ Feature or Other

Describe:

Address or Location of Property Description



PROPOSED NAME

Please provide an explanation of how this name meets the policy criteria.

You may attach additional documentation to this application.

If named for a group or individual, please, provide additional documentation about the significant contributions and, if relevant, permission from next of kin or reason why permission could not be obtained.

SUBMIT TO:

Parks and Recreation Department
Attn: Parks and Recreation Director
1470 NE Territorial RD
Canby, OR 97013
Ph. 503-266-4021



TO BE COMPLETED BY THE PARKS AND RECREATION ADVISORY BOARD

APPLICATION SUBMISSION CHECKLIST:

Is the name consistent with criteria in policy?

☐ Yes

☐ No

Was there an opportunity for public comment:

☐ Yes, when? _____

See attached Park Board Meeting Minutes

If the name is after a person, was permission received from next of kin?

☐ Yes, see attached

☐ No, see above explanation in application

Has this nomination been reviewed by the Canby Historic Landmark Committee?

☐ Yes, their response is attached

☐ n/a

Recommendation Comments from Parks and Recreation Advisory Board



CITY COUNCIL STAFF REPORT

Meeting Date: 3/15/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Consider Ordinance 1594: An Ordinance Prohibiting Camping and Reducing Other Miscellaneous Offenses to Violations (*Second Reading*)

Goal: Align resources to address future community growth

Objective: N/A

Summary

Canby does not currently have an ordinance to regulate camping in the public rights of way. Oregon Revised Statute 195.530 calls for cities to have any such ordinances comply with Oregon law in addition to the holdings in *Martin v. Boise* as well as *Blake v. Grants Pass*. In order to regulate any use of public rights of way for camping, the City has to structure its ordinance in a way that is reasonable as to time, space, and manner. It must look to avoid the violation of individuals' 8th Amendment rights against cruel and unusual punishment with excessive fines or criminalization behaviors that naturally flow from those experiencing homelessness or houselessness. In reviewing Canby Municipal Code Chapters 9.24 and 12.24.040, it is advisable to have those fall in line with this de-criminalization of use of public rights of way.

Attachments

Exhibit A—creating CMC Chapter 9.25 and Chapter 9.24.080 as well as amending CMC Chapter 12.24.040

Fiscal Impact

No Costs. We might collect some revenue from any violations of these ordinances.

Options

Approve the Ordinances as written to regulate camping and de-criminalize similar activities in public.

Deny and ask staff to craft a different ordinance or no ordinance at all.

Recommendation

Approve the ordinance as written.

Proposed Motion

"I move to adopt Ordinance No. 1594, an Ordinance Prohibiting Camping and Reducing Other Miscellaneous Offenses to Violations." (*Second Reading*)

ORDINANCE NO. 1594

AN ORDINANCE PROHIBITING CAMPING AND REDUCING OTHER MISCELLANEOUS OFFENSES TO VIOLATIONS

WHEREAS, the Canby Municipal Code does not currently have an ordinance regulating camping on certain public rights of way;

WHEREAS, Oregon Revised Statute 195.530 requires any camping ordinance be brought into compliance with Oregon law and with the decisions in *Martin v. Boise* and *Blake v. Grants Pass*;

WHEREAS, the City of Canby desires to have a camping ordinance that balances the constitutional rights of indigent homeless or houseless individuals with the needs of a city to remain orderly, safe, and clean;

WHEREAS, current Canby Municipal Codes in Chapter 9.24 and 12.24.040 unnecessarily criminalize certain behaviors associated with sidewalks, public rights of way, and use of public lands;

WHEREAS, the City of Canby desires to reduce the stigma and punishment associated with certain behaviors involving public lands and rights of way; and

WHEREAS, the City of Canby desires to have a camping ordinance that reasonably regulates as to time, space, and manner any camping within or along Canby public rights of way.

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

Section 1. They City of Canby City Council creates CMC Chapter 9.25 and Chapter 9.24.080, and it amends Chapter 12.24.040 in the ways shown in Exhibits “A.”

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 1, 2023 ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, March 15, 2023 commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 15th day of March, 2023, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham
City Recorder

ORDINANCE - EXHIBIT "A"

Canby Municipal Code Chapter 9.25 CAMPING PROHIBITED IN CERTAIN PLACES

Sections:

9.25.010 Definitions.

9.25.020 Prohibited Camping.

9.25.030 Violation-Penalty.

9.25.010 Definitions.

As used in this section.

(1) "To camp" means to set up, or to remain in or at, a campsite.

(2) "Campsite" means any place where any bedding, sleeping bag, or other sleeping matter, or any stove or fire, is placed, established, maintained, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure, or any vehicle or part thereof.

(3) "City property" means and includes all real property owned or leased by the city, other than public right-of-way and utility easement as those are defined herein, and all property held in proprietary capacity by the city.

(4) "To Store" or "storage" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

(5) "Camp paraphernalia" means but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or non-city designated cooking facilities and similar equipment.

(6) "Camp facilities" include, but are not limited to, tents, huts, temporary shelters, or vehicles.

9.25.020 Prohibited Camping.

(a) Except as expressly authorized by the Canby Municipal Code, it is unlawful at all times for any persons to camp or to establish, maintain, or occupy a campsite on the following city property:

(1) All public city parks, cemeteries, public safety buildings and curtilage, utility buildings and curtilage, and public works buildings and curtilage;

(2) In a manner reducing the clear, continuous sidewalk width to less than five feet;

(3) All public property located within an area zoned for residential use under Title 16 of this code. Any street that borders any residential zone is considered residential for the purposes of any type of camping.

(4) In any otherwise allowable public street, alleyway, or driveway unless in a camping facility designed for road travel and safety (vehicles, motorhomes, or camper trailers) that is legally parked (to include current registration), is operable, and is moved at least ~~one block or one~~ to a different street every 24 hours. Vehicular street camping is still disallowed in the residential zones per CMC 9.25.020 (a)(3).

(b) Except as expressly authorized by the Canby Municipal Code or by the advanced written consent of the City Administrator or designee, it shall be unlawful for any person to camp or maintain any campsite on any otherwise lawfully allowable city property during the hours of 7:00 a.m. to 9:00 p.m. for all months other than June, July, August, and September in which the hours change to 7:00 a.m. to 10 p.m.

(c) Notwithstanding the provisions of this chapter, the City Administrator or designee may temporarily authorize camping or storage of personal property on city property by written order that specifies the period of time and location:

- (1) In the event of emergency circumstances;
- (2) In conjunction with a special event permit; or
- (3) Upon finding it to be in the public interest and consistent with council goals and policies.

(e) The City Administrator may adopt administrative rules to implement any of the provisions of this chapter.

9.25.030 Violation - Penalties and Enforcement.

(a) Violation of Chapter 9.25.020 is a Class "C" violation. Each day that a violation occurs will be considered a separate offense. In lieu of any fine that may be imposed for violation of this section, the court may order community service. Or the court may order both a fine and community service.

(b) In addition to any other penalties that may be imposed, violation of this chapter shall constitute a public nuisance and may be abated in accordance with Oregon law to include ORS 195.505.

ADDITIONAL DECRIMINALIZATION OF CURRENT ORDINANCES

Canby Municipal Code Chapter

9.24.080 Penalty.

Violation of Chapter 9.24 is punishable by a fine not to exceed \$1000. In lieu of any fine that may be imposed for violation of this section, the court may order community service. Or the court may order both a fine and community service.

12.24.040 Possession or consumption of alcoholic beverages prohibited in parks.

- A. No person shall possess or consume alcoholic beverages in the municipal parks.
- B. Violation of this section is a Class C Violation.
- C. It is an affirmative defense that the possession or consumption of alcohol was part of a city-sponsored or otherwise permitted event involving alcohol. For example, a beer festival in the park.

CHAPTER 9.24: MISCELLANEOUS OFFENSES

Section

9.24.010 Obstruction of sidewalks.

9.24.020 Riding on trains.

9.24.030 Removal of animal carcass.

9.24.040 Posted notices.

9.24.060 Drinking in public places.

9.24.070 Public indecency.

§ 9.24.010 Obstruction of sidewalks.

No person shall wilfully remain standing, lying or sitting down upon any of the sidewalks of the city in a manner as to obstruct the free passage of foot traffic or foot travelers on any portion of the same, or wilfully remain standing, lying or sitting thereon in that manner after being requested to move on by any police officer of the city.

§ 9.24.020 Riding on trains.

No person other than a railroad employee shall get on or off of any railroad car or train at any place within the corporate limits of the city, or in any manner interfere with railroad cars or trains within the corporate limits of the city.

§ 9.24.030 Removal of animal carcass.

No person who is the owner of any animal which dies shall suffer or permit the carcass to remain upon the public streets or ways; and no person who is owner or occupant of any property shall suffer or permit the carcass of any animal to remain thereon. It shall be the duty of any owner or occupant to forthwith cause the carcass to be buried or other disposition made of the same.

§ 9.24.040 Posted notices.

No person shall wilfully deface or tear down any notice, bulletin or sign before its date of expiration.

§ 9.24.060 Drinking in public places.

No person shall drink or consume alcoholic liquor in or on a street, alley, sidewalk, mall, public or private parking lot or parking structure, motor vehicles, public grounds or other public places unless the place has been licensed for that purpose by the Oregon Liquor Control Commission and the owner of the OLCC licensed premises has obtained a permit from the City of Canby to operate a sidewalk café or other qualifying event.

(Am. Ord. 1316, passed 8-19-2009; Am. Ord. 1366, passed 11-21-2012)

§ 9.24.070 Public indecency.

No person shall, while in or in view of a public place, including public streets, perform an act of urination or defecation, except in toilets provided for that purpose.



CITY COUNCIL STAFF REPORT

Meeting Date: 3/15/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Paul Waterman, Network Administrator

Agenda Item: Consider Ordinance No. 1595, An Ordinance Authorizing the City Administrator to enter into a Contract with Pacific Office Automation. (*First Reading*)

Goal: Consolidate Copier Contracts and Standardize Equipment

Objective: Approval of Staff Recommendation – Pacific Office Automation Lease Consolidation

Summary

The City of Canby wishes to consolidate multiple department copier equipment lease contracts into one contract with standardized equipment.

Background

The City of Canby departments previously managed print/copier equipment lease contracts separately. Multiple brands and models of copiers/printers are deployed across the city. Managing and supporting multiple contracts and copier brands increase account management overhead as well as increases support complexity and cost.

Discussion

Consolidating contracts will streamline account and cost management. Standardizing on a copier brand will make training and support of copiers more efficient. End users and support across all locations and departments will use the same copier menus and functionality. Pacific Office Automation will not have to schedule multiple technicians with different brand support expertise for service calls. Internal Setup and Documentation can be streamlined across all departments.

Combining contracts and standardizing copier equipment the city will save \$200 per month. The proposal for the new copiers includes the equipment and configurations for each department. The quote uses US Communities and this is for a term of 60 months. US Communities is nationally pre-bid pricing that any government or educational institution can use to ensure the best pricing.

The current cost-per-copy rates vary because of the different equipment in the different departments. The B/W cost-per-copy ranges between \$0.0085 and \$0.015, and the Color cost-per-copy ranges between \$0.05 and \$0.09. With the new proposal and US Communities pricing, the B/W cost-per-copy would be \$0.0077, and Color would be \$0.0499.

Overall consolidation and standardization save money on labor overhead and lowers lease payments and consumables costs.

Attachments

Ordinance No. 1595
City of Canby Copier Proposal

Fiscal Impact

Current Services:

Multiple Contracts and equipment brand leases: **\$1,481.33 / Month**
B/W - **\$0.0085 and \$0.015**
Color - **\$0.05 and \$0.09**

New Services:

Consolidated Contracts and RICOH Copiers: **\$1,280 / Month**
B/W - **\$0.0077**
Color - **\$0.0499**

Recommendation

Staff recommends that the Council authorize the City Administrator to approve an agreement with Pacific Office Automation for a 60 month lease and service contract for five RICOH IM C4500 copiers for \$1,280 per month and toner consumable pricing at B/W - \$0.0077 and Color - \$0.0499 per copy.

Proposed Motion

"I move to approve Ordinance No. 1595, An Ordinance Authorizing the City Administrator to enter into a 60 month lease and service contract with Pacific Office Automation to come up for a second reading on April 5, 2023."

ORDINANCE NO. 1595

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A 60-MONTH LEASE AND SERVICE AGREEMENT WITH PACIFIC OFFICE AUTOMATION

WHEREAS, the City of Canby desires to update and consolidate its copiers and services under a single 60-month lease contract;

WHEREAS, this consolidated proposal to bring many City of Canby departments into the same contract with Pacific Office Automation will save costs and efficiencies; and

WHEREAS, the Pacific Office Automation quote utilizes US Communities, which is nationally pre-bid pricing that any government or educational institution can use to ensure the best pricing.

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

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into a 60-month lease agreement with Pacific Office Automation for office copiers and services. A copy of the Scope of Leased Equipment is attached hereto as Exhibit “A.”

Section 2. The effective date of this Ordinance shall be May 5, 2023.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 15, 2023, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, April 5, 2023, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 5th day of April 2023, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham
City Recorder



Current Set-up

Department
<i>Developmental Services</i>
Equipment:
Ricoh MP C6004ex

Department
<i>Finance</i>
Equipment:
Sharp MX-5070N

Department
<i>Transit</i>
Equipment:
Canon iRAC5550i

Department
<i>Public Works</i>
Equipment:
Ricoh MP C3004ex

Department
<i>Administration</i>
Equipment:
Sharp MX-5070N

Current Expense

\$1,481.33 / month

New Equipment

Department
<i>Developmental Services</i>
Equipment Configuration:
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Booklet Finisher

Department
<i>Finance</i>
Equipment Configuration:
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Booklet Finisher

Department
<i>Transit</i>
Equipment Configuration:
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Staple Finisher
Hole-Punch

Department:
<i>Public Works</i>
Equipment Configuration:
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Staple Finisher
Hole-Punch

Department:
<i>Administration</i>
Equipment Configuration:
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning

New Expense

Monthly Cost:
\$1,280.00
Term Length:
60 months

Service CPC:
Cost Per Copy *see below
\$0.0077 per B/W image
\$0.0499 per Color image

Notes

1. Cost off all equipment not to exceed \$1,280/month
2. CPC cost noted above to cover all equipment
3. Term length of 60 months for all equipment
4. Equipment configurations based on Department Requests Survey
5. US Communities is nationally pre-bid pricing that any government or educational institution can use to ensure best pricing



CITY COUNCIL STAFF REPORT

Meeting Date: 3/15/2023

To: The Honorable Mayor Hodson & City Council

Thru: Scott Archer, City Administrator

From: Jeremy S. Thomas, CURRAN-MCLEOD, Inc

Agenda Item: Consider Ordinance No. 1596: An Ordinance authorizing the City Administrator to execute a contract with Canby Excavating, Inc. in the amount of \$1,035,249.00 for the 2023 Sanitary Sewer Improvements and declaring an emergency. *(First Reading)*

Goal: Align Resources to Address Future Community Growth

Objective: Explore planning toward future wastewater/municipal water needs

Summary

On March 5th, 2023, the City of Canby received two bids for the 2023 Sewer Improvements Project. This staff report is to recommend the City Council approve award of the construction contract to Canby Excavating, Inc., in the amount of \$1,035,249.00.

Background

In August 2021, the City of Canby and CURRAN-McLEOD signed a contract for engineering services to prepare plans and specifications for the Safeway Pump Station Decommissioning project. This project will be listed in the CIP and funded by the Sanitary Sewer SDC.

The two bids for the 2023 Sewer Improvements project are listed below:

1	Canby Excavating, Inc.	\$1,035,249.00
2	K & E Excavating, Inc.	\$1,233,725.00

Canby Excavating, Inc.'s bid was deemed to be responsive and responsible. There are no concerns listed on the Oregon Construction Contractors Board (CCB) records for this company, therefore, CURRAN-McLEOD recommends the contract be awarded to Canby Excavating, Inc.

Discussion

This solicitation was advertised and completed in compliance with the public bid statutes in ORS 279C, as a formal bid process. All bids received were responsive and responsible. The bid from Canby Excavating, Inc. was the lowest responsive and responsible bid.

Attachments

1. Ordinance No. 1596
2. Contract for Construction

Fiscal Impact

This project is budgeted for 2022-23 and an eligible expense for both the Sanitary Sewer SDC Reimbursement and Improvement fees.

Options

1. Approve the contract as presented.
2. Reject the contract as presented.

Recommendation

That the City of Canby approve Ordinance No. 1596 authorizing the City Administrator to execute a contract with Canby Excavating, Inc., for the 2023 Sewer Improvements in the amount of \$1,035,249.00.

Proposed Motion

“I move to approve Ordinance No. 1596 authorizing the City Administrator to execute a contract with Canby Excavating, Inc., in the amount of \$1,035,249.00 for the 2023 Sewer Improvements project, and declaring an emergency.”

ORDINANCE NO. 1596

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY EXCAVATING, INC, IN THE AMOUNT OF \$1,035,249.00 FOR CONSTRUCTION OF THE 2023 SANITARY SEWER IMPROVEMENTS PROJECT; AND DECLARING AN EMERGENCY

WHEREAS, in accordance with the Public Contract requirements in ORS 279C, the City of Canby has heretofore formally advertised and received bids for the 2023 Sanitary Sewer Improvements Project;

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on February 6th, 2023;

WHEREAS, two (2) bids were received and opened on March 2nd, 2023, 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	Canby Excavating, Inc.	\$1,035,249.00
2	K & E Excavating, Inc.	\$1,233,725.00

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, March 15, 2023, 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 Canby Excavating, Inc.

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 Canby Excavating, Inc. for the 2023 Sewer Improvements Project in the amount of \$1,035,249.00.

Section 2. Inasmuch as it is in the best interest and the safety and welfare of the citizens of Canby, Oregon, to complete this project as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 15, 2023; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, April 5, 2023, after the hour of 7:00 PM at the Council Meeting Chambers located at 222 NE 2nd Avenue, Canby, Oregon.

Maya Benham
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 5th day of April 2023, by the following vote:

YEAS _____

NAYS _____

ATTEST:

Brian Hodson, Mayor

Maya Benham
City Recorder

CONTRACT FOR CONSTRUCTION

THIS AGREEMENT is dated as of the _____ day of _____ in the year _____ by and between:

CITY OF CANBY

(hereinafter called OWNER) and

CANBY EXCAVATING, INC.

(hereinafter called CONTRACTOR)

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 - WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents:

City of Canby

SANITARY SEWER IMPROVEMENTS

Schedule A: Gravity Sewer Construction & Safeway Pump
Station Decommissioning

Schedule B: 3rd & Baker Pump Station

Schedule 'A' scope of work includes approximately 1,120 feet of 8" gravity sewer construction, including 120 feet of open trench excavation across Highway 99E, and decommissioning of the existing Safeway Pump Station. Schedule 'B' consists of a new 40 kW generator and masonry building at the existing 3rd & Baker Pump Station.

ARTICLE 2 - ENGINEER

The Project has been designed by CURRAN-McLEOD, INC., Consulting Engineers, who is hereinafter called ENGINEER and who will assume all duties and responsibilities and will have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3 - CONTRACT TIME

- 3.1 The Work will be substantially completed within **150 calendar days** after the date when the Contract Time commences to run as provided in paragraph 4.01 of the General Conditions and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 30 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.

- 3.2 Liquidated Damages: OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not substantially complete on time.

Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER or the OWNER may withhold from amounts due the CONTRACTOR Two Hundred Fifty Dollars (\$250.00) for each day that expires after the time specified in paragraph 3.1. for Substantial Completion until the Work is substantially complete AND/OR for each day of delay beyond the deadline for Final Completion.

ARTICLE 4 - CONTRACT PRICE

- 4.1 OWNER shall pay CONTRACTOR for performance of the Work in accordance with the Contract Documents in current funds by check, an amount totaling

ONE MILLION THIRTY-FIVE THOUSAND TWO HUNDRED FORTY-NINE DOLLARS & NO CENTS

(\$1,035,249.00) as shown in the attached Bid Proposal.

ARTICLE 5 - PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

- 5.1 Progress Payments: OWNER shall make progress payments on account of the Contract Price based on CONTRACTOR'S Applications for Payment as recommended by ENGINEER, on or about the 25th day of each month during construction as provided below. All progress payments will be based on the progress of the Work measured by the schedule of values provided for in paragraph 2.03 of the General Conditions.

- 5.1.1 Prior to Substantial Completion progress payments will be in an amount equal to:

- (a) 95 % of the Work completed; and
- (b) 95 % of materials and equipment not incorporated in the Work but delivered and suitably stored, less in each case the aggregate of payments previously made.

- 5.1.2 Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95% of the value of the Contract Work completed, less such amounts as ENGINEER shall determine in accordance with the General Conditions.
- 5.2 Final Payment: Upon final completion and acceptance of the Work in accordance with the General Conditions, OWNER shall pay the remainder of the value of the Contract Work completed, as recommended by ENGINEER.

ARTICLE 6 - INTEREST

All monies not paid when due hereunder shall bear interest at the maximum rate allowed by law at the place of the Project, when requested in accordance with ORS 279C.570

ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

To induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- 7.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 CONTRACTOR has visited and explored the site soil conditions or if attached studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which were relied upon by ENGINEER in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 CONTRACTOR has visited and explored the site soil conditions, made or caused to be made if attached examinations, investigations and tests and studies of such reports and related data in addition to those referred to in paragraph 7.2 as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.
- 7.4 CONTRACTOR has conversed with the ENGINEER regarding the site soil conditions or correlated if attached the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.
- 7.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

ARTICLE 8 - CONTRACT DOCUMENTS

- 8.1 This Agreement
- 8.2 Exhibits to this Agreement.
- 8.3 Performance and other Bonds
- 8.4 Notice of Award.
- 8.5 General Conditions of the Construction Contract
- 8.6 Supplementary Conditions
- 8.7 Technical Specifications as listed in the Table of Contents.
- 8.8 Drawings & Specifications bearing the following general title:

City of Canby
SANITARY SEWER IMPROVEMENTS
Schedule A: Gravity Sewer Construction & Safeway Pump
Station Decommissioning
Schedule B: 3rd & Baker Pump Station

- 8.9 Addenda number 1.
- 8.10 CONTRACTOR'S Bid
- 8.11 Any Modification, including Change Orders, duly delivered after execution of Agreement.

There are no Contract Documents other than those listed above in this ARTICLE 8. The Contract Documents may only be altered, amended, or repealed by a Modification (as defined in Article 1 of the General Conditions).

ARTICLE 9 - MISCELLANEOUS

- 9.1 Terms used in this Agreement which are defined in the General Conditions shall have the meanings indicated in the General Conditions.
- 9.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically by without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no

assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.3 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

9.4 In the event a suit, arbitration or other legal action is required by either the OWNER or the CONTRACTOR to enforce any provisions of this Agreement, the prevailing parties shall be entitled to all reasonable costs and reasonable attorney's fees upon trial or subsequent appeal.

IN WITNESS WHEREOF, the parties hereto have signed three counterparts of this Agreement.

This Agreement will be effective on _____ .

OWNER:

**City of Canby
222 NE 2nd Avenue
Canby, OR 97013**

CONTRACTOR:

**Canby Excavating, Inc.
25361 S Hwy 99 E,
Aurora, OR 97002**

By:_____

By:_____

Name/Title:_____

Name/Title:_____

Name/Title:_____

Attest:_____

Address for giving notices:

Memo

To: Scott Archer, City Administrator
From: Jorge Tro, Chief of Police
Date: March 15, 2023
Re: Request to hire a full time Code Enforcement Officer position

I would like to make a request for an early hiring of a full time Code Enforcement Officer starting on or around May 1, 2023.

Prior to 2016, the Canby Police Department had a full time Code Enforcement Officer and a full time Property/Evidence Officer. Due to budget constraints, these two positions were reduced to half time. The two positions were combined into one, and currently filled by one full time employee who splits their time between Code Enforcement and Property/Evidence duties. This has never been an ideal situation and both positions have suffered due to the reduction in time.

During last year's budget process, we presented the need to move both of these positions back to full time status to address the growing needs of the City and Department. At that time, my recommendation was to fill these positions in the 2023/2024 budget year. This request was supported by you and the Budget Committee. We also mentioned the possibility of hiring this position in the spring of this year in conjunction with the implementation of the Body Worn Camera program if the budget allowed.

As you are aware, the Department has received body worn cameras for our officers and implementation will begin in early April. This will create additional work and responsibilities for the Property/Evidence position due to the large volume of videos being stored and organized as evidence. Increasing this position to full time will allow the Property/Evidence Officer to properly address the increased workload.

The City Council is also looking to pass a no camping ordinance that will go into effect sometime in April. The responsibility to educate and enforce this new ordinance will be through Code Enforcement. Adding a full time Code Enforcement Officer will increase the necessary time to assist with the implementation and success of the ordinance.

The Police Department currently has the funds in this year's personnel services budget to cover the costs for this position for the months of May and June (approximately \$20,000). Next year's cost would be requested in the normal budget process.



City of Canby Bi-Monthly Report
Department: Administration
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Maya Benham, City Recorder
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 3/15/2023

Board and Commissions - Current Vacancies

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Library Advisory Board	1		Term ends 6/30/2024
Transit Advisory Committee	1		1 term ends 3/31/2023
Heritage & Landmark Commission	2		1 term ends 6/30/2025, and 1 student term ends upon graduation
Planning Commission	2	2	1 term ends 12/31/2023 and 1 term ends 12/31/2024
Urban Renewal Budget Committee	3		2 terms end 6/30/2025 and 1 term ends 6/30/2023

Liquor Licenses/ Noise Variance Application

Processed two Liquor Licenses
Processed the Annual Liquor License Renewals

Public Records Requests

Processed six public records requests.

Recruitments/ New Hires

- Lifeguard I/ Instructor I
- Library Assistant



City of Canby Bi-Monthly Report
Department: Municipal Court
For Months of: January and February 2023

To: The Honorable Mayor Hodson & City Council
 From: Jessica Roberts, Municipal Court Supervisor
 Prepared by: Same as above
 Through: Scott Archer, City Administrator
 Date: 3/15/2023

Canby Municipal Court has jurisdiction over all city and state traffic offenses and City Code violations committed within city limits.

Monthly Statistics	January	February
Misdemeanors		
Warrants Issued	6	6
Misdemeanor Case Detail		
Diversion/Deferred Sentence	0	1
Offenses Dismissed	8	0
Offenses Sentenced	6	1
Traffic & Other Violations		
Offenses Filed	192	182
Cases/Citations Filed	145	135
Parking Citations Filed	11	5
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	9	10
Dismissal (Fix It Tickets)	8	11
Dismissed by Judge	10	14
Sentenced by Judge	27	42
Handled by Violations Bureau	31	69
Guilty by Default	29	53
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	11	10
Defendant Accounts referred to Collections	\$82,934.50	\$13,831.25
Fines & Surcharges Collected	\$36,270.88	\$49,639.80

Explanation of terms:

1. Difference between Offenses Filed vs. Cases Filed
 - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop.
 - Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.
2. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Thursday. A court clerk processes the default convictions.
3. The court's Violations Bureau Order allows court clerks to accept pleas, offer a deferred sentence program (if qualified) and set a payment plan, under the Judge's authority.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
 - 1st Offender - Minor in Possession of Alcohol/Marijuana citation
4. The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation.
 5. As of July 1, 2022, the Canby Municipal Court no longer processes misdemeanor offenses committed within city limits. The Municipal Court continues to process criminal matters cited into the court before July 1, 2022. The Misdemeanor Case Details provided in this report refer to those matters.



City of Canby Bi-Monthly Report
Department: Economic Development
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 3/15/2023

Economic Development Director Updates

Housing and Economic Opportunity Assessments: The City of Canby has been diligently working on completing three long-range planning efforts which will inform the forthcoming Comprehensive Plan update. These efforts include a Housing Needs Analysis, Housing Production Strategy, and Economic Opportunity Analysis. The Planning Department and Economic Development Department have partnered on these updates, with Economic Development providing community outreach and engagement, ongoing support to the consultants. On January 24th, the City held an Open House to provide the community the opportunity to learn more about the work that has been completed, ask questions of City staff and consultants, and to note the forthcoming Comprehensive Plan update.

Canby Depot Museum Local Register of Historic Resources Application: The Canby Historical Society submitted an application to add the Depot Museum, 888 NE 4th Avenue, to the Local Register of Historic Resources. The City's Heritage and Landmark Commission reviewed and approved the application at a December 5th Public Hearing. The recommendation from the Heritage and Landmarks Commission was to forward the application to the Planning Commission and City Council for approval of the historical protection overlay zoning designation.

- **Planning Commission Review:** The Planning Commission held a public hearing on Monday, January 9th to review the zoning designation. The Planning Commission had a robust dialogue regarding the application and current location of the Canby Depot Museum. The original motion to approve the Historical Protection Overlay Zone designation was contingent on moving the Canby Depot Museum back downtown based on its current location zoning of light industrial. The applicant indicated they would withdraw their application should the Planning Commission move forward with the motion. Ultimately, the Planning Commission unanimously approved the Historic Protection Overlay Zone designation and recommended the application be forwarded to the City Council.
- **City Council Review:** On Wednesday, February 15th, the Canby City Council reviewed the application and received a presentation from city staff and Carol Palmer on behalf of the Canby Historical Society. The City Council reviewed the request from the Canby Historical Society. The Historical Protection Overlay Zone was unanimously approved by the City Council in the location it currently sits, 888 NE 4th Avenue.

Canby Hotel Development Analysis: The City of Canby worked with Johnson Economics to create an addendum to the 2019 Canby Hotel Study. Jerry Johnson, Johnson Economics, presented at the February 15th City Council Meeting. The Canby Hotel Development Analysis was completed in December 2022 and considered changes in the number of businesses and residents in Canby over the last several years, effects of the COVID-19 pandemic, and area-wide demand. In 2019, the results of the study showed the demand for a hotel in Canby was high; however, the COVID-19 pandemic brought considerable changes to business, development, and travel. The updated analysis considered growth in the Canby Pioneer Industrial Park, continued residential development, and the return of events throughout the year. The 2022 Canby Hotel Development Analysis indicated the demand for a hotel in Canby remains high. City staff has met with potential hotel developers and provided contacts and support as they consider developing in Canby.

Shop Local Canby: The Economic Development Team put together a new campaign titled Shop Local Canby which began on November 26th in conjunction with Small Business Saturday. The campaign ran through the First Thursday Night Market, January 5th, and allowed for participants to receive punches at participating businesses.

Participating businesses displayed a Shop Local Canby decal on their front door and was listed on the Shop Local Canby map. With each \$10 spent, the local business punched the Shop Local Canby card, each business can give one punch, per person, per day. Once participants filled the card with 10 separate purchases, they deposited the completed card with their information in the drawing box for a chance to win prizes from local businesses. Participants were encouraged to pick up another card and fill as many cards as they like! The drawing was held on Friday, January 6th for all the completed Shop Local Canby cards.



SHOP LOCAL CANBY PARTICIPATING BUSINESSES

1) [Art-O-Maddic](#): 181 N Grant St. 2) [Backstop Bar + Grill](#): 211 N. Grant St. 3) [Baker's Prairie Bakery](#): 1385 SE 1st Ave. 4) [Bikes N' More](#): 200 NW 1st Ave. 5) [Bricks + Mini Figs](#): 250 SW 1st Ave. 6) [B's Bake Shoppe](#): 113 NW 2nd Ave. 7) [Canby Rental + Equipment](#): 476 NW 1st Ave. 8) [Canby Smiles](#): 150 NE 3rd Ave. 9) [Club Fit](#): 365 S. Redwood St. 10) [Cutsforth's Market](#): 225 NE 2nd Ave. 11) [Dahlia Home + Garden](#): 115 NW 2nd Ave. 12) [Ebner's Custom Meats](#): 272 N Grant St. 13) [F.O.B Taproom](#): 1109 SW 1st Ave. 14) [Fultano's](#): 715 SE 1st Ave. 15) [Gwynn's Coffee House](#): 190 NW 2nd Ave. 16) [Kings Farm to Table](#): 241 NW 2nd Ave. 17) [Little Love Resale](#): 151 N Ivy St. 18) [Los Dos Agaves](#): 102 N Ivy St. 19) [Mattress World](#): 298 NW 1st Ave. 20) [Oaxaca Bakery](#): 239 NW 2nd Ave. 21) [Pappy's Greasy Spoon](#): 243 NW 2nd Ave. 22) [Park & Lu](#): 181 S. Ivy St. 23) [Post Furnishings](#): 288 NW 1st Ave. 24) [Puddin' River Chocolates](#): 1438S Ivy St. 25) [Red Door Antiques](#): 394 NW 1st Ave 26) [Retro Revival](#): 280 N Grant St. 27) [Rice Time](#): 356 NW 1st Ave. 28) [Siren Song](#): 136 N Grant St. 29) [The Barn Door Boutique](#): 107 N. Ivy St. 30) [The Book Nook](#): 294 NW 2nd Ave. 31) [Tin + Paisley](#): 249 NW 2nd Ave. 32) [Ultimate Team Spirit](#): 248 NW 1st Ave. 33) [Wayward Sandwiches](#): 117 NW 2nd Ave 34) [Wild Hare Saloon](#): 1190 SW 1st Ave.

First Thursday Night Market: First Thursday continues on with steady attendance through both January and February. Collaboration with the businesses saw the Scavenger Hunt continue with participating businesses. The First Thursday Night Market occurs on a monthly basis on the first Thursday from 5:00 – 8:00p. The event encourages businesses to stay open late and invites the local community to come downtown.

Mt. Hood Territories Familiarization Tour: City of Canby Economic Development staff participated in a FAMiliarization Tour on February 1st. The FAMiliarization tour, commonly known as a FAM Tour, allows individuals involved in tourism to get a sense of activities and businesses within the area to better connect, market, and engage with tourist. In the fall, the FAM tour came through Canby for lunch from Wayward Sandwiches and a holiday-themed art activity at Art-O-Maddic. The tour ranged from high tea at Elka Bee's Coffee Haus to pickleball at RECS. The Economic Development Department oversees the tourism efforts for the City of Canby.

Arts In The Parks: The City of Canby will launch the Arts in Parks program beginning March 1st, 2023. The Arts in the Parks program was created to encourage residents to explore the City of Canby parks system and the program is an effort led by the City of Canby's Parks & Recreation Advisory Board. Each month, members of the board will hide a piece of art in a City of Canby park. The artwork has been donated by Art-O-Maddic, an art gallery located in downtown Canby at 181 N Grant Street #107.





City of Canby Bi-Monthly Report
Department: Finance
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Eric Kytola, Finance Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 3/15/2023

The Finance team worked on the following projects and tasks over the last few months:

- Finance is in the middle of providing the support that the auditors are asking for. The audit is still on track to be completed by the end of the month.
- Finance is in the middle of the budget process for FY2024.
 - Work sheet templates have been created and distributed to directors
 - Personnel costs and revenue streams have been estimated
- Finance is still struggling to catch up on a multitude of tasks that fell very far behind due to the challenges that started in the summer of 2021.
- Finance will be presenting a supplemental budget to add the encumbered expenses from FY2022 into the FY2023 budget in the near future.
- We are working on an ARPA funds presentation. We will detail the amount of revenue received, what has been reported to SAM.gov, the amounts committed that will be reported at the next report deadline, and we have assembled all proposed and requested funds for the future.
- Finance is missing a staff person which has required the Finance Tech to take over those duties.

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

ADMINISTRATION DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION DEPT</u>						
PERSONAL SERVICES:						
100-101-410-1000	REGULAR SALARIES AND WAGES	312,201.49	.00	312,201.49	443,408.00	131,206.51 70.4
100-101-410-1123	MAYOR & COUNCIL	200.00	.00	200.00	.00 (200.00)	.0
100-101-410-1300	OVERTIME	160.52	.00	160.52	.00 (160.52)	.0
100-101-410-2000	EMPLOYEE BENEFITS	1,666.76	.00	1,666.76	.00 (1,666.76)	.0
100-101-410-2100	INSURANCE BENEFITS	71,009.49	.00	71,009.49	93,457.00	22,447.51 76.0
100-101-410-2200	TAXES/OTHER	25,609.28	.00	25,609.28	35,466.00	9,856.72 72.2
100-101-410-2300	PERS CONTRIBUTIONS	72,005.77	.00	72,005.77	104,916.00	32,910.23 68.6
<hr/>						
	TOTAL PERSONAL SERVICES	482,853.31	.00	482,853.31	677,247.00	194,393.69 71.3
MATERIALS & SERVICES:						
100-101-410-3120	ELECTION	.00	.00	.00	1,000.00	1,000.00 .0
100-101-410-3200	PROF/TECH SERVICES	4,731.60	1,480.80	4,731.60	108,500.00	103,768.40 4.4
100-101-410-3315	CTV5 PROFESSIONAL SERVICES	.00	.00	.00	36,000.00	36,000.00 .0
100-101-410-3316	WFM PROFESSIONAL SERVICES	27,840.00	13,920.00	27,840.00	.00 (27,840.00)	.0
100-101-410-3330	CODIFICATION	503.68	.00	503.68	5,495.00	4,991.32 9.2
100-101-410-4300	COPIER LEASE & MAINT	2,408.94	102.79	2,408.94	5,000.00	2,591.06 48.2
100-101-410-5500	PRINTING & BINDING	.00	.00	.00	500.00	500.00 .0
100-101-410-5600	MAYOR & CITY COUNCIL	3,305.03	.00	3,305.03	12,120.00	8,814.97 27.3
100-101-410-5601	MAYOR & CC TRAVEL & TRAINING	7,203.94	.00	7,203.94	8,075.00	871.06 89.2
100-101-410-5602	MAYOR & CC MEMBERSHIP DUES	3,914.00	.00	3,914.00	1,189.00 (2,725.00)	329.2
100-101-410-5800	ADMIN STAFF TRAVEL & TRAINING	968.27	.00	968.27	7,660.00	6,691.73 12.6
100-101-410-5803	ATTORNEY TRAVEL & TRAINING	1,431.84	.00	1,431.84	1,500.00	68.16 95.5
100-101-410-5820	ADMIN MEMBERSHIP DUES & FEES	23,128.91	.00	23,128.91	25,638.00	2,509.09 90.2
100-101-410-5901	INTERNAL CHARGE-FLEET	990.64	.00	990.64	1,486.00	495.36 66.7
100-101-410-5902	INTERNAL CHARGE-FACILITIES	10,506.08	.00	10,506.08	15,759.00	5,252.92 66.7
100-101-410-5903	INTERNAL CHARGE-TECH SERVICES	35,692.16	.00	35,692.16	53,538.00	17,845.84 66.7
100-101-410-6100	SUPPLIES & SERVICES	3,302.84	.00	3,302.84	7,075.00	3,772.16 46.7
100-101-410-6510	EMPLOYEE RECOGNITION	2,245.73	.00	2,245.73	5,525.00	3,279.27 40.7
<hr/>						
	MATERIALS & SERVICES	128,173.66	15,503.59	128,173.66	296,060.00	167,886.34 43.3
<hr/>						
	TOTAL ADMINISTRATION DEPT	611,026.97	15,503.59	611,026.97	973,307.00	362,280.03 62.8

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

HUMAN RESOURCES/RISK MGMT DEPT

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	HUMAN RESOURCES/RISK MGMT DE						
	PERSONAL SERVICES:						
100-112-414-1000	REGULAR SALARIES AND WAGES	87,923.48	.00	87,923.48	165,707.00	77,783.52	53.1
100-112-414-2100	INSURANCE BENEFITS	17,276.40	.00	17,276.40	40,303.00	23,026.60	42.9
100-112-414-2200	TAXES/OTHER	7,589.91	.00	7,589.91	13,967.00	6,377.09	54.3
100-112-414-2300	PERS CONTRIBUTIONS	19,107.17	.00	19,107.17	37,118.00	18,010.83	51.5
	TOTAL PERSONAL SERVICES	131,896.96	.00	131,896.96	257,095.00	125,198.04	51.3
	MATERIALS & SERVICES:						
100-112-414-3200	PROFESSIONAL SERVICES	24,859.92	.00	24,859.92	138,500.00	113,640.08	18.0
100-112-414-3320	LEGAL/LABOR NEGOTIATIONS	.00	.00	.00	20,000.00	20,000.00	.0
100-112-414-3325	RECRUITMENT/EMPLOYEE TESTING	7,057.52	.00	7,057.52	12,000.00	4,942.48	58.8
100-112-414-3440	SOFTWARE MAINTENANCE	14,530.75	.00	14,530.75	15,606.00	1,075.25	93.1
100-112-414-5200	LIABILITY INSURANCE	434,213.13	.00	434,213.13	426,704.00	(7,509.13)	101.8
100-112-414-5201	NON-INSURANCE CLAIMS	.00	.00	.00	15,000.00	15,000.00	.0
100-112-414-5202	LIAB INS DEDUCTIBLE ACCRUED	112.50	.00	112.50	25,000.00	24,887.50	.5
100-112-414-5800	TRAINING & TRAVEL	4,763.35	.00	4,763.35	8,000.00	3,236.65	59.5
100-112-414-5820	MEMBERSHIP FEES & DUES	561.56	.00	561.56	425.00	(136.56)	132.1
100-112-414-5902	INTERNAL CHARGE-FACILITIES	3,272.48	.00	3,272.48	4,909.00	1,636.52	66.7
100-112-414-5903	INTERNAL CHARGE-TECH SERVICES	25,677.60	.00	25,677.60	38,516.00	12,838.40	66.7
100-112-414-6100	SUPPLIES & SERVICES	3,126.41	.00	3,126.41	7,600.00	4,473.59	41.1
100-112-414-6530	RISK MGMT/SAFETY COMMITTEE	119.00	.00	119.00	2,050.00	1,931.00	5.8
	MATERIALS & SERVICES	518,294.22	.00	518,294.22	714,310.00	196,015.78	72.6
	TOTAL HUMAN RESOURCES/RISK MG	650,191.18	.00	650,191.18	971,405.00	321,213.82	66.9

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

FINANCE DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE DEPT</u>						
PERSONAL SERVICES:						
100-110-415-1000 REGULAR SALARIES AND WAGES	227,804.45	.00	227,804.45	353,625.00	125,820.55	64.4
100-110-415-1300 OVERTIME	2,249.10	.00	2,249.10	.00 (2,249.10)	.0
100-110-415-2100 INSURANCE BENEFITS	53,034.66	.00	53,034.66	85,355.00	32,320.34	62.1
100-110-415-2200 TAXES/OTHER	20,345.84	.00	20,345.84	29,960.00	9,614.16	67.9
100-110-415-2300 PERS CONTRIBUTIONS	46,344.23	.00	46,344.23	79,212.00	32,867.77	58.5
TOTAL PERSONAL SERVICES	349,778.28	.00	349,778.28	548,152.00	198,373.72	63.8
MATERIALS & SERVICES:						
100-110-415-3200 PROF/TECH SERVICE	2,863.00	.00	2,863.00	.00 (2,863.00)	.0
100-110-415-3220 PROF SRVTITLE LIEN SEARCH COST	2,244.00	.00	2,244.00	6,500.00	4,256.00	34.5
100-110-415-3310 AUDITING	3,450.00	40,100.00	3,450.00	55,000.00	51,550.00	6.3
100-110-415-3440 SOFTWARE MAINTENANCE	36,785.00	.00	36,785.00	32,000.00 (4,785.00)	115.0
100-110-415-4450 COPIER LEASE & MAINT	2,534.70	.00	2,534.70	4,500.00	1,965.30	56.3
100-110-415-5500 PRINTING & BINDING	598.50	.00	598.50	2,500.00	1,901.50	23.9
100-110-415-5800 TRAINING/CONF/TRAVEL	3,055.09	.00	3,055.09	9,000.00	5,944.91	34.0
100-110-415-5820 MEMBERSHIP DUES & FEES	270.00	.00	270.00	2,300.00	2,030.00	11.7
100-110-415-5902 INTERNAL CHARGE-FACILITIES	4,981.84	.00	4,981.84	7,473.00	2,491.16	66.7
100-110-415-5903 INTERNAL CHARGE-TECH SERVICES	37,747.84	.00	37,747.84	56,622.00	18,874.16	66.7
100-110-415-6100 SUPPLIES & SERVICE	5,593.22	.00	5,593.22	4,500.00 (1,093.22)	124.3
100-110-415-6101 BANK CHARGES	5,263.27	.00	5,263.27	11,500.00	6,236.73	45.8
100-110-415-6102 CASH OVER & SHORT	1,454.31	.00	1,454.31	.00 (1,454.31)	.0
100-110-415-6103 CITYWIDE PENDING VISA CHARGES	346.25	.00	346.25	.00 (346.25)	.0
100-110-415-6120 MISC OFFICE EQUIPMENT	1,464.72	.00	1,464.72	5,000.00	3,535.28	29.3
MATERIALS & SERVICES	108,651.74	40,100.00	108,651.74	196,895.00	88,243.26	55.2
TOTAL FINANCE DEPT	458,430.02	40,100.00	458,430.02	745,047.00	286,616.98	61.5

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

COURT DEPT

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	COURT DEPT						
	PERSONAL SERVICES:						
100-102-412-1000	REGULAR SALARIES AND WAGES	114,174.87	.00	114,174.87	169,353.00	55,178.13	67.4
100-102-412-2100	INSURANCE BENEFITS	17,266.49	.00	17,266.49	51,692.00	34,425.51	33.4
100-102-412-2200	TAXES/OTHER	10,148.44	.00	10,148.44	14,425.00	4,276.56	70.4
100-102-412-2300	PERS CONTRIBUTIONS	19,451.57	.00	19,451.57	29,531.00	10,079.43	65.9
	TOTAL PERSONAL SERVICES	161,041.37	.00	161,041.37	265,001.00	103,959.63	60.8
	MATERIALS & SERVICES:						
100-102-412-3341	INTERPRETER	4,965.71	.00	4,965.71	6,000.00	1,034.29	82.8
100-102-412-3343	ATTORNEY SERVICES	56,802.00	19,200.00	56,802.00	44,000.00	(12,802.00)	129.1
100-102-412-4450	COPIER LEASE & MAINT	1,091.30	517.08	1,091.30	1,750.00	658.70	62.4
100-102-412-5800	TRAINING/CONF/TRAVEL	1,088.04	.00	1,088.04	1,805.00	716.96	60.3
100-102-412-5820	MEMBERSHIP FEES & DUES	200.00	.00	200.00	250.00	50.00	80.0
100-102-412-5821	JURY FEES	.00	.00	.00	120.00	120.00	.0
100-102-412-5822	WITNESS FEES	.00	.00	.00	105.00	105.00	.0
100-102-412-5902	INTERNAL CHARGE-FACILITIES	4,558.32	.00	4,558.32	6,837.00	2,278.68	66.7
100-102-412-5903	INTERNAL CHARGE-TECH SERVICES	28,755.28	.00	28,755.28	43,133.00	14,377.72	66.7
100-102-412-6100	SUPPLIES & SERVICES	2,628.25	.00	2,628.25	6,100.00	3,471.75	43.1
100-102-412-6101	DISCOVERY EXPENSE	.00	.00	.00	100.00	100.00	.0
100-102-412-6102	BANK CHARGES	3,326.47	.00	3,326.47	5,000.00	1,673.53	66.5
100-102-412-6103	COURT COLLECTION COSTS	30,567.07	.00	30,567.07	55,000.00	24,432.93	55.6
	MATERIALS & SERVICES	133,982.44	19,717.08	133,982.44	170,200.00	36,217.56	78.7
	TOTAL COURT DEPT	295,023.81	19,717.08	295,023.81	435,201.00	140,177.19	67.8

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

PLANNING DEPT

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PLANNING DEPT</u>						
	PERSONAL SERVICES:						
100-103-419-1000	REGULAR SALARIES AND WAGES	182,417.27	.00	182,417.27	279,590.00	97,172.73	65.2
100-103-419-2000	EMPLOYEE BENEFITS	160.89	.00	160.89	.00	(160.89)	.0
100-103-419-2100	INSURANCE BENEFITS	21,073.72	.00	21,073.72	44,279.00	23,205.28	47.6
100-103-419-2200	TAXES/OTHER	16,431.47	.00	16,431.47	23,953.00	7,521.53	68.6
100-103-419-2300	PERS CONTRIBUTIONS	32,814.80	.00	32,814.80	63,040.00	30,225.20	52.1
	TOTAL PERSONAL SERVICES	252,898.15	.00	252,898.15	410,862.00	157,963.85	61.6
	MATERIALS & SERVICES:						
100-103-419-3200	PROF/TECH SERVICES	61,630.00	.00	61,630.00	473,000.00	411,370.00	13.0
100-103-419-4450	COPIER LEASE & MAINT	2,864.53	970.58	2,864.53	4,000.00	1,135.47	71.6
100-103-419-5300	COMMUNICATIONS	61.68	.00	61.68	100.00	38.32	61.7
100-103-419-5510	MAPPING	.00	.00	.00	1,500.00	1,500.00	.0
100-103-419-5620	PLANNING COMMISS. EXPENSES	1,062.70	.00	1,062.70	1,500.00	437.30	70.9
100-103-419-5800	TRAVEL & TRAINING	3,141.86	.00	3,141.86	2,800.00	(341.86)	112.2
100-103-419-5820	FEES & DUES	533.00	.00	533.00	3,600.00	3,067.00	14.8
100-103-419-5902	INTERNAL CHARGE-FACILITIES	3,884.88	.00	3,884.88	5,827.00	1,942.12	66.7
100-103-419-5903	INTERNAL CHARGE-TECH SERVICES	36,227.44	.00	36,227.44	54,341.00	18,113.56	66.7
100-103-419-6100	SUPPLIES & SERVICES	3,901.65	.00	3,901.65	6,000.00	2,098.35	65.0
100-103-419-6910	TRAFFIC STUDY	35,220.00	.00	35,220.00	135,000.00	99,780.00	26.1
	MATERIALS & SERVICES	148,527.74	970.58	148,527.74	687,668.00	539,140.26	21.6
	TOTAL PLANNING DEPT	401,425.89	970.58	401,425.89	1,098,530.00	697,104.11	36.5

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

BUILDING DEPT

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>BUILDING DEPT</u>						
	PERSONAL SERVICES:						
100-107-422-1000	REGULAR SALARIES AND WAGES	56,637.26	.00	56,637.26	88,921.00	32,283.74	63.7
100-107-422-2100	INSURANCE BENEFITS	5,954.36	.00	5,954.36	13,295.00	7,340.64	44.8
100-107-422-2200	TAXES/OTHER	5,040.28	.00	5,040.28	7,468.00	2,427.72	67.5
100-107-422-2300	PERS CONTRIBUTIONS	10,232.51	.00	10,232.51	19,756.00	9,523.49	51.8
	TOTAL PERSONAL SERVICES	77,864.41	.00	77,864.41	129,440.00	51,575.59	60.2
	MATERIALS & SERVICES:						
100-107-422-5300	COMMUNICATIONS	61.68	.00	61.68	100.00	38.32	61.7
100-107-422-5902	INTERNAL CHARGE-FACILITIES	457.04	.00	457.04	686.00	228.96	66.6
100-107-422-6100	SUPPLIES & SERVICE	.00	.00	.00	50.00	50.00	.0
	MATERIALS & SERVICES	518.72	.00	518.72	836.00	317.28	62.1
	TRANSFERS:						
100-107-491-0110	O/H TRANSFER TO GENERAL FUND	14,824.32	.00	14,824.32	22,236.00	7,411.68	66.7
	TOTAL TRANSFERS	14,824.32	.00	14,824.32	22,236.00	7,411.68	66.7
	TOTAL BUILDING DEPT	93,207.45	.00	93,207.45	152,512.00	59,304.55	61.1

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

POLICE DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT</u>						
PERSONAL SERVICES:						
100-108-421-1000	REGULAR SALARIES AND WAGES	2,066,662.81	.00	2,066,662.81	3,536,496.00	1,469,833.19 58.4
100-108-421-1300	OVERTIME	62,024.77	.00	62,024.77	84,000.00	21,975.23 73.8
100-108-421-1310	COURT OVERTIME	18,947.48	.00	18,947.48	52,500.00	33,552.52 36.1
100-108-421-1330	HOLIDAY OVERTIME	34,394.87	.00	34,394.87	63,000.00	28,605.13 54.6
100-108-421-1340	SIU OVERTIME	19,081.21	.00	19,081.21	26,500.00	7,418.79 72.0
100-108-421-1345	TRAINING OVERTIME	22,158.56	.00	22,158.56	42,000.00	19,841.44 52.8
100-108-421-1350	SPECIAL EVENTS OVERTIME	4,538.66	.00	4,538.66	5,500.00	961.34 82.5
100-108-421-1351	TACTICAL/SWAT OVERTIME	10,738.69	.00	10,738.69	31,500.00	20,761.31 34.1
100-108-421-1361	SUPERVISION OVERTIME	3,244.65	.00	3,244.65	10,500.00	7,255.35 30.9
100-108-421-1523	GRANT - DUII WAGES EXP	5,315.30	.00	5,315.30	15,000.00	9,684.70 35.4
100-108-421-1524	GRANT - SEATBELT WAGES EXP	3,294.86	.00	3,294.86	7,500.00	4,205.14 43.9
100-108-421-1525	GRANT - PEDESTRIAN/WAGES EXP	1,097.78	.00	1,097.78	5,000.00	3,902.22 22.0
100-108-421-1529	GRANT - HIDTA OT	7,556.51	.00	7,556.51	20,000.00	12,443.49 37.8
100-108-421-1531	GRANT - OCDETF OT	539.24	.00	539.24	.00 (539.24) .0
100-108-421-1533	GRANT - DISTRACTED DRIVING	5,586.69	.00	5,586.69	15,000.00	9,413.31 37.2
100-108-421-1534	GRANT - SPEED ENFORCEMENT	254.18	.00	254.18	3,000.00	2,745.82 8.5
100-108-421-2000	EMPLOYEE BENEFITS	11,785.94	.00	11,785.94	.00 (11,785.94) .0
100-108-421-2100	INSURANCE BENEFITS	462,262.85	.00	462,262.85	776,996.00	314,733.15 59.5
100-108-421-2200	TAXES/OTHER	221,264.09	.00	221,264.09	423,311.00	202,046.91 52.3
100-108-421-2300	PERS CONTRIBUTIONS	606,773.44	.00	606,773.44	943,513.00	336,739.56 64.3
100-108-421-2910	UNIFORM CLEANING ALLOWANCE	8,625.00	.00	8,625.00	18,827.00	10,202.00 45.8
100-108-421-2911	CLOTHING ALLOWANCE	1,500.00	.00	1,500.00	3,091.00	1,591.00 48.5
100-108-421-2912	FOOTWEAR ALLOWANCE	6,900.00	.00	6,900.00	6,182.00 (718.00) 111.6
TOTAL PERSONAL SERVICES		3,584,547.58	.00	3,584,547.58	6,089,416.00	2,504,868.42 58.9

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

POLICE DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
MATERIALS & SERVICES:						
100-108-421-3200 PROFESSIONAL SERVICES	100.00	.00	100.00	5,000.00	4,900.00	2.0
100-108-421-4450 COPIER LEASE & MAINT	4,790.11	2,259.06	4,790.11	7,080.00	2,289.89	67.7
100-108-421-5140 INVESTIGATION & INFO	389.28	.00	389.28	3,500.00	3,110.72	11.1
100-108-421-5141 PRISONERS BOARD & MEDICAL	3,800.00	.00	3,800.00	6,000.00	2,200.00	63.3
100-108-421-5142 CRIME PREVENTION	.00	.00	.00	1,500.00	1,500.00	.0
100-108-421-5300 COMMUNICATIONS	17,674.83	.00	17,674.83	31,000.00	13,325.17	57.0
100-108-421-5310 COUNTY DISPATCH FEES	164,508.00	78,504.00	164,508.00	242,212.00	77,704.00	67.9
100-108-421-5500 JUVENILE DIVERSION SERVICES	.00	.00	.00	2,500.00	2,500.00	.0
100-108-421-5800 TRAINING & TRAVEL	37,316.34	.00	37,316.34	43,000.00	5,683.66	86.8
100-108-421-5801 FIREARMS & LESS LETHAL EQUIP	32,514.29	.00	32,514.29	40,900.00	8,385.71	79.5
100-108-421-5803 TACTICAL ENTRY TEAM EQUIPMENT	1,538.45	.00	1,538.45	5,000.00	3,461.55	30.8
100-108-421-5804 VESTS	4,240.00	.00	4,240.00	11,000.00	6,760.00	38.6
100-108-421-5805 E.O.C.	.00	.00	.00	1,500.00	1,500.00	.0
100-108-421-5807 DETECTIVE EQUIPMENT	14,987.20	.00	14,987.20	20,000.00	5,012.80	74.9
100-108-421-5820 MEMBERSHIP FEES & DUES	2,035.00	.00	2,035.00	2,600.00	565.00	78.3
100-108-421-5840 INFORMATION SYSTEM SERVICES	33,969.25	375.00	33,969.25	66,000.00	32,030.75	51.5
100-108-421-5901 INTERNAL CHARGE-FLEET	157,152.64	.00	157,152.64	235,729.00	78,576.36	66.7
100-108-421-5902 INTERNAL CHARGE-FACILITIES	72,683.04	.00	72,683.04	109,025.00	36,341.96	66.7
100-108-421-5903 INTERNAL CHARGE-TECH SERVICES	173,360.80	.00	173,360.80	260,041.00	86,680.20	66.7
100-108-421-6100 SUPPLIES & SERVICES	29,196.82	409.50	29,196.82	41,562.00	12,365.18	70.3
100-108-421-6130 UNIFORMS & PATROL EQUIPMENT	19,662.81	.00	19,662.81	30,000.00	10,337.19	65.5
100-108-421-6151 RADIO REPAIR	450.00	.00	450.00	6,000.00	5,550.00	7.5
100-108-421-6152 800 RADIO OPERATING FEE	29,227.50	.00	29,227.50	29,280.00	52.50	99.8
100-108-421-6160 CANINE EXPENSES	1,785.84	.00	1,785.84	3,500.00	1,714.16	51.0
100-108-421-6180 TRAFFIC SAFETY EQUIPMENT	10,820.36	.00	10,820.36	24,000.00	13,179.64	45.1
100-108-421-6820 DONATIONS-POLICE	1,001.00	.00	1,001.00	500.00	(501.00)	200.2
100-108-421-6910 ACCREDITATION	3,525.00	.00	3,525.00	3,875.00	350.00	91.0
MATERIALS & SERVICES	816,728.56	81,547.56	816,728.56	1,232,304.00	415,575.44	66.3
CAPITAL:						
100-108-421-7470 CAPITAL EQUIP - VEHICLES	102,294.79	44,319.42	102,294.79	185,000.00	82,705.21	55.3
100-108-421-7471 EQUIP - COMPUTER/SOFTWARE	27,642.00	.00	27,642.00	77,000.00	49,358.00	35.9
TOTAL CAPITAL	129,936.79	44,319.42	129,936.79	262,000.00	132,063.21	49.6
TOTAL POLICE DEPT	4,531,212.93	125,866.98	4,531,212.93	7,583,720.00	3,052,507.07	59.8

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

PARKS DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS DEPT</u>						
PERSONAL SERVICES:						
100-106-452-1000 REGULAR SALARIES AND WAGES	225,599.53	.00	225,599.53	397,801.00	172,201.47	56.7
100-106-452-1250 SEASONAL/TAPE WAGES	27,122.40	.00	27,122.40	18,000.00	(9,122.40)	150.7
100-106-452-1300 OVERTIME	4,579.37	.00	4,579.37	7,500.00	2,920.63	61.1
100-106-452-2100 INSURANCE BENEFITS	55,454.49	.00	55,454.49	104,734.00	49,279.51	53.0
100-106-452-2200 TAXES/OTHER	25,708.75	.00	25,708.75	53,495.00	27,786.25	48.1
100-106-452-2300 PERS CONTRIBUTIONS	53,187.34	.00	53,187.34	101,888.00	48,700.66	52.2
100-106-452-2911 CLOTHING ALLOWANCE	2,400.00	.00	2,400.00	2,800.00	400.00	85.7
TOTAL PERSONAL SERVICES	394,051.88	.00	394,051.88	686,218.00	292,166.12	57.4
MATERIALS & SERVICES:						
100-106-452-3200 CONTRACT SERVICES	5,940.00	.00	5,940.00	11,000.00	5,060.00	54.0
100-106-452-3250 SURVEYS & MASTER PLANS- SDC	29,435.00	49,925.65	29,435.00	100,000.00	70,565.00	29.4
100-106-452-4310 PARKS GROUND MAINTENANCE	5,624.32	.00	5,624.32	10,500.00	4,875.68	53.6
100-106-452-4320 PARK BLDG MAINTENANCE	4,509.94	.00	4,509.94	17,300.00	12,790.06	26.1
100-106-452-4340 STREETScape LANDSCAPING	10,215.48	.00	10,215.48	10,000.00	(215.48)	102.2
100-106-452-4360 VANDALISM REPAIR	195.95	.00	195.95	3,000.00	2,804.05	6.5
100-106-452-4450 COPIER LEASE & MAINT	624.86	272.27	624.86	1,000.00	375.14	62.5
100-106-452-4500 PARKS MAINT FEE BILLING	18,885.56	.00	18,885.56	32,500.00	13,614.44	58.1
100-106-452-5300 COMMUNICATIONS	1,472.34	.00	1,472.34	1,800.00	327.66	81.8
100-106-452-5850 TRAINING/CONF/TRAVEL	210.00	.00	210.00	2,400.00	2,190.00	8.8
100-106-452-5901 INTERNAL CHARGE-FLEET	49,242.00	.00	49,242.00	73,863.00	24,621.00	66.7
100-106-452-5902 INTERNAL CHARGE-FACILITIES	26,170.64	.00	26,170.64	39,256.00	13,085.36	66.7
100-106-452-5903 INTERNAL CHARGE-TECH SERVICES	4,082.24	.00	4,082.24	6,123.00	2,040.76	66.7
100-106-452-6100 SUPPLIES & SERVICES	23,399.52	1,726.57	23,399.52	18,400.00	(4,999.52)	127.2
100-106-452-6120 PARK EQUIPMENT	11,792.25	.00	11,792.25	9,500.00	(2,292.25)	124.1
100-106-452-6200 UTILITIES	20,491.26	.00	20,491.26	30,000.00	9,508.74	68.3
MATERIALS & SERVICES	212,291.36	51,924.49	212,291.36	366,642.00	154,350.64	57.9
CAPITAL:						
100-106-452-7410 EQUIPMENT/VEHICLES	26,712.00	.00	26,712.00	127,000.00	100,288.00	21.0
100-106-452-7618 LOCUST PARK SHELTER	174.53	104,455.00	174.53	110,000.00	109,825.47	.2
100-106-452-7619 MAPLE PARK SPORT COURT	20,680.00	.00	20,680.00	.00	(20,680.00)	.0
100-106-452-7633 DOG PARK	12,158.75	.00	12,158.75	900,000.00	887,841.25	1.4
100-106-452-7634 MASTER PLAN PARKS PROJECTS	.00	.00	.00	1,000,000.00	1,000,000.00	.0
TOTAL CAPITAL	59,725.28	104,455.00	59,725.28	2,137,000.00	2,077,274.72	2.8
TOTAL PARKS DEPT	666,068.52	156,379.49	666,068.52	3,189,860.00	2,523,791.48	20.9

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

CEMETERY DEPT

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CEMETERY DEPT</u>							
PERSONAL SERVICES:							
100-109-450-1000	REGULAR SALARIES AND WAGES	64,811.74	.00	64,811.74	112,435.00	47,623.26	57.6
100-109-450-1250	SEASONAL/TEMP WAGES	.00	.00	.00	18,000.00	18,000.00	.0
100-109-450-1300	OVERTIME	389.57	.00	389.57	.00	(389.57)	.0
100-109-450-2100	INSURANCE BENEFITS	13,095.97	.00	13,095.97	25,643.00	12,547.03	51.1
100-109-450-2200	TAXES/OTHER	6,592.32	.00	6,592.32	17,012.00	10,419.68	38.8
100-109-450-2300	PERS CONTRIBUTIONS	13,282.12	.00	13,282.12	27,530.00	14,247.88	48.3
TOTAL PERSONAL SERVICES		98,171.72	.00	98,171.72	200,620.00	102,448.28	48.9
MATERIALS & SERVICES:							
100-109-450-4300	GROUNDS MAINTENANCE	2,675.35	.00	2,675.35	3,500.00	824.65	76.4
100-109-450-4320	BUILDING MAINTENANCE	229.41	.00	229.41	4,200.00	3,970.59	5.5
100-109-450-4450	COPIER LEASE & MAINT	111.93	48.78	111.93	200.00	88.07	56.0
100-109-450-4620	REFUNDS	995.00	.00	995.00	2,000.00	1,005.00	49.8
100-109-450-5903	INTERNAL CHARGE-TECH SERVICES	852.40	.00	852.40	1,279.00	426.60	66.7
100-109-450-6100	SUPPLIES - RECORDS	189.00	.00	189.00	1,350.00	1,161.00	14.0
100-109-450-6120	TOOLS & EQUIPMENT	34,689.37	.00	34,689.37	8,100.00	(26,589.37)	428.3
100-109-450-6200	UTILITIES	1,870.65	.00	1,870.65	2,500.00	629.35	74.8
100-109-450-6350	NAME BARS	1,713.00	.00	1,713.00	4,500.00	2,787.00	38.1
MATERIALS & SERVICES		43,326.11	48.78	43,326.11	27,629.00	(15,697.11)	156.8
TOTAL CEMETERY DEPT		141,497.83	48.78	141,497.83	228,249.00	86,751.17	62.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

ECONOMIC DEVELOPMENT DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT DEPT</u>						
PERSONAL SERVICES:						
100-111-465-1000	REGULAR SALARIES AND WAGES	170,308.19	.00	170,308.19	257,073.00	86,764.81 66.3
100-111-465-1300	OVERTIME	1,293.25	.00	1,293.25	.00 (1,293.25)	.0
100-111-465-2000	EMPLOYEE BENEFITS	714.34	.00	714.34	.00 (714.34)	.0
100-111-465-2100	INSURANCE BENEFITS	21,398.30	.00	21,398.30	30,438.00	9,039.70 70.3
100-111-465-2200	TAXES/OTHER	13,975.58	.00	13,975.58	20,779.00	6,803.42 67.3
100-111-465-2300	PERS CONTRIBUTIONS	38,989.51	.00	38,989.51	60,259.00	21,269.49 64.7
TOTAL PERSONAL SERVICES		246,679.17	.00	246,679.17	368,549.00	121,869.83 66.9
MATERIALS & SERVICES:						
100-111-465-4450	COPIER LEASE & MAINT	1,432.21	485.26	1,432.21	1,500.00	67.79 95.5
100-111-465-5902	INTERNAL CHARGE-FACILITIES	4,015.92	.00	4,015.92	6,024.00	2,008.08 66.7
100-111-465-5903	INTERNAL CHARGE-TECH SERVICES	10,657.68	.00	10,657.68	15,987.00	5,329.32 66.7
100-111-465-6100	SUPPLIES & SERVICES	16,567.89	.00	16,567.89	38,700.00	22,132.11 42.8
100-111-465-6115	MAIN STREET (GENERAL FUND)	24,213.03	.00	24,213.03	24,350.00	136.97 99.4
100-111-465-6116	INDEPENDENCE DAY EXPENSES	10,294.18	.00	10,294.18	16,850.00	6,555.82 61.1
100-111-465-6117	FLOWER PROGRAM	.00	.00	.00	6,500.00	6,500.00 .0
100-111-465-6120	COMMUNITY SMALL GRANTS	1,500.00	.00	1,500.00	50,000.00	48,500.00 3.0
100-111-465-6165	MAIN STREET (UR ALLOWABLE)	8,320.49	.00	8,320.49	33,071.00	24,750.51 25.2
100-111-465-6600	ECONDEV CITY GRANT EXPENDED	3,786.90	.00	3,786.90	5,700.00	1,913.10 66.4
MATERIALS & SERVICES		80,788.30	485.26	80,788.30	198,682.00	117,893.70 40.7
TRANSFERS:						
100-111-491-0110	O/H TRANSFER TO GENERAL FUND	45,183.68	.00	45,183.68	67,776.00	22,592.32 66.7
TOTAL TRANSFERS		45,183.68	.00	45,183.68	67,776.00	22,592.32 66.7
TOTAL ECONOMIC DEVELOPMENT D		372,651.15	485.26	372,651.15	635,007.00	262,355.85 58.7

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

UNALLOCATED

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	UNALLOCATED						
	PERSONAL SERVICES:						
100-115-413-1900	RETIREMENT & SEPARATION PAYOUT	.00	.00	.00	82,400.00	82,400.00	.0
	TOTAL PERSONAL SERVICES	.00	.00	.00	82,400.00	82,400.00	.0
	MATERIALS & SERVICES:						
100-115-413-4410	GROUND LEASE (ADULT CENTER)	4,000.00	2,000.00	4,000.00	6,000.00	2,000.00	66.7
100-115-413-5902	INTERNAL CHARGE-FACILITES	43,632.96	.00	43,632.96	65,449.00	21,816.04	66.7
100-115-413-6120	EQUIPMENT	50,100.94	48,963.41	50,100.94	200,000.00	149,899.06	25.1
	MATERIALS & SERVICES	97,733.90	50,963.41	97,733.90	271,449.00	173,715.10	36.0
	TRANSFERS:						
100-115-491-0201	TRANSFER TO LIBRARY	295,000.00	.00	295,000.00	295,000.00	.00	100.0
100-115-498-0001	SPECIAL PAYMENTS-PEG ACCESS	.00	.00	.00	25,000.00	25,000.00	.0
	TOTAL TRANSFERS	295,000.00	.00	295,000.00	320,000.00	25,000.00	92.2
	TOTAL UNALLOCATED	392,733.90	50,963.41	392,733.90	673,849.00	281,115.10	58.3
	TOTAL FUND EXPENDITURES	8,613,469.65	410,035.17	8,613,469.65	16,686,687.00	8,073,217.35	51.6
	NET REVENUE OVER EXPENDITURES	3,360,028.30	(410,035.17)	3,360,028.30	(1,269,088.00)	(4,629,116.30)	264.8

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

LIBRARY EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENDITURES</u>						
PERSONAL SERVICES:						
201-201-455-1000	REGULAR SALARIES AND WAGES	378,126.71	.00	378,126.71	545,395.00	167,268.29 69.3
201-201-455-1200	ON CALL	30,557.50	.00	30,557.50	46,984.00	16,426.50 65.0
201-201-455-1210	LIBRARY PAGE/SEASONAL	47,306.17	.00	47,306.17	.00 (47,306.17)	.0
201-201-455-2100	INSURANCE BENEFITS	81,262.56	.00	81,262.56	120,122.00	38,859.44 67.7
201-201-455-2200	TAXES/OTHER	39,225.45	.00	39,225.45	49,816.00	10,590.55 78.7
201-201-455-2300	PERS CONTRIBUTIONS	87,595.98	.00	87,595.98	133,582.00	45,986.02 65.6
TOTAL PERSONAL SERVICES		664,074.37	.00	664,074.37	895,899.00	231,824.63 74.1
MATERIALS & SERVICES:						
201-201-455-3150	COMPUTER HARDWARE/SOFTWARE	2,388.92	.00	2,388.92	1,550.00 (838.92)	154.1
201-201-455-3170	LINCC CONSORTIUM	20,381.90	.00	20,381.90	35,100.00	14,718.10 58.1
201-201-455-4450	COPIER LEASE & MAINT	5,281.52	2,278.48	5,281.52	7,700.00	2,418.48 68.6
201-201-455-5800	TRAVEL & TRAINING	1,384.44	.00	1,384.44	5,075.00	3,690.56 27.3
201-201-455-5902	INTERNAL CHARGE-FACILITIES	60,939.92	.00	60,939.92	91,410.00	30,470.08 66.7
201-201-455-5903	INTERNAL CHARGE-TECH SERVICES	43,613.28	.00	43,613.28	65,420.00	21,806.72 66.7
201-201-455-6100	SUPPLIES & SERVICES	19,670.86	.00	19,670.86	29,400.00	9,729.14 66.9
201-201-455-6102	CASH OVER & SHORT	7.57	.00	7.57	.00 (7.57)	.0
201-201-455-6150	LIBRARY COLLECTION	45,638.05	.00	45,638.05	89,250.00	43,611.95 51.1
201-201-455-6421	LOST BOOKS REFUNDS	57.95	.00	57.95	.00 (57.95)	.0
201-201-455-6510	VOLUNTEER RECOGNITION	853.69	.00	853.69	1,500.00	646.31 56.9
201-201-455-6610	GRANTS-LIBRARY EXPENDED	3,309.43	.00	3,309.43	3,905.00	595.57 84.8
201-201-455-6992	DONATIONS EXPENDED FOL	10,360.02	.00	10,360.02	17,970.00	7,609.98 57.7
MATERIALS & SERVICES		213,887.55	2,278.48	213,887.55	348,280.00	134,392.45 61.4
TRANSFERS:						
201-201-491-0110	O/H TO GENERAL FUND	136,653.52	.00	136,653.52	204,980.00	68,326.48 66.7
201-201-491-0223	IF LOAN PAYMENT TO CPC	500,000.00	.00	500,000.00	500,000.00	.00 100.0
201-201-498-0001	SPECIAL PAYMENTS-FOL PASS-THRU	7,866.36	.00	7,866.36	.00 (7,866.36)	.0
TOTAL TRANSFERS		644,519.88	.00	644,519.88	704,980.00	60,460.12 91.4
TOTAL LIBRARY EXPENDITURES		1,522,481.80	2,278.48	1,522,481.80	1,949,159.00	426,677.20 78.1
TOTAL FUND EXPENDITURES		1,522,481.80	2,278.48	1,522,481.80	1,949,159.00	426,677.20 78.1
NET REVENUE OVER EXPENDITURES		310,872.12 (2,278.48)	310,872.12 (8,744.00)	(319,616.12)	3555.3	

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

TRANSIT EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSIT EXPENDITURES</u>						
PERSONAL SERVICES:						
240-240-466-1000 REGULAR SALARIES AND WAGES	142,731.50	.00	142,731.50	229,419.00	86,687.50	62.2
240-240-466-1300 OVERTIME	3,211.52	.00	3,211.52	1,500.00	(1,711.52)	214.1
240-240-466-2100 INSURANCE BENEFITS	24,330.45	.00	24,330.45	41,216.00	16,885.55	59.0
240-240-466-2200 TAXES/OTHER	12,858.02	.00	12,858.02	19,490.00	6,631.98	66.0
240-240-466-2300 PERS CONTRIBUTIONS	31,224.40	.00	31,224.40	52,587.00	21,362.60	59.4
TOTAL PERSONAL SERVICES	214,355.89	.00	214,355.89	344,212.00	129,856.11	62.3
MATERIALS & SERVICES:						
240-240-466-3200 PROF/TECH SERVICES	3,000.00	.00	3,000.00	100,000.00	97,000.00	3.0
240-240-466-3300 CONTRACT SERVICES	898,235.25	698,163.08	898,235.25	1,639,540.00	741,304.75	54.8
240-240-466-4330 TRANSIT FACILITIES MAINTENANCE	7,387.53	.00	7,387.53	13,800.00	6,412.47	53.5
240-240-466-4332 SPACE LEASE	28,844.00	14,422.00	28,844.00	58,982.00	30,138.00	48.9
240-240-466-4342 VEHICLE MAINTENANCE	265.03	.00	265.03	1,500.00	1,234.97	17.7
240-240-466-4450 COPIER LEASE & MAINT	3,467.47	1,401.25	3,467.47	6,000.00	2,532.53	57.8
240-240-466-5202 INSURANCE DEDUCTIBLE	(100.00)	.00	(100.00)	.00	100.00	.0
240-240-466-5300 COMMUNICATIONS	3,502.64	1,472.00	3,502.64	20,628.00	17,125.36	17.0
240-240-466-5400 MARKETING	2,813.10	.00	2,813.10	12,260.00	9,446.90	23.0
240-240-466-5500 PRINTING	139.76	.00	139.76	6,200.00	6,060.24	2.3
240-240-466-5800 TRAVEL & TRAINING	.00	.00	.00	5,500.00	5,500.00	.0
240-240-466-5820 MEMBERSHIP DUES & FEES	2,322.07	.00	2,322.07	12,262.00	9,939.93	18.9
240-240-466-5901 INTERNAL CHARGE-FLEET	246,103.36	.00	246,103.36	369,155.00	123,051.64	66.7
240-240-466-5902 INTERNAL CHARGE-FACILITIES	6,094.00	.00	6,094.00	9,141.00	3,047.00	66.7
240-240-466-5903 INTERNAL CHARGE-TECH SERVICES	33,456.88	.00	33,456.88	50,185.00	16,728.12	66.7
240-240-466-6100 SUPPLIES & SERVICES	5,746.30	.00	5,746.30	14,500.00	8,753.70	39.6
240-240-466-6105 TAX COLLECTION SERVICES & SUPP	2,799.52	.00	2,799.52	3,200.00	400.48	87.5
MATERIALS & SERVICES	1,244,076.91	715,458.33	1,244,076.91	2,322,853.00	1,078,776.09	53.6
CAPITAL:						
240-240-466-7300 TRANSIT PROJECTS	107,374.60	12,928.40	107,374.60	130,000.00	22,625.40	82.6
240-240-466-7420 VEHICLES	377,455.92	.00	377,455.92	90,000.00	(287,455.92)	419.4
240-240-466-7430 BUS SHELTERS	.00	.00	.00	375,000.00	375,000.00	.0
240-240-466-7431 NEW TRANSIT OFFICE	.00	.00	.00	1,500,000.00	1,500,000.00	.0
TOTAL CAPITAL	484,830.52	12,928.40	484,830.52	2,095,000.00	1,610,169.48	23.1
TRANSFERS:						
240-240-491-0110 O/H TO GENERAL FUND	174,690.80	.00	174,690.80	262,036.00	87,345.20	66.7
TOTAL TRANSFERS	174,690.80	.00	174,690.80	262,036.00	87,345.20	66.7
TOTAL TRANSIT EXPENDITURES	2,117,954.12	728,386.73	2,117,954.12	5,024,101.00	2,906,146.88	42.2
TOTAL FUND EXPENDITURES	2,117,954.12	728,386.73	2,117,954.12	5,024,101.00	2,906,146.88	42.2

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

	{SEGTITLE[D DEPARTMENT]}					
	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(563,169.77)	(728,386.73)	(563,169.77)	(2,086,080.00)	(1,522,910.23)	(27.0)

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SWIM CENTER EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SWIM CENTER EXPENDITURES</u>						
PERSONAL SERVICES:						
275-275-455-1000	REGULAR SALARIES AND WAGES	259,970.27	.00	259,970.27	433,175.00	173,204.73 60.0
275-275-455-1300	OVERTIME	3,661.25	.00	3,661.25	10,000.00	6,338.75 36.6
275-275-455-2100	INSURANCE BENEFITS	42,305.32	.00	42,305.32	88,538.00	46,232.68 47.8
275-275-455-2200	TAXES/OTHER	26,081.82	.00	26,081.82	51,911.00	25,829.18 50.2
275-275-455-2300	PERS CONTRIBUTIONS	47,209.33	.00	47,209.33	70,506.00	23,296.67 67.0
	TOTAL PERSONAL SERVICES	379,227.99	.00	379,227.99	654,130.00	274,902.01 58.0
MATERIALS & SERVICES:						
275-275-455-4300	BLDG MAINTENANCE	10,167.00	18,793.70	10,167.00	51,000.00	40,833.00 19.9
275-275-455-4410	GROUND LEASE	9,333.36	4,666.64	9,333.36	14,000.00	4,666.64 66.7
275-275-455-4450	COPIER LEASE & MAINT	.00	.00	.00	350.00	350.00 .0
275-275-455-5400	ADVERTISING & MARKETING	1,104.00	.00	1,104.00	5,000.00	3,896.00 22.1
275-275-455-5800	TRAINING & TRAVEL	694.35	.00	694.35	6,000.00	5,305.65 11.6
275-275-455-5903	INTERNAL CHARGE-TECH SERVICES	11,644.48	.00	11,644.48	17,467.00	5,822.52 66.7
275-275-455-6100	SUPPLIES & SERVICES	8,020.71	.00	8,020.71	23,000.00	14,979.29 34.9
275-275-455-6101	BANK CHARGES	3,068.49	.00	3,068.49	6,500.00	3,431.51 47.2
275-275-455-6102	CASH OVER & SHORT	(3.20)	.00	(3.20)	.00	3.20 .0
275-275-455-6110	POOL CHEMICALS	5,348.17	.00	5,348.17	14,000.00	8,651.83 38.2
275-275-455-6120	JANITORIAL SUPPLIES	1,940.68	.00	1,940.68	6,000.00	4,059.32 32.3
275-275-455-6130	POOL CONCESSION PURCHASES	1,563.86	.00	1,563.86	3,000.00	1,436.14 52.1
275-275-455-6200	UTILITY - GAS	19,800.30	.00	19,800.30	19,000.00	(800.30) 104.2
275-275-455-6210	UTILITY - WATER	2,595.26	.00	2,595.26	4,000.00	1,404.74 64.9
275-275-455-6220	UTILITY - ELECTRIC	7,157.82	.00	7,157.82	12,000.00	4,842.18 59.7
	MATERIALS & SERVICES	82,435.28	23,460.34	82,435.28	181,317.00	98,881.72 45.5
CAPITAL:						
275-275-455-7200	BLDG IMPROVEMENTS >\$5K	33,224.00	2,277.00	33,224.00	1,500,000.00	1,466,776.00 2.2
	TOTAL CAPITAL	33,224.00	2,277.00	33,224.00	1,500,000.00	1,466,776.00 2.2
TRANSFERS:						
275-275-491-0110	O/H TO GENERAL FUND	135,269.28	.00	135,269.28	202,904.00	67,634.72 66.7
	TOTAL TRANSFERS	135,269.28	.00	135,269.28	202,904.00	67,634.72 66.7
	TOTAL SWIM CENTER EXPENDITURE	630,156.55	25,737.34	630,156.55	2,538,351.00	1,908,194.45 24.8
	TOTAL FUND EXPENDITURES	630,156.55	25,737.34	630,156.55	2,538,351.00	1,908,194.45 24.8
	NET REVENUE OVER EXPENDITURES	426,660.38	(25,737.34)	426,660.38	(1,394,851.00)	(1,821,511.38) 30.6

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

STREETS EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREETS EXPENDITURES</u>						
PERSONAL SERVICES:						
202-202-431-1000 REGULAR SALARIES AND WAGES	363,942.42	.00	363,942.42	461,528.00	97,585.58	78.9
202-202-431-1250 SEASONAL/TEMP WAGES	9,772.32	.00	9,772.32	9,025.00	(747.32)	108.3
202-202-431-1300 OVERTIME	7,743.67	.00	7,743.67	6,000.00	(1,743.67)	129.1
202-202-431-2100 INSURANCE BENEFITS	83,758.07	.00	83,758.07	120,363.00	36,604.93	69.6
202-202-431-2200 TAXES/OTHER	36,686.97	.00	36,686.97	66,476.00	29,789.03	55.2
202-202-431-2300 PERS CONTRIBUTIONS	86,915.05	.00	86,915.05	103,799.00	16,883.95	83.7
202-202-431-2911 CLOTHING ALLOWANCE	2,000.00	.00	2,000.00	1,200.00	(800.00)	166.7
TOTAL PERSONAL SERVICES	590,818.50	.00	590,818.50	768,391.00	177,572.50	76.9
MATERIALS & SERVICES:						
202-202-431-3112 CONSULTANT ENGINEER	680.00	.00	680.00	15,000.00	14,320.00	4.5
202-202-431-3200 PROFESSIONAL SERVICES	3,724.95	.00	3,724.95	5,000.00	1,275.05	74.5
202-202-431-4320 CURB/SIDEWALK REPAIR	6,569.57	.00	6,569.57	20,000.00	13,430.43	32.9
202-202-431-4340 STREET LIGHTING & MAINT	47,365.48	3,833.00	47,365.48	85,000.00	37,634.52	55.7
202-202-431-4345 STREET MAINTENANCE	16,812.96	.00	16,812.96	62,000.00	45,187.04	27.1
202-202-431-4450 COPIER LEASE & MAINT	599.73	261.32	599.73	800.00	200.27	75.0
202-202-431-4500 STREET MAINT BILLING	19,117.02	.00	19,117.02	27,500.00	8,382.98	69.5
202-202-431-4660 STREET SIGNING	11,453.89	.00	11,453.89	17,500.00	6,046.11	65.5
202-202-431-4680 STREET MARKING & STRIPING	1,918.76	.00	1,918.76	15,000.00	13,081.24	12.8
202-202-431-4690 DAMAGED PROPERTY CLAIM EXPEN	4,325.74	.00	4,325.74	2,000.00	(2,325.74)	216.3
202-202-431-5300 COMMUNICATIONS	1,423.34	.00	1,423.34	2,100.00	676.66	67.8
202-202-431-5800 TRAVEL & TRAINING	1,243.75	.00	1,243.75	4,000.00	2,756.25	31.1
202-202-431-5820 MEMBERSHIP DUES & FEES	210.00	.00	210.00	800.00	590.00	26.3
202-202-431-5901 INTERNAL CHARGE-FLEET	64,262.64	.00	64,262.64	96,394.00	32,131.36	66.7
202-202-431-5902 INTERNAL CHARGE-FACILITIES	26,322.96	.00	26,322.96	39,484.00	13,161.04	66.7
202-202-431-5903 INTERNAL CHARGE-TECH SERVICES	27,058.16	.00	27,058.16	40,587.00	13,528.84	66.7
202-202-431-6100 SUPPLIES & SERVICES	9,084.28	.00	9,084.28	10,000.00	915.72	90.8
202-202-431-6120 SMALL TOOLS	3,493.93	.00	3,493.93	6,200.00	2,706.07	56.4
202-202-431-6180 SAFETY SUPPLIES	435.99	.00	435.99	1,100.00	664.01	39.6
202-202-431-6192 URBAN FORESTRY PROGRAM	12,944.00	.00	12,944.00	15,000.00	2,056.00	86.3
202-202-431-6200 UTILITIES	3,184.45	.00	3,184.45	5,600.00	2,415.55	56.9
MATERIALS & SERVICES	262,231.60	4,094.32	262,231.60	471,065.00	208,833.40	55.7
CAPITAL:						
202-202-431-7410 EQUIPMENT	155,302.33	42,417.79	155,302.33	779,000.00	623,697.67	19.9
202-202-431-7614 STREET MAINT FEE PROJECTS	941,768.37	92,228.35	941,768.37	900,000.00	(41,768.37)	104.6
202-202-431-7626 N LOCUST NE 4TH-NE 10TH IMPROV	282,301.18	879,794.32	282,301.18	1,300,000.00	1,017,698.82	21.7
202-202-431-7627 S IVY SIDEWALK/OVERLAY PROJECT	40,306.85	.00	40,306.85	1,900,000.00	1,859,693.15	2.1
202-202-431-7629 INDUSTRIAL PARK TO 99E	169,495.00	.00	169,495.00	1,500,000.00	1,330,505.00	11.3
202-202-431-7633 NE TERRITORIAL/REDWOOD IMPROV	409,600.07	.00	409,600.07	280,000.00	(129,600.07)	146.3
202-202-431-7635 CHARGING STATION	.00	.00	.00	150,000.00	150,000.00	.0
TOTAL CAPITAL	1,998,773.80	1,014,440.46	1,998,773.80	6,809,000.00	4,810,226.20	29.4
TRANSFERS:						
202-202-491-0110 O/H TRANSFER TO GENERAL FUND	124,736.72	.00	124,736.72	187,105.00	62,368.28	66.7
TOTAL TRANSFERS	124,736.72	.00	124,736.72	187,105.00	62,368.28	66.7

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

	STREETS EXPENDITURES					
	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL STREETS EXPENDITURES	2,976,560.62	1,018,534.78	2,976,560.62	8,235,561.00	5,259,000.38	36.1
TOTAL FUND EXPENDITURES	2,976,560.62	1,018,534.78	2,976,560.62	8,235,561.00	5,259,000.38	36.1
NET REVENUE OVER EXPENDITURES	(988,888.05)	(1,018,534.78)	(988,888.05)	(952,161.00)	36,727.05	(103.9)

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

TOURISM PROMO/FAC (RESTRICTED)

		<u>PERIOD ACTUAL</u>	<u>YTD ENCUM</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>TOURISM PROMO/FAC (RESTRICTED)</u>						
	MATERIALS & SERVICES:						
217-221-465-6100	SERVICES & SUPPLIES	2,453.20	.00	2,453.20	10,000.00	7,546.80	24.5
	MATERIALS & SERVICES	2,453.20	.00	2,453.20	10,000.00	7,546.80	24.5
	TOTAL TOURISM PROMO/FAC (RESTR	2,453.20	.00	2,453.20	10,000.00	7,546.80	24.5

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

TOURISM ENHANCEMENT(UNRESTRIC)

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TOURISM ENHANCEMENT(UNRESTRI</u>						
	MATERIALS & SERVICES:						
217-222-465-6100	SERVICES & SUPPLIES	10,261.50	.00	10,261.50	10,000.00	(261.50)	102.6
	MATERIALS & SERVICES	10,261.50	.00	10,261.50	10,000.00	(261.50)	102.6
	TOTAL TOURISM ENHANCEMENT(UN	10,261.50	.00	10,261.50	10,000.00	(261.50)	102.6
	TOTAL FUND EXPENDITURES	12,714.70	.00	12,714.70	20,000.00	7,285.30	63.6
	NET REVENUE OVER EXPENDITURES	1,304.95	.00	1,304.95	(100.00)	(1,404.95)	1305.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SYSTEMS DEVELOP EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SYSTEMS DEVELOP EXPENDITURES</u>						
TRANSFERS:						
210-210-492-0106 TRANSFER TO PARKS	.00	.00	.00	1,110,000.00	1,110,000.00	.0
210-210-492-0202 TRANSFER TO STREETS	267,779.94	.00	267,779.94	1,457,000.00	1,189,220.06	18.4
210-210-492-0306 TRANSFER TO SEWER	2,730.00	.00	2,730.00	1,233,000.00	1,230,270.00	.2
210-210-492-0312 TRANSFER TO STORM	.00	.00	.00	245,000.00	245,000.00	.0
TOTAL TRANSFERS	270,509.94	.00	270,509.94	4,045,000.00	3,774,490.06	6.7
TOTAL SYSTEMS DEVELOP EXPENDI	270,509.94	.00	270,509.94	4,045,000.00	3,774,490.06	6.7
TOTAL FUND EXPENDITURES	270,509.94	.00	270,509.94	4,045,000.00	3,774,490.06	6.7
NET REVENUE OVER EXPENDITURES	1,513,131.32	.00	1,513,131.32	(2,130,000.00)	(3,643,131.32)	71.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

FORFEITURE EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FORFEITURE EXPENDITURES</u>						
MATERIALS & SERVICES:						
229-229-421-6100 SUPPLIES & SERVICES-FEDERAL	.00	.00	.00	5,000.00	5,000.00	.0
229-229-421-6110 SUPPLIES & SERVICE-CIVIL	.00	.00	.00	5,185.00	5,185.00	.0
MATERIALS & SERVICES	.00	.00	.00	10,185.00	10,185.00	.0
TOTAL FORFEITURE EXPENDITURES	.00	.00	.00	10,185.00	10,185.00	.0
TOTAL FUND EXPENDITURES	.00	.00	.00	10,185.00	10,185.00	.0
NET REVENUE OVER EXPENDITURES	263.97	.00	263.97	(10.00)	(273.97)	2639.7

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

FACILITIES EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FACILITIES EXPENDITURES</u>						
PERSONAL SERVICES:						
227-227-480-1000	REGULAR SALARIES AND WAGES	90,423.70	.00	90,423.70	184,730.00	94,306.30 49.0
227-227-480-1300	OVERTIME	3,106.75	.00	3,106.75	2,000.00	(1,106.75) 155.3
227-227-480-2100	INSURANCE BENEFITS	19,995.53	.00	19,995.53	40,902.00	20,906.47 48.9
227-227-480-2200	TAXES/OTHER	8,885.25	.00	8,885.25	27,859.00	18,973.75 31.9
227-227-480-2300	PERS CONTRIBUTIONS	20,540.31	.00	20,540.31	40,334.00	19,793.69 50.9
227-227-480-2911	CLOTHING ALLOWANCE	800.00	.00	800.00	1,200.00	400.00 66.7
TOTAL PERSONAL SERVICES		143,751.54	.00	143,751.54	297,025.00	153,273.46 48.4
MATERIALS & SERVICES:						
227-227-480-3200	CONTRACT SERVICES	20,547.34	9,915.41	20,547.34	28,000.00	7,452.66 73.4
227-227-480-4200	JANITORIAL SERVICES & SUPPLIES	12,276.25	43,620.00	12,276.25	18,000.00	5,723.75 68.2
227-227-480-4300	BUILDING REPAIRS & MAINTENANCE	35,444.59	.00	35,444.59	40,000.00	4,555.41 88.6
227-227-480-4450	COPIER LEASE & MAINT	115.69	50.41	115.69	180.00	64.31 64.3
227-227-480-5800	TRAVEL & TRAINING	.00	.00	.00	2,000.00	2,000.00 .0
227-227-480-5901	INTERNAL CHARGE-FLEET	4,897.36	.00	4,897.36	7,346.00	2,448.64 66.7
227-227-480-6100	SUPPLIES AND SMALL TOOLS	1,666.82	.00	1,666.82	6,000.00	4,333.18 27.8
227-227-480-6200	UTILITIES	44,080.55	.00	44,080.55	75,000.00	30,919.45 58.8
MATERIALS & SERVICES		119,028.60	53,585.82	119,028.60	176,526.00	57,497.40 67.4
TOTAL FACILITIES EXPENDITURES		262,780.14	53,585.82	262,780.14	473,551.00	210,770.86 55.5
TOTAL FUND EXPENDITURES		262,780.14	53,585.82	262,780.14	473,551.00	210,770.86 55.5
NET REVENUE OVER EXPENDITURES		69,409.09	(53,585.82)	69,409.09	24,179.00	(45,230.09) 287.1

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

FLEET EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FLEET EXPENDITURES</u>						
PERSONAL SERVICES:						
204-204-425-1000 REGULAR SALARIES AND WAGES	116,853.55	.00	116,853.55	172,826.00	55,972.45	67.6
204-204-425-1300 OVERTIME	54.94	.00	54.94	2,500.00	2,445.06	2.2
204-204-425-2100 INSURANCE BENEFITS	36,264.65	.00	36,264.65	54,442.00	18,177.35	66.6
204-204-425-2200 TAXES/OTHER	10,896.84	.00	10,896.84	19,947.00	9,050.16	54.6
204-204-425-2300 PERS CONTRIBUTIONS	25,351.94	.00	25,351.94	38,518.00	13,166.06	65.8
204-204-425-2911 CLOTHING ALLOWANCE	800.00	.00	800.00	800.00	.00	100.0
TOTAL PERSONAL SERVICES	190,221.92	.00	190,221.92	289,033.00	98,811.08	65.8
MATERIALS & SERVICES:						
204-204-425-3110 CONTRACT SERVICES-SHOP	5,169.61	542.85	5,169.61	9,000.00	3,830.39	57.4
204-204-425-3115 CONTRACT SERVICES-VEHICLES	9,062.65	.00	9,062.65	20,000.00	10,937.35	45.3
204-204-425-3150 CAT CONTRACT SERVICES	5,658.02	.00	5,658.02	18,000.00	12,341.98	31.4
204-204-425-4450 COPIER LEASE & MAINT	196.79	85.74	196.79	400.00	203.21	49.2
204-204-425-5150 CANBY AREA TRANSIT EXPENSES	20,765.68	.00	20,765.68	42,000.00	21,234.32	49.4
204-204-425-5300 COMMUNICATIONS	611.79	.00	611.79	1,200.00	588.21	51.0
204-204-425-5800 TRAVEL & TRAINING	.00	.00	.00	1,500.00	1,500.00	.0
204-204-425-5830 DEQ/DMV	546.00	.00	546.00	1,000.00	454.00	54.6
204-204-425-5902 INTERNAL CHARGE-FACILITIES	36,557.84	.00	36,557.84	54,837.00	18,279.16	66.7
204-204-425-5903 INTERNAL CHARGE-TECH SERVICES	9,976.00	.00	9,976.00	14,964.00	4,988.00	66.7
204-204-425-6100 SUPPLIES & SERVICES	27,499.02	.00	27,499.02	45,000.00	17,500.98	61.1
204-204-425-6111 TIRES	12,185.75	.00	12,185.75	8,000.00	(4,185.75)	152.3
204-204-425-6112 TIRES-TRANSIT	3,543.30	.00	3,543.30	8,000.00	4,456.70	44.3
204-204-425-6119 MISC SHOP SUPPLIES	2,337.34	.00	2,337.34	5,000.00	2,662.66	46.8
204-204-425-6120 TOOLS AND EQUIPMENT	5,689.08	.00	5,689.08	8,000.00	2,310.92	71.1
204-204-425-6300 GASOLINE/FUEL	196,667.69	.00	196,667.69	336,000.00	139,332.31	58.5
204-204-425-6301 OIL-GENERAL	2,363.12	.00	2,363.12	2,500.00	136.88	94.5
204-204-425-6302 OIL-TRANSIT	3,309.78	.00	3,309.78	2,500.00	(809.78)	132.4
204-204-425-6500 SAFETY EQUIPMENT	.00	.00	.00	500.00	500.00	.0
MATERIALS & SERVICES	342,139.46	628.59	342,139.46	578,401.00	236,261.54	59.2
TOTAL FLEET EXPENDITURES	532,361.38	628.59	532,361.38	867,434.00	335,072.62	61.4

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

TECH SERVICE EXPENDITURES

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TECH SERVICE EXPENDITURES</u>						
	PERSONAL SERVICES:						
231-231-457-1000	REGULAR SALARIES AND WAGES	125,757.05	.00	125,757.05	227,767.00	102,009.95	55.2
231-231-457-2100	INSURANCE BENEFITS	26,326.25	.00	26,326.25	66,447.00	40,120.75	39.6
231-231-457-2200	TAXES/OTHER	11,151.89	.00	11,151.89	19,236.00	8,084.11	58.0
231-231-457-2300	PERS CONTRIBUTIONS	18,860.71	.00	18,860.71	52,155.00	33,294.29	36.2
	<u>TOTAL PERSONAL SERVICES</u>	<u>182,095.90</u>	<u>.00</u>	<u>182,095.90</u>	<u>365,605.00</u>	<u>183,509.10</u>	<u>49.8</u>
	MATERIALS & SERVICES:						
231-231-457-3410	TECHNICAL CONSULTANT	3,000.00	24,795.00	3,000.00	82,200.00	79,200.00	3.7
231-231-457-4450	COPIER LEASE & MAINT	636.56	215.68	636.56	1,000.00	363.44	63.7
231-231-457-5300	COMMUNICATIONS	49,960.87	.00	49,960.87	63,197.00	13,236.13	79.1
231-231-457-5320	WEB PAGE	.00	.00	.00	12,000.00	12,000.00	.0
231-231-457-5800	TRAVEL & TRAINING	4,811.42	.00	4,811.42	6,000.00	1,188.58	80.2
231-231-457-5820	FEES & DUES	31,287.42	32,417.46	31,287.42	61,697.00	30,409.58	50.7
231-231-457-5902	INTERNAL CHARGE-FACILITIES	2,742.32	.00	2,742.32	4,113.00	1,370.68	66.7
231-231-457-6100	SUPPLIES & SERVICES	12,907.97	.00	12,907.97	10,000.00	(2,907.97)	129.1
231-231-457-6120	COMPUTER EQUIPMENT	20,544.65	.00	20,544.65	27,825.00	7,280.35	73.8
	<u>MATERIALS & SERVICES</u>	<u>125,891.21</u>	<u>57,428.14</u>	<u>125,891.21</u>	<u>268,032.00</u>	<u>142,140.79</u>	<u>47.0</u>
	<u>TOTAL TECH SERVICE EXPENDITURE</u>	<u>307,987.11</u>	<u>57,428.14</u>	<u>307,987.11</u>	<u>633,637.00</u>	<u>325,649.89</u>	<u>48.6</u>

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

TECH RESERVE

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TECH RESERVE</u>						
	CAPITAL:						
231-232-457-7410	EQUIPMENT	36,729.85	.00	36,729.85	.00	(36,729.85)	.0
231-232-457-7450	COMPUTER EQUIPMENT >\$5000	26,507.42	40,588.85	26,507.42	157,000.00	130,492.58	16.9
	TOTAL CAPITAL	63,237.27	40,588.85	63,237.27	157,000.00	93,762.73	40.3
	TOTAL TECH RESERVE	63,237.27	40,588.85	63,237.27	157,000.00	93,762.73	40.3
	TOTAL FUND EXPENDITURES	371,224.38	98,016.99	371,224.38	790,637.00	419,412.62	47.0
	NET REVENUE OVER EXPENDITURES	130,701.55	(98,016.99)	130,701.55	(42,387.00)	(173,088.55)	308.4

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SEWER/WWTP EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER/WWTP EXPENDITURES</u>						
PERSONAL SERVICES:						
306-306-432-1000	REGULAR SALARIES AND WAGES	426,874.06	.00	426,874.06	580,987.00	154,112.94 73.5
306-306-432-1300	OVERTIME	1,111.99	.00	1,111.99	40,000.00	38,888.01 2.8
306-306-432-2100	INSURANCE BENEFITS	79,805.26	.00	79,805.26	113,849.00	34,043.74 70.1
306-306-432-2200	TAXES/OTHER	38,318.93	.00	38,318.93	72,812.00	34,493.07 52.6
306-306-432-2300	PERS CONTRIBUTIONS	95,286.17	.00	95,286.17	144,325.00	49,038.83 66.0
306-306-432-2911	CLOTHING ALLOWANCE	2,000.00	.00	2,000.00	3,200.00	1,200.00 62.5
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	TOTAL PERSONAL SERVICES	643,396.41	.00	643,396.41	955,173.00	311,776.59 67.4
MATERIALS & SERVICES:						
306-306-432-3112	PROFESSIONAL SERVICES	1,500.00	18,000.00	1,500.00	15,000.00	13,500.00 10.0
306-306-432-4210	DISPOSAL SERVICES	95,351.40	56,648.60	95,351.40	152,000.00	56,648.60 62.7
306-306-432-4360	MAINTENANCE OPERATIONS	19,471.80	.00	19,471.80	42,000.00	22,528.20 46.4
306-306-432-4365	PUMP AND MOTOR REPAIR	8,988.19	.00	8,988.19	20,000.00	11,011.81 44.9
306-306-432-4370	GROUPS MAINT	1,145.69	.00	1,145.69	1,600.00	454.31 71.6
306-306-432-4450	COPIER LEASE & MAINT	93.28	40.65	93.28	600.00	506.72 15.6
306-306-432-5116	EFFLUENT TESTING	13,573.72	.00	13,573.72	31,860.00	18,286.28 42.6
306-306-432-5117	SLUDGE TESTING	589.00	.00	589.00	2,500.00	1,911.00 23.6
306-306-432-5119	PRETREATMENT TESTING	367.20	.00	367.20	7,500.00	7,132.80 4.9
306-306-432-5300	COMMUNICATIONS	123.50	.00	123.50	1,000.00	876.50 12.4
306-306-432-5800	TRAVEL & TRAINING	1,825.50	.00	1,825.50	3,500.00	1,674.50 52.2
306-306-432-5820	MEMBERSHIP DUES & FEES	2,165.00	.00	2,165.00	3,000.00	835.00 72.2
306-306-432-5825	NPDES PERMIT FEES	24,924.00	.00	24,924.00	23,500.00	(1,424.00) 106.1
306-306-432-5901	INTERNAL CHARGE-FLEET	8,064.00	.00	8,064.00	12,096.00	4,032.00 66.7
306-306-432-5902	INTERNAL CHARGE-FACILITIES	1,252.32	.00	1,252.32	1,878.00	625.68 66.7
306-306-432-5903	INTERNAL CHARGE-TECH SERVICES	16,858.00	.00	16,858.00	25,287.00	8,429.00 66.7
306-306-432-6100	SUPPLIES & SERVICES	5,379.67	238.50	5,379.67	6,500.00	1,120.33 82.8
306-306-432-6110	SAFETY SUPPLIES	260.53	.00	260.53	1,500.00	1,239.47 17.4
306-306-432-6120	TOOLS & EQUIPMENT	.00	.00	.00	700.00	700.00 .0
306-306-432-6125	COMPUTER SUPPLIES	2,571.99	.00	2,571.99	6,500.00	3,928.01 39.6
306-306-432-6140	BLDG CLEANING SERVICE	.00	.00	.00	4,000.00	4,000.00 .0
306-306-432-6172	LAB EQUIPMENT & CHEMICALS	9,850.19	.00	9,850.19	13,000.00	3,149.81 75.8
306-306-432-6174	BULK CHEMICALS	5,584.92	.00	5,584.92	13,500.00	7,915.08 41.4
306-306-432-6175	LIME	24,143.06	.00	24,143.06	50,000.00	25,856.94 48.3
306-306-432-6176	BIOSOLIDS - POLYMER	6,050.00	.00	6,050.00	11,000.00	4,950.00 55.0
306-306-432-6200	UTILITIES	55,943.44	.00	55,943.44	98,000.00	42,056.56 57.1
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	MATERIALS & SERVICES	306,076.40	74,927.75	306,076.40	548,021.00	241,944.60 55.9
CAPITAL:						
306-306-432-7200	BUILDING	.00	.00	.00	461,000.00	461,000.00 .0
306-306-432-7410	VEHICLES & EQUIPMENT	.00	.00	.00	120,000.00	120,000.00 .0
306-306-432-7600	IMPROVEMENTS	40,987.74	.00	40,987.74	400,000.00	359,012.26 10.3
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	TOTAL CAPITAL	40,987.74	.00	40,987.74	981,000.00	940,012.26 4.2
TRANSFERS:						
306-306-491-0110	O/H TRANSFER TO GENERAL FUND	153,371.44	.00	153,371.44	230,057.00	76,685.56 66.7
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	TOTAL TRANSFERS	153,371.44	.00	153,371.44	230,057.00	76,685.56 66.7

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SEWER/WWTP EXPENDITURES						
	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL SEWER/WWTP EXPENDITURE	1,143,831.99	74,927.75	1,143,831.99	2,714,251.00	1,570,419.01	42.1

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SEWER COLLECTIONS EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER COLLECTIONS EXPENDITUR</u>						
PERSONAL SERVICES:						
306-311-433-1000	REGULAR SALARIES AND WAGES	132,738.73	.00	132,738.73	246,521.00	113,782.27 53.8
306-311-433-1300	OVERTIME	1,260.09	.00	1,260.09	3,000.00	1,739.91 42.0
306-311-433-2100	INSURANCE BENEFITS	25,823.16	.00	25,823.16	66,853.00	41,029.84 38.6
306-311-433-2200	TAXES/OTHER	12,975.53	.00	12,975.53	35,481.00	22,505.47 36.6
306-311-433-2300	PERS CONTRIBUTIONS	29,117.21	.00	29,117.21	54,888.00	25,770.79 53.1
306-311-433-2911	CLOTHING ALLOWANCE	400.00	.00	400.00	800.00	400.00 50.0
TOTAL PERSONAL SERVICES		202,314.72	.00	202,314.72	407,543.00	205,228.28 49.6
MATERIALS & SERVICES:						
306-311-433-3112	CONSULTANT ENGINEER	3,910.00	.00	3,910.00	12,000.00	8,090.00 32.6
306-311-433-4345	LATERAL REPAIR	6,773.17	.00	6,773.17	12,000.00	5,226.83 56.4
306-311-433-4350	LIFT STATION MAINT	2,237.19	.00	2,237.19	10,000.00	7,762.81 22.4
306-311-433-4360	LIFT STATION TELEMTRY	563.40	.00	563.40	4,500.00	3,936.60 12.5
306-311-433-4380	COLLECTION SYSTEM MAINT	1,436.68	.00	1,436.68	10,000.00	8,563.32 14.4
306-311-433-4450	COPIER LEASE & MAINT	258.37	112.59	258.37	1,800.00	1,541.63 14.4
306-311-433-5300	COMMUNICATIONS	854.28	.00	854.28	1,200.00	345.72 71.2
306-311-433-5800	TRAVEL & TRAINING	3,696.21	.00	3,696.21	4,000.00	303.79 92.4
306-311-433-5820	MEMBERSHIP DUES & FEES	675.00	.00	675.00	800.00	125.00 84.4
306-311-433-5901	INTERNAL CHARGE-FLEET	19,996.00	.00	19,996.00	29,994.00	9,998.00 66.7
306-311-433-5902	INTERNAL CHARGE-FACILITIES	11,630.40	.00	11,630.40	17,446.00	5,815.60 66.7
306-311-433-5903	INTERNAL CHARGE-TECH SERVICES	3,006.48	.00	3,006.48	4,510.00	1,503.52 66.7
306-311-433-6100	SUPPLIES & SERVICES	3,008.95	.00	3,008.95	5,550.00	2,541.05 54.2
306-311-433-6125	SMALL TOOLS	3,579.97	.00	3,579.97	5,000.00	1,420.03 71.6
306-311-433-6180	SAFETY SUPPLIES	691.05	.00	691.05	1,200.00	508.95 57.6
306-311-433-6201	UTILITIES-LIFT STATIONS	5,398.93	.00	5,398.93	8,000.00	2,601.07 67.5
MATERIALS & SERVICES		67,716.08	112.59	67,716.08	128,000.00	60,283.92 52.9
CAPITAL:						
306-311-433-7410	VEHICLES & EQUIPMENT	210,020.71	81,893.50	210,020.71	194,000.00	(16,020.71) 108.3
306-311-433-7627	SAFEWAY PUMP STATION REMOVAL	21,055.35	.00	21,055.35	950,000.00	928,944.65 2.2
306-311-433-7628	GENERATOR 3RD BAKER PUMPSTATI	.00	.00	.00	50,000.00	50,000.00 .0
306-311-433-7629	N KNOTT ST STORM	2,407.50	68,001.15	2,407.50	36,000.00	33,592.50 6.7
306-311-433-7630	N MAPLE LN SEWER LINE REPLACE	131,637.50	41,121.50	131,637.50	152,000.00	20,362.50 86.6
306-311-433-7631	N NW 10TH & BIRCH SEWER EXT	1,965.00	55,777.10	1,965.00	33,000.00	31,035.00 6.0
306-311-433-7632	N MAPLE LN SEWER LINE REPLACE	300.00	.00	300.00	.00	(300.00) .0
306-311-433-7633	N NW 10TH & BIRCH SEWER EXT	300.00	.00	300.00	.00	(300.00) .0
TOTAL CAPITAL		367,686.06	246,793.25	367,686.06	1,415,000.00	1,047,313.94 26.0
TRANSFERS:						
306-311-491-0110	O/H TRANSFER TO GENERAL FUND	57,176.72	.00	57,176.72	85,765.00	28,588.28 66.7
TOTAL TRANSFERS		57,176.72	.00	57,176.72	85,765.00	28,588.28 66.7
TOTAL SEWER COLLECTIONS EXPEN		694,893.58	246,905.84	694,893.58	2,036,308.00	1,341,414.42 34.1

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

STORMWATER EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER EXPENDITURES</u>						
PERSONAL SERVICES:						
306-312-431-1000 REGULAR SALARIES AND WAGES	62,896.93	.00	62,896.93	158,185.00	95,288.07	39.8
306-312-431-1300 OVERTIME	20.91	.00	20.91	500.00	479.09	4.2
306-312-431-2100 INSURANCE BENEFITS	12,610.51	.00	12,610.51	39,679.00	27,068.49	31.8
306-312-431-2200 TAXES/OTHER	5,862.36	.00	5,862.36	20,312.00	14,449.64	28.9
306-312-431-2300 PERS CONTRIBUTIONS	13,092.37	.00	13,092.37	36,683.00	23,590.63	35.7
306-312-431-2911 CLOTHING ALLOWANCE	.00	.00	.00	400.00	400.00	.0
TOTAL PERSONAL SERVICES	94,483.08	.00	94,483.08	255,759.00	161,275.92	36.9
MATERIALS & SERVICES:						
306-312-431-3112 CONSULTANT ENGINEER	5,969.90	.00	5,969.90	10,000.00	4,030.10	59.7
306-312-431-4345 CATCH BASIN REPAIR	.00	.00	.00	8,000.00	8,000.00	.0
306-312-431-4362 STORM SYSTEM MAINTENANCE	119.00	.00	119.00	25,500.00	25,381.00	.5
306-312-431-4450 COPIER LEASE & MAINT	170.72	74.39	170.72	240.00	69.28	71.1
306-312-431-5300 COMMUNICATIONS	563.30	.00	563.30	1,000.00	436.70	56.3
306-312-431-5800 TRAVEL & TRAINING	173.74	.00	173.74	2,000.00	1,826.26	8.7
306-312-431-5820 MEMBERSHIP DUES & FEES	700.00	.00	700.00	1,000.00	300.00	70.0
306-312-431-5902 INTERNAL CHARGE-FACILITIES	11,630.40	.00	11,630.40	17,446.00	5,815.60	66.7
306-312-431-6100 SUPPLIES & SERVICES	1,991.09	.00	1,991.09	5,600.00	3,608.91	35.6
306-312-431-6125 SMALL TOOLS	1,733.05	.00	1,733.05	5,000.00	3,266.95	34.7
306-312-431-6180 SAFETY SUPPLIES	16.00	.00	16.00	1,100.00	1,084.00	1.5
MATERIALS & SERVICES	23,067.20	74.39	23,067.20	76,886.00	53,818.80	30.0
CAPITAL:						
306-312-431-7410 EQUIPMENT >\$5K	.00	.00	.00	194,000.00	194,000.00	.0
306-312-431-7611 DRYWELLS	.00	.00	.00	80,000.00	80,000.00	.0
TOTAL CAPITAL	.00	.00	.00	274,000.00	274,000.00	.0
TRANSFERS:						
306-312-491-0110 O/H TRANSFER TO GENERAL FUND	33,782.16	.00	33,782.16	50,673.00	16,890.84	66.7
TOTAL TRANSFERS	33,782.16	.00	33,782.16	50,673.00	16,890.84	66.7
TOTAL STORMWATER EXPENDITURE	151,332.44	74.39	151,332.44	657,318.00	505,985.56	23.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

SEWER UNALLOCATED

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SEWER UNALLOCATED</u>						
	PERSONAL SERVICES:						
306-313-470-1000	REGULAR SALARIES AND WAGES	10,215.63	.00	10,215.63	18,864.00	8,648.37	54.2
306-313-470-2100	INSURANCE BENEFITS	4,339.20	.00	4,339.20	4,986.00	646.80	87.0
306-313-470-2200	TAXES/OTHER	836.09	.00	836.09	1,572.00	735.91	53.2
306-313-470-2300	PERS CONTRIBUTIONS	2,147.82	.00	2,147.82	4,154.00	2,006.18	51.7
	<u>TOTAL PERSONAL SERVICES</u>	<u>17,538.74</u>	<u>.00</u>	<u>17,538.74</u>	<u>29,576.00</u>	<u>12,037.26</u>	<u>59.3</u>
	MATERIALS & SERVICES:						
306-313-470-3200	RATE STUDIES AND MASTER PLANS	375.00	.00	375.00	.00	(375.00)	.0
306-313-470-4500	SEWER BILLING	30,928.42	.00	30,928.42	43,000.00	12,071.58	71.9
306-313-470-5900	FRANCHISE FEE	199,504.98	.00	199,504.98	313,000.00	113,495.02	63.7
	<u>MATERIALS & SERVICES</u>	<u>230,808.40</u>	<u>.00</u>	<u>230,808.40</u>	<u>356,000.00</u>	<u>125,191.60</u>	<u>64.8</u>
	<u>TOTAL SEWER UNALLOCATED</u>	<u>248,347.14</u>	<u>.00</u>	<u>248,347.14</u>	<u>385,576.00</u>	<u>137,228.86</u>	<u>64.4</u>
	<u>TOTAL FUND EXPENDITURES</u>	<u>2,238,405.15</u>	<u>321,907.98</u>	<u>2,238,405.15</u>	<u>5,793,453.00</u>	<u>3,555,047.85</u>	<u>38.6</u>
	<u>NET REVENUE OVER EXPENDITURES</u>	<u>802,696.87</u>	<u>(321,907.98)</u>	<u>802,696.87</u>	<u>347,547.00</u>	<u>(455,149.87)</u>	<u>231.0</u>

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

URD EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>URD EXPENDITURES</u>						
MATERIALS & SERVICES:						
280-280-463-3250 MAT & SVC CONTRACT	5,470.56	663.08	5,470.56	22,300.00	16,829.44	24.5
280-280-463-3270 DUE TO ECONOMIC DEVELOPMENT	263,548.84	.00	263,548.84	425,000.00	161,451.16	62.0
280-280-463-6372 BEAUTIFICATION & MARKETING	.00	.00	.00	25,000.00	25,000.00	.0
280-280-463-6373 FACADE IMPROVEMENT PROGRAM	35,992.25	.00	35,992.25	75,000.00	39,007.75	48.0
MATERIALS & SERVICES	305,011.65	663.08	305,011.65	547,300.00	242,288.35	55.7
CAPITAL:						
280-280-463-7506 GRANT ST ARCH	11,890.49	14,289.81	11,890.49	238,000.00	226,109.51	5.0
280-280-463-7612 WAIT AND COMMUNITY PARK	22,226.25	.00	22,226.25	425,000.00	402,773.75	5.2
280-280-463-7613 RAILROAD QUIET ZONE	62,136.02	.00	62,136.02	.00	(62,136.02)	.0
280-280-463-7615 MURAL PROGRAM	.00	.00	.00	50,000.00	50,000.00	.0
280-280-463-7616 HWY 99 LOGGING BRIDGE	33,142.65	322,624.00	33,142.65	425,000.00	391,857.35	7.8
TOTAL CAPITAL	129,395.41	336,913.81	129,395.41	1,138,000.00	1,008,604.59	11.4
TOTAL URD EXPENDITURES	434,407.06	337,576.89	434,407.06	1,685,300.00	1,250,892.94	25.8
TOTAL FUND EXPENDITURES	434,407.06	337,576.89	434,407.06	1,685,300.00	1,250,892.94	25.8
NET REVENUE OVER EXPENDITURES	49,493.75	(337,576.89)	49,493.75	.00	(49,493.75)	.0



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
 From: Robert Stricker, Lead Mechanic
 Prepared by: Same as above
 Through: Scott Archer, City Administrator
 Date: 3/15/2023

Jan-23

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$0.00	\$0.00	\$182.62	\$182.62
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	1	\$14.54	\$0.00	\$190.77	\$205.31
Wastewater Collections	7	\$366.68	\$25.77	\$223.07	\$615.52
Wastewater Treatment	0	\$0.00	\$0.00	\$0.00	\$0.00
Parks	0	\$0.00	\$0.00	\$688.14	\$688.14
Police	18	\$2,203.42	\$704.39	\$5,696.91	\$8,604.72
Streets	10	\$772.79	\$692.65	\$1,959.86	\$3,425.30
Fleet Services	1	\$138.25	\$0.00	\$198.13	\$336.38
Canby Area Transit (CAT)	27	\$5,066.62	\$5,433.84	\$11,011.73	\$21,512.19
Total	65	Total			\$35,570.18

Feb-23

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	2	\$616.25	\$101.75	\$324.67	\$1,042.67
Facilities	3	\$127.19	\$58.66	\$297.83	\$483.68
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	8	\$232.26	\$7.61	\$254.96	\$494.83
Wastewater Treatment	3	\$264.81	\$15.65	\$1,085.10	\$1,365.56
Parks	8	\$2,254.74	\$88.04	\$816.35	\$3,159.13
Police	15	\$1,462.17	\$806.90	\$5,459.04	\$7,728.11
Streets	8	\$1,281.62	\$257.54	\$827.03	\$2,366.19
Fleet Services	1	\$27.65	\$16.07	\$87.08	\$130.80
Canby Area Transit (CAT)	24	\$3,094.62	\$1,532.08	\$10,909.38	\$15,536.08
Total	72	Total			\$32,307.05



City of Canby Bi-Monthly Report
Department: IT
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Paul Waterman, Network Administrator
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 3/15/2023

January 2023

- Tickets
 - 89 completed.
- Highlights
 - Upgraded Netmotion/SecureAccess VPN to latest Version for CPD and COC
 - Disaster Recover and Backup Infrastructure Configuration Complete
 - Migrated Public Works Domain Controller and File Server
 - Decommissioned Windows 2012 Server

February 2023

- Tickets
 - 78 completed.
- Highlights
 - Reconfigure Library Workstations
 - Replace aging Battery UPS in Server Rooms
 - Assist with CPD Body Cam Implementation

Projects

Fiscal Year 2022-2023 IT Projects	Priority Rank	Status	Projected Complete *	Requestor
CPD Body Cam Project	Med	In Progress	22-23 Q3	CPD
MS365/Teams G Migration / Email Archive	High	In Progress	22-23 Q3	IT
City Business CAT Tax Online Payment & Tracking	Low	In Progress	22-23 Q4	Finance
Council Chambers Renovation	High	In Progress	22-23 Q4	Admin

Website Business License - Caselle	Med	In Progress	22-23 Q4	Finance
Video/Security System Upgrade	Low	In Queue		Admin
Phone System	Low	In Queue		IT
Cedar Conference Room Renovation	Med	Complete	22-23 Q3	Admin
IT Pipes Sewer Maintenance Implementation	Med	IT Complete	22-23 Q3	Public Works
NeoGov – Caselle (Caselle option not available)	Med	Cancelled		HR
New Dell Server for vmWare Upgrade	High	Complete	22-23 Q2	IT
Backup and Disaster Recovery Systems Upgrade	High	Complete	22-23 Q2	IT
VPN Solution	Med	Complete	22-23 Q2	IT
Caselle Server Migration	Med-Low	Complete	22-23 Q2	IT








*changed to City Fiscal Calendar



City of Canby Bi-Monthly Report
Department: Library
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Danny Smith, Library & IT Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 3/15/2023

Usage Metrics Overview

 <div>CANBY PUBLIC LIBRARY JAN/FEB SNAPSHOT</div>	
Items added to the collection - 1,125 	Items checked in 43,064
Holds filled 10,149	 New cards 227
Digital checkouts 5,817 	Room reservations 135
Physical checkouts 39,042	 Adult events - 4 Participants - 99
Customer interactions - 1,612 	Children's events - 21 Participants - 714
Visitors 14,971	 Teen events - 4 Participants - 24

Staff

No updates at this time.

Spaces

The Children's area of the library has been slightly rearranged to allow for more asynchronous craft and STEM/STEAM events adjacent to the Discovery Room storage area. Library users can expect to see more hands-on activities here in the future.

Collections

No updates at this time.

General News

Children's Events

- Story times are held each week and have peaked at around 70 participants, including kids and parents. To make room for more attendees, staff have moved the craft activities outside of the Willamette Room so more people can enjoy story time.
- A new to Canby program, kids Dance Party continues to be met with great enthusiasm and increasing participation. Attending kids particularly love the bubbles and light show at the end of each party.



Young Adult Events

- Craft Night – Perler Beads, teens made colorful key chains by melting perler beads into Anime characters, animals and creatures of their own imaginations.
- Secrets of Petra Mystery, teens followed puzzles and clues to discover sacred scrolls hidden in the ancient city of Petra.
- Pizza and Ping Pong (and giant Jenga), always a crowd pleaser! Teens enjoyed pizza while battling each other for bragging rights as a table- top king! It got pretty competitive!

Adult Events

- Tame the Mess: Practical Organizing for Real People, a well-attended program that allowed attendees to get involved in hands-on organizing tasks and understanding more of the psychology of organization. Each person went home with practical strategies to use at home.
- An Introduction to Writing for Publication, a three hour writing workshop was held with broad interest from the community. This helped aspiring writers connect with content focused on more specialized type of writing and covered subjects on different book publishing venues, writers' markets, and fine-tuning scripts.



City of Canby Bi-Monthly Report
Department: Parks
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Jeff Snyder, Public Works Supervisor
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 3/15/2023

Park Renovations

The S. Locust Park picnic shelter project is now complete. Staff assembled six new picnic table and installed them at the shelter. Mountain West Boring Co. donated time towards the installation of the power conduits for the shelter project, Thanks Steve Milner.

At Maple St. Park the last piece of foul ball netting was installed. Existing conditions surveys were also compleeted at Maple Park in anticipation of future park renovations. A public meeting has been scheduled March 20th to discuss improvements, more details to come in the future.

One hundred and four baskets were ordered from S and K nursery for our light pole planters in our core downtown areas.

Park Maintenance

All the Christmas decorations were taken down and stored in early January. The Christmas tree drop off area was well utilized by the citizens. All the trees were chipped and used for mud control at the disc golf course. Storm debris cleanup, shrub trimming and tree trimming occupied staffs time over the last couple months. All the bio-swales were cleaned on 2nd Ave. and building maintenance issues were addressed as found. We also cleaned up a homeless camp on the Molalla Forest road.

The Parks Department spent 29.5 hrs. addressing graffiti and vandalism over the last two months. Maintenance was performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Beck Pond, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Knights Bridge right of way, Legacy Park, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, NW 1st Ave., NW 2nd Ave., Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands (19th Loop), WWTP property and Zion Cemetery.

Meetings attended

I attended the Park and Recreation meetings.

I attended a meeting regarding the National Fitness Campaign outdoor exercise court.

I attended Art in the Parks meetings.

I meet with EC electric to repair the Molalla Forest Rd. crosswalk signal.

I had a meeting regarding banners in the parks.

I had a meeting with the parks crew regarding future projects.

Ken took Pesticide licensing classes and half the crew attended a chainsaw training class.

Zion Cemetery

At the cemetery, pressure-washing, leaf removal, and storm debris cleanup has occupied staffs time. Floral decoration cleanup, building maintenance issues and sexton duties were performed as needed.

For your Information

Please see attached park maintenance actual hours for the months of November and December 2022. Hours are based on number of employee's (each day) x 7.5



Parks Department	January 2023 Actual Hours																															Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Adult Center										4.0	1.0																					9.0	
Arneson Gardens			3.0			0.5		1.0								1.0							18.0	42.5	34.5	32.5						133.0	
Baker Prairie Cem.																																0.0	
Beck Pond						0.5		1.5				1.0																				3.0	
Community Park			4.0		1.0	1.0		4.0	2.0	3.0	38.0	36.5				6.5	30.0	3.5	2.0			15.0			1.0	2.0	2.0			2.0		153.5	
CIP Sign Property																							1.0								12.5	10.0	
Disc Golf Course																																0.0	
Eco Park			1.0			0.5		0.5		0.5		0.5				2.0												0.5					5.5
Faist V (5)			1.0					0.5																								1.5	
Holly-Territorial Sign																																0.0	
Hulberts-sign property																															10.0	5.0	
Klohe Fountain						0.5		0.5	1.0																								2.0
Knights Brdg.																																0.0	
Legacy Park			2.0		1.0	1.0		3.5	7.0	1.0	1.0	1.0	1.0			7.0		3.0	2.0			1.5			1.0		8.0			1.0		41.0	
S. Locust Park			2.0		0.5	1.0		2.0	4.0	5.5	1.0	1.0	1.0			6.0	10.0	3.0	13.0			1.5			1.0	2.0	1.0			1.0		55.5	
Logging Rd. Path			1.0		3.0	0.5		4.0	2.0	2.0	2.0	1.0	1.0			2.0			6.5			1.0			1.5	2.0	9.5			3.0		39.0	
Fish Eddy-Log Boom			1.0					0.5		0.5		0.5	0.5			2.0			6.0								2.0	10.0				22.5	
Maple St. Park			3.0		23.5	23.5		2.0	2.0	22.0	1.0	1.0	1.0			5.5			2.0			2.0					2.0	2.0		2.0		93.5	
19th Loop																																0.0	
Northwood Park			1.0		0.5			1.0			0.5					2.0						1.0					0.5			1.0		7.5	
Street Landscaping					14.0			1.0		6.0	3.0		1.0			1.0		24.0									1.0			1.0		52.0	
Storm/Collect mow																																0.0	
Police Department			1.0															5.0														6.0	
Simmitt Property																																0.0	
Skate Park			1.0					1.0			0.5		0.5			1.0										0.5		0.5			15.0		20.0
Shops/tools-trucks											3.0	1.5																				4.5	
Swim Center									16.0																							16.0	
Territorial-CLC Prop.																																0.0	
Timber Park			2.0			0.5		1.5			1.0		0.5			2.0						1.5			0.5		0.5			1.0		12.0	
Transit Bus stop					4.0	0.5		1.0		1.0	0.5					1.5			1.0			1.5			0.5		1.0			1.0		14.0	
Triangle Park																											0.5					0.5	
Wait Park			7.0	40.5	1.0	15.0		13.5		2.0	1.0	1.0	1.0					3.0	4.0			5.0			1.5	2.0	2.0			2.0		100.5	
Veterans Memorial								1.0			0.5		0.5									1.0										22.5	
WWTP property																																0.0	
Zion Cemetery			15.0	7.5	6.0	7.5		7.5	7.5	5.0	7.5	7.5	7.5			7.5	7.5	3.5	7.5			4.0		3.0	7.5	9.5				7.5	15.0	143.5	
Administration								5.0								5.0	5.0															15.0	
Monthly Total																																	1014.5

Parks Department

February 2023 Actual Hours

Total

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Adult Center								0.5						37.5							23.0		1.0									62.0
Arneson Gardens	2.0						1.0	0.5					1.0	0.5	4.0		2.0										0.5					11.5
Baker Prairie Cem.								0.5												0.5												1.0
Beck Pond	1.5							0.5		0.5													1.0									3.5
Community Park	9.5	3.0	4.0			2.0	3.0	1.0	1.0	2.0			2.0	1.0	1.0	1.0	1.0			2.0			1.0	2.0			2.0	30.0				68.5
CPJP Sign Property																																0.0
Disc Golf Course																																0.0
Eco Park	1.0		1.0			0.5	0.5	0.5		0.5			0.5		0.5		0.5						1.0				0.5					7.5
Faist V (5)	1.0																															1.0
Holly-Territorial Sign																																0.0
Hulberts-sign property																																0.0
Klohe Fountain	0.5							0.5							2.0																	4.0
Knights Brdg.												8.5																				8.5
Legacy Park	2.0	3.0	2.0			24.5	30.0	0.5	37.5	9.5			1.5	1.0	1.0	1.0	2.0			7.5	3.0	1.0	1.0	1.0			2.0	5.0				135.0
S. Locust Park	3.0	1.0	3.0			2.0	2.0	1.0	1.0	6.0			6.0		1.0	1.0	1.0			2.0	14.0	26.0	8.0				2.0	3.0				63.0
Logging Rd. Path	4.0		4.0			1.5	2.0	1.5	0.5	2.0			2.5	0.5	2.0		2.0			2.0		1.0	10.0				2.0					167.5
Fish Eddy-Log Boom	0.5		1.0			0.5	0.5	0.5					0.5	0.5	0.5		0.5			0.5							0.5					105.0
Maple St. Park	3.0	2.0	2.0			1.5	2.0	1.0	1.0	2.0			2.0	2.0	2.0	1.0	2.0			1.0		1.5	2.0				2.0	1.0				61.0
19th Loop																																0.0
Northwood Park	0.5		1.0			0.5		0.5	0.5	0.5			0.5		0.5								0.5				0.5	0.5				6.0
Street Landscaping		0.5						2.0							15.5		16.5				19.0						1.0					14.5
Storm/Collect mow																																0.0
Police Department								0.5								40.0	6.0															46.5
Simmitt Property																																0.0
Skate Park	0.5		1.0					0.5	0.5	0.5			0.5		0.5												0.5					4.5
Shops/tools-trucks	2.0		5.0												3.0						9.0											19.5
Swim Center								1.0																								1.0
Territorial-CLC Prop.																																0.0
Timber Park	2.0	1.0	2.0			2.0	1.0	0.5	1.0	12.0			0.5	0.5	2.0		1.0			1.0		1.5	1.0				12.0					41.0
Transit Bus stop	2.5	0.5	1.0			1.0	1.0	0.5	0.5	3.0			17.5	0.5			1.0			1.0		1.5	1.0				1.0					33.5
Triangle Park													0.5		1.0													1.0				2.5
Wait Park	2.0	1.0	3.0			2.0	2.0	0.5	1.0	6.0			2.0	0.5	2.0		2.0			2.0		3.0	1.0				15.0	2.0				47.0
Veterans Memorial		18.0						0.5	0.5	0.5																	0.5					20.0
WWTP property																																0.0
Zion Cemetery	15.0	4.0	7.5					7.5	7.5	7.5				7.5		7.5	7.5			7.5	7.5	7.5	8.5				10.5	8.5				121.5
Administration								30.0																								30.0

Monthly Total 824.5



City of Canby Bi-Monthly Report
Department: Police
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Scott Archer, City Administrator
 Date: 3/15/2023

	JANUARY	FEBRUARY
Calls for Service - Dispatched 911 and Non-Emergency Calls	1162	1125
PROPERTY CRIMES REPORTED		
Burglary	5	4
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	2	0
Robbery	0	0
Theft I, II, & III	8	12
Forgery / Counterfeiting	0	0
Trespass	7	1
Vandalism / Criminal Mischief	4	9
PERSON CRIMES REPORTED		
Assault I, II, IV	1	0
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	2	3
Endangering Welfare of a Minor / Recklessly endangering	0	1
Felon in possession of firearm / restricted weapon	1	0
Harassment, Intimidation or Threats	4	3
Identity Theft	5	2
Interfering with Peace Officer	0	0
Menacing	1	0
Sex Offenses	2	0
Strangulation	0	0
ARRESTS		
Warrant Arrests (and contempt of court, restraining order, parole violations)	22	20
Adult and Juvenile Custodies (includes juvenile curfew)	46	33

DRUG CRIMES		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	1	1
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
TRAFFIC CRIMES, ACCIDENTS, CITATIONS		
Attempt to Elude	2	1
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	8	8
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, UUMV, Failure to Surrender Suspended License / Use Invalid License)	16	5
Traffic Accidents	9	6
Traffic Citations	327	314

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

SGT. MIKE SMITH

OFFICER ALLEN MILLER

MONTHLY TRAFFIC SAFETY REPORT

JANUARY 2023

CITATIONS:	327
DUII ARRESTS:	8
TRAFFIC CRIMES:	19
TRAFFIC CRASHES:	Injury (Traffic): 0 Injury (Patrol): 3 Non-Injury (Traffic): 2 Non-Injury (Patrol): 2 Hit & Run (Traffic): 2 Hit & Run (Patrol): 0 TOTAL CRASHES: 9
TRAFFIC COMPLAINTS:	17

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

SGT. MIKE SMITH

OFFICER ALLEN MILLER

MONTHLY TRAFFIC SAFETY REPORT

FEBRUARY 2023

CITATIONS:	314
DUII ARRESTS:	8
TRAFFIC CRIMES:	7
TRAFFIC CRASHES:	Injury (Traffic): 0 Injury (Patrol): 3 Non-Injury (Traffic): 2 Non-Injury (Patrol): 2 Hit & Run (Traffic): 2 Hit & Run (Patrol): 0 TOTAL CRASHES: 9
TRAFFIC COMPLAINTS:	17



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Laney Fouse Lawrence, Planning Technician
Through: Scott Archer, City Administrator
Date: 3/15/2023

The following report provides a summary of Planning and Development Services activities for the months of January and February 2023. Please feel free to call department staff if you have questions or desire additional information about any of the listed projects or activities. This report identifies ongoing planning activities, a list of pre-application meetings, a list of project hearings and the number of projects for which the City has performed site plan review for building permits.

Development Services Activities:

1. **DLCD Housing Needs Analysis (HNA), Housing Production Strategy (HPS), and Economic Opportunity Analysis (EOA).** Continued development of the Housing Needs and Housing Production Strategy documents occurred in January and February with an open house on January 24 followed by a community on-line survey, and the fourth and final housing advisory committee meeting on February 22 all leading to the joint city council and planning commission work session on March 1. The planning commission will be reviewing the housing production strategy on March 13 and the economic opportunity analysis on March 27 followed by city council housing production strategy review on April 19 and economic opportunity analysis on May 3.
2. **Comprehensive Plan and Transportation System Plan.** The comprehensive plan and transportation system plan kick off meeting occurred on February 1, 2023. A list of comprehensive plan advisory group members has been completed and invites will be sent for a possible meeting date in March. Existing conditions background work is being completed and traffic intersection evaluations will occur over the next several months.
3. **Parks and Recreation Planning.** Staff are continuing to work with the master plan consultant team to prepare a System Development Charge (SDC) methodology, which will be completed in the coming months. Planning staff are also assisting the public works department in the coordination of the Outdoor Fitness Court at Legacy Park.
4. **Freeway I-205 Tolling Project.** ODOT released the draft Environmental Assessment (EA) on February 21, 2023 and they extended the public comment period until April 21, 2023. Canby is also coordinating with other Clackamas County cities and the county to identify where each jurisdiction can assist in addressing the anticipated impacts from tolling and the lack of mitigation proposed by ODOT with the intent of moving ODOT to better account for anticipated traffic impacts.

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of January 1 – February 28, 2023: Canby Public Works Fueling Facility, and Trail Crossing East, 60-unit Multi-family development.
2. **Site Plans Submitted for Zoning Conformance** January 1 – February 28, 2023: **35** *site plan review applications* were submitted and have been or are being released for building permits.
3. **Signs Submitted for Plan Review** January 1 – February 28, 2023: **3** applications submitted.

Planning Commission Activity:

1. Agenda Items Reviewed January 1 – February 28, 2023. During this period, the Planning Commission:
 - a. Made a recommendation to the City Council to approve HLC 22-01 Canby Historical Society/Canby Depot Museum, 884 NE 4th Avenue for this site to be included on the Local Register of Historic Resources.
 - b. Approval of DR 22-05/LLA 22-05, Backstop Brewing, 211 & 241 N Grant Street to construct a two-story, 11,230-square-foot building featuring a restaurant/bar, brewery/taproom, and second-story dining terrace.
 - c. Met in a Work Session to discuss the Housing Needs Analysis and Housing Production Strategy Update.
 - d. Met in a Work Session to discuss the Comprehensive Plan Update and Planning Commission involvement.
 - e. Met in a Work Session to discuss Planning Commission Processes and Procedures.

¹ Note that the applications listed here do not capture the department's full backlog of active land use applications and site plan reviews, many of which were either submitted prior to this reporting period or have been submitted but are currently deemed incomplete applications.

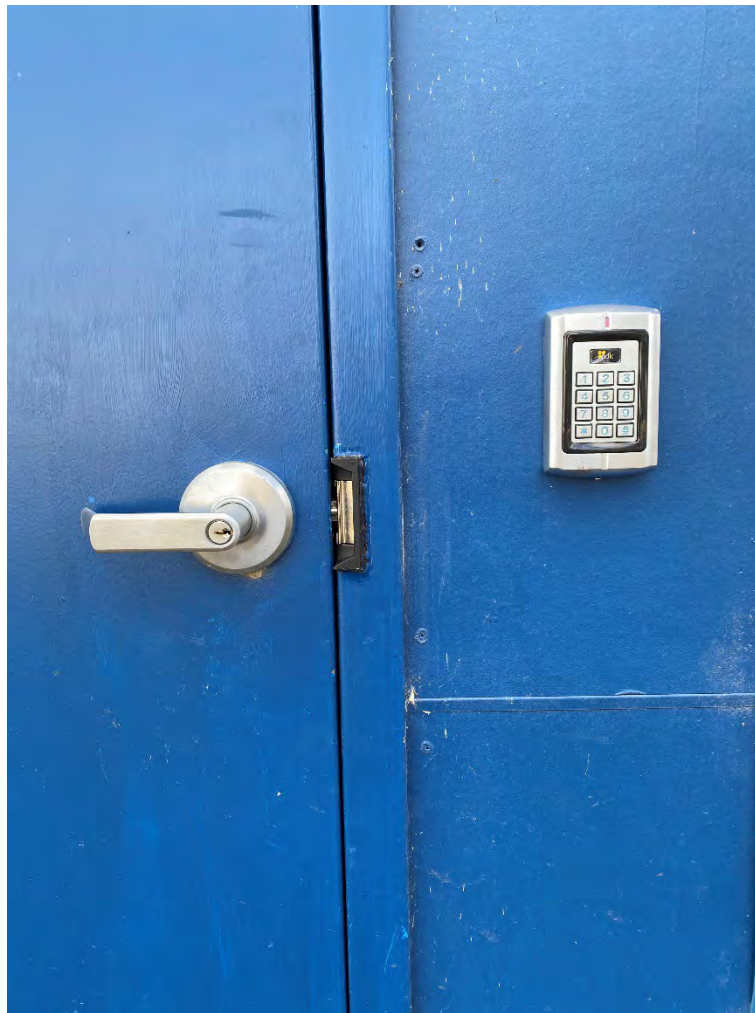


City of Canby Bi-Monthly Report
Department: Public Works
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Public Works Director
Prepared by: Ronda Rozzell, Office Specialist III
Through: Scott Archer, City Administrator
Date: 3/15/2023

Facilities

Facility Maintenance Department installed 12 new keyless entry pads with new door hardware and door strikes at Public Works. This is a great added security for the shop complex.



Facilities	Total Hours
January	200.5
February	136

Streets Department

Public Works and Canby Utility crew installing large electrical vault and trench line with conduit to vault on S Ivy Street.



January Streets	Total Hours
Street Sweeping	81
Street Maintenance	275.5
Sidewalks Inspections	6
Driveway Approach Inspections	6
Street Sign Manufacturing	18
Street Sign Maintenance	5
Street Sign Installation	2
Street Lights	8
Dump Truck	50
Vactor	2
Mini Trackhoe	59.5

February Streets	Total Hours
Street Sweeping	50
Street Maintenance	270.5
Sidewalk Inspections	4
Driveway Approaches	4
Street Sign Manufacturing	13
Street Sign Maintenance	17
Street Lights	11
Tree Trimming	6

Sewer Collections

The Collections Crew repaired a sewer lateral after finding two bored conduits through the citizen's sewer lateral.



January Sewer	Total Hours
Sewer Cleaning	16
Sewer Maintenance/Repair	52
Sewer TV'ing	7
Lift Station Maintenance	12
Locating Utilities	25
Sewer Inspections	2
Vactor Usage	10

February Sewer	Total Hours
Sewer Cleaning	1
Sewer TV	13
Sewer Laterals/Maintenance	47.5
Lift Station Maintenance	42
Locating Utilities	68
Sewer Inspections	8
Vactor Usage	5

Storm Water

Our Erosion/Storm Control inspector managing our streets to keep them clean by having the construction companies maintain clean and safe work zones.



January Stormwater	Total Hours
Catch Basins	2
Erosion Control	2
Storm Line Inspections	2
Vactor Usage	1

February Stormwater	Total Hours
Catch Basins	1
Drywell Maintenance	14
Erosion Control Inspections	3
Vactor Usage	1



City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatics Program Manager
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 3/15/2023

January and February continued where last year ended the weather was very unpredictable but we only had a couple early closings due to ice and snow. Now that we have moved on to our spring schedule things should seem a little bit more usual. Although with the middle school and high school hour changes make it very difficult to get as much done after school because everything gets started so late in the afternoon. We are back to public and second grade lessons now, we definitely are staying busy and keeping as much in the pool as we can. Swimming attendance numbers continue to stay very similar to last years, but some of the people moved to different programs. Revenue is down from last year, but we try to focus on offering more programing to the public and keeping people swimming.

Swim teams are finishing up their winter seasons. Then Canby High School is all done with the Cougar girls finishing 1st in their district and 5th at state, while the boys were 2nd at district and 9th at state. This is the best finish for a Canby HS Swimming girls ever at state. I was a great season for both the boys and girls teams. Nathan is finishing up with the Canby Gators the next couple of weeks and has done an amazing job with the Canby Gators. The high school team has only done so well because of all the time Nathan has put into the club swimmers and they set the pace for both teams.

The water main is all done and the sidewalk is back to normal thanks to Nathan and help from other city employees. Everything very well considering all organizing and coordinating the different people. Nathan did a great job bringing everything together to get everything fixed and replaced.

Staffing continues to be a challenge, but we continue to try to stay on top of it. We are always looking for good people that are willing to work and have some swimming experience. Then second part is kind of important.

SUBJECT: January 2023 Monthly Attendance Numbers
DATE: 2022-2023

CANBY SWIM CENTER January	ADMIT 2022	ADMIT 2023	PASS 2022	PASS 2023	TOTAL 2022	TOTAL 2023	YTD TOTAL 21-22	YTD TOTAL 22-23
MORNING LAP	20	33	233	300	253	333	1841	1935
ADULT RECREATION SWIM	35	18	331	326	366	344	2556	2180
MORNING WATER EXERCISE	5	47	138	131	143	178	1285	1227
PARENT/ CHILD/ Family Swim	31	28	7	5	38	33	1449	1978
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3000	3110
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	84	105	282	349	366	454	2052	2067
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	182	187	1	36	183	223	2083	2680
PENGUIN CLUB	0	0	0	0	0	0	765	588
CANBY H.S. SWIM TEAM	0	0	560	800	560	800	1124	1629
CANBY GATORS	0	0	680	934	680	934	5015	5257
MASTER SWIMMING	0	0	7	12	7	12	41	46
EVENING LESSONS	446	0	0	0	446	0	4839	4054
EVENING LAP SWIM	26	27	38	17	64	44	453	460
EVENING PUBLIC SWIM	67	114	14	13	81	127	1815	1463
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	0	16	0	0	0	16	52	94
GROUPS AND RENTALS	10	8	0	0	10	8	54	19
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	906	583	2291	2923	3197	3506	28424	28787

SUBJECT: February 2023 Monthly Attendance Numbers
DATE: 2022-2023

CANBY SWIM CENTER February	ADMIT 2022	ADMIT 2023	PASS 2022	PASS 2023	TOTAL 2022	TOTAL 2023	YTD TOTAL 21-22	YTD TOTAL 22-23
MORNING LAP	27	33	266	272	293	305	2134	2240
ADULT RECREATION SWIM	33	18	305	238	338	256	2894	2436
MORNING WATER EXERCISE	15	38	145	181	160	219	1445	1446
PARENT/ CHILD/ Family Swim	212	128	4	0	216	128	1665	2106
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3000	3110
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	93	121	284	324	377	445	2429	2512
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	162	253	16	27	178	280	2261	2960
PENGUIN CLUB	0	0	133	56	133	56	898	644
CANBY H.S. SWIM TEAM	0	0	217	150	217	150	1341	1779
CANBY GATORS	0	0	1078	740	1078	740	6093	5997
MASTER SWIMMING	0	0	12	10	12	10	53	56
EVENING LESSONS	720	468	0	0	720	468	5559	4522
EVENING LAP SWIM	23	38	29	24	52	62	505	522
EVENING PUBLIC SWIM	137	112	22	4	159	116	1974	1579
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	0	30	0	0	0	30	52	124
GROUPS AND RENTALS	0	15	0	0	0	15	54	34
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	1422	1254	2511	2026	3933	3280	32357	32067



City of Canby Bi-Monthly Report
Department: Transit
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit Director
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 3/15/2023

1) Grant Funding and Contracts:

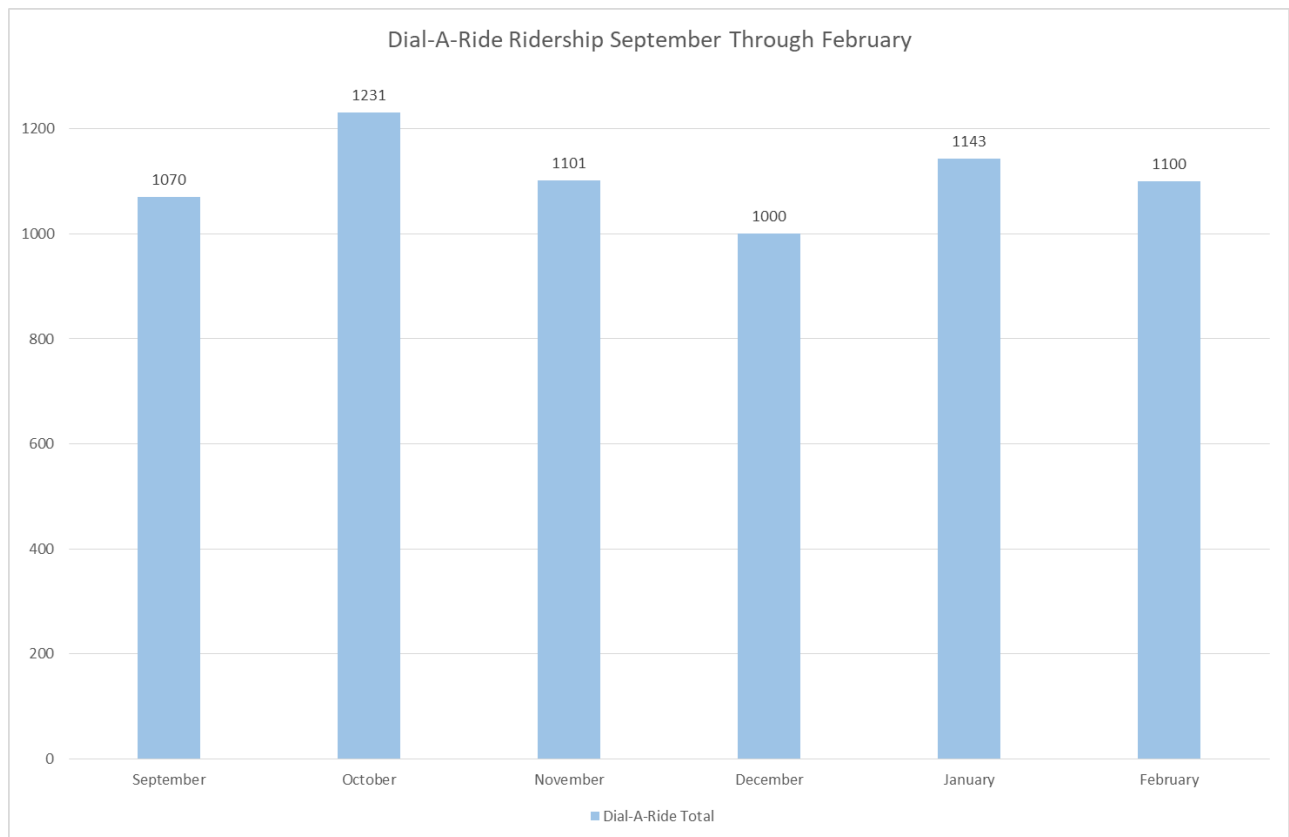
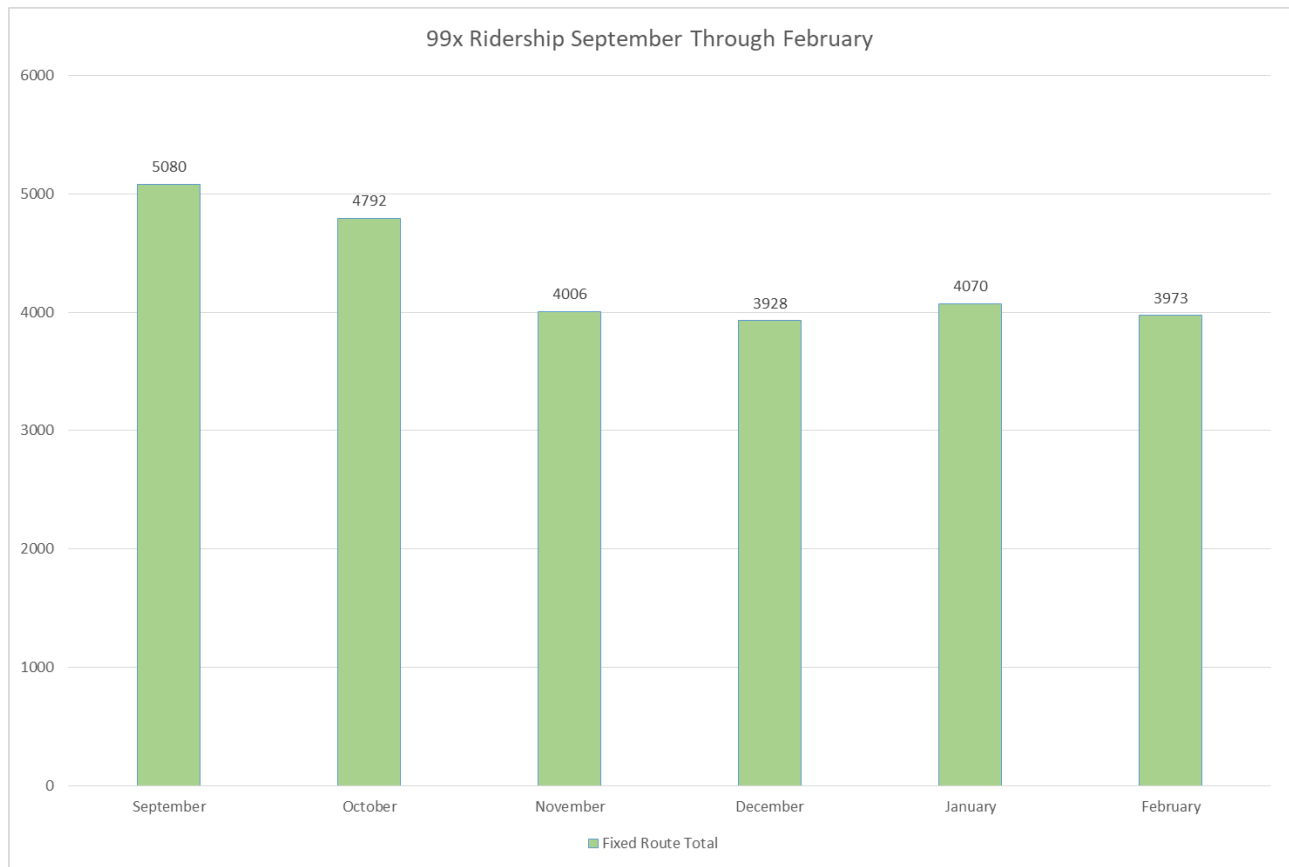
The following grant activities have taken place:

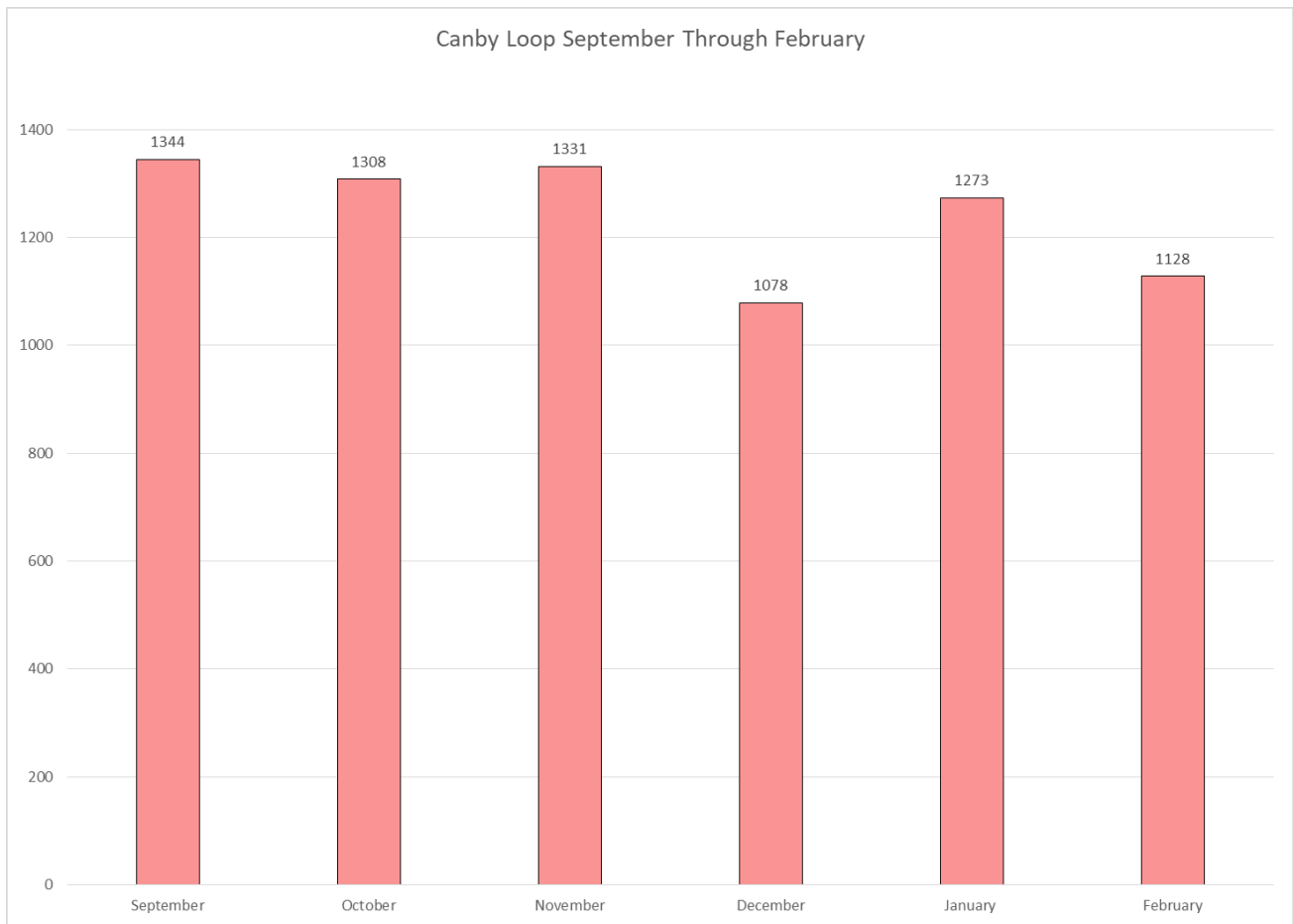
- Monthly Elderly and Disabled reports have been submitted to TriMet
- Quarterly Charter reports Submitted
- 5311 & 5310 2nd Quarter reports submitted
- 5311 & 5310 2nd Quarter reimbursement requests submitted
- Drug and Alcohol reports submitted

2) Ridership:

Ridership for January and February saw typical drops due to weather.

January average daily weekday daily 99x route ridership:	171 trips
January average daily weekend daily 99x route ridership:	77 trips
February average daily weekday daily 99x route ridership:	181 trips
February average daily weekend daily 99x route ridership:	85 trips
January average daily weekday Dial-a-Ride route ridership:	48 trips
January average daily weekend Dial-a-Ride route ridership:	18 trips
February average daily weekday Dial-a-Ride route ridership:	51 trips
February average daily weekend Dial-a-Ride route ridership:	19 trips
January average daily Loop ridership:	58 trips
February average daily Loop ridership:	56 trips





3) Transit Advisory Committee:

Transit Committee is sad to say goodbye to long time member Carol Luce. March will be her last meeting.

The Committee will have two available openings beginning March 23th with the retirement of Carol. The committee currently has five active members.

Transit Committee will be meeting March 23rd at 6pm (virtual options available) in the City Council Chambers. We will be talking Transit from Canby taking over to today. All are welcome to join us to learn about our system.

4) New Technology:

New Hardware for the buses has been installed and we are working out the bugs in the software. There have been some delays as the vendor works out some issues.

We are expecting to begin testing in April.

5) Shelter Project:

The shelter project is tied to ODOTs 99E project. There are 10 stops that will be updated in accordance with the project. Of the 10 total stops, 6 will be prepared by ODOT and completed by the City. Four stops will be prepared and completed by the City.

Bus shelters are expected to arrive in April, but the 99E project has been delayed and so has our shelter project.

6) New Transit Building:

CAT has prepared a RFP for an Architecture and Engineering contractor to design the new building and manage construction. A selection is expected to happen in summer which will be the contract for designing the new transit offices.

7) New Logo:

CAT has begun the process of a logo redesign. The CAT paw has been in use for many years.



Novell Designs is currently preparing options for the new logo.

8) 99x Changes:

The 99x schedule has not changed in nearly 5 years. In the last 5 years traffic patterns have changed, ridership has changed, and costs have increased.

This change to the 99x will improve service efficiency by decreasing bus down time, improving service times, and reducing transfers between CAT buses.

This change will increase frequency during certain times of the day giving riders more opportunities to make connections.

Changes are estimated to be implemented September 2023.

9) Canby Loop Expansion:

Canby has applied for and received enough funding through the State Transportation Improvement Fund (STIF) to expand the Canby Loop to Saturdays. The loop will operate 12 hours with hours still TBD.

The Saturday Loop will begin September 2023.

10) Contractor Changes:

Currently all CAT drivers and dispatchers are contract employees through First Transit. First Transit has been acquired by TRANSDEV US. TRANSDEV will continue to honor the current CAT contract which expires 6/30/24.

Negotiations for contract extensions will begin in January 2024. The current contract allows for three 1 year extensions.



City of Canby Bi-Monthly Report
Department: Wastewater Treatment Plant
For Months of: January & February 2023

To: The Honorable Mayor Hodson & City Council
From: Jon Patrick, Wastewater Lead
Prepared by: Same as above
Through: Scott Archer, City Administrator
Date: 3/15/2023

Facility Operation & Maintenance:

The water quality for the months of January and February have been good. There were some process control changes to address an increase in filamentous bacteria. The treatment plant is running well and all reports and DMR's were completed on time and without issue. DEQ has issued our new 5 year NPDES permit with updated testing requirements and program regulations that took effect January 1, 2023. A permit modification was issued on January 4th at our request to clarify some of the testing requirements. Some repairs were made to the primary and secondary clarifiers after the freezing rain.

Biosolids Program

- **January** Production: Belt run time = 20 days. 7 loads to Heard Farms, 204 wet tons.
- **February** Production: Belt run time = 20 days. 5 loads to Heard Farms, 149 wet tons.

Pretreatment, Stormwater and FOG Program

- **January** Pump Outs: 23 Inspections: 12 fog, 6 pretreatment
- **February** Pump Outs: 21 Inspections: 15 fog, 1 pretreatment

Industrial permit/compliance data review of reports and continued support working with businesses on BMP agreements. The pretreatment annual report was sent to DEQ on February 28th.

Daily Lab Activity

- Continued OSU Covid 19 Wastewater Study sampling.
- Daily and Weekly TSS, BOD's, E-coli, solids, NH3, and process control testing.
- Copper BLM and Aluminum sampling.
- 2 CBOD tests did not meet QA/QC standards during this monthly report period. I worked with the operator in the lab to identify and resolve issue in accordance with the requirements set in the permit.