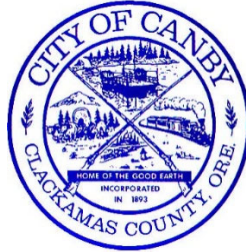


# City of Canby Proposed Annual Budget

For the Fiscal Year

July 1, 2023 - June 30, 2024



## CITY COUNCIL

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

## BUDGET COMMITTEE

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

## CITY STAFF

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

[www.canbyoregon.gov](http://www.canbyoregon.gov)

## Table of Contents

Table of Contents .....	ii
Reader's Guide .....	1
Fiscal Year 2023-24 Interim City Administrator's Budget Message .....	2
About Canby .....	6
Maps .....	11
City of Canby City Council Values and Goals .....	13
City of Canby Organizational Chart .....	17
City of Canby Organizational Chart by Fund .....	18
Budget Process .....	19
Budget Calendar .....	20
Basis of Budgeting .....	21
Fund Structure and Description .....	22
Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation .....	23
Revenue & Expenditures .....	25
Revenue Summary by Source .....	25
Overview of Major Revenue Sources .....	27
Expense Summary by Category .....	31
Overview of Major Categories of Expense .....	33
Debt Service .....	35
Overview of Long-Term Debt .....	35
Capital Improvement Plan Overview of Five-Year CIP .....	36
Budget Detail .....	41
Budget Summary by Fund .....	41
General Fund Budget Summary .....	42
Administration .....	53
Human Resources & Risk Management .....	55
Finance .....	57
Municipal Court .....	59
Planning .....	61
Building .....	64
Police .....	66
Parks Department .....	68
Cemetery Department .....	70
Economic Development .....	72
Not Allocated .....	74

Special Revenue Funds.....	75
Library .....	75
Transit Fund (Canby Area Transit - CAT) .....	77
Swim Center .....	80
Street Fund.....	82
Transient Room Tax Fund .....	85
System Development Charges Fund .....	86
Cemetery Perpetual Care Fund.....	87
Forfeiture Fund .....	88
Internal Service Funds.....	89
Facilities.....	89
Fleet Service .....	91
Tech Services.....	93
Enterprise Fund.....	96
Sewer Combined Fund Budget Summary .....	96
Waste Water Treatment Plant (WWTP) .....	97
Sewer Collections Department .....	99
Stormwater Department .....	101
Sewer Not Allocated .....	103
Appendix .....	104
Personnel FTE Comparison to Prior Years .....	104
FTE Allocations .....	105
Salary Schedules.....	107
Overhead and Internal Charges .....	110
Financial Policies .....	112
Glossary & Acronyms .....	120
Required Notices and Filings.....	125

## Reader's Guide

---

### Reader's Guide

This budget document serves to:

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

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

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

### Revenues & Expenditures

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

### Debt Service

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

### Capital Improvement Plan (CIP)

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

### Budget Detail

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

### Appendix

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





# City of Canby

PO Box 930 Phone: 503.266.4021  
222 NE 2nd Ave Fax: 503.266.7961  
Canby, OR 97013 www.canbyoregon.gov

May 18, 2023

## Fiscal Year 2023-24 City Administrator's Budget Message

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

#### Introduction

It is my pleasure to present the City of Canby proposed Fiscal Year 2024 budget in the amount of \$44.4 million in accordance with Oregon State Budget law. As presented, this budget is balanced and financially responsible and continues to provide the scope and quality of services Canby citizens have come to enjoy and expect from the City. Our department leaders, Finance team, and Administration team have worked diligently to make this budget as realistic and accurate as possible, and to place the City of Canby in the best possible fiscal position for the years ahead.

#### Alignment with Council Goals

This proposed budget implements the City Council Goals and Objectives. It also incorporates directives coming out of last year's budget process. The following items are several highlights of putting the Council's important budgetary and policy decisions into action this last year:

- The Police Department kept up with vacant positions by hiring one new recruit and three lateral Officers, added a Behavior Health Specialist that responds with Police to mental health crises related calls, held the Police Department's 2<sup>nd</sup> Annual Grill and Chill/National Night Event for over 100 attendees, added a Police Sergeant to increase supervision during the late night/early morning hours, responded to a 51% increase in calls for service (2865) in 2022 as compared to 2021 (not including traffic Stops), received State Accreditation from the Oregon Accreditation Alliance, participated with the Clackamas County Inter-Agency Drug Task Force, and implemented Body Worn Cameras for all patrol officers.
- The Planning Department accomplished completing the Council adoption of the Economic Opportunity Analysis, completion of the draft Housing Production Strategy and Housing Needs Analysis, started the Comprehensive Plan and Transportation System Plan update which will include an urban growth boundary expansion, brought on two new planning commission members to fill vacant positions, assisted in delaying the I-205 Tolling project and having ODOT re-assessment traffic diversion impacts and mitigation based on Canby letter and other city/county letters provided to ODOT, and aided in the adoption of the parks master plan
- Public Works completed a full street reconstruction from NE 4<sup>th</sup> to NE 10<sup>th</sup> on N Locust Street, upgraded the Sewer Main on N Locust street, upgraded all the storm system on N Locust, constructed a new Pickle Ball Court at N Maple Street Park, also aided in the adoption of the parks master plan, and are continuing to move forward on the Walnut

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

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

### **Responding to the Economic Challenges**

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

### **Meeting Needs and Moving Forward**

The proposed budget uses forward thinking to meet the needs of our growing and changing community. Many of our departments have employed various strategies to navigate the challenges and opportunities facing our City today:

- Public Works is again proposing to install two electric car charging stations in the city-owned parking lot next to the movie theater, a project carried over from last year's budget. They are also budgeting for the reconstruction of NE 4<sup>th</sup> at the Canby Train Museum to help with the nearby congested intersection as well as installation of a new drywell on N Maple Street to eliminate flooding issues.
- Public Works is also proposing the addition of a Project Manager position for several capital projects, the addition of a part-time Park & Recreational Professional position, and

an additional full-time park maintenance position to align with the Parks Master Plan recommendations.

- The Finance Department is taking a full-time position from Administration to increase efficiencies at the front counter.
- The PD proposes to take the current hybrid position of Code Enforcement/Evidence Tech and make those separate positions to better enforce code and to deal with the pending significant increase in evidence created by implementation of body cameras.
- The City Recorder proposes adding a new program to better track Committees, Boards, and Commissions.
- Planning will work session housing code efficiency measures with planning commission and city council necessary to support a residential urban growth boundary expansion, continuing advancement of the comprehensive and transportation system plan updates.

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

### **One-Time Costs and Ambitious Capital Projects**

This overall proposed budget comes in at about an eight percent (8 %) increase from the prior budget, however it is mostly based on one-time expenditures and on-going or proposed capital projects. The proposed budget for the general fund represents an approximate eighteen percent (18%) increase from last year's budget. Last year's budgeted general fund totaled just over \$21.4 million dollars, while this year's proposal is just over \$25 million. Labor costs have gone up with the cost of living adjustments, and the entire City has experienced inflationary increases to materials and services throughout every department. As a proposed increase that comes under the national, 40-year inflation rate while expanding services is impressive. Here is a listing of the items that are either one-time or otherwise accounted for with funds that are special or extraordinary to explain the larger overall increase to this proposed budget:

- Streets Capital Outlay is proposed at \$8.7 million.
- Parks has Capital Outlay of \$4.32 million
- Parks, Streets, Sewer, Collections, and Storm are all adding \$200k each for the building of the new fuel station at Public Works.
- The second of two transit office construction costs are in the budget for \$1.5 million.
- The Wastewater Treatment Program proposes Capital Outlay at \$1.8 million.
- Carryover from the first year of Comprehensive Plan amendment, along with this next year's contractual obligations, is proposed at \$440k

Adding the above projects and one-time expenses together accounts for \$17.8 million of the proposed overall budget. And truly, some of these projects are located in the general fund, so our continued costs in future budgets should eventually further normalize.

## **Conclusion**

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

Respectfully Submitted,

Canby City Administrator

DRAFT

## About Canby

### History

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

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

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

### Authority

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

### Services

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

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

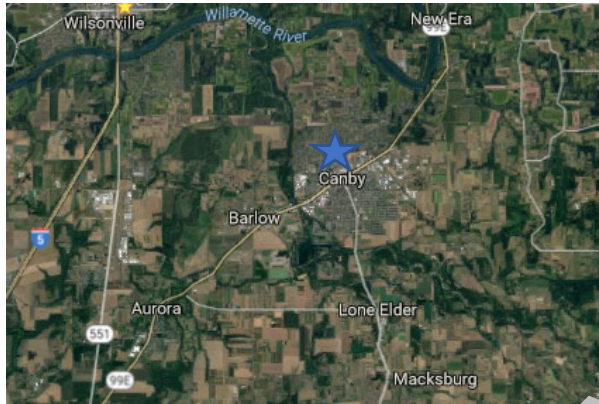
Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District. Phone, cable, and trash disposal are provided by private businesses. Canby is part of Canby School District 86.

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

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

### Location

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



DISTANCE FROM CANBY	
Destination	Miles
<b>Cities</b>	
Portland, OR	11
Salem, OR	30
Eugene, OR	94
Seattle, WA	195
Boise, ID	445
San Francisco, CA	619
<b>Airports, Rail Stations</b>	
Aurora Airport	6
Portland International Airport	27
Portland Union Station	26
<b>Recreational Areas</b>	
Oregon Coast	88
Mt. Hood Ski Areas	64
Central Oregon	160
<b>Public Universities</b>	
Portland State University	24
Oregon State University	68
University of Oregon	95

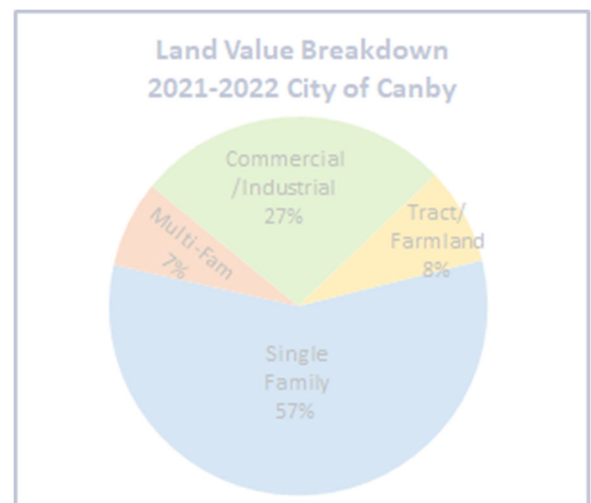
### Economy

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

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

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

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

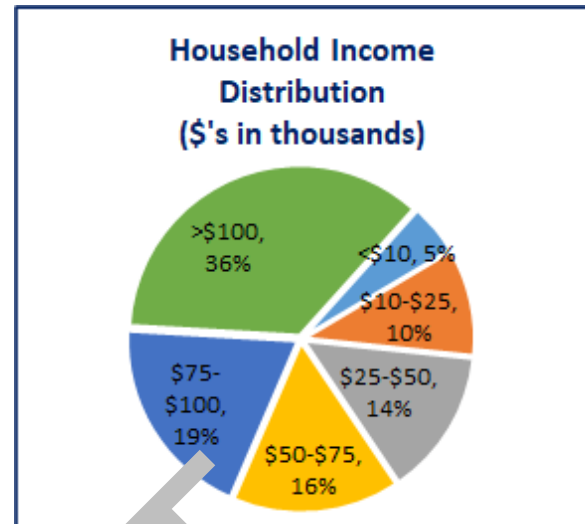
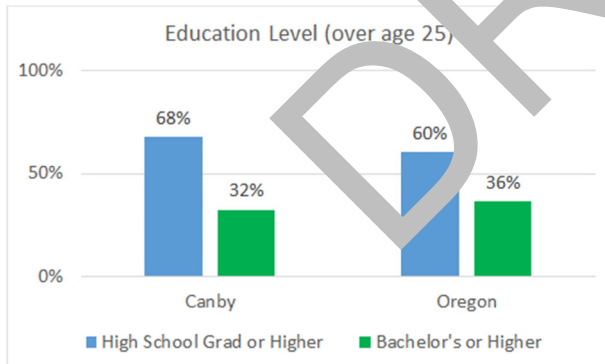


## Demographics

Over the last two and a half decades, Canby has grown rapidly. Between 1990 and 2021, the population has grown 109%. Canby has an average of 2.73 people per household as compared to 2.49 in Oregon as a whole. Canby's population is 52.8% female, compared to Oregon at 50.4%.

8.0% of Canby's population are veterans compared to 8.3% of the state of Oregon.

Age Distribution			
Age	Percentage of Population	Percent Male	Percent Female
0-19	26%	47%	60%
20-39	23%	56%	44%
40-59	27%	44%	50%
60+	24%	41%	54%



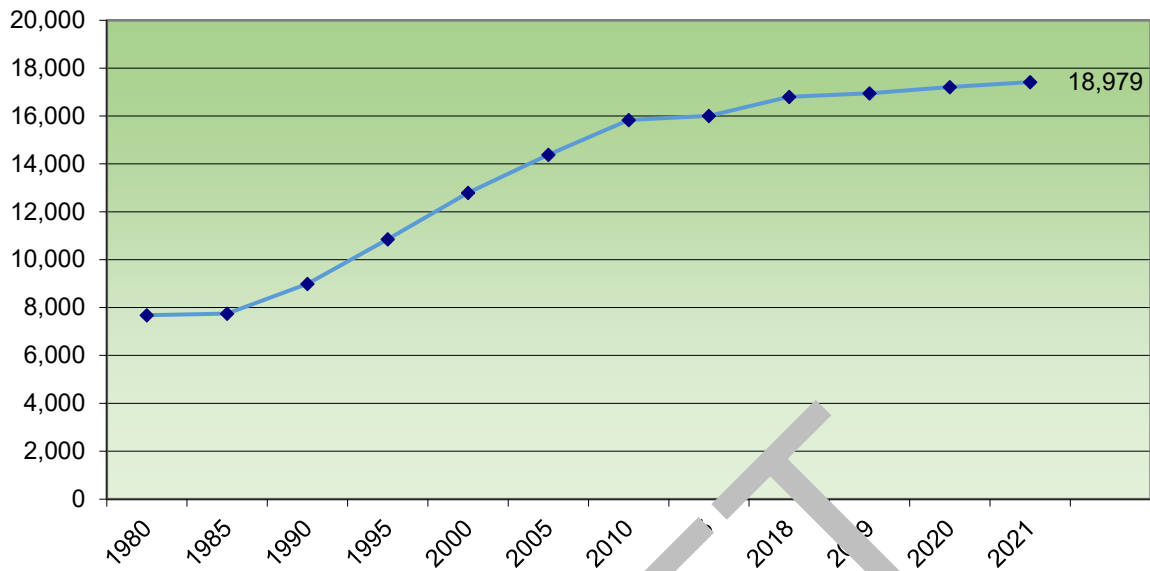
9.4% of Canby families are below the poverty level as compared to Oregon at 12.4%. While the unemployment rate in Canby is 2.5% and 5.5% in Oregon as a whole.

Oregon has 14.3% of the population living with a disability while Canby is at 13.6%.

Owner-occupied homes represent 65.2% of the community as opposed to 62.8% of Oregon as a whole.

14.0% of the Canby population speaks Spanish while Oregon as whole has 8.9% of the population that speaks Spanish.

Canby Population, 1980-2022



Source for demographic information, excluding population (2021 estimates-most recent available): [data.census.gov](https://data.census.gov)

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



## Principal Property Taxpayers &amp; Employers

## CITY OF CANBY, OREGON

## PRINCIPAL EMPLOYERS

2022

<u>Employer</u>	<u># of Employees</u>	<u>% of Total City</u>
		<u>Employment</u>
Canby School District	566	6.74%
Pacific Furniture Industries	310	3.69%
Columbia Distributing	298	3.56%
Kendal Floral LLC	288	3.38%
Fred Meyer Stores Inc.	252	3.00%
Clarios	220	2.62%
Shimadzu USA Mfg. Inc.	202	2.41%
Milwaukie Electronics	188	2.24%
ICC Northwest	130	1.55%
S R Smith LLC	130	1.55%

## CITY OF CANBY, OREGON

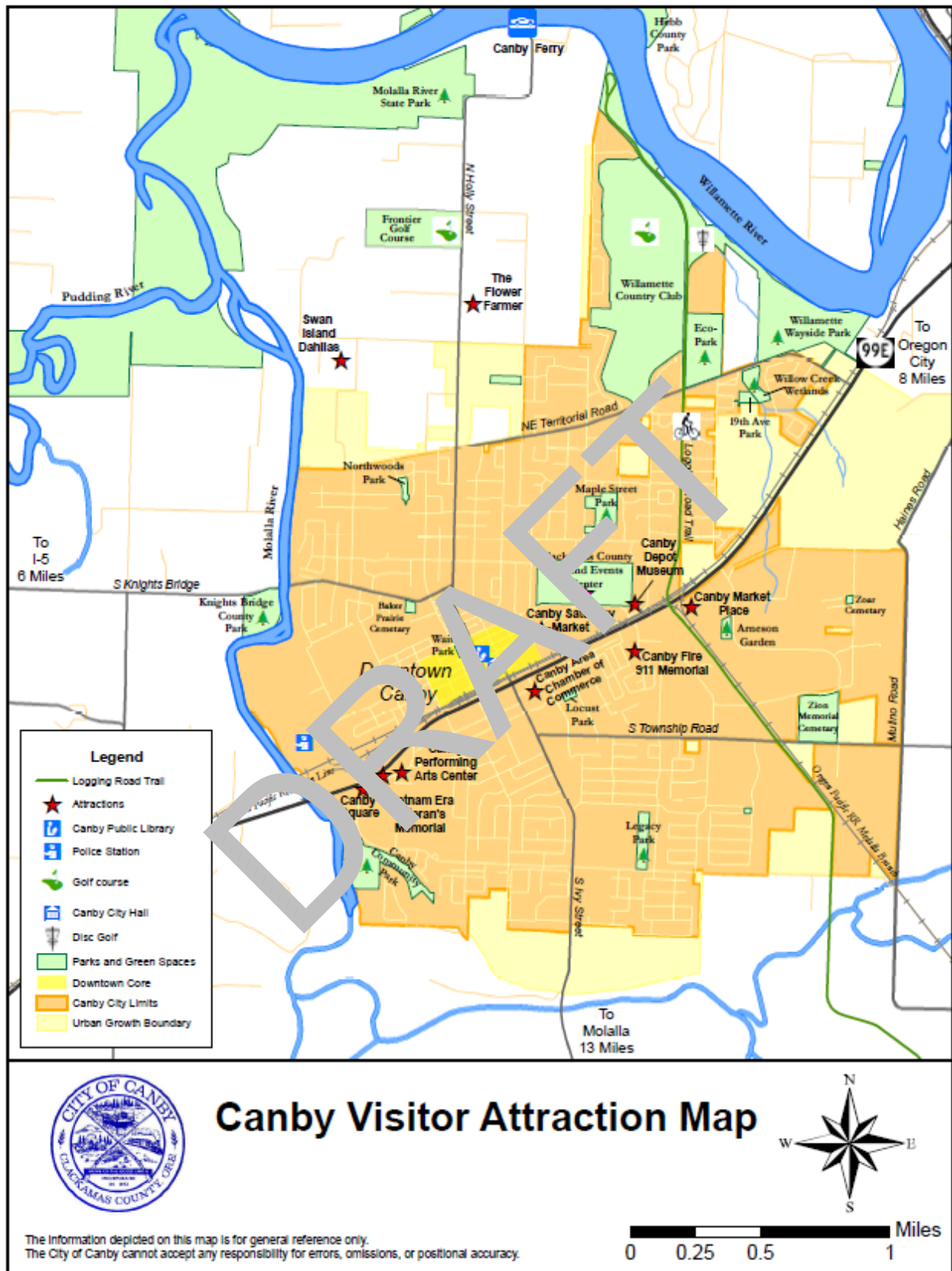
## PRINCIPAL PROPERTY TAXPAYERS

Current Year and Nine Years Ago

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

## Maps





## City of Canby City Council Values and Goals

### Values

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

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

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

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

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

**Goals*****Adopted April 5, 2017******Community***

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

***Growth and Economic Development***

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

***Parks and Recreation***

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

***Public Services***

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

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

**PROMOTE FINANCIAL STABILITY**

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

**ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH**

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

**PLAN A TRANSPORTATION SYSTEM THAT LESSENS THE IMPACTS OF GROWTH**

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

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

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

**ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES**

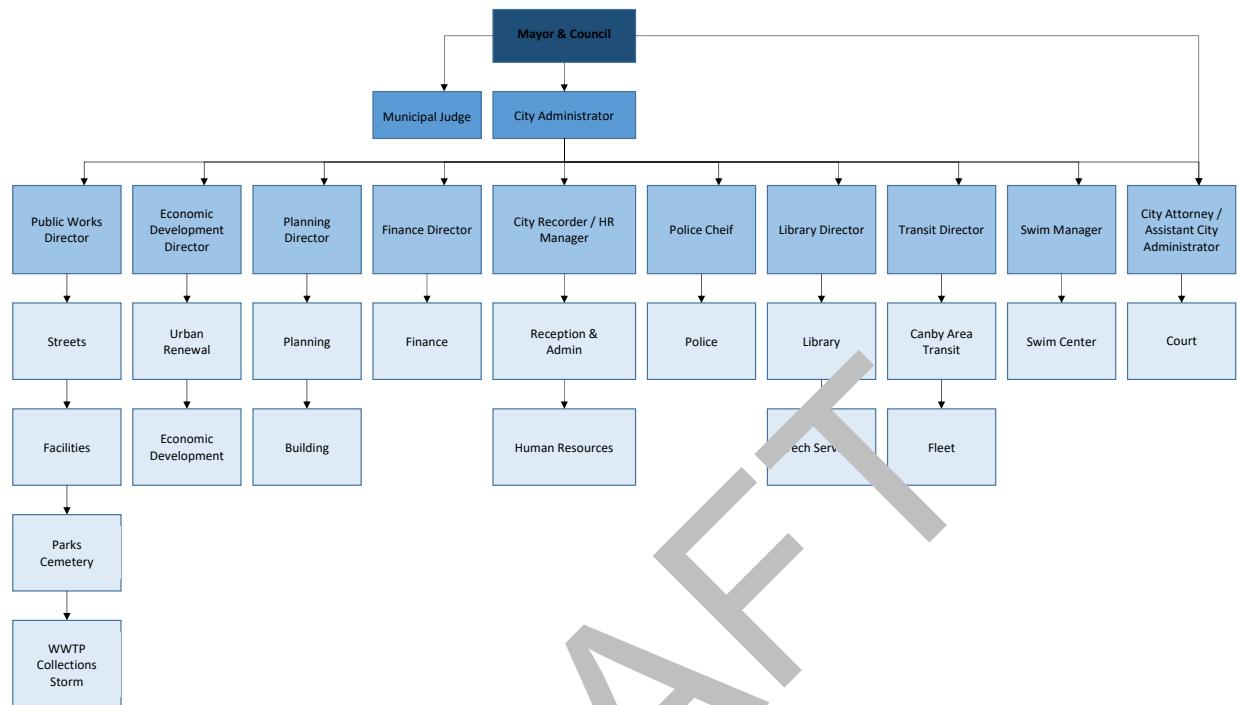
- Develop a legislative program and advocacy strategy
- Evaluate the implementation of a Youth Advisory Council

- Develop a communications and engagement plan
- Leverage ARPA funds to update the City's emergency management plan\*
- Diversity, Equity, Inclusion, and Belonging Strategic Plan\*\*

\* Included in multiple goal areas

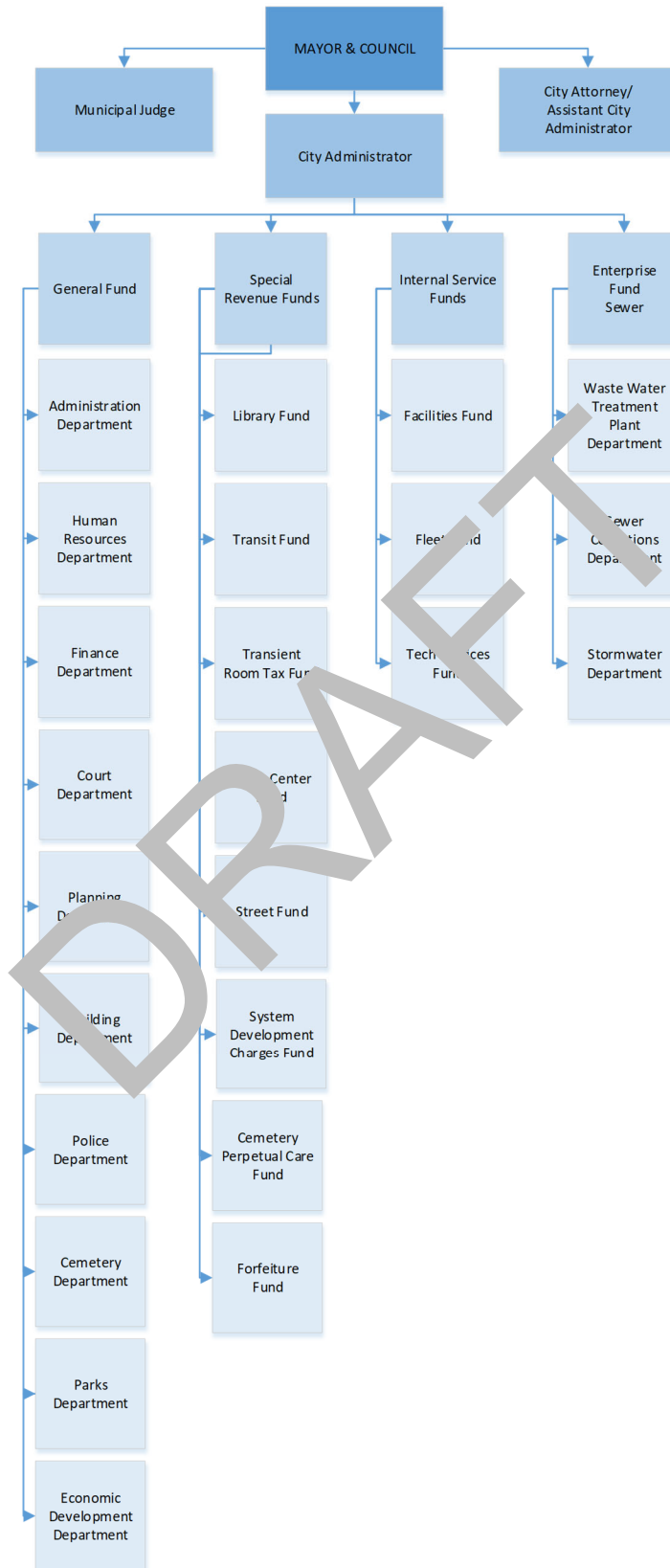
DRAFT

## City of Canby Organizational Chart





## City of Canby Organizational Chart by Fund



## Budget Process

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

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

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

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

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

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

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

### Phase 2: Prepare Proposed Budget for Budget Committee

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

#### Appoint Budget Officer:

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

#### Prepare a Proposed Budget:

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

#### Publish Public Notices:

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

#### Budget Committee Meets:

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

#### Committee Approves the Budget:

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

### Phase 3: Adopt Budget and Certify Property Taxes

#### Publish Notice of Public Hearing:

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

#### Hold the Budget Hearing:

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

#### Adopt Budget, Make Appropriations, and Levy Taxes:

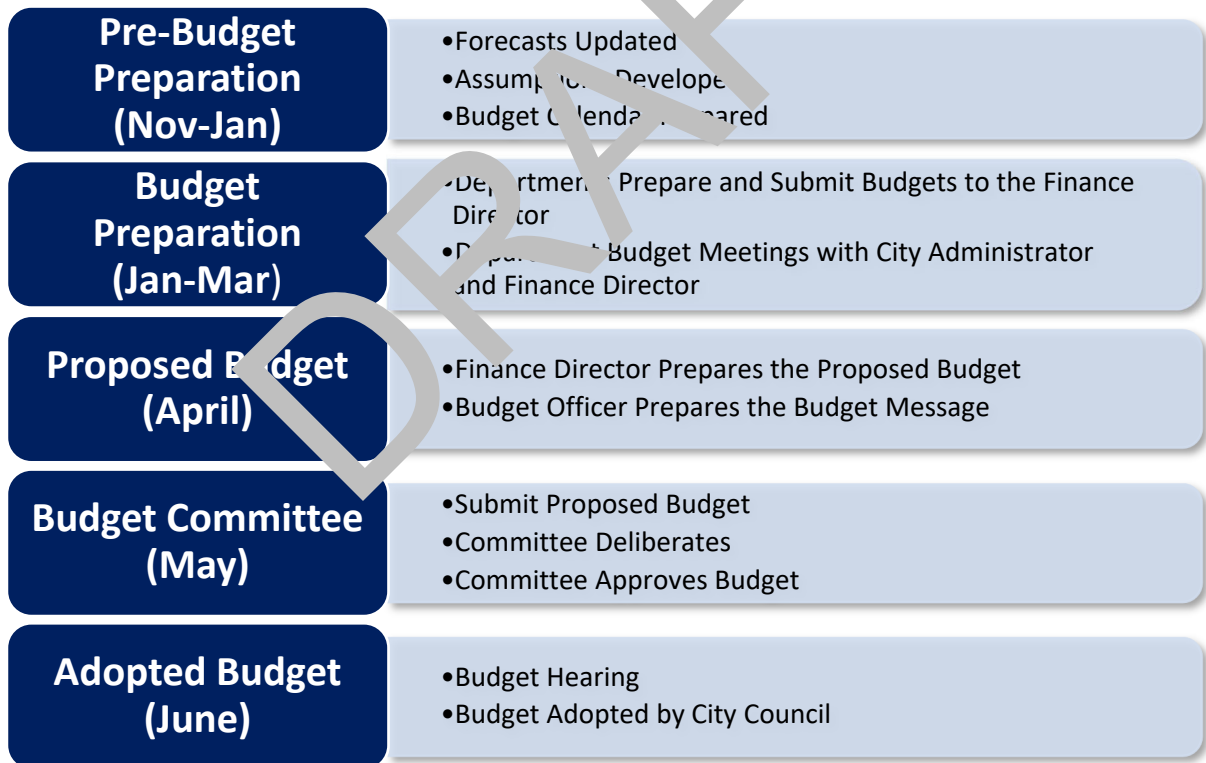
The governing body adopts the budget prior to June 30th. The budget and tax levy certification is then filed with the County Assessor.

**Phase 4: Budget Changes After Adoption**

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

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

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

**Budget Calendar**

### Basis of Budgeting

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

### Basis of Auditing

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

### Budgetary Basis of Accounting

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

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

## Fund Structure and Description

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

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

### General

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

### Special Revenue

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

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

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

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

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

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

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

### Enterprise

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

### Internal Service Funds

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

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

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

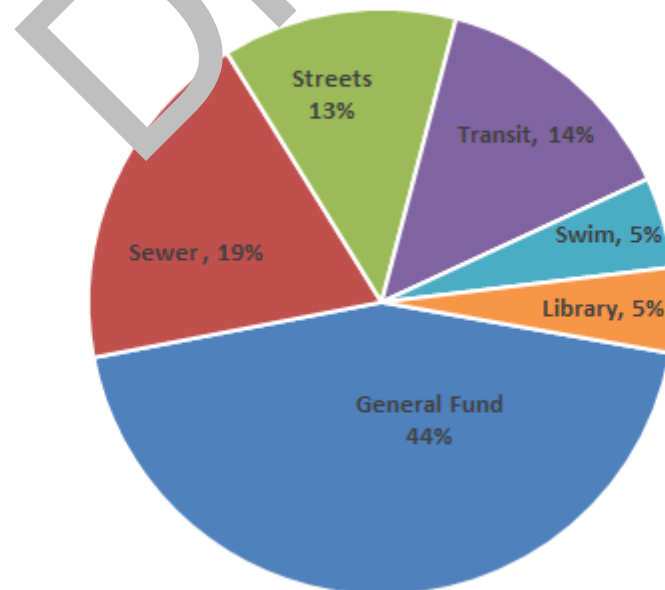
## Revenue & Expenditures

### Revenue Summary by Source

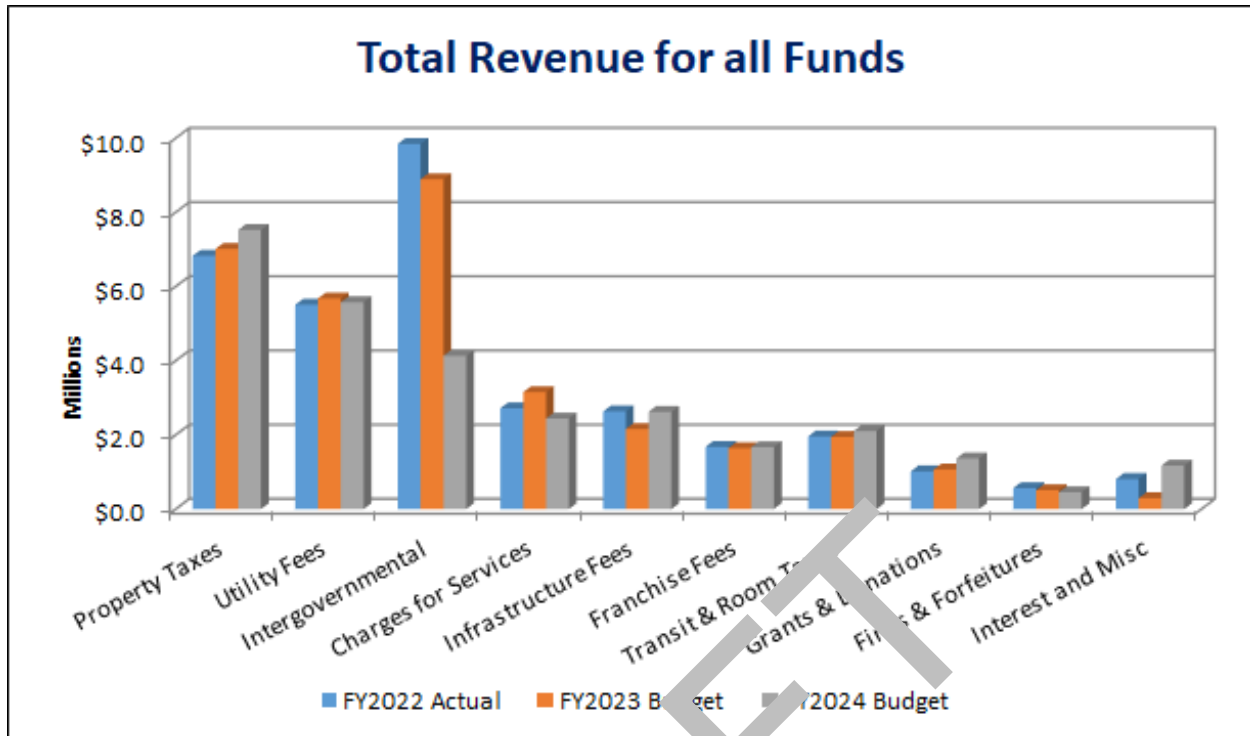
#### City-Wide Revenue Summary by Source

Summary of Resources by Source				
	Actual FY2021	Actual FY2022	Budget FY2023	Proposed FY2024
Property Taxes	\$ 6,382,133	\$ 6,829,809	\$ 7,018,300	\$ 7,527,978
Utility Fees	5,464,594	5,512,799	5,682,000	5,580,000
Intergovernmental	4,270,545	9,849,981	8,896,957	4,132,993
Infrastructure Fees	2,963,580	2,634,796	2,160,000	2,624,100
Charges for Services	1,987,861	2,719,560	3,152,513	2,441,824
Franchise Fees	1,648,607	1,679,304	1,640,500	1,673,000
Transit & Transient Room Taxes	1,826,992	1,959,608	1,944,700	2,108,325
Grants & Donations	1,588,124	1,018,454	1,069,385	1,366,506
Fines & Forfeitures	497,323	568,791	509,000	458,300
Interest and Misc Revenue	1,094,038	810,548	294,961	1,175,873
Transfers In/Other Sources	3,652,823	3,764,695	3,052,832	11,753,732
Total Current Resources	31,376,621	37,348,503	39,011,148	40,842,631
Beginning Fund Balance	27,953,987	33,003,062	39,268,006	46,370,082
Total Resources	\$ 59,330,608	\$ 70,431,408	\$ 78,689,784	\$ 87,212,713

FY2024 Total Proposed City Revenues for  
the Main Operation Funds







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



## Overview of Major Revenue Sources

### Beginning Fund Balance

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

### Property taxes

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

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

### Assessed Value

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

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

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

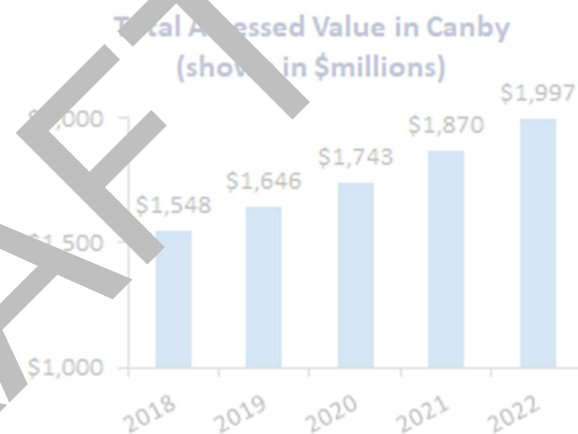
- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistent with rezoning

### Limits and Compression

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

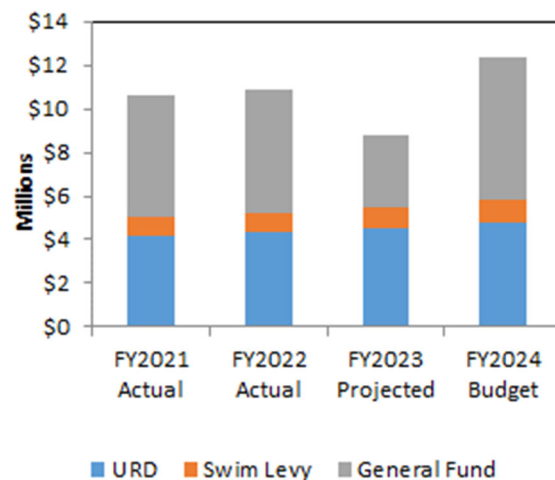
- General Government: \$10 per \$1,000 of RMV
- Education: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation.

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



Property taxes represent approximately 50% of General Fund revenue.

### Property Tax Revenue



## Effect of the Canby Urban Renewal Agency

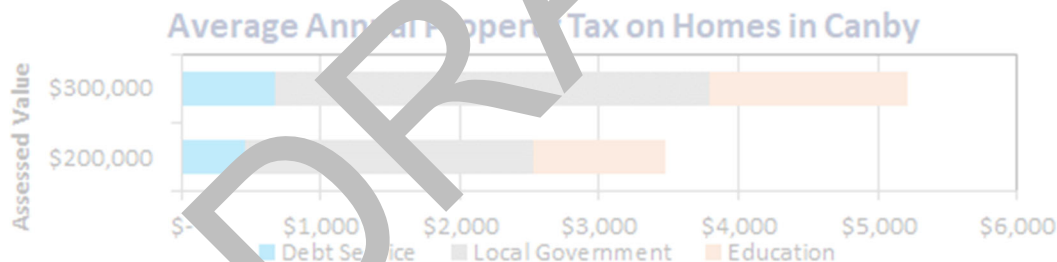
The Urban Renewal District (URD) is a geographic area within the City of Canby, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The District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

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

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

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

The URD will cease to exist after it has incurred and paid the maximum indebtedness specified in the plan: \$ 51,149,000.



## Property Tax Allocation (NOT UPDATED FOR FY2024)



### Utility Fees

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

### Intergovernmental Revenue

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

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

### Charges for services

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

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

### Infrastructure Development Fees

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

### Transit Payroll Taxes

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

### Transient Room Taxes

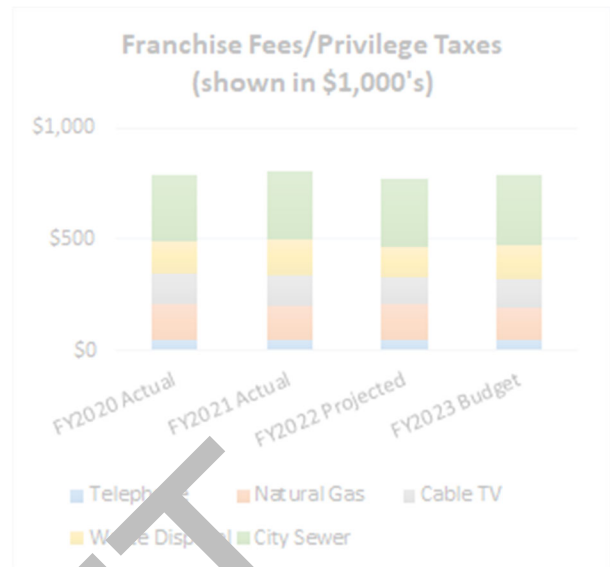
Starting July 1, 2018 the City of Canby instituted a transient room tax. The tax is 6% of lodging sales. Revenue estimates are based on prior year actuals.

### Fines and Forfeitures

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

**Franchise Fees/Privilege Taxes**

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

**Other/Miscellaneous Revenue**

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

**Detail of Transfers between funds:**

Transfer From:	Transfer To:				
	General Fund	Street Fund	Swim Fund	Library Fund	Cemetery Fund
<sup>1</sup> Library Fund	193,407				
<sup>1</sup> Street Fund	193,320				
<sup>1</sup> Transit Fund	260,850				
<sup>1</sup> Swim Fund	1,208				
<sup>1</sup> Sewer Fund	361,130				
<sup>1</sup> General Fund	91,546				
<sup>1</sup> URA GF	125,000				
<sup>2</sup> SDC Fund	3,570,000	4,155,000	961,118		
<sup>2</sup> Street Fund	-				
<sup>2</sup> Sewer Fund		-			
<sup>3</sup> General Fund				360,000	
<sup>4</sup> Cemetery Fund				500,000	
<sup>4</sup> Library Fund					500,000
<b>Total</b>	<b>\$ 5,253,614</b>	<b>\$ 4,155,000</b>	<b>\$ 961,118</b>	<b>\$ 860,000</b>	<b>\$ 500,000</b>

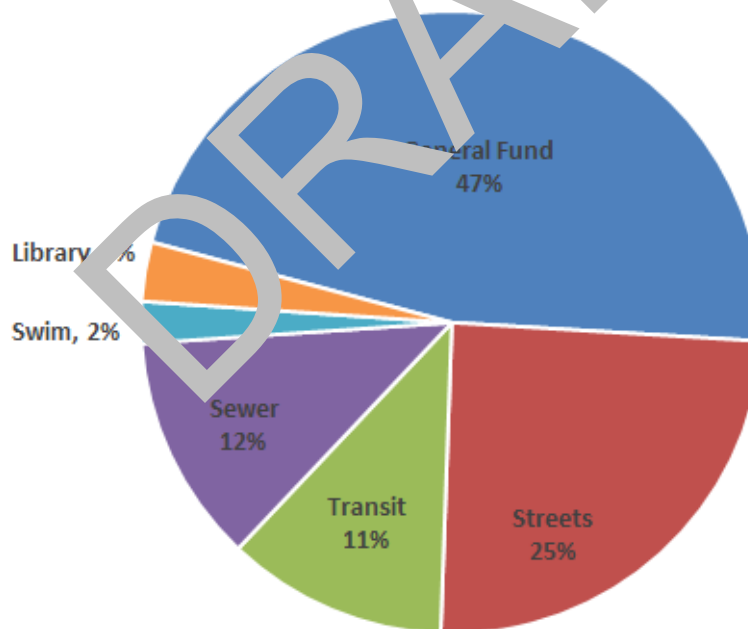
**Purpose:**

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

## Expense Summary by Category

## City-Wide Expenses by Category

Summary of Requirements by Category				
	Actual FY2021	Actual FY2022	Budget FY2023	Proposed FY2024
Personnel Services	\$ 11,689,812	\$ 12,275,419	\$ 14,977,346	\$ 16,087,312
Materials & Services	6,467,285	7,519,948	9,648,241	10,010,028
Capital Outlay	4,757,242	2,930,987	15,650,000	17,488,347
Special Payments	20,915	28,382	25,000	20,000
Transfers Out	3,312,289	3,347,101	6,653,532	11,304,732
Operating Contingency	-	-	740,524	782,439
Total Current Requirements	26,247,541	26,101,836	47,694,643	55,692,858
Reserved for Future Years	-	-	30,938,044	31,519,856
Ending Fund Balance	33,083,063	44,329,572	7,096	-
Total Requirements	\$ 59,330,605	\$ 70,431,408	\$ 78,689,783	\$ 87,212,713

FY2024 Total Budgeted City Expenditures for  
the Main Operating Funds



Total Expenses for all Funds as a Percentage (**NOT UPDATED FOR FY2024**)

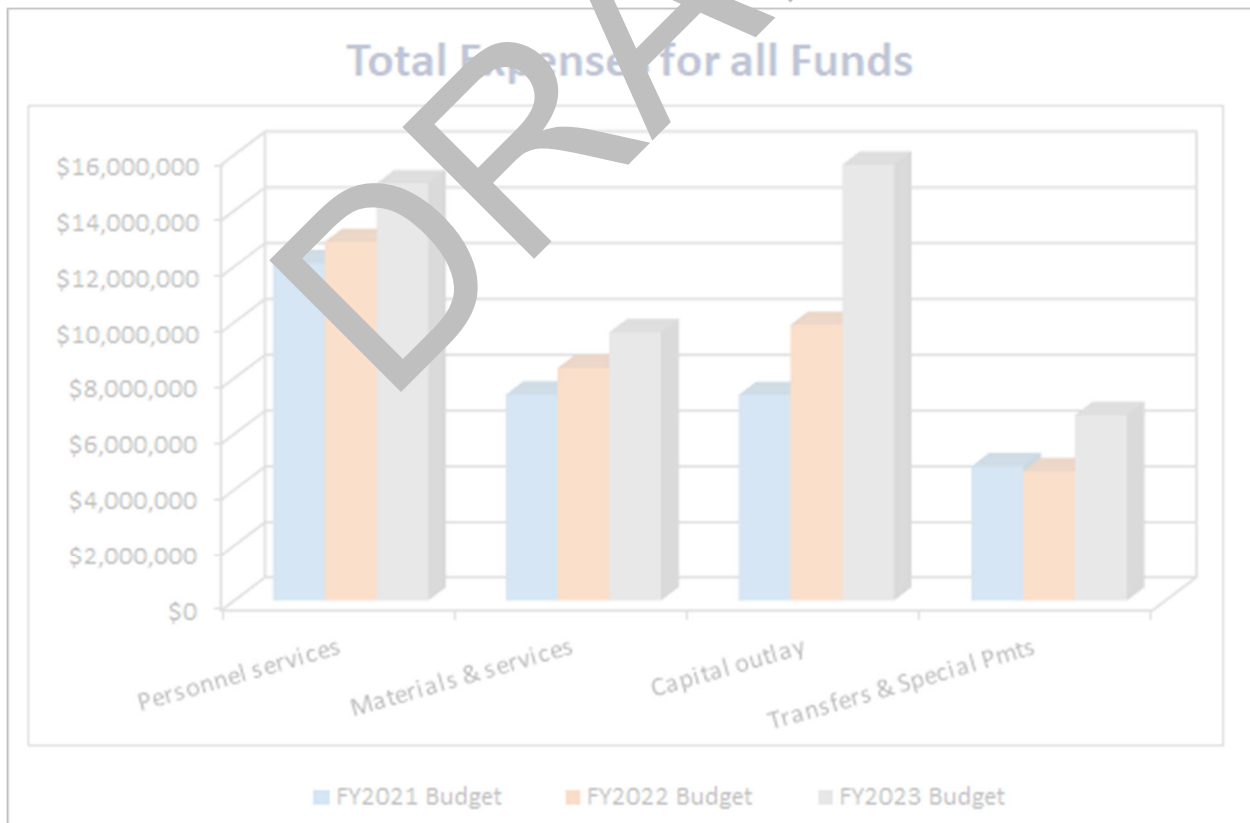


Personnel services  
32%

Materials & services  
21%

Capital outlay  
33%

T/O & Spec Pmts  
14%

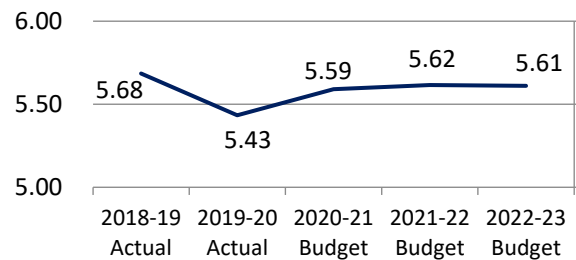


## Overview of Major Categories of Expense

### Personnel Services

#### Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



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

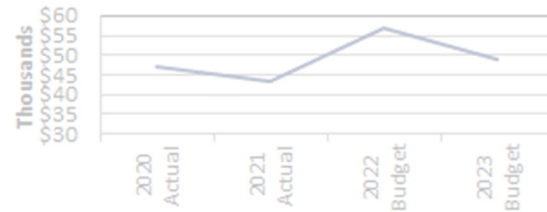
#### Wages

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

#### Benefits

The major benefits are health insurance and PERS. Employee insurance rates are budgeted to increase an average of 7%.

Annual Benefit Costs per FTE

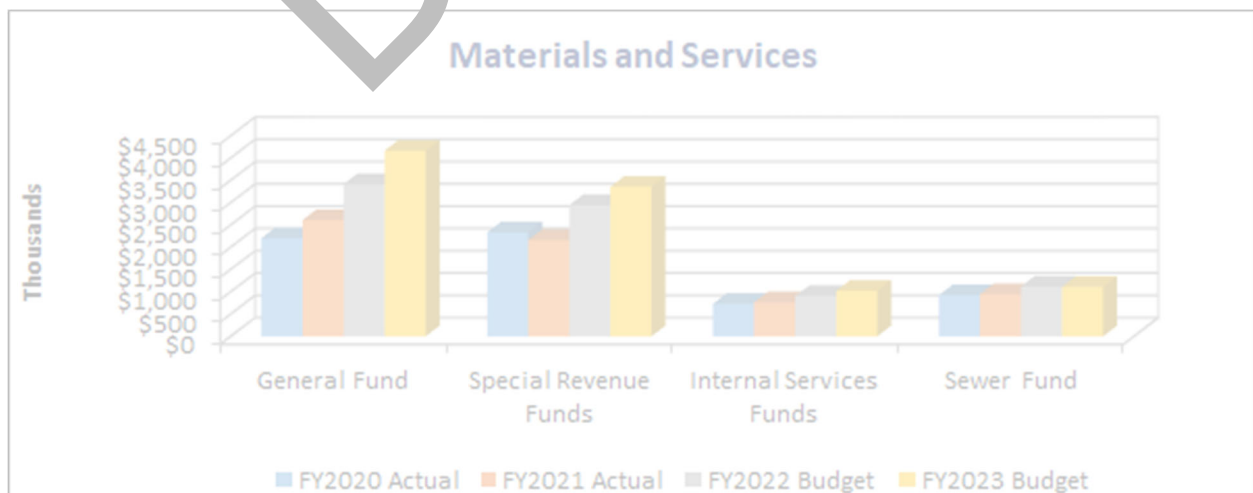


The most recent adopted PERS rates for the City of Canby and the prior two biennium's are:

	FY18-19	FY20-21	FY22-23
Tier 1 & 2	18.89	22.37	22.33
OPSRP	9.77	13.60	16.40
OPSRP Police	14.54	18.23	20.76

Materials and Services include costs for:

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



### Capital Outlay

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

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

### Debt Service

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

### Special Payments

Payment of money collected on behalf of another entity including Friends of the Library and PEG fees for CTV5.

### Transfers Out

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

### Operating Contingency

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

### Ending Fund Balance

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

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



## Debt Service

### Overview of Long-Term Debt

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

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

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

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

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

### Summary of Long-Term Debt and Principal and Interest Schedule

Fiscal Year Ending June	Governmental Activities		
	Bonds - URA	Interest	Total Governmental Activities
2024	3,840,000	277,149	4,017,149
2025	3,820,000	192,358	4,012,358
2026	3,910,000	99,184	4,009,184
2027	-	-	-
2027-2031	-	-	-
2032-2036	-	-	-
Total	\$ 11,470,000	\$ 568,691	\$ 12,038,691

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

## Capital Improvement Plan Overview of Five-Year CIP

**(NOT UPDATED FOR FY2024 PROPOSED BUDGET)**

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

City of Canby Five Year Capital Improvement Plan (FY2023 Through FY2027)						
Transportation	Estimated Cost	FY2023	FY2024	FY2025	FY2026	FY2027
Industrial Park Connection to 99E	7,350,000	1,500,000	3,000,000	1,800,000	-	-
N Locust, NE 4th to NE 10th Avenue	1,300,000	1,300,000	-	-	-	-
NE Territorial/N Redwood Intersection Impr	280,000	280,000	-	-	-	-
S Ivy Sidewalk Project	6,370,570	1,900,000	3,677,697	-	-	-
Street Maint Projects	3,600,000	900,000	800,000	700,000	800,000	-
South Redwood (County Road)	471,387	-	-	-	-	-
South Maple (County Road)	486,459	-	-	-	500,000	-
S Ivy St, S 12th Ave to Bridge	150,000	-	-	150,000	-	-
NE 10 Avenue, N Ivy to N Locust Sidewalks	275,000	-	275,000	-	-	-
NE 12th Ave, N Ivy to Cul-de-sac	150,000	-	-	-	-	150,000
North Maple (County Road)	930,804	-	-	-	930,804	-
N Pine St Realignment	800,000	-	-	-	-	850,000
NE 10th Avenue, Locust to N Maple Streets	700,000	-	-	700,000	-	-
NE 10th Avenue, N Maple to N Pine Street	750,000	-	-	750,000	-	-
S Ivy & S 18th, Traffic Circle	600,000	-	-	-	600,000	-
Charging Station	150,000	150,000	-	-	-	-
N Pine St, NE 8th to 10th	380,000	-	-	-	380,000	-
	\$ 24,744,000	\$ 6,030,000	\$ 752,697	\$ 4,100,000	\$ 3,210,804	\$ 1,000,000
<b>Parks</b>						
Parks Master Plan Update	200,000	200,000	-	-	-	-
S.Locust Park covered area	110,000	110,000	-	-	-	-
Dog Park	900,000	900,000	-	-	-	-
Wait Park playground and asset replacement	75,000	-	-	400,000	-	-
Master Plan Projects	900,000	900,000	1,000,000	1,000,000	1,000,000	-
Community Park playground and asset repairs	400,000	-	400,000	-	-	-
Logging Road Extension	1,010,114	-	-	-	-	1,005,000
	\$ 3,895,114	\$ 2,110,000	\$ 1,400,000	\$ 1,400,000	\$ 1,000,000	\$ 1,005,000
<b>Transit</b>						
Construct new Transit Office	3,000,000	1,350,000	-	-	-	-
Bus Stop Improvements, part of DOT project	169,875	169,875	-	-	-	-
Bus Stop Improvements, not in DOT project	163,750	163,750	-	-	-	-
	\$ 3,333,625	\$ 1,683,625	\$ -	\$ -	\$ -	\$ -
<b>Storm</b>						
N Maple Street and NW 34th Place	30,000	-	-	-	-	-
N Knights Bridge Road	130,000	-	130,000	-	-	-
N Knott St Storm	36,000	36,000	-	-	-	-
Knights Bridge Runoff Treatment	50,000	-	50,000	-	-	-
	\$ 246,000	\$ 36,000	\$ 180,000	\$ -	\$ -	\$ -
<b>Sanitary - Collections</b>						
South Safeway Pump Station Removal	1,000,000	950,000	-	-	-	-
Generator 3rd Baker Pumpstation	50,000	50,000	-	-	-	-
N Maple Ln sewer line replace	152,000	152,000	-	-	-	-
N NW 10th & Birch Sewer Extension	33,000	33,000	-	-	-	-
Nights Bridge Pump Station Removal	700,000	-	700,000	-	-	-
	\$ 1,935,000	\$ 1,185,000	\$ 700,000	\$ -	\$ -	\$ -
<b>Sanitary - Waste Water Treatment Plant</b>						
U.V. System Upgrades	1,000,000	-	1,000,000	-	-	-
Solids Dewatering Equipment	950,000	-	-	950,000	-	-
Outfall Diffuser/Mixing Zone	100,000	-	-	-	-	100,000
Sludge Pond Lining and Repairs	100,000	-	-	-	100,000	-
Equipment Storage and Maintenance Building	450,000	450,000	-	-	-	-
Pressate Storage Basin Improvements	400,000	400,000	-	-	-	-
	\$ 3,000,000	\$ 850,000	\$ 1,000,000	\$ 950,000	\$ 100,000	\$ 100,000

**Current Year Capital Projects****Parks Capital Projects**

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

**Parks Master Plan Update**

The current Parks Master Plan update was started in FY2021 and will be completed early in FY2023 utilizing SDC funds.

**Parks Master Plan Projects**

After the new Parks Master Plan update is completed, a number of projects will be selected to be begin construction during FY2023.

**Dog Park**

A new dog park is being designed near the intersection of N Redwood Street and NE Territorial Road. Construction is expected to start in FY2023.

**Locust Park Covered Picnic Shelter**

In FY2021 the playground equipment was replaced, repairs to the restroom roof, and new garbage cans were installed at Locust Park. The last phase is to build a covered picnic shelter with tables and benches for the community to enjoy. Ongoing maintenance will consist of cleaning and graffiti removal if needed.

**Transit Capital Projects**

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

**Construction of a new Transit Office Building**

This is a multi-year project with land being acquired in FY19-20. Design and engineering will start in FY2023 with construction following. This new building will house the Transit staff offices, a dispatch center, and facilities for bus drivers. Currently the City is renting space for the Transit offices and the lease will expire in about two and a half years. Maintenance of the new building will increase costs for janitorial, utilities, and general upkeep of a new facility. This project will be funded by the Transit Payroll Tax.

**Construction of a new Bus Stop Shelters**

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

**Sanitary Sewer Capital Projects**

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

**Safeway Pump Station Conversion**

With the construction of the 3rd & Baker sanitary pumping station, the City now has the opportunity to decommission the Safeway sanitary sewer pump station by constructing a gravity line to connect to the 3rd & Baker pump station. This project includes construction of approximately 1,600 feet of 8" gravity sewer, abandonment of the Safeway pump station equipment and controls, and the addition of an engine generator at the 3rd & Baker pump station. By eliminating the Safeway pump station and adding an auxiliary power supply to the 3rd & Baker pump station, there will be a substantial positive impact on operations and maintenance of these facilities. Safeway operations will be eliminated. The manpower demands for the 3rd & Baker Station with emergency power will reduce the operation and maintenance costs for this facility and reduce the number of emergency callouts.

**North Maple Lane Sewer Line Replacement**

The sewer line on North Maple Lane has major root intrusion and will be replaced.

**Wastewater Treatment Plant Projects**

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

**Pressate Storage Basin Improvements**

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

**Equipment Storage Building**

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

**Street Capital Projects**

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

**N Locust – NE 4<sup>th</sup> to 10<sup>th</sup> Ave**

This project is a full street reconstruction with five foot wide sidewalks, street lights, and storm and sewer improvements. This will improve safety near the fairgrounds and connects sidewalk to NE 10<sup>th</sup> Avenue street improvements. This project will eliminate the ongoing maintenance of grading the gravel shoulders, reduce pot-hole repairs, and reduce street sweeping. This project will be funded by SDC's, street fees, and sewer fees.

**S Ivy Sidewalk and Street Project**

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

**NE Territorial Road and N Redwood Street Intersection Improvements**

This project will improve traffic safety. The intersection alignment will be changed slightly and stop signs installed to reduce the safety and traffic issues. This project will have no impact on ongoing maintenance.

**Industrial Park Connection to Hwy 99E**

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

## Budget Detail

## Budget Summary by Fund

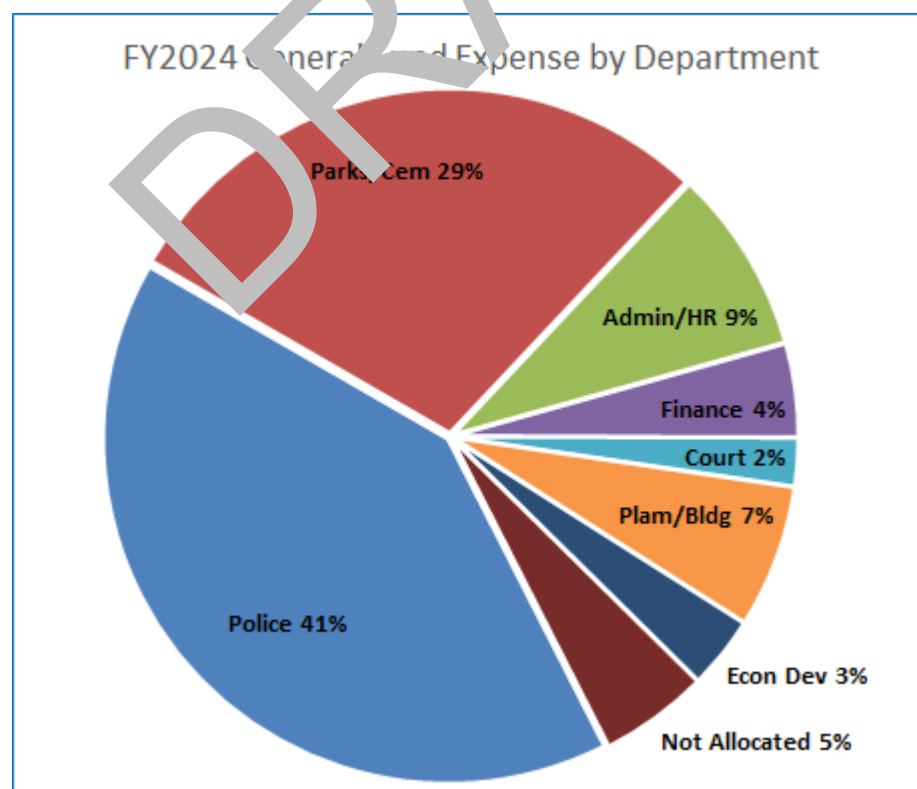
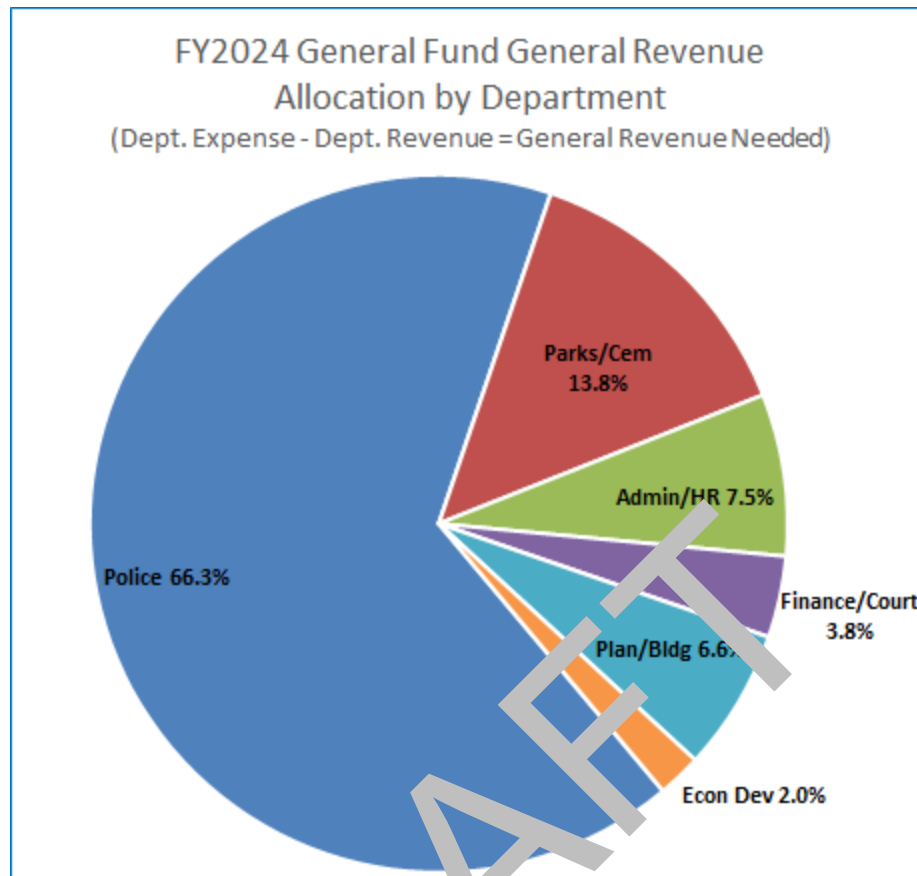
## FY 2024 Proposed Budget

	General Fund	Library Fund	Transit Fund	Swim Fund	Transient Room Tax Fund	Streets Fund	SDC Fund	Cemetery Fund	Forfeiture Fund	Facilities Fund	Fleet Fund	Tech Fund
<b>Resources</b>												
Beginning Fund Balance	\$ 8,691,881	\$ 13,059	\$ 3,623,726	\$ 1,806,178	\$ 75,790	\$ 7,420,404	\$ 12,837,229	\$ 1,194,968	\$ 19,976	\$ 133,329	\$ 104,698	\$ 258,859
Revenue	10,890,641	1,142,109	3,453,422	1,228,008	36,530	3,188,250	2,004,100	42,000	10,490	466,500	829,349	442,500
Transfers In	5,253,614	860,000	-	-	-	4,155,000	-	500,000	-	-	-	-
Other Sources	-	12,000	-	-	-	-	-	-	-	-	-	-
<b>Total Resources</b>	<b>\$ 24,836,136</b>	<b>\$ 2,027,168</b>	<b>\$ 7,077,148</b>	<b>\$ 3,034,186</b>	<b>\$ 112,320</b>	<b>\$ 14,763,654</b>	<b>\$ 15,476,829</b>	<b>\$ 1,736,968</b>	<b>\$ 30,466</b>	<b>\$ 599,829</b>	<b>\$ 934,047</b>	<b>\$ 701,359</b>
<b>Requirements</b>												
Personnel Services	\$ 10,385,696	\$ 949,186	\$ 401,863	\$ 717,460	\$ -	\$ 998,092	-	\$ -	\$ -	\$ 184,746	\$ 302,879	\$ 309,901
Materials & Services	4,032,689	317,965	2,585,023	178,125	20,000	472,687	-	-	10,185	343,750	550,124	244,791
Capital Outlay	4,886,347	-	1,762,000	-	-	8,000,000	-	-	-	-	10,000	50,000
Special Payments	20,000	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	451,546	693,407	260,890	158,308	-	193,333	8,686,118	500,000	-	-	-	-
Contingency	200,000	63,358	149,344	44,779	-	73,539	-	-	-	26,425	42,650	27,735
Reserve for Future Exp	4,859,858	3,253	1,918,028	1,935,514	320	1,000,000	6,790,711	1,236,968	20,281	44,908	28,394	68,933
<b>Total Requirements</b>	<b>\$ 24,836,136</b>	<b>\$ 2,027,168</b>	<b>\$ 7,077,148</b>	<b>\$ 3,034,186</b>	<b>\$ 112,320</b>	<b>\$ 14,763,654</b>	<b>\$ 15,476,829</b>	<b>\$ 1,736,968</b>	<b>\$ 30,466</b>	<b>\$ 599,829</b>	<b>\$ 934,047</b>	<b>\$ 701,359</b>

## General Fund Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>Beginning Fund Balance</b>	\$ 3,324,431	\$ 3,875,546	\$ 6,022,653	\$ 7,010,179	\$ 8,691,881
<b>Revenue</b>					
Non-Departmental	8,347,816	10,828,029	10,457,913	10,969,031	9,148,863
Court	493,684	556,030	499,000	441,500	448,300
Planning	730,985	764,159	890,000	417,500	495,900
Building	60,117	88,282	50,000	58,000	55,000
Police	173,566	178,932	175,354	221,654	203,478
Parks	474,776	463,877	483,450	500,200	480,500
Cemetery	70,713	51,140	56,000	45,025	47,600
Economic Dev	8,600	19,495	17,850	16,950	11,000
<b>Transfers In &amp; Other Sources</b>	1,385,558	1,944,380	2,788,032	1,783,647	5,253,614
<b>Total General Fund Resources</b>	<u>\$ 15,070,247</u>	<u>\$ 18,769,869</u>	<u>\$ 21,440,252</u>	<u>\$ 21,463,686</u>	<u>\$ 24,836,136</u>
<b>Administration</b>					
Personnel Services	465,643	635,361	677,200	676,628	599,393
Materials & Services	133,547	158,984	250,060	191,218	223,248
<b>HR &amp; Risk Management</b>					
Personnel Services	97,483	88,868	257,000	185,095	275,802
Materials & Services	398,704	433,120	714,310	571,088	637,192
<b>Finance</b>					
Personnel Services	462,623	409,001	548,152	495,847	687,081
Materials & Services	91,378	100,986	196,895	203,095	193,383
<b>Court</b>					
Personnel Services	328,847	289,000	265,001	224,485	262,482
Materials & Services	179,837	199,863	170,200	206,547	188,149
Capital Outlay	-	-	-	-	-
<b>Planning</b>					
Personnel Services	283,899	504,200	410,862	360,970	419,182
Materials & Services	175,787	235,237	687,668	369,268	773,067
<b>Building</b>					
Personnel Services	30,435	43,633	129,440	110,826	130,946
Materials & Services	505	563	836	836	772
<b>Police</b>					
Personnel Services	4,954,288	5,061,150	6,089,416	5,212,719	6,490,219
Materials & Services	838,250	967,027	1,232,304	1,230,955	1,136,344
Capital Outlay	1,678	212,150	262,000	262,000	566,347
<b>Parks</b>					
Personnel Services	609,457	638,886	686,218	545,088	809,036
Materials & Services	261,985	457,165	366,642	332,742	382,842
Capital Outlay	336,629	396,345	2,137,000	173,845	4,320,000
<b>Cemetery</b>					
Personnel Services	152,333	164,246	200,620	134,210	217,512
Materials & Services	15,229	38,112	27,629	58,529	28,702
<b>Economic Development</b>					
Personnel Services	289,610	307,068	368,549	349,692	406,058
Materials & Services	73,050	80,670	198,682	174,761	203,646
<b>Non-Departmental</b>					
Personnel Services	234,978	-	82,400	82,400	87,985
Materials & Services	433,223	147,218	271,449	221,449	265,344
Special Payments	20,706	18,302	25,000	12,500	20,000
Transfers Out	200,714	263,761	385,012	385,012	451,546
Operating Contingency	-	-	200,000	-	200,000
<b>Reserved for Future Expense</b>					
PEG	49,187	39,835	35,940	33,040	25,040
PERS	-	-	-	-	-
Workers Compensation	121,863	68,420	68,420	63,487	63,487
Building Dept.	74,785	71,788	-	18,126	-
Park Maintenance	192,509	-	924	-	-
Old Library	-	-	-	-	-
ARP Funds	-	-	-	-	-
Unrestricted	3,444,066	6,839,469	4,448,281	8,577,228	4,771,331
<b>Total General Fund Requirements</b>	<u>\$ 15,070,247</u>	<u>\$ 18,769,869</u>	<u>\$ 21,440,252</u>	<u>\$ 21,463,686</u>	<u>\$ 24,836,136</u>







GENERAL FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>3,324,431</b>	<b>3,875,546</b>	<b>6,022,653</b>	<b>7,010,179</b>	<b>8,691,881</b>
<b>REVENUE</b>					
Court Fines and Fees	362,548	425,312	360,000	360,000	368,000
Fines / Justice Court	62,269	72,230	75,000	20,000	30,000
Miscellaneous Fees	1,076	1,184	1,500	500	800
Attorney Reimbursements	11,837	11,322	7,500	6,000	5,500
Court Collections Interest	55,954	45,982	55,000	55,000	44,000
<b>Total Court Revenue</b>	<b>493,684</b>	<b>556,030</b>	<b>499,000</b>	<b>441,500</b>	<b>448,300</b>
Land Use Applications	76,739	108,431	160,000	55,000	82,000
Miscellaneous Fees	266	3,390	35,000	3,500	1,000
Traffic Studies	78,654	172,493	135,000	65,000	42,500
Plan Reviews	122,672	138,119	150,000	60,000	54,400
Engineering Plan Review Fees	57,584	7,398	50,000	8,000	5,000
Construction Excise Tax	376,721	334,328	300,000	225,000	310,000
Planning Miscellaneous-Income	18,350	-	10,000	1,000	1,000
<b>Total Planning Revenue</b>	<b>730,985</b>	<b>764,159</b>	<b>835,000</b>	<b>417,500</b>	<b>495,900</b>
Park Rentals	755	1,000	450	2,000	500
Park Maintenance Fee	436,937	1,067	483,000	470,380	480,000
Parks Miscellaneous-Income	37,084	900	-	27,820	-
<b>Total Park Revenue</b>	<b>474,776</b>	<b>63,877</b>	<b>483,450</b>	<b>500,200</b>	<b>480,500</b>
Building Permits	60,117	88,282	50,000	58,000	55,000
<b>Total Building Revenue</b>	<b>60,117</b>	<b>88,282</b>	<b>50,000</b>	<b>58,000</b>	<b>55,000</b>
Grants - DUII	24,009	10,400	15,000	10,000	15,000
Grants - Distracted Driving	19,500	10,400	15,000	11,500	15,000
Grant - Seatbelt	9,850	2,836	7,500	6,000	7,500
Grants - Speed Enforcement	1,257	652	3,000	2,500	3,000
Grant - Pedestrian Safety	4,023	2,256	5,000	3,100	5,000
Grants - HIDTA	-	-	20,000	15,000	20,000
Grants - OCDETF	-	-	-	-	-
Grant-Intellectual Prop Crime	-	-	-	-	-
Grant - OJP Vest Program	3,612	790	5,000	5,000	5,000
Grant - ODOT Construction	-	-	-	-	25,000
Vehicle Release/Tow Fees	20,015	16,950	17,000	14,000	17,000
Miscellaneous Fees	142	8,884	200	600	200
Alarm Permit Fees	10,509	8,786	5,000	5,000	5,000
Temporary Liquor Permit	280	1,050	500	500	450
Subpoena Fees	220	206	300	100	35
Finger Printing Fees	-	-	500	-	500
Reports Revenue	1,664	2,195	2,000	3,000	2,000
Special Events Security	-	-	-	-	-
Police Miscellaneous-Income	36,256	47,337	2,000	68,000	2,000
CSD-Shared SRO Reimbursemt	41,013	67,500	76,854	76,854	80,293
Donations-Police	500	-	500	500	500
Donations-Canine	-	-	-	-	-
<b>Total Police Revenue</b>	<b>173,566</b>	<b>178,932</b>	<b>175,354</b>	<b>221,654</b>	<b>203,478</b>

# Budget Detail

# General Fund

GENERAL FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES (Continued)</b>					
Grave Sales	29,400	15,600	22,000	14,500	20,000
Grave Open & Close	11,850	9,400	8,000	6,000	6,500
Mausoleum Name Bars	5,000	7,500	4,000	4,000	4,000
Mausoleum Sales	17,105	15,490	15,000	12,000	11,000
Mausoleum Open & Close	2,350	(600)	3,000	5,500	4,000
Miscellaneous Fees	5,000	3,750	4,000	3,000	2,000
Donations-Cemetery	8	-	-	25	100
<b>Total Cemetery Revenue</b>	<b>70,713</b>	<b>51,140</b>	<b>56,000</b>	<b>45,025</b>	<b>47,600</b>
Event Revenue	-	3,900	3,950	3,950	6,000
Econ Dev City Grant Revenue	8,600	10,166	4,700	4,000	2,000
Independence Day Revenue	-	5,429	9,200	9,000	3,000
Miscellaneous Revenue	-	-	-	-	-
<b>Total Economic Dev. Revenue</b>	<b>8,600</b>	<b>19,495</b>	<b>17,850</b>	<b>16,950</b>	<b>11,000</b>
Property Tax Current	5,415,564	5,848,467	6,000,000	6,240,495	6,435,970
Property Tax Prior	103,299	60,660	12,000	54,546	64,000
Cable Franchise Fee	133,624	94,925	123,000	58,390	58,000
Telephone Franchise Fee	47,200	45,070	10,000	27,700	35,000
Solid Waste Franchise Fee	161,916	189,658	150,000	194,300	195,000
Natural Gas Franchise Fee	152,397	161,000	146,000	202,500	200,000
City Sewer Franchise Fee	306,856	279,901	318,000	301,600	295,000
Cigarette Tax	16,364	16,022	15,500	13,700	13,000
Liquor Revenue	333,698	339,511	352,500	369,900	350,000
State Revenue Sharing	221,768	221,768	230,000	250,730	240,000
Federal Revenue	401,983	-	-	-	-
American Rescue Plan Act Grant	-	1,991,482	1,990,363	1,991,482	-
CU In Lieu of Taxes	840,114	880,431	850,000	886,600	890,000
Business Licenses	76,005	76,005	66,000	71,100	72,000
Liquor Licenses	2,100	1,845	1,900	2,400	2,400
Miscellaneous Fees	17,370	656	450	100	340
Title Lien Search Fees	13,530	13,350	12,500	9,200	9,200
PEG Access Fees	24,327	11,406	22,800	9,600	12,000
Miscellaneous-Income	-	23,510	9,500	11,500	5,000
Lease receipts (Adult Center)	6,000	6,000	6,000	6,000	6,000
Interest Revenues	27,295	33,449	20,600	236,200	235,000
Retirement/Separation Revenue	30,436	-	31,000	30,988	30,953
Workers Comp Claim Revenue	-	-	-	-	-
Sale of Capital Assets	-	497,645	-	-	-
<b>Total Unallocated Revenue</b>	<b>8,347,816</b>	<b>10,828,029</b>	<b>10,457,913</b>	<b>10,969,031</b>	<b>9,148,863</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>					
O/H from Building	5,741	16,203	22,236	22,236	20,074
O/H from Economic Dev	52,286	75,149	67,776	67,776	71,472
O/H from Library Fund	142,687	172,409	204,980	204,980	193,407
O/H from Street	120,610	147,257	187,105	187,105	193,333
O/H from Transit	182,728	236,185	262,036	262,036	260,890
O/H from Swim Levy	119,444	139,099	202,904	202,904	158,308
O/H from WWTP	163,112	201,095	230,057	230,057	218,185
O/H from Collections	60,761	64,081	85,765	85,765	94,871
O/H from Stormwater	29,913	31,754	50,673	50,673	48,074
Transfer from UR	315,998	396,061	350,000	420,000	425,000
Transfer from Streets	10,000	-	14,500	-	-
Transfer from SDC Fund	182,278	465,087	1,110,000	50,115	3,570,000
<b>Total Unallocated Transfers In</b>	<b>1,385,558</b>	<b>1,944,380</b>	<b>2,788,032</b>	<b>1,783,647</b>	<b>5,253,614</b>
<b>TOTAL GENERAL FUND RESOURCES</b>	<b>15,070,247</b>	<b>18,769,869</b>	<b>21,440,252</b>	<b>21,463,686</b>	<b>24,836,136</b>

GENERAL FUND - ADMINISTRATION	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR ADMINISTRATION</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	316,795	413,765	443,408	437,622	394,048
Overtime	-	-	-	197	-
Insurance Benefits	72,941	93,395	93,457	98,068	81,921
Taxes/Other	20,058	33,360	35,466	37,277	32,233
PERS Contributions	55,850	94,841	104,916	103,464	91,191
<b>Total Admin Personnel Services</b>	<b>465,643</b>	<b>635,361</b>	<b>677,247</b>	<b>676,628</b>	<b>599,393</b>
<b>FTE</b>	<b>3.3</b>	<b>3.3</b>	<b>3.9</b>	<b>3.1</b>	<b>2.9</b>
<b>MATERIALS &amp; SERVICES</b>					
Election	1,009	5,058	1,000	-	1,250
Prof/Tech Services	6,882	7,042	108,500	8,500	8,500
CTVS Professional Services	36,000	36,000	36,000	41,760	43,430
Codification	495	1,112	5,495	3,000	5,495
Copier Lease & Maint	4,404	4,263	5,000	5,000	5,000
Misc. Unanticipated	15,000	-	-	-	-
Printing & Binding	318	24	500	200	500
Mayor & City Council	4,057	6,592	12,120	12,000	17,370
Mayor & CC Travel & Training	108	3,515	8,075	8,000	8,525
Mayor & CC Membership Dues	2,168	2,112	1,189	1,114	1,189
Admin Staff Travel & Training	345	1,115	1,660	4,000	7,660
Attorney Travel & Training	-	1,110	1,500	1,432	1,500
Admin Membership Dues & Fees	21,187	25,331	25,638	23,129	27,961
Internal Charge-Fleet	1,722	2,709	1,486	1,486	1,486
Internal Charge-Facilities	9,112	11,036	15,759	15,759	14,289
Internal Charge-Tech Services	23,000	31,311	53,538	53,538	31,493
Supplies & Services	4,651	8,948	7,075	4,500	42,075
Employee Recognition	2,632	2,387	5,525	5,000	5,525
<b>Total Admin Materials &amp; Services</b>	<b>133,547</b>	<b>158,984</b>	<b>296,060</b>	<b>191,218</b>	<b>223,248</b>
<b>TOTAL ADMIN REQUIREMENTS</b>	<b>599,190</b>	<b>794,345</b>	<b>973,307</b>	<b>867,846</b>	<b>822,641</b>
GENERAL FUND - HR & RISK MGMT	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR HR &amp; RISK MGMT</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	68,081	58,626	165,707	122,918	177,838
Insurance Benefits	14,801	12,385	40,303	23,834	44,310
Taxes/Other	4,238	5,103	13,967	10,956	15,063
PERS Contributions	10,363	12,754	37,118	27,387	38,591
<b>Total HR &amp; Risk Mgmt Personnel Services</b>	<b>97,483</b>	<b>88,868</b>	<b>257,095</b>	<b>185,095</b>	<b>275,802</b>
<b>FTE</b>	<b>0.8</b>	<b>0.8</b>	<b>1.7</b>	<b>0.9</b>	<b>1.7</b>
<b>MATERIALS &amp; SERVICES</b>					
Professional Services	6,204	4,807	138,500	37,070	15,500
Legal/Labor Negotiations	10,133	-	20,000	-	20,000
Recruitment/Employee Testing	8,468	10,660	12,000	12,000	10,483
Software Maintenance	9,727	17,653	15,606	14,531	14,531
Liability Insurance	340,031	382,162	426,704	448,500	490,000
Non-Insurance Claims	-	-	15,000	-	15,000
Liab Ins Deductible Accrued	-	-	25,000	-	25,000
Training & Travel	(728)	430	8,000	8,000	8,000
Membership Fees & Dues	1,039	749	425	562	920
Internal Charge-Facilities	3,034	3,437	4,909	4,909	4,451
Internal Charge-Tech Services	17,806	11,124	38,516	38,516	22,657
Supplies & Services	2,726	1,886	7,600	5,000	7,600
Risk Mgmt/Safety Committee	265	212	2,050	2,000	3,050
<b>Total HR &amp; Risk Mgmt Materials &amp; Services</b>	<b>398,704</b>	<b>433,120</b>	<b>714,310</b>	<b>571,088</b>	<b>637,192</b>
<b>TOTAL HR &amp; RISK MGMT REQUIREMENTS</b>	<b>496,186</b>	<b>521,988</b>	<b>971,405</b>	<b>756,183</b>	<b>912,994</b>



GENERAL FUND - FINANCE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR FINANCE</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	294,690	272,906	353,625	324,717	430,648
Insurance Benefits	74,214	54,596	85,355	74,478	126,497
Taxes/Other	18,774	24,429	29,960	29,738	36,485
PERS Contributions	74,945	57,499	79,212	66,914	93,451
<b>Total Finance Personnel Services</b>	<b>462,623</b>	<b>409,431</b>	<b>548,152</b>	<b>495,847</b>	<b>687,081</b>
<b>FTE</b>	<b>3.5</b>	<b>3.5</b>	<b>4.8</b>	<b>3.5</b>	<b>5.8</b>
<b>MATERIALS &amp; SERVICES</b>					
Prof/Tech Service	-	10,418	-	3,000	3,000
Prof SrvTitle Lien Search Cost	5,532	5,328	6,500	3,000	6,500
Auditing	20,445	61,050	55,000	60,000	65,000
Software Maintenance	30,712	30,894	32,000	38,000	38,000
Copier Lease & Maint	3,674	3,939	4,500	4,500	4,500
Publications/Books	-	-	-	-	-
Printing & Binding	1,284	334	2,000	2,500	2,500
Training/Conf/Travel	1,040	6,992	1,000	4,000	9,000
Membership Dues & Fees	1,985	600	2,300	1,000	2,300
Internal Charge-Facilities	4,619	5,237	7,473	7,473	6,776
Internal Charge-Tech Services	7,443	23,008	56,622	50,000	33,307
Supplies & Service	4,394	1,093	1,500	6,000	6,000
Bank Charges	9,537	12,000	11,500	10,000	11,500
Cash Over & Short	(0)	3,211	-	2,000	-
Citywide Pending VISA Charges	-	-	-	-	-
Misc Office Equipment	-	1,219	1,000	5,000	5,000
<b>Total Finance Materials &amp; Services</b>	<b>91,300</b>	<b>167,359</b>	<b>196,895</b>	<b>203,095</b>	<b>193,383</b>
<b>TOTAL FINANCE REQUIREMENTS</b>	<b>554,001</b>	<b>579,417</b>	<b>745,047</b>	<b>698,942</b>	<b>880,464</b>

GENERAL FUND - COURT	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Court Fines and Fees	362,548	425,312	360,000	360,000	368,000
Fines / Justice Court	62,269	72,230	75,000	20,000	30,000
Miscellaneous Fees	1,076	1,184	1,500	500	800
Attorney Reimbursements	11,837	11,322	7,500	6,000	5,500
Court Collections Interest	55,954	45,982	55,000	55,000	44,000
<b>Total Court Revenue</b>	<b>493,684</b>	<b>556,030</b>	<b>499,000</b>	<b>441,500</b>	<b>448,300</b>
<b>REQUIREMENTS FOR COURT</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	217,489	204,489	169,353	157,976	185,295
Overtime	792	-	-	-	-
Insurance Benefits	56,929	28,961	51,692	23,840	28,933
Taxes/Other	14,099	18,446	14,425	14,539	15,779
PERS Contributions	39,537	37,114	29,531	28,130	32,475
<b>Total Court Personnel Services</b>	<b>328,847</b>	<b>289,010</b>	<b>265,001</b>	<b>224,485</b>	<b>262,482</b>
<b>FTE</b>	<b>2.8</b>	<b>2.8</b>	<b>1.8</b>	<b>2.7</b>	<b>1.8</b>
<b>MATERIALS &amp; SERVICES</b>					
Interpreter	8,537	6,120	6,000	7,000	7,000
Attorney Services	73,206	85,172	4,000	79,202	79,202
Copier Lease & Maint	1,206	1,521	1,750	1,750	1,750
Training/Conf/Travel	-	680	1,805	1,805	1,805
Membership Fees & Dues	310	390	250	250	250
Jury Fees	-	-	120	120	120
Witness Fees	-	-	105	250	250
Internal Charge-Facilities	4,227	4,788	6,837	6,837	6,200
Internal Charge-Tech Services	2,111	24,183	43,133	43,133	25,372
Supplies & Services	5,923	1,582	6,100	6,100	6,100
Discovery Expense	-	-	100	100	100
Bank Charges	3,880	5,121	5,000	5,000	5,000
Court Collection Costs	70,417	58,979	55,000	55,000	55,000
<b>Total Court Materials &amp; Services</b>	<b>79,837</b>	<b>199,863</b>	<b>170,200</b>	<b>206,547</b>	<b>188,149</b>
<b>CAPITAL OUTLAY</b>					
Capital Office Equipment	-	-	-	-	-
<b>TOTAL COURT REQUIREMENTS</b>	<b>508,684</b>	<b>488,873</b>	<b>435,201</b>	<b>431,032</b>	<b>450,631</b>

GENERAL FUND - PLANNING	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Land Use Applications	76,739	108,431	160,000	55,000	82,000
Miscellaneous Fees	266	3,390	35,000	3,500	1,000
Traffic Studies	78,654	172,493	135,000	65,000	42,500
Plan Reviews	122,672	138,119	150,000	60,000	54,400
Engineering Plan Review Fees	57,584	7,398	50,000	8,000	5,000
Construction Excise Tax	376,721	334,328	300,000	225,000	310,000
Planning Miscellaneous-Income	18,350	-	60,000	1,000	1,000
<b>Total Planning Revenue</b>	<b>730,985</b>	<b>764,159</b>	<b>890,000</b>	<b>417,500</b>	<b>495,900</b>
<b>REQUIREMENTS FOR PLANNING</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	202,889	230,780	279,590	258,246	295,031
Overtime	47	1,079	-	199	-
Insurance Benefits	30,200	30,425	44,277	29,270	34,405
Taxes/Other	15,653	21,794	23,053	23,979	25,279
PERS Contributions	35,111	50,123	53,044	49,276	64,467
<b>Total Planning Personnel Services</b>	<b>283,899</b>	<b>334,200</b>	<b>410,862</b>	<b>360,970</b>	<b>419,182</b>
<b>FTE</b>	<b>2.3</b>	<b>2.3</b>	<b>3.2</b>	<b>2.8</b>	<b>3.3</b>
<b>MATERIALS &amp; SERVICES</b>					
Prof/Tech Services	79,807	58,000	473,000	200,000	590,318
Copier Lease & Maint	3,076	3,180	4,000	4,000	4,000
Communications	205	56	100	100	500
Mapping	70	500	1,500	2,000	1,500
Planning Commiss. Expenses	7,500	7,500	1,500	2,000	1,500
Travel & Training	13,122	177	2,800	3,500	3,500
Fees & Dues	1,312	1,892	3,600	1,500	2,500
Internal Charge-Facilities	3,602	4,081	5,827	5,827	5,284
Internal Charge-Tech Services	14,268	17,418	54,341	54,341	31,965
Supplies & Services	1,000	6,089	6,000	6,000	7,000
Traffic Study	68,278	142,460	135,000	90,000	125,000
<b>Total Planning Materials &amp; Services</b>	<b>175,787</b>	<b>235,237</b>	<b>687,668</b>	<b>369,268</b>	<b>773,067</b>
<b>TOTAL PLANNING REQUIREMENTS</b>	<b>459,687</b>	<b>569,437</b>	<b>1,098,530</b>	<b>730,238</b>	<b>1,192,249</b>

GENERAL FUND - BUILDING	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Building Permits	60,117	88,282	50,000	58,000	55,000
<b>Total Building Revenue</b>	<b>60,117</b>	<b>88,282</b>	<b>50,000</b>	<b>58,000</b>	<b>55,000</b>
<b>REQUIREMENTS FOR BUILDING</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	24,844	30,960	88,921	79,923	92,898
Insurance Benefits	3,428	3,563	13,295	8,241	10,258
Taxes/Other	1,876	2,790	7,468	7,341	7,800
PERS Contributions	4,282	6,321	19,756	15,246	19,990
<b>Total Building Personnel Services</b>	<b>34,435</b>	<b>43,633</b>	<b>129,440</b>	<b>110,826</b>	<b>130,946</b>
<b>FTE</b>	<b>0.2</b>	<b>0.2</b>	<b>1.0</b>	<b>0.3</b>	<b>1.0</b>
<b>MATERIALS &amp; SERVICES</b>					
Communications	101	56	100	100	100
Internal Charge-Facilities	424	480	686	686	622
Supplies & Service	-	27	50	50	50
<b>Total Building Materials &amp; Services</b>	<b>525</b>	<b>563</b>	<b>836</b>	<b>836</b>	<b>772</b>
<b>TRANSFERS OUT &amp; OTHER USES</b>					
O/H Transfer to General Fund	5,741	22,236	22,236	22,236	20,074
<b>Total Building Transfers Out</b>	<b>5,741</b>	<b>22,236</b>	<b>22,236</b>	<b>22,236</b>	<b>20,074</b>
<b>TOTAL BUILDING REQUIREMENTS</b>	<b>40,700</b>	<b>60,395</b>	<b>152,512</b>	<b>133,898</b>	<b>151,792</b>

GENERAL FUND - POLICE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Grants - DUII	24,679	9,000	15,000	10,000	15,000
Grants - Distracted Driving	19,506	10,490	15,000	11,500	15,000
Grant - Seatbelt	9,890	2,836	7,500	6,000	7,500
Grants - Speed Enforcement	1,257	652	3,000	2,500	3,000
Grant - Pedestrian Safety	4,023	2,256	5,000	3,100	5,000
Grants - HIDTA	-	-	20,000	15,000	20,000
Grants - OCDEF	-	-	-	-	-
Grant-Intellectual Prop Crime	-	-	-	-	-
Grant - OJP Vest Program	3,612	790	5,000	5,000	5,000
Grant - ODOT Construction	-	-	-	-	25,000
Vehicle Release/Tow Fees	20,015	16,950	17,000	14,000	17,000
Miscellaneous Fees	142	8,884	200	600	200
Alarm Permit Fees	10,509	8,786	5,000	5,000	5,000
Temporary Liquor Permit	280	1,050	500	500	450
Subpoena Fees	220	206	300	100	35
Finger Printing Fees	-	-	500	-	500
Reports Revenue	1,664	2,195	1,000	3,000	2,000
Special Events Security	-	-	-	-	-
Police Miscellaneous-Income	36,256	47,337	2,000	68,000	2,000
CSD-Shared SRO Reimbursemt	41,013	67,500	76,854	76,854	80,293
Donations-Police	500	-	500	500	500
Donations-Canine	-	-	-	-	-
<b>Total Police Revenue</b>	<b>173,566</b>	<b>170,032</b>	<b>175,354</b>	<b>221,654</b>	<b>203,478</b>
<b>REQUIREMENTS FOR POLICE</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	2,879,620	2,910,000	3,536,496	2,976,689	3,776,567
Overtime	64,187	77,285	84,000	95,000	100,000
Court Overtime	43,592	30,917	52,500	45,000	54,000
Holiday Overtime	31,341	43,011	63,000	55,000	63,000
SIU Overtime	9,756	20,398	26,500	33,550	34,000
Training Overtime	-	41,350	42,000	36,000	44,000
TET Training OT	3,308	-	-	-	-
Special Events Overtime	681	6,335	5,500	6,100	6,000
Tactical/SWAT Overtime	24,344	17,219	31,500	22,000	27,000
Supervision Overtime	302	8,711	10,500	8,000	10,500
Grant - DUII Wages Exp	15,887	6,934	15,000	10,000	15,000
Grant - Seatbelt Wages Exp	6,781	1,861	7,500	5,000	5,000
Grant - Pedestrian/Wages Exp	1,215	1,499	5,000	3,100	5,000
Grant - HIDTA OT	-	-	20,000	15,000	20,708
Grant - OCDEF OT	-	-	-	539	5,000
Grant - IPC OT	-	-	-	-	-
Grant - Distracted Driving	12,502	5,530	15,000	11,500	7,500
Grant - Speed Enforcement	1,010	1,138	3,000	1,500	3,000
Grant - ODOT Traffic Construction Waj	-	-	-	-	25,000
Overtime Wages	259,825	262,188	381,000	347,289	424,708
Insurance Benefits	642,033	624,878	776,996	640,883	829,161
Taxes/Other	318,102	382,190	423,311	325,786	455,905
PERS Contributions	833,269	853,239	943,513	894,072	975,778
Uniform Cleaning Allowance	13,375	13,175	18,827	18,000	18,000
Clothing Allowance	2,400	2,375	3,091	3,100	3,100
Footwear Allowance	5,658	5,500	6,182	6,900	7,000
Fringe Benefits	21,433	21,050	28,100	28,000	28,100
<b>Total Police Personnel Services</b>	<b>4,954,288</b>	<b>5,061,150</b>	<b>6,089,416</b>	<b>5,212,719</b>	<b>6,490,219</b>
<b>FTE</b>	<b>29.3</b>	<b>29.3</b>	<b>32.0</b>	<b>29.7</b>	<b>33.0</b>



GENERAL FUND - POLICE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR POLICE CONTINUED</b>					
<b>MATERIALS &amp; SERVICES</b>					
Professional Services	1,318	2,580	5,000	3,000	5,000
Vehicle Lease Payments	-	-	-	-	-
Copier Lease & Maint	4,718	7,068	7,080	7,080	7,080
Investigation & Info	2,428	3,600	3,500	2,000	3,500
Prisoners Board & Medical	-	6,214	6,000	6,000	6,000
Crime Prevention	382	442	1,500	1,000	2,000
Communications	26,144	42,618	31,000	31,000	36,000
County Dispatch Fees	201,383	197,897	242,212	242,212	256,709
Juvenile Diversion Services	-	-	2,500	2,500	2,500
Training & Travel	15,807	44,480	43,000	50,000	45,000
Firearms & Less Lethal Equip	32,887	36,302	40,900	40,900	50,000
Tactical Entry Team Equipment	3,115	3,454	5,000	5,000	15,000
Vests	6,955	4,988	11,000	11,000	7,000
E.O.C.	560	-	1,500	500	1,500
Detective Equipment	11,869	15,400	20,000	20,000	21,500
Membership Fees & Dues	1,512	1,860	2,000	2,600	3,200
Information System Services	45,620	42,008	65,000	65,000	63,000
Internal Charge-Fleet	143,404	191,680	235,729	235,729	201,627
Internal Charge-Facilities	67,396	76,348	109,025	109,025	98,855
Internal Charge-Tech Services	180,850	187,750	260,041	260,041	152,965
Supplies & Services	17,959	28,027	41,562	41,562	44,000
Uniforms & Patrol Equipment	21,668	30,041	30,000	30,000	37,000
Equipment Repair & Maint	-	-	-	-	-
Radio Repair	11,864	-	6,000	5,000	6,000
800 Radio Operating Fee	26,280	29,280	29,280	29,280	40,383
Canine Expenses	1,799	1,799	3,500	2,000	2,500
Traffic Safety Equipment	11,600	24,000	24,000	24,000	24,000
Donations-Police	-	17	500	1,001	500
Accreditation	900	1,705	3,875	3,525	3,525
<b>Total Police Materials &amp; Services</b>	<b>38,250</b>	<b>967,027</b>	<b>1,232,304</b>	<b>1,230,955</b>	<b>1,136,344</b>
<b>CAPITAL OUTLAY</b>					
Capital Equip - Vehicles	185,000	194,638	185,000	185,000	145,000
Police K-9's	-	-	-	-	-
Furniture	-	-	-	-	-
Equip - Computer Software	13,368	17,512	77,000	77,000	421,347
Digital Radio Replacement Proj	-	-	-	-	-
<b>Total Police Capital Outlay</b>	<b>114,678</b>	<b>212,150</b>	<b>262,000</b>	<b>262,000</b>	<b>566,347</b>
<b>TOTAL POLICE REQUIREMENTS</b>	<b>5,907,215</b>	<b>6,240,328</b>	<b>7,583,720</b>	<b>6,705,674</b>	<b>8,192,910</b>

GENERAL FUND - PARKS	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Park Rentals	755	910	450	2,000	500
Park Maintenance Fee	436,937	462,067	483,000	470,380	480,000
Parks Miscellaneous-Income	37,084	900	-	27,820	-
<b>Total Park Revenue</b>	<b>474,776</b>	<b>463,877</b>	<b>483,450</b>	<b>500,200</b>	<b>480,500</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>					
Transfer from Streets	10,000	-	14,500	-	-
Transfer from SDC Fund	182,278	465,087	1,110,000	50,115	3,570,000
<b>Total Parks Transfers In</b>	<b>192,278</b>	<b>465,087</b>	<b>1,124,500</b>	<b>50,115</b>	<b>3,570,000</b>
<b>TOTAL PARK RESOURCES</b>	<b>667,054</b>	<b>928,963</b>	<b>1,607,950</b>	<b>550,315</b>	<b>4,050,500</b>
<b>REQUIREMENTS FOR PARKS</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	363,329	375,392	397,801	314,615	448,786
Seasonal/Tape Wages	2,460	12,988	18,000	33,287	20,456
Overtime	9,498	5,335	7,000	5,862	7,500
Insurance Benefits	103,159	95,218	107,712	76,517	174,688
Taxes/Other	37,915	49,958	53,495	36,530	60,713
PERS Contributions	90,296	97,195	101,888	75,332	93,293
Clothing Allowance	2,800	2,800	2,800	945	3,600
<b>Total Park Personnel Services</b>	<b>609,457</b>	<b>629,886</b>	<b>676,218</b>	<b>545,088</b>	<b>809,036</b>
<b>FTE</b>	<b>6.3</b>	<b>6.3</b>	<b>6.3</b>	<b>5.6</b>	<b>7.5</b>
<b>MATERIALS &amp; SERVICES</b>					
Contract Services	36,000	14,475	11,000	12,000	13,000
Surveys & Master Plans- SDC	12,900	12,981	10,000	33,000	100,000
Parks Ground Maintenance	25,920	10,454	10,500	10,500	12,000
Park Bldg Maintenance	7,459	73,407	17,300	17,300	17,300
Streetscape Landscaping	6,558	11,294	10,000	15,000	25,000
Vandalism Repair	3,550	283	3,000	3,000	3,000
Copier Lease & Maint	955	1,030	1,000	1,000	1,100
Parks Maint Fee Billing	25,000	29,147	32,500	32,500	32,500
Communications	2,236	1,865	1,800	1,800	2,300
Training/Conf/Travel	1,605	1,010	2,400	2,400	2,400
Internal Charge - Fleet	53,865	115,898	73,863	73,863	63,046
Internal Charge - Facilities	24,267	27,490	39,256	39,256	35,594
Internal Charge - Tech Services	1,498	2,103	6,123	6,123	3,602
Supplies & Services	18,762	17,058	18,400	36,000	30,000
Park Equipment	15,420	18,377	9,500	18,000	12,000
Utilities	25,311	27,754	30,000	31,000	30,000
<b>Total Park Materials &amp; Services</b>	<b>261,985</b>	<b>457,165</b>	<b>366,642</b>	<b>332,742</b>	<b>382,842</b>
<b>CAPITAL OUTLAY</b>					
Equipment/Vehicles	22,709	-	127,000	27,000	-
Culvert Replacement Logging Rd	-	-	-	-	-
Legacy Park Improvements	-	-	-	-	-
Locust Park Shelter	-	-	110,000	110,000	-
Maple Park Sport Court	13,053	395,471	-	20,680	-
Splash Pad	169,888	874	-	-	-
S Locust Pk Playground Replace	130,980	-	-	-	-
Master Plan Parks Projects	-	-	1,000,000	2,165	-
Dog Park	-	-	900,000	14,000	-
Fitness Court at Legacy Park	-	-	-	-	220,000
Maple Park Renovation	-	-	-	-	2,600,000
Simnitt/Dodd Park	-	-	-	-	1,500,000
<b>Total Parks Capital Outlay</b>	<b>336,629</b>	<b>396,345</b>	<b>2,137,000</b>	<b>173,845</b>	<b>4,320,000</b>
<b>TOTAL PARK REQUIREMENTS</b>	<b>1,208,071</b>	<b>1,492,397</b>	<b>3,189,860</b>	<b>1,051,675</b>	<b>5,511,878</b>

GENERAL FUND - CEMETERY	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Grave Sales	29,400	15,600	22,000	14,500	20,000
Grave Open & Close	11,850	9,400	8,000	6,000	6,500
Mausoleum Name Bars	5,000	7,500	4,000	4,000	4,000
Mausoleum Sales	17,105	15,490	15,000	12,000	11,000
Mausoleum Open & Close	2,350	(600)	3,000	5,500	4,000
Miscellaneous Fees	5,000	3,750	4,000	3,000	2,000
Donations-Cemetery	8	-	-	25	100
<b>Total Cemetery Revenue</b>	<b>70,713</b>	<b>51,140</b>	<b>56,000</b>	<b>45,025</b>	<b>47,600</b>
<b>REQUIREMENTS FOR CEMETERY</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	96,488	103,254	112,435	87,826	119,328
Seasonal/Temp Wages	-	512	18,000	-	20,456
Overtime	2,495	1,737	-	739	2,000
Insurance Benefits	22,455	22,591	25,600	17,494	29,511
Taxes/Other	9,966	12,882	15,000	9,233	18,255
PERS Contributions	20,930	23,270	27,530	18,918	27,962
<b>Total Cemetery Personnel Services</b>	<b>152,333</b>	<b>164,246</b>	<b>200,620</b>	<b>134,210</b>	<b>217,512</b>
<b>FTE</b>	<b>1.7</b>	<b>1.7</b>	<b>2.2</b>	<b>1.5</b>	<b>2.2</b>
<b>MATERIALS &amp; SERVICES</b>					
Grounds Maintenance	2,245	2,246	3,500	4,200	4,000
Building Maintenance	1,033	500	4,200	4,200	4,200
Copier Lease & Maint	1,000	183	200	200	200
Refunds	3,990	2,430	2,000	2,000	2,000
Internal Charge-Tech Services	1,000	500	1,279	1,279	752
Supplies - Records	1,000	13	1,350	1,350	1,350
Tools & Equipment	1,490	7,650	8,100	38,000	9,000
Utilities	2,400	3,044	2,500	2,800	2,700
Name Bars	2,998	5,938	4,500	4,500	4,500
<b>Total Cemetery Materials &amp; Services</b>	<b>15,156</b>	<b>38,112</b>	<b>27,629</b>	<b>58,529</b>	<b>28,702</b>
<b>TOTAL CEMETERY REQUIREMENTS</b>	<b>167,562</b>	<b>202,358</b>	<b>228,249</b>	<b>192,739</b>	<b>246,214</b>

GENERAL FUND - ECONOMIC DEV.	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Event Revenue	-	3,900	3,950	3,950	6,000
Econ Dev City Grant Revenue	8,600	10,166	4,700	4,000	2,000
Independence Day Revenue	-	5,429	9,200	9,000	3,000
Miscellaneous Revenue	-	-	-	-	-
<b>Total Economic Dev. Revenue</b>	<b>8,600</b>	<b>19,495</b>	<b>17,850</b>	<b>16,950</b>	<b>11,000</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>					
Transfer from UR	315,998	396,061	350,000	420,000	425,000
<b>Total Economic Dev. Transfers In</b>	<b>315,998</b>	<b>396,061</b>	<b>350,000</b>	<b>420,000</b>	<b>425,000</b>
<b>TOTAL ECONOMIC DEV. RESOURCES</b>	<b>324,598</b>	<b>415,556</b>	<b>367,850</b>	<b>436,950</b>	<b>436,000</b>
<b>REQUIREMENTS FOR ECONOMIC DEVELOPMENT</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	211,135	212,546	257,073	240,911	276,569
Overtime	-	11	-	1,587	-
Insurance Benefits	26,321	26,190	30,438	30,247	44,109
Taxes/Other	14,167	18,581	20,773	20,451	22,661
PERS Contributions	37,987	49,740	60,000	56,496	62,719
<b>Total Economic Dev. Personnel Services</b>	<b>289,610</b>	<b>307,068</b>	<b>348,284</b>	<b>349,692</b>	<b>406,058</b>
<b>FTE</b>	<b>2.5</b>	<b>2.5</b>	<b>5</b>	<b>2.4</b>	<b>2.5</b>
<b>MATERIALS &amp; SERVICES</b>					
Copier Lease & Maint	1,538	1,538	1,500	2,200	1,500
Internal Charge-Facilities	3,724	4,218	6,024	6,024	5,462
Internal Charge-Tech Services	3,884	4,784	15,987	15,987	9,404
Supplies & Services	8,757	15,982	38,700	21,500	38,400
Main Street (General Fund)	883	2,217	24,350	30,000	39,219
Independence Day Expenses	725	9,200	16,850	16,850	20,011
Flower Program	5,562	4,850	6,500	6,500	6,500
Community Small Grants	-	-	50,000	50,000	50,000
Main Street (UR Allowable)	2,552	14,570	33,071	20,000	27,450
EconDev City Grant Expended	45,286	5,700	5,700	5,700	5,700
<b>Total Economic Dev. Materials &amp; Services</b>	<b>73,028</b>	<b>80,670</b>	<b>198,682</b>	<b>174,761</b>	<b>203,646</b>
<b>TRANSFERS OUT &amp; OTHER USES</b>					
O/H Transfer to General Fund	52,286	75,149	67,776	67,776	71,472
<b>Total Economic Dev. Transfers Out</b>	<b>52,286</b>	<b>75,149</b>	<b>67,776</b>	<b>67,776</b>	<b>71,472</b>
<b>TOTAL ECONOMIC DEV. REQUIREMENTS</b>	<b>414,924</b>	<b>462,887</b>	<b>635,007</b>	<b>592,229</b>	<b>681,176</b>



GENERAL FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS NOT ALLOCATED</b>					
<b>PERSONNEL SERVICES</b>					
Retirement & Separation Payout	234,978	-	82,400	82,400	87,985
<b>Total Not Allocated Personnel Services</b>	<b>234,978</b>	<b>-</b>	<b>82,400</b>	<b>82,400</b>	<b>87,985</b>
<b>MATERIALS &amp; SERVICES</b>					
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000
COVID-19 Expenses	393,626	10,812	-	-	-
Equipment	(6,864)	84,573	200,000	150,000	200,000
Internal Charge-Facilities	40,461	45,833	65,449	65,449	59,344
<b>Total Not Allocated Materials &amp; Services</b>	<b>433,223</b>	<b>147,218</b>	<b>271,449</b>	<b>221,449</b>	<b>265,344</b>
<b>SPECIAL PAYMENTS</b>					
Special Payments-PEG Access	20,706	18,302	25,000	12,500	20,000
<b>Total Special Payments</b>	<b>20,706</b>	<b>18,302</b>	<b>25,000</b>	<b>12,500</b>	<b>20,000</b>
<b>TRANSFERS OUT</b>					
O/H Transfer to General Fund	5,741	16,203	22,236	22,236	20,074
O/H Transfer to General Fund	52,286	75,149	67,776	67,776	71,472
Transfer to Library	142,687	172,409	295,000	295,000	360,000
<b>Total Transfers Out</b>	<b>200,714</b>	<b>263,761</b>	<b>385,012</b>	<b>385,012</b>	<b>451,546</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>
<b>TOTAL REQUIREMENTS NOT ALLOCATED</b>	<b>889,621</b>	<b>429,281</b>	<b>900,000</b>	<b>701,361</b>	<b>1,024,875</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>					
Reserve for Future Exp-PEG	-	-	35,940	33,040	25,040
Res for Future Exp-WC Retro	-	-	68,420	63,487	63,487
Res for Future Exp-BldgDept	-	-	-	1,776	-
Res for Future Exp-Park Maint	-	-	924	-	-
Res for Future Exp-Old Library	-	-	-	-	-
Res for Future Exp-ARP Funds	-	-	-	-	-
Res for Future Exp-Unrestrict	-	-	4,448,281	8,577,228	4,771,331
<b>Total Reserves for Future Expenditure</b>	<b>-</b>	<b>-</b>	<b>4,553,565</b>	<b>8,691,881</b>	<b>4,859,858</b>
<b>ENDING FUND BALANCE (prior year's)</b>					
Restricted FB - PEG	49,180	-	-	-	-
Committed FB - WC Retro Plan	121,863	68,420	-	-	-
Restricted for - Building Dept	74,785	71,788	-	-	-
Committed FB - Park Maint	92,509	-	-	-	-
Fund Balance	14,066	5,839,469	-	-	-
<b>Total General Fund Ending Balance</b>	<b>350,403</b>	<b>6,019,512</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL GENERAL FUND REQUIREMENTS</b>	<b>1,240,024</b>	<b>10,769,869</b>	<b>21,440,252</b>	<b>21,463,686</b>	<b>24,836,136</b>

DRAFT

This Page Intentionally Left Blank

### Administration

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

The **City Administrator** is responsible for general day to day administration of the City; working with the Mayor and City Council to implement their goals; enforcing the rules and contracts of the city; supervision of all City staff except the Municipal Judge and City Attorney; serves as the purchasing and contracting agent for the City; acts as the City budget officer; and supervises properties and the utilities of the City except those operated by the Canby Utility Board.

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

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

### 2022-23 Highlights

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

### 2023-24 Goals

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

GENERAL FUND - ADMINISTRATION	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR ADMINISTRATION</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	316,795	413,765	443,408	437,622	394,048
Overtime	-	-	-	197	-
Insurance Benefits	72,941	93,395	93,457	98,068	81,921
Taxes/Other	20,058	33,360	35,466	37,277	32,233
PERS Contributions	55,850	94,841	104,916	103,464	91,191
<b>Total Admin Personnel Services</b>	<b>465,643</b>	<b>635,361</b>	<b>677,247</b>	<b>676,628</b>	<b>599,393</b>
<b>FTE</b>	<b>3.3</b>	<b>3.3</b>	<b>3.9</b>	<b>3.1</b>	<b>2.9</b>
<b>MATERIALS &amp; SERVICES</b>					
Election	1,009	5,058	1,000	-	1,250
Prof/Tech Services	6,882	7,042	108,000	8,500	8,500
CTV5 Professional Services	36,000	36,000	000	41,760	43,430
Codification	495	1,112	5,000	3,000	5,495
Copier Lease & Maint	4,404	4,260	5,000	5,000	5,000
Misc. Unanticipated	15,000	-	-	-	-
Printing & Binding	318	24	500	200	500
Mayor & City Council	4,057	6,997	12,120	12,000	17,370
Mayor & CC Travel & Training	108	3,511	8,075	8,000	8,525
Mayor & CC Membership Dues	2,188	2,502	1,189	3,914	1,189
Admin Staff Travel & Training	34,000	15	7,660	4,000	7,660
Attorney Travel & Training	-	1,210	1,500	1,432	1,500
Admin Membership Dues & Fees	1,187	25,335	25,638	23,129	27,961
Internal Charge-Fleet	1,523	2,709	1,486	1,486	1,486
Internal Charge-Facilities	1,000	11,036	15,759	15,759	14,289
Internal Charge-Tech Services	23,024	36,136	53,538	53,538	31,493
Supplies & Services	4,652	8,948	7,075	4,500	42,075
Employee Recognition	2,632	2,387	5,525	5,000	5,525
<b>Total Admin Materials &amp; Services</b>	<b>133,547</b>	<b>158,984</b>	<b>296,060</b>	<b>191,218</b>	<b>223,248</b>
<b>TOTAL ADMIN REQUIREMENTS</b>	<b>599,190</b>	<b>794,345</b>	<b>973,307</b>	<b>867,846</b>	<b>822,641</b>



**Human Resources & Risk Management**

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

**2022-23 Highlights (July 2022 through March 2022)**

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

**2023-24 Goals**

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

GENERAL FUND - HR & RISK MGMT	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR HR &amp; RISK MGMT</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	68,081	58,626	165,707	122,918	177,838
Insurance Benefits	14,801	12,385	40,303	23,834	44,310
Taxes/Other	4,238	5,103	13,967	10,956	15,063
PERS Contributions	10,363	12,754	37,118	27,387	38,591
<b>Total HR &amp; Risk Mgmt Personnel Services</b>	<b>97,483</b>	<b>88,868</b>	<b>257,095</b>	<b>185,095</b>	<b>275,802</b>
<b>FTE</b>	<b>0.8</b>	<b>0.8</b>	<b>1.7</b>	<b>0.9</b>	<b>1.7</b>
<b>MATERIALS &amp; SERVICES</b>					
Professional Services	6,204	4,807	138,500	37,070	15,500
Legal/Labor Negotiations	10,133	-	20,000	-	20,000
Recruitment/Employee Testing	8,468	10,660	12,000	12,000	10,483
Software Maintenance	9,727	17,653	1,606	14,531	14,531
Liability Insurance	340,031	382,162	26,704	448,500	490,000
Non-Insurance Claims	-	-	15,000	-	15,000
Liab Ins Deductible Accrued	-	-	2,000	-	25,000
Training & Travel	(728)	430	8,000	8,000	8,000
Membership Fees & Dues	1,039	749	425	562	920
Internal Charge-Facilities	3,034	3,437	4,909	4,909	4,451
Internal Charge-Tech Services	17,806	11,124	38,516	38,516	22,657
Supplies & Services	2,726	886	7,600	5,000	7,600
Risk Mgmt/Safety Committee	265	12	2,050	2,000	3,050
<b>Total HR &amp; Risk Mgmt Materials &amp; Services</b>	<b>98,778</b>	<b>433,121</b>	<b>714,310</b>	<b>571,088</b>	<b>637,192</b>
<b>TOTAL HR &amp; RISK MGMT REQUIREMENTS</b>	<b>496,261</b>	<b>521,988</b>	<b>971,405</b>	<b>756,183</b>	<b>912,994</b>

### Finance

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

### 2022-23 Highlights

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

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

- Continuation of training for each Finance Department staff position.
- Add additional staff members to the Finance Department to allow for cross training.
- Continue creation of process manual for each position's daily tasks and duties.
- Add a Transit Payroll Tax portal to our online payment system to make it easier for customers to file and pay their transit tax.
- Focus on great customer service for internal departments and citizens with timely responses.
- Complete the FY 22/23 audit before the end of December 2023.

### Performance Measures

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

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

GENERAL FUND - FINANCE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR FINANCE</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	294,690	272,906	353,625	324,717	430,648
Insurance Benefits	74,214	54,596	85,355	74,478	126,497
Taxes/Other	18,774	24,429	29,960	29,738	36,485
PERS Contributions	74,945	57,499	79,212	66,914	93,451
<b>Total Finance Personnel Services</b>	<b>462,623</b>	<b>409,431</b>	<b>548,152</b>	<b>495,847</b>	<b>687,081</b>
<b>FTE</b>	<b>3.5</b>	<b>3.5</b>	<b>4.8</b>	<b>3.5</b>	<b>5.8</b>
<b>MATERIALS &amp; SERVICES</b>					
Prof/Tech Service	-	10,418	-	3,000	3,000
Prof SrvTitle Lien Search Cost	5,532	5,328	6,500	3,000	6,500
Auditing	20,445	61,050	55,000	60,000	65,000
Software Maintenance	30,712	30,894	38,000	38,000	38,000
Copier Lease & Maint	3,674	3,939	4,500	4,500	4,500
Publications/Books	-	-	-	-	-
Printing & Binding	1,284	1,334	2,500	2,500	2,500
Training/Conf/Travel	1,040	1,992	9,000	4,000	9,000
Membership Dues & Fees	1,985	1,900	2,300	1,000	2,300
Internal Charge-Facilities	4,619	5,230	7,473	7,473	6,776
Internal Charge-Tech Services	7,435	23,078	56,622	56,622	33,307
Supplies & Service	4,350	4,350	4,500	6,000	6,000
Bank Charges	9,537	12,592	11,500	10,000	11,500
Cash Over & Short	(0)	3,216	-	2,000	-
Citywide Pending VISA Charges	714	-	-	-	-
Misc Office Equipment	-	1,219	5,000	5,000	5,000
<b>Total Finance Materials &amp; Services</b>	<b>91,378</b>	<b>169,986</b>	<b>196,895</b>	<b>203,095</b>	<b>193,383</b>
<b>TOTAL FINANCE REQUIREMENTS</b>	<b>554,001</b>	<b>579,417</b>	<b>745,047</b>	<b>698,942</b>	<b>880,464</b>

### Municipal Court

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

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

### 2022-2023 Highlights

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

### 2023-2024 Goals

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

### Performance Measures

Strategies and Measures	FY2021	FY2022	FY2023	FY2024
	Actuals	Actuals	Projected	Budget
Traffic Violations	1,743	1,805	2,000	2,100
Criminal Cases	386	327	0	0
Parking/Ordinance/non-traffic violations	73	137	120	140
Total Processed	2,120	2,269	2,120	2,240
Court Clerk FTE	2.25	2.25	1.75	1.75
Violations processed by each Clerk	890	1,009	1,211	1,280
Operating expenses	\$508,684	\$488,873	\$431,032	\$450,631
Operating expense per processed violation	\$240	\$215	\$203	\$201

GENERAL FUND - COURT	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Court Fines and Fees	362,548	425,312	360,000	360,000	368,000
Fines / Justice Court	62,269	72,230	75,000	20,000	30,000
Miscellaneous Fees	1,076	1,184	1,500	500	800
Attorney Reimbursements	11,837	11,322	7,500	6,000	5,500
Court Collections Interest	55,954	45,982	55,000	55,000	44,000
<b>Total Court Revenue</b>	<b>493,684</b>	<b>556,030</b>	<b>499,000</b>	<b>441,500</b>	<b>448,300</b>
<b>REQUIREMENTS FOR COURT</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	217,489	204,489	169,353	157,976	185,295
Overtime	792	-	-	-	-
Insurance Benefits	56,929	28,961	22,992	23,840	28,933
Taxes/Other	14,099	18,446	14,411	14,539	15,779
PERS Contributions	39,537	37,110	29,531	28,130	32,475
<b>Total Court Personnel Services</b>	<b>328,847</b>	<b>289,006</b>	<b>265,001</b>	<b>224,485</b>	<b>262,482</b>
<b>FTE</b>	<b>2.8</b>	<b>2.8</b>	<b>1.8</b>	<b>2.7</b>	<b>1.8</b>
<b>MATERIALS &amp; SERVICES</b>					
Interpreter	8,530	5,520	6,000	7,000	7,000
Attorney Services	73,206	55,872	44,000	79,202	79,202
Copier Lease & Maint	1,206	1,528	1,750	1,750	1,750
Training/Conf/Travel	-	680	1,805	1,805	1,805
Membership Fees & Dues	320	390	250	250	250
Jury Fees	-	120	120	120	120
Witness Fees	-	-	105	250	250
Internal Charge-Facilities	1,227	4,788	6,837	6,837	6,200
Internal Charge-Tech Services	12,111	24,183	43,133	43,133	25,372
Supplies & Services	5,923	11,582	6,100	6,100	6,100
Discovery Expense	-	-	100	100	100
Bank Charges	3,880	5,121	5,000	5,000	5,000
Court Collection Costs	70,417	58,979	55,000	55,000	55,000
<b>Total Court Materials &amp; Services</b>	<b>179,837</b>	<b>199,863</b>	<b>170,200</b>	<b>206,547</b>	<b>188,149</b>
<b>CAPITAL OUTLAY</b>					
Capital Office Equipment	-	-	-	-	-
<b>TOTAL COURT REQUIREMENTS</b>	<b>508,684</b>	<b>488,873</b>	<b>435,201</b>	<b>431,032</b>	<b>450,631</b>



**Planning**

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

**2022-23 Highlights**

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

**2023-24 Goals**

- Advance the comprehensive plan and transportation system plan per the defined schedule
- Continue working closely with the comprehensive plan advisory committee to evaluation and recommend framework for comprehensive plan update
- Develop a community vision with the public for the comprehensive plan update
- Adopt the Housing Needs and Housing Production Strategy documents
- Adopt efficiency measures to assist with reduction housing costs
- Adopt new fencing code
- Work closely with the city council and planning commission to keep informed of all long range planning activities and initiatives
- Continue managing commercial and industrial permits, annexations and continued subdivision applications.
- City Goals: Plan for future housing needs and development and Manage growth in a responsible manner



## Performance Measures

Strategies and Measures	FY2021	FY2022	FY2023	FY2024
	Actuals	Actuals	Projected	Budget
Completeness reviews within 30 days of submittal	100%	100%	100%	100%
Produce decisions within 120 days (no extensions)	100%	100%	100%	100%
Land use decisions made by City staff	33	170	200	310
Land use decisions by Planning Commission	30	15	25	7
Land use decisions made by City Council	9	3	3	2
Number of land use appeals	0	1	1	1
% of staff recommendations upheld on appeal	100%	100%	100%	0%
Major planning study	3		3	3
Plan amendments	0		0	0
Substantive code amendment	0	0	1	0
Routine code update/refinement	1	0	1	0

## Budget Detail

## General Fund - Planning

GENERAL FUND - PLANNING	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Land Use Applications	76,739	108,431	160,000	55,000	82,000
Miscellaneous Fees	266	3,390	35,000	3,500	1,000
Traffic Studies	78,654	172,493	135,000	65,000	42,500
Plan Reviews	122,672	138,119	150,000	60,000	54,400
Engineering Plan Review Fees	57,584	7,398	50,000	8,000	5,000
Construction Excise Tax	376,721	334,328	300,000	225,000	310,000
Planning Miscellaneous-Income	18,350	-	60,000	1,000	1,000
<b>Total Planning Revenue</b>	<b>730,985</b>	<b>764,159</b>	<b>890,000</b>	<b>417,500</b>	<b>495,900</b>
<b>REQUIREMENTS FOR PLANNING</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	202,889	230,780	9,590	258,246	295,031
Overtime	47	1,079		199	-
Insurance Benefits	30,200	30,427	44,271	29,270	34,405
Taxes/Other	15,653	21,594	23,953	23,979	25,279
PERS Contributions	35,111	39,123	63,040	49,276	64,467
<b>Total Planning Personnel Services</b>	<b>283,899</b>	<b>332,900</b>	<b>410,862</b>	<b>360,970</b>	<b>419,182</b>
<b>FTE</b>	<b>2.3</b>	<b>2.7</b>	<b>3.2</b>	<b>2.8</b>	<b>3.3</b>
<b>MATERIALS &amp; SERVICES</b>					
Prof/Tech Services	79,800	98,220	473,000	200,000	590,318
Copier Lease & Maint	3,076	3,186	4,000	4,000	4,000
Communications	206	56	100	100	500
Mapping	670	500	1,500	2,000	1,500
Planning Commiss. Expenses	740	1,158	1,500	2,000	1,500
Travel & Training	130	177	2,800	3,500	3,500
Fees & Dues	1,312	1,892	3,600	1,500	2,500
Internal Charge-Facilities	3,602	4,081	5,827	5,827	5,284
Internal Charge-Technical Services	14,268	17,418	54,341	54,341	31,965
Supplies & Services	3,692	6,089	6,000	6,000	7,000
Traffic Study	68,278	142,460	135,000	90,000	125,000
<b>Total Planning Materials &amp; Services</b>	<b>175,787</b>	<b>235,237</b>	<b>687,668</b>	<b>369,268</b>	<b>773,067</b>
<b>TOTAL PLANNING REQUIREMENTS</b>	<b>459,687</b>	<b>569,437</b>	<b>1,098,530</b>	<b>730,238</b>	<b>1,192,249</b>

**Building**

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

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

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

**2022-23 Highlights**

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

**2023-24 Goals**

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

## Performance Measures

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

GENERAL FUND - BUILDING	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Building Permits	60,117	88,282	50,000	58,000	55,000
<b>Total Building Revenue</b>	<b>60,117</b>	<b>88,282</b>	<b>50,000</b>	<b>58,000</b>	<b>55,000</b>
<b>REQUIREMENTS FOR BUILDING</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	4,844	30,960	88,921	79,923	92,898
Insurance Benefits	-	3,563	13,295	8,241	10,258
Taxes/Other	1,876	2,790	7,468	7,341	7,800
PERS Contributions	4,282	6,321	19,756	15,246	19,990
<b>Total Building Personnel Services</b>	<b>10,999</b>	<b>43,633</b>	<b>129,440</b>	<b>110,826</b>	<b>130,946</b>
<b>FTE</b>	<b>0.2</b>	<b>0.2</b>	<b>1.0</b>	<b>0.3</b>	<b>1.0</b>
<b>MATERIALS &amp; SERVICES</b>					
Communications	101	56	100	100	100
Internal Charge-Facilities	424	480	686	686	622
Supplies & Service	-	27	50	50	50
<b>Total Building Materials &amp; Services</b>	<b>525</b>	<b>563</b>	<b>836</b>	<b>836</b>	<b>772</b>
<b>TRANSFERS OUT &amp; OTHER USES</b>					
O/H Transfer to General Fund	5,741	16,203	22,236	22,236	20,074
<b>Total Building Transfers Out</b>	<b>5,741</b>	<b>16,203</b>	<b>22,236</b>	<b>22,236</b>	<b>20,074</b>
<b>TOTAL BUILDING REQUIREMENTS</b>	<b>40,700</b>	<b>60,399</b>	<b>152,512</b>	<b>133,898</b>	<b>151,792</b>

## Police

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

### 2022-23 Highlights

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

### 2023-24 Goals

- Manage a staffing plan that allows for three officer minimum shift coverage and supervisory oversight that maintains public safety, addresses neighborhood livability and emergency response for a 24/7 operations.
- Restore full time Code Enforcement officer.
- Increase social media and public information presence.
- Restore K9 program.
- Collaborate with ODOT to establish a traffic safety plan along Hwy 99.
- Continue to Increase community outreach with activities & events.

### Performance Measures

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

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

GENERAL FUND - POLICE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Grants - DUII	24,679	9,000	15,000	10,000	15,000
Grants - Distracted Driving	19,506	10,490	15,000	11,500	15,000
Grant - Seatbelt	9,890	2,836	7,500	6,000	7,500
Grants - Speed Enforcement	1,257	652	3,000	2,500	3,000
Grant - Pedestrian Safety	4,023	2,256	5,000	3,100	5,000
Grants - HIDTA	-	-	20,000	15,000	20,000
Grants - OCDEF	-	-	-	-	-
Grant-Intellectual Prop Crime	-	-	-	-	-
Grant - OJP Vest Program	3,612	790	5,000	5,000	5,000
Grant - ODOT Construction	-	-	-	-	25,000
Vehicle Release/Tow Fees	20,015	16,950	17,000	14,000	17,000
Miscellaneous Fees	142	8,884	200	600	200
Alarm Permit Fees	10,509	8,786	5,000	5,000	5,000
Temporary Liquor Permit	280	1,050	500	500	450
Subpoena Fees	220	205	100	100	35
Finger Printing Fees	-	-	500	-	500
Reports Revenue	1,664	2,195	2,000	3,000	2,000
Special Events Security	-	-	-	-	-
Police Miscellaneous-Income	36,256	47,000	2,000	68,000	2,000
CSD-Shared SRO Reimbursemt	41,013	67,500	76,854	76,854	80,293
Donations-Police	500	-	500	500	500
Donations-Canine	-	-	-	-	-
<b>Total Police Revenue</b>	<b>173,566</b>	<b>178,932</b>	<b>175,354</b>	<b>221,654</b>	<b>203,478</b>
<b>REQUIREMENTS FOR POLICE</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	2,879,625	2,917,605	3,536,496	2,976,689	3,776,567
Overtime Wages	259,825	262,188	381,000	347,289	424,708
Insurance Benefits	12,033	624,878	776,996	640,883	829,161
Taxes/Other	318,102	382,190	423,311	325,786	455,905
PERS Contributions	833,269	853,239	943,513	894,072	975,778
Fringe Benefits	21,433	21,050	28,100	28,000	28,100
<b>Total Police Personnel Services</b>	<b>4,954,288</b>	<b>5,061,150</b>	<b>6,089,416</b>	<b>5,212,719</b>	<b>6,490,219</b>
<b>FTE</b>	<b>29.3</b>	<b>29.3</b>	<b>32.0</b>	<b>29.7</b>	<b>33.0</b>



GENERAL FUND - POLICE	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR POLICE CONTINUED</b>					
<b>MATERIALS &amp; SERVICES</b>					
Professional Services	1,318	2,580	5,000	3,000	5,000
Vehicle Lease Payments	-	-	-	-	-
Copier Lease & Maint	4,718	7,068	7,080	7,080	7,080
Investigation & Info	2,428	3,600	3,500	2,000	3,500
Prisoners Board & Medical	-	6,214	6,000	6,000	6,000
Crime Prevention	382	442	1,500	1,000	2,000
Communications	26,144	42,618	31,000	31,000	36,000
County Dispatch Fees	201,383	197,897	242,212	242,212	256,709
Juvenile Diversion Services	-	-	2,500	2,500	2,500
Training & Travel	15,807	44,480	43,000	50,000	45,000
Firearms & Less Lethal Equip	32,887	36,302	40,900	40,900	50,000
Tactical Entry Team Equipment	3,115	3,454	5,000	5,000	15,000
Vests	6,955	4,988	11,000	11,000	7,000
E.O.C.	560	-	500	500	1,500
Detective Equipment	11,869	15,400	20,000	20,000	21,500
Membership Fees & Dues	1,512	1,500	2,600	2,600	3,200
Information System Services	45,620	50,008	66,000	65,000	63,000
Internal Charge-Fleet	143,404	141,680	235,729	235,729	201,627
Internal Charge-Facilities	67,396	70,000	109,025	109,025	98,855
Internal Charge-Tech Services	180,850	187,700	260,041	260,041	152,965
Supplies & Services	17,500	29,027	41,562	41,562	44,000
Uniforms & Patrol Equipment	21,660	21,000	30,000	30,000	37,000
Equipment Repair & Maint	-	-	-	-	-
Radio Repair	1,864	-	6,000	5,000	6,000
800 Radio Operating Fee	5,230	29,280	29,280	29,280	40,383
Canine Expenses	-	1,799	3,500	2,000	2,500
Traffic Safety Equipment	11,672	22,429	24,000	24,000	24,000
Donations-Police	-	17	500	1,001	500
Accreditation	900	1,705	3,875	3,525	3,525
<b>Total Police Materials &amp; Services</b>	<b>838,250</b>	<b>967,027</b>	<b>1,232,304</b>	<b>1,230,955</b>	<b>1,136,344</b>
<b>CAPITAL OUTLAY</b>					
Capital Equip - Vehicles	101,310	194,638	185,000	185,000	145,000
Police K-9's	-	-	-	-	-
Furniture	-	-	-	-	-
Equip - Computer/Software	13,368	17,512	77,000	77,000	421,347
Digital Radio Replacement Proj	-	-	-	-	-
<b>Total Police Capital Outlay</b>	<b>114,678</b>	<b>212,150</b>	<b>262,000</b>	<b>262,000</b>	<b>566,347</b>
<b>TOTAL POLICE REQUIREMENTS</b>	<b>5,907,215</b>	<b>6,240,328</b>	<b>7,583,720</b>	<b>6,705,674</b>	<b>8,192,910</b>



### Parks Department

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

### 2022-23 Highlights

- Installed new Picnic shelter at S Locust St Park and completed the Pickleball courts at Maple Park.
- Maintained seven restroom buildings and cleaned the restrooms five times a week.
- Maintained ten playgrounds and one skate park weekly.
- Mowed turf areas every seven to ten days.
- Maintained 20 park areas and 14 city owned properties.
- Maintained 1 water feature (Klohe Fountain).
- Tracked actual park maintenance hours for all sites.

### 2023-24 Goals

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

### Performance Measures

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

## Budget Detail

## General Fund - Parks

GENERAL FUND - PARKS	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Park Rentals	755	910	450	2,000	500
Park Maintenance Fee	436,937	462,067	483,000	470,380	480,000
Parks Miscellaneous-Income	37,084	900	-	27,820	-
<b>Total Park Revenue</b>	<b>474,776</b>	<b>463,877</b>	<b>483,450</b>	<b>500,200</b>	<b>480,500</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>					
Transfer from Streets	10,000	-	14,500	-	-
Transfer from SDC Fund	182,278	465,087	1,110,000	50,115	3,570,000
<b>Total Parks Transfers In</b>	<b>192,278</b>	<b>465,087</b>	<b>1,124,500</b>	<b>50,115</b>	<b>3,570,000</b>
<b>TOTAL PARK RESOURCES</b>	<b>667,054</b>	<b>928,963</b>	<b>1,607,950</b>	<b>550,315</b>	<b>4,050,500</b>
<b>REQUIREMENTS FOR PARKS</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	363,329	375,392	397,001	314,615	448,786
Seasonal/Tape Wages	2,460	12,988	5,000	33,287	20,456
Overtime	9,498	5,335	7,500	5,862	7,500
Insurance Benefits	103,159	95,218	104,734	76,517	174,688
Taxes/Other	37,915	49,900	53,495	36,530	60,713
PERS Contributions	90,296	90,295	101,888	5,332	93,293
Clothing Allowance	2,800	800	2,800	2,945	3,600
<b>Total Park Personnel Services</b>	<b>609,457</b>	<b>638,255</b>	<b>686,218</b>	<b>545,088</b>	<b>809,036</b>
<b>FTE</b>		<b>6.3</b>	<b>6.3</b>	<b>5.6</b>	<b>7.5</b>
<b>MATERIALS &amp; SERVICES</b>					
Contract Services	36,556	14,475	11,000	12,000	13,000
Surveys & Master Plans- SDC	12,977	104,481	100,000	33,000	100,000
Parks Ground Maintenance	5,928	11,494	10,500	10,500	12,000
Park Bldg Maintenance	7,459	73,407	17,300	17,300	17,300
Streetscape Landscaping		11,294	10,000	15,000	25,000
Vandalism Repair	3,550	283	3,000	3,000	3,000
Copier Lease & Maint	955	1,030	1,000	1,000	1,100
Parks Maint Fee Billing	25,040	29,147	32,500	32,500	32,500
Communication	2,236	1,865	1,800	1,800	2,300
Training/Conf/Travel	1,605	1,010	2,400	2,400	2,400
Internal Charge-Fleet	53,865	115,898	73,863	73,863	63,046
Internal Charge-Facilities	24,267	27,490	39,256	39,256	35,594
Internal Charge-Tech Services	1,498	2,103	6,123	6,123	3,602
Supplies & Services	18,762	17,058	18,400	36,000	30,000
Park Equipment	15,420	18,377	9,500	18,000	12,000
Utilities	25,311	27,754	30,000	31,000	30,000
<b>Total Park Materials &amp; Services</b>	<b>261,985</b>	<b>457,165</b>	<b>366,642</b>	<b>332,742</b>	<b>382,842</b>
<b>CAPITAL OUTLAY</b>					
Equipment/Vehicles	22,709	-	127,000	27,000	-
Culvert Replacement Logging Rd	-	-	-	-	-
Legacy Park Improvements	-	-	-	-	-
Locust Park Shelter	-	-	110,000	110,000	-
Maple Park Sport Court	13,053	395,471	-	20,680	-
Splash Pad	169,888	874	-	-	-
S Locust Pk Playground Replace	130,980	-	-	-	-
Master Plan Parks Projects	-	-	1,000,000	2,165	-
Dog Park	-	-	900,000	14,000	-
Fitness Court at Legacy Park	-	-	-	-	220,000
Maple Park Renovation	-	-	-	-	2,600,000
Simnitt/Dodd Park	-	-	-	-	1,500,000
<b>Total Parks Capital Outlay</b>	<b>336,629</b>	<b>396,345</b>	<b>2,137,000</b>	<b>173,845</b>	<b>4,320,000</b>
<b>TOTAL PARK REQUIREMENTS</b>	<b>1,208,071</b>	<b>1,492,397</b>	<b>3,189,860</b>	<b>1,051,675</b>	<b>5,511,878</b>

**Cemetery Department**

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

**2022-23 Highlights**

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

**2023-24 Goals**

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

**Performance Measures**

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Actuals	FY2024 Budget
<b>Maintain an attractive, clean, and safe cemetery</b>					
<b>Landscaping &amp; Maintenance Hours</b>	1,077	1,954	2,614	2,243	2,443
<b>Customer Service/Admin Support Hours</b>	638	592	706	706	706
<b>Plot Sales</b>	36	52	66	64	64
<b>Burials</b>	52	51	40	51	50

GENERAL FUND - CEMETERY	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Grave Sales	29,400	15,600	22,000	14,500	20,000
Grave Open & Close	11,850	9,400	8,000	6,000	6,500
Mausoleum Name Bars	5,000	7,500	4,000	4,000	4,000
Mausoleum Sales	17,105	15,490	15,000	12,000	11,000
Mausoleum Open & Close	2,350	(600)	3,000	5,500	4,000
Miscellaneous Fees	5,000	3,750	4,000	3,000	2,000
Donations-Cemetery	8	-	-	25	100
<b>Total Cemetery Revenue</b>	<b>70,713</b>	<b>51,140</b>	<b>56,000</b>	<b>45,025</b>	<b>47,600</b>
<b>REQUIREMENTS FOR CEMETERY</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	96,488	103,254	112,455	87,826	119,328
Seasonal/Temp Wages	-	1,122	18,000	-	20,456
Overtime	2,495	2,737	-	739	2,000
Insurance Benefits	22,455	22,591	25,643	17,494	29,511
Taxes/Other	9,966	11,000	17,012	9,233	18,255
PERS Contributions	20,030	23,212	27,530	18,918	27,962
<b>Total Cemetery Personnel Services</b>	<b>152,434</b>	<b>164,246</b>	<b>200,620</b>	<b>134,210</b>	<b>217,512</b>
<b>FTE</b>	<b>1.7</b>	<b>1.7</b>	<b>2.2</b>	<b>1.5</b>	<b>2.2</b>
<b>MATERIALS &amp; SERVICES</b>					
Grounds Maintenance	2,245	926	3,500	4,200	4,000
Building Maintenance	2,100	540	4,200	4,200	4,200
Copier Lease & Maint	171	183	200	200	200
Refunds	3,390	19,430	2,000	2,000	2,000
Internal Charge-Transfer Services	438	389	1,279	1,279	752
Supplies - Records	1,056	13	1,350	1,350	1,350
Tools & Equipment	1,498	7,650	8,100	38,000	9,000
Utilities	2,400	3,044	2,500	2,800	2,700
Name Bars	2,998	5,938	4,500	4,500	4,500
<b>Total Cemetery Materials &amp; Services</b>	<b>15,229</b>	<b>38,112</b>	<b>27,629</b>	<b>58,529</b>	<b>28,702</b>
<b>TOTAL CEMETERY REQUIREMENTS</b>	<b>167,562</b>	<b>202,358</b>	<b>228,249</b>	<b>192,739</b>	<b>246,214</b>

### Economic Development

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

### 2021-22 Highlights

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

### 2022-23 Goals

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

- **Performance Measures**

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



## Budget Detail

## General Fund - Economic Development

GENERAL FUND - ECONOMIC DEV.	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Event Revenue	-	3,900	3,950	3,950	6,000
Econ Dev City Grant Revenue	8,600	10,166	4,700	4,000	2,000
Independence Day Revenue	-	5,429	9,200	9,000	3,000
Miscellaneous Revenue	-	-	-	-	-
<b>Total Economic Dev. Revenue</b>	<b>8,600</b>	<b>19,495</b>	<b>17,850</b>	<b>16,950</b>	<b>11,000</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>					
Transfer from UR	315,998	396,061	350,000	420,000	425,000
<b>Total Economic Dev. Transfers In</b>	<b>315,998</b>	<b>396,061</b>	<b>350,000</b>	<b>420,000</b>	<b>425,000</b>
<b>TOTAL ECONOMIC DEV. RESOURCES</b>	<b>324,598</b>	<b>415,556</b>	<b>367,850</b>	<b>436,950</b>	<b>436,000</b>
<b>REQUIREMENTS FOR ECONOMIC DEVELOPMENT</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	211,135	212,546	217,073	240,911	276,569
Overtime	-	11	-	1,587	-
Insurance Benefits	26,321	26,190	30,438	30,247	44,109
Taxes/Other	14,167	18,581	20,779	20,451	22,661
PERS Contributions	37,987	49,000	60,059	56,496	62,719
<b>Total Economic Dev. Personnel Services</b>	<b>289,610</b>	<b>306,327</b>	<b>368,349</b>	<b>349,692</b>	<b>406,058</b>
<b>FTE</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.4</b>	<b>2.5</b>
<b>MATERIALS &amp; SERVICES</b>					
Copier Lease & Maint	1,538	1,033	1,500	2,200	1,500
Internal Charge-Facilities	-	4,211	6,024	6,024	5,462
Internal Charge-Tech Services	3,034	4,784	15,987	15,987	9,404
Supplies & Services	8,707	11,000	38,700	21,500	38,400
Main Street (General Fund)	88	16,212	24,350	30,000	39,219
Independence Day Expenses	725	9,770	16,850	16,850	20,011
Flower Program	5,662	4,851	6,500	6,500	6,500
Community Small Grants	-	-	50,000	50,000	50,000
Main Street (UR Allowable)	2,500	14,570	33,071	20,000	27,450
EconDev City Grant Expended	45,325	8,691	5,700	5,700	5,700
<b>Total Economic Dev. Materials &amp; Services</b>	<b>73,050</b>	<b>80,670</b>	<b>198,682</b>	<b>174,761</b>	<b>203,646</b>
<b>TRANSFERS OUT &amp; OTHER USES</b>					
O/H Transfer to General Fund	52,286	75,149	67,776	67,776	71,472
<b>Total Economic Dev. Transfers Out</b>	<b>52,286</b>	<b>75,149</b>	<b>67,776</b>	<b>67,776</b>	<b>71,472</b>
<b>TOTAL ECONOMIC DEV. REQUIREMENTS</b>	<b>414,946</b>	<b>462,887</b>	<b>635,007</b>	<b>592,229</b>	<b>681,176</b>



## Not Allocated

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

GENERAL FUND - NOT ALLOCATED	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>REVENUE</b>					
Property Tax Current	5,415,564	5,848,467	6,006,300	6,240,495	6,435,970
Property Tax Prior	103,299	60,660	52,000	54,546	64,000
Cable Franchise Fee	133,624	94,925	123,000	58,390	58,000
Telephone Franchise Fee	47,200	45,070	50,000	27,700	35,000
Solid Waste Franchise Fee	161,916	189,658	153,500	194,300	195,000
Natural Gas Franchise Fee	152,397	161,320	146,000	202,500	200,000
City Sewer Franchise Fee	306,856	307,901	318,000	301,600	295,000
Cigarette Tax	16,364	16,022	15,500	13,700	13,000
Liquor Revenue	333,698	339,511	352,500	369,900	350,000
State Revenue Sharing	221,768	225,111	230,000	250,730	240,000
Federal Revenue	401,983	-	-	-	-
American Rescue Plan Act Grant	-	1,991,482	1,991,482	1,991,482	-
CU In Lieu of Taxes	846,614	880,431	850,000	886,600	890,000
Business Licenses	76,225	79,612	66,000	71,100	72,000
Liquor Licenses	2,105	1,000	1,900	2,400	2,400
Miscellaneous Fees	17,376	1,056	450	100	340
Title Lien Search Fees	13,530	13,350	12,500	9,200	9,200
PEG Access Fees	24,327	24,106	22,800	9,600	12,000
Miscellaneous-Income	9,240	23,000	9,500	11,500	5,000
Lease receipts (Adult Center)	6,000	6,000	6,000	6,000	6,000
Interest Revenues	27,000	33,449	20,600	236,200	235,000
Workers Comp Claim Reserve	-	-	-	-	-
Sale of Capital Assets	-	97,643	-	-	-
<b>Total Not Allocated Revenue</b>	<b>10,347,816</b>	<b>10,330,384</b>	<b>10,457,913</b>	<b>10,969,031</b>	<b>9,148,863</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>					
O/H from Building	5,741	16,203	22,236	22,236	20,074
O/H from Economic Dev	32,000	75,149	67,776	67,776	71,472
O/H from Library Fund	142,687	172,409	204,980	204,980	193,407
O/H from Street	120,610	147,257	187,105	187,105	193,333
O/H from Transit	182,728	236,185	262,036	262,036	260,890
O/H from Swim L	119,444	139,099	202,904	202,904	158,308
O/H from WWTP	163,112	201,095	230,057	230,057	218,185
O/H from Collections	60,761	64,081	85,765	85,765	94,871
O/H from Stormwater	29,913	31,754	50,673	50,673	48,074
<b>Total Not Allocated Transfers</b>	<b>877,282</b>	<b>1,083,232</b>	<b>1,313,532</b>	<b>1,313,532</b>	<b>1,258,614</b>
<b>TOTAL NOT ALLOCATED RESOURCES</b>	<b>9,225,098</b>	<b>11,413,616</b>	<b>11,771,445</b>	<b>12,282,563</b>	<b>10,407,477</b>
<b>REQUIREMENTS NOT ALLOCATED</b>					
<b>PERSONNEL SERVICES</b>					
Retirement & Separation Payout	234,978	-	82,400	82,400	87,985
<b>Total Not Allocated Personnel Services</b>	<b>234,978</b>	<b>-</b>	<b>82,400</b>	<b>82,400</b>	<b>87,985</b>
<b>MATERIALS &amp; SERVICES</b>					
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000
COVID-19 Expenses	393,626	10,812	-	-	-
Equipment	(6,864)	84,573	200,000	150,000	200,000
Internal Charge-Facilities	40,461	45,833	65,449	65,449	59,344
<b>Total Not Allocated Materials &amp; Services</b>	<b>433,223</b>	<b>147,218</b>	<b>271,449</b>	<b>221,449</b>	<b>265,344</b>
<b>TRANSFERS &amp; SPECIAL PAYMENTS</b>					
Transfer to Library	142,687	172,409	295,000	295,000	360,000
Special Payments-PEG Access	20,706	18,302	25,000	12,500	20,000
<b>Total Not Allocated Special Payments</b>	<b>163,393</b>	<b>190,711</b>	<b>320,000</b>	<b>307,500</b>	<b>380,000</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>
<b>TOTAL NOT ALLOCATED REQUIREMENTS</b>	<b>831,594</b>	<b>337,929</b>	<b>873,849</b>	<b>611,349</b>	<b>933,329</b>

## Special Revenue Funds

### Library

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

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

### 2022-2023 Highlights

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

### 2023-24 Goals

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

### Performance Measures

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

LIBRARY FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
BEGINNING BALANCE (Cash Carryover)	42,749	70,771	8,844	40,591	13,059
<b>REVENUE</b>					
CC Library District	1,012,388	1,055,558	1,091,340	1,002,913	1,104,700
Grants-Library	8,534	4,565	3,905	4,166	4,159
Library Fines & Fees	668	16,699	20,000	15,480	10,000
Miscellaneous Income	552	-	-	-	-
Interest Revenues	115	284	100	5,595	100
Donations-Library	183	1,230	100	326	100
Donations-FOL (Programming)	3,015	7,367	17,970	16,367	23,050
<b>Total Library Revenue</b>	<b>1,025,456</b>	<b>1,085,702</b>	<b>1,133,415</b>	<b>1,044,847</b>	<b>1,142,109</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>					
FOL Pass Thru Revenue	209	10,127	12,000	14,623	12,000
Interfund Loan Transfer from CPC	500,000	500,000	500,000	500,000	500,000
Transfer from General Fund	142,687	172,409	295,000	295,000	360,000
<b>Total Library Transfers In &amp; Other Sources</b>	<b>642,896</b>	<b>682,536</b>	<b>797,000</b>	<b>809,623</b>	<b>872,000</b>
<b>TOTAL LIBRARY RESOURCES</b>	<b>1,711,100</b>	<b>1,839,010</b>	<b>1,930,415</b>	<b>1,895,061</b>	<b>2,027,168</b>
LIBRARY FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR LIBRARY</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	500,646	541,444	545,395	532,635	581,023
On Call Wages	1,522	40,127	46,984	40,930	49,006
Insurance Benefits	111,041	118,115	120,122	111,648	142,762
Taxes/Other	3,358	271	49,816	56,383	52,995
PERS Contributions	112,583	130,198	133,582	126,043	123,400
<b>Total Library Personnel Services</b>	<b>783,150</b>	<b>877,150</b>	<b>895,899</b>	<b>867,639</b>	<b>949,186</b>
<b>FTE</b>	<b>8.1</b>	<b>8.7</b>	<b>8.9</b>	<b>8.6</b>	<b>9.7</b>
<b>MATERIALS &amp; SERVICES</b>					
Computer Hardware/Software	983	1,799	1,550	2,389	1,500
LINCC Consortium	30,287	20,359	35,100	25,614	38,191
Copier Lease & Maintenance	7,656	7,434	7,700	7,850	7,700
Travel & Training	905	3,911	5,075	3,384	5,100
Internal Charge-Facilities	56,507	64,013	91,410	91,410	82,883
Internal Charge-Tech Services	19,991	23,798	65,420	65,420	38,482
Supplies & Services	6,828	23,254	29,400	21,671	35,900
Cash Over & Short	(2)	(152)	-	8	-
Library Collection	78,942	82,936	89,250	70,000	80,000
Volunteer Recognition	205	805	1,500	1,104	1,000
Grants-Library Expended	3,617	3,467	3,905	4,166	4,159
Donations Expended FOL	7,857	7,157	17,970	16,367	23,050
<b>Total Library Materials &amp; Services</b>	<b>213,775</b>	<b>238,780</b>	<b>348,280</b>	<b>309,383</b>	<b>317,965</b>
<b>SPECIAL PAYMENTS</b>					
Special Payments-FOL Pass Thru	209	10,080	-	-	-
<b>Total Library Special Payments</b>	<b>209</b>	<b>10,080</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS OUT</b>					
O/H to General Fund	142,687	172,409	204,980	204,980	193,407
Interfund loan pmt transfer to CPC	500,000	500,000	500,000	500,000	500,000
<b>Total Library Transfers Out</b>	<b>642,687</b>	<b>672,409</b>	<b>704,980</b>	<b>704,980</b>	<b>693,407</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>63,358</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,059</b>	<b>3,253</b>
<b>Restricted FB - Library</b>	<b>70,771</b>	<b>40,590</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL LIBRARY REQUIREMENTS</b>	<b>1,711,100</b>	<b>1,839,010</b>	<b>1,949,259</b>	<b>1,895,061</b>	<b>2,027,168</b>

**Transit Fund (Canby Area Transit - CAT)**

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

**2022-23 Highlights**

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

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

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

**Performance Measures**

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



TRANSIT FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
BEGINNING BALANCE (Cash Carryover)	2,418,761	3,135,215	3,530,492	3,584,519	3,623,726
<b>REVENUE</b>					
Grant - STF/STO	120,000	127,500	130,000	130,000	-
Grant - 5311	420,345	472,428	418,582	418,582	333,864
Grant-JTA 5310	25,379	-	-	-	-
Grant-Preventative Maintenance	-	-	-	-	-
Grant - Capital	611,894	-	-	209,202	94,407
Grant - Operating	55,944	84,000	88,000	88,000	90,161
STIF Formula Funds	270,691	285,174	335,128	314,620	722,665
Transit ER Payroll Tax	1,792,578	1,923,282	1,917,000	1,966,976	2,065,325
Payroll Tax Penalties & Int	13,414	4,978	8,000	8,600	8,000
Fares	300	37,405	30,000	55,004	60,000
Miscellaneous-Income	1,525	500	3,000	8,667	2,000
Interest Revenues	15,082	12,932	7,826	69,434	69,000
STIF Interest	3,702	1,769	1,485	8,101	8,000
Donations-Transit	64	-	-	50	-
<b>Total Transit Revenue</b>	<b>3,330,918</b>	<b>2,949,659</b>	<b>2,938,711</b>	<b>3,277,236</b>	<b>3,453,422</b>
<b>TOTAL TRANSIT RESOURCES</b>	<b>5,749,679</b>	<b>6,084,874</b>	<b>6,468,513</b>	<b>6,861,755</b>	<b>7,077,148</b>
<b>REQUIREMENTS FOR TRANSIT</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	190,583	189,115	229,419	201,879	245,959
Overtime	930	3,482	1,500	5,302	4,000
Insurance Benefits	41,116	38,888	41,216	33,691	77,079
Taxes/Other	12,510	17,211	19,490	18,783	21,113
PERS Contributions	33,151	43,451	52,587	45,396	53,712
<b>Total Transit Personnel Services</b>	<b>280,142</b>	<b>290,157</b>	<b>344,212</b>	<b>305,051</b>	<b>401,863</b>
FTE	2.7	2.7	2.9	2.4	2.9

TRANSIT FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR TRANSIT</b>					
<b>MATERIALS &amp; SERVICES</b>					
Prof/Tech Services	3,530	2,597	100,000	13,000	260,000
Contract Services	1,008,120	1,378,979	1,639,540	1,528,003	1,751,520
Transit Facilities Maintenance	10,840	11,347	13,800	1,380	12,600
Space Lease	43,266	43,266	58,982	43,266	55,928
Vehicle Maintenance	767	6	1,500	750	1,500
Vehicle (Non-Ins) Repair	-	-	-	-	-
Copier Lease & Maintenance	5,298	5,415	6,000	5,906	7,000
Communications	11,569	12,299	20,628	15,000	11,172
Marketing	3,122	6,703	12,260	7,500	11,100
Printing	1,268	3,439	6,200	4,000	6,200
Travel & Training	-	-	5,500	-	5,500
Membership Dues & Fees	11,120	11,195	12,262	3,000	29,467
Internal Charge-Fleet	213,406	281,763	369,155	369,155	379,427
Internal Charge-Facilities	5,651	6,401	9,141	9,141	8,288
Internal Charge-Tech Services	37,166	25,944	50,185	50,185	29,521
Supplies & Services	15,247	12,440	10,000	10,000	12,600
Tax Collection Service & Supplies	-	3,200	3,200	3,200	3,200
<b>Total Transit Materials &amp; Services</b>	<b>1,370,371</b>	<b>1,704,114</b>	<b>2,322,853</b>	<b>2,063,486</b>	<b>2,585,023</b>
<b>CAPITAL OUTLAY</b>					
Transit Projects	-	-	130,000	130,000	130,000
Vehicles	745,968	-	90,000	377,456	-
Bus Shelters	-	167,400	375,000	100,000	132,000
New Transit Office	35,556	-	1,500,000	-	1,500,000
<b>Total Transit Capital Outlay</b>	<b>781,524</b>	<b>170,208</b>	<b>2,095,000</b>	<b>607,456</b>	<b>1,762,000</b>
<b>TRANSFERS OUT</b>					
O/H to General Fund	182,728	236,185	262,036	262,036	260,890
<b>Total Transit Transfers Out</b>	<b>182,728</b>	<b>236,185</b>	<b>262,036</b>	<b>262,036</b>	<b>260,890</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>149,344</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>1,344,412</b>	<b>3,623,726</b>	<b>1,918,028</b>
<b>ENDING FUND BALANCE (prior year's)</b>					
Restricted FB - STIF	542,776	569,784	-	-	-
Committed FB - Transit	1,875,984	2,565,431	-	-	-
<b>Total Transit Ending Fund Balance</b>	<b>3,135,215</b>	<b>3,584,520</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL TRANSIT REQUIREMENTS</b>	<b>5,749,679</b>	<b>6,085,184</b>	<b>6,468,513</b>	<b>6,861,755</b>	<b>7,077,148</b>



### Swim Center

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

### 2023-23 Highlights

- Restore programs and adjust to changes, due to school hours change.
- Provide swimming lessons to the local schools and the public.
- Provide a safe environment for swimming and water activities.
- Continue to support community activities and programs
- Continue to work within the pool levy to fund the swim center 2022-2027.

### 2023-24 Goals

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

### Performance Measures

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

SWIM LEVY FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
BEGINNING BALANCE (Cash Carryover)	1,028,294	1,291,724	1,549,366	1,592,176	1,806,178
<b>REVENUE</b>					
Property Tax Levy	847,328	911,231	952,000	971,000	1,018,008
Property Tax - Prior	15,943	9,452	8,000	9,000	10,000
Pool Revenue	24,905	197,351	175,000	105,000	150,000
Miscellaneous Income	-	-	-	-	-
Interest Revenues	9,465	8,049	8,500	50,000	50,000
<b>Total Swim Revenue</b>	<b>897,641</b>	<b>1,126,083</b>	<b>1,143,500</b>	<b>1,135,000</b>	<b>1,228,008</b>
<b>TOTAL SWIM RESOURCES</b>	<b>1,925,936</b>	<b>2,417,806</b>	<b>2,692,866</b>	<b>2,727,176</b>	<b>3,034,186</b>
<b>REQUIREMENTS FOR SWIM</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	247,203	371,655	33,175	361,595	468,945
Guards & Instructors	-	-	-	1,081	-
Overtime	2,263	4,644	1,000	5,205	10,000
Insurance Benefits	57,506	66,003	88,000	58,674	102,179
Taxes/Other	23,749	3,593	51,911	37,890	56,230
PERS Contributions	54,006	62,722	70,506	68,666	80,106
<b>Total Swim Personnel Services</b>	<b>384,728</b>	<b>448,725</b>	<b>654,130</b>	<b>533,111</b>	<b>717,460</b>
FTE	7.4	14	8.5	4.2	9.0
<b>MATERIALS &amp; SERVICES</b>					
Bldg Maintenance	30,053	3,000	51,000	15,000	51,000
Ground Lease	14,000	14,000	14,000	14,000	14,000
Copier Lease & Maintenance	11,000	107	350	350	350
Advertising & Marketing	358	2,439	5,000	2,500	5,000
Training & Travel	1,200	4,263	6,000	4,500	5,000
Internal Charge - Tech Services	15,671	5,654	17,467	17,467	10,275
Supplies & Services	6,416	10,933	23,000	16,000	23,000
Bank Charges	1,070	6,513	6,500	6,000	6,500
Pool Chemicals	4,348	8,442	14,000	12,000	14,000
Janitorial Supplies	905	2,051	6,000	3,500	6,000
Pool Concession Purchases	-	864	3,000	2,500	3,000
Utility - Gas	17,895	22,570	19,000	35,000	23,000
Utility - Water	3,501	3,429	4,000	4,000	5,000
Utility - Electric	10,711	12,078	12,000	12,000	12,000
<b>Total Swim Materials &amp; Services</b>	<b>106,533</b>	<b>131,815</b>	<b>181,317</b>	<b>144,983</b>	<b>178,125</b>
<b>CAPITAL OUTLAY</b>					
Bldg Improvements >\$5k	23,507	6,000	1,500,000	40,000	-
<b>Total Swim Capital Outlay</b>	<b>23,507</b>	<b>6,000</b>	<b>1,500,000</b>	<b>40,000</b>	<b>-</b>
<b>TRANSFERS OUT</b>					
O/H to General Fund	119,444	139,099	202,904	202,904	158,308
<b>Total Swim Transfers Out</b>	<b>119,444</b>	<b>139,099</b>	<b>202,904</b>	<b>202,904</b>	<b>158,308</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>41,772</b>	<b>-</b>	<b>44,779</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>112,743</b>	<b>1,806,178</b>	<b>1,935,514</b>
Restricted FB - Swim Center	1,291,725	1,592,177	-	-	-
<b>TOTAL SWIM REQUIREMENTS</b>	<b>1,925,936</b>	<b>2,417,807</b>	<b>2,692,866</b>	<b>2,727,176</b>	<b>3,034,186</b>

**Street Fund**

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

**2022-23 Highlights**

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

**2023-24 Goals**

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

**Performance Measures**

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

STREET FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>2,110,399</b>	<b>4,243,849</b>	<b>4,791,664</b>	<b>8,514,145</b>	<b>7,420,404</b>
<b>REVENUE</b>					
State Highway Fund	1,272,027	1,545,729	1,360,000	1,450,000	1,480,000
Local Gas Tax	376,748	423,788	415,500	375,000	380,000
County Vehicle Registration Fee	329,852	328,921	382,900	357,000	360,000
Federal Fund Exchange	207,703	883,108	-	534,576	100,000
Construction Excise Tax	-	-	-	-	-
Grant - ARPA ODOT	-	2,960,000	2,960,000	-	-
Miscellaneous Fees	100	250	500	617	250
Street Maintenance Fee	610,238	606,190	614,000	601,000	600,000
CUB Street Repair Reimbursemnt	-	-	-	-	-
Erosion Control Fees	38,388	44,358	32,000	4,300	29,000
Driveway/Curb/Sidewalk Inspect	13,417	14,800	12,000	16,300	10,000
Street Excavation/Opening Fee	2,575	2,575	1,000	1,900	2,000
Urban Forestry Program Revenue	57,000	13,250	1,000	15,500	25,000
Street Sign Program Revenue	2,054	10,565	6,000	9,400	4,500
Traffic In Lieu Fees	-	51,155	-	-	-
Miscellaneous-Income	704,394	29,500	1,000	6,750	7,000
Damaged Property Claim Revenue	13,829	1,407	2,000	392	500
Interest Revenues	19,690	2,535	16,500	192,500	190,000
<b>Total Street Revenue</b>	<b>3,648,014</b>	<b>6,937,500</b>	<b>5,826,400</b>	<b>3,565,235</b>	<b>3,188,250</b>
<b>TRANSFERS IN</b>					
Transfer from SDC	47,777	41,001	1,457,000	1,278,687	4,155,000
Transfer from Collections	-	-	-	-	-
Transfer from Storm	-	-	-	-	-
<b>Total Street Transfers In</b>	<b>47,777</b>	<b>41,001</b>	<b>1,457,000</b>	<b>1,278,687</b>	<b>4,155,000</b>
<b>TOTAL STREET RESOURCES</b>	<b>3,695,791</b>	<b>6,978,501</b>	<b>7,283,400</b>	<b>4,843,922</b>	<b>7,343,250</b>
<b>REQUIREMENTS FOR STREETS</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	300,317	431,063	461,528	518,906	610,878
Seasonal/Temp Wages	12,204	15,710	9,025	11,993	10,228
Overtime	19,631	8,789	6,000	11,123	12,000
Insurance Benefits	93,214	101,168	120,363	116,915	142,643
Taxes/Other	43,307	56,887	66,476	53,880	85,064
PERS Contributions	85,774	105,536	103,799	127,476	134,079
Clothing Allowance	1,000	1,800	1,200	3,200	3,200
<b>Total Street Personnel Services</b>	<b>635,446</b>	<b>720,953</b>	<b>768,391</b>	<b>843,493</b>	<b>998,092</b>
<b>FTE</b>	<b>6.4</b>	<b>6.4</b>	<b>7.3</b>	<b>6.2</b>	<b>8.0</b>



STREET FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR STREETS (Continued)</b>					
<b>MATERIALS &amp; SERVICES</b>					
Consultant Engineer	2,520	8,199	15,000	15,000	15,000
Professional Services	5,383	5,833	5,000	5,000	6,000
Curb/Sidewalk Repair	532	83	20,000	20,000	20,000
Street Lighting & Maint	90,584	86,191	85,000	85,000	90,000
Street Maintenance	6,283	35,564	62,000	62,000	62,000
Copier Lease & Maint	917	990	800	800	800
Street Maint Billing	25,040	29,147	27,500	27,500	27,500
Street Signing	10,760	31,195	17,500	20,000	20,000
Street Marking & Striping	11,192	13,131	15,000	15,000	18,000
Damaged Property Claim Expense	21,994	1,918	2,000	4,500	2,000
Communications	2,476	2,159	2,100	2,100	2,100
Travel & Training	-	3,773	4,000	6,000	6,000
Membership Dues & Fees	90	145	800	800	800
Internal Charge-Fleet	85,685	153,023	96,394	96,394	101,707
Internal Charge-Facilities	24,408	27,650	39,484	39,484	35,801
Internal Charge-Tech Services	24,033	13,532	40,587	40,587	23,875
Supplies & Services	12,184	15,822	10,000	10,000	12,000
Small Tools	7,645	3,003	6,200	6,200	7,000
Safety Supplies	1,506	2,030	1,100	1,100	1,500
Urban Forestry Program	23,431	1,920	15,000	15,000	15,000
Declared Emergency Response	85,134	-	-	-	-
Utilities	5,610	5,250	5,600	5,600	5,600
<b>Total Street Materials &amp; Services</b>	<b>447,477</b>	<b>457,760</b>	<b>471,065</b>	<b>478,065</b>	<b>472,683</b>
<b>CAPITAL OUTLAY</b>					
Equipment	51,214	150,666	779,000	779,000	-
Street Maint Fee Projects	1,556	1,122,741	900,000	1,000,000	100,000
S Ivy Sidewalk	1,3572	6,851	1,900,000	600,000	1,900,000
Industrial Park to 99E Connection	-	410,779	1,500,000	300,000	3,000,000
N Locust St - NE 4th - NE 10th Ave	71,903	42,668	1,300,000	1,300,000	-
N Knott St	26,816	-	-	-	-
South Redwood	-	-	-	-	-
NE Territorial/Redwood Intersection	-	25,483	280,000	450,000	-
N Pine St Realignment	989	-	-	-	1,650,000
N Maple 10th-14th	-	-	-	-	-
NE 10th Ave from Maple to Pine	-	-	-	-	1,900,000
Charging Station	-	-	150,000	-	150,000
<b>Total Street Capital Outlay</b>	<b>348,878</b>	<b>1,759,188</b>	<b>6,809,000</b>	<b>4,429,000</b>	<b>8,700,000</b>
<b>TRANSFERS OUT</b>					
O/H Transfer To General Fund	120,610	147,257	187,105	187,105	193,333
Transfer to General Fund	10,000	-	-	-	-
Transfer to Sewer Fund	-	-	-	-	-
<b>Total Street Transfers Out</b>	<b>130,610</b>	<b>147,257</b>	<b>187,105</b>	<b>187,105</b>	<b>193,333</b>
<b>OPERATING CONTINGENCY</b>					
	-	-	100,000	-	73,539
<b>RESERVED FOR FUTURE EXPENDITURE</b>					
Reserved for Future Exp - St Maint. Prog	-	-	751,584	589,641	919,715
Reserved for Future Expenditure	-	-	2,987,919	6,830,763	3,406,293
<b>Total Reserves for Future Expenditure</b>	<b>-</b>	<b>-</b>	<b>3,739,503</b>	<b>7,420,404</b>	<b>4,326,008</b>
<b>ENDING FUND BALANCE (prior year's)</b>					
Reserved FB - St. Maint. Prog.	1,344,347	713,641	-	-	-
Committed FB - Streets	2,899,502	3,530,208	-	-	-
<b>Total Street Ending Fund Balance</b>	<b>4,243,849</b>	<b>8,514,451</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL STREET REQUIREMENTS</b>	<b>5,806,191</b>	<b>11,599,609</b>	<b>12,075,064</b>	<b>13,358,067</b>	<b>14,763,654</b>

### Transient Room Tax Fund

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

Transient Room Tax Fund	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>BEGINNING BALANCE (Cash Carryover)</b>	26,738	40,041	49,036	65,727	75,790
<b>REVENUE</b>					
Room Tax Restricted (70%)	14,700	21,911	13,100	22,600	24,000
Interest-Restricted	157	179	140	100	1,070
Room Tax Unrestricted (30%)	6,300	9,436	6,600	10,500	11,000
Interest-Unrestricted	67	77	60	400	460
<b>Total Transient Room Tax Revenue</b>	<b>21,225</b>	<b>31,603</b>	<b>19,900</b>	<b>33,600</b>	<b>36,530</b>
<b>TOTAL TRANSIENT ROOM TAX RESOURCES</b>	<b>47,963</b>	<b>71,644</b>	<b>68,936</b>	<b>99,327</b>	<b>112,320</b>
<b>REQUIREMENTS FOR TOURISM PROMOTION</b>					
<b>MATERIALS &amp; SERVICES</b>					
Services & Supplies	7,922	12,410	10,000	5,000	10,000
<b>Total Tourism Promotion Materials &amp; Services</b>	<b>7,922</b>	<b>12,410</b>	<b>10,000</b>	<b>5,000</b>	<b>10,000</b>
<b>TOTAL TOURISM PROMOTION REQUIREMENTS</b>	<b>7,922</b>	<b>12,410</b>	<b>10,000</b>	<b>5,000</b>	<b>10,000</b>
<b>REQUIREMENTS FOR TOURISM ENHANCEMENT</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	-	-	-	-	-
Insurance Benefits	-	-	-	-	-
Taxes/Other	-	-	-	-	-
PERS Contributions	-	-	-	-	-
<b>Total Tourism Enhancement Personnel Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FTE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MATERIALS &amp; SERVICES</b>					
Services & Supplies	-	3,507	10,000	11,000	10,000
<b>Total Tourism Enhancement Materials &amp; Services</b>	<b>-</b>	<b>3,507</b>	<b>10,000</b>	<b>11,000</b>	<b>10,000</b>
<b>TOTAL TOURISM ENHANCEMENT REQUIREMENTS</b>	<b>-</b>	<b>3,507</b>	<b>10,000</b>	<b>11,000</b>	<b>10,000</b>
<b>REQUIREMENTS NOT ALLOCATED</b>					
<b>RESERVED FOR FUTURE EXPENDITURE</b>					
Reserved for Tourism Promotion	-	-	33,742	54,972	70,042
Reserved for Tourism Enhancement	-	-	15,193	20,818	22,278
<b>Total Reserves for Future Expenditure</b>	<b>-</b>	<b>-</b>	<b>48,935</b>	<b>75,790</b>	<b>92,320</b>
<b>ENDING FUND BALANCE (prior year's)</b>					
Committed FB - Tour Promo/Fac	22,867	37,272	-	-	-
Committed FB - Tourism Enh.	17,173	20,918	-	-	-
<b>Total Transient Room Tax Ending Fund Balance</b>	<b>40,041</b>	<b>65,727</b>	<b>1</b>	<b>7,537</b>	<b>-</b>
<b>TOTAL TRANSIENT ROOM TAX REQUIREMENTS</b>	<b>47,963</b>	<b>71,644</b>	<b>68,936</b>	<b>99,327</b>	<b>112,320</b>



## System Development Charges Fund

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

SYSTEM DEVELOPMENT CHARGES FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>9,907,514</b>	<b>11,298,015</b>	<b>12,478,446</b>	<b>12,570,548</b>	<b>12,832,729</b>
<b>REVENUE</b>					
Street Improvement SDC's	826,197	673,033	600,000	650,249	650,000
Street Reimbursement SDC's	160,489	130,181	95,000	124,038	125,000
Street SDC Compliance Cost Fee	20,582	17,558	11,000	16,072	16,000
Parks Improvement SDC's	893,372	911,694	600,000	992,472	930,000
Parks SDC Compliance Cost Fee	18,229	18,727	10,500	20,163	20,000
Sewer Improvement SDC's	112,608	92,520	95,000	97,983	97,000
Sewer Reimbursement SDC's	467,853	387,019	390,000	410,086	410,000
Sewer SDC Compliance Cost Fee	11,821	9,798	10,000	10,203	10,000
Storm Improvement SDC's	60,765	48,024	55,000	44,853	45,000
Storm Reimbursement SDC's	12,640	10,121	10,000	9,620	9,500
Storm SDC Compliance Cost Fee	2,303	1,701	1,500	1,619	1,600
Interest Revenues	85,961	61,226	55,000	352,062	330,000
<b>Total SDC Revenue</b>	<b>2,672,821</b>	<b>2,283,994</b>	<b>1,915,000</b>	<b>2,729,422</b>	<b>2,644,100</b>
<b>TOTAL SDC RESOURCES</b>	<b>12,580,335</b>	<b>13,582,009</b>	<b>14,393,446</b>	<b>15,299,970</b>	<b>15,476,829</b>
<b>REQUIREMENTS FOR SDC'S</b>					
<b>TRANSFERS OUT &amp; OTHER USES</b>					
Transfer to Parks	182,228	150,087	1,110,000	50,115	3,570,000
Transfer to Streets	47,711	418,452	1,457,000	1,278,687	4,155,000
Transfer to Sewer	1,052,265	182,459	1,233,000	1,098,517	716,618
Transfer to Storm	-	25,483	245,000	39,922	244,500
<b>Total SDC Transfers Out</b>	<b>282,320</b>	<b>1,091,460</b>	<b>4,045,000</b>	<b>2,467,241</b>	<b>8,686,118</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>					
Reserved for Street Improve	-	-	4,672,835	5,861,347	2,608,089
Reserved for Street Reimb	-	-	700,953	-	-
Reserved for Street SDC Admin	-	-	114,857	129,545	152,979
Reserved for Parks Improvement	-	-	4,608,666	6,288,282	3,834,629
Reserved for Parks SDC Admin	-	-	55,780	70,810	95,448
Reserved for Sewer Improve	-	-	18,486	200,569	5,784.00
Reserved for Sewer Reimb	-	-	34,937	14,962	431.00
Reserved for Sewer SDC Admin	-	-	40,645	43,620	56,359
Reserved for Stormwater Imp	-	-	71,156	216,304	27,648
Reserved for Stormwater Reimb	-	-	23,776	-	-
Reserved for Storm SDC Admin	-	-	6,355	7,290	9,344
<b>Total Reserves for Future Expenditure</b>	<b>-</b>	<b>-</b>	<b>10,348,446</b>	<b>12,832,729</b>	<b>6,790,711</b>
<b>ENDING FUND BALANCE (prior year's)</b>					
Restricted for Street Improve	5,060,747	5,350,295	-	-	-
Restricted for Street Reimb	727,494	854,649	-	-	-
Restricted for Street SDC Admin	91,824	109,919	-	-	-
Restricted for Park Improve	4,700,522	5,173,408	-	-	-
Restricted for Park SDC Admin	29,769	48,704	-	-	-
Restricted for Sewer Improve	27,103	120,014	-	-	-
Restricted for Sewer Reimb	372,691	680,053	-	-	-
Restricted for Sewer SDC Admin	22,277	32,220	-	-	-
Restricted for Storm Improve	216,476	165,517	-	-	-
Restricted for Storm Reimb	45,462	30,302	-	-	-
Restricted for Storm SDC Admin	3,652	5,470	-	-	-
<b>Total SDC Ending Fund Balance</b>	<b>11,298,015</b>	<b>12,570,549</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL SDC REQUIREMENTS</b>	<b>12,580,335</b>	<b>13,662,008</b>	<b>14,393,446</b>	<b>15,299,970</b>	<b>15,476,829</b>

**Cemetery Perpetual Care Fund**

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

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

CEMETERY PERPETUAL CARE FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
BEGINNING BALANCE (Cash Carryover)	1,066,672	1,120,764	1,144,383	1,151,668	1,194,968
<b>REVENUE</b>					
Perpetual Care: Current Sales	45,295	24,660	27,000	16,100	15,000
Interest Revenues	8,797	6,243	10,000	27,200	27,000
Total Cemetery Perpetual Care Revenue	54,092	30,903	37,000	43,300	42,000
<b>TRANSFERS IN</b>					
Interfund Loan Transfer pmt from Library	500,000	500,000	500,000	500,000	500,000
Total Cemetery Perpetual Care Transfers In	500,000	500,000	500,000	500,000	500,000
TOTAL RESOURCES	1,620,764	1,651,667	1,681,383	1,694,968	1,736,968
<b>REQUIREMENTS FOR CEMETERY PERPETUAL CARE</b>					
<b>TRANSFERS OUT</b>					
Interfund Loan Transfer to Library	500,000	500,000	500,000	500,000	500,000
Total Cemetery Perpetual Care Transfers Out	500,000	500,000	500,000	500,000	500,000
<b>RESERVED FOR FUTURE EXPENDITURE</b>					
Committed FB - Cemetery Care	1,118,764	1,151,667	-	-	-
TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS	1,620,764	1,651,667	1,681,383	1,694,968	1,736,968

**Forfeiture Fund**

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

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

<b>FORFEITURE FUND</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Projected</b>	<b>FY2024 Proposed</b>
<b>RESOURCES</b>					
<b>BEGINNING BALANCE (Cash Carryover)</b>	20,693	13,050	5,444	19,485	19,976
<b>REVENUE</b>					
Forfeiture Funds-Federal	3,639	-	5,000	-	5,000
Forfeiture Funds-Civil	-	12,760	5,000	-	5,000
Interest Earned-federal	108	29	100	56	55
Interest Earned-Civil	41	35	50	435	435
<b>Total Forfeiture Revenue</b>	<b>3,788</b>	<b>12,825</b>	<b>10,175</b>	<b>491</b>	<b>10,490</b>
<b>TOTAL FORFEITURE RESOURCES</b>	<b>24,481</b>	<b>25,875</b>	<b>15,619</b>	<b>19,976</b>	<b>30,466</b>
<b>REQUIREMENTS FOR FORFEITURE</b>					
<b>MATERIALS &amp; SERVICES</b>					
Supplies & Services-Federal	10,190	5,916	5,000	-	5,000
Supplies & Service-Civil	1,249	473	5,185	-	5,185
<b>Total Forfeiture Materials &amp; Services</b>	<b>11,439</b>	<b>6,390</b>	<b>10,185</b>	<b>-</b>	<b>10,185</b>
<b>RESERVED FOR FUTURE EXPENDITURES</b>					
Reserve for Future Exp-Federal	-	-	-	14,895	14,950
Reserve for Future Exp-Civil	-	-	-	5,082	5,332
<b>Total Reserves for Future Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,976</b>	<b>20,281</b>
<b>ENDING FUND BALANCE prior year's</b>					
Reserved FB - Fed Forfeiture	7,965	14,839	-	-	-
Restricted FB - Civil Forfeiture	5,085	4,647	-	-	-
<b>Total Forfeiture Ending Fund Balance</b>	<b>13,050</b>	<b>19,486</b>	<b>5,434</b>	<b>(1)</b>	<b>-</b>
<b>TOTAL FORFEITURE REQUIREMENTS</b>	<b>24,481</b>	<b>25,875</b>	<b>15,619</b>	<b>19,976</b>	<b>30,466</b>

## Internal Service Funds

## Facilities

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

## 2022-23 Highlights

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

## 2023-24 Goals

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

## Performance Measures

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

FACILITIES FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>RESOURCES</b>						
<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>46,740</b>	<b>38,343</b>	<b>24,245</b>	<b>14,505</b>	<b>14,505</b>	<b>14,505</b>
<b>REVENUE</b>						
Miscellaneous Revenues	2,129	-	-	-	-	-
Interest Revenues	1,070	376	400	230	230	230
Canby Utility	2,695	1,522	500	500	500	500
Internal Revenue-Facilities	287,933	307,233	348,040	497,000	497,000	497,000
<b>Total Facilities Revenue</b>	<b>293,827</b>	<b>309,131</b>	<b>348,940</b>	<b>497,730</b>	<b>497,730</b>	<b>497,730</b>
<b>TOTAL FACILITIES FUND RESOURCES</b>	<b>340,568</b>	<b>347,473</b>	<b>373,185</b>	<b>512,235</b>	<b>512,235</b>	<b>512,235</b>
<b>REQUIREMENTS FOR FACILITIES</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	76,914	79,761	103,542	184,730	184,730	184,730
Overtime	2,062	2,465	2,000	2,000	2,000	2,000
Insurance Benefits	9,673	9,677	13,529	40,902	40,902	40,902
Taxes/Other	13,870	11,717	13,529	27,859	27,859	27,859
PERS Contributions	17,937	15,340	22,362	40,334	40,334	40,334
Clothing Allowance	400	400	400	1,200	1,200	1,200
<b>Total Facilities Personnel Services</b>	<b>120,855</b>	<b>119,361</b>	<b>155,664</b>	<b>297,025</b>	<b>297,025</b>	<b>297,025</b>
<b>FTE</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>
<b>MATERIALS &amp; SERVICES</b>						
Contract Services	19,667	25,523	20,000	28,000	28,000	28,000
Janitorial Services & Supplies	59,934	61,250	60,000	18,000	18,000	18,000
Building Repairs & Maintenance	24,499	32,000	20,837	40,000	40,000	40,000
Copier Lease & Maintenance	178	177	180	180	180	180
Travel & Training	-	400	500	2,000	2,000	2,000
Internal Charge-Fleet	3,000	3,000	9,004	7,346	7,346	7,346
Supplies and Small Tools	2,721	965	3,000	6,000	6,000	6,000
Utilities	66,325	66,883	75,000	75,000	75,000	75,000
<b>Total Facilities Materials &amp; Services</b>	<b>75,814</b>	<b>189,089</b>	<b>217,521</b>	<b>176,526</b>	<b>176,526</b>	<b>176,526</b>
<b>CAPITAL OUTLAY</b>						
Capital Exp - Shops Complex	5,554	-	-	-	-	-
Capital Exp - Cemetery	-	-	-	-	-	-
<b>Total Facilities Capital Outlay</b>	<b>5,554</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,678</b>	<b>23,678</b>	<b>23,678</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,006</b>	<b>15,006</b>	<b>15,006</b>
<b>Fund Balance</b>	<b>38,343</b>	<b>39,023</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FACILITIES REQUIREMENTS</b>	<b>340,568</b>	<b>347,473</b>	<b>373,185</b>	<b>512,235</b>	<b>512,235</b>	<b>512,235</b>

**Fleet Service**

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

**2021-22 Highlights**

- Sent one vehicle and miscellaneous shop items to auction.
- Hired a new mechanic
- Completed DEQ Test for all on road city and transit vehicles
- Kept total vehicles and equipment available for use above 88%
- Maintained 90% on time preventative maintenance
- Installed new four post shop lift
- Purchased new parts room shelving and put all usable parts in one centralized area then sold all obsolete parts

**2022-23 Goals**

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

**Performance Measures**

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



FLEET SERVICES FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
BEGINNING BALANCE (Cash Carryover)	48,239	8,232	137,633	73,199	104,698
<b>REVENUE</b>					
Miscellaneous Fees	-	-	-	-	-
Canby Adult Center	1,703	1,748	2,000	5,000	3,000
Miscellaneous-Income	1,223	575	1,000	2,275	1,000
Interest Revenues	989	358	95	1,600	1,800
Internal Revenue-Fleet	540,999	827,722	826,063	826,063	823,549
<b>Total Fleet Revenue</b>	<b>544,914</b>	<b>830,403</b>	<b>829,158</b>	<b>834,938</b>	<b>829,349</b>
<b>TOTAL FLEET FUND RESOURCES</b>	<b>593,153</b>	<b>838,636</b>	<b>966,791</b>	<b>908,137</b>	<b>934,047</b>
<b>REQUIREMENTS FOR FLEET</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	144,655	167,277	167,826	164,735	180,045
Overtime	2,395	270	2,000	67	2,500
Insurance Benefits	44,802	52,300	54,400	50,052	59,867
Taxes/Other	13,318	19,000	19,947	15,797	20,786
PERS Contributions	28,840	28,819	38,518	36,605	38,881
Clothing Allowance	969	800	800	800	800
<b>Total Fleet Personnel Services</b>	<b>234,979</b>	<b>298,666</b>	<b>289,033</b>	<b>268,056</b>	<b>302,879</b>
<b>FTE</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>	<b>1.9</b>	<b>2.1</b>
<b>MATERIALS &amp; SERVICES</b>					
Contract Services-Shop	5,004	4,313	9,000	8,000	20,000
Contract Services-Vehicles	28,000	12,746	20,000	16,000	18,000
CAT Contract Services	10,311	8,453	18,000	10,000	18,000
Copier Lease & Maint	301	323	400	332	400
Canby Area Transit Expenses	29,000	34,334	42,000	32,000	34,000
Communications	1,053	767	1,200	1,100	1,200
Travel & Training	-	-	1,500	-	500
DEQ/DMV	335	1,849	1,000	800	2,000
Internal Charge-Facilities	33,899	38,401	54,837	54,837	49,722
Internal Charge-Tech Services	4,749	7,679	14,964	14,964	8,802
Supplies & Services	45,977	48,455	45,000	35,000	40,000
Tires	8,925	9,482	8,000	13,000	12,000
Tires-Transit	4,404	4,921	8,000	7,000	8,000
Misc Shop Supplies	2,383	3,982	5,000	3,600	4,000
Tools and Equipment	4,934	5,451	8,000	8,000	6,000
Gasoline/Fuel	166,851	284,177	336,000	315,000	320,000
Oil-General	1,243	1,480	2,500	2,200	3,500
Oil-Transit	862	1,462	2,500	3,250	3,500
Safety Equipment	430	158	500	300	500
<b>Total Fleet Materials &amp; Services</b>	<b>349,941</b>	<b>468,438</b>	<b>578,401</b>	<b>525,383</b>	<b>550,124</b>
<b>CAPITAL OUTLAY</b>					
Equipment	-	19,390	20,000	10,000	10,000
<b>Total Fleet Capital Outlay</b>	<b>-</b>	<b>19,390</b>	<b>20,000</b>	<b>10,000</b>	<b>10,000</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>43,291</b>	<b>-</b>	<b>42,650</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>104,698</b>	<b>28,394</b>
<b>Fund Balance</b>	<b>8,232</b>	<b>73,201</b>	<b>36,066</b>	<b>-</b>	<b>-</b>
<b>TOTAL FLEET FUND REQUIREMENTS</b>	<b>593,153</b>	<b>838,636</b>	<b>966,791</b>	<b>908,137</b>	<b>934,047</b>

### Tech Services

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

### 2022-23 Highlights

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

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

**2023-24 Goals**

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

**Performance Measures**

Strategies and Measures	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Thru Feb	FY2024 Budget
Effectively maintain and support computer and information systems throughout the City					
Computer Systems Supported (Computers, Laptops and MDT's, Tablets, VM's)	20	219	266	211	210
Network Systems Supported (Servers)	17	23	15	36	34
HelpDesk Tickets Serviced				884	800

IT FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>RESOURCES</b>					
BEGINNING BALANCE (Cash Carryover)	88,959	65,554	74,659	48,138	258,859
<b>REVENUE</b>					
Miscellaneous-Income	-	-	-	-	-
Interest Revenues	695	451	250	2,417	2,500
Internal Revenue-Tech Services	373,575	407,894	748,000	748,000	440,000
<b>Total IT Revenue</b>	<b>374,270</b>	<b>408,346</b>	<b>748,250</b>	<b>750,417</b>	<b>442,500</b>
<b>TOTAL IT FUND RESOURCES</b>	<b>463,229</b>	<b>473,899</b>	<b>822,909</b>	<b>798,555</b>	<b>701,359</b>
<b>REQUIREMENTS FOR TECH SERVICES</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	77,394	86,734	227,767	171,889	204,005
Overtime	193	120	-	-	-
Insurance Benefits	10,809	11,759	61,147	35,871	44,527
Taxes/Other	5,088	7,523	19,217	15,699	17,224
PERS Contributions	21,354	20,163	52,155	28,047	44,145
<b>Total IT Personnel Services</b>	<b>114,838</b>	<b>126,359</b>	<b>365,605</b>	<b>251,506</b>	<b>309,901</b>
FTE	1.1	1.1	2.5	1.1	2.2
<b>MATERIALS &amp; SERVICES</b>					
Technical Consultant	133,083	111,995	82,200	4,500	30,000
Copier Lease & Maint	1,044	703	1,000	1,044	2,100
Communications	62,632	69,362	63,197	84,108	74,283
Web Page	4,460	12,583	12,000	7,460	7,500
Travel & Training	-	738	6,000	6,020	6,000
Fees & Dues	17,882	26,302	61,697	95,400	80,112
Internal Charge-Facilities	2,543	2,881	4,113	4,116	3,730
Internal Charge-Fleet	-	-	-	-	6,116
Supplies & Services	4,123	11,162	10,000	17,809	10,950
Computer Equipment	-	993	27,825	27,965	24,000
<b>Total IT Materials &amp; Services</b>	<b>224,671</b>	<b>286,724</b>	<b>268,032</b>	<b>248,422</b>	<b>244,791</b>
<b>CAPITAL OUTLAY</b>					
Equipment	-	-	-	37,000	-
Computer Equipment over \$5,000	35,917	12,678	157,000	39,768	50,000
New City Website	22,250	-	-	-	-
<b>Total IT Capital Outlay</b>	<b>58,167</b>	<b>12,678</b>	<b>157,000</b>	<b>39,768</b>	<b>50,000</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>31,682</b>	<b>-</b>	<b>27,735</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>258,859</b>	<b>68,933</b>
<b>ENDING FUND BALANCE (prior year's)</b>	<b>65,554</b>	<b>48,138</b>	<b>590</b>	<b>-</b>	<b>-</b>
<b>TOTAL IT REQUIREMENTS</b>	<b>463,229</b>	<b>473,899</b>	<b>822,909</b>	<b>798,555</b>	<b>701,359</b>

## Enterprise Fund

## Sewer Combined Fund Budget Summary

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

SEWER COMBINED FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>RESOURCES</b>						
<b>Beginning Fund Balance</b>	6,436,688	7,832,195	7,431,474	9,461,511	9,461,511	9,461,511
<b>Revenue</b>						
Miscellaneous Fees	-	5,888	-	-	-	-
Sewer Tap Fees	16,307	13,683	12,000	12,500	12,500	12,500
Utility Charges for Service	4,306,610	4,417,419	4,380,000	4,585,000	4,585,000	4,585,000
AFD - North Redwood	-	-	-	-	-	-
Miscellaneous Revenue	18,180	9,025	-	25,000	25,000	25,000
Interest Revenues	146,204	59,584	68,000	40,500	40,500	40,500
<b>Total Sewer Revenue</b>	4,487,302	4,505,599	4,460,000	4,663,000	4,663,000	4,663,000
<b>Transfers In</b>						
Transfer from Street Fund	50,000	-	250	-	-	-
Transfer from SDC Fund	293,647	1,000,264	41,250	1,478,000	1,478,000	1,478,000
<b>Total Sewer Transfers In</b>	343,647	1,000,264	41,250	1,478,000	1,478,000	1,478,000
<b>Total Sewer Fund Resources</b>	11,267,636	13,390,058	11,932,724	15,602,511	15,602,511	15,602,511
<b>REQUIREMENTS FOR SEWER COMBINED FUND</b>						
<b>WWTP</b>						
Personnel Services	760,439	757,448	818,798	955,173	955,173	955,173
Materials & Services	423,900	437,316	554,305	548,021	548,021	548,021
Capital Outlay	12,766	1,645,430	63,500	981,000	981,000	981,000
<b>Sewer Collections</b>						
Personnel Services	32,495	271,328	316,583	407,543	407,543	407,543
Materials & Services	19,389	102,228	137,966	128,000	128,000	128,000
Capital Outlay	440,967	1,422,819	1,535,000	1,415,000	1,415,000	1,415,000
<b>Stormwater</b>						
Personnel Services	180,338	160,254	155,159	255,759	255,759	255,759
Materials & Services	41,879	53,616	68,157	76,886	76,886	76,886
Capital Outlay	24,135	19,047	-	274,000	274,000	274,000
<b>Non-Departmental</b>						
Personnel Services	35,358	34,034	33,214	29,576	29,576	29,576
Materials & Services	347,328	351,472	356,800	356,000	356,000	356,000
Transfers Out	383,691	253,786	336,930	366,495	366,495	366,495
Operating Contingency	-	-	165,500	200,000	200,000	200,000
<b>Reserved for future Expense</b>	7,832,195	7,881,280	7,390,812	9,609,058	9,609,058	9,609,058
<b>Total Sewer Fund Requirements</b>	11,267,636	13,390,058	11,932,724	15,602,511	15,602,511	15,602,511

**Waste Water Treatment Plant (WWTP)**

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

**2021-22 Highlights**

- Created and implemented a new Monitoring program for Copper BLM and aluminum requirements
- Took over regulatory authority of the storm water program.
- Operated and maintained wastewater plant to meet or exceed all regulatory requirements set by the EPA and DEQ.

**2022-23 Goals**

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

**Performance Measures**

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



SEWER COMBINED FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR WASTE WATER TREATMENT PLANT</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	457,150	512,212	580,987	586,370	607,440
Overtime	39,232	7,098	40,000	3,350	40,000
Insurance Benefits	95,183	92,418	113,849	110,176	125,055
Taxes/Other	49,524	63,487	72,812	54,577	76,192
PERS Contributions	114,358	129,252	144,325	134,447	146,717
Clothing Allowance	2,000	1,600	3,200	3,200	3,200
<b>Total WWTP Personnel Services</b>	<b>757,448</b>	<b>806,067</b>	<b>955,173</b>	<b>892,120</b>	<b>998,604</b>
<b>FTE</b>	<b>5.2</b>	<b>5.2</b>	<b>5.8</b>	<b>5.1</b>	<b>5.8</b>
<b>MATERIALS &amp; SERVICES</b>					
Professional Services	9,872	2,619	15,000	18,000	15,000
Disposal Services	124,787	144,257	152,000	165,000	180,000
Maintenance Operations	26,271	18,629	42,000	30,000	42,000
Pump and Motor Repair	2,618	3,100	10,000	20,000	20,000
Grounds Maint	977	1,049	1,000	1,600	2,200
Effluent Testing	15,569	22,594	31,800	22,000	28,000
Sludge Testing	620	2,189	2,500	2,500	3,100
Pretreatment Testing	1,294	2,000	7,500	2,000	7,500
Communications	328	1,075	1,000	700	1,000
Copier Lease & Maintenance	591	184	600	600	600
Travel & Training	640	1,015	3,500	2,500	3,500
Membership Dues & Fees	2,300	2,300	3,000	2,400	3,000
NPDES Permit Fees	1,227	1,349	23,500	25,000	28,000
Internal Charge-Fleet	1,527	48,885	12,096	12,096	21,519
Internal Charge-Facilities	1,111	1,315	1,878	1,878	16,063
Internal Charge-Tech Services	10,300	22,970	25,287	25,287	14,875
Supplies & Services	7,360	8,840	6,500	6,500	6,500
Safety Supplies	1,071	1,169	1,500	1,000	1,500
Tools & Equipment	170	295	700	700	700
Computer Supplies	3,707	7,600	6,500	4,000	51,500
Bldg Cleaning Service	4,260	1,400	4,000	4,000	-
Lab Equipment & Chemicals	16,504	11,911	13,000	13,000	13,000
Bulk Chemicals	12,795	903	13,500	8,000	13,500
Lime	58,460	43,541	50,000	50,000	60,000
Biosolids - Polymer	10,362	5,412	11,000	11,000	12,500
Utilities	93,308	92,977	98,000	98,000	98,000
<b>Total WWTP Materials &amp; Services</b>	<b>437,315</b>	<b>480,425</b>	<b>548,021</b>	<b>527,761</b>	<b>643,557</b>
<b>CAPITAL OUTLAY</b>					
Building	6,862	6,730	461,000	5,000	11,000
Vehicles & Equipment	-	27,341	120,000	10,000	120,000
Improvements	360,035	25,647	400,000	300,000	-
New Primary Clarifier & Support Systems	1,278,533	73,480	-	-	-
Outfall Pipe Replacement	-	-	-	-	-
UV and Generator Upgrade	-	-	-	-	1,125,000
Equipment Storage and Maintenance Building	-	-	-	-	300,000
Pressate Storage Basin Improvements	-	-	-	-	250,000
<b>Total WWTP Capital Outlay</b>	<b>1,645,430</b>	<b>133,198</b>	<b>981,000</b>	<b>315,000</b>	<b>1,806,000</b>
<b>TOTAL WWTP REQUIREMENTS</b>	<b>2,840,193</b>	<b>1,419,689</b>	<b>2,484,194</b>	<b>1,734,881</b>	<b>3,448,161</b>

### Sewer Collections Department

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

#### 2021-22 Highlights

- Cleaned 11.3 miles of sanitary main lines.
- Completed annual inspections at Canby businesses to ensure Fat Oil and Grease (FOG) program compliance.
- Mapped With GIS 75% of the Cities Sanitary Sewer main line.

#### 2022-23 Goals

- Remove Safeway Pump Station (City-wide Goal – Public Services)
- Perform sanitary sewer collection repairs (City-wide Goal – Public Services)
- Maintain and clean sewer lift stations monthly (City-wide Goal – Public Services)
- Increase public awareness of FOG (City-wide Goal – Public Services)
- No sanitary sewer overflows (City-wide Goal – Public Services)

#### Performance Measures

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

SEWER COMBINED FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR SEWER COLLECTIONS</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	171,483	190,997	246,521	191,019	328,911
Overtime	5,934	3,097	3,000	2,617	3,000
Insurance Benefits	40,355	42,937	66,853	36,324	81,161
Taxes/Other	18,494	24,364	35,481	19,296	47,701
PERS Contributions	33,862	44,629	54,888	43,176	71,041
Clothing Allowance	1,200	400	800	800	1,600
<b>Total Collections Personnel Services</b>	<b>271,328</b>	<b>306,423</b>	<b>407,543</b>	<b>293,232</b>	<b>533,414</b>
<b>FTE</b>	<b>2.9</b>	<b>2.9</b>	<b>3.6</b>	<b>2.7</b>	<b>4.0</b>
<b>MATERIALS &amp; SERVICES</b>					
Consultant Engineer	894	36,963	12,000	12,000	12,000
Lateral Repair	6,156	8,353	12,000	12,000	12,000
Lift Station Maint	25,460	6,124	10,000	10,000	10,000
Lift Station Telemetry	3,296	5,017	4,500	4,500	5,500
Collection System Maint	4,989	3,400	10,000	10,000	30,000
Copier Lease & Maint	395	426	1,800	1,800	1,800
Communications	1,316	1,061	1,200	1,200	1,200
Travel & Training	173	2,159	0	4,000	6,000
Membership Dues & Fees	570	640	0	800	800
Internal Charge-Fleet	30,494	24,760	29,999	29,994	39,607
Internal Charge-Facilities	10,784	12,217	17,446	17,446	15,818
Internal Charge-Tech Services	292	1,004	4,510	4,510	2,653
Supplies & Services	4,997	7,789	5,550	5,550	7,500
Small Tools	4,065	238	5,000	5,000	10,000
Safety Supplies	2,007	1,000	1,200	1,200	1,500
Utilities-Lift Stations	7,330	7,710	8,000	8,000	8,200
<b>Total Collections Materials &amp; Services</b>	<b>100,228</b>	<b>100,996</b>	<b>128,000</b>	<b>128,000</b>	<b>164,578</b>
<b>CAPITAL OUTLAY</b>					
Vehicles & Equipment	18,500	181,695	194,000	201,114	-
Mulino Rd Pump Station & Main	-	-	-	-	-
S Ivy Pump Station & Extension	2,003	315	-	-	-
NE 11th & N Pine Lift Station	-	-	-	-	-
NE 10th Ave Sanitary Sewer	-	-	-	-	-
S Ivy Pipe Upsize 3rd to 13th	1,000,880	-	-	-	-
Road to Lift Station by P	38,975	-	-	-	-
Safeway Pump Station Ren	-	39,615	950,000	1,300,000	-
Generator 3rd Baker Pumpst	-	-	50,000	-	-
N Knott St Storm	-	-	36,000	56,436	-
N Maple Ln Sewer Line Replace	-	-	152,000	168,559	-
N NW 10th & Birch Sewer Ext	-	205	33,000	55,778	-
<b>Total Collections Capital Outlay</b>	<b>1,429,683</b>	<b>221,830</b>	<b>1,415,000</b>	<b>1,781,887</b>	<b>-</b>
<b>TOTAL COLLECTIONS REQUIREMENTS</b>	<b>1,803,239</b>	<b>653,949</b>	<b>1,950,543</b>	<b>2,203,119</b>	<b>697,992</b>

**Stormwater Department**

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

**2021-22 Highlights**

- Performed monthly street sweeping.
- Installed 14 new drywells.
- Cleaned 6 drywells.
- Mapped with GIS 10% of the City's storm system.

**2022-23 Goals**

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

**Performance Measures**

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

SEWER COMBINED FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS FOR STORMWATER</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	106,341	108,328	158,185	87,673	170,116
Overtime	565	642	500	242	500
Insurance Benefits	23,115	17,089	39,679	16,858	42,171
Taxes/Other	11,222	13,280	20,312	8,524	22,235
PERS Contributions	18,812	24,973	36,683	19,040	37,966
Clothing Allowance	200	200	400	400	400
<b>Total Stormwater Personnel Services</b>	<b>160,254</b>	<b>164,512</b>	<b>255,759</b>	<b>132,737</b>	<b>273,388</b>
<b>FTE</b>	<b>1.6</b>	<b>1.6</b>	<b>2.0</b>	<b>1.2</b>	<b>2.1</b>
<b>MATERIALS &amp; SERVICES</b>					
Consultant Engineer	5,846	8,227	10,000	10,000	10,000
Catch Basin Repair	1,673	577	8,000	8,000	8,000
Storm System Maintenance	24,436	19,006	25,500	25,500	25,500
Willow Creek Storm Maintenance	-	-	-	-	-
Copier Lease & Maint	261	282	240	240	240
Storm Water Analysis	-	-	-	-	-
Communications	953	680	1,000	1,000	1,000
Travel & Training	-	609	1,000	2,000	5,000
Membership Dues & Fees	3,942	680	1,000	1,000	1,000
Internal Charge-Facilities	10,784	12,217	17,446	17,446	15,818
Supplies & Services	3,945	7,788	5,600	5,600	7,500
Small Tools	1,556	600	5,000	5,000	5,000
Safety Supplies	220	304	1,100	1,100	1,500
<b>Total Stormwater Materials &amp; Services</b>	<b>53,616</b>	<b>53,308</b>	<b>76,886</b>	<b>76,886</b>	<b>80,558</b>
<b>CAPITAL OUTLAY</b>					
Equipment	1,468	-	194,000	194,000	194,000
Logging Rd Trail Culvert Replacement	-	-	-	-	-
Drywells	12,000	-	80,000	80,000	80,000
<b>Total Stormwater Capital Outlay</b>	<b>19,468</b>	<b>-</b>	<b>274,000</b>	<b>274,000</b>	<b>274,000</b>
<b>TOTAL STORMWATER REQUIREMENTS</b>	<b>232,916</b>	<b>215,820</b>	<b>606,645</b>	<b>483,623</b>	<b>627,946</b>



## Budget Detail

## Sewer Combined Fund – Not Allocated

### Sewer Not Allocated

SEWER COMBINED FUND	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
<b>REQUIREMENTS NOT ALLOCATED</b>					
<b>PERSONNEL SERVICES</b>					
Regular Salaries and Wages	22,819	19,269	18,864	14,557	19,035
Insurance Benefits	5,290	3,648	4,986	6,008	7,399
Taxes/Other	1,450	1,745	1,572	1,227	1,587
PERS Contributions	4,475	4,260	4,154	3,161	4,062
<b>Total Sewer Not Allocated Personnel Services</b>	<b>34,034</b>	<b>28,922</b>	<b>29,576</b>	<b>24,953</b>	<b>32,083</b>
<b>FTE</b>	<b>0.4</b>	<b>0.4</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>
<b>MATERIALS &amp; SERVICES</b>					
Rate Studies and Master Plans	-	-	-	1,000	-
Sewer Billing	44,615	53,079	43,000	51,000	51,000
Franchise Fee	306,856	307,901	313,000	300,000	315,000
<b>Total Sewer Not Allocated Materials &amp; Services</b>	<b>351,472</b>	<b>360,980</b>	<b>356,000</b>	<b>352,000</b>	<b>366,000</b>
<b>TRANSFERS OUT</b>					
O/H Transfer to General Fund-WWTP	163,112	201,095	230,057	230,057	218,185
O/H Transfer to General Fund-Collections	60,761	64,000	85,765	85,765	94,871
O/H Transfer to General Fund-Stormwater	29,913	31,754	50,673	50,673	48,074
Transfer to Street Fund	-	-	-	-	-
<b>Total Sewer Not Allocated Transfers Out</b>	<b>253,786</b>	<b>296,930</b>	<b>366,495</b>	<b>366,495</b>	<b>361,130</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>154,609</b>
<b>TOTAL REQUIREMENTS NOT ALLOCATED</b>	<b>639,292</b>	<b>655,833</b>	<b>952,071</b>	<b>743,448</b>	<b>913,822</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>9,609,058</b>	<b>10,194,484</b>	<b>10,194,681</b>
<b>ENDING FUND BALANCE (prior year's)</b>	<b>7,870,417</b>	<b>9,652,428</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL SEWER COMBINED FUND REQUIREMENTS</b>	<b>13,390,008</b>	<b>12,608,718</b>	<b>15,602,511</b>	<b>15,359,555</b>	<b>15,882,602</b>



DRAFT

This Page Intentionally Left Blank

## Appendix

## Personnel FTE Comparison to Prior Years

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budget
Administration	5.1	3.3	3.3	4.4	3.9	2.9
HR & Risk Management	-	0.8	0.8	0.9	1.7	1.7
Finance	3.5	3.5	3.5	3.5	4.8	5.8
Court	3.8	2.8	2.8	2.7	1.8	1.8
Planning	2.8	2.3	2.3	3.1	3.2	3.3
Building	0.2	0.2	0.2	0.9	1.0	1.0
Police	29.4	29.3	29.3	30.0	32.0	33.0
Parks	6.9	6.3	6.3	6.3	6.3	7.5
Cemetery	1.4	1.7	1.7	2.2	2.2	2.2
Economic Development	2.6	2.5	2.5	2.5	2.5	2.5
General Fund Total	55.6	52.6	52.7	56.5	59.4	61.5
Library	9.0	8.7	8.7	8.8	8.9	9.7
Transit	2.5	2.7	2.7	2.9	2.9	2.9
Swim Center	9.1	7.4	7.4	8.6	8.5	9.0
Streets	6.0	6.4	6.4	6.5	7.3	8.0
Facilities	1.1	1.2	1.2	1.5	3.5	1.5
Fleet	2.0	2.0	2.0	2.1	2.1	2.1
Tech Services	1.1	1.1	1.1	1.2	2.5	2.2
WWTP	5.1	5.2	5.2	5.3	5.8	5.8
Sewer Collections	2.5	2.9	2.9	3.0	3.6	4.0
Sewer Stormwater	1.1	1.6	1.6	1.4	2.0	2.1
Unallocated (Sewer)	0.6	0.4	0.3	0.3	0.3	0.3
Sewer Fund Total	9.3	10.0	10.0	10.0	11.7	12.1
City-wide Total	95.0	92.1	92.3	98.1	106.8	109.1

## FTE Allocations

	FTE	General Fund	Street Fund	Sewer Fund	Tech Fund	Transit Fund	Swim Fund	Library	Facility	Fleet
<b>Administration/HR &amp; Risk Mngmt</b>										
City Administrator	1.00	100%								
HR & Administrative Director	1.00	100%								
City Attorney	1.00	100%								
Deputy City Recorder	1.00	100%								
Confidential Admin Assistant	1.00	100%								
<b>Finance</b>										
Finance Director	1.00	100%								
Office Specialist IV	1.00	80%				20%				
Office Specialist II	1.00	87%				13%				
Office Specialist III	1.00	35%	30%	30%		5%				
Purchasing & Accounting Specialist	1.00	100%								
Office Specialist II	1.00	100%								
Office Specialist II	1.00	100%								
<b>Court</b>										
Municipal Judge	0.06	100%								
Court Supervisor	1.00	100%								
Municipal Court Clerk II	0.75	100%								
<b>Planning/Building</b>										
Planning Director	1.00	90%	10%	0%						
Senior Planner	1.00	80%	0%	10%						
Associate Planner	2.00	80%	10%	10%						
Office Specialist II	1.00	55%	15%	30%						
Assistant Planner	1.00	55%	15%	30%						
<b>Police</b>										
Police Chief	1.00	100%								
Police Captain	1.00	100%								
Sergeant	6.00	100%								
Police Patrol	18.00	100%								
Code Enforcement	1.00	100%								
Behavioral Health Specialist	1.00	100%								
Property Evidence	1.00	100%								
Baliff	0.10	100%								
Office Specialist II	1.00	100%								
Office Specialist III	2.00	100%								
<b>Parks/Cemetery</b>										
Park Lead	1.00	98%	2%							
Maintenance Worker III	1.00	96%	2%	1%		1%				
Maintenance Worker III	1.00	95%	4%	1%						
Maintenance Worker III	1.00	87%	10%	1%		1%	1%			
Maintenance Worker I	1.00	89%	7%	2%		2%				
Maintenance Worker I	1.00	80%	17%			2%	1%			
Maintenance Worker I	2.50	85%	11%	1%		3%				
PT/Seasonal	1.16	100%								
<b>Economic Development</b>										
Economic Development Director	1.00	100%								
Econ Dev & Tourism Coordinator	1.00	100%								

	FTE	General	Street	Sewer	Tech	Transit	Swim	Library	Facility	Fleet
<b>Transit</b>										
Transit Director	1.00					90%				10%
Office Specialist III	1.00					100%				
Office Specialist II	0.50					100%				
<b>Fleet</b>										
Lead Mechanic	1.00									100%
Mechanic	1.00									100%
<b>Pool</b>										
Aquatics Program Manager	1.00						100%			
Swim Operator	1.00						100%			
Swim Program Coordinator	1.00						100%			
Head Lifeguard	2.00						100%			
Lifeguard II/Instructor II	2.00						100%			
Lifeguard I/Instructor I	2.00						100%			
<b>Library</b>										
Library Director	1.00							100%		
Library Manager	1.00							100%		
Library Supervisor	1.00							100%		
Librarian	1.00							100%		
Office Specialist II	3.13							100%		
Office Specialist I	1.73							100%		
Library Page	0.25							100%		
<b>Tech Services</b>										
Senior Network Analyst	1.00				100%					
PC & Network Tech	1.00				100%					
<b>Public Works</b>										
Public Works Director	1.00	30%	20%	50%						10%
<b>Facilities</b>										
Facilities Maintenance Lead	1.00									100%
<b>Streets/Collections/Storm</b>										
Public Works Supervisor	1.00		60%	30%						10%
Maintenance Worker III	1.00		16%	84%						
Maintenance Worker III	1.00		79%	21%						
Maintenance Worker II	1.00		63%	37%						
Maintenance Worker III	1.00		20%	80%						
Maintenance Worker I	1.00		83%	17%						
Office Specialist III	2.00	17%	63%	18%					2%	
PT/Seasonal	1.16		50%	25%					25%	
<b>WWTP</b>										
Waste Water Services Manager	1.00			100%						
Lead Maintenance Worker	1.00		60%	40%						
Operator Lead	1.00			100%						
Pre-Treatment Coordinator	1.00			100%						
Operator II	1.00			100%						
Operator III	2.00			100%						
Project Manager	1.00		50%	50%						
<b>Total FTE for FY2024</b>	<b>109.1</b>									

## Salary Schedules

**(NOT UPDATED FOR FY2024 PROPOSED BUDGET)**

Non-Represented Salary Schedule (Management, Supervisory & Confidential)  
 Effective first full pay period after 7/1/2022  
 Includes a 4% COLA

Classification	Range	5% steps					3% steps		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Vacant	1	3,882	4,076	4,280	4,494	4,719	4,860	5,006	5,156
Administrative & HR Assistant Deputy City Recorder	2	4,426	4,647	4,880	5,124	5,380	5,541	5,707	5,879
Vacant	3	5,045	5,297	5,562	5,840	6,132	6,316	6,506	6,701
Administrative Supervisor Aquatics Program Manager Municipal Court Supervisor Library Supervisor	4	5,701	5,986	6,285	6,599	6,929	7,137	7,351	7,572
Vacant	5	6,271	6,584	6,914	7,259	7,622	7,851	8,087	8,329
PW Supervisor	6	6,836	7,178	7,537	7,914	8,309	8,558	8,815	9,080
Network Administrator Planning Manager	7	7,041	7,393	7,753	8,151	8,558	8,815	9,080	9,352
Transit Director Wastewater Services Manager	8	7,393	7,751	8,151	8,558	8,986	9,256	9,534	9,820
Economic Development Director Planning Director HR Director/ City Recorder Library & IT Director	9	7,751	8,383	8,802	9,242	9,705	9,996	10,296	10,604
Police Captain Public Works Director	10	8,383	8,970	9,419	9,889	10,384	10,695	11,016	11,347
Finance Director	11	9,419	9,794	10,284	10,798	11,338	11,678	12,029	12,390
Police Chief	12	9,887	10,381	10,900	11,445	12,018	12,378	12,750	13,132

## Part-time, non-represented employees working &lt;20 hours per week – July 1, 2022

Position	Minimum Hourly	Maximum Hourly
Library Page	\$13.50	\$16.50
Lifeguard I Instructor I	\$14.56	\$19.51
Lifeguard II Instructor II	\$15.60	\$20.91

**AFSCME Salary Schedule - ATTACHMENT A**  
Effective the first full pay period following July 1, 2022  
Includes 4.0% COLA

Position	5% between steps					3% between steps	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Head Lifeguard	2954	3102	3257	3420	3591	3698	3809
Custodian	3201	3361	3529	3706	3891	4008	4128
Office Specialist I	3560	3738	3925	4121	4327	4457	4591
Library Coordinator							
Accounts Payable & Transit Tax Tech							
Tech Ref Librarian/Yth Svcs							
Municipal Court Assistant							
Municipal Court Clerk I							
Office Specialist II	3754	3942	4139	4346	4563	4700	4841
Mechanic Tech I							
Parks Maint Worker							
Swim Instructor/Program Coordinator							
Maintenance Worker I	3876	4070	4275	4487	4711	4853	4998
Maintenance Worker II	4175	4384	4593	4833	5075	5227	5384
Municipal Court Clerk II	4277	4491	4713	4951	5199	5355	5515
Planning Tech	4492	4717	4952	5200	5460	5624	5793
Maintenance Worker III	4530	4755	4994	5244	5506	5671	5842
Facilities Maintenance Technician							
Operator I							
Pre-Treatment Tech	4672	4906	5151	5408	5679	5849	6025
Office Specialist III	4760	4998	5248	5510	5786	5959	6138
User Service Tech.	4803	5059	5312	5577	5856	6032	6213
Econ Development & Tourism Coord							
Librarian							
Mechanic							
Purchasing & Accounting Specialist	4923	5169	5428	5699	5984	6163	6348
Swim Center Operator	5086	5340	5607	5888	6182	6368	6559
Operator II							
PC & Network Technician	5135	5392	5661	5944	6242	6429	6622
Lead Mechanic							
Parks Lead							
Public Works Lead	5386	5655	5938	6235	6547	6743	6945
Office Specialist IV	5574	5853	6145	6453	6775	6978	7188
Operator III							
Pre-Treatment Coord.	5617	5898	6193	6502	6827	7032	7243
Associate Planner							
Project Planner	5670	5954	6251	6564	6892	7099	7312
Operator Lead	5785	6074	6378	6697	7032	7243	7460
Senior Planner	6196	6506	6831	7173	7531	7757	7990



## AFSCME – Current - 2022

Canby Police Association – Effective July 1, 2022		
Police Patrol	\$6,041	\$7,600
Behavioral Health Specialist	\$6,650	\$8,366
Sergeant	\$8,067	\$9,205

DRAFT

## Overhead and Internal Charges

## Combined Internal Charges and Overhead Summary FY2023

	Facilities	Tech	Fleet	Admin Overhead	FY2023 Total	FY2022 Budget	Variance % YR over YR budget
Admin	15,759	45,092	1,438	-	62,289	49,881	24.88%
HR	4,909	32,440	-	-	37,349	14,561	156.50%
Unallocated*	65,449	-	-	-	65,449	45,833	42.80%
Finance	7,473	47,690	-	-	55,163	28,311	94.85%
Court	6,837	36,329	-	57,270	100,436	97,857	2.64%
Planning	5,827	45,769	-	131,107	182,703	99,064	84.43%
Building	686	-	-	22,236	22,922	16,683	37.40%
Police	109,024	219,020	228,036	983,780	1,539,860	1,251,331	23.06%
Parks	39,256	5,157	71,453	160,189	276,055	286,302	-3.58%
Cemetery	-	1,077	-	43,879	44,956	38,088	18.03%
Economic Dev	6,024	13,465	-	67,776	87,265	84,151	3.70%
Library	91,410	55,101	-	204,550	351,061	260,220	35.07%
Streets	39,484	34,184	93,248	100,105	354,021	341,462	3.68%
Fleet	54,837	12,603	5,500	-	72,940	46,080	58.29%
Facilities	-	-	5,500	-	5,500	9,004	-38.92%
Tech Services	4,113	-	-	-	4,113	2,881	42.76%
Transit	9,141	42,268	357,108	202,904	670,553	550,293	21.85%
Swim Levy	-	14,711	-	202,904	217,615	144,753	50.34%
WWTP	1,878	21,298	1,702	193,471	228,349	274,265	-16.74%
Collections	17,446	2,498	2,015	85,765	136,024	102,372	32.87%
Storm	17,446	-	-	50,673	68,119	43,971	54.92%
Total	497,009	650,000	603,001	2,653,171	4,583,172	3,787,363	21.01%

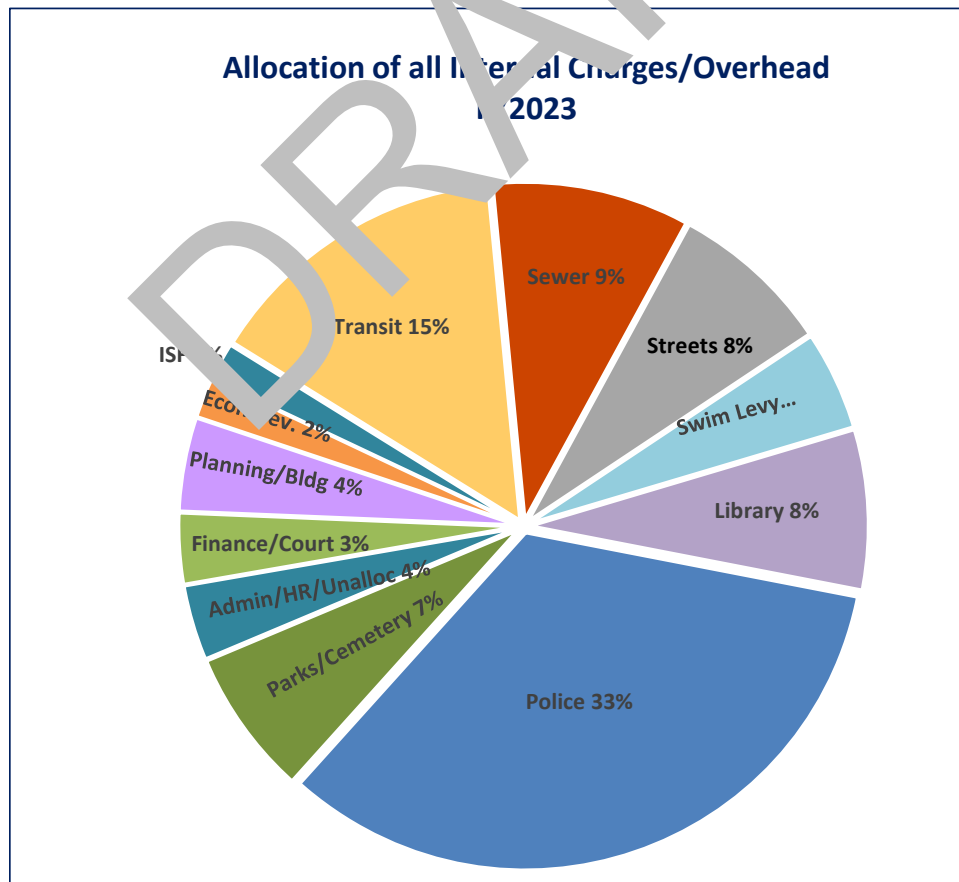
General Admin Overhead costs are absorbed by the General Fund.

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

Internal Charges	Allocation Methodology	Costs Include
Facilities	Costs are allocated to departments/ funds on a per square foot basis	Utilities, alarm monitoring, janitorial services and supplies, pest control, and other repair and maintenance costs
Fleet	Costs are estimated based on previous actual amounts and allocated by department	Mechanic labor, contract services, oil, gas, parts, and other supplies and equipment

<b>Tech Services</b>	Costs are allocated to departments/ funds on a per computer and work order basis	Contract IT services, internet and phone service, web hosting and maintenance, IT supplies and equipment, basic software licenses and computer replacement costs
----------------------	--	--

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



## Financial Policies

### Purpose

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

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

### Goal

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

### Responsibilities

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

**Policy 1 - Funds**

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

**Policy 2 - Budgeting**

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



**Policy 3 - Revenue**

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

**Policy 4 - Expenditures****Controls**

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

**Specific Expenditures**

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

## Policy 5 - Revenue Constraints and Fund Balance

### Nature of Constraints

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

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

### Other Considerations

1. **Order of Use.** If multiple categories of fund balance are applicable to an expenditure, the City shall access funds in the following order: Restricted, Committed, Assigned, Unassigned.
2. **Purpose of Special Revenue Funds.** Special revenue funds are general government funds created to track the use of dedicated revenues. The City legislation creating a special revenue fund will specify which specific revenues and other resources are authorized to be reported in the fund.
3. **Fund Balance.** Unrestricted fund balance is the sum of Committed, Assigned and Unassigned fund balance in any individual fund. In the General Fund, the City will strive to maintain an Unrestricted fund balance between 30% and 40% of annual operating revenue. If the fund balance falls below 30% of annual operating revenue a plan will be created outlining how and when the fund balance will be replenished.

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

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

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

**City Responsibility**

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

**Debt**

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

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

**Rule 15c2-12 Disclosures**

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

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

**Policy 6 - Continuing Disclosure (continued)**

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

## Glossary & Acronyms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**GFOA** - Government Finance Officers Association.

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

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

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

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

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

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

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

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

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

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

**Mission** - Defines the primary purpose of the City.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DRAFT

**Required Notices and Filings (NOT UPDATED FOR FY2024 PROPOSED BUDGET)****Notice of Budget Committee Meeting****Notice of Budget Committee Meetings**

Public meetings of the Budget Committee of the City of Canby and Canby Urban Renewal District, Clackamas County, State of Oregon, to discuss the budget for the fiscal year July 1, 2022 to June 30, 2023, will be held on May 19, 2022 at 6:00 pm and May 26, 2022 at 6:00 pm.

The purpose of the meetings is to receive the budget message and to receive comment from the public on the budget. Public comment will be heard for both the City's budget and the URA budget at the first meeting on May 19, 2022.

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 19, 2022. If you wish to speak please virtually, please contact the Deputy City Recorder at [benhamm@canbyoregon.gov](mailto:benhamm@canbyoregon.gov) or call 503-266-0720 by 4:30 pm on May 19, 2022 with your name and contact information. Once your information is received you will be sent instructions on how to speak virtually.

A copy of the budget document may be inspected or obtained on or after May 12, 2022 on the city's website at [www.canbyoregon.gov](http://www.canbyoregon.gov).

## Notice of Budget Hearing

FORM LB-1

NOTICE OF BUDGET HEARING

FY2022-23

<p>A public meeting of the City of Canby City Council will be held on June 15, 2022 at 7:30 p.m and can be viewed on CTV Channel 5 or at <a href="https://www.youtube.com/user/CityofCanby">https://www.youtube.com/user/CityofCanby</a>. Any person may provide comment in written form, virtually or in person. For instructions on how to provide comments virtually, please contact the Deputy City Recorder at <a href="mailto:benhamm@canbyoregon.gov">benhamm@canbyoregon.gov</a> or call 503-266-0720 by 4:30 pm on June 15th.</p> <p>The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the City of Canby Budget Committee.</p> <p>A summary of the budget is presented below. A copy of the budget can be found on the City's website at <a href="http://www.canbyoregon.gov">www.canbyoregon.gov</a>.</p> <p>This budget is for an annual budget period and this budget was prepared on a basis of accounting that is the same as the preceding year.</p>		
Contact: Erik Kytola, Finance Director	Telephone: 503-266-0725	Email: <a href="mailto:kytolae@canbyoregon.gov">kytolae@canbyoregon.gov</a>

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2020-21	Adopted Budget This Year 2021-22	Approved Budget Next Year 2022-23
Beginning Fund Balance/Net Working Capital	24,983,117	26,121,174	33,928,970
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	12,892,440	12,616,114	14,553,554
Federal, State and All Other Grants, Gifts, Allocations and Donations	4,439,755	5,613,388	7,236,765
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	3,161,020	5,288,308	5,119,363
All Other Resources Except Property Taxes	1,388,633	1,056,817	610,000
Property Taxes Estimated to be Received	6,592,929	6,180,000	6,590,000
<b>Total Resources</b>	<b>52,872,889</b>	<b>56,875,801</b>	<b>68,038,652</b>

FINANCIAL SUMMARY - REQUIREMENTS - OBJECT CLASSIFICATION			
Personnel Services	12,116,999	12,885,101	
Materials and Services	7,410,429	8,362,845	
Capital Outlay	7,398,344	9,914,942	
Debt Service	0	0	
Interfund Transfers	4,810,969	4,630,998	
Contingencies	698,552	728,472	
Special Payments	40,000	37,000	
Unappropriated Ending Balance and Reserved for Future Expenditure	24,400,508	31,479,294	
<b>Total Requirements</b>	<b>56,875,801</b>	<b>68,038,652</b>	



FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit FTE for that unit			
Administration	607,225	617,012	862,878
FTE	3.3	3.2	4.4
HR/Risk Management	534,985	551,596	708,075
FTE	0.8	1.1	0.9
Finance	586,657	573,161	632,756
FTE	3.5	3.5	3.5
Court	521,144	501,413	521,774
FTE	2.8	3.4	2.7
Planning	436,926	416,808	582,893
FTE	2.3	2.8	3.1
Building	28,821	40,810	102,506
FTE	0.2	0.4	0.9
Police	5,824,932	5,958,950	6,320,746
FTE	29.3	30.2	30.0
Parks	1,204,790	1,319,083	1,325,783
FTE	6.3	5.7	6.3
Cemetery	176,782	155,170	221,142
FTE	1.7	1.3	2.2
Economic Development	417,424	421,293	472,404
FTE	2.5	2.5	2.5
Library	965,200	1,033,604	1,118,704
FTE	8.7	9.2	8.8
Transit	3,451,516	3,833,541	4,673,713
FTE	2.7	2.7	2.9
Swim Center	804,922	777,327	1,408,842
FTE	2.2	8.6	8.6
Streets	3,000,034	3,310,063	5,910,351
FTE	6.4	5.9	6.5
Tourism Promotion	18,557	18,557	10,000
FTE	0.0	0.0	0.0
Tourism Enhancement	13,130	13,130	14,000
FTE	0.0	0.0	0.0
Forfeiture	30,753	27,252	12,132
FTE	0.0	0.0	0.0
Facilities	302,224	316,231	363,348
FTE	1.2	1.1	1.5
Fleet Services	592,265	746,391	838,511
FTE	2.1	3.1	2.1
Tech Services	353,454	434,669	430,515
FTE	1.1	1.1	1.2
Wastewater Treatment	1,546,862	2,976,370	1,404,103
FTE	5.2	5.1	5.3
Collections	875,851	1,669,901	1,989,549
FTE	2.9	3.3	3.0
Stormwater	246,352	249,594	223,316
FTE	1.6	1.6	1.4
Not Allocated to Organizational Unit	31,612,473	30,913,875	37,890,610
FTE	0.4	0.3	0.3
<b>Total Requirements</b>	<b>52,872,889</b>	<b>56,875,801</b>	<b>68,038,652</b>
<b>Total FTE</b>	<b>92.1</b>	<b>96.2</b>	<b>97.8</b>
STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING			
The FY2021-22 operating budget is a status quo budget, the net increase in FTE is 1.62 and are related to seasonal help and filling the long-time vacance Public Works Director position. The City will be purchasing equipment that will allow for better preparedness in the event of another emergency, this includes generators and a front loader. There are several major capital projects in the Parks department, Street Fund, and Sewer Fund and Transit Fund that will be mostly funded by fees and SDC's. This budget includes projections of a 6% increase in health insurance costs and a COLA for all staff.			
PROPERTY TAX LEVIES			
	Rate or Amount Approved	Rate or Amount Approved	Rate or Amount Approved
Permanent Rate Levy (rate limit 3.4886 per \$1,000)	3.4886	3.4886	3.4886
Local Option Levy	0.4900	0.4900	0.4900
Levy For General Obligation Bonds	0	0	0
STATEMENT OF INDEBTEDNESS			
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1	
General Obligation Bonds	\$0	\$0	
Other Bonds	\$20,130,617	\$0	
Other Borrowings	\$0	\$0	
<b>Total</b>	<b>\$20,130,617</b>	<b>\$0</b>	

## Resolution Adopting the Budget, Making Appropriations, Imposing and Categorizing Tax for FY2023

## RESOLUTION NO. 1368

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

WHEREAS, a public hearing for the 2023 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 15, 2022; and

WHEREAS, the City Council of Canby proposes to levy the taxes provided for in the adopted budget at the permanent rate of 3.4886 per \$1,000 and a local option levy of 0.49 per \$1,000 of assessed property value and that these taxes be levied upon all taxable property within the district as of July 1, 2022; and

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

## RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed and categorized for the tax year 2022-2023 upon the assessed value of all taxable property within the district:

General Government Limitation

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

Excluded from Limitation

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

## RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Canby hereby adopts the budget for fiscal year 2023 in the total of \$80,721,281. This budget is now on file at City Hall, 222 NE 2nd Ave., Canby, Or.

## RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated:

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

Resolution Adopting the Budget, Making Appropriations, Imposing and Categorizing Tax for FY2023  
(continued)

General Fund		Streets Fund	
Administration	\$ 973,307	Streets	\$ 8,048,456
HR/Risk Mgmt.	971,405	Transfers Out	187,105
Court	435,201	Contingency	100,000
Finance	745,047	Total	\$ 8,335,561
Planning	1,098,530		
Building	152,512	SDC Fund	
Police	7,583,720	Transfers Out	\$ 4,045,000
Parks	3,189,860		
Cemetery	228,249	Cemetery Perpetual Care Fund	
Economic Dev.	635,007	Transfers Out	\$ 500,000
Not Allocated			
Personnel Services	82,400	Forfeiture Fund	
Materials & Services	271,449	Forfeiture	\$ 10,185
Special Payments	25,000		
Transfers Out	295,000	Facilities Fund	
Contingency	200,000	Facilities	\$ 473,551
Total	\$ 16,886,687	Contingency	23,678
		Total	\$ 497,229
Library Fund		Fleet Fund	
Library	\$ 1,244,179	Transfers Out	\$ 887,434
Special Payments	0	Contingency	43,291
Transfers Out	704,980	Total	\$ 930,725
Contingency	1,199		
Total	\$ 1,950,358	Tech Services Fund	
		Tech Services	\$ 790,637
Transit Fund		Contingency	31,682
Transit	4,762,065	Total	\$ 822,319
Transfers Out	26,000		
Contingency	100,000	Sewer Fund	
Total	\$ 4,924,101	WWTP	\$ 2,484,194
		Collections	1,950,543
Swim Levy Fund		Stormwater	606,645
Swim	2,335,000	Not Allocated	
Transfers Out	102,900	Personnel Services	29,576
Contingency	1,772	Materials & Services	356,000
Total	\$ 2,500,123	Transfers Out	366,495
		Contingency	200,000
Transient Room Fund		Total	\$ 5,993,453
Tourism Promotion	10,000		
Tourism Enhancement	10,000		
Total	\$ 20,000		

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

Melissa Bisset  
City Recorder

Brian Hodson, Mayor

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

## Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Clackamas County

FORM OR-LB-50  
2022-2023

• Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

☐ Check here if this is  
an amended form.

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

PO Box 930 Canby OR 97013 6/29/2022  
Mailing Address of District City State ZIP code Date

E. Kytola Finance Director 503.266.0635 kytolae@canbyoregon.gov  
Contact Person Title Daytime Telephone Contact Person E-Mail

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

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.  
☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

### PART I: TAXES TO BE IMPOSED

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

### PART II: RATE LIMIT CERTIFICATION

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

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

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

### Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES\*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
Delinquent Sewer Charges	454.225		\$62,640.42
2			

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

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

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

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

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

## Resolution Declaring the City's Election to Receive State Revenue for FY2022-23

**RESOLUTION NO. 1367****A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2023.**

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

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

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

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

**ADOPTED** this 15<sup>th</sup> day of June 2022 by the Canby City Council.

\_\_\_\_\_  
Brian Hodson  
Mayor

ATTEST:

\_\_\_\_\_  
Melissa Bisset  
City Recorder