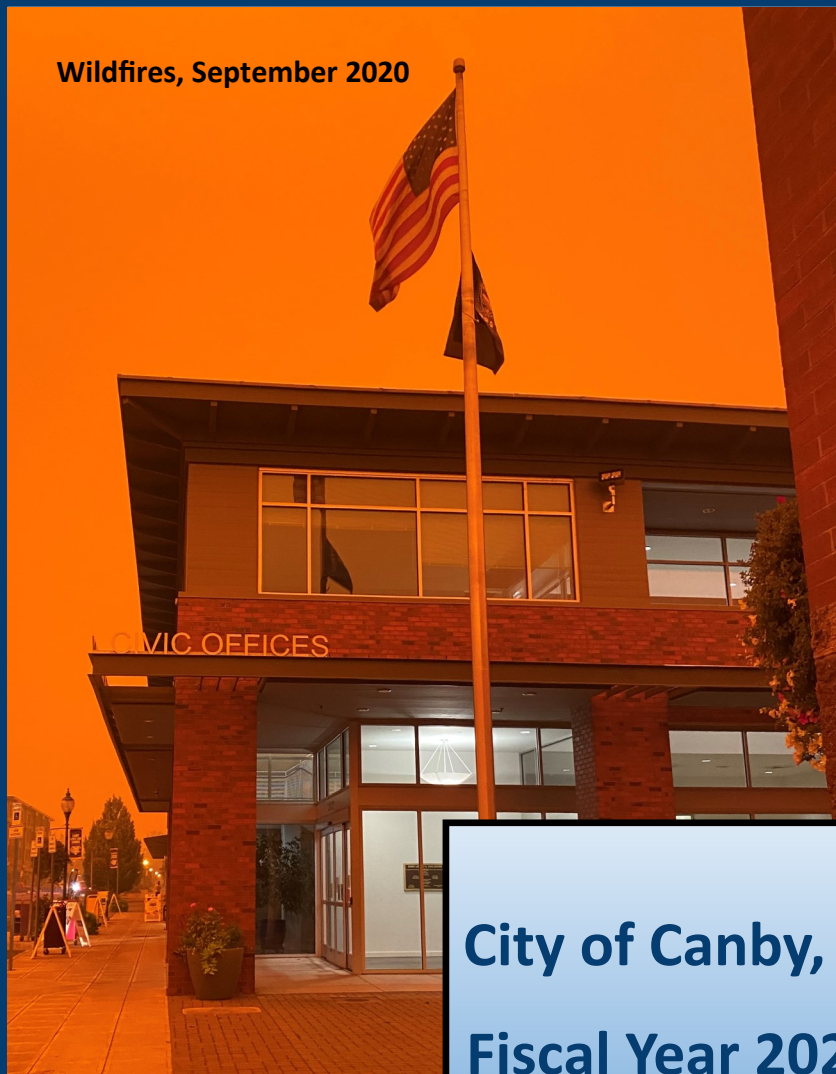


Wildfires, September 2020



OPEN

City of Canby, Oregon
Fiscal Year 2021-2022
Approved Budget



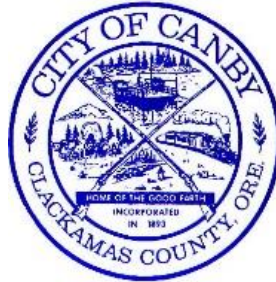
Ice Storm, February 2021



City of Canby Approved Annual Budget

For the Fiscal Year

July 1, 2021 - June 30, 2022



CITY COUNCIL:

Brian Hodson, *Mayor*

Traci Hensley, *Council President*

Christopher Bangs, *Council Member*

Greg Parker, *Council Member*

Sarah Spoon, *Council Member*

Jordan Tibbals, *Council Member*

Shawn Varwig, *Council Member*

BUDGET COMMITTEE:

Michelle Hensley

Andrea McCracken

Jason Padden

Bob Patterson

Jack Pendleton

Melody Thompson

CITY STAFF:

Scott Archer, *City Administrator*

Julie Blums, *Finance Director*

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*Distinguished
Budget Presentation
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PRESENTED TO

**City of Canby
Oregon**

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morrell

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Canby, Oregon, for its Annual Budget for the fiscal year beginning July 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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Reader's Guide

Reader's Guide

This budget document serves to:

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

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

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

Revenues & Expenditures

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

Debt Service

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

Capital Improvement Plan (CIP)

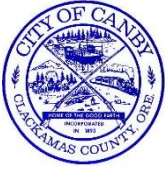
The CIP establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. While the CIP serves as a long-range plan, it is reviewed and revised annually.

Budget Detail

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

Appendix

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



City of Canby

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

May 13, 2021

Fiscal Year 2021-22 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 2021-22 budget in the amount of \$31.9 million. This proposed budget is submitted as required by Chapter 294 of the Oregon Revised Statutes. State budget law provides for three levels of review and scrutiny of this budget: the City Administrator, the Budget Committee, and the City Council. At any step in this process, the reviewing body can alter the proposed budget if they believe it is in the best interests of the City of Canby. I am pleased to present a fiscally responsible budget that continues to provide the scope and quality of public services Canby citizens have come to enjoy and expect from the City.

The budget process for FY2021-22 started off with a very different message compared to FY2020-21. Last year the world and our local community were facing many unknowns with the onset of the COVID-19 pandemic. No one knew the impacts, or how long the pandemic would last. While there are still some unknowns, the City now has more clarity on the ongoing impacts created by COVID-19. Overall, the City of Canby has fared reasonably well through the pandemic. There are a few areas where revenues took a significant hit, but with the anticipated American Rescue Plan (ARP) federal stimulus funds money those revenues will be made whole. The FY2021-22 budget is still conservative but more in line with what actually happened in FY2020-21. In addition to the pandemic the City was also impacted by two other emergency events; the wildfires in September and the ice storm in February. The FY2021-22 budget has several one-time expenditures for equipment and supplies that will better prepare the City for emergency situations in the future. The result is a budget that draws on reserves for one-time expenditures only and continues to deliver quality services to our community. Our Department Directors, Finance team and Administration team have worked diligently to make this budget as realistic and accurate as possible, and to place the City in the best possible fiscal position for the years ahead.

Budget Overview

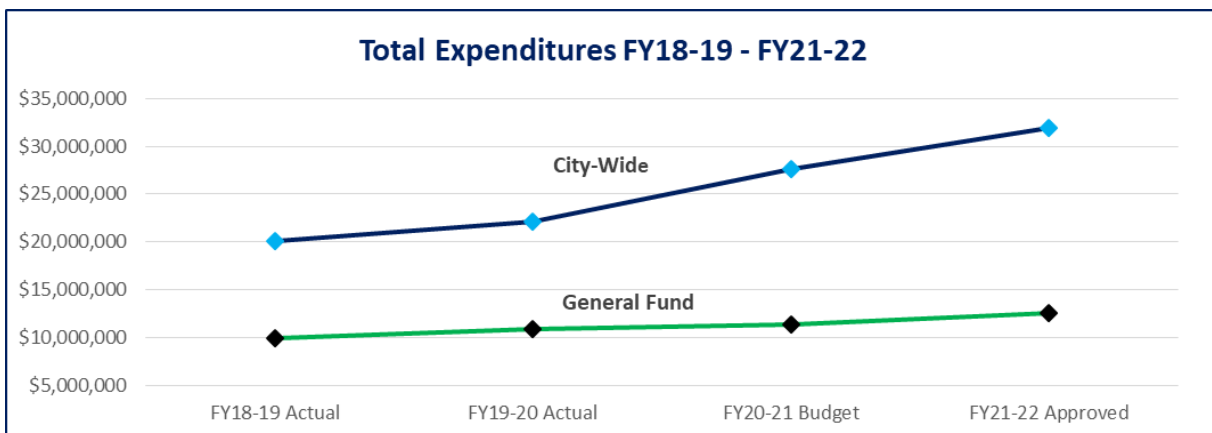
Our City has seen strong revenue growth over the past few years as the economy remained strong. This continued to be true in most areas of the City despite the world-wide pandemic. The revenue areas that saw the largest decline are pool and library revenue as they were closed for the majority of the year. Our State Highway Funds also had a significant reduction. All of these revenue decreases are expected to be made whole using the ARP funds.

Commercial and residential development continues to be heavy even with the COVID-19 pandemic.

The proposed budget for FY2021-22 expenditures totals \$31.9 million across 11 funds; representing an increase of \$4.26 million (15%) from the prior year budget.

The Personnel Services budget for FY2021-22 is \$12.9 million. This is a 6.3% increase from the FY2020-21 budget, with significant factors being the PERS and healthcare increase and the addition of 1.62 FTE. Personnel Services costs make up 65% of the General Fund budget and 36% of the total city budget.

Materials and Services are those expenses incurred during the normal course of conducting the business of the City. Items included in this category are professional contract services, supplies, utilities, and property and liability insurance. The Materials and Services budget for FY2021-22 is \$8.36 million. This is a 13% increase from the FY2020-21 budget.



Budget in Brief

The major changes in expenditures from the FY2020-21 Budget to FY2021-22 Budget are as follows:

- Personnel services for PERS, health insurance and COLA's combined equate to about a 4.75% increase in personnel services costs over FY2020-21. Personnel service increases make up about 2.8% of the city-wide budget increase from FY2020-21 to FY2021-22.
- Materials and services make up about 3.4% of the city-wide budget increase. The majority of the increase is in the General fund and the Transit fund.
- Capital projects and equipment make up approximately 9.1% of the city-wide budget increase from FY2020-21 to FY2021-22.

Requirements	2018-19 Actual	2019-20 Actual	2020-21 Budget	2021-22 Proposed	2020-21 Approved	Variance	%Change
General Fund							
Admin	\$ 840,514	\$ 607,225	\$ 617,012	\$ 862,878	\$ 862,878	\$ 245,866	40%
HR/Risk Management	446,950	534,985	551,596	708,075	708,075	156,479	28%
Finance	533,246	586,657	573,161	632,756	632,756	59,595	10%
Court	487,288	521,144	501,413	521,774	521,774	20,361	4%
Planning	418,156	436,926	416,808	582,893	582,893	166,085	40%
Building	20,955	28,821	40,810	102,506	102,506	61,696	151%
Police	5,649,896	5,824,932	5,958,950	6,320,746	6,320,746	361,796	6%
Parks	818,174	1,204,790	1,319,083	1,325,783	1,325,783	6,700	1%
Cemetery	134,058	176,782	155,170	221,142	221,142	65,972	43%
EconomicDev	335,022	417,424	421,293	472,404	472,404	51,111	12%
Unallocated	343,979	636,790	1,004,443	1,115,594	1,115,594	111,151	11%
Subtotal General Fund	10,028,237	10,976,475	11,559,739	12,866,551	12,866,551	1,306,812	11%
Library Fund	1,581,393	1,612,299	1,708,291	1,834,250	1,834,250	125,959	7%
Transit Fund	2,270,339	2,355,184	4,116,269	5,009,898	5,009,898	893,629	22%
Swim Fund	794,189	929,019	936,150	1,585,883	1,585,883	649,733	69%
Transient Room Tax Fund	-	18,213	31,687	24,000	24,000	(7,687)	-24%
Street Fund	2,795,296	3,204,687	3,593,913	6,213,358	6,213,358	2,619,445	73%
SDC Fund	384,222	608,788	2,382,000	2,279,607	2,279,607	(102,393)	-4%
Cemetery Perpetual Care Fund	500,000	500,000	500,000	500,000	500,000	-	0%
Forfeiture Fund	22,153	30,753	27,252	12,132	12,132	(15,120)	-55%
Total General Govt. Funds	18,375,830	20,235,417	24,855,301	30,325,679	30,325,679	5,470,378	22%
Facilities Fund	369,541	302,224	344,419	373,185	373,185	28,766	8%
Fleet Services Fund	602,997	592,265	785,985	866,541	866,541	80,556	10%
Tech Services Fund	310,302	353,454	455,820	452,041	452,041	(3,779)	-1%
Sewer Fund							
WWTP	1,196,872	1,546,862	2,976,370	1,404,103	1,404,103	(1,572,267)	-53%
Collections	702,831	875,851	1,669,901	1,989,549	1,989,549	319,648	19%
Stormwater	266,674	246,352	249,594	223,316	223,316	(26,278)	-11%
Unallocated	707,183	766,377	1,137,903	924,944	924,944	(212,959)	-19%
Total Proprietary Funds	4,156,400	4,683,384	7,619,992	6,233,679	6,233,679	(1,386,313)	-18%
Total Requirements All Funds	\$ 22,532,231	\$ 24,918,801	\$ 32,475,293	\$ 36,559,358	\$ 36,559,358	\$ 4,084,065	13%
Less Transfers between Funds	2,406,648	2,754,189	4,810,969	4,630,998	4,630,998	(179,971)	-4%
Total Expenditures All Funds	\$ 20,125,583	\$ 22,164,612	\$ 27,664,324	\$ 31,928,360	\$ 31,928,360	\$ 4,264,036	15%

Fund Balance

Below is a chart showing the proposed change in the City's major funds balances for FY2021-22.

Change in Fund Balance	General Fund	Streets Fund	Transit Fund
Beginning Fund Balance	5,607,753	3,883,839	3,077,988
Increase(Decrease) in Fund Balance	580,881	(673,020)	(1,647,001)
Ending Fund Balance	6,188,634	3,210,819	1,430,987
Percent Change in Fund Balance	10.4%	-17.3%	-53.5%

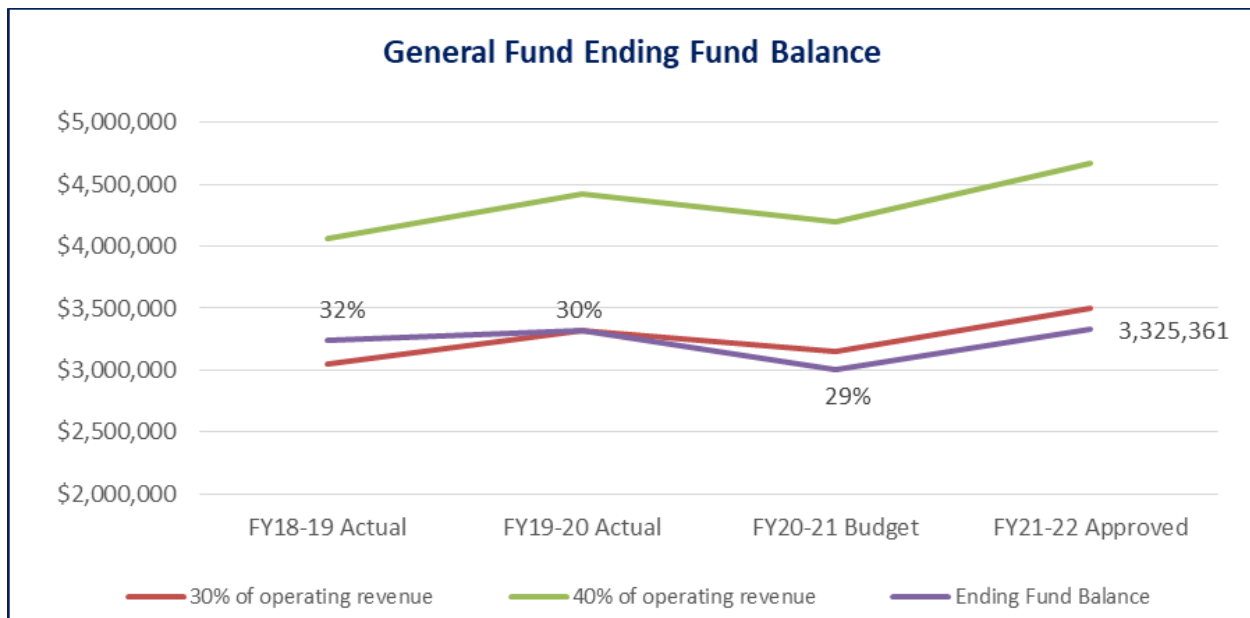
General Fund

The ending fund balance in the General Fund is projected to increase 10.4% from the FY2020-21 projected ending fund balance. This increase is due to new reserves from the sale of property and revenue from the ARP that are not yet designated as to how they will be spent. Operating revenue does cover operating

expenses, however the normal operating reserves are decreasing to 28% of operating revenue in FY2021-22 due to one-time purchases as described below:

- Human Resources - Compensation study and increased liability/property insurance
- Planning – Economic Opportunity Analysis (grant funded), permitting software and comp plan feasibility studies, and additional costs for traffic studies related to new development
- City Hall – Generator for backup power in case of emergencies

The chart below outlines the General Fund ending fund balance compared to 30% and 40% of operating revenue. For FY21-22 the chart excludes the sale of property and ARP reserve balances.



Street Fund

The total number of street capital projects is about double that of FY2020-21, half of which will be funded with System Development Charges (SDC) revenue. The City has been building reserves over the past couple of years to use on the projects included in the FY2021-22 budget. The capital projects are outlined more completely on pages 36-40.

Transit Fund

The Transit Fund is a special revenue fund with the majority of its funding coming from transit taxes generated by businesses in Canby. Grants are another major revenue source for the Transit Fund. Transit grants are used for both capital purchases and ongoing operations. The fund balance is reduced by 52.9% in FY2021-22 due to the use of reserves to begin anticipated construction of a new Transit office.

Strategic Goals and Strategies

The past year has given the City several learning opportunities. Between the pandemic, wildfires, and ice storm the City has been faced with many different challenges. City offices were closed to the public for an entire year and are now open on a modified schedule. All City Board, Commission, and Council meetings were held virtually while many staff had to adapt to working from home and the technology challenges that brought forward. The lessons learned are very apparent in this FY2021-22 proposed budget.

There are several one-time expenditures for equipment, such as generators for City Hall and the Public Works facility, a fueling station, and construction equipment for the Public Works yard.

None of the declared emergencies seemed to affect residential and commercial development activities. Growth is continuing at a rapid pace with development services working to keep up with the development demands.

The Goals set forth by the City Council and Mayor form the guiding principles around which the Budget is developed. To this end, a continuing focus in FY2021-22 is the funding of programs that support the Council goals to have a safe and family friendly environment within the Canby community. Specifically:

- The Budget maintains the expanded Parks staffing based on increased revenue from the Park Maintenance Fee. The City is currently updating its Parks and Recreation Master Plan, Parks SDC Methodology, and Rate study which will continue in FY2021-22 to define a long term funding strategy to support parks and recreation activities within the community.
- Due to the COVID-19 pandemic, community-wide activities, including, but not limited to, Canby's Big Weekend and the Canby Independence Day Celebration have been cancelled.
- The Budget continues to support tourism and economic development activities focused on bringing new opportunities to community residents and businesses. Economic Development staff continue to find creative new opportunities to market Canby as a desirable destination for residents, businesses, shoppers, and visitors.
- Staff have prepared a five year funding strategy for the projects outlined in the Street Capital Improvement Plan. The budget includes year one of this funding strategy.
- The Swim Center Operating Levy will need to be placed on the November 2021 ballot for renewal consideration by voters. This levy provides needed revenue to operate and manage the Canby Swim Center.

The FY2021-22 proposed budget continues to reflect a level of stability in our current economic environment, and anticipates that this environment will be relatively stable over the next two budget cycles. The key principles used to develop the proposed budget are as follows:

Continued Focus upon Core, Essential Services – A primary focus of the budget is the maintenance of core, essential City services. These include public safety (Police and Emergency Management), Community and Economic Development, Utilities (sewer), Infrastructure (roads) and the internal services that support these program areas (Administration, Finance, Human Resources, Information Technology, Risk Management).

Invest in Infrastructure Maintenance – While the City budgets on a fiscal year basis, we also monitor and manage fiscal resources based on future anticipated demand, particularly relative to infrastructure needs. The City, working often with consultants, makes strategic assumptions relative to both current and future infrastructure needs. Planning and budgeting for infrastructure often requires the accumulation of fund balances over several years, the use of System Development Charges, and the application of current year revenue to fund specific projects. The City is proactive in its efforts to identify priority projects and develop funding strategies for these projects. The FY2020-21 budget incorporates the costs for infrastructure maintenance to the extent we are financially able and capable of managing.

Aligns with City Financial Policies, especially in terms of using fund balance – The City Council has adopted financial policies to guide management in making sound budgetary and financial decisions. Two key financial policies, strictly adhered to in this proposed budget, are:

- The City of Canby will identify sustainable revenue levels and, to the extent possible, current operations will be funded by current sustainable revenues.
- One-time revenues will be used for one-time expenditures or as contributions to reserves and will not be used to pay for established services.

Priorities and Issues

As discussed previously the City is working on several key initiatives. These include long-term funding strategies for infrastructure improvements and continued park maintenance. Below are the priorities and issues the City faces in accomplishing these initiatives.

- The City will be working with a consultant to update the Parks & Rec Master Plan which will include recommendations for ongoing staffing, SDC rates, and park fees. This will give the City the roadmap for managing and funding the operations, maintenance of existing parks, and construction of new parks and amenities.
- Canby, similar to most public agencies, has limited resources to address needed infrastructure improvements. Our master planning documents are the guiding resource in our ongoing efforts to both prioritize and fund critical City projects. The City seeks opportunities to combine and coordinate infrastructure improvements whenever possible. As an example, if a street is scheduled for improvement, we will at the same time perform sewer or storm water improvements if needed. This helps to avoid cutting structurally sound streets to perform the underground infrastructure improvements and materially improves the useful life of City streets.
- Funding for infrastructure projects continues to be a challenge most City's face. Staff is working on five year funding models for our major infrastructure programs. The street funding model was completed in FY2020-21 and work on sewer, Stormwater, and facility plans will continue in FY2021-22.

Short-term Organization Factors

Within the Canby community, a strengthening economy is evident in a variety of key areas. Development activity continues to be strong. New homes are being built at a robust pace, and increased commercial/industrial/retail activity is evident in several areas of the City.

The proposed budget funds a total workforce of 97.8 Full Time Equivalent (FTE) positions, an increase of 1.6 FTE from the FY2020-21 budget. FTE detail can be found on the FTE Summary on page 105.

Total Personnel Services costs are projected to increase 6.3% between the current fiscal year budget and the proposed FY2021-22 budget. Key personnel services cost changes in this proposed budget are as follows:

- Insurance costs are budgeted to increase by 6%.
- The proposed budget includes a cost of living increase for all employees. The AFSCME collective bargaining agreement (CBA) is in negotiations as of writing this message. The amount of the increase will be determined upon ratification of a new CBA.
- PERS rates are increasing an average of 1.8%.

Street Fund

The capital projects for FY2021-22 will double from FY2020-21 with the start of the 99E connection to the Industrial Park project. Several other smaller street projects will take place as well as the continuation of the Street Maintenance program. The budget includes the purchase of a new front loader and work pickup along with a contribution towards the new fuel tank, generator, and forklift. There are no major changes in day to day operations of the Street Fund for FY2021-22. Project detail can be found on pages 39-40.

Library Fund

In FY2020-21 the city's General Fund contributed \$143,000 to the Library Fund to maintain ongoing operations at existing levels of service. The approved FY2021-22 budget increases this contribution to \$172,000 to continue the same level of service. There are no new staffing or programs in the Library budget for FY2021-22.

Transit Fund

The transit budget for FY2021-22 includes funding to begin construction of a new transit office, and grant funding to help pay for upgrades and sign replacement at the bus stops in town. Transit payroll tax revenues have not been affected by the pandemic and have remained strong.

Swim Center Levy Fund

The Swim Center is studying a remodel of the locker rooms, lobby and restrooms to meet ADA standards and provide better facilities to the swim customers. Additionally, the City must determine whether to place renewal of the current operating levy on the November 2021 ballot.

Sewer Combined Fund

Total expenditures in this fund are decreasing by approximately 24%. This is primarily due to the completion of capital projects for the Waste Water Treatment Plant and Collections in FY2020-21. Project detail can be found on page 38.

Long-range Financial Plan

The City of Canby historically approaches the development of the annual budget in a conservative manner. The budget presented to the Budget Committee and City Council must meet key criteria:

- Does the Budget generally address the organizational priorities of the Mayor and City Council?
- Based on current and projected economic forecasts, are staffing levels, service levels, and contractual obligations sustainable in future budget cycles? If not, what steps are proposed to align the budget with known and anticipated funding sources?

This approved budget aligns with the adopted Values and Goals of the Mayor and City Council to the extent possible with available resources. It particularly embraces the Council Value of "Fiscal Responsibility and Financial Stability", outlined as follows: *"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."*

The FY2021-22 Approved Budget is mostly status quo from an operational perspective. 1.6 new FTE have been added to fill the longstanding Public Works Director vacancy and the addition of seasonal employees for parks, cemetery, streets and sewer.

Additionally, this budget includes a new Deputy City Recorder position. However, this position does not increase our existing number of FTE. When the former Assistant City Administer left in September 2020, the City had an opportunity to evaluate the overall needs and structure of its Administration staff. Duties for the Assistant City Administrator position have subsequently been re-organized and distributed among multiple directors/managers. The Finance Director now oversees the Tech Services division; the City Recorder also serves as the Human Resources Manager; and the City Attorney is now also serving as the Assistant City Administrator and oversees the Risk Management functions along with providing support to the City Administrator. To complete this re-organization of duties, and fulfill the needs of City Administration, a new Deputy City Recorder position is approved. Due to not re-filling the full-time Assistant City Administrator position, and re-distribution of other duties as described, the budget impact of this position has no net effect to our existing FTE numbers.

Other than the changes noted above, operating activities will remain the same as FY2020-21. The Approved budget anticipates contractually negotiated increases in employee health insurance, salaries, and COLAs for all staff. With labor costs exceeding 50% of the City's overall operating budget, the continuation of a strong economy over the next 3-5 years will be an important factor in the long term sustainability of current service and staffing levels.

The City is working towards having long-range funding strategies for our parks, police, library, and capital improvement plan. The FY2020-21 budget focused on Street maintenance and capital improvements. The approved FY2021-22 budget emphasizes addressing park needs and continued work on infrastructure.

Conclusion

This approved budget presents a balanced and responsible spending plan for FY2021-22 that reflects the priorities, policies and goals of the Canby City Council and the residents it represents. Our continuing challenge is to maintain a focus on our priorities in the face of rising costs. Canby continues to be a financially sound organization because of the city's proactive approach to budgeting. The City will continue to adjust and adapt its expenditure plan as needed to remain fiscally sound even as we embrace an overarching emphasis on customer service. We rely on diverse revenue sources, and have equally diverse expenditure patterns. Prudent fiscal planning has contributed significantly to the positive fund balances on which the City relies.

Respectfully Submitted,

Scott Archer,
City Administrator

About Canby**History**

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

Prior to 1920, the "Road of 1,000 Wonders", now NW First Avenue, was the main route through Canby, running northeast to Oregon City and west to Barlow and down the valley. That year marked the arrival of the Pacific Highway (Hwy 99E) to the south of the railroad tracks, making the beginning of yet a new era of transportation and development in Canby. Canby grew from 998 people in 1940, to 1,286 residents by 1945. Now Canby boasts a population of over 17,210, 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.

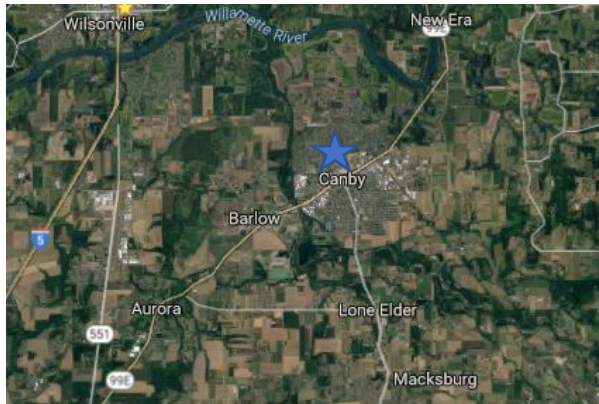
Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District. Phone, cable, and trash disposal are provided by private businesses. Canby is part of Canby School District 86.

Local media coverage is provided by CTV Channel 5 and the Canby Herald publishes the local newspaper. The Canby Current provides digital local news online.

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

Location

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



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

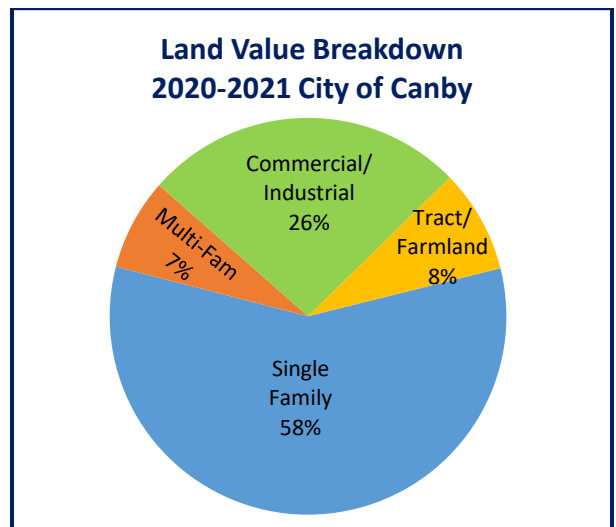
Economy

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

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

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

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



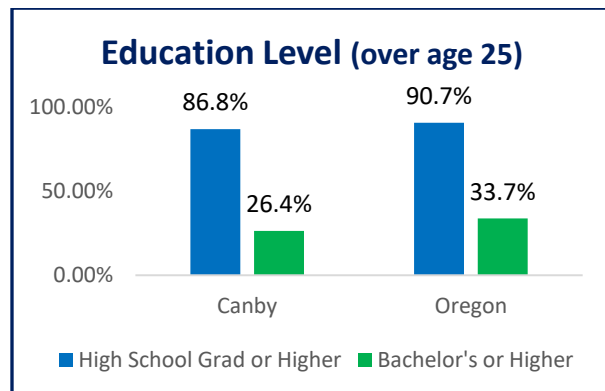
Source: Clackamas County Assessor's Office

Demographics

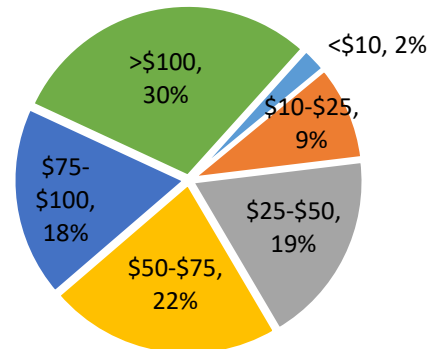
Over the last two and a half decades, Canby has nearly doubled its population. Between 1990 and 2020, the population has grown 91%. Canby has an average of 2.76 people per household as compared to 2.51 in Oregon as a whole. Canby's population is 49.9% female, compared to Oregon at 50.5%.

9.0% of Canby's population are veterans compared to 7.9% of the state of Oregon.

AGE DISTRIBUTION			
Age	Percent of Population	Percent Female	Percent Male
0-19	28%	30%	26%
20-39	25%	22%	27%
40-59	24%	24%	25%
60+	23%	24%	22%



Household Income Distribution (\$'s in thousands)

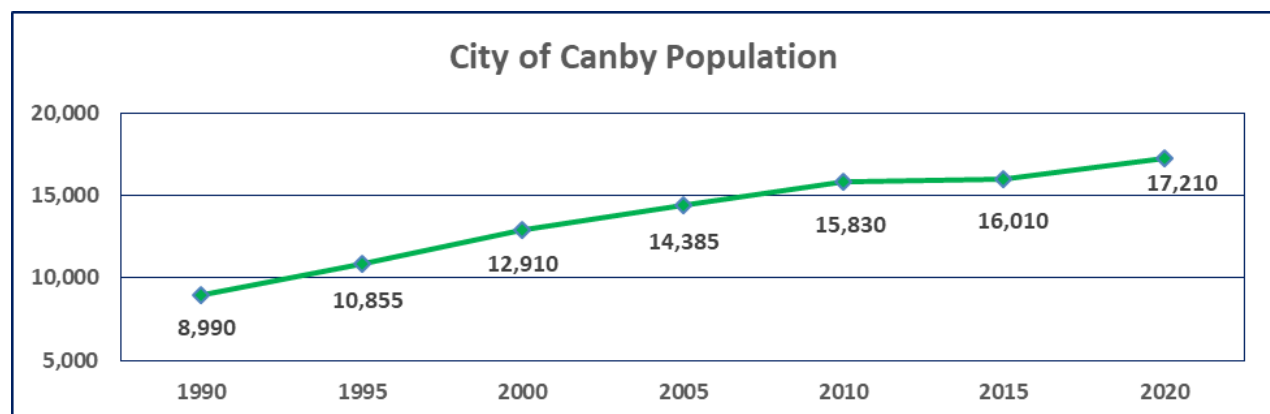


6.2% of Canby families are below the poverty level as compared to Oregon at 6.6%. While the unemployment rate in Canby is 3.9% and 5.0% in Oregon as a whole.

Oregon has 17.0% of the population living with a disability while Canby is at 12.6%.

Owner-occupied homes represent 67.9% of the community as opposed to 62.4% of Oregon as a whole.

14.8% of the Canby population speaks Spanish and an additional 2.4% speak a language other than English or Spanish.



Source for demographic information, excluding population (2019 estimates-most recent available): data.census.gov

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

Principal Property Taxpayers & Employers

CITY OF CANBY PRINCIPAL EMPLOYERS		
Employer	2020	
	Employees	% of Total City Employment
Canby School District	508	7.13%
Clarios	240	3.37%
Kendal Floral LLC	200	2.81%
Shimadzu USA Mfg. Inc.	198	2.78%
Milwaukie Electronics	177	2.49%
Fred Meyer Stores Inc.	169	2.37%
ICC Northwest Inc.	142	1.99%
Marquis Care @ Hope Village	114	1.60%
S R Smith LLC	109	1.53%
Cascade Engineering Technologies Inc	93	1.31%
Source: City of Canby Business License data, Canby Development Services Dept., 2012 Market Analysis, Oregon Employment Department and Canby School District		

CITY OF CANBY PRINCIPAL PROPERTY TAXPAYERS TODAY AND 9 YEARS AGO						
Taxpayer	2020			2011		
	Assessed Value	Rank	% of Total City Taxable Assessed Value	Assessed Value	Rank	% of Total City Taxable Assessed Value
Fred Meyer Stores Inc. #651	\$24,540,020	1	1.52%	\$17,379,514	2	1.46%
Hope Village Inc.	24,926,089	2	1.43%	17,469,317	1	1.47%
Sequoia Grove Apartments LLC	19,541,326	3	1.12%			
American Steel Corporation	19,032,689	4	1.09%	17,365,978	3	1.46%
Canby Telephone Assn.	17,406,600	5	1.00%	15,283,900	4	1.29%
Clarios	17,331,090	6	0.99%	10,496,157	6	0.88%
Shimadzu USA Manufacturing	16,375,280	7	0.94%	7,141,366	8	0.60%
Argo Canby LLC	13,717,579	8	0.79%	11,124,384	5	0.94%
Kogap Enterprises Inc.	11,656,672	9	0.67%	8,443,973	7	0.71%
Jorken Oregon LLC	9,282,176	10	0.53%	7,026,488	9	0.59%
Truamerica Multifamily LLC				6,428,452	10	0.54%
	<u>\$175,809,521</u>		10.08%	<u>\$118,159,529</u>		9.94%
Source: Clackamas County Assessor's Office						

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

Community

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

Growth and Economic Development

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

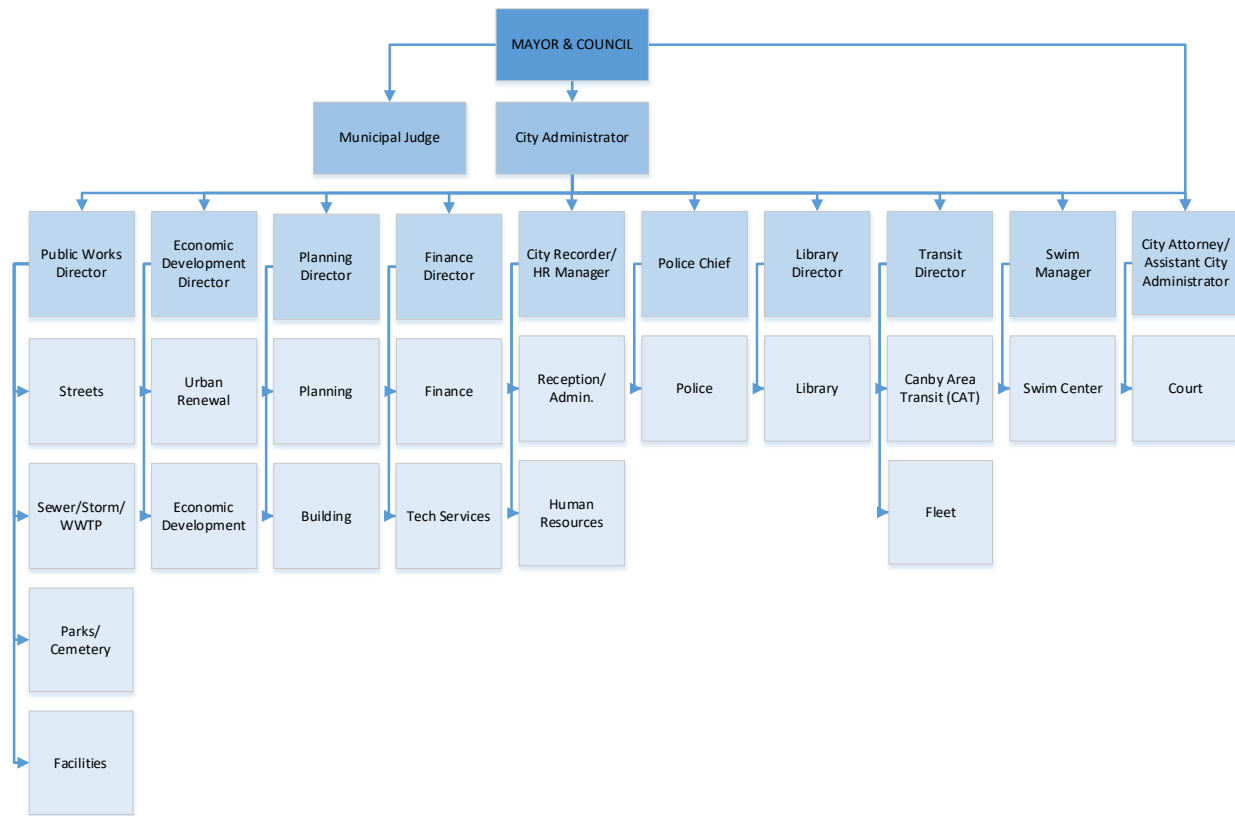
Parks and Recreation

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

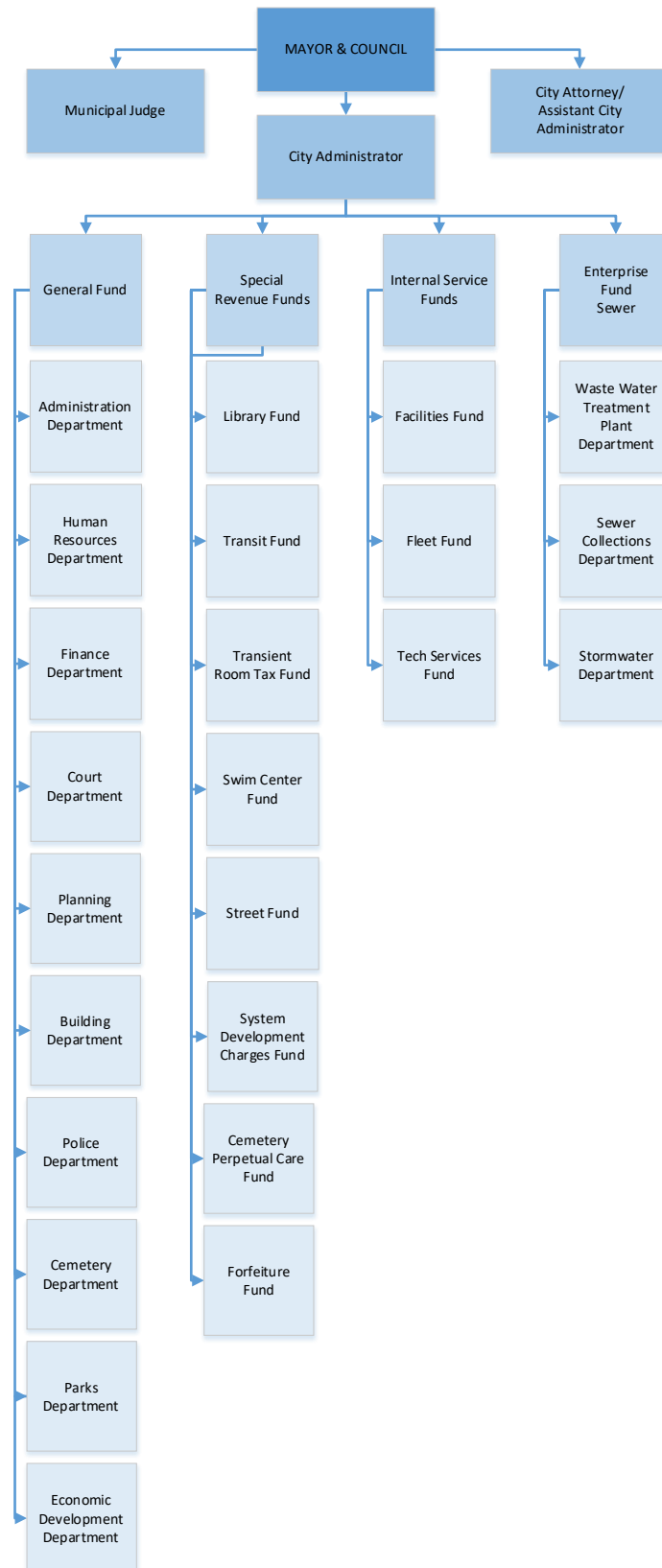
Public Services

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

City of Canby Organizational Chart



City of Canby Organizational Chart by Fund



Budget Process

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

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

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

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

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

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

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

Phase 2: Prepare Proposed Budget for Budget Committee

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

Appoint Budget Officer:

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

Prepare a Proposed Budget:

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

Publish Public Notices:

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

Budget Committee Meets:

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

Committee Approves the Budget:

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

Phase 3: Adopt Budget and Certify Property Taxes**Publish Notice of Public Hearing:**

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

Hold the Budget Hearing:

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

Adopt Budget, Make Appropriations, and Levy Taxes:

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

Phase 4: Budget Changes After Adoption

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

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

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

Budget Calendar

Pre-Budget Preparation (Nov-Jan)	<ul style="list-style-type: none"> •Forecasts Updated •Assumptions Developed •Budget Calendar Prepared
Budget Preparation (Jan-Mar)	<ul style="list-style-type: none"> •Departments Prepare and Submit Budgets to the Finance Director •Department Budget Meetings with City Administrator and Finance Director
Proposed Budget (April)	<ul style="list-style-type: none"> •Finance Director Prepares the Proposed Budget •Budget Officer Prepares the Budget Message
Budget Committee (May)	<ul style="list-style-type: none"> •Submit Proposed Budget •Committee Deliberates •Committee Approves Budget
Adopted Budget (June)	<ul style="list-style-type: none"> •Budget Hearing •Budget Adopted by City Council

Basis of Budgeting

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

Basis of Auditing

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

Budgetary Basis of Accounting

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

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

Fund Structure and Description

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

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

General

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

Special Revenue

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

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

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

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

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

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

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

Enterprise

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

Internal Service Funds

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

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

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

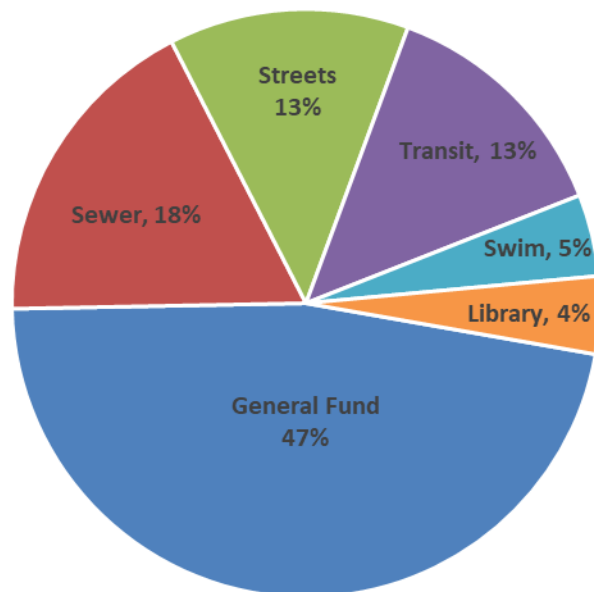
Revenue & Expenditures

Revenue Summary by Source

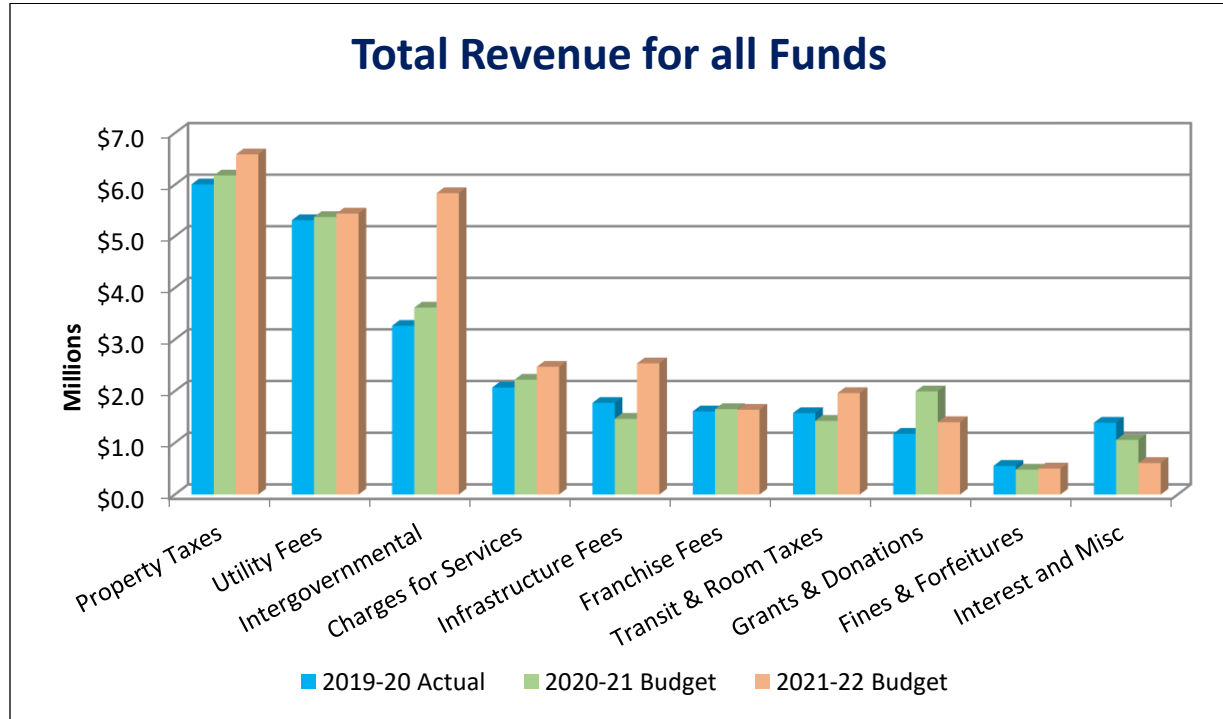
City-Wide Revenue Summary by Source

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2020-21
Property Taxes	\$ 5,737,846	\$ 6,007,929	\$ 6,180,000	\$ 6,590,000	\$ 6,590,000
Utility Fees	5,194,335	5,312,975	5,375,000	5,441,000	5,441,000
Intergovernmental	3,611,509	3,264,256	3,618,080	5,837,665	5,837,665
Infrastructure Fees	2,956,740	1,772,659	1,464,310	2,536,645	2,536,645
Charges for Services	2,021,960	2,070,213	2,220,804	2,470,499	2,470,499
Franchise Fees	1,597,632	1,607,845	1,651,000	1,640,300	1,640,300
Transit & Transient Room Taxes	1,543,634	1,574,680	1,425,000	1,962,110	1,962,110
Grants & Donations	944,311	1,175,499	1,995,308	1,399,100	1,399,100
Fines & Forfeitures	641,686	554,068	480,000	503,000	503,000
Interest and Misc Revenue	796,191	1,388,628	1,056,817	610,000	610,000
Transfers In/Other Sources	2,821,042	3,161,020	5,288,308	5,119,363	5,119,363
Total Current Resources	27,866,886	27,889,772	30,754,627	34,109,682	34,109,682
Beginning Fund Balance	19,648,456	24,983,117	26,121,174	33,928,970	33,928,970
Total Resources	\$ 47,515,342	\$ 52,872,889	\$ 56,875,801	\$ 68,038,652	\$ 68,038,652

FY2021-22 Total Budgeted City Revenues for the Main Operation Funds



Where the Money Comes From



Property Taxes	23%	Transit & Room Taxes	7%
Intergovernmental	20%	Franchise Fees	6%
Utility Fees	19%	Grants & Donations	5%
Charges for Services	9%	Interest & Misc	2%
Infrastructure Fees	9%	Fines & Forfeitures	2%

Overview of Major Revenue Sources

Beginning Fund Balance

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

Property taxes

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

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

Assessed Value

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

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

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

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

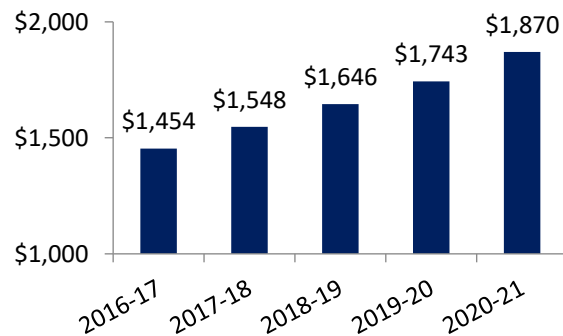
Limits and Compression

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

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

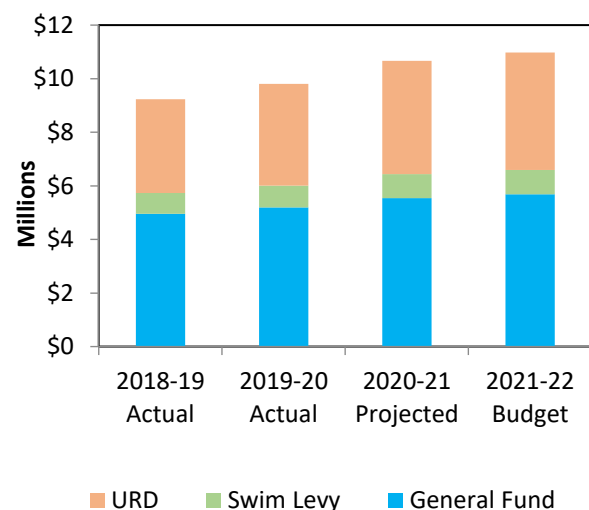
If the total tax bill exceeds the limits, taxes are reduced in a process called compression.

**Total Assessed Value in Canby
(shown in \$millions)**



Property taxes represent approximately 50% of General Fund revenue.

Property Tax Revenue



Effect of the Canby Urban Renewal Agency

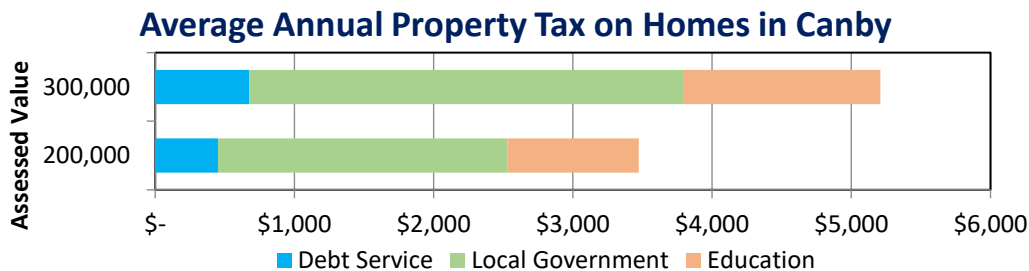
The Urban Renewal District (URD) is a geographic area within the City of Canby, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The District 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 repaid the maximum indebtedness specified in the plan; \$ 51,149,000.



Property Tax Allocation



Utility Fees

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

Intergovernmental Revenue

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

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

Charges for services

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

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

Infrastructure Development Fees

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

Transit Payroll Taxes

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

Transient Room Taxes

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

Fines and Forfeitures

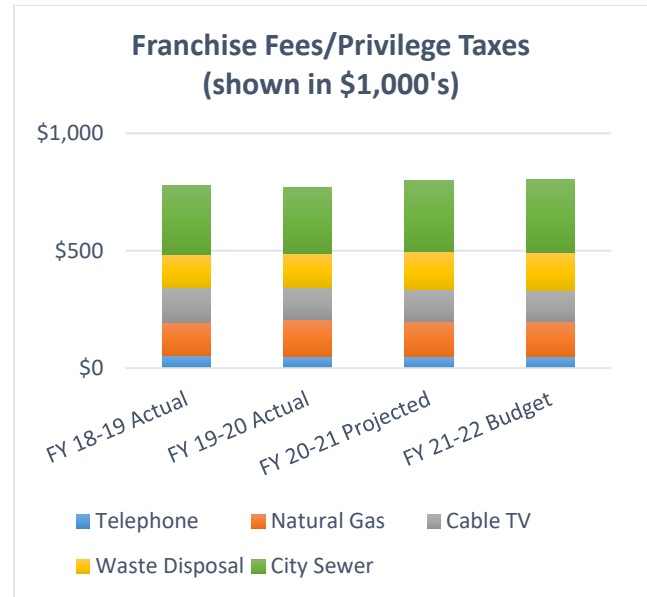
These fines are for court citations, municipal code violations, and library fines. Revenue estimates are based on prior year actuals.

Franchise Fees/Privilege Taxes

Fees are collected from utilities as compensation for use of the City's rights of way. These fees are based on utility revenue, so they generally increase with population growth and utility rate increases. Franchise fee revenue is estimated based on prior year actuals. Cable and telephone franchise fees are estimated to 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	Sewer Fund	Library Fund	Cemetery Fund	
¹ Library Fund	172,409					
¹ Street Fund	147,257					
¹ Transit Fund	236,185					
¹ Swim Fund	139,099					
¹ Sewer Fund	296,930					
¹ General Fund	91,352					
¹ URA GF	450,365					
² SDC Fund	100,000	2,179,607	-			
² Street Fund	14,500		41,250			
² Sewer Fund		40,000				
³ General Fund				172,409		
⁴ Cemetery Fund				500,000		
⁴ Library Fund						500,000
Total	\$ 1,648,097	\$ 2,219,607	\$ 41,250	\$ 672,409	\$ 500,000	

Purpose:

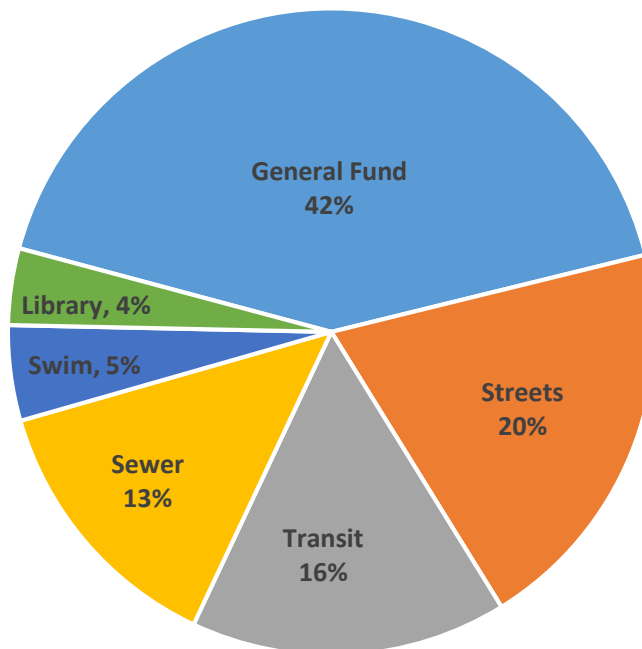
- ¹ Overhead and Economic Development Reimbursement
- ² Capital Project Funding
- ³ General fund contribution to the Library
- ⁴ Interfund loan until tax revenue is received and the corresponding loan payback

Expense Summary by Category

City-Wide Expenses by Category

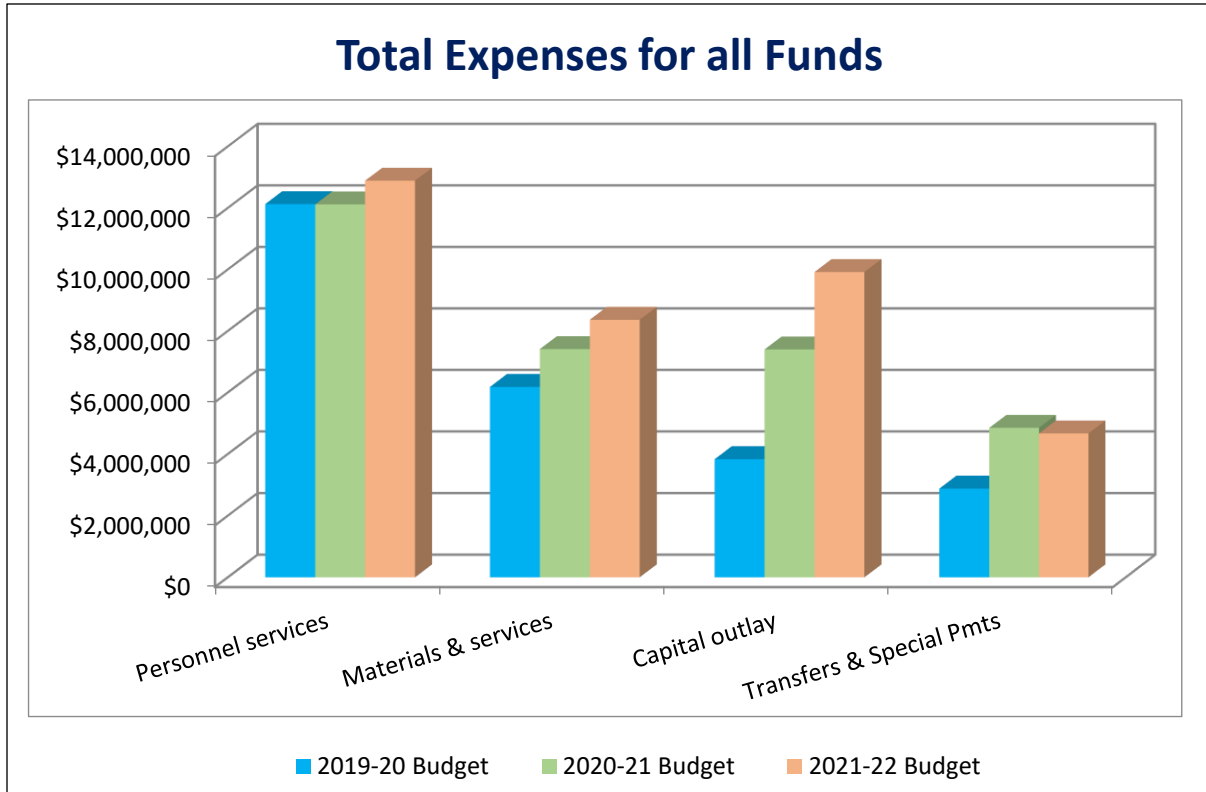
	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2020-21
Personnel Services	\$ 11,086,511	\$ 12,125,102	\$ 12,116,999	\$ 12,885,101	\$ 12,885,101
Materials & Services	6,020,351	6,181,208	7,410,429	8,362,845	8,362,845
Capital Outlay	2,972,571	3,833,329	7,398,344	9,914,942	9,914,942
Special Payments	46,145	24,974	40,000	37,000	37,000
Transfers Out	2,406,648	2,754,189	4,810,969	4,630,998	4,630,998
Operating Contingency	-	-	698,552	728,472	728,472
Total Current Requirements	22,532,227	24,918,802	32,475,293	36,559,358	36,559,358
Reserved for Future Years	-	-	24,400,508	31,479,294	31,479,294
Ending Fund Balance	24,983,117	27,954,087	-	-	-
Total Requirements	\$ 47,515,342	\$ 52,872,889	\$ 56,875,801	\$ 68,038,652	\$ 68,038,652

**FY2021-22 Total Budgeted City Expenditures
for the Main Operating Funds**



Where the Money Goes

Total Expenses for all Funds as a Percentage

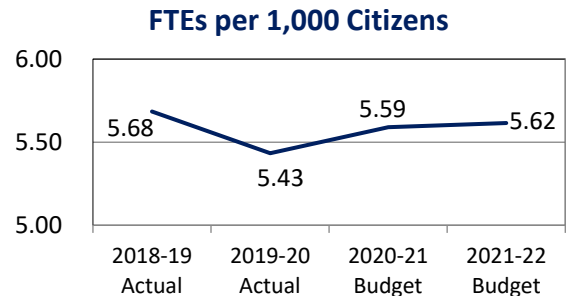


Overview of Major Categories of Expense

Personnel Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



Position changes in this budget are below:

- There is an increase of 1.6 FTE in FY21-22 due to filling the Public Works Director and
- Reinstating seasonal help that was discontinued in FY20-21 due to COVID-19.

Wages

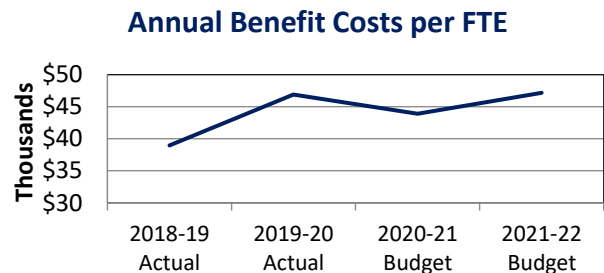
The budget includes a cost of living increase as of July 1 for both represented, and exempt staff.

Benefits

The major benefits are health insurance and PERS. Employee insurance rates are budgeted to

increase an average of 6% and PERS rates will change in FY2021-22.

The average cost of benefits per employee is shown below.

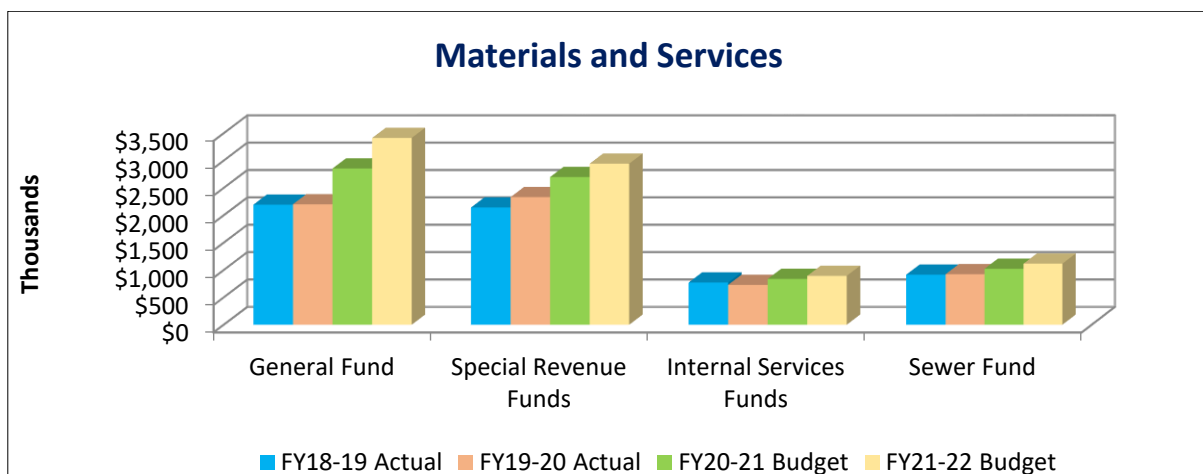


The most recently adopted PERS rates for the City of Canby and the prior two biennium's are:

	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 36.

Capital outlay for operations are single purchases whose value exceeds \$5,000. The significant FY2021-22 capital outlay expenditures are:

Police

Police Cars (3)	153,800
Mobile Data Computers (4)	18,000

Transit

Buses (2)	298,675
Technology Improvements	100,000

All Public Works Departments

Front Loader	115,000
Pickup Truck	35,000
Sewer Camera	110,000
Service Truck with Crane	110,000
Generator	90,000
Forklift	50,000
Crack Seal the PW Parking Lot	10,000
Debris Dump Site	15,000
Fuel Tank	150,000

Fleet Services

New Lift	25,000
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City Hall

Generator	500,000
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Debt Service

Debt service is the required payments on the principal and interest of outstanding loans and bonds. More detail on the City's outstanding debt can be found on page 35.

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

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

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

- Three Full Faith and Credit Bonds on behalf of the URA for the 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 to Aa3 from A1. The rating action affects approximately \$22.1 million in rated full faith and credit debt outstanding. The upgrade to Aa3 reflects the city's recovered tax base and improved financial position through consecutive years of structurally-balanced operations. Total debt liabilities of the city are below-average relative to similarly-rated peers and will continue to amortize given no additional near-term debt financing plans.

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

Summary of Long-Term Debt and Principal and Interest Schedule

Fiscal Year Ending June 30,	Governmental Activities		
	Bonds - URA	Interest	Total Governmental Activities
2022	\$ 970,960	\$ 847,818	\$ 1,818,778
2023	1,005,960	807,030	1,812,990
2024	1,045,960	764,443	1,810,403
2025	1,095,960	721,608	1,817,568
2026	1,155,960	675,083	1,831,043
2027-2031	6,859,788	2,534,034	9,393,822
2032-2036	7,996,029	942,213	8,938,242
Total	<u>\$ 20,130,617</u>	<u>\$ 7,292,226</u>	<u>\$ 27,422,843</u>

	Original Amount	6/30/2021 Balance	Reductions	6/30/2022 Balance
Governmental Activities				
Bonds URA:				
2010 1st Ave Redevelopment (3.75-7%)	2,500,000	\$ 1,445,000	\$ 120,000	\$ 1,325,000
2010 Bond Discount		(22,092)	(2,208)	(19,884)
2011 Police Facility (2-5%)	9,000,000	8,455,000	130,000	8,325,000
2011 Bond Discount		(14,250)	(950)	(13,300)
2012 Civic Bldg & Sequoia Pkwy (3-4%)	14,050,000	9,580,000	675,000	8,905,000
2012 Premium		686,959	49,118	637,841
Total Governmental Activities		<u>\$ 20,130,617</u>	<u>\$ 970,960</u>	<u>\$ 19,159,657</u>

Capital Improvement Plan Overview of Five-Year CIP

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

City of Canby Five Year Capital Improvement Plan (FY22 Through FY26)						
	Estimated					
Transportation	Cost	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
Industrial Park Connection to 99E	7,350,000	1,565,000	3,000,000	1,800,000	-	-
N Locust, NE 4th to NE 10th Avenue	992,423	920,000	-	-	-	-
N Knott St	136,906	110,000	-	-	-	-
NE Territorial/N Redwood Intersection Impr	165,000	165,000	-	-	-	-
S Ivy Sidewalk Project	2,713,285	679,392	520,000	774,047	555,118	-
Street Maint Projects	5,750,000	1,200,000	1,300,000	1,750,000	700,000	800,000
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	-	-	-
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
N Pine St, NE 8th to 10th	380,000	-	-	-	-	380,000
	\$ 20,912,614	\$ 4,639,392	\$ 5,395,000	\$ 5,174,047	\$ 2,705,118	\$ 1,780,000
Parks						
Parks Master Plan Update	150,000	100,000	-	-	-	-
S. Locust Park covered area	100,000	100,000	-	-	-	-
Pickle ball court at Maple Park	180,000	180,000	-	-	-	-
Dog Park	100,000	-	100,000	-	-	-
Wait Park playground and asset replacement	275,000	-	275,000	-	-	-
Maple Park playground replace & sport court	450,000	-	-	450,000	-	-
Community Park playground and asset repairs	400,000	-	-	-	400,000	-
Logging Road Extension	1,010,114	-	-	1,005,000	-	-
	\$ 2,665,114	\$ 380,000	\$ 375,000	\$ 1,455,000	\$ 400,000	\$ -
Transit						
Construct new Transit Office	3,000,000	1,500,000	1,500,000	-	-	-
Bus Stop Improvements, part of ODOT project	169,875	169,875	-	-	-	-
Bus Stop Improvements, not in ODOT project	163,750	163,750	-	-	-	-
	\$ 3,333,625	\$ 1,833,625	\$ 1,500,000	\$ -	\$ -	\$ -
Storm						
Upsize NW 3rd storm line (CIP #14)	650,000	-	650,000	-	-	-
Upsize NW 2nd Storm line	340,000	-	-	340,000	-	-
NW 10th Locust to Pine storm line (CIP #2)	400,000	-	-	-	400,000	-
N Knights Bridge Road	130,000	-	-	-	-	130,000
Knights Bridge Runoff Treatment	50,000	-	-	-	-	50,000
	\$ 1,570,000	\$ -	\$ 650,000	\$ 340,000	\$ 400,000	\$ 180,000
Sanitary - Collections						
S Safeway Pump Station Removal & generator	1,000,000	1,000,000	-	-	-	-
Nights Bridge Pump Station Removal	700,000	-	700,000	-	-	-
Replace 34th pump Station Pressure line	175,000	-	-	175,000	-	-
Root Intrusion Spot Repair	45,000	-	-	45,000	-	-
NW 10th Locust to Pine line replacement	500,000	-	-	-	500,000	-
3rd Baker Pump station	750,000	-	-	-	-	750,000
	\$ 3,170,000	\$ 1,000,000	\$ 700,000	\$ 220,000	\$ 500,000	\$ 750,000
Sanitary - Waste Water Treatment Plant						
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	-
Equipment Storage and Maintenance Building	300,000	-	-	-	300,000	-
Pressate Storage Basin Improvements	300,000	-	-	-	-	300,000
	\$ 2,650,000	\$ -	\$ 1,000,000	\$ 950,000	\$ 400,000	\$ 300,000

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 was completed in 2002 with a population near 12,000 residents. Since that time Canby has seen consistent growth approaching 18,000 residents. Master plan updates are recommended every ten years. For these reasons, a Parks Master Plan update was started in FY20-21 and will be completed in FY21-22 utilizing SDC funds.

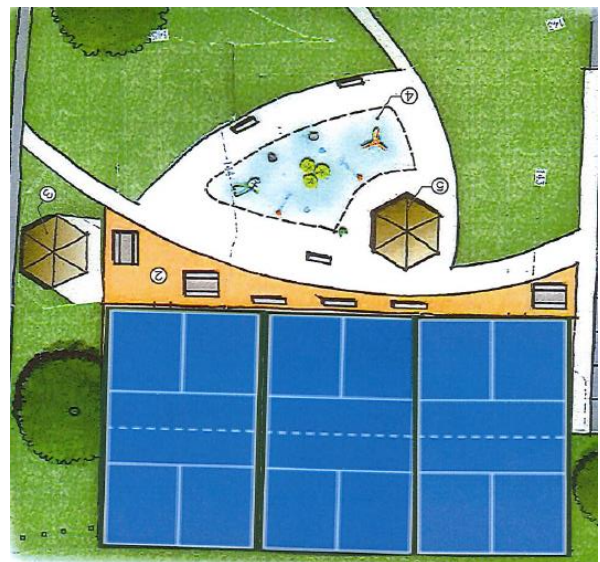
Locust Park Covered Picnic Shelter



In FY20-21 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.

Pickle ball Court at Maple Park

This is a design and build of a three or four station lighted pickle ball court at Maple Street Park near the new splash pad. If the funds are available the project will also include an additional gazebo on the east side of the project, hardscape with garbage cans and seating between the splash pad and the pickle ball court. Ongoing maintenance will be minimal consisting of garbage collection, clearing of hardscapes and vandalism repairs as 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; architectural, engineering, and design work in FY20-21 and construction in FY21-22. 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.

Street Capital Projects

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

N Locust – NE 4th to 10th 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 10th 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.

N Knott St

This project includes improvements between NE 3rd Avenue and NE 4th Avenue, approximately 260 lineal feet of 28-foot wide paved street, curbs, five foot wide sidewalks, street lighting and restoration. 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.



N 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 intersections 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

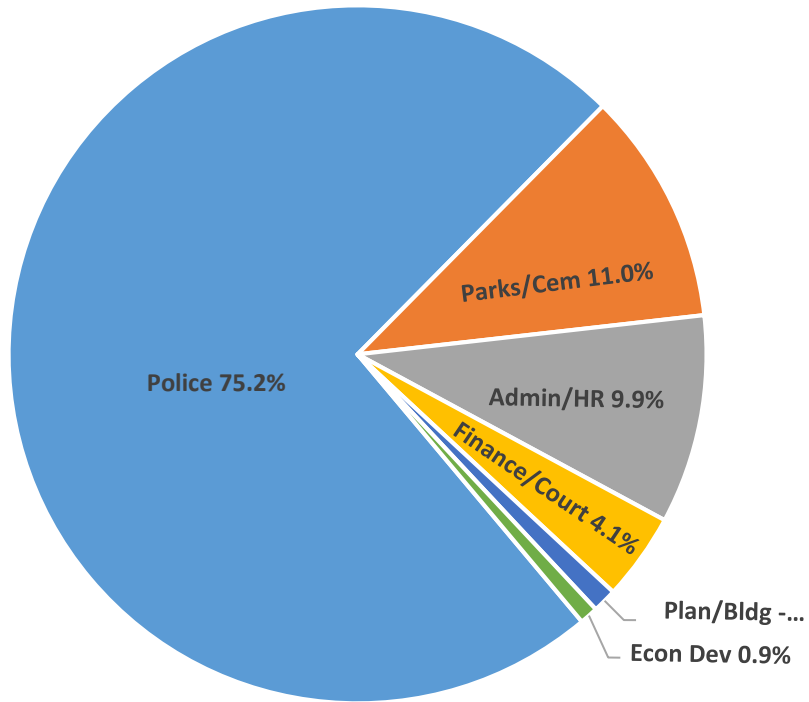
Budget Summary by Fund

FY 20-21 Approved Budget	General Fund	Library Fund	Transit Fund	Swim Fund	Transient Room Tax Fund	Streets Fund	SDC Fund	Cemetery Fund	Forfeiture Fund	Facilities Fund	Fleet Fund	Tech Fund	Sewer Fund	Total of all Funds
Resources														
Beginning Fund Balance	\$ 5,607,753	\$ 90,815	\$ 3,077,988	\$ 1,635,367	\$ 39,582	\$ 3,883,839	\$ 10,936,906	\$ 1,110,672	\$ 11,957	\$ 24,245	\$ 34,924	\$ 43,448	\$ 7,431,474	\$ 33,928,970
Revenue	11,799,335	1,059,026	3,362,897	1,130,971	23,390	3,320,731	2,231,645	39,000	175	348,940	831,617	408,592	4,460,000	29,016,319
Transfers In	1,648,097	672,409	-	-	-	2,219,607	-	500,000	-	-	-	-	41,250	5,081,363
Other Sources	-	12,000	-	-	-	-	-	-	-	-	-	-	-	12,000
Total Resources	\$ 19,055,185	\$ 1,834,250	\$ 6,440,885	\$ 2,766,338	\$ 62,972	\$ 9,424,177	\$ 13,168,551	\$ 1,649,672	\$ 12,132	\$ 373,185	\$ 866,541	\$ 452,040	\$ 11,932,724	\$ 68,038,652
Requirements														
Personnel Services	\$ 8,514,003	\$ 872,466	\$ 342,073	\$ 617,468	\$ 5,000	\$ 645,979	\$ -	\$ -	\$ -	\$ 155,664	\$ 276,631	\$ 132,063	\$ 1,323,754	\$ 12,885,101
Materials & Services	3,411,987	246,238	2,057,965	141,374	19,000	465,905	-	-	12,132	207,684	386,880	298,452	1,115,228	8,362,845
Capital Outlay	451,800	-	2,273,675	650,000	-	4,798,467	-	-	-	-	175,000	-	1,566,000	9,914,942
Special Payments	25,000	12,000	-	-	-	-	-	-	-	-	-	-	-	37,000
Transfers Out	263,761	672,409	236,185	139,099	-	203,007	2,279,607	500,000	-	-	-	-	336,930	4,630,998
Contingency	200,000	31,137	100,000	37,942	-	100,000	-	-	-	9,837	28,030	21,526	200,000	728,472
Reserve for Future Exp	6,188,634	-	1,430,987	1,180,455	38,972	3,210,819	10,888,944	1,149,672	(0)	0	(0)	(0)	7,390,812	31,479,294
Total Requirements	\$ 19,055,185	\$ 1,834,250	\$ 6,440,885	\$ 2,766,338	\$ 62,972	\$ 9,424,177	\$ 13,168,551	\$ 1,649,672	\$ 12,132	\$ 373,185	\$ 866,541	\$ 452,040	\$ 11,932,724	\$ 68,038,652

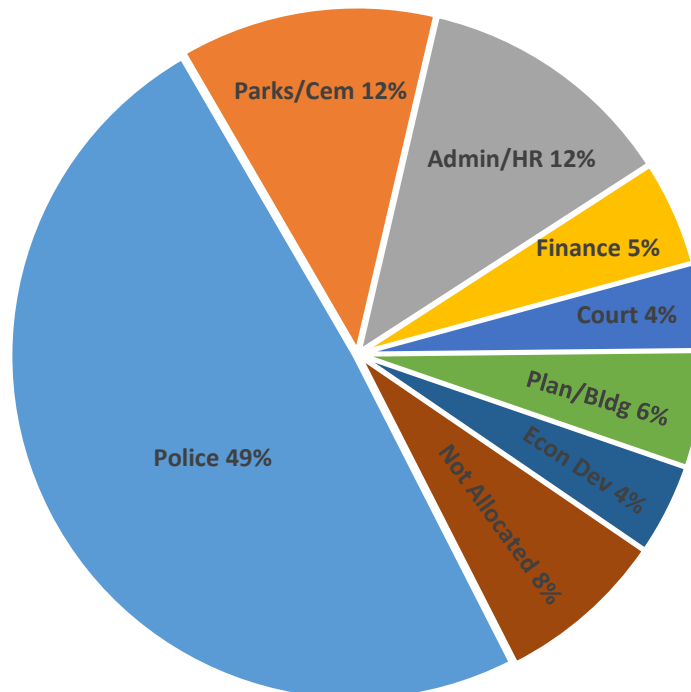
General Fund Budget Summary

	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
Beginning Fund Balance	\$ 3,108,936	\$ 3,242,196	\$ 3,309,301	\$ 5,607,753	\$ 5,607,753
Revenue					
Non-Departmental	7,326,249	7,640,253	8,097,742	9,726,294	9,726,294
Court	641,686	543,995	480,000	503,000	503,000
Planning	206,783	560,931	354,300	710,100	710,100
Building	60,416	51,499	44,000	80,000	80,000
Police	238,744	210,961	186,300	213,600	213,600
Parks	404,806	428,283	418,100	487,000	487,000
Cemetery	49,256	57,371	37,500	52,710	52,710
Economic Dev	14,224	58,260	64,500	26,631	26,631
Transfers In & Other Sources	1,219,330	1,507,158	1,572,621	1,648,097	1,648,097
Total General Fund Resources	<u>\$ 13,270,429</u>	<u>\$ 14,300,906</u>	<u>\$ 14,564,364</u>	<u>\$ 19,055,185</u>	<u>\$ 19,055,185</u>
Administration					
Personnel Services	712,797	481,813	464,848	694,102	694,102
Materials & Services	127,717	125,411	152,164	168,776	168,776
HR & Risk Management					
Personnel Services	-	137,188	110,779	112,962	112,962
Materials & Services	446,950	397,796	440,817	595,113	595,113
Finance					
Personnel Services	432,786	475,956	474,899	492,445	492,445
Materials & Services	100,460	110,701	98,262	140,311	140,311
Court					
Personnel Services	348,391	371,876	341,957	333,980	333,980
Materials & Services	138,897	141,335	159,456	187,794	187,794
Capital Outlay	-	7,933	-	-	-
Planning					
Personnel Services	297,821	266,010	305,113	355,944	355,944
Materials & Services	120,335	170,915	111,695	226,949	226,949
Building					
Personnel Services	20,439	28,320	40,266	101,876	101,876
Materials & Services	516	501	544	630	630
Police					
Personnel Services	4,511,742	4,842,894	4,936,377	5,136,099	5,136,099
Materials & Services	912,042	852,182	959,573	1,012,847	1,012,847
Capital Outlay	226,112	129,856	63,000	171,800	171,800
Parks					
Personnel Services	603,368	608,004	616,624	665,692	665,692
Materials & Services	206,728	203,698	362,278	380,091	380,091
Capital Outlay	8,078	393,089	340,181	280,000	280,000
Cemetery					
Personnel Services	119,320	152,176	138,482	194,403	194,403
Materials & Services	14,738	24,606	16,688	26,739	26,739
Economic Development					
Personnel Services	256,754	312,888	298,190	351,500	351,500
Materials & Services	78,268	104,535	123,103	120,904	120,904
Non-Departmental					
Personnel Services	136,401	427,715	149,268	75,000	75,000
Materials & Services	46,672	68,824	429,461	551,833	551,833
Special Payments	31,663	14,664	25,000	25,000	25,000
Transfers Out	129,243	125,586	200,714	263,761	263,761
Operating Contingency	-	-	200,000	200,000	200,000
Reserved for Future Expense					
PEG	32,472	45,566	37,472	39,472	39,472
PERS	175,000	-	-	-	-
Workers Compensation	136,830	121,863	100,000	198,374	198,374
Building Dept.	38,436	57,425	50,477	56,922	56,922
Park Maintenance	195,858	197,571	73,764	4,652	4,652
Old Library	-	-	-	500,000	500,000
ARP Funds	-	-	-	2,363,273	2,363,273
Unrestricted	2,663,600	2,902,006	2,742,912	3,025,941	3,025,941
Total General Fund Requirements	<u>\$ 13,270,434</u>	<u>\$ 14,300,906</u>	<u>\$ 14,564,364</u>	<u>\$ 19,055,185</u>	<u>\$ 19,055,185</u>

FY21-22 General Fund General Revenue
Allocation by Department
(Dept. Expense - Dept. Revenue = General Revenue Needed)



FY21-22 General Fund Expense by Department



Budget Detail

General Fund

GENERAL FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	3,108,936	3,242,196	3,309,301	5,607,753	5,607,753
REVENUE					
Fines and Bail	506,992	431,486	400,000	400,000	400,000
Fines / Justice Court	85,818	60,036	50,000	50,000	50,000
Miscellaneous Fees	526	1,189	1,000	1,000	1,000
Attorney Reimbursements	9,851	11,183	9,000	12,000	12,000
Court Collections Interest	38,499	40,100	20,000	40,000	40,000
Total Court Revenue	641,686	543,995	480,000	503,000	503,000
Land Use Applications	70,214	63,215	52,000	52,000	52,000
Miscellaneous Fees	230	41	100	100	100
Traffic Studies	20,177	70,800	32,000	70,000	70,000
Plan Reviews	50,577	49,606	39,000	110,000	110,000
Engineering Plan Review Fees	63,819	47,767	46,000	46,000	46,000
Construction Excise Tax	-	328,577	185,000	400,000	400,000
Miscellaneous Revenue - Planning	1,766	924	200	32,000	32,000
Total Planning Revenue	206,783	560,931	354,300	710,100	710,100
Park Rentals	595	485	100	-	-
Park Maintenance Fee	400,651	424,253	415,000	452,000	452,000
Miscellaneous Revenue - Parks	3,560	3,545	3,000	35,000	35,000
Total Park Revenue	404,806	428,283	418,100	487,000	487,000
Building Permits	60,416	51,499	44,000	80,000	80,000
Total Building Revenue	60,416	51,499	44,000	80,000	80,000
Grants - DUII	10,178	8,520	8,000	8,000	8,000
Grant - Distracted Driving	-	2,941	5,000	5,000	5,000
Grant - Seatbelt	4,616	2,875	2,500	5,000	5,000
Grant - Speed Enforcement	576	4,197	2,000	2,000	2,000
Grant - Pedestrian Safety	3,357	4,806	2,500	2,500	2,500
Grant - HIDTA	4,200	-	-	-	-
Grant - OCDEF	3,523	-	-	-	-
Grant - Intellectual Property Crimes (IPC)	6,929	10,611	5,000	-	-
Grant - OJP Vest Program	474	1,549	5,500	5,000	5,000
CSD-Shared SRO Reimbursemt	77,585	81,823	65,000	65,000	65,000
Miscellaneous Fees	202	100	200	200	200
Vehicle Release/Tow Fees	22,875	17,875	16,000	16,000	16,000
Alarm Permit Fees	6,511	10,475	10,000	10,000	10,000
Temporary Liquor License	1,890	385	500	500	500
Subpoena Fees	307	336	300	300	300
Finger Printing Fees	1,320	830	1,000	1,000	1,000
Reports Revenue	3,781	2,897	3,000	2,000	2,000
Special Event Security	4,884	5,783	3,500	1,000	1,000
Miscellaneous Revenue - Police	84,536	54,958	55,800	89,600	89,600
Donations-Police	1,000	-	500	500	500
Total Police Revenue	238,744	210,961	186,300	213,600	213,600

GENERAL FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES (Continued)					
Grave Sales	14,250	18,840	11,000	22,000	22,000
Grave Open & Close	8,050	6,000	5,000	8,000	8,000
Mausoleum Name Bars	4,500	6,200	4,000	4,000	4,000
Mausoleum Sales	13,888	19,780	11,000	15,000	15,000
Mausoleum Open & Close	4,350	4,550	4,500	1,000	1,000
Miscellaneous Fees	4,000	1,950	2,000	2,700	2,700
Donations-Cemetery	218	51	-	10	10
Total Cemetery Revenue	49,256	57,371	37,500	52,710	52,710
Event Revenue	2,150	5,228	6,000	3,950	3,950
Econ Dev City Grant Revenue	-	50,600	35,000	13,481	13,481
Independence Day Revenue	9,554	2,433	10,000	9,200	9,200
Miscellaneous Revenue	2,520	-	13,500	-	-
Total Economic Dev. Revenue	14,224	58,260	64,500	26,631	26,631
Property Tax Current	4,763,866	5,114,492	5,245,000	5,602,000	5,602,000
Property Tax Prior	192,602	86,371	90,000	85,000	85,000
Cable Franchise Fee	145,963	138,939	141,000	133,700	133,700
Telephone Franchise Fee	53,972	50,773	49,900	47,700	47,700
Solid Waste Franchise Fee	142,139	143,460	148,100	163,300	163,300
Natural Gas Franchise Fee	142,282	155,568	150,000	150,000	150,000
City Sewer Franchise Fee	293,867	301,663	307,000	307,000	307,000
CU In Lieu of Taxes	819,409	817,442	855,000	838,600	838,600
Cigarette Tax	19,235	18,416	19,200	13,100	13,100
Liquor Revenue	278,973	300,107	290,000	319,000	319,000
State Revenue Sharing	184,466	198,890	196,000	212,800	212,800
Federal Revenue	-	-	-	1,644,651	1,644,651
Miscellaneous- Fees	176	418	200	19,000	19,000
Business Licenses	77,070	77,760	70,000	78,000	78,000
Liquor Licenses	2,155	2,155	1,900	1,900	1,900
Title Lien Search Fees	12,320	15,240	13,000	14,000	14,000
PEG Access Fees	29,135	27,758	27,000	26,000	26,000
Lease Receipts (Adult Center)	6,000	6,000	6,000	6,000	6,000
Miscellaneous-Income	10,523	31,236	383,000	5,700	5,700
Interest Revenues	83,103	75,967	75,000	28,000	28,000
Sale of Capital Assets	-	-	-	-	-
Retirement/Separation Reserve	30,177	77,597	30,442	30,843	30,843
WC Claim Reserve	38,817	-	-	-	-
Total Unallocated Revenue	7,326,249	7,640,253	8,097,742	9,726,294	9,726,294
TRANSFERS IN & OTHER SOURCES					
O/H from Building	10,824	3,689	5,741	16,203	16,203
O/H from Economic Develop	68,419	46,897	52,286	75,149	75,149
O/H from Library Fund	111,778	136,707	142,687	172,409	172,409
O/H from Street	110,345	124,653	120,610	147,257	147,257
O/H from Transit	185,937	190,668	182,728	236,185	236,185
O/H from Swim Levy	88,071	124,096	119,444	139,099	139,099
O/H from WWTP	170,507	161,886	163,112	201,095	201,095
O/H from Collections	50,902	50,115	60,761	64,081	64,081
O/H from Stormwater	35,569	32,064	29,913	31,754	31,754
Transfer from UR	370,778	368,763	403,339	450,365	450,365
Transfer from Streets	10,000	10,000	10,000	14,500	14,500
Transfer from SDC Fund	6,200	257,620	282,000	100,000	100,000
Total Unallocated Transfers In	1,219,330	1,507,158	1,572,621	1,648,097	1,648,097
TOTAL GENERAL FUND RESOURCES	13,270,429	14,300,906	14,564,364	19,055,185	19,055,185

GENERAL FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR ADMINISTRATION					
PERSONNEL SERVICES					
Regular Salaries and Wages	486,823	306,332	310,620	449,712	449,712
Overtime	14	-	-	-	-
Insurance Benefits	94,734	63,144	67,419	102,740	102,740
Taxes/Other	39,136	24,619	25,386	36,041	36,041
PERS Contributions	92,089	87,718	61,423	105,609	105,609
Total Admin Personnel Services	712,797	481,813	464,848	694,102	694,102
FTE	5.1	3.3	3.2	4.4	4.4
MATERIALS & SERVICES					
Election	863	204	1,000	1,000	1,000
Prof/Tech Services	4,442	4,442	4,500	7,500	7,500
CTV5 Professional Services	36,000	36,000	36,000	36,000	36,000
Codification	495	2,996	4,500	3,000	3,000
Copier Lease & Maint	5,893	4,719	5,000	5,000	5,000
Misc. Unanticipated	-	-	15,000	-	-
Printing & Binding	660	270	700	500	500
Mayor & City Council	6,532	5,125	5,500	9,810	9,810
Mayor & CC Travel & Training	3,707	5,633	1,000	8,075	8,075
Mayor & CC Membership Dues	1,405	1,405	2,168	1,189	1,189
Admin Staff Travel & Training	1,198	88	4,234	7,234	7,234
Attorney Travel & Training	1,529	777	1,500	1,500	1,500
Admin Membership Dues & Fees	19,671	20,370	21,672	25,487	25,487
Internal Charge-Fleet	1,533	2,817	3,624	2,709	2,709
Internal Charge-Facilities	12,843	9,130	9,742	11,036	11,036
Internal Charge-Tech Services	26,601	25,529	23,024	36,136	36,136
Supplies & Services	3,987	4,253	10,000	7,075	7,075
Employee Recognition	358	1,653	3,000	5,525	5,525
Total Admin Materials & Services	127,717	125,411	152,164	168,776	168,776
TOTAL ADMIN REQUIREMENTS	840,514	607,225	617,012	862,878	862,878
REQUIREMENTS FOR HR & RISK MGMT					
PERSONNEL SERVICES					
Regular Salaries and Wages	-	91,266	75,042	69,118	69,118
Insurance Benefits	-	10,859	16,345	22,506	22,506
Taxes/Other	-	7,520	7,809	5,855	5,855
PERS Contributions	-	27,543	11,583	15,483	15,483
Total HR & Risk Mgmt Personnel Services	-	137,188	110,779	112,962	112,962
FTE		0.8	1.1	0.9	0.9
MATERIALS & SERVICES					
Professional Services	26,420	19,796	10,500	111,500	111,500
Legal/Labor Negotiations	68,182	37,668	25,000	20,000	20,000
Recruit/Employ Testing	5,488	4,665	7,000	9,950	9,950
Software	-	-	9,727	3,177	3,177
Liability Insurance	307,199	319,354	345,000	386,000	386,000
Non-Insurance Claims	5,541	430	5,000	15,000	15,000
Liab Ins Deductible Accrued	25,843	1,501	10,000	20,000	20,000
Travel & Training	916	2,043	1,500	5,000	5,000
Membership Dues & Fees	181	263	1,000	425	425
Internal Charge-Facilities	-	2,844	3,034	3,437	3,437
Internal Charge-Tech Services	-	5,902	17,806	11,124	11,124
Supplies & Services	4,625	2,820	3,200	7,450	7,450
Risk Mgmt/Safety Committee	2,554	510	2,050	2,050	2,050
Total HR & Risk Mgmt Materials & Services	446,950	397,796	440,817	595,113	595,113
TOTAL HR & RISK MGMT REQUIREMENTS	446,950	534,985	551,596	708,075	708,075

GENERAL FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR FINANCE					
PERSONNEL SERVICES					
Regular Salaries and Wages	272,934	289,490	295,371	305,932	305,932
Insurance Benefits	74,404	74,930	76,539	78,783	78,783
Taxes/Other	22,633	24,062	25,282	25,706	25,706
PERS Contributions	62,815	87,473	77,707	82,024	82,024
Total Finance Personnel Services	432,786	475,956	474,899	492,445	492,445
FTE	3.5	3.5	3.5	3.5	3.5
MATERIALS & SERVICES					
Prof SrvTitle Lien Search Cost	5,028	6,072	6,500	6,500	6,500
Auditing	21,300	34,365	24,000	40,000	40,000
Software Maintenance	28,648	30,712	31,000	32,000	32,000
Copier Lease & Maint	4,701	3,822	4,000	4,500	4,500
Publications/Books	28	-	-	-	-
Printing & Binding	1,843	1,736	2,500	2,500	2,500
Training/Conf/Travel	6,248	2,777	1,900	6,000	6,000
Membership Dues & Fees	1,740	1,830	2,300	2,300	2,300
Internal Charge-Facilities	4,644	4,329	4,619	5,233	5,233
Internal Charge-Tech Services	12,617	11,804	7,443	23,078	23,078
Supplies & Service	3,380	3,218	4,000	4,000	4,000
Bank Charges	9,607	10,006	10,000	11,500	11,500
Cash Over & Short	(64)	30	-	-	-
Misc Office Equipment	740	-	-	2,700	2,700
Total Finance Materials & Services	100,460	110,701	98,262	140,311	140,311
TOTAL FINANCE REQUIREMENTS	533,246	586,657	573,161	632,756	632,756
REQUIREMENTS FOR COURT					
PERSONNEL SERVICES					
Regular Salaries and Wages	237,658	254,726	223,658	223,009	223,009
Overtime	-	-	-	-	-
Insurance Benefits	63,085	46,652	58,321	48,674	48,674
Taxes/Other	19,108	21,074	19,022	18,949	18,949
PERS Contributions	28,540	49,425	40,956	43,348	43,348
Total Court Personnel Services	348,391	371,876	341,957	333,980	333,980
FTE	3.8	2.8	3.4	2.7	2.7
MATERIALS & SERVICES					
Interpreter	3,611	4,990	9,500	9,500	9,500
Attorney Services	41,600	43,500	70,368	83,208	83,208
Copier Lease and Usage	835	747	1,100	2,000	2,000
Training/Conf/Travel	1,083	1,216	-	1,840	1,840
Membership & Dues	225	225	250	250	250
Jury Fees	60	60	-	120	120
Witness Fees	182	-	-	105	105
Internal Charge-Facilities	4,249	3,961	4,227	4,788	4,788
Internal Charge-Tech Services	14,180	14,281	12,111	24,183	24,183
Supplies & Services	6,516	4,572	6,800	6,700	6,700
Discovery Expense	0	38	100	100	100
Bank Charges	5,180	4,254	5,000	5,000	5,000
Collection Costs	61,176	63,491	50,000	50,000	50,000
Total Court Materials & Services	138,897	141,335	159,456	187,794	187,794
CAPITAL OUTLAY					
Office Furniture	-	7,933	-	-	-
TOTAL COURT REQUIREMENTS	487,288	521,144	501,413	521,774	521,774

Budget Detail

General Fund

GENERAL FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR PLANNING					
PERSONNEL SERVICES					
Regular Salaries and Wages	229,491	183,606	208,259	245,794	245,794
Overtime	2	193	-	-	-
Insurance Benefits	22,012	23,750	37,634	33,610	33,610
Taxes/Other	19,726	17,091	18,288	21,086	21,086
PERS Contributions	26,592	41,371	40,932	55,454	55,454
Total Planning Personnel Services	297,821	266,010	305,113	355,944	355,944
FTE	2.8	2.3	2.8	3.1	3.1
MATERIALS & SERVICES					
Prof/Tech Services	62,010	54,314	48,000	122,000	122,000
Copier Lease and Usage	3,435	2,738	3,950	4,000	4,000
Communications	90	222	90	300	300
Mapping	500	500	900	900	900
Planning Commiss. Expenses	56	105	850	200	200
Travel & Training	1,085	1,670	2,200	2,200	2,200
Fees & Dues	554	1,601	2,285	2,300	2,300
Internal Charge-Facilities	3,621	3,376	3,602	4,081	4,081
Internal Charge-Tech Services	20,774	30,040	14,268	17,418	17,418
Supplies & Services	4,055	2,526	3,550	3,550	3,550
Traffic Study	24,154	73,824	32,000	70,000	70,000
Total Planning Materials & Services	120,335	170,915	111,695	226,949	226,949
TOTAL PLANNING REQUIREMENTS	418,156	436,926	416,808	582,893	582,893
REQUIREMENTS FOR BUILDING					
PERSONNEL SERVICES					
Regular Salaries and Wages	16,233	19,323	27,281	71,821	71,821
Insurance Benefits	1,534	2,471	5,153	8,090	8,090
Taxes/Other	1,459	1,918	2,422	6,026	6,026
PERS Contributions	1,214	4,608	5,410	15,939	15,939
Total Building Personnel Services	20,439	28,320	40,266	101,876	101,876
FTE	0.2	0.2	0.4	0.9	0.9
MATERIALS & SERVICES					
Communications	90	95	90	100	100
Internal Charge-Facilities	426	397	424	480	480
Supplies & Service	-	10	30	50	50
Total Building Materials & Services	516	501	544	630	630
TOTAL BUILDING REQUIREMENTS	20,955	28,821	40,810	102,506	102,506

Budget Detail

General Fund

GENERAL FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR POLICE					
PERSONNEL SERVICES					
Regular Salaries and Wages	2,602,562	2,711,660	2,848,259	2,891,767	2,891,767
Overtime Wages	290,630	272,340	300,000	322,500	322,500
Insurance Benefits	696,093	640,031	594,422	661,763	661,763
Taxes/Other	282,471	340,779	397,109	381,938	381,938
PERS Contributions	620,987	857,509	777,237	856,181	856,181
Fringe Benefits	19,000	20,575	19,350	21,950	21,950
Total Police Personnel Services	4,511,742	4,842,894	4,936,377	5,136,099	5,136,099
FTE	29.4	29.3	30.2	30.0	30.0
MATERIALS & SERVICES					
Professional Services	-	45,232	5,000	5,000	5,000
Vehicle Lease Payments	107,939	-	-	-	-
Copier Lease and Usage	3,437	3,576	3,000	4,125	4,125
Investigation & Info	1,792	3,134	3,000	3,000	3,000
Prisoners Board & Medical	1,705	1,445	4,000	5,000	5,000
Crime Prevention	64	521	500	1,000	1,000
Communications	27,637	26,766	32,000	31,000	31,000
County Dispatch Fees	185,890	207,025	205,583	215,279	215,279
Juvenile Diversion Services	2,500	2,500	2,500	2,500	2,500
Training & Travel	55,184	30,285	28,000	37,200	37,200
Firearms & Less Letal Equip	35,595	35,560	33,000	35,200	35,200
Tactical Entry Team Equipment	4,718	4,305	4,000	4,000	4,000
Vests	1,109	5,695	11,000	11,000	11,000
EOC	-	-	1,000	1,500	1,500
Detective Equipment	11,263	16,307	20,000	20,500	20,500
Membership Fees & Dues	1,648	2,070	2,500	2,600	2,600
Information System Services	35,389	35,545	41,500	48,200	48,200
Internal Charge-Fleet	153,568	157,252	217,409	191,680	191,680
Internal Charge-Facilities	67,750	63,163	67,396	76,348	76,348
Internal Charge-Tech Services	116,411	143,102	180,850	187,788	187,788
Supplies & Services	27,710	12,856	22,500	40,822	40,822
Uniforms & Patrol Equipment	18,303	19,379	26,000	28,400	28,400
Equipment Repair & Maint	532	466	-	-	-
Radio Repair	2,390	-	2,000	2,000	2,000
800 Radio Operating Fee	32,587	26,230	26,230	27,000	27,000
Canine Expenses	5,955	1,483	3,500	3,500	3,500
Traffic Safety Equipment	8,916	6,230	14,000	25,100	25,100
Donations-Police	1,000	-	500	500	500
Accreditation	1,050	2,055	2,605	2,605	2,605
Total Police Materials & Services	912,042	852,182	959,573	1,012,847	1,012,847
CAPITAL OUTLAY					
Vehicles	153,674	111,671	50,000	153,800	153,800
Police K-9's	5,000	-	-	-	-
Furniture	-	7,933	-	-	-
Equip - Computer/Software	11,649	10,252	13,000	18,000	18,000
Digital Radio Replacement Project	55,788	-	-	-	-
Total Police Capital Outlay	226,112	129,856	63,000	171,800	171,800
TOTAL POLICE REQUIREMENTS	5,649,896	5,824,932	5,958,950	6,320,746	6,320,746

Budget Detail

General Fund

GENERAL FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR PARKS					
PERSONNEL SERVICES					
Regular Salaries and Wages	368,514	336,479	365,925	382,504	382,504
Seasonal/Temp Wages	1,274	22,490	-	18,000	18,000
Overtime	3,555	2,732	3,000	6,000	6,000
Insurance Benefits	110,350	104,557	109,704	106,715	106,715
Taxes/Other	40,680	43,492	46,594	51,581	51,581
PERS Contributions	76,196	95,455	88,601	98,092	98,092
Clothing Allowance	2,800	2,800	2,800	2,800	2,800
Total Park Personnel Services	603,368	608,004	616,624	665,692	665,692
FTE	6.9	6.3	5.7	6.3	6.3
MATERIALS & SERVICES					
Contract Services	19,765	2,928	5,500	11,000	11,000
Surveys & Master Plans- SDC	-	-	100,000	100,000	100,000
Parks Ground Maintenance	11,343	9,370	57,140	10,500	10,500
Park Bldg Maintenance	5,189	3,855	6,950	9,300	9,300
Streetscape Landscaping	7,565	971	10,000	10,000	10,000
Vandalism Repair	1,867	868	3,000	3,000	3,000
Copier Lease & Maint	720	961	1,000	1,000	1,000
Parks Maint Fee Billing	24,821	25,274	26,000	27,500	27,500
Communications	1,959	1,936	1,800	2,000	2,000
Training/Conf/Travel	960	965	2,000	2,400	2,400
Internal Charge-Fleet	38,252	76,653	65,223	115,898	115,898
Internal Charge-Facilities	33,680	22,743	24,267	27,490	27,490
Internal Charge-Tech Services	2,554	3,237	1,498	2,103	2,103
Supplies & Services	17,346	21,184	18,400	18,400	18,400
Park Equipment	13,677	9,501	9,500	9,500	9,500
Utilities	27,029	23,251	30,000	30,000	30,000
Total Park Materials & Services	206,728	203,698	362,278	380,091	380,091
CAPITAL OUTLAY					
Equipment/Vehicles	8,005	43,415	22,709	-	-
Locust Park Shelter	-	-	-	100,000	100,000
Maple Park Sport Court	-	-	-	180,000	180,000
Maple Park Splash Pad	73	253,602	182,278	-	-
Locust Park Playground Equip Replacement	-	-	135,194	-	-
Logging Rd Trail Culvert Replacement	-	3,724	-	-	-
Legacy Park Improvements	-	92,347	-	-	-
Total Parks Capital Outlay	8,078	393,089	340,181	280,000	280,000
TOTAL PARK REQUIREMENTS	818,174	1,204,790	1,319,083	1,325,783	1,325,783

Budget Detail

General Fund

GENERAL FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR CEMETERY					
PERSONNEL SERVICES					
Regular Salaries and Wages	77,629	95,705	85,373	107,602	107,602
Seasonal/Temp Wages	120	-	-	18,000	18,000
Overtime	313	557	500	-	-
Insurance Benefits	19,040	21,951	21,957	26,105	26,105
Taxes/Other	8,600	11,491	11,333	16,364	16,364
PERS Contributions	13,618	22,472	19,319	26,332	26,332
Total Cemetery Personnel Services	119,320	152,176	138,482	194,403	194,403
FTE	1.4	1.7	1.3	2.2	2.2
MATERIALS & SERVICES					
Grounds Maintenance	2,748	3,116	3,500	3,500	3,500
Building Maintenance	2,840	7,797	1,200	4,200	4,200
Copier Lease and Usage	153	172	200	200	200
Refunds	1,050	1,700	2,000	2,000	2,000
Internal Charge-Tech Services	991	1,999	438	389	389
Supplies - Records	1,166	667	1,350	1,350	1,350
Tools & Equipment	1,389	1,792	1,000	8,100	8,100
Utilities	2,221	2,430	2,500	2,500	2,500
Name Bars	2,180	4,934	4,500	4,500	4,500
Total Cemetery Materials & Services	14,738	24,606	16,688	26,739	26,739
TOTAL CEMETERY REQUIREMENTS	134,058	176,782	155,170	221,142	221,142
REQUIREMENTS FOR ECONOMIC DEVELOPMENT					
PERSONNEL SERVICES					
Regular Salaries and Wages	187,842	213,170	211,624	244,085	244,085
Overtime	159	-	-	-	-
Insurance Benefits	22,582	25,116	25,407	30,541	30,541
Taxes/Other	18,460	22,837	17,680	19,833	19,833
PERS Contributions	27,711	51,766	43,479	57,041	57,041
Total Economic Dev. Personnel Services	256,754	312,888	298,190	351,500	351,500
FTE	2.6	2.5	2.5	2.5	2.5
MATERIALS & SERVICES					
Internal Charge-Facilities	3,743	3,490	3,724	4,218	4,218
Internal Charge-Tech Services	7,273	6,568	3,884	4,784	4,784
Econ Dev City Grant Expended	-	5,600	24,500	13,481	13,481
Copier Lease and Usage	1,718	1,369	1,500	1,500	1,500
Supplies & Services	25,554	30,503	33,700	30,850	30,850
Main Street (General Fund)	9,457	11,246	10,650	13,000	13,000
Independence Day Expenses	12,713	9,076	13,000	14,500	14,500
Flower Program	5,242	5,206	5,500	5,500	5,500
Main Street (UR Allowable)	12,568	31,478	26,645	33,071	33,071
Total Economic Dev. Materials & Services	78,268	104,535	123,103	120,904	120,904
TOTAL ECONOMIC DEV. REQUIREMENTS	335,022	417,424	421,293	472,404	472,404

Budget Detail

General Fund

GENERAL FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS NOT ALLOCATED					
PERSONNEL SERVICES					
Retirement & Separation Payout	136,401	427,715	149,268	75,000	75,000
Total Not Allocated Personnel Services	136,401	427,715	149,268	75,000	75,000
MATERIALS & SERVICES					
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000
COVID-19 expenses	-	24,907	383,000	-	-
Equipment	-	-	-	500,000	500,000
Internal Charge-Facilities	40,672	37,917	40,461	45,833	45,833
Total Not Allocated Materials & Services	46,672	68,824	429,461	551,833	551,833
SPECIAL PAYMENTS					
Special Payments-PEG Access	31,663	14,664	25,000	25,000	25,000
Total Special Payments	31,663	14,664	25,000	25,000	25,000
TRANSFERS OUT					
O/H Transfer to General Fund	10,824	3,689	5,741	16,203	16,203
O/H Transfer to General Fund	68,419	46,897	52,286	75,149	75,149
Transfer to Library Fund	50,000	75,000	142,687	172,409	172,409
Total Transfers Out	129,243	125,586	200,714	263,761	263,761
OPERATING CONTINGENCY	-	-	200,000	200,000	200,000
TOTAL REQUIREMENTS NOT ALLOCATED	343,979	636,790	1,004,443	1,115,594	1,115,594
RESERVED FOR FUTURE EXPENDITURE					
Reserve for Future Exp-PEG	-	-	37,472	39,472	39,472
Reserve for Future Exp-WC Retro Plan	-	-	100,000	198,374	198,374
Reserve for Future Exp-Building Dept.	-	-	50,477	56,922	56,922
Reserved for Future Exp-Park Maintenance	-	-	73,764	4,652	4,652
Reserved for Future Exp-Old Library	-	-	-	500,000	500,000
Reserved for Future Exp-ARP Funds	-	-	-	2,363,273	2,363,273
Reserved for Future Expense - Unrestricted	-	-	2,742,912	3,025,941	3,025,941
Total Reserves for Future Expenditure	-	-	3,004,625	6,188,634	6,188,634
ENDING FUND BALANCE (prior year's)					
Restricted for - PEG	32,472	45,566	-	-	-
Restricted for - PERS	175,000	-	-	-	-
Restricted for - WC Retro Plan	136,830	121,863	-	-	-
Restricted for - Building Dept.	38,436	57,425	-	-	-
Restricted for - Park Maintenance	195,858	197,571	-	-	-
Unrestricted Ending Fund Balance	2,663,600	2,902,006	-	-	-
Total General Fund Ending Balance	3,242,196	3,324,431	-	-	-
TOTAL GENERAL FUND REQUIREMENTS	13,270,429	14,300,906	14,564,364	19,055,185	19,055,185

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Administration

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

The **City Recorder** is the custodian 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 is also responsible for risk management, overseeing property, auto, equipment and liability insurance claims.

2020-21 Highlights

- Transitioned from in-person meetings to virtual meetings for City Council and all Boards, Commissions and Committees due to COVID-19.
- Managed City Committee database and appointment process for 11 committees.
- Continued to work with the State of Oregon and City Departments for implementation of the Oregon Records Management System (ORMS).
- Increased transparency by additional communication efforts through social media.
- Responded to COVID-19 pandemic, wildfires and ice storm emergencies.

2021-22 Goals

- Implement NEOGOV Software to manage the volunteer application process more efficiently and inclusively. (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)
- Continue to improve the City's social media presence. (Citywide Goal – Community)

Performance Measures

Strategies and Measures	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Actuals	FY20-21 Projected
Increase transparency					
Council meetings held	24	22	21	21	21
Work sessions held	7	7	13	10	12
Executive sessions held	6	5	5	7	11
URA meetings & work sessions held	6	6	4	9	8
Training for Council members					
LOC Annual Conference	2	4	4	1	6
Adhere to public records law & respond to public records requests					
Public records requests	18	26	21	26	30
Coordinate Accurate and Transparent Elections					
Process candidate fillings	6	0	4	0	5

GENERAL FUND - ADMINISTRATION	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR ADMINISTRATION					
PERSONNEL SERVICES					
Regular Salaries and Wages	486,823	306,332	310,620	449,712	449,712
Overtime	14	-	-	-	-
Insurance Benefits	94,734	63,144	67,419	102,740	102,740
Taxes/Other	39,136	24,619	25,386	36,041	36,041
PERS Contributions	92,089	87,718	61,423	105,609	105,609
Total Admin Personnel Services	712,797	481,813	464,848	694,102	694,102
FTE	5.1	3.3	3.2	4.4	4.4
MATERIALS & SERVICES					
Election	863	204	1,000	1,000	1,000
Prof/Tech Services	4,442	4,442	4,500	7,500	7,500
CTV5 Professional Services	36,000	36,000	36,000	36,000	36,000
Codification	495	2,996	4,500	3,000	3,000
Copier Lease & Maint	5,893	4,719	5,000	5,000	5,000
Misc. Unanticipated	-	-	15,000	-	-
Printing & Binding	660	270	700	500	500
Mayor & City Council	6,532	5,125	5,500	9,810	9,810
Mayor & CC Travel & Training	3,707	5,633	1,000	8,075	8,075
Mayor & CC Membership Dues	1,405	1,405	2,168	1,189	1,189
Admin Staff Travel & Training	1,198	88	4,234	7,234	7,234
Attorney Travel & Training	1,529	777	1,500	1,500	1,500
Admin Membership Dues & Fees	19,671	20,370	21,672	25,487	25,487
Internal Charge-Fleet	1,533	2,817	3,624	2,709	2,709
Internal Charge-Facilities	12,843	9,130	9,742	11,036	11,036
Internal Charge-Tech Services	26,601	25,529	23,024	36,136	36,136
Supplies & Services	3,987	4,253	10,000	7,075	7,075
Employee Recognition	358	1,653	3,000	5,525	5,525
Total Admin Materials & Services	127,717	125,411	152,164	168,776	168,776
TOTAL ADMIN REQUIREMENTS	840,514	607,225	617,012	862,878	862,878

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. HR is also responsible for overseeing and processing claims for workers' compensation.

2020-21 Highlights

- Processed 14 recruitments (2 postponed, 2 in progress as of March 2021).
- Processed 16 FMLA/OFLA requests and 10 requests related to COVID-19 leave.
- Successfully negotiated a successor AFSCME Collective Bargaining Agreement.
- Created and Implemented Infectious Disease Control Plan.
- Provided required OSHA training related to COVID-19.

2021-22 Goals

- Successfully negotiate a successor Canby Police Association Collective Bargaining Agreements. (Citywide Value – Fiscal Responsibility)
- Implement new HR software NEOGOV to create efficiencies in the recruitment and onboarding process. (Citywide Values- Fiscal Responsibility and Exceptional Service)
- 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)
- Work with professional consultant on a classification and compensation Study. (Citywide Value – Fiscal Responsibility and Exceptional Service)

Performance Measures

Strategies and Measures	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Bargain Successor Collective Bargaining Agreements (CBA)			
AFSCME CBA - expires 06/30/21	0	1	1
Canby Police Association CBA - expires 06/30/22	1	0	0
Provide Citywide Training, Presentations, and Information for Employees			
Schedule training opportunities and presentations for employee safety, health, development and information	1	1	2
Administer Health Insurance Programs for Employees			
Full time employees	84	83	83
Part time employees	5	5	5

Budget Detail

General Fund – Human Resources

GENERAL FUND - HR & RISK MGMT	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR HR & RISK MGMT					
PERSONNEL SERVICES					
Regular Salaries and Wages	-	91,266	75,042	69,118	69,118
Insurance Benefits	-	10,859	16,345	22,506	22,506
Taxes/Other	-	7,520	7,809	5,855	5,855
PERS Contributions	-	27,543	11,583	15,483	15,483
Total HR & Risk Mgmt Personnel Services	-	137,188	110,779	112,962	112,962
FTE		0.8	1.1	0.9	0.9
MATERIALS & SERVICES					
Professional Services	26,420	19,796	10,500	111,500	111,500
Legal/Labor Negotiations	68,182	37,668	25,000	20,000	20,000
Recruit/Employ Testing	5,488	4,665	7,000	9,950	9,950
Software	-	-	9,727	3,177	3,177
Liability Insurance	307,199	319,354	345,000	386,000	386,000
Non-Insurance Claims	5,541	430	5,000	15,000	15,000
Liab Ins Deductible Accrued	25,843	1,501	10,000	20,000	20,000
Travel & Training	916	2,043	1,500	5,000	5,000
Membership Dues & Fees	181	263	1,000	425	425
Internal Charge-Facilities	-	2,844	3,034	3,437	3,437
Internal Charge-Tech Services	-	5,902	17,806	11,124	11,124
Supplies & Services	4,625	2,820	3,200	7,450	7,450
Risk Mgmt/Safety Committee	2,554	510	2,050	2,050	2,050
Total HR & Risk Mgmt Materials & Services	446,950	397,796	440,817	595,113	595,113
TOTAL HR & RISK MGMT REQUIREMENTS	446,950	534,985	551,596	708,075	708,075

*The HR/Risk Management functions were separated out from the Administration department beginning July 1, 2019.

For comparison purposes only the 2019 materials and services are shown for the HR/Risk Mgmt functions. Historical personnel services is not able to be broken out from Administration.

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.

2020-21 Highlights

- Received the GFOA Distinguished Budget Award for FY2020-21
- Expected to receive the GFOA Award for Excellence in Financial Reporting for FY2019-20
- Adapting to a hybrid work-from-home model
- Assisting Economic Development with the Canby Resiliency Grant Program
- Managed the Transit Tax program as we transitioned from limited collection efforts and returning to normal operations
- Implemented an interim electronic routing solution for accounts payable invoices to respond to COVID-19 work from home mandates
- Managing, tracking, and reporting the financial impacts of three emergency declarations, COVID-19, wildfires, and the ice storm

2021-22 Goals - (Citywide Value – Fiscal Responsibility)

- Receive the GFOA Distinguished Budget Award
- Receive the GFOA Award for Excellence in Financial Reporting
- Create tools to assist other departments in navigating small to large purchases
- Implement online routing and approval of invoices for payment through the financial software

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Maintain a high level of financial integrity					
Independent auditor opinion	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified
Receive GFOA Reporting Award	Yes	Yes	Yes	Yes*	Yes*
Receive GFOA Budget Award	No	No	Yes	Yes	Yes
Deliver efficient, effective financial services					
Credit rating	A1	A1	A1	A1	A1
Cost to deliver financial services	\$439,000	\$464,000	\$533,000	\$587,000	\$565,000
Cost to deliver financial services as a % of the total City budget	2.05%	2.27%	2.37%	2.36%	2.08%

* The City will apply for the Comprehensive Annual Financial Report award and expects that it will be awarded.

GENERAL FUND - FINANCE	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR FINANCE					
PERSONNEL SERVICES					
Regular Salaries and Wages	272,934	289,490	295,371	305,932	305,932
Insurance Benefits	74,404	74,930	76,539	78,783	78,783
Taxes/Other	22,633	24,062	25,282	25,706	25,706
PERS Contributions	62,815	87,473	77,707	82,024	82,024
Total Finance Personnel Services	432,786	475,956	474,899	492,445	492,445
FTE	3.5	3.5	3.5	3.5	3.5
MATERIALS & SERVICES					
Prof SrvTitle Lien Search Cost	5,028	6,072	6,500	6,500	6,500
Auditing	21,300	34,365	24,000	40,000	40,000
Software Maintenance	28,648	30,712	31,000	32,000	32,000
Copier Lease & Maint	4,701	3,822	4,000	4,500	4,500
Publications/Books	28	-	-	-	-
Printing & Binding	1,843	1,736	2,500	2,500	2,500
Training/Conf/Travel	6,248	2,777	1,900	6,000	6,000
Membership Dues & Fees	1,740	1,830	2,300	2,300	2,300
Internal Charge-Facilities	4,644	4,329	4,619	5,233	5,233
Internal Charge-Tech Services	12,617	11,804	7,443	23,078	23,078
Supplies & Service	3,380	3,218	4,000	4,000	4,000
Bank Charges	9,607	10,006	10,000	11,500	11,500
Cash Over & Short	(64)	30	-	-	-
Misc Office Equipment	740	-	-	2,700	2,700
Total Finance Materials & Services	100,460	110,701	98,262	140,311	140,311
TOTAL FINANCE REQUIREMENTS	533,246	586,657	573,161	632,756	632,756

Municipal Court

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

Court staff collect fines for distribution to government agencies and victims; coordinate trial docketing between defendants, the Judge, the City Attorney, witnesses, and officers; monitor and report criminal probation/diversion progress; report criminal and traffic convictions to State agencies.

2020-2021 Highlights

- The City hired a new prosecutor for all misdemeanor matters in the Municipal Court. Having a dedicated prosecutor has led to a substantial increase in the amount of criminal cases filed and prosecuted in the Municipal Court.
- Due to COVID-19 restrictions, the court has developed a virtual court system to hold full court sessions without in-person contact. Virtual court has been extremely successful for the court and has reduced the amount of failure-to-appear charges and default convictions from an average of 60% to a 25%.

2021-22 Goals

- Continue toward creating an efficiently run court with minimal rescheduled cases, timely sentencing of criminal matters and accountability on criminal probations and diversions. The court will continue to adjust its policies and procedures to create a court system that may be more accessible to defendants (virtually or in person) to potentially reduce the amount of failure-to-appear charges, as well as increase monitoring of probation compliance to ensure accountability in criminal probation and diversion matters. *(City Wide Value: Exceptional Service)*

Performance Measures

Strategies and Measures	FY 16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Manage an efficient and effective Municipal Court					
Traffic Violations	2,591	2,961	2,558	1,738	1,500
Criminal Cases	178	327	397	327	275
Parking/Ordinance/non-traffic Violations	97	116	192	120	100
Total Processed	2,866	3,404	3,147	2,185	1,875
Court Clerk FTE	2.06	2.50	2.50	2.14	2.17
Violations processed by each Clerk	1,392	1,361	1,259	1,021	864
Operating expenses	\$356,103	\$347,034	\$487,288	\$521,144	\$529,112
Operating expenses per violation	\$125	\$102	\$155	\$239	\$612

Budget Detail

General Fund - Court

GENERAL FUND - COURT	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
REVENUE					
Fines and Bail	523,059	431,486	400,000	400,000	400,000
Fines / Justice Court	85,818	60,036	50,000	50,000	50,000
Miscellaneous Fees	526	1,189	1,000	1,000	1,000
Attorney Reimbursements	9,851	11,183	9,000	12,000	12,000
Court Collections Interest	38,499	40,100	20,000	40,000	40,000
Total Court Revenue	657,753	543,995	480,000	503,000	503,000
REQUIREMENTS FOR COURT					
PERSONNEL SERVICES					
Regular Salaries and Wages	237,658	254,726	223,658	223,009	223,009
Overtime	-	-	-	-	-
Insurance Benefits	63,085	46,652	58,321	48,674	48,674
Taxes/Other	19,108	21,074	19,022	18,949	18,949
PERS Contributions	28,540	49,425	40,956	43,348	43,348
Total Court Personnel Services	348,391	371,876	341,957	333,980	333,980
FTE	3.8	2.8	3.4	2.7	2.7
MATERIALS & SERVICES					
Interpreter	3,611	4,990	9,500	9,500	9,500
Attorney Services	41,600	43,500	70,368	83,208	83,208
Copier Lease and Usage	835	747	1,100	2,000	2,000
Training/Conf/Travel	1,083	1,216	-	1,840	1,840
Membership & Dues	225	225	250	250	250
Jury Fees	60	60	-	120	120
Witness Fees	182	-	-	105	105
Internal Charge-Facilities	4,249	3,961	4,227	4,788	4,788
Internal Charge-Tech Services	14,180	14,281	12,111	24,183	24,183
Supplies & Services	6,516	4,572	6,800	6,700	6,700
Discovery Expense	0	38	100	100	100
Bank Charges	5,180	4,254	5,000	5,000	5,000
Court Collection Costs	61,176	63,491	50,000	50,000	50,000
Total Court Materials & Services	138,897	141,335	159,456	187,794	187,794
CAPITAL OUTLAY					
Office Furniture	-	7,933	-	-	-
TOTAL COURT REQUIREMENTS	487,288	521,144	501,413	521,774	521,774

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.

2020-21 Highlights

- Maintained high level of customer service with ever increasing development permit workload
- Issued Parks Master Plan RFP with anticipated work start in April 2021
- Updated Transportation System Plan for Industrial Connector Road
- Updated Wireless Telecommunications Code
- Staff processed and Planning Commission approved three residential subdivisions for 106 lots
- Approved three large manufacturing/warehouse/distribution facilities

2021-22 Goals - (City-wide Goals – Community and Economic Development)

- Update City Code to address House Bill 2001 Model Ordinance
- Work with City Council to receive direction on Housing Needs Assessment actionable items to complete plan to meet new State requirements before December 31, 2022.
- Restart an Economic Opportunity Analysis for the City and adopt analysis
- Manage robust level of home permits, annexations and continued subdivision applications
- Complete permit tracking system analysis to determine future software and equipment needed for anticipated FY2022-23 implementation
- Complete comprehensive plan element assessment to determine cost to update comprehensive plan and transportation system plan in FY2022-23
- Complete the fencing code update

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Meet State mandated deadlines for processing all land use applications & produce sound decisions					
Completeness reviews within 30 days of submittal	55%	57%	100%	100%	100%
Produce decisions within 120 days (no extensions)	100%	89%	100%	100%	100%
Land use decisions made by City staff	35	28	18	43	33
Land use decisions by Planning Commission	38	31	31	18	30
Land use decisions made by City Council	3	3	8	13	9
Number of land use appeals	0	3	1	1	0
% of staff recommendations upheld on appeal	N/A	66%	100%	100%	100%
Improve Clarity and Effectiveness of the Land Development & Planning Process					
Major planning study	2	1	1	1	3
Plan amendments	0	0	0	0	0
Substantive code amendment	0	0	1	0	0
Routine code update/refinement	0	2	1	2	1

Budget Detail

General Fund - Planning

GENERAL FUND - PLANNING	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
REVENUE					
Land Use Applications	70,214	63,215	52,000	52,000	52,000
Miscellaneous Fees	230	41	100	100	100
Traffic Studies	20,177	70,800	32,000	70,000	70,000
Plan Reviews	50,577	49,606	39,000	110,000	110,000
Engineering Plan Review Fees	63,819	47,767	46,000	46,000	46,000
Construction Excise Tax	-	-	185,000	400,000	400,000
Miscellaneous Revenue - Planning	1,766	924	200	32,000	32,000
Total Planning Revenue	206,783	232,354	354,300	710,100	710,100
TRANSFERS IN & OTHER SOURCES					
Transfer from Streets	-	-	-	4,500	-
Total Planning Transfers In	-	-	-	4,500	-
TOTAL PARK RESOURCES	206,783	232,354	354,300	714,600	710,100
REQUIREMENTS FOR PLANNING					
PERSONNEL SERVICES					
Regular Salaries and Wages	229,491	183,606	208,259	245,794	245,794
Overtime	2	193	-	-	-
Insurance Benefits	22,012	23,750	37,634	33,610	33,610
Taxes/Other	19,726	17,091	18,288	21,086	21,086
PERS Contributions	26,592	41,371	40,932	55,454	55,454
Total Planning Personnel Services	297,821	266,010	305,113	355,944	355,944
FTE	2.8	2.3	2.8	3.1	3.1
MATERIALS & SERVICES					
Prof/Tech Services	62,010	54,314	48,000	122,000	122,000
Copier Lease and Usage	3,435	2,738	3,950	4,000	4,000
Communications	90	222	90	300	300
Mapping	500	500	900	900	900
Planning Commiss. Expenses	56	105	850	200	200
Travel & Training	1,085	1,670	2,200	2,200	2,200
Fees & Dues	554	1,601	2,285	2,300	2,300
Internal Charge-Facilities	3,621	3,376	3,602	4,081	4,081
Internal Charge-Tech Services	20,774	30,040	14,268	17,418	17,418
Supplies & Services	4,055	2,526	3,550	3,550	3,550
Traffic Study	24,154	73,824	32,000	70,000	70,000
Total Planning Materials & Services	120,335	170,915	111,695	226,949	226,949
TOTAL PLANNING REQUIREMENTS	418,156	436,926	416,808	582,893	582,893

Building

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

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

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

2020-21 Highlights

- Reviewed and processed release letters for all new development in a timely manner

2021-22 Goals

- Coordinate zoning conformance review and authorization release letters to County for all building permits involving new construction (City-wide Goal –Public Services, Community)
- Complete permit tracking system analysis to determine future software and equipment needed for anticipated FY2022-23 implementation (City-wide Goal – Community)

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Provide Zoning Review & Authorizations for Building Permits Issued by Clackamas County					
Sign permits reviewed & authorized	18	13	15	16	11
Single-family home permits	65	40	96	246	221
Misc. residential permits authorized	88	79	66	43	43
Commercial/Industrial new building permits	5	5	10	5	5
Misc. Commercial/Industrial permits	39	29	40	26	26

Budget Detail

General Fund - Building

GENERAL FUND - BUILDING	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
REVENUE					
Building Permits	60,416	51,499	44,000	80,000	80,000
Total Building Revenue	60,416	51,499	44,000	80,000	80,000
REQUIREMENTS FOR BUILDING					
PERSONNEL SERVICES					
Regular Salaries and Wages	16,233	19,323	27,281	71,821	71,821
Insurance Benefits	1,534	2,471	5,153	8,090	8,090
Taxes/Other	1,459	1,918	2,422	6,026	6,026
PERS Contributions	1,214	4,608	5,410	15,939	15,939
Total Building Personnel Services	20,439	28,320	40,266	101,876	101,876
FTE	0.2	0.2	0.4	0.9	0.9
MATERIALS & SERVICES					
Communications	90	95	90	100	100
Internal Charge-Facilities	426	397	424	480	480
Supplies & Service	-	10	30	50	50
Total Building Materials & Services	516	501	544	630	630
TRANSFERS OUT & OTHER USES					
O/H Transfer to General Fund	10,824	3,689	5,741	16,203	16,203
Total Building Transfers Out	10,824	3,689	5,741	16,203	16,203
TOTAL BUILDING REQUIREMENTS	31,780	32,510	46,551	118,709	118,709

Police

Canby Police Department provides the community with a full range of police services twenty-four hours a day, seven days a week. Emergency calls for service are received by Clackamas County Dispatch Communications, also known as C-COM located in Oregon City and dispatched to Canby officers.

2020-21 Highlights

- Officers Doman and Young successfully completed the police academy.
- Hired Lateral Officer Todd Trapp from the Portland Police Bureau.
- Maintained a 24/7 presence to protect and serve the citizens of Canby throughout the COVID-19 pandemic.
- Maintained a 24/7 presence to protect and serve the citizens of Canby throughout the neighboring wildfires, assisted the City of Molalla to evacuate its citizens due to the hazards of the nearby fires and developed an evacuation plan for the City of Canby.
- Maintained a 24/7 presence to protect and serve the citizens of Canby throughout the February ice storm, the department remained operational despite extensive damage and power outages and assisted other city departments in managing the City's concerns.
- C-COM provides dispatch services to fifteen law enforcement agencies in Clackamas County. Canby Police Department's dispatch calls for service is ranked the fourth highest in the county.
- Priority 1 and Priority 2 calls for police service represent those calls with the greatest danger to our citizens. For the purpose of comparison, the number of Priority 1 and Priority 2 calls for police service from the prior years has increased annually.
- In 2020, Canby was ranked #13 safest city in Oregon, published by Home Security Advisor / Safewise.com; and ranked #10 as the safest city in Oregon to live in 2021, published by Homesnacks.com.

2021-22 Goals

- Create a staffing plan that allows for appropriate shift coverage, supervisory oversight, and records management that maintains public safety, addresses neighborhood livability and quality of life, community needs, and emergency response for a 24/7 facility. (City-wide Goal – Public Services)
- Continue community engagement activities and events. (City-wide Goal – Inclusive Community)

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Maintain a police force that keeps up with population growth and meets the needs of the citizens					
Population (PSU Annual Report)	16,660	16,800	16,950	17,210	17,416
Number of Sworn Officers	24	24	26	26	26
Number of Sworn Officers per capita	1.44	1.43	1.54	1.51	1.50

Budget Detail**General Fund - Police**

GENERAL FUND - POLICE	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
REVENUE					
Grants - DUII	10,178	8,520	8,000	8,000	8,000
Grant - Distracted Driving	-	2,941	5,000	5,000	5,000
Grant - Seatbelt	4,616	2,875	2,500	5,000	5,000
Grant - Speed Enforcement	576	4,197	2,000	2,000	2,000
Grant - Pedestrian Safety	3,357	4,806	2,500	2,500	2,500
Grant - HIDTA	4,200	-	-	-	-
Grant - OCDEF	3,523	-	-	-	-
Grant - Intellectual Property Crimes	6,929	10,611	5,000	-	-
Grant - OJP Vest Program	474	1,549	5,500	5,000	5,000
CSD-Shared SRO Reimbursemt	77,585	81,823	65,000	65,000	65,000
Miscellaneous Fees	202	100	200	200	200
Vehicle Release/Tow Fees	22,875	17,875	16,000	16,000	16,000
Alarm Permit Fees	6,511	10,475	10,000	10,000	10,000
Temporary Liquor License	1,890	385	500	500	500
Subpoena Fees	307	336	300	300	300
Finger Printing Fees	1,320	830	1,000	1,000	1,000
Reports Revenue	3,781	2,897	3,000	2,000	2,000
Special Event Security	4,884	5,783	3,500	1,000	1,000
Miscellaneous Revenue - Police	84,536	54,958	55,800	89,600	89,600
Donations-Police	1,000	-	500	500	500
Total Police Revenue	238,744	210,961	186,300	213,600	213,600
REQUIREMENTS FOR POLICE					
PERSONNEL SERVICES					
Regular Salaries and Wages	2,602,562	2,711,660	2,848,259	2,891,767	2,891,767
Overtime Wages	290,630	272,340	300,000	322,500	322,500
Insurance Benefits	696,093	640,031	594,422	661,763	661,763
Taxes/Other	282,471	340,779	397,109	381,938	381,938
PERS Contributions	620,987	857,509	777,237	856,181	856,181
Fringe Benefits	19,000	20,575	19,350	21,950	21,950
Total Police Personnel Services	4,511,742	4,842,894	4,936,377	5,136,099	5,136,099
FTE	29.4	29.3	30.2	30.0	30.0

GENERAL FUND - POLICE	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR POLICE CONTINUED					
MATERIALS & SERVICES					
Professional Services	-	45,232	5,000	5,000	5,000
Vehicle Lease Payments	107,939	-	-	-	-
Copier Lease and Usage	3,437	3,576	3,000	4,125	4,125
Investigation & Info	1,792	3,134	3,000	3,000	3,000
Prisoners Board & Medical	1,705	1,445	4,000	5,000	5,000
Crime Prevention	64	521	500	1,000	1,000
Communications	27,637	26,766	32,000	31,000	31,000
County Dispatch Fees	185,890	207,025	205,583	215,279	215,279
Juvenile Diversion Services	2,500	2,500	2,500	2,500	2,500
Training & Travel	55,184	30,285	28,000	37,200	37,200
Firearms & Less Letal Equip	35,595	35,560	33,000	35,200	35,200
Tactical Entry Team Equipment	4,718	4,305	4,000	4,000	4,000
Vests	1,109	5,695	11,000	11,000	11,000
EOC	-	-	1,000	1,500	1,500
Detective Equipment	11,263	16,307	20,000	20,500	20,500
Membership Fees & Dues	1,648	2,070	2,500	2,600	2,600
Information System Services	35,389	35,545	41,500	48,200	48,200
Internal Charge-Fleet	153,568	157,252	217,409	191,680	191,680
Internal Charge-Facilities	67,750	63,163	67,396	76,348	76,348
Internal Charge-Tech Services	116,411	143,102	180,850	187,788	187,788
Supplies & Services	27,710	12,856	22,500	40,822	40,822
Uniforms & Patrol Equipment	18,303	19,379	26,000	28,400	28,400
Equipment Repair & Maint	532	466	-	-	-
Radio Repair	2,390	-	2,000	2,000	2,000
800 Radio Operating Fee	32,587	26,230	26,230	27,000	27,000
Canine Expenses	5,955	1,483	3,500	3,500	3,500
Traffic Safety Equipment	8,916	6,230	14,000	25,100	25,100
Donations-Police	1,000	-	500	500	500
Accreditation	1,050	2,055	2,605	2,605	2,605
Total Police Materials & Services	912,042	852,182	959,573	1,012,847	1,012,847
CAPITAL OUTLAY					
Vehicles	153,674	111,671	50,000	153,800	153,800
Police K-9's	5,000	-	-	-	-
Furniture	-	7,933	-	-	-
Equip - Computer/Software	11,649	10,252	13,000	18,000	18,000
Digital Radio Replacement Project	55,788	-	-	-	-
Total Police Capital Outlay	226,112	129,856	63,000	171,800	171,800
TOTAL POLICE REQUIREMENTS	5,649,895	5,824,932	5,958,950	6,320,746	6,320,746



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Parks

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.

2020-21 Highlights

- Suspended the volunteer and court ordered community service programs due to COVID-19 pandemic
- The February 13th Ice storm has caused an estimated 2614 hours of labor to clean up the damage
- Maintained seven restroom buildings and cleaned the restrooms three 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 one water feature (Klohe Fountain)
- Tracked actual park maintenance hours for all sites

2021-22 Goals

- Continue to maintain all City park assets in the most cost effective, efficient manner possible while addressing customers concerns in a timely manner (City-wide Value – Exceptional Service)
- Continue to work with all City departments to provide lateral support and make the best use of all City equipment and personnel (City-wide Values - Fiscal Responsibility)
- Continue to utilize volunteer groups to help maintain City properties and nurture community support (City-wide Values – Inclusive Community)
- Continue to track all park maintenance hours and work on the list of deferred maintenance tasks (City-wide Values – Livability and City-wide Goal – Public service)
- Maintain the 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
- Develop a new parks masterplan and update the SDC methodology

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Support and maintain parks, recreation land, and natural areas					
Park acres maintained	160	160	162	162	162
Restrooms cleaning	624	667	728	728	728
Number of Wait Park reservations	30	32	28	32	0
Mow turf areas every 7-10 days	30	30	31	32	31
Playgrounds maintained weekly	10	10	10	10	10
Track park maintenance actual hours	Daily	Daily	Daily	Daily	Daily

GENERAL FUND - PARKS	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
REVENUE					
Park Rentals	595	485	100	-	-
Park Maintenance Fee	400,651	424,253	415,000	452,000	452,000
Miscellaneous Revenue - Parks	3,560	3,545	3,000	35,000	35,000
Total Park Revenue	404,806	428,283	418,100	487,000	487,000
TRANSFERS IN & OTHER SOURCES					
Transfer from Streets	10,000	10,000	10,000	10,000	14,500
Transfer from SDC Fund	6,200	257,620	282,000	100,000	100,000
Total Parks Transfers In	16,200	267,620	292,000	110,000	114,500
TOTAL PARK RESOURCES	421,006	695,903	710,100	597,000	601,500
REQUIREMENTS FOR PARKS					
PERSONNEL SERVICES					
Regular Salaries and Wages	368,514	336,479	365,925	382,504	382,504
Seasonal/Temp Wages	1,274	22,490	-	18,000	18,000
Overtime	3,555	2,732	3,000	6,000	6,000
Insurance Benefits	110,350	104,557	109,704	106,715	106,715
Taxes/Other	40,680	43,492	46,594	51,581	51,581
PERS Contributions	76,196	95,455	88,601	98,092	98,092
Clothing Allowance	2,800	2,800	2,800	2,800	2,800
Total Park Personnel Services	603,368	608,004	616,624	665,692	665,692
FTE	6.9	6.3	5.7	6.3	6.3
MATERIALS & SERVICES					
Contract Services	19,765	2,928	5,500	11,000	11,000
Surveys & Master Plans- SDC	-	-	100,000	100,000	100,000
Parks Ground Maintenance	11,343	9,370	57,140	10,500	10,500
Park Bldg Maintenance	5,189	3,855	6,950	9,300	9,300
Streetscape Landscaping	7,565	971	10,000	10,000	10,000
Vandalism Repair	1,867	868	3,000	3,000	3,000
Copier Lease & Maint	720	961	1,000	1,000	1,000
Parks Maint Fee Billing	24,821	25,274	26,000	27,500	27,500
Communications	1,959	1,936	1,800	2,000	2,000
Training/Conf/Travel	960	965	2,000	2,400	2,400
Internal Charge-Fleet	38,252	76,653	65,223	115,898	115,898
Internal Charge-Facilities	33,680	22,743	24,267	27,490	27,490
Internal Charge-Tech Services	2,554	3,237	1,498	2,103	2,103
Supplies & Services	17,346	21,184	18,400	18,400	18,400
Park Equipment	13,677	9,501	9,500	9,500	9,500
Utilities	27,029	23,251	30,000	30,000	30,000
Total Park Materials & Services	206,728	203,698	362,278	380,091	380,091
CAPITAL OUTLAY					
Equipment	8,005	43,415	22,709	-	-
Locust Park Shelter	-	-	-	100,000	100,000
Maple Park Sport Court	-	-	-	180,000	180,000
Maple Park Splash Pad	73	253,602	182,278	-	-
Locust Park Playground Equip Repla	-	-	135,194	-	-
Logging Rd Trail Culvert	-	3,724	-	-	-
Legacy Park Improvements	-	92,347	-	-	-
Total Parks Capital Outlay	8,078	393,089	340,181	280,000	280,000
TOTAL PARK REQUIREMENTS	818,174	1,204,790	1,319,083	1,325,783	1,325,783

Cemetery

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

2020-21 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
- The February 13th Ice storm has caused an estimated 640 hours of labor to clean up the damage

2021-22 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	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected	FY20-21 Projected
Maintain an attractive, clean, and safe cemetery					
Landscaping & Maintenance Hours	864	1,077	1,954	2,614	2614
Customer Service/Admin Support Hours	104	638	592	706	706
Plot Sales	73	36	52	49	61
Burials	66	52	51	57	64

Budget Detail

General Fund - Cemetery

GENERAL FUND - CEMETERY	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
REVENUE					
Grave Sales	14,250	18,840	11,000	22,000	22,000
Grave Open & Close	8,050	6,000	5,000	8,000	8,000
Mausoleum Name Bars	4,500	6,200	4,000	4,000	4,000
Mausoleum Sales	13,888	19,780	11,000	15,000	15,000
Mausoleum Open & Close	4,350	4,550	4,500	1,000	1,000
Miscellaneous Fees	1,500	1,950	2,000	2,700	2,700
Donations-Cemetery	218	51	-	10	10
Total Cemetery Revenue	46,756	57,371	37,500	52,710	52,710
REQUIREMENTS FOR CEMETERY					
PERSONNEL SERVICES					
Regular Salaries and Wages	77,629	95,705	85,373	107,602	107,602
Seasonal/Temp Wages	120	-	-	18,000	18,000
Overtime	313	557	500	-	-
Insurance Benefits	19,040	21,951	21,957	26,105	26,105
Taxes/Other	8,600	11,491	11,333	16,364	16,364
PERS Contributions	13,618	22,472	19,319	26,332	26,332
Total Cemetery Personnel Services	119,320	152,176	138,482	194,403	194,403
FTE	1.4	1.7	1.3	2.2	2.2
MATERIALS & SERVICES					
Grounds Maintenance	2,748	3,116	3,500	3,500	3,500
Building Maintenance	2,840	7,797	1,200	4,200	4,200
Copier Lease and Usage	153	172	200	200	200
Refunds	1,050	1,700	2,000	2,000	2,000
Internal Charge-Tech Services	991	1,999	438	389	389
Supplies - Records	1,166	667	1,350	1,350	1,350
Tools & Equipment	1,389	1,792	1,000	8,100	8,100
Utilities	2,221	2,430	2,500	2,500	2,500
Name Bars	2,180	4,934	4,500	4,500	4,500
Total Cemetery Materials & Services	14,738	24,606	16,688	26,739	26,739
TOTAL CEMETERY REQUIREMENTS	134,058	176,782	155,170	221,142	221,142

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 Canby Urban Renewal plan, Canby Economic Development Strategy and Canby Community Vision guide the department's efforts.

2020-21 Highlights

- Created and implemented the City of Canby Small Business Resiliency Grants program, which was funded by CARES Act funding.
- Coordinated with incoming industrial businesses and potential new businesses.
- Assisted two local industrial businesses with their expansion efforts.
- Assisted new industrial businesses in planning/development stages including Columbia Distributing, Caruso Produce, and Stanton Furniture.
- Awarded a Clackamas County Cultural Coalition grant of \$2,000 for speakers to amplify Wait Park.
- Created the Molalla Forest Road Development Plan and facilitated the stakeholder's advisory committee.
- Planned and communicated changes due to COVID-19 for Light Up the Night, Big Night Out, Canby Independence Day Celebration, and First Thursdays

2021-22 Goals (*City-wide Goals – Growth and Economic Development*)

- Attract new manufacturers and help local companies expand and create more jobs.
- Foster a supportive business friendly environment.
- Maintain strong partnerships with the Chamber of Commerce, Kiwanis, Historical Society, and more to leverage city resources and impacts.
- Create a streamlined Economic Development volunteer program.
- Identify partnerships and opportunities to increase activity in Downtown Commercial District.
- Organize and adapt traditional events to fit Governor's mandates due to COVID-19.

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Continue to grow Canby Main Street Program					
Volunteer hours per year	250	308	300	350	250
Donations for events and promotions	\$4,000	\$4,500	\$4,500	\$7,661	0
Promote Canby					
Industrial recruitment proposals prepared	13	7	7	1	5
Newsletters, press releases, and articles	64	50	47	54	55
Outreach and assistance to local manufacturers	18	10	10	12	6

Budget Detail

General Fund - Economic Development

GENERAL FUND - ECONOMIC DEV.	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
REVENUE					
Event Revenue	2,150	5,228	6,000	3,950	3,950
Econ Dev City Grant Revenue	-	50,600	35,000	13,481	13,481
Independence Day Revenue	9,554	2,433	10,000	9,200	9,200
Miscellaneous Revenue		-	13,500	-	-
Total Economic Dev. Revenue	11,704	58,260	64,500	26,631	26,631
TRANSFERS IN & OTHER SOURCES					
Transfer from UR	370,778	368,763	403,339	450,365	450,365
Total Economic Dev. Transfers In	370,778	368,763	403,339	450,365	450,365
TOTAL ECONOMIC DEV. RESOURCES	382,482	427,023	467,839	476,996	476,996
REQUIREMENTS FOR ECONOMIC DEVELOPMENT					
PERSONNEL SERVICES					
Regular Salaries and Wages	187,842	213,170	211,624	244,085	244,085
Overtime	159	-	-		
Insurance Benefits	22,582	25,116	25,407	30,541	30,541
Taxes/Other	18,460	22,837	17,680	19,833	19,833
PERS Contributions	27,711	51,766	43,479	57,041	57,041
Total Economic Dev. Personnel Services	256,754	312,888	298,190	351,500	351,500
FTE	2.6	2.5	2.5	2.5	2.5
MATERIALS & SERVICES					
Internal Charge-Facilities	3,743	3,490	3,724	4,218	4,218
Internal Charge-Tech Services	7,273	6,568	3,884	4,784	4,784
Econ Dev City Grant Expended	-	5,600	24,500	13,481	13,481
Copier Lease and Usage	1,718	1,369	1,500	1,500	1,500
Supplies & Services	25,554	30,503	33,700	30,850	30,850
Main Street (General Fund)	9,457	11,246	10,650	13,000	13,000
Independence Day Expenses	12,713	9,076	13,000	14,500	14,500
Flower Program	5,242	5,206	5,500	5,500	5,500
Main Street (UR Allowable)	12,568	31,478	26,645	33,071	33,071
Total Economic Dev. Materials & Services	78,268	104,535	123,103	120,904	120,904
TRANSFERS OUT & OTHER USES					
O/H Transfer to General Fund	68,419	46,897	52,286	75,149	75,149
Total Economic Dev. Transfers Out	68,419	46,897	52,286	75,149	75,149
TOTAL ECONOMIC DEV. REQUIREMENTS	403,441	464,321	473,579	547,553	547,553

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	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
REVENUE					
Property Tax Current	4,763,866	5,114,492	5,245,000	5,602,000	5,602,000
Property Tax Prior	192,602	86,371	90,000	85,000	85,000
Cable Franchise Fee	145,963	138,939	141,000	133,700	133,700
Telephone Franchise Fee	53,972	50,773	49,900	47,700	47,700
Solid Waste Franchise Fee	142,139	143,460	148,100	163,300	163,300
Natural Gas Franchise Fee	142,282	155,568	150,000	150,000	150,000
City Sewer Franchise Fee	278,713	280,828	307,000	307,000	307,000
CU In Lieu of Taxes	819,409	817,442	855,000	838,600	838,600
Cigarette Tax	19,235	18,416	19,200	13,100	13,100
Liquor Revenue	278,973	300,107	290,000	319,000	319,000
State Revenue Sharing	184,466	198,890	196,000	212,800	212,800
Federal Revenue	-	-	-	1,644,651	1,644,651
Miscellaneous- Fees	2,155	418	200	19,000	19,000
Business Licenses	77,070	77,760	70,000	78,000	78,000
Liquor Licenses	2,155	2,155	1,900	1,900	1,900
Title Lien Search Fees	12,320	15,240	13,000	14,000	14,000
PEG Access Fees	29,135	27,758	27,000	26,000	26,000
Lease Receipts (Adult Center)	6,000	6,000	6,000	6,000	6,000
Miscellaneous-Income	10,523	31,236	383,000	5,700	5,700
Interest Revenues	83,103	75,967	75,000	28,000	28,000
Sale of Capital Assets	-	-	-	-	-
Retirement/Separation Reserve	30,177	77,597	30,442	30,843	30,843
WC Claim Reserve	38,817	-	-	-	-
Total Not Allocated Revenue	7,274,258	7,619,418	8,097,742	9,726,294	9,726,294
TRANSFERS IN & OTHER SOURCES					
O/H from Building	10,824	3,689	5,741	16,203	16,203
O/H from Economic Develop	68,419	46,897	52,286	75,149	75,149
O/H from Library Fund	111,778	136,707	142,687	172,409	172,409
O/H from Street	110,345	124,653	120,610	147,257	147,257
O/H from Transit	185,937	190,668	182,728	236,185	236,185
O/H from Swim Levy	88,071	124,096	119,444	139,099	139,099
O/H from WWTP	170,507	161,886	163,112	201,095	201,095
O/H from Collections	50,902	50,115	60,761	64,081	64,081
O/H from Stormwater	35,569	32,064	29,913	31,754	31,754
Total Not Allocated Transfers In	832,352	870,775	877,282	1,083,232	1,083,232
TOTAL NOT ALLOCATED RESOURCES	8,106,610	8,490,193	8,975,024	10,809,526	10,809,526
REQUIREMENTS NOT ALLOCATED					
PERSONNEL SERVICES					
Retirement & Separation Payout	136,401	427,715	149,268	75,000	75,000
Total Not Allocated Personnel Services	136,401	427,715	149,268	75,000	75,000
MATERIALS & SERVICES					
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000
COVID-19 expenses	-	24,907	383,000	-	-
Equipment	-	-	-	500,000	500,000
Internal Charge-Facilities	40,672	37,917	40,461	45,833	45,833
Total Not Allocated Materials & Services	46,672	68,824	429,461	551,833	551,833
TRANSFERS & SPECIAL PAYMENTS					
Transfers to Library Fund	50,000	75,000	142,687	172,409	172,409
Special Payments-PEG Access	31,663	14,664	25,000	25,000	25,000
Total Not Allocated Special Payments	81,663	89,664	167,687	197,409	197,409
General Fund Operating Contingency	-	-	200,000	200,000	200,000
TOTAL NOT ALLOCATED REQUIREMENTS	264,736	586,204	946,416	1,024,242	1,024,242

Special Revenue Funds

Library Fund

The Canby Public Library provides robust library services to the City of Canby and visitors from across the region. 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.

2020-2021 Highlights

- For the majority of fiscal year, the Library was not physically open to the public due to the pandemic. Staff pivoted quickly and implemented a responsive curbside pickup service, virtual programs and support. Despite the pandemic challenges, wildfires and ice storm, the library team weathered these challenges with poise and solidarity and continued to meet the needs of the community.
- 20,000 visitors utilized the curbside program
- 273 virtual programs attended
- Provided 720 DIY craft kits to the community
- Checked out 36,355 eBooks
- Distributed 556 book bundles
- Provided 250 copies of the 2020 Canby Reads books to the community
- Launched new Library website as a part of the new City website

2021-22 Goals

- Reopening to the public: Limited reopening for the first half of the fiscal year, fully reopen for the second half of the fiscal year
- Revision the Maker's Space and plan for future use

Performance Measures

Strategies and Measures	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Increase total use of library facility as a community gathering space			
Total number of visits	132,993	98,702	16,500
Increase the total use of the library collection			
Total circulation of physical/eMaterials	176,233/25,686	176,637/31,939	66,957/40,855
Maintain existing program levels			
Total number of programs offered	686	535	250

LIBRARY FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	89,162	74,450	16,624	90,815	90,815
REVENUE					
CC Library District	936,892	951,933	972,880	1,007,316	1,007,316
Grants-Library	8,112	6,436	7,000	3,612	3,612
Library Fines & Fees	36,691	20,878	30,000	20,000	20,000
Miscellaneous Income	-	-	-	12,998	12,998
Interest Revenues	1,243	-	1,200	-	-
Donations-Library	576	119	100	100	100
Donations-FOL (Programming)	18,686	15,922	22,800	15,000	15,000
Total Library Revenue	1,002,201	995,289	1,033,980	1,059,026	1,059,026
TRANSFERS IN & OTHER SOURCES					
FOL Pass Thru Revenue	14,482	10,309	15,000	12,000	12,000
Interfund Loan Transfer from CPC	500,000	500,000	500,000	500,000	500,000
Transfer from General Fund	50,000	75,000	142,687	172,409	172,409
Total Library Transfers In & Other Sources	564,482	585,309	657,687	684,409	684,409
TOTAL LIBRARY RESOURCES	1,655,844	1,655,049	1,708,291	1,834,250	1,834,250

LIBRARY FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR LIBRARY					
PERSONNEL SERVICES					
Regular Salaries and Wages	452,560	468,970	497,771	533,965	533,965
On Call Wages	28,602	29,422	44,696	32,669	32,669
Insurance Benefits	96,312	84,646	76,877	127,954	127,954
Taxes/Other	44,321	52,786	47,122	47,640	47,640
PERS Contributions	83,295	105,401	112,371	130,238	130,238
Total Library Personnel Services	705,090	741,226	778,837	872,466	872,466
FTE	9.0	8.7	9.2	8.8	8.8
MATERIALS & SERVICES					
Computer Hardware/Software	1,173	1,293	1,651	1,674	1,674
LINCC Consortium	27,267	32,069	35,029	26,363	26,363
Copier Lease & Maint	7,547	7,934	7,840	7,700	7,700
Travel & Training	1,397	412	3,746	3,875	3,875
Supplies & Services	10,129	10,651	13,703	13,703	13,703
Cash Over & Short	(120)	60	-	-	-
Library Collection	81,071	65,648	85,000	85,000	85,000
Volunteer Recognition	1,475	1,185	1,500	1,500	1,500
Grants-Library Expended	8,152	6,266	7,000	3,612	3,612
Donations Expended FOL	18,677	15,946	22,800	15,000	15,000
Internal Charge-Facilities	56,804	52,958	56,507	64,013	64,013
Internal Charge-Tech Services	36,471	29,634	19,991	23,798	23,798
Total Library Materials & Services	250,043	224,057	254,767	246,238	246,238
SPECIAL PAYMENTS					
Special Payments-FOL Pass Thru	14,482	10,309	15,000	12,000	12,000
Total Library Special Payments	14,482	10,309	15,000	12,000	12,000
TRANSFERS OUT					
O/H to General Fund	111,778	136,707	142,687	172,409	172,409
Interfund loan pmt transfer to CPC	500,000	500,000	500,000	500,000	500,000
Total Library Transfers Out	611,778	636,707	642,687	672,409	672,409
OPERATING CONTINGENCY	-	-	17,000	31,137	31,137
RESERVED FOR FUTURE EXPENDITURE	-	-	-	-	-
ENDING FUND BALANCE (prior year's)	74,450	42,749	-	-	-
TOTAL LIBRARY REQUIREMENTS	1,655,844	1,655,048	1,708,291	1,834,250	1,834,250

Transit Fund (Canby Area Transit)

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.

2020-21 Highlights

- Received \$120,000 in state Special Transportation Funds (STF) grants.
- Received \$535,000 in federal funding.
- Received over \$500,000 in Statewide Transportation Improvement Fund (STIF) revenue.
- Provided Canby businesses with a 28.95% lower rate in payroll tax compared to TriMet.
- Continued 100% service availability during COVID-19.
- Reduced fares to support reduced contact during COVID-19.
- Hired a new Transit Coordinator.
- Continue work with ODOT to improve ten bus stops along highway 99E.
- Implemented RFP to select a Transit Service Provider for FY2021-22 and beyond.
- Began planning and public outreach process for the City Circulator route.
- Applied for and received 5311, 5310, STF and STIF grants for the FY21-23 biennium.

2021-22 Goals (*City-wide Goals – Public Services*)

- Receive \$125,000 in state Special Transportation Fund (STF) grants.
- Receive \$412,582 in federal operating grants and \$266,900 in federal capital grants.
- Receive \$285,247 in Statewide Transportation Improvement Fund (STIF) revenue.
- Add two new buses for the city circulator route.
- Begin service on the City Circulator.
- Continue to support COVID-19 recovery.
- Design, engineer and begin construction on administrative offices building for the CAT operations.
- Provide Canby businesses with a 30.6 % lower rate in payroll tax compared to TriMet.

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Provide Fixed-Route Transit Service (Route 99X)					
One-way trips provided	60,499	57,892	66,126	65,237	50,395
Service hours provided	7,667	8,367	9,514	10,211	7,073
Service miles provided	146,440	157,143	201,393	218,399	221,491
Provide Demand Response Transit Service (Dial-A-Ride)					
One-way trips provided	15,795	17,146	16,129	12,687	7,073
Service hours provided	7,026	6,033	6,623	5,495	4,052
Service miles provided	64,478	66,623	66,809	59,174	36,209

TRANSIT FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	1,812,277	2,058,299	1,895,581	3,077,988	3,077,988
REVENUE					
Grant - STF/STO	134,378	120,000	120,000	125,000	125,000
Grant - 5311	278,363	451,459	280,662	577,750	577,750
Grant-Preventative Maintenance	31,937	-	-		
Grant - Capital	362,509	-	879,117	266,900	266,900
Grant -Operating	74,640	98,996	81,000	84,000	84,000
STIF Formula Funds	-	396,417	538,629	285,247	285,247
Transit ER Payroll Tax	1,506,536	1,540,909	1,400,000	1,931,000	1,931,000
Payroll Tax Penalties & Int	13,988	12,639	11,000	8,000	8,000
Fares	66,466	53,880	60,000	60,000	60,000
Miscellaneous-Income	9,142	5,660	2,000	2,000	2,000
Interest Revenues	38,363	32,340	37,000	20,000	20,000
STIF Interest	-	3,346	3,000	3,000	3,000
Donations-Transit	40	-	-	-	-
Total Transit Revenue	2,516,362	2,715,645	3,412,408	3,362,897	3,362,897
TOTAL TRANSIT RESOURCES	4,328,639	4,773,944	5,307,989	6,440,885	6,440,885
REQUIREMENTS FOR TRANSIT					
PERSONNEL SERVICES					
Regular Salaries and Wages	204,032	212,604	203,920	218,842	218,842
Overtime	-	-	-	1,500	1,500
Insurance Benefits	37,085	42,293	60,119	52,979	52,979
Taxes/Other	19,157	26,408	17,826	18,591	18,591
PERS Contributions	34,178	50,340	42,704	50,161	50,161
Total Transit Personnel Services	294,452	331,645	324,569	342,073	342,073
FTE	2.5	2.7	2.7	2.9	2.9

TRANSIT FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR TRANSIT					
MATERIALS & SERVICES					
Prof/Tech Services	3,504	-	130,000	100,000	100,000
Contract Services	1,028,712	1,022,376	1,137,579	1,496,938	1,496,938
Transit Facilities Maintenance	8,180	17,380	14,500	17,600	17,600
Space Lease	43,266	43,266	46,256	50,898	50,898
Vehicle Maintenance	3,817	995	1,500	1,500	1,500
Copier Lease & Maintenance	4,623	5,946	6,000	6,000	6,000
Communications	14,489	7,556	19,165	18,410	18,410
Marketing	11,972	7,641	11,735	11,735	11,735
Printing	2,931	3,123	5,450	5,450	5,450
Travel & Training	1,485	2,019	4,445	5,445	5,445
Membership Dues & Fees	4,150	11,570	11,880	12,181	12,181
Internal Charge-Fleet	205,432	255,209	341,372	281,763	281,763
Internal Charge-Facilities	5,680	5,296	5,651	6,401	6,401
Internal Charge-Tech Services	25,228	32,422	37,166	25,944	25,944
Supplies & Services	5,825	31,987	15,000	14,500	14,500
Tax Collection Service & Supplies	-	-	-	3,200	3,200
Total Transit Materials & Services	1,369,293	1,446,786	1,787,699	2,057,965	2,057,965
CAPITAL OUTLAY					
Transit Projects	-	386,085	258,973	100,000	100,000
Vehicles	420,658	-	1,028,675	298,675	298,675
Bus Shelters	-	-	333,625	375,000	375,000
New Transit Office	-	-	100,000	1,500,000	1,500,000
Total Transit Capital Outlay	420,658	386,085	1,721,273	2,273,675	2,273,675
TRANSFERS OUT					
O/H to General Fund	185,937	190,668	182,728	236,185	236,185
Total Transit Transfers Out	185,937	190,668	182,728	236,185	236,185
OPERATING CONTINGENCY	-	-	100,000	100,000	100,000
RESERVED FOR FUTURE EXPENDITURE	-	-	1,191,720	1,430,987	1,430,987
ENDING FUND BALANCE (prior year's)					
Restricted for STIF Program	-	338,666	-	-	-
Unrestricted Fund Balance	2,058,299	2,080,095	-	-	-
Total Transit Ending Fund Balance	2,058,299	2,418,761	-	-	-
TOTAL TRANSIT REQUIREMENTS	4,328,639	4,773,944	5,307,989	6,440,885	6,440,885

Swim Center

The 50 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 six-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).

2020-21 Highlights

- Continued to upgrade and improve the HVAC system to operate more effectively and efficiently
- Responded quickly to changes due to COVID-19, wild fires and the ice storm.
- Provided a space for people to exercise when allowed, including lap swim, swim team.
- Painted the ceiling of the pool area before the estimated deadline.
- Continued to support community activities and programs by providing free swims to many different community programs.

2021-22 Goals (*City-wide Goal – Parks and Recreation*)

- Upgrade and Remodel the dressing rooms, office and lobby area.
- Restore programs and adjust to changes post COVID-19.
- Address maintenance issues during the annual closure and throughout the year.
- Provide swimming lessons to the local schools and the public.
- Provide a safe environment for swimming and water activities.
- Continue to support community activities and programs.
- Renew the pool operating levy to fund the swim center for FY2022-27.

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Provide an attractive, clean, safe, and well maintained facility					
Public Lessons Taught (Penguin club)	23,072	22,000	21,500	13,200	300
School lessons taught	4,909	4,950	4,500	1,700	0
Public use hours per week	90	90	90	87	72
Private use rental hours per week	10	10	10+	10+	0
Usage from Canby citizens	50%	50%	50%	50%	50%
Usage from outside Canby citizens	50%	50%	50%	50%	50%

SWIM LEVY FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	759,171	989,941	946,122	1,635,367	1,635,367
REVENUE					
Property Tax Levy	753,563	793,851	835,000	890,000	890,000
Property Tax - Prior	27,816	13,215	10,000	13,000	13,000
Pool Revenue	219,471	110,909	200,000	125,000	125,000
Miscellaneous Income	-	27,168	-	94,471	94,471
Interest Revenues	24,108	22,330	-	8,500	8,500
Total Swim Revenue	1,024,958	967,473	1,045,000	1,130,971	1,130,971
TOTAL SWIM RESOURCES	1,784,130	1,957,414	1,991,122	2,766,338	2,766,338
REQUIREMENTS FOR SWIM					
PERSONNEL SERVICES					
Regular Salaries and Wages	378,457	302,101	395,843	411,757	411,757
Overtime	8,528	8,348	10,000	10,000	10,000
Insurance Benefits	65,954	61,419	76,951	78,771	78,771
Taxes/Other	49,546	44,097	49,897	49,331	49,331
PERS Contributions	68,728	69,547	66,745	67,609	67,609
Total Swim Personnel Services	571,213	485,512	599,436	617,468	617,468
FTE	9.1	7.4	8.6	8.6	8.6
MATERIALS & SERVICES					
Bldg Maintenance	30,832	82,901	60,000	26,500	26,500
Ground Lease	14,000	14,000	14,000	14,000	14,000
Copier Lease & Maintenance	204	164	220	220	220
Advertising & Marketing	5,952	3,481	5,000	5,000	5,000
Training & Travel	1,136	4,057	5,000	5,000	5,000
Internal Charge - Tech Services	7,974	10,023	15,671	5,654	5,654
Supplies & Services	6,873	7,281	9,000	11,000	11,000
Bank Charges	10,405	5,631	9,500	8,000	8,000
Pool Chemicals	9,058	7,849	12,000	13,500	13,500
Janitorial Supplies	2,963	3,441	5,000	5,500	5,500
Pool Concession Purchases	1,230	1,909	2,500	2,500	2,500
Utility - Gas	22,889	21,254	23,000	25,500	25,500
Utility - Water	3,799	3,735	5,000	5,500	5,500
Utility - Electric	11,994	11,121	12,000	13,500	13,500
Total Swim Materials & Services	129,337	176,877	177,891	141,374	141,374
CAPITAL OUTLAY					
Bldg Improvements >\$5k	5,568	142,534	-	650,000	650,000
Total Swim Capital Outlay	5,568	142,534	-	650,000	650,000
TRANSFERS OUT					
O/H to General Fund	88,071	124,096	119,444	139,099	139,099
Total Swim Transfers Out	88,071	124,096	119,444	139,099	139,099
OPERATING CONTINGENCY	-	-	39,379	37,942	37,942
RESERVED FOR FUTURE EXPENDITURE	-	-	1,054,972	1,180,455	1,180,455
ENDING FUND BALANCE (prior year's)	989,941	1,028,396	-	-	-
TOTAL SWIM REQUIREMENTS	1,784,130	1,957,414	1,991,122	2,766,338	2,766,338

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.

2020-21 Highlights

- Completed the SE Hazel Dell Way traffic signal
- Began construction on the City Of Canby's Quite Zone project
- Spent more than 1,000 hours on cleanup from the ice storm

2021-22 Goals

- Procure right-of-way easements for the Industrial Rd extension (City-wide Goal – Public Services)
- Complete N Locust St Improvements from NE 4th- NE 10th Ave (City-wide Goal – Public Services)
- Maintain weekly sweeping schedule for approximately 58 miles of existing paved roads (City-wide Goal – Public Services)
- Complete NE Territorial Rd & N Redwood intersection Improvement (City-wide Value – Public Services)

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Maintain roads and right-of-way to the highest quality standard					
Streets Overlaid	14	15	12	11	0
Signs Replaced	65	150	135	105	100
Street Miles Restriped	10	10	10	10	10
Line Miles Restriped	31.5	31.5	31.5	31.5	31.5
Thermo-plastic Legends Installed/Replaced	25	25	25	15	20
Weekly Street Sweeping Completed	100%	100%	100%	100%	100%

STREET FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	1,876,055	2,099,484	1,815,501	3,883,839	3,883,839
REVENUE					
State Highway Fund	1,226,903	1,155,309	1,000,000	1,291,000	1,291,000
Local Gas Tax	404,833	395,186	325,000	364,400	364,400
County Vehicle Registration Fee	-	85,951	145,000	315,500	315,500
Federal Fund Exchange	400,000	-	500,000	559,898	559,898
Construction Excise Tax	84,306	-	-	-	-
Miscellaneous Fees	300	325	500	500	500
Street Maintenance Fee	569,371	582,112	580,000	609,000	609,000
CUB Street Repair Reimbursemnt	51,597	15,642	55,000	-	-
Erosion Control Fees	30,864	46,759	35,000	40,000	40,000
Driveway/Curb/Sidewalk Inspect	9,922	16,200	12,000	15,000	15,000
Street Excavation/Opening Fee	5,075	1,625	1,500	2,000	2,000
Urban Forestry Program Revenue	31,025	61,000	50,000	45,000	45,000
Street Sign Program Revenue	2,168	3,366	7,000	6,000	6,000
Miscellaneous Revenue	64,326	616,755	-	50,433	50,433
Damaged Property Claim Revenue	4,997	-	-	2,000	2,000
Interest Revenues	44,190	38,225	40,000	20,000	20,000
Total Street Revenue	2,929,876	3,018,454	2,751,000	3,320,731	3,320,731
TRANSFERS IN					
Transfer from SDC	34,048	57,522	1,297,000	2,179,607	2,179,607
Transfer from Collections	54,800	-	199,000	-	-
Transfer from Storm	-	139,626	100,000	40,000	40,000
Total Street Transfers In	88,848	197,148	1,596,000	2,219,607	2,219,607
TOTAL STREET RESOURCES	4,894,779	5,315,086	6,162,501	9,424,177	9,424,177
REQUIREMENTS FOR STREETS					
PERSONNEL SERVICES					
Regular Salaries and Wages	356,555	403,236	366,529	388,813	388,813
Seasonal/Temp Wages	13,406	10,548	17,915	9,025	9,025
Overtime	6,240	6,834	6,000	6,000	6,000
Insurance Benefits	73,206	87,347	88,889	89,404	89,404
Taxes/Other	56,807	59,990	56,604	58,941	58,941
PERS Contributions	65,346	104,667	82,769	92,596	92,596
Clothing Allowance	1,446	1,000	1,000	1,200	1,200
Total Street Personnel Services	573,008	673,621	619,706	645,979	645,979
FTE	6.0	6.4	5.9	6.5	6.5

STREET FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR STREETS (Continued)					
MATERIALS & SERVICES					
Consultant Engineer	3,577	22,168	15,000	15,000	15,000
Professional Services	19,165	-	5,000	5,000	5,000
Curb/Sidewalk Repair	9,058	18,045	5,000	5,000	5,000
Street Lighting & Maint	102,560	101,822	80,000	85,000	85,000
Street Maintenance	59,543	21,518	60,000	62,000	62,000
Copier Lease & Maint	701	923	800	800	800
Street Maint Billing	24,822	25,274	25,800	27,500	27,500
Street Signing	8,949	23,946	24,000	10,500	10,500
Street Marking & Striping	14,625	14,800	15,000	15,000	15,000
Damaged Property Claim Expense	-	3,987	2,000	2,000	2,000
Communications	1,676	2,156	2,100	2,100	2,100
Travel & Training	1,373	493	4,000	4,000	4,000
Membership Dues & Fees	50	25	175	800	800
Internal Charge-Fleet	47,583	82,438	94,210	153,023	153,023
Internal Charge-Facilities	33,822	22,875	24,408	27,650	27,650
Internal Charge-Tech Services	10,947	15,707	24,033	13,532	13,532
Supplies & Services	6,641	37,524	10,000	9,100	9,100
Small Tools	4,309	5,374	6,000	6,200	6,200
Safety Supplies	564	782	1,000	1,100	1,100
Urban Forestry Program	16,432	31,467	15,000	15,000	15,000
Declared Emergency Response	-	-	-	-	-
Utilities	5,117	5,200	5,600	5,600	5,600
Total Street Materials & Services	371,514	436,522	419,126	465,905	465,905
CAPITAL OUTLAY					
Equipment	-	281,751	60,000	150,000	150,000
Street Maint Fee Projects	1,156,561	650,519	100,000	700,000	700,000
S Ivy Street	-	256	126,231	693,208	693,208
Industrial Park to 99E Connection	16,449	804,351	250,000	1,562,930	1,562,930
N Locust St - NE 4th - NE 10th Ave	11,685	1,088	800,000	917,423	917,423
N Knott St	-	-	135,000	109,906	109,906
South Redwood	-	-	-	500,000	500,000
NE Territorial/Redwood Intersection	-	-	-	165,000	165,000
N Pine St Realignment	-	1,570	800,000	-	-
N Maple 10th-14th	470,205	170,355	-	-	-
NE 10th Ave from Maple to Pine	256	-	-	-	-
Total Street Capital Outlay	1,655,156	1,909,890	2,271,231	4,798,467	4,798,467
TRANSFERS OUT					
O/H Transfer To General Fund	110,345	124,653	120,610	147,257	147,257
Transfer to General Fund	10,000	10,000	10,000	14,500	14,500
Transfer to Sewer Fund	75,274	50,000	100,000	41,250	41,250
Total Street Transfers Out	195,619	184,653	230,610	203,007	203,007
OPERATING CONTINGENCY	-	-	53,240	100,000	100,000
RESERVED FOR FUTURE EXPENDITURE					
Reserved for Future Exp - St Maint. Prg	-	-	769,903	1,584,125	1,584,125
Reserved for Future Expenditure	-	-	1,798,685	1,626,694	1,626,694
Total Reserves for Furture Expenditure	-	-	2,568,588	3,210,819	3,210,819
ENDING FUND BALANCE (prior year's)					
Restricted for Street Maint Program	608,003	565,900	-	-	-
Unrestricted Fund Balance	1,491,481	1,544,499	-	-	-
Total Street Ending Fund Balance	2,099,484	2,110,399	-	-	-
TOTAL STREET REQUIREMENTS	4,894,779	5,315,086	6,162,501	9,424,177	9,424,177

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	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	-	23,367	17,187	39,582	39,582
REVENUE					
Room Tax Restricted (70%)	16,177	14,792	10,000	16,177	16,177
Interest-Restricted	179	317	350	200	200
Room Tax Unrestricted (30%)	6,933	6,339	4,000	6,933	6,933
Interest-Unrestricted	77	136	150	80	80
Total Transient Room Tax Revenue	23,367	21,584	14,500	23,390	23,390
TOTAL TRANSIENT ROOM TAX RESOURCES	23,367	44,951	31,687	62,972	62,972
REQUIREMENTS FOR TOURISM PROMOTION					
MATERIALS & SERVICES					
Services & Supplies	-	15,533	18,557	10,000	10,000
Total Tourism Promotion Materials & Services	-	15,533	18,557	10,000	10,000
TOTAL TOURISM PROMOTION REQUIREMENTS	-	15,533	18,557	10,000	10,000
REQUIREMENTS FOR TOURISM ENHANCEMENT					
PERSONNEL SERVICES					
Regular Salaries and Wages	-	1,713	-	5,000	5,000
Insurance Benefits	-	261	-	-	-
Taxes/Other	-	247	-	-	-
PERS Contributions	-	374	-	-	-
Total Tourism Enhancement Personnel Services	-	2,594	-	5,000	5,000
FTE	-	-	-	-	-
MATERIALS & SERVICES					
Services & Supplies	-	85	13,130	9,000	9,000
Total Tourism Enhancement Materials & Services	-	85	13,130	9,000	9,000
TOTAL TOURISM ENHANCEMENT REQUIREMENTS	-	2,679	13,130	14,000	14,000
REQUIREMENTS NOT ALLOCATED					
RESERVED FOR FUTURE EXPENDITURE					
Reserved for Tourism Promotion	-	-	-	32,551	32,551
Reserved for Tourism Enhancement	-	-	-	6,421	6,421
Total Reserves for Future Expenditure	-	-	-	38,972	38,972
ENDING FUND BALANCE (prior year's)					
Restricted for Tourism Promotion	16,357	15,932	-	-	-
Restricted for Tourism Enhancement	7,010	10,806	-	-	-
Total Transient Room Tax Ending Fund Balance	23,367	26,738	-	-	-
TOTAL TRANSIENT ROOM TAX REQUIREMENTS	23,367	44,951	31,687	62,972	62,972

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	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	6,205,492	8,868,122	9,206,113	10,936,906	10,936,906
REVENUE					
Streets Improvement SDC's	1,310,420	476,396	513,000	760,000	760,000
Streets Reimbursement SDC's	255,353	92,681	100,000	152,000	152,000
Street SDC Compliance Cost Fee	31,884	11,472	7,900	19,000	19,000
Parks Improvement SDC's	679,255	315,936	306,000	665,000	665,000
Park SDC Compliance Cost Fee	6,629	6,441	6,300	14,250	14,250
Sewer Improvement SDC's	96,392	94,957	57,000	95,000	95,000
Sewer Reimbursement SDC's	371,030	394,200	237,660	356,250	356,250
Sewer SDC Compliance Cost Fee	6,648	9,931	6,000	9,500	9,500
Storm Improvement SDC's	88,648	33,730	36,400	52,250	52,250
Storm Reimbursement SDC's	17,990	7,094	7,700	11,400	11,400
Storm SDC Compliance Cost Fee	3,175	1,244	1,350	1,995	1,995
Interest Revenues	179,428	204,099	230,000	95,000	95,000
Total SDC Revenue	3,046,852	1,648,180	1,509,310	2,231,645	2,231,645
TOTAL SDC RESOURCES	9,252,344	10,516,302	10,715,423	13,168,551	13,168,551
REQUIREMENTS FOR SDC'S					
TRANSFERS OUT & OTHER USES					
Transfer to Parks	6,200	257,620	250,000	100,000	100,000
Transfer to Streets	34,048	57,522	1,297,000	2,179,607	2,179,607
Transfer to Sewer	239,893	293,647	735,000	-	-
Transfer to Storm	104,081	-	100,000	-	-
Total SDC Transfers Out	384,222	608,789	2,382,000	2,279,607	2,279,607
RESERVED FOR FUTURE EXPENDITURE					
Reserved for Street Improvements	-	-	4,106,839	4,107,832	4,107,832
Reserved for Street Reimbursements	-	-	76,776	646,850	646,850
Reserved for Street SDC Administration	-	-	79,541	111,349	111,349
Reserved for Park Improvements	-	-	3,916,035	5,129,963	5,129,963
Reserved for Park SDC Administration	-	-	782	1,649	1,649
Reserved for Sewer Improvement	-	-	982	110,211	110,211
Reserved for Sewer Reimbursements	-	-	8,013	579,116	579,116
Reserved for Sewer SDC Administration	-	-	14,799	30,266	30,266
Reserved for Stormwater Improvements	-	-	86,805	163,844	163,844
Reserved for Storm Reimbursements	-	-	40,347	2,362	2,362
Reserved for Storm SDC Administration	-	-	2,504	5,502	5,502
Total Reserves for Future Expenditure	-	-	8,333,423	10,888,944	10,888,944
ENDING FUND BALANCE (prior year's)					
Restricted for Street Improvements	3,720,520	4,224,870	-	-	-
Restricted for Street Reimbursements	477,068	581,514	-	-	-
Restricted for Street SDC Administration	57,683	70,584	-	-	-
Restricted for Parks Development	3,812,780	3,954,343	-	-	-
Restricted for Park SDC Administration	4,702	11,373	-	-	-
Restricted for Sewer Improvement	117,871	64,125	-	-	-
Restricted for Sewer Reimbursements	535,142	802,338	-	-	-
Restricted for Sewer SDC Administration	184	10,324	-	-	-
Restricted for Stormwater Improvements	117,359	154,208	-	-	-
Restricted for Storm Reimbursements	24,755	32,506	-	-	-
Restricted for Storm SDC Administration	58	1,329	-	-	-
Total SDC Ending Fund Balance	8,868,122	9,907,514	-	-	-
TOTAL SDC REQUIREMENTS	9,252,344	10,516,302	10,715,423	13,168,551	13,168,551

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	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	969,052	1,014,840	1,052,840	1,110,672	1,110,672
REVENUE					
Perpetual Care: Current Sales	21,130	29,780	20,000	30,000	30,000
Interest Revenues	24,659	22,052	18,000	9,000	9,000
Total Cemetery Perpetual Care Revenue	45,789	51,832	38,000	39,000	39,000
TRANSFERS IN					
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	1,514,841	1,566,672	1,590,840	1,649,672	1,649,672
REQUIREMENTS FOR CEMETERY PERPETUAL CARE					
TRANSFERS OUT					
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
RESERVED FOR FUTURE EXPENDITURE	-	-	1,090,840	1,149,672	1,149,672
ENDING FUND BALANCE (prior year's)	1,014,840	1,066,672	-	-	-
TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS	1,514,840	1,566,672	1,590,840	1,649,672	1,649,672

Forfeiture Fund

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

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

FORFEITURE FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	62,029	40,937	26,827	11,957	11,957
REVENUE					
Forfeiture Funds-Federal	-	10,073	-	-	-
Forfeiture Funds-Civil	-	-	-	-	-
Interest Earned-Federal	422	165	125	125	125
Interest Earned-Civil	639	271	300	50	50
Total Forfeiture Revenue	1,061	10,509	425	175	175
TOTAL FORFEITURE RESOURCES	63,090	51,446	27,252	12,132	12,132
REQUIREMENTS FOR FORFEITURE					
MATERIALS & SERVICES					
Supplies & Services-Federal	21,625	10,300	15,193	6,997	6,997
Supplies & Service-Civil	529	20,453	12,059	5,135	5,135
Total Forfeiture Materials & Services	22,153	30,753	27,252	12,132	12,132
RESERVED FOR FUTURE EXPENDITURE					
Reserved for Federal	-	-	-	0	0
Reserved for Civil	-	-	-	(0)	(0)
Total Reserves for Future Expenditure	-	-	-	(0)	(0)
ENDING FUND BALANCE (prior year's)					
Restricted for Federal	15,170	15,108	-	-	-
Restricted for Civil	25,766	5,585	-	-	-
Total Forfeiture Ending Fund Balance	40,937	20,693	-	-	-
TOTAL FORFEITURE REQUIREMENTS	63,090	51,446	27,252	12,132	12,132

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.

2020-21 Highlights

- Installed a new 50 gallon water heater at the Police department to replace the tankless water heaters
- Upgraded and installed new LED lighting inside heated bays at the Public Works facility
- Manufactured and installed 12 plexiglass shields in City buildings (Public Works, Civic Center and Police Department) in response to COVID-19 safety measures
- Developed a maintenance program for City buildings

2021-22 Goals

- Upgrade commercial-sized generator at Public Works facility and install commercial-sized generator for Civic Center (City-wide Goal – Public Services)
- Upgrade fluorescent lighting at Public Works building to LED lighting (City-wide Value – Fiscal Responsibility)
- Install security cameras inside the Willamette Room at the Library (City-wide Goal – Public Services)
- Crack seal and slurry seal at the Public Works facility (City-wide Goal – Public Services)

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Provide attractive, clean, safe, and well maintained City facilities					
Number of facility inspections per month	2	2	2	2	2
Number of OSHA or safety violations reported	0	0	0	0	0
Number of work orders completed	250	225	265	238	250
Number of insurance claims involving City facilities	0	0	0	1	1

FACILITIES FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	41,739	46,739	30,986	24,245	24,245
REVENUE					
Miscellaneous Revenues	264	2,129	-	-	-
Interest Revenues	1,896	1,070	1,200	400	400
Canby Utility	7,822	2,695	5,000	500	500
Internal Revenue-Facilities	364,560	287,933	307,233	348,040	348,040
Total Facilities Revenue	374,541	293,827	313,433	348,940	348,940
TOTAL FACILITIES FUND RESOURCES	416,281	340,567	344,419	373,185	373,185
REQUIREMENTS FOR FACILITIES					
PERSONNEL SERVICES					
Regular Salaries and Wages	66,259	76,914	78,705	103,542	103,542
Overtime	1,568	2,062	2,000	2,000	2,000
Insurance Benefits	10,942	9,673	10,401	13,529	13,529
Taxes/Other	9,370	13,870	14,275	13,831	13,831
PERS Contributions	11,219	17,937	15,761	22,362	22,362
Clothing Allowance	-	400	400	400	400
Total Facilities Personnel Services	99,358	120,855	121,542	155,664	155,664
FTE	1.1	1.2	1.1	1.5	1.5
MATERIALS & SERVICES					
Contract Services	23,156	19,667	15,000	20,000	20,000
Janitorial Services & Supplies	62,126	59,934	62,000	60,000	60,000
Building Repairs & Maintenance	41,371	24,499	40,000	40,000	40,000
Copier Lease & Maintenance	117	178	180	180	180
Travel & Training	240	-	500	500	500
Internal Charge-Fleet	3,502	3,500	3,000	9,004	9,004
Supplies and Small Tools	3,594	1,710	3,000	3,000	3,000
Utilities	73,101	66,325	70,000	75,000	75,000
Total Facilities Materials & Services	207,206	175,814	193,680	207,684	207,684
CAPITAL OUTLAY					
Capital Exp - Shops Complex	52,997	5,554	-	-	-
Capital Exp - Cemetery	9,981	-	1,009	-	-
Total Facilities Capital Outlay	62,978	5,554	1,009	-	-
OPERATING CONTINGENCY	-	-	28,188	9,837	9,837
RESERVED FOR FUTURE EXPENDITURE	-	-	-	0	0
ENDING FUND BALANCE (prior year's)	46,739	38,343	-	-	-
TOTAL FACILITIES REQUIREMENTS	416,281	340,567	344,419	373,185	373,185

Fleet Service

The Fleet Services Department provides exceptional service and support to all City departments, keeping all city owned vehicles and machinery safe, reliable, and in working condition. This allows staff to focus on serving the citizens of Canby.

2020-21 Highlights

- Sent three vehicles and miscellaneous shop items to auction
- Hired a new mechanic
- Increased utilization of the fleet software to set up more precise maintenance schedules and better control inventory costs
- Maintained all vehicles and equipment keeping them available for use over 90% of the time
- Performed 90% of preventative maintenance on time per the maintenance schedule

2021-22 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. (City-wide Value - Fiscally Responsible)
- Build a new parts room area to consolidate all parts into one location and continue to reduce unneeded inventory (City-wide Value – Exceptional Service)
- Complete DEQ Testing for all 84 vehicles (City-wide Value – Exceptional Service)
- Maintain City's fleet of vehicles and equipment at a high level of quality with minimal cost (City-wide Value – Exceptional Service)

Performance Measures

Strategies and Measures	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Maintain City's fleet of vehicles and equipment at a high level of quality with minimal cost				
Fleet vehicles and equipment that are in-service and on the road	92%	93%	94%	94%
On-time preventative maintenance compliance	90%	92%	90%	92%
Scheduled vehicle & equipment maintenance work orders	836	685	716	800
Maximum unscheduled breakdowns & maintenance repairs	120	96	60	50

FLEET SERVICES FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	131,396	10,016	16,739	34,924	34,924
REVENUE					
Canby Adult Center	4,745	4,134	4,000	2,000	2,000
Miscellaneous - Revenue	484	1,404	300	1,000	1,000
Interest Revenues	3,448	650	250	900	900
Internal Revenue-Fleet	472,941	624,297	764,696	827,717	827,717
Total Fleet Revenue	481,617	630,485	769,246	831,617	831,617
TOTAL FLEET FUND RESOURCES	613,013	640,502	785,985	866,541	866,541
REQUIREMENTS FOR FLEET					
PERSONNEL SERVICES					
Regular Salaries and Wages	134,642	145,026	206,871	162,596	162,596
Overtime	2,195	1,153	2,500	2,500	2,500
Insurance Benefits	48,088	51,144	70,954	55,743	55,743
Taxes/Other	17,777	19,861	23,611	18,766	18,766
PERS Contributions	22,464	35,309	40,757	36,226	36,226
Clothing Allowance	800	800	800	800	800
Total Fleet Personnel Services	225,967	253,291	345,493	276,631	276,631
FTE	2.0	2.1	3.1	2.1	2.1
MATERIALS & SERVICES					
Contract Services-Shop	4,091	3,241	5,000	5,000	5,000
Contract Services-Vehicles	22,971	20,616	23,000	23,000	23,000
CAT Contract Services	11,231	7,461	15,000	15,000	15,000
Copier Lease & Maint	239	303	250	400	400
Canby Area Transit Expenses	23,044	19,281	25,000	25,000	25,000
Communications	1,364	1,289	1,200	900	900
Travel & Training	25	256	3,500	2,500	2,500
DEQ/DMV	926	1,372	800	1,500	1,500
Internal Charge-Facilities	43,363	31,769	33,899	38,401	38,401
Internal Charge-Tech Services	6,778	8,879	4,749	7,679	7,679
Supplies & Services	42,555	54,124	55,000	45,000	45,000
Tires	5,996	8,585	8,000	7,000	7,000
Tires-Transit	7,797	2,239	8,000	7,000	7,000
Misc Shop Supplies	1,309	2,210	3,000	3,000	3,000
Tools and Equipment	2,480	4,320	5,000	6,000	6,000
Gasoline/Fuel	199,167	167,689	205,000	195,000	195,000
Oil-General	1,438	2,554	2,000	2,000	2,000
Oil-Transit	1,852	2,666	2,000	2,000	2,000
Safety Equipment	406	119	500	500	500
Total Fleet Materials & Services	377,033	338,974	400,898	386,880	386,880
CAPITAL OUTLAY					
Equipment	-	-	-	175,000	175,000
Total Fleet Capital Outlay	-	-	-	175,000	175,000
OPERATING CONTINGENCY	-	-	39,594	28,030	28,030
RESERVED FOR FUTURE EXPENDITURE	-	-	-	(0)	(0)
ENDING FUND BALANCE (prior year's)	10,016	48,237	-	-	-
TOTAL FLEET FUND REQUIREMENTS	613,013	640,502	785,985	866,541	866,541

Tech Services

The computer system represents the basic infrastructure for all office operations and is fundamental to efficient staff performance. The Tech Services Department operates on a cost reimbursement basis through charges to departments allocated on a proration basis based on computer and work order count. The City contracts with a third party service provider for technical services and has one City employee to support the department.

2020-21 Highlights

- Implemented a new City website
- Upgraded firewalls
- Transitioned to a new IT Director
- Deployed 12 new computers
- COVID-19 work from home equipment deployed
 - 35 laptops including laptop bags, mice, and cables
 - 15 headsets
 - 3 scanners
 - 12 webcams
- Achieved approximately 99% server uptime

2021-22 Goals

- Issue an RFP for Tech Services (City-wide Value – Fiscal Responsibility)
- Replace current Police Department Veeam server backup repository (City-wide Value – Exceptional Services)
- Enhance work order tracking to include completion times for non-project work (City-wide Value – Exceptional Services)

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Effectively maintain and support computer and informational systems throughout the City					
Computer Systems Supported (Computers, Laptops and MDT's, Tablets)	146	210	200	219	266
Network Systems Supported (Servers)	21	21	17	23	15

TECH SERVICES FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	79,780	78,036	80,245	43,448	43,448
REVENUE					
Interest Revenues	1,875	1,901	2,000	700	700
Internal Revenue-Tech Services	306,683	362,476	373,575	407,892	407,892
Total Tech Revenue	308,558	364,377	375,575	408,592	408,592
TOTAL TECH FUND RESOURCES	388,338	442,414	455,820	452,040	452,040
REQUIREMENTS FOR TECH SERVICES					
PERSONNEL SERVICES					
Regular Salaries and Wages	60,431	69,674	76,170	87,949	87,949
Overtime	56	-	-	-	-
Insurance Benefits	9,478	9,873	10,054	12,000	12,000
Taxes/Other	5,710	7,663	6,580	7,360	7,360
PERS Contributions	15,204	22,975	21,447	24,754	24,754
Total Tech Personnel Services	90,878	110,185	114,251	132,063	132,063
FTE	1.1	1.1	1.1	1.2	1.2
MATERIALS & SERVICES					
Technical Consultant	106,534	127,210	131,104	135,000	135,000
Copier Lease & Usage	763	608	1,000	1,000	1,000
Communications	48,450	55,019	58,715	70,500	70,500
Web Page	7,232	5,036	14,160	11,400	11,400
Travel & Training	425	-	1,200	250	250
Fees & Dues	16,645	18,226	27,346	43,221	43,221
Internal Charge-Facilities	2,556	2,383	2,543	2,881	2,881
Supplies & Services	3,510	4,265	6,000	6,000	6,000
Computer Equipment	-	-	-	28,200	28,200
Total Tech Materials & Services	186,115	212,749	242,068	298,452	298,452
CAPITAL OUTLAY					
Computer Equipment over \$5,000	33,308	30,521	48,350	-	-
New City Website	-	-	30,000	-	-
Total Tech Capital Outlay	33,308	30,521	78,350	-	-
OPERATING CONTINGENCY	-	-	21,151	21,526	21,526
RESERVED FOR FUTURE EXPENDITURE	-	-	-	(0)	(0)
ENDING FUND BALANCE (prior year's)	78,036	88,959	-	-	-
TOTAL TECH SERVICES REQUIREMENTS	388,338	442,414	455,820	452,040	452,040

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.

	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
Beginning Fund Balance	4,513,367	6,436,688	7,707,108	7,431,474	7,431,474
Revenue					
Charges for Services	4,234,867	4,322,918	4,388,000	4,392,000	4,392,000
Miscellaneous Revenue	11,203	18,180	-	-	-
Interest Revenues	131,564	146,204	160,000	68,000	68,000
Transfers In	419,248	343,647	935,000	41,250	41,250
Total Sewer Fund Resources	9,310,249	11,267,637	13,190,108	11,932,724	11,932,724
WWTP					
Personnel Services	683,767	760,139	756,314	818,798	818,798
Materials & Services	429,768	423,957	489,556	554,305	554,305
Capital Outlay	83,338	362,766	1,730,500	31,000	31,000
Sewer Collections					
Personnel Services	246,316	325,495	365,861	316,583	316,583
Materials & Services	79,070	109,389	121,240	137,966	137,966
Capital Outlay	377,446	440,967	1,182,800	1,535,000	1,535,000
Stormwater					
Personnel Services	123,236	180,338	179,270	155,159	155,159
Materials & Services	43,508	41,879	60,324	68,157	68,157
Capital Outlay	99,931	24,135	10,000	-	-
Non-Departmental					
Personnel Services	33,405	35,358	34,917	33,214	33,214
Materials & Services	362,000	347,328	350,200	354,800	354,800
Transfers Out	311,778	383,691	552,786	336,930	336,930
Operating Contingency	-	-	200,000	200,000	200,000
Reserved for future Expense	6,436,688	7,832,195	7,156,340	7,390,812	7,390,812
Total Sewer Fund Requirements	9,310,249	11,267,637	13,190,108	11,932,724	11,932,724

Sewer Combined Fund Resources

SEWER COMBINED FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	4,513,367	6,436,688	7,707,108	7,431,474	7,431,474
REVENUE					
Miscellaneous Fees	1,105	-	-	-	-
Sewer Tap Fees	9,450	16,307	8,000	12,000	12,000
Utility Charges for Service	4,224,313	4,306,610	4,380,000	4,380,000	4,380,000
AFD - North Redwood	5,010	-	-	-	-
Miscellaneous Revenue	6,192	18,180	-	-	-
Interest Revenues	131,564	146,204	160,000	68,000	68,000
Total Sewer Revenue	4,377,634	4,487,302	4,548,000	4,460,000	4,460,000
TRANSFERS IN					
Transfer from Street Fund	75,274	50,000	100,000	41,250	41,250
Transfer from SDC Fund	343,974	293,647	835,000	-	-
Total Sewer Transfers In	419,248	343,647	935,000	41,250	41,250
TOTAL SEWER COMBINED FUND RESOURCES	9,310,249	11,267,637	13,190,108	11,932,724	11,932,724

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.

2020-21 Highlights

- Completed the new Primary Clarifier project and site improvement projects without interruption to plant processes.
- Completed two DEQ inspection/audits in both our industrial pretreatment program and WWTP operations and compliance record keeping.

2021-22 Goals - (City-wide Goal – Public Services)

- Continue operator training, testing, and reporting for updated ongoing discharge requirements.
- Maintain 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.
- Meet the new monitoring criteria for new copper and aluminum standards.

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Maintain compliance of the NPDES permit conditions and facility's infrastructure					
Construction meetings for CIP projects	2x month	2x month	Completed Effluent Pipe Project	2x month	2x month
Meetings and training on required NPDES updates and certifications	17	14	8	10	11
Maintain WWTP equipment & infrastructure	Daily	Daily	Daily	Daily	Daily
Commercial/Industrial inspections, compliance monitoring and reports	108 inspections 1 DEQ report	160 inspections 6 BMP/Permits	125 FOG & 30 Industrial Inspections	35 FOG & 35 Industrial Inspections	8 FOG & 26 Industrial Inspections

Budget Detail

Sewer Combined Fund - WWTP

SEWER COMBINED FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR WASTE WATER TREATMENT PLANT					
PERSONNEL SERVICES					
Regular Salaries and Wages	405,218	434,378	443,333	479,038	479,038
Overtime	38,132	36,858	40,000	40,000	40,000
Insurance Benefits	93,611	94,182	96,263	103,240	103,240
Taxes/Other	56,701	65,541	62,234	65,011	65,011
PERS Contributions	88,106	127,180	112,484	129,509	129,509
Clothing Allowance	2,000	2,000	2,000	2,000	2,000
Total WWTP Personnel Services	683,767	760,139	756,314	818,798	818,798
FTE	5.1	5.2	5.1	5.3	5.3
MATERIALS & SERVICES					
Professional Services	1,749	7,721	15,000	15,000	15,000
Disposal Services	126,358	126,346	149,000	149,000	149,000
Maintenance Operations	32,593	32,351	42,000	42,000	42,000
Pump and Motor Repair	17,855	8,409	20,000	20,000	20,000
Grounds Maint	2,394	1,121	1,800	2,200	2,200
Effluent Testing	16,623	9,516	17,000	31,860	31,860
Sludge Testing	1,099	2,313	2,000	2,500	2,500
Pretreatment Testing	2,196	1,202	7,000	7,500	7,500
Communications	1,418	706	1,000	1,000	1,000
Copier Lease & Maintenance	328	546	450	500	500
Travel & Training	3,377	1,508	3,500	3,500	3,500
Membership Dues & Fees	2,132	2,230	2,300	3,000	3,000
NPDES Permit Fees	15,556	19,836	20,000	22,000	22,000
Internal Charge-Fleet	7,234	10,246	14,494	24,760	24,760
Internal Charge-Facilities	10,453	1,088	1,161	1,315	1,315
Internal Charge-Tech Services	16,893	22,016	10,351	22,970	22,970
Supplies & Services	5,310	12,657	5,500	5,500	5,500
Safety Supplies	1,833	1,208	1,500	1,500	1,500
Tools & Equipment	274	602	500	700	700
Computer Supplies	5,057	6,645	6,500	6,500	6,500
Bldg Cleaning Service	5,197	4,407	6,000	6,500	6,500
Lab Equipment & Chemicals	14,017	13,111	11,000	13,000	13,000
Bulk Chemicals	2,962	3,331	6,000	13,500	13,500
Lime	36,682	38,591	40,000	50,000	50,000
Biosolids - Polymer	9,094	4,950	7,500	10,000	10,000
Utilities	91,084	91,300	98,000	98,000	98,000
Total WWTP Materials & Services	429,768	423,957	489,556	554,305	554,305
CAPITAL OUTLAY					
Building	5,225	-	7,500	11,000	11,000
Vehicles & Equipment	15,422	25,339	20,000	20,000	20,000
Improvements	-	-	400,000	-	-
New Primary Clarifier & Support Systems	-	161,658	1,303,000	-	-
Outfall Pipe Replacement	62,690	175,769	-	-	-
Total WWTP Capital Outlay	83,338	362,766	1,730,500	31,000	31,000
TOTAL WWTP REQUIREMENTS	1,196,872	1,546,862	2,976,370	1,404,103	1,404,103

Sewer Collections

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.

2020-21 Highlights

- Cleaned 62,198.4 feet of sanitary main lines
- Completed the S Ivy Pump Station project
- Completed annual inspections at Canby businesses to ensure Fat Oil and Grease (FOG) program compliance
- Upsized S Ivy sanitary sewer main
- Mapped 75% of the Cities sanitary sewer main lines using GIS software
- Maintained the all sewer pump stations through ice storm power outage

2021-22 Goals

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

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Maintain the sewer system to meet all DEQ requirements					
Total feet of sanitary lines	248,160	248,160	248,160	324,984	338,000
Percentage of lines cleaned	10%	10%	10%	20%	15%
Percentage of lines video inspected	5%	5%	5%	2%	5%
Number of overflows or backups	0	0	0	0	1
Percentage of businesses inspected and in compliance with city's FOG Program	100%	100%	100%	100%	100%
Percentage of manholes inspected	50%	50%	50%	65%	50%

Budget Detail

Sewer Combined Fund - Collections

SEWER COMBINED FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR SEWER COLLECTIONS					
PERSONNEL SERVICES					
Regular Salaries and Wages	159,740	201,320	225,372	192,608	192,608
Overtime	2,242	168	3,000	3,000	3,000
Insurance Benefits	33,825	41,616	51,611	46,317	46,317
Taxes/Other	21,148	28,190	34,341	29,937	29,937
PERS Contributions	28,111	53,000	50,337	43,921	43,921
Clothing Allowance	1,250	1,200	1,200	800	800
Total Collections Personnel Services	246,316	325,495	365,861	316,583	316,583
FTE	2.5	2.9	3.3	3.0	3.0
MATERIALS & SERVICES					
Consultant Engineer	5,295	23,095	20,000	12,000	12,000
Lateral Repair	6,987	2,473	12,000	12,000	12,000
Lift Station Maint	4,567	825	10,000	10,000	10,000
Lift Station Telemetry	3,296	3,296	4,500	4,000	4,000
Collection System Maint	4,196	1,181	10,000	10,000	10,000
Copier Lease & Maint	1,601	1,557	1,800	1,800	1,800
Communications	1,249	1,026	1,000	1,200	1,200
Travel & Training	280	2,519	4,500	4,000	4,000
Membership Dues & Fees	160	640	500	800	800
Internal Charge-Fleet	15,836	36,181	25,364	48,885	48,885
Internal Charge-Facilities	20,127	10,107	10,784	12,217	12,217
Internal Charge-Tech Services	991	1,333	292	1,314	1,314
Supplies & Services	5,662	15,000	7,500	5,550	5,550
Small Tools	1,878	3,440	4,000	5,000	5,000
Safety Supplies	689	245	1,000	1,200	1,200
Utilities-Lift Stations	6,254	6,471	8,000	8,000	8,000
Total Collections Materials & Services	79,070	109,389	121,240	137,966	137,966
CAPITAL OUTLAY					
Vehicles & Equipment	-	-	22,000	535,000	535,000
S Safeway Pump Station Removal	-	-	-	1,000,000	1,000,000
Road to Lift Station by the PD	-	-	56,500	-	-
S Ivy Pump Station & Extension	41,012	397,552	250,000	-	-
S Ivy Sewer 2nd - 13th	-	43,415	854,300	-	-
Mulino Road Pump Station & Force Main	12,195	-	-	-	-
NE 11th and N Pine Lift Station Removal	273,383	-	-	-	-
NE 10th Ave Sewer Extention	50,856	-	-	-	-
Total Collections Capital Outlay	377,446	440,967	1,182,800	1,535,000	1,535,000
TOTAL COLLECTIONS REQUIREMENTS	702,831	875,851	1,669,901	1,989,549	1,989,549

Stormwater

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

2020-21 Highlights

- Performed monthly street sweeping
- Installed four new G-2 catch basins and 2 Curb Inlet G-2 catch basins
- Cleaned 13 drywells
- Installed three additional storm access cleaning points
- Mapped 10% of the City's storm system with GIS.

2021-22 Goals

- Upsize NW 3rd storm line (City-wide Goal – Public Services)
- 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	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Projected
Maintain the Stormwater system, meeting all DEQ requirements					
Feet of new storm lines installed	810	4,707	6,655	5,762	3,417
Percentage of system videoed	1%	1%	1%	3%	5%
Percentage of storm lines cleaned	2%	2%	2%	2%	5%
Catch basins replaced	10	10	10	6	10
Percentage of catch basins cleaned	10%	10%	10%	11%	10%

Budget Detail

Sewer Combined Fund - Stormwater

SEWER COMBINED FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS FOR STORMWATER					
PERSONNEL SERVICES					
Regular Salaries and Wages	84,118	115,284	115,565	97,170	97,170
Overtime	593	228	500	500	500
Insurance Benefits	13,450	18,570	22,096	20,154	20,154
Taxes/Other	10,405	15,762	15,122	13,433	13,433
PERS Contributions	14,670	30,295	25,787	23,502	23,502
Clothing Allowance	-	200	200	400	400
Total Stormwater Personnel Services	123,236	180,338	179,270	155,159	155,159
FTE	1.1	1.6	1.6	1.4	1.4
MATERIALS & SERVICES					
Consultant Engineer	9,814	10,634	10,000	10,000	10,000
Catch Basin Repair	2,019	3,924	6,000	8,000	8,000
Storm System Maintenance	2,491	3,409	20,000	22,000	22,000
Willow Creek Storm Maintenance	448	-	-	-	-
Copier Lease & Maint	154	263	240	240	240
Storm Water Analysis	1,788	1,788	2,700	-	-
Communications	732	666	1,000	1,000	1,000
Travel & Training	450	83	2,000	2,000	2,000
Membership Dues & Fees	630	3,625	1,000	1,000	1,000
Internal Charge-Facilities	20,127	10,107	10,784	12,217	12,217
Supplies & Services	4,198	7,209	4,000	5,600	5,600
Small Tools	93	158	2,000	5,000	5,000
Safety Supplies	565	13	600	1,100	1,100
Total Stormwater Materials & Services	43,508	41,879	60,324	68,157	68,157
CAPITAL OUTLAY					
Equipment	-	-	10,000	-	-
Logging Rd Trail Culvert Replacement	-	3,725	-	-	-
Drywells	99,931	20,410	-	-	-
Total Stormwater Capital Outlay	99,931	24,135	10,000	-	-
TOTAL STORMWATER REQUIREMENTS	266,674	246,352	249,594	223,316	223,316

Budget Detail

Sewer Combined Fund – Not Allocated

Sewer Not Allocated

SEWER COMBINED FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
REQUIREMENTS NOT ALLOCATED					
PERSONNEL SERVICES					
Regular Salaries and Wages	22,162	22,100	23,061	21,568	21,568
Insurance Benefits	5,462	5,678	5,407	5,085	5,085
Taxes/Other	2,210	2,512	1,991	1,801	1,801
PERS Contributions	3,572	5,068	4,458	4,760	4,760
Total Sewer Not Allocated Personnel Services	33,405	35,358	34,917	33,214	33,214
FTE	0.6	0.4	0.3	0.3	0.3
MATERIALS & SERVICES					
Rate Studies and Master Plans	28,625	3,075	-	-	-
Sewer Billing	39,508	42,591	43,200	47,800	47,800
Franchise Fee	293,867	301,663	307,000	307,000	307,000
Total Sewer Not Allocated Materials & Services	362,000	347,328	350,200	354,800	354,800
TRANSFERS OUT					
O/H Transfer to General Fund-WWTP	170,507	161,886	163,112	201,095	201,095
O/H Transfer to General Fund-Collections	50,902	50,115	60,761	64,081	64,081
O/H Transfer to General Fund-Stormwater	35,569	32,064	29,913	31,754	31,754
Transfer to Street Fund	54,800	139,626	299,000	40,000	40,000
Total Sewer Not Allocated Transfers Out	311,778	383,691	552,786	336,930	336,930
OPERATING CONTINGENCY	-	-	200,000	200,000	200,000
TOTAL REQUIREMENTS NOT ALLOCATED	707,183	766,377	1,137,903	924,944	924,944
RESERVED FOR FUTURE EXPENDITURE	-	-	7,156,340	7,390,812	7,390,812
ENDING FUND BALANCE (prior year's)	6,436,688	7,832,195	-	-	-
TOTAL SEWER COMBINED FUND REQUIREMENTS	9,310,249	11,267,637	13,190,108	11,932,724	11,932,724

Appendix

Personnel FTE Comparison to Prior Years

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget	2021-22 Budget
Administration	4.5	5.1	3.3	3.2	4.40
HR & Risk Management	-	-	0.8	1.1	0.90
Finance	3.0	3.5	3.5	3.5	3.47
Court	2.8	3.8	2.8	3.4	2.71
Planning	1.8	2.8	2.3	2.8	3.10
Building	0.3	0.2	0.2	0.4	0.85
Police	27.9	29.4	29.3	30.2	30.00
Parks	4.3	6.9	6.3	5.7	6.25
Cemetery	0.9	1.4	1.7	1.3	2.16
Economic Development	2.9	2.6	2.5	2.5	2.45
General Fund Total	48.3	55.6	52.6	54.1	56.3
Library	9.0	9.0	8.7	9.2	8.75
Transit	2.6	2.5	2.7	2.7	2.87
Swim Center	9.1	9.1	7.4	8.6	8.57
Streets	5.3	6.0	6.4	5.9	6.52
Facilities	0.6	1.1	1.2	1.1	1.54
Fleet	2.0	2.0	2.1	3.1	2.10
Tech Services	1.0	1.1	1.1	1.1	1.15
WWTP	5.0	5.1	5.2	5.1	5.25
Sewer Collections	2.6	2.5	2.9	3.3	3.01
Sewer Stormwater	2.1	1.1	1.6	1.6	1.43
Unallocated (Sewer)	0.4	0.6	0.4	0.3	0.30
Sewer Fund Total	10.1	9.3	10.0	10.4	10.0
City-wide Total	88.0	95.5	92.1	96.2	97.8

4 seasonal positions not budgeted in FY20-21 due to COVID-19 600 hours each	1.12
Addition of a Deputy City Recorder	1.00
Elimination of the Assistant City Administrator position	(1.00)
Change the Fleet Service Tech to a 1/2 time Admin Assistant for Transit	(0.50)
Fill the long standing PW Director vacancy	1.00
	1.62

All other incremental changes are due to the allocation of existing positions.

FTE Allocations

Department	FTE	General	Street	Sewer	Tech	Fleet	Transit	Swim
Administration/HR & Risk Mngmt								
City Administrator	1.00	100%						
City Recorder	1.00	100%						
City Attorney	1.00	100%						
Office Specialist II	1.00	100%						
Deputy City Recorder	1.00	100%						
Confidential Admin Assistant	1.00	100%						
Finance								
Finance Director	1.00	85%			15%			
Office Specialist IV	1.00	80%					20%	
Purchasing & Accounting Specialist	1.00	100%						
Office Specialist III	1.00	87%					13%	
Office Specialist III	1.00	35%	30%	30%			5%	
Court								
Municipal Judge	0.06	100%						
Court Supervisor	1.00	100%						
Municipal Court Clerk II	1.00	100%						
Court Assistant	0.50	100%						
Planning								
Planning Director	1.00	80%	10%	10%				
Senior Planner	1.00	80%	10%	10%				
Associate Planner	2.00	80%	10%	10%				
Office Specialist II	1.00	55%	15%	30%				
Police								
Police Chief	1.00	100%						
Police Lieutenant	2.00	100%						
Police Sergeant	5.00	100%						
Police Patrol	18.00	100%						
Code Enforcement	1.00	100%						
Administrative Supervisor	1.00	100%						
Office Specialist III	2.00	100%						
Bailiff	0.10	100%						
Parks								
Park Lead	1.00	100%						
Maintenance Worker III	3.00	90%	8%	0.75%			1%	0.25%
Maintenance Worker II	1.00	85%	11%	1%			3%	
Maintenance Worker I	2.00	89%	7%	2%			2%	
Part time-Seasonal	1.16	100%						
Economic Development								
Economic Development Director	1.00	100%						
Economic Dev & Tourism Coordinator	1.00	100%						

Department	FTE	Transit	Library	Swim	Tech	Fleet
Transit						
Transit Director	1.00	90%				10%
Office Specialist III	1.00	100%				
Office Specialist II	0.50	100%				
Fleet						
Lead Mechanic	1.00					100%
Mechanic	1.00					100%
Library						
Library Director	1.00		100%			
Library Supervisor	2.00		100%			
Office Specialist II	4.13		100%			
Office Specialist I	1.38		100%			
Library Page	0.25		100%			
Pool						
Aquatics Program Manager	1.00			100%		
Swim Operator	1.00			100%		
Swim Program Coordinator	1.00			100%		
Head Lifeguard	1.55			100%		
Lifeguard II/Instructor II	2.00			100%		
Lifeguard I/Instructor I	2.00			100%		
Tech Services						
Office Specialist III	1.00				100%	
	FTE	General	Street	Sewer	Facility	
Public Works						
Public Works Director	1.00	20%	20%	50%	10%	
Facilities						
Maintenance Worker III	1.00				100%	
Street/Collections/Storm						
Public Works Supervisor	1.00		60%	30%		
Maintenance Worker III	3.00		52%	48%		
Maintenance Worker II	2.00		73%	27%		
Maintenance Worker I	1.00		50%	50%		
Office Specialist III	1.00	35%	25%	35%	5%	
PT/Seasonal	0.58		98%		2%	
WWTP						
Operator Lead	1.00			100%		
Pre-Treatment Coordinator	1.00			100%		
Operator III	3.00			100%		
Total FTE for FY20-21	97.8					

Salary Schedules

Non-Represented (Management, Supervisory & Confidential) - Effective July 1, 2020

Position	Range	Minimum Monthly	Maximum Monthly
Confidential Administrative Assistant	1	\$3,660	\$4,861
	2	4,172	5,542
Deputy City Recorder	3	4,757	6,318
Aquatics Program Manager Library Supervisor Administrative Supervisor Court Supervisor	4	5,375	7,139
	5	5,912	7,853
PW Supervisor	6	6,444	8,560
City Recorder/Human Resources Manager	7	6,638	8,816
Library Director Transit Director	8	6,970	9,257
Economic Development Director Planning Director	9	7,527	9,998
Police Captain Public Works Director	10	8,054	10,698
Finance Director	11	8,794	11,680
Police Chief	12	9,050	12,020

Part-time, non-represented employees working <20 hours per week - Effective July 1, 2021

Position	Minimum Hourly	Maximum Hourly
Library Page	\$12.75	\$15.75
Lifeguard I Instructor I	12.75	17.09
Lifeguard II Instructor II	13.60	18.23

AFSCME - Effective July 1, 2020

Position	Monthly First Step	Monthly Last Step
Head Lifeguard	\$2,524	\$3,255
Office Specialist I	3,356	4,328
Municipal Court Clerk I Court Assistant Office Specialist II	3,539	4,564
Parks Maintenance Worker Swim Instructor Maintenance Worker I	3,654	4,712
Maintenance Worker II	3,935	5,074
Municipal Court Clerk II	4,031	5,198
Planning Tech Code Enforcement/Evidence Tech	4,234	5,460
Maintenance Worker III	4,271	5,508
Operator I Pre-Treatment Tech Facilities Maintenance Tech	4,404	5,679
Office Specialist III	4,487	5,786
User Service Tech.	4,542	5,857
Mechanic Librarian Purchasing and Accounting Specialist Economic Development & Tourism Coordinator	4,641	5,985
Swim Operator	4,794	6,182
Operator II	4,840	6,241
Lead Mechanic Parks & Public Works Lead	5,077	6,547
Office Specialist IV	5,255	6,776
Operator III Pre-Treatment Coordinator	5,295	6,828
Associate & Project Planner	5,345	6,893
Operator Lead	5,453	7,032
Senior Planner	5,841	7,532
Canby Police Association – Effective July 1, 2021		
Police Patrol	\$5,865	\$7,378
Sergeant	7,833	8,938

Overhead and Internal Charges

Combined Internal Charges and Overhead Summary 2021-2022

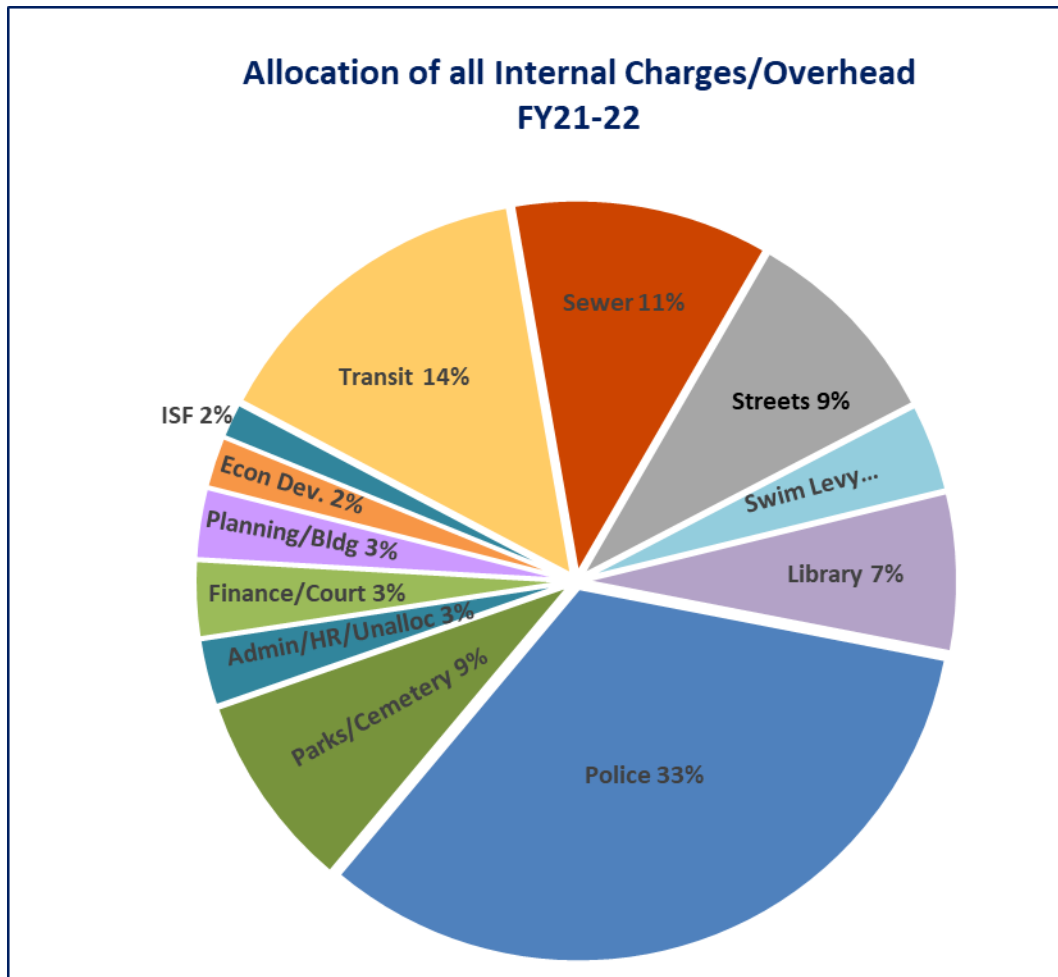
	Facilities	Tech	Fleet	Admin Overhead	FY21-22 Total	FY20-21 Budget	Variance % YR over YR budget
Admin	11,036	36,136	2,709	-	49,881	36,389	37.08%
HR	3,437	11,124	-	-	14,561	20,840	-30.13%
Unallocated*	45,833	-	-	-	45,833	40,459	13.28%
Finance	5,233	23,078	-	-	28,311	12,062	134.71%
Court	4,788	24,183	-	68,886	97,857	81,084	20.69%
Planning	4,081	17,418	-	77,565	99,064	69,632	42.27%
Building	480	-	-	16,203	16,683	6,165	170.61%
Police	76,348	187,788	191,680	795,515	1,251,331	1,132,087	10.53%
Parks	27,490	2,103	115,898	140,811	286,302	209,629	36.58%
Cemetery	-	389	-	37,699	38,088	21,785	74.84%
Economic Dev	4,218	4,784	-	75,149	84,151	59,894	40.50%
Library	64,013	23,798	-	172,409	260,220	219,185	18.72%
Streets	27,650	13,532	153,023	147,257	341,462	263,261	29.70%
Fleet	38,401	7,679	-	-	46,080	38,648	19.23%
Facilities	-	-	9,004	-	9,004	3,000	200.13%
Tech Services	2,881	-	-	-	2,881	2,543	13.29%
Transit	6,401	25,944	281,763	236,185	550,293	566,917	-2.93%
Swim Levy	-	5,654	-	139,099	144,753	135,115	7.13%
WWTP	1,315	22,970	48,885	201,095	274,265	189,119	45.02%
Collections	12,217	1,314	24,760	64,081	102,372	97,201	5.32%
Storm	12,217	-	-	31,754	43,971	40,697	8.04%
Total	348,040	407,892	827,723	2,203,708	3,787,363	3,245,712	16.69%

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 by dept. and adjusted to a 12 month actual at the end of March	Mechanic labor, contract services, oil, gas, parts, and other supplies and equipment
Tech Services	Costs are allocated to departments/ funds on a per computer and work order basis	Contract IT services, internet and phone service, web hosting and maintenance, IT supplies and equipment, basic software licenses and computer replacement costs

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



Financial Policies

Purpose

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

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

Goal

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

Responsibilities

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

Policy 1 - Funds

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

Policy 2 - Budgeting

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

Policy 3 - Revenue

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

Policy 4 - Expenditures**Controls**

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

Specific Expenditures

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

Policy 5 - Revenue Constraints and Fund Balance

Nature of Constraints

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

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

Other Considerations

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

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

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

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

City Responsibility

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

Debt

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

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

Rule 15c2-12 Disclosures

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

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

Policy 6 - Continuing Disclosure (continued)

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

Glossary & Acronyms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GFOA – Government Finance Officers Association.

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

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

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

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

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

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

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

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

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

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

Mission – Defines the primary purpose of the City.

Modified Accrual - A method of timing in the recognition of transactions and events. Please see Accrual

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

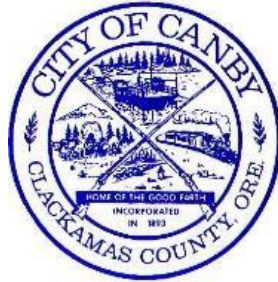
Unappropriated Ending Fund Balance – An amount set aside in the budget to be used as a cash carryover to the next year's budget; providing the local government with operating cash until tax money is received in November.

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

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

City of Canby Urban Renewal Agency Approved Annual Budget

For the Fiscal Year
July 1, 2021 - June 30, 2022



BOARD OF COMMISSIONERS:

Shawn Varwig, *Commission Chair*

Brian Hodson, *Commission Vice Chair*

Christopher Bangs, *Commissioner*

Traci Hensley, *Commissioner*

Greg Parker, *Commissioner*

Sarah Spoon, *Commissioner*

Jordan Tibbals, *Commissioner*

BUDGET COMMITTEE:

Michelle Hensley

Andrea McCracken

Jason Padden

Bob Patterson

Jack Pendleton

Melody Thompson

Vacant

CITY STAFF:

Scott Archer, *Urban Renewal Agency Director*

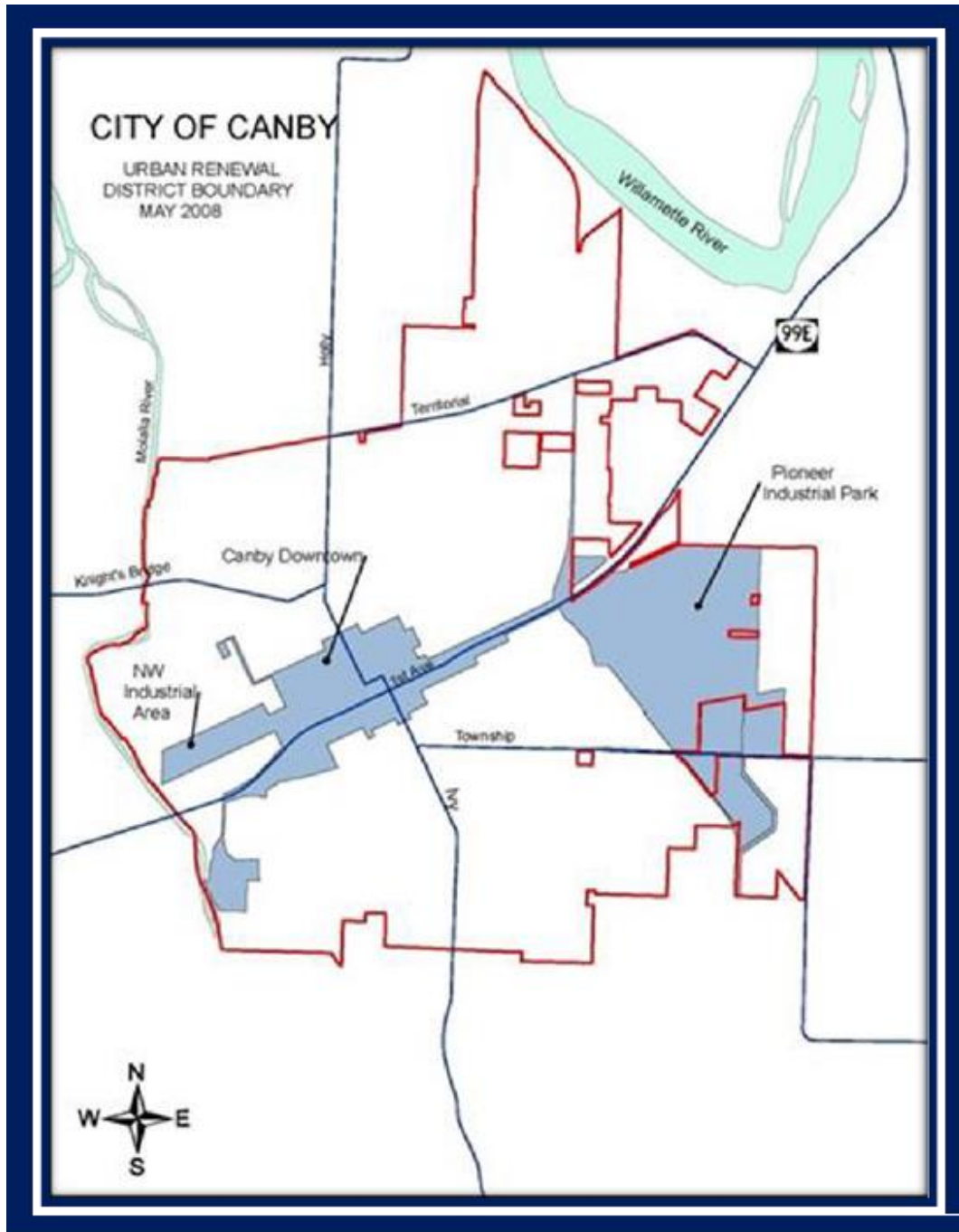
Julie Blums, *Finance Director*

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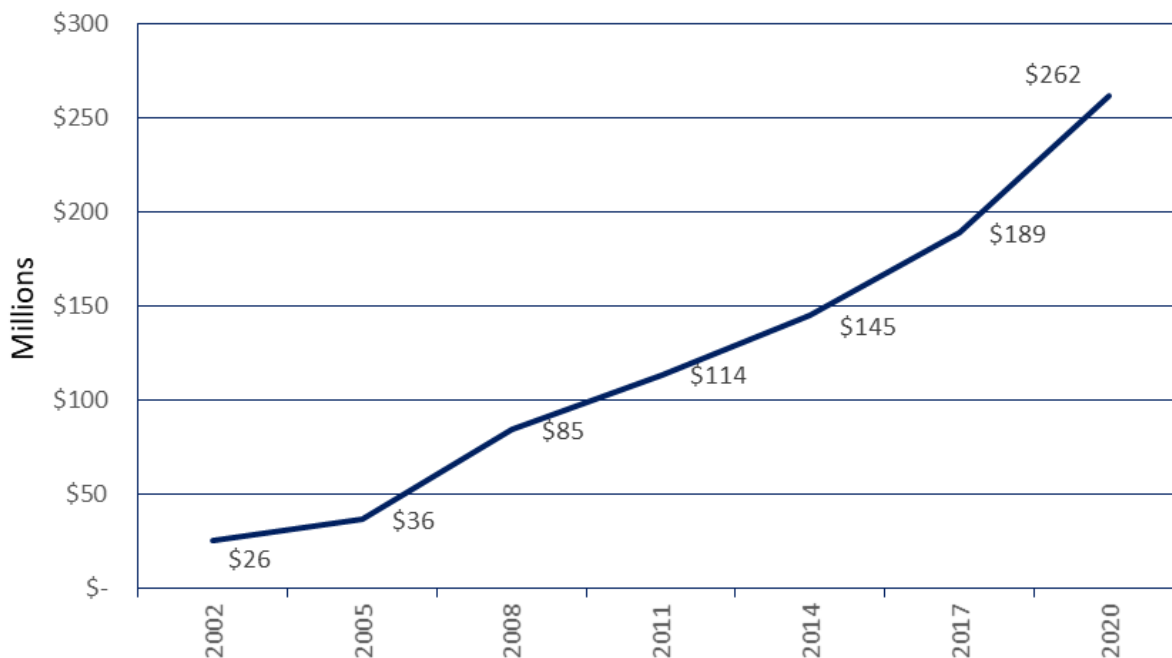
About the District

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

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

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

Urban Renewal District Incremental Assessed Value



May 13, 2021

Fiscal Year 2021-22 Agency Director's Budget Message

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

It is my pleasure to present the approved Urban Renewal Agency budget for Fiscal Year 2021-22, in the amount \$5.7 million.

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

The URA Debt Service Fund budget accounts for property tax revenue and the annual payments on outstanding debt. Funds are transferred from this fund to the URA General Fund to fund the projects and expenditures captured there.

FY2021-22 Approved Budget

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

Capital Projects

The FY2021-22 recommended capital projects are detailed below. The completion of these projects will be subject to funds availability after meeting our annual debt obligation. Funding will be entirely from tax increment generated within the Urban Renewal District – no debt financing is proposed. The projects include:

- Completion of the downtown Quiet zone – including the intersection of Elm Street and OR99E and the construction of medians at N Ivy, N Grant, and N Elm Streets.
- Completion of a gateway arch to Downtown Canby on N Grant Street between N 1st Avenue and the Railroad tracks.
- Continuation of funding to support the Façade Improvement Program for FY2021-22.

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

Respectfully Submitted,

Scott Archer
Urban Renewal Agency Director

District-Wide Budget Summary

	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
Beginning Fund Balance	\$ 2,569,797	\$ 2,650,213	\$ 2,255,145	\$ 2,149,642	\$ 2,149,642
Revenue					
Property Taxes	3,494,614	3,803,715	3,983,000	4,390,617	4,390,617
LID Revenue	38,218	115,203	29,429	17,126	17,126
Grants	12,661	-	137,951	137,951	137,951
Miscellaneous	50,385	97,437	41,000	43,627	43,627
Interest	75,875	63,457	62,800	22,900	22,900
Transfers In & Other Sources	484,740	2,493,335	1,888,810	821,514	821,514
Total URA Resources	\$ 6,726,290	\$ 9,223,360	\$ 8,398,135	\$ 7,583,377	\$ 7,583,377
URA General Fund					
Materials & Services	1,336,217	906,998	528,339	550,365	550,365
Capital Outlay	180,296	1,661,626	1,501,222	410,000	410,000
URA Debt Service Fund					
Debt Service	2,074,824	1,928,877	3,623,620	4,772,818	4,772,818
Not-Allocated					
Transfers Out	484,740	2,493,335	1,888,810	821,514	821,514
Reserved for Future Expense	2,650,213	2,232,524	856,144	1,028,680	1,028,680
Total URA Requirements	\$ 6,726,290	\$ 9,223,360	\$ 8,398,135	\$ 7,583,377	\$ 7,583,377

General Fund Budget

URBAN RENEWAL GENERAL FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING URA GENERAL FUND BALANCE	1,006,769	-	-	-	-
REVENUE					
URD Grants	12,661	-	137,951	137,951	137,951
Miscellaneous-Income	1,223	73,403	-	-	-
Interest Revenue	11,119	1,886	2,800	900	900
OP Transfer In from UR Debt	484,740	2,493,335	1,888,810	821,514	821,514
Total URA GF Revenue	509,743	2,568,624	2,029,561	960,365	960,365
TOTAL URA GF RESOURCES	1,516,512	2,568,624	2,029,561	960,365	960,365
REQUIREMENTS FOR URBAN RENEWAL					
MATERIALS & SERVICES					
Mat & Svc Contract	20,829	17,283	25,000	25,000	25,000
Due to Economic Development	370,778	368,763	403,339	450,365	450,365
Fire Dept Capital Projects	-	471,543	-	-	-
Beautification & Marketing	9,150	3,550	25,000	-	-
Facade Improvement Program	30,229	45,859	75,000	75,000	75,000
Canby Civic Block Redevelopment	905,231	-	-	-	-
Total URA GF Materials & Services	1,336,217	906,998	528,339	550,365	550,365
CAPITAL OUTLAY					
URD Projects	-	-	50,000	50,000	50,000
Railroad Quiet Zone	94,406	250,048	1,025,461	300,000	300,000
Grant St Arch	16,550	51,851	216,900	60,000	60,000
Signal at Sequoia & Hazeldell	64,255	710,768	208,861	-	-
Contr. to Industrial Park/99E Connection	-	606,470	-	-	-
Old Library Renovation	-	22,187	-	-	-
Wait and Community Park	5,085	20,302	-	-	-
Total URA GF Capital Outlay	180,296	1,661,626	1,501,222	410,000	410,000
OPERATING CONTINGENCY	-	-	-	-	-
RESERVED FOR FUTURE EXPENDITURE	-	-	-	-	-
ENDING FUND BALANCE (prior year's)	-	-	-	-	-
TOTAL URA GF REQUIREMENTS	1,516,512	2,568,624	2,029,561	960,365	960,365

Debt Service Fund Budget

URBAN RENEWAL DEBT SERVICE FUND	FY18-19 Actual	FY19-20 Actual	FY20-21 Budget	2021-22 Proposed	2021-22 Approved
RESOURCES					
BEGINNING URA DEBT SERVICE FUND BALANCE	1,563,028	2,650,213	2,255,145	2,149,642	2,149,642
REVENUE					
Tax Increment	3,377,991	3,745,579	3,933,000	4,340,617	4,340,617
Tax Increment - Prior	116,623	58,136	50,000	50,000	50,000
LID Walnut St Princ	33,491	100,221	28,524	7,099	7,099
LID Hazel Dell Way Princ	1,610	-	-	-	-
Interest Revenues	64,756	61,572	60,000	22,000	22,000
LID Walnut St Int.	3,069	14,982	905	10,027	10,027
LID Hazel Dell Way-Interest	48	-	-	-	-
Bond Interest Rebate (ARRA)	49,161	24,033	41,000	43,627	43,627
Total URA Debt Service Revenue	3,646,750	4,004,523	4,113,429	4,473,370	4,473,370
TOTAL URA DEBT SERVICE RESOURCES	5,209,777	6,654,736	6,368,574	6,623,012	6,623,012
REQUIREMENTS FOR URBAN RENEWAL DEBT SERVICE					
DEBT SERVICE					
Debt Pmts-Sequoia St 5 & 6	91,399	97,095	1,099,387	-	-
Debt Pay-Walnut St	136,892	-	-	-	-
Debt Pay-Police Building	115,000	120,000	125,000	130,000	130,000
Debt Pay-1st Ave Redev	110,000	115,000	815,000	120,000	120,000
Debt Pay-2012 Bond Principal	605,000	620,000	645,000	675,000	675,000
Debt Pay-Sequoia 5 & 6 Int	60,977	57,093	52,724	-	-
Debt Pay-Walnut St Int	6,845	-	-	-	-
Debt Pay-Police Building Int	423,355	418,755	413,955	3,408,955	3,408,955
Debt Pay-1st Ave Redev Int	116,469	110,422	104,241	96,950	96,950
Debt Pay-2012 Bond Int	408,888	390,513	368,313	341,913	341,913
Total URA Debt Service	2,074,824	1,928,877	3,623,620	4,772,818	4,772,818
TRANSFERS OUT & OTHER USES					
OP Transfer to UR General	484,740	2,493,335	1,888,810	821,514	821,514
Total URA Debt Service Transfers Out	484,740	2,493,335	1,888,810	821,514	821,514
RESERVED FOR FUTURE EXPENDITURE	-	-	856,144	1,028,680	1,028,680
ENDING FUND BALANCE (prior year's)	2,650,213	2,232,524	-	-	-
TOTAL URA DEBT SERVICE REQUIREMENTS	5,209,777	6,654,736	6,368,574	6,623,012	6,623,012

Long-Term Debt

Moody's Investors Service has upgraded the City of Canby, Oregon's long-term issuer rating and outstanding full faith and credit obligations to Aa3 from A1. The rating action affects approximately \$22.1 million in rated full faith and credit debt outstanding. The upgrade to Aa3 reflects the city's recovered tax base and improved financial position through consecutive years of structurally-balanced operations. Total debt liabilities of the city are below-average relative to similarly-rated peers and will continue to amortize given no additional near-term debt financing plans.

The Canby Urban Renewal Agency is evaluating the option to refinance the three remaining bonds at a much lower interest rate with a five year term.

Fiscal Year Ending June 30,	Governmental Activities		
	Bonds - URA	Interest	Total Governmental Activities
2022	\$ 970,960	\$ 896,427	\$ 1,867,387
2023	1,005,960	850,460	1,856,420
2024	1,045,960	802,398	1,848,358
2025	1,095,960	754,943	1,850,903
2026	1,155,960	675,083	1,831,043
2027-2031	6,859,800	2,534,034	9,393,834
2032-2036	1,054,050	942,213	1,996,263
Total	<u>\$ 13,188,650</u>	<u>\$ 7,455,557</u>	<u>\$ 20,644,207</u>

	Original Amount	6/30/2021 Balance	Reductions	6/30/2022 Balance
URA Governmental Activities				
Bonds URA:				
2010 1st Ave Redevelopment (3.75-7%)	2,500,000	1,445,000	120,000	1,325,000
2010 Bond Discount		(22,092)	(2,208)	(19,884)
2011 Police Facility (2-5%)	9,000,000	8,455,000	130,000	8,325,000
2011 Bond Discount		(14,250)	(950)	(13,300)
2012 Civic Bldg & Sequoia Pkwy (3-4%)	14,050,000	9,580,000	675,000	8,905,000
2012 Premium		686,959	49,118	637,841
Total URA Activities		<u>\$ 20,130,617</u>	<u>\$ 970,960</u>	<u>\$ 19,159,657</u>