



**City of Canby, Oregon**  
**Fiscal Year 2022-2023**  
**Adopted Budget**





# City of Canby Adopted Annual Budget

For the Fiscal Year

July 1, 2022 - June 30, 2023



## CITY COUNCIL

Brian Hodson, Mayor  
Traci Hensley, Council President  
Christopher Bangs, Council Member  
Art Marine, Council Member  
Greg Parker, Council Member  
Sarah Spoon, Council Member  
Shawn Varwig, Council Member

## BUDGET COMMITTEE

Michelle Hensley  
Jason Padden  
Eric Arndt  
Jack Pendleton  
Elizabeth Chapin  
Herman Maldonado

## CITY STAFF

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

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

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## **Reader's Guide**

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### **Reader's Guide**

This budget document serves to:

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

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

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

### **Revenues & Expenditures**

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

### **Debt Service**

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

### **Capital Improvement Plan (CIP)**

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

### **Budget Detail**

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

### **Appendix**

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



# City of Canby

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May 19, 2022

## Fiscal Year 2022-23 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 2022-23 budget in the amount of \$41.0 million in accordance with Oregon State Budget law. As presented, this budget is balanced and financially responsible and continues to provide the scope and quality of services Canby citizens have come to enjoy and expect from the City. Our department leaders, Finance team, and Administration team have worked diligently to make this budget as realistic and accurate as possible, and to place the City of Canby in the best possible fiscal position for the years ahead.

### Alignment with Council Goals

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

- In reviewing the IT contract, the decision was made to bring those services primarily in-house while substantially reducing IT contracted services.
- In converting to in-house custodial services, demonstrated needs have resulted in the proposed addition of another custodian position.
- The City proposes to create and launch a pilot community small grants program.
- The City proposes completion of the City's Housing Needs Analysis.
- The City proposes completion of the City's Economic Needs Analysis.
- The City proposes budgeting for the first half of the nearly twenty-month update of the City's Comprehensive Plan with a Transportation System Plan update and other component's necessary for a future application for an Urban Growth Boundary expansion.
- The City proposes an update to the City's Emergency Management Plan to be funded by available ARPA monies.
- Additionally allocated ARPA funds (\$2.96 million) as a result of this year's legislative session are earmarked for the Walnut Street Extension project that is in its final engineering stage and will begin construction this fiscal year.

### Responding to the Economic Climate and Realities

This proposed budget responds to the current economic climate and the real world ramifications of the waning pandemic. Inflation has reached a forty-year high, and the aftermath of the COVID-19

pandemic has led to the Great Resignation—with hiring and turnover challenges to which the City of Canby has not been immune. Extraordinary fuel prices affect everything from the construction of our roads to the fuel we put in our fleet of trucks, buses, and police cars. Costs of labor and materials have all risen sharply. And the re-opening of our once shut down facilities has created new technology needs, while the numerous absences due to sickness and other protected reasons has led to the use of expensive temporary staff at times. This budget embodies some of these realities:

- As required by State law, public meetings now need online participation access, resulting in technology challenges and upgrades to various city spaces in City Hall and Public Works.
- Newly ratified Collective Bargaining Agreements were negotiated to cap cost of living adjustments to try to keep labor costs manageable.
- Liability insurance has increased because it is more expensive to insure property when its value increases.
- The second half of the City's regular share of ARPA funds will be deposited before or by this coming fiscal year, adding up to \$3.9 million received over two years.

### **Creative Thinking in Meeting Needs and Moving Forward**

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

- Public Works is proposing to install two electric car charging stations in the city-owned parking lot next to the movie theater.
- An additional position in Public Works is proposed to address long-time needs as well as preparing for future implementation of the soon to be adopted Parks Master Plan.
- The Planning Department is proposing an additional planning tech position to aid in the numerous, on-going developments, code changes, and the added projects created by the Council's 2022 Goals and Objectives.
- The Police Department (PD) is proposing the purchase of body cameras for every officer.
- The PD proposes to take the current hybrid position of Code Enforcement/Evidence Tech and make those separate positions next budget cycle to better enforce code and to deal with the pending significant increase in evidence created by implementation of body cameras—implementation will take about nine months.
- The PD is requesting an additional Sergeant position to solidify around-the-clock supervision.
- The PD wants to creatively use ARPA funds to hire a Behavioral Health Specialist for the allowable timeline of the ARPA funds (three years). This position will support the work of the Police Department work, particularly matters dealing with mental health issues.
- The Court is reducing liabilities and costs by allowing the District Attorney to prosecute all state crimes and letting County services better address and serve criminal defendants.
- The Library is altering and targeting its programming to add quality while reducing redundancy and unpopular events. This budget proposes an increase in support from the General Fund for the difference between Library District revenues and total costs to maintain current levels of service.
- Administration is consolidating the printing contracts of all departments to maximize efficiency and reduce costs.
- Administration is utilizing new modules in its software to modernize and automate facets of its business license program.

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

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

This overall proposed budget comes in at about a twenty-nine percent (29 %) increase from the prior budget, however it is mostly based on one-time expenditures and on-going or proposed capital projects. The proposed budget for the general fund represents an approximate twenty-three percent (23%) increase from last year's budget. Last year's budgeted general fund totaled just over \$19 million dollars, while this year's proposal is just over \$23.4 million—yet the City overall is adding 8.3 FTEs. Labor costs have gone up with the cost of living adjustments, and the entire City has experienced inflationary increases to materials and services throughout every department. So a proposed increase that comes under the national, 40-year inflation rate while expanding services is impressive. Here is a listing of the items that are either one-time or otherwise accounted for with funds that are special or extraordinary to explain the larger overall increase to this proposed budget:

- Streets Capital Outlay is proposed at \$6.8 million.
- Parks is adding a dog park for \$900k and a \$1 million line for any recommended Parks Master Plan projects.
- Parks, Streets, Works, Sewer, Collections, and Storm are all adding \$100k each for the building of the new fuel station at Public Works.
- Emergency Management Plan is a one-time cost of \$101k.
- The pool renovations are slated for \$1.5 million.
- The transit office construction costs are in the budget for \$1.5 million.
- The Wastewater Treatment Program have Capital Outlay at \$981k
- Collections has a Capital Outlay of \$1.4 million.
- The first year of Comprehensive Plan amendment is slated for \$350k

Adding the above projects and one-time expenses together accounts for \$15.7 million of the proposed overall budget. And truly, some of these projects are located in the general fund, so our continued costs in future budgets should eventually normalize.

### **Conclusion**

This proposed budget looks to implement the 2022 adopted City Council Goals and Objectives, responsibly respond to current economic conditions and crises as well as employ forward and creative thinking to address the City of Canby's growing needs. The hope and aim of this important process is to couple fiscal responsibility with ingenuity so as to maintain Canby's livability and small town charms.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Scott Archer", with a stylized flourish at the end.

Scott Archer  
Canby City Administrator



**About Canby****History**

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

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

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

**Authority**

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

**Services**

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

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

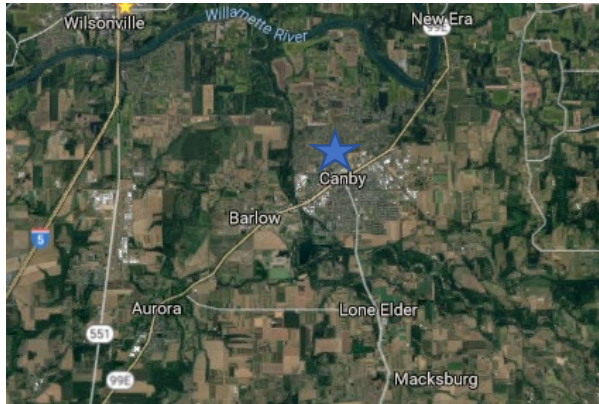
Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District. Phone, cable, and trash disposal are provided by private businesses. Canby is part of Canby School District 86.

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

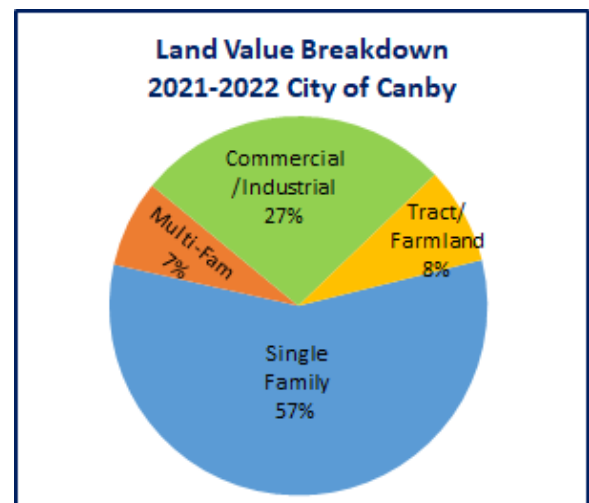
### Economy

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

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

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

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

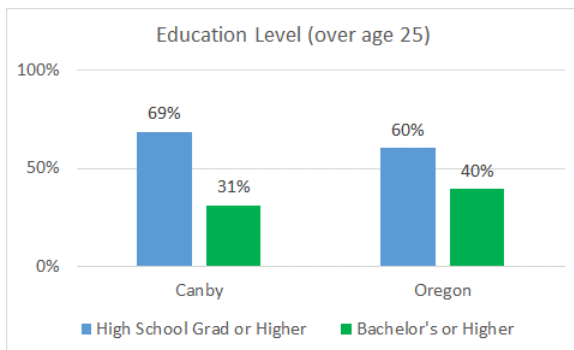


### Demographics

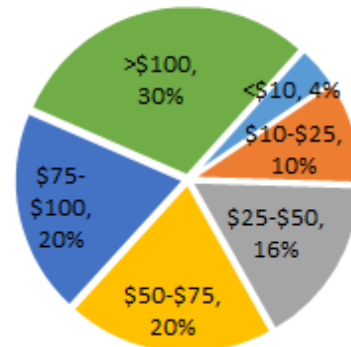
Over the last two and a half decades, Canby has grown rapidly. Between 1990 and 2021, the population has grown 109%. Canby has an average of 2.73 people per household as compared to 2.49 in Oregon as a whole. Canby's population is 52.8% female, compared to Oregon at 50.4%.

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

Age Distribution			
Age	Percentage of Population	Percent Male	Percent Female
0-19	28%	44%	56%
20-39	23%	56%	44%
40-59	26%	47%	53%
60+	23%	43%	57%



Household Income Distribution  
(\$'s in thousands)

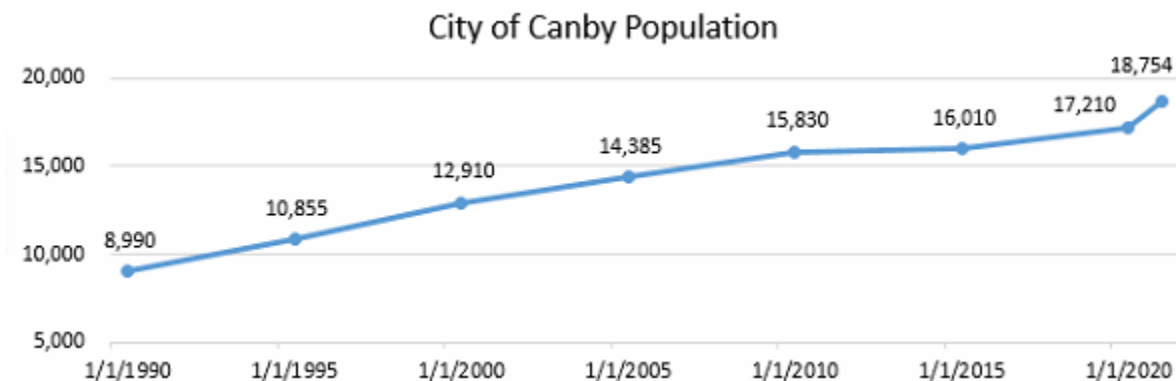


9.4% of Canby families are below the poverty level as compared to Oregon at 12.4%. While the unemployment rate in Canby is 2.5% and 5.5% in Oregon as a whole.

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

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

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



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

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

## Principal Property Taxpayers &amp; Employers

CITY OF CANBY, OREGON  
PRINCIPAL EMPLOYERS

2021

<u>Employer</u>	<u># of Employees</u>	<u>% of Total City Employment</u>
Canby School District	533	6.35%
Kendal Floral LLC	346	4.12%
Columbia Distributing	291	3.46%
Fred Meyer Stores Inc.	250	2.98%
Clarios	220	2.62%
Milwaukie Electronics	188	2.24%
Shimadzu USA Mfg. Inc.	186	2.21%
ICC Northwest	155	1.85%
S R Smith LLC	130	1.55%
Marquis Care @ Hope Village	112	1.33%

CITY OF CANBY, OREGON  
PRINCIPAL PROPERTY TAX PAYERS  
2021 and Nine Years Ago

Taxpayer	<u>2021</u>			<u>2011</u>		
	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total Taxable Assessed Value</u>	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total Taxable Assessed Value</u>
Hope Village Inc.	\$ 29,108,236	1	1.56%	\$ 17,379,514	2	1.46%
Fred Meyer Stores Inc. #651	28,230,670	2	1.51%	17,469,317	1	1.47%
Canby East Associates LLC	22,926,705	3	1.23%	17,365,978	3	1.46%
Sequoia Grove Apartments LLC	20,731,391	4	1.11%	15,283,900	4	1.29%
American Steel Corporation	19,256,536	5	1.03%	10,496,157	6	0.88%
Canby Telephone Assn.	19,068,400	6	1.02%	7,141,366	8	0.60%
Shimadzu USA Manufacturing	16,954,367	7	0.91%	11,124,384	5	0.94%
Argo Canby LLC	14,552,976	8	0.78%	8,443,973	7	0.71%
Canby Market Center LLC	12,366,560	9	0.66%	7,026,488	9	0.59%
Johnson Controls Battery Group Inc	12,145,200	10	0.65%	6,428,452	10	0.54%
Northwest Natural Gas Co.						
Subtotal	195,341,041		10.46%	118,159,529		9.94%



## Maps





**City of Canby City Council Values and Goals**

***Values***

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

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

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

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

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

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

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

***Growth and Economic Development***

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

***Parks and Recreation***

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

***Public Services***

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



**2022 City Council  
Goals & Objectives  
*Adopted April 6, 2022***

**PROMOTE FINANCIAL STABILITY**

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

**ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH**

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

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

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

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

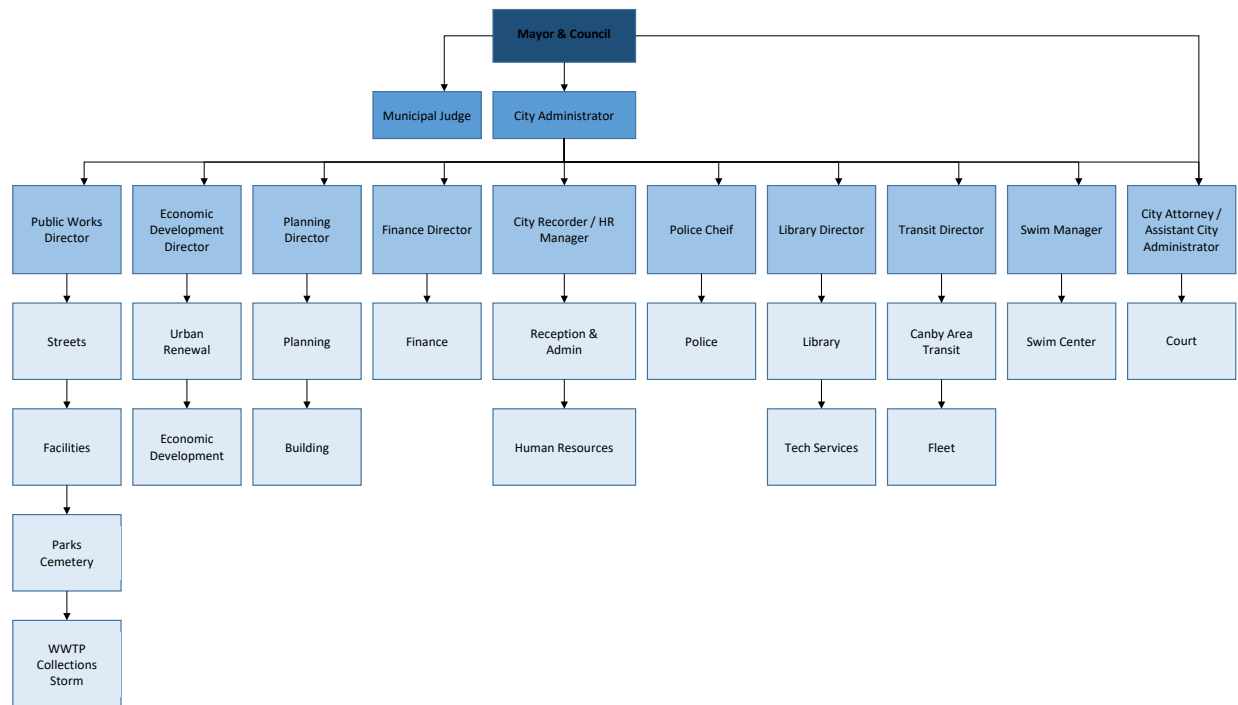
- Explore partnership options with the School District for property sale, exchange, or long-term lease
- Pursue the legal determination on the use of the Wayside property
- Evaluate how to sustainably fund park development and ongoing maintenance

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

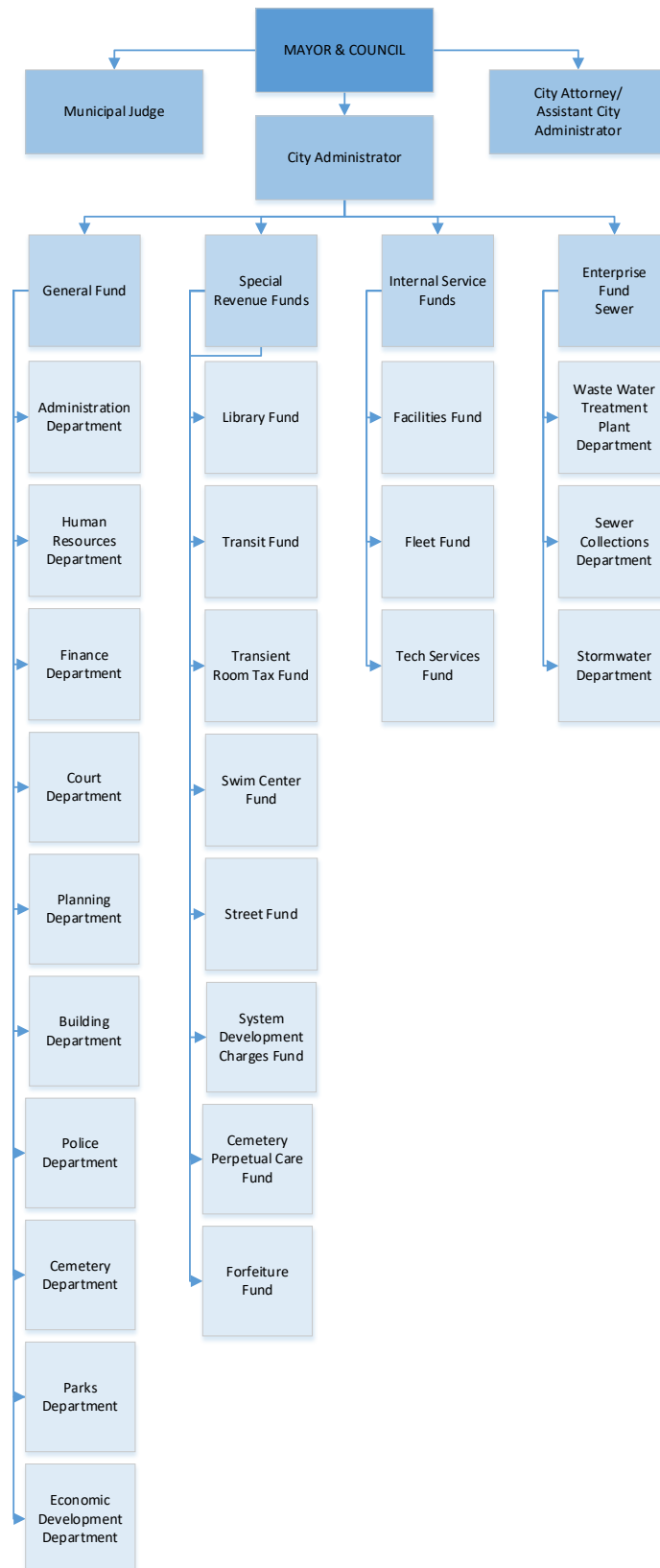
- Develop a legislative program and advocacy strategy
- Evaluate the implementation of a Youth Advisory Council
- Develop a communications and engagement plan
- Leverage ARPA funds to update the City's emergency management plan\*

\* Included in multiple goal areas

## City of Canby Organizational Chart



## City of Canby Organizational Chart by Fund



## Budget Process

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

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

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

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

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

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

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

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

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

#### Appoint Budget Officer:

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

#### Prepare a Proposed Budget:

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

#### Publish Public Notices:

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

#### Budget Committee Meets:

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

#### Committee Approves the Budget:

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

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

#### Publish Notice of Public Hearing:

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

#### Hold the Budget Hearing:

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

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

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



**Phase 4: Budget Changes After Adoption**

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

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

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

**Budget Calendar**

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

### 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



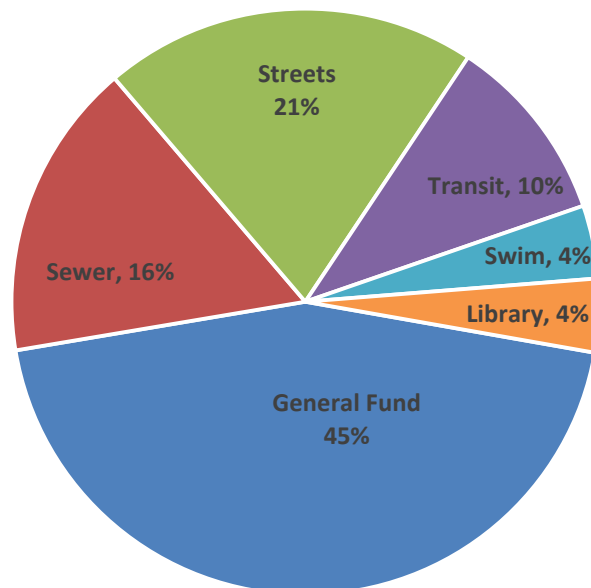
## Revenue & Expenditures

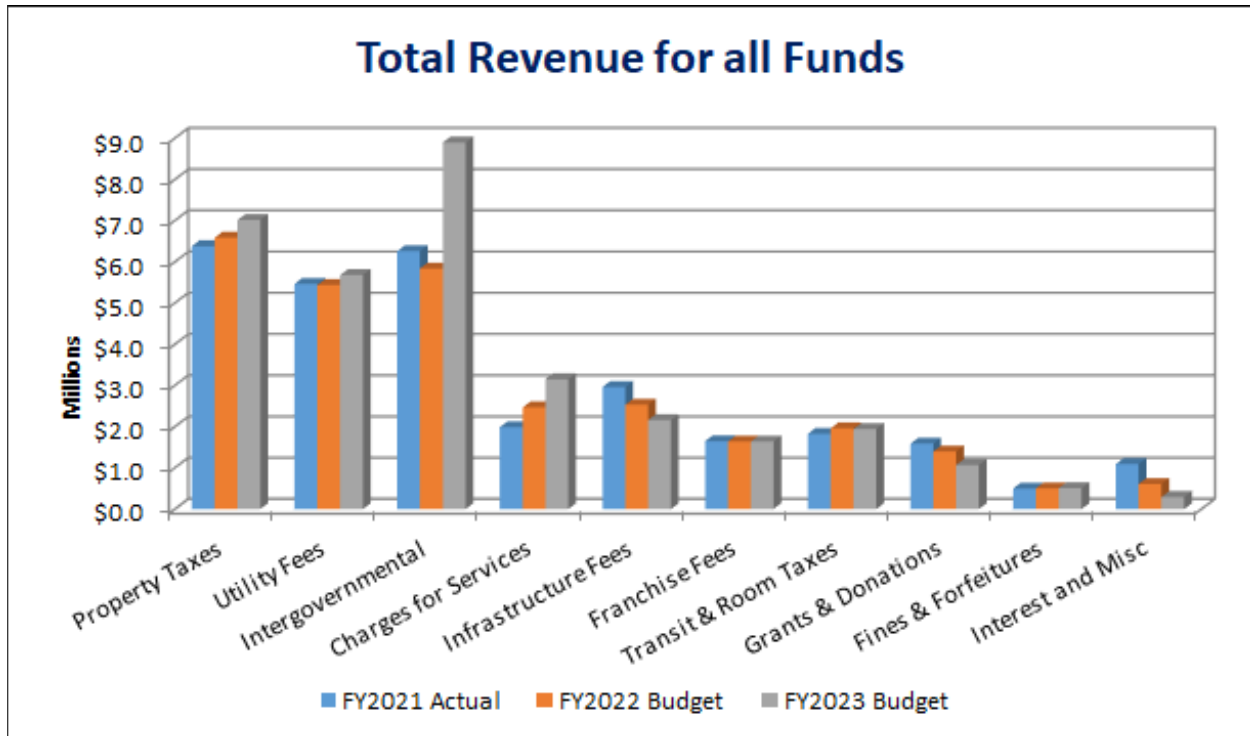
### Revenue Summary by Source

#### City-Wide Revenue Summary by Source

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

#### FY2023 Total Proposed City Revenues for the Main Operation Funds





Property Taxes	24%	Franchise Fees	6%
Utility Fees	20%	Transit & Room Taxes	7%
Intergovernmental	31%	Grants & Donations	4%
Charges for Services	11%	Fines & Forfeitures	2%
Infrastructure Fees	7%	Interest and Misc	1%

## Overview of Major Revenue Sources

### Beginning Fund Balance

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

### Property taxes

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

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

### Assessed Value

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

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

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

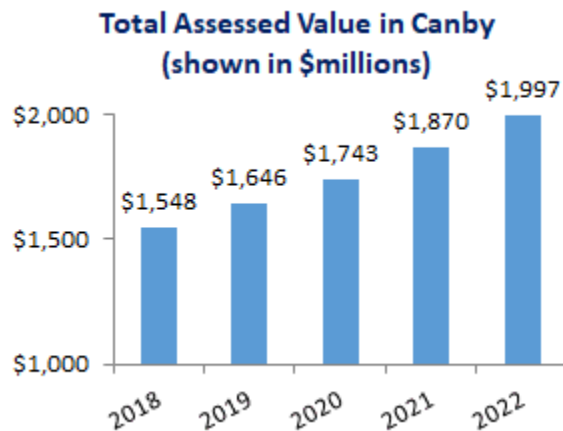
- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistent with rezoning

### Limits and Compression

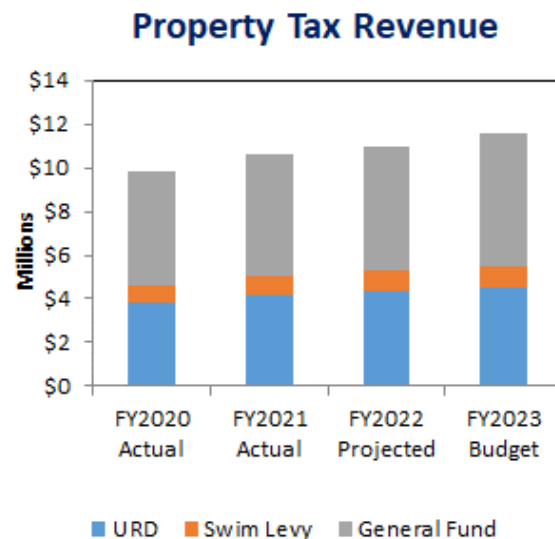
The total tax on a given piece of property is limited as follows:

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

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



Property taxes represent approximately 50% of General Fund revenue.



### Effect of the Canby Urban Renewal Agency

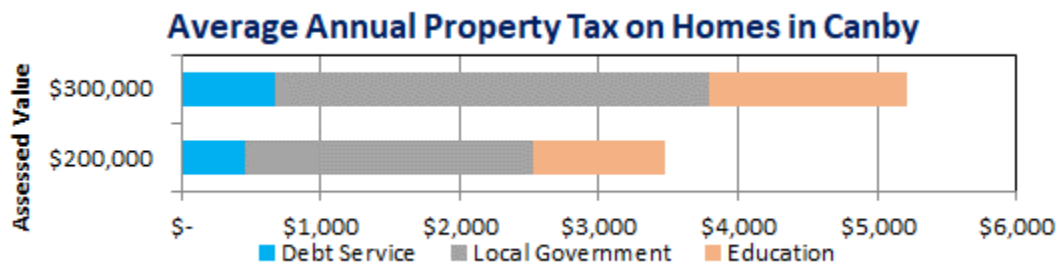
The Urban Renewal District (URD) is a geographic area within the City of Canby, defined in the Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the Urban Renewal Plan. The District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

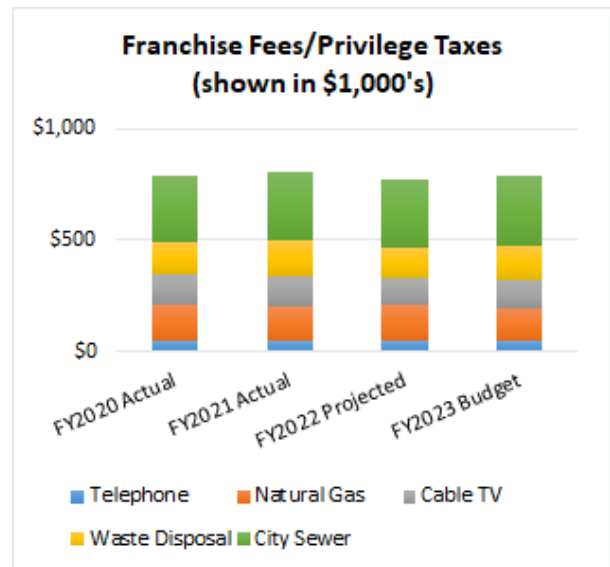
These fines are for court citations, municipal code violations, and library fines. Revenue estimates are based on prior year actuals.

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

## Purpose:

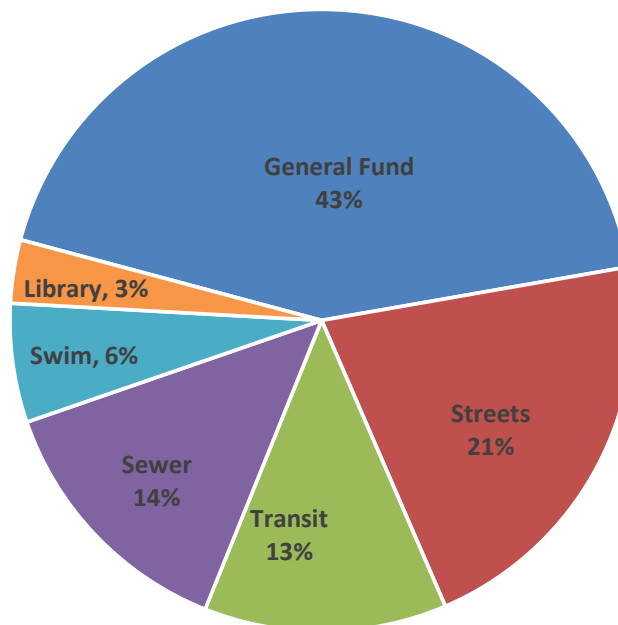
- <sup>1</sup> Overhead and Economic Development Reimbursement
- <sup>2</sup> Capital Project Funding
- <sup>3</sup> General fund contribution to the Library
- <sup>4</sup> Interfund loan until tax revenue is received and the corresponding loan payback



## Expense Summary by Category

## City-Wide Expenses by Category

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services	\$ 12,125,204	\$ 11,689,812	\$ 12,912,101	\$ 14,977,346	\$ 14,977,346	\$ 14,977,346
Materials & Services	6,181,208	6,474,149	8,374,682	9,648,241	9,648,241	9,648,241
Capital Outlay	3,833,329	4,750,378	9,986,942	15,650,000	15,650,000	15,650,000
Special Payments	24,974	20,915	37,000	25,000	25,000	25,000
Transfers Out	2,754,189	3,312,289	4,630,998	6,653,532	6,653,532	6,653,532
Operating Contingency	-	-	617,635	740,523	740,523	740,523
Total Current Requirements	24,918,903	26,247,542	36,559,358	47,694,642	47,694,642	47,694,642
Reserved for Future Years	-	-	31,479,294	32,978,639	32,978,639	32,978,639
Ending Fund Balance	27,953,986	35,073,428	-	-	-	-
<b>Total Requirements</b>	<b>\$ 52,872,889</b>	<b>\$ 61,320,970</b>	<b>\$ 68,038,652</b>	<b>\$ 80,673,281</b>	<b>\$ 80,673,281</b>	<b>\$ 80,673,281</b>

FY2023 Total Budgeted City Expenditures for  
the Main Operating Funds

## Total Expenses for all Funds as a Percentage



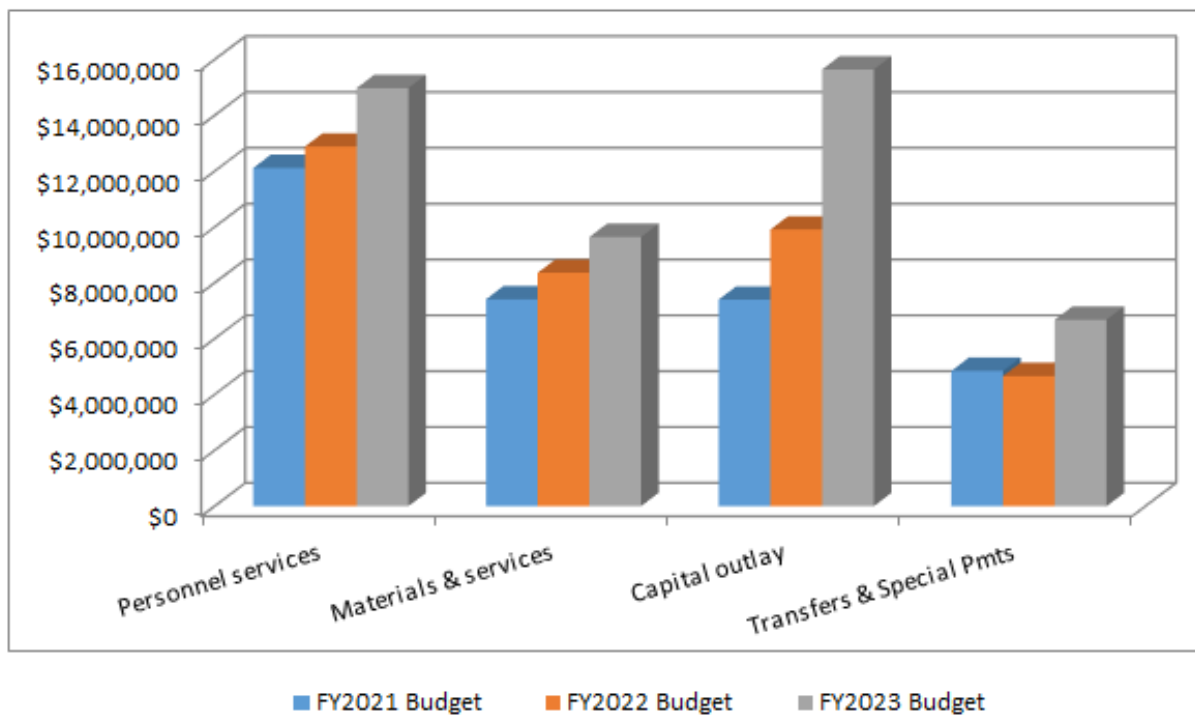
Personnel services  
32%

Materials & services  
21%

Capital outlay  
33%

T/O & Spec Pmts  
14%

## Total Expenses for all Funds

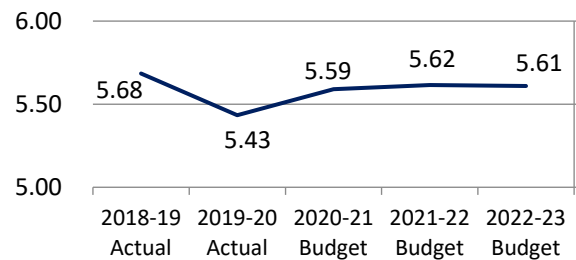


## Overview of Major Categories of Expense

### Personnel Services

#### Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



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

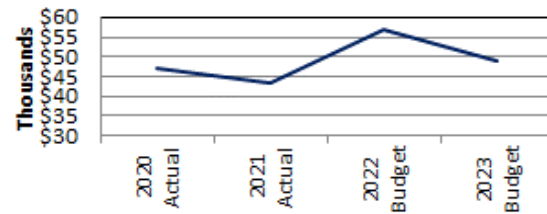
#### Wages

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

#### Benefits

The major benefits are health insurance and PERS. Employee insurance rates are budgeted to increase an average of 6.7%.

Annual Benefit Costs per FTE

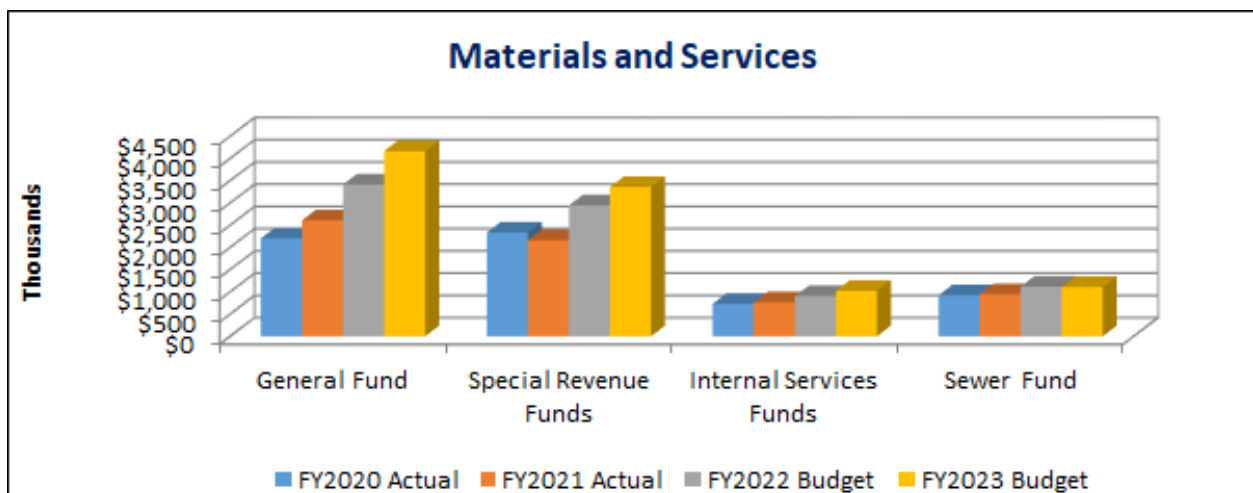


The most recent adopted PERS rates for the City of Canby and the prior two biennium's are:

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

**Materials and Services** include costs for:

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



### **Capital Outlay**

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

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

### **Debt Service**

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

### **Special Payments**

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

### **Transfers Out**

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

### **Operating Contingency**

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

### **Ending Fund Balance**

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

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

## Debt Service

### Overview of Long-Term Debt

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

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

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

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

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

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

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

	Original Amount	6/30/2022 Balance	Reductions	6/30/2023 Balance
<b>Governmental Activities</b>				
Bonds URA:				
2021 Refunding of 2010, 2011, & 2012 (0.92%)	18,435,000	\$ 15,125,000	\$ 3,655,000	\$ 11,470,000
2021 Premium	995,165	938,559	131,458	807,101
Total Governmental Activities		<u>\$ 16,063,559</u>	<u>\$ 3,786,458</u>	<u>\$ 12,277,101</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 (FY2023 Through FY2027)						
	Estimated					
Transportation	Cost	FY2023	FY2024	FY2025	FY2026	FY2027
Industrial Park Connection to 99E	7,350,000	1,500,000	3,000,000	1,800,000	-	-
N Locust, NE 4th to NE 10th Avenue	1,300,000	1,300,000	-	-	-	-
NE Territorial/N Redwood Intersection Impr	280,000	280,000	-	-	-	-
S Ivy Sidewalk Project	6,370,570	1,900,000	3,677,697	-	-	-
Street Maint Projects	3,600,000	900,000	800,000	700,000	800,000	-
South Redwood (County Road)	471,387	-	-	-	-	-
South Maple (County Road)	486,459	-	-	-	500,000	-
S Ivy St, S 12th Ave to Bridge	150,000	-	-	150,000	-	-
NE 10 Avenue, N Ivy to N Locust Sidewalks	275,000	-	275,000	-	-	-
NE 12th Ave, N Ivy to Cul-de-sac	150,000	-	-	-	-	150,000
North Maple (County Road)	930,804	-	-	-	930,804	-
N Pine St Realignment	800,000	-	-	-	-	850,000
NE 10th Avenue, Locust to N Maple Streets	700,000	-	-	700,000	-	-
NE 10th Avenue, N Maple to N Pine Street	750,000	-	-	750,000	-	-
S Ivy & S 18th, Traffic Circle	600,000	-	-	-	600,000	-
Charging Station	150,000	150,000	-	-	-	-
N Pine St, NE 8th to 10th	380,000	-	-	-	380,000	-
	\$ 24,744,220	\$ 6,030,000	\$ 7,752,697	\$ 4,100,000	\$ 3,210,804	\$ 1,000,000
<b>Parks</b>						
Parks Master Plan Update	200,000	100,000	-	-	-	-
S. Locust Park covered area	110,000	110,000	-	-	-	-
Dog Park	900,000	900,000	-	-	-	-
Wait Park playground and asset replacement	275,000	-	-	400,000	-	-
Master Plan Projects	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-
Community Park playground and asset repairs	400,000	-	400,000	-	-	-
Logging Road Extension	1,010,114	-	-	-	-	1,005,000
	\$ 3,895,114	\$ 2,110,000	\$ 1,400,000	\$ 1,400,000	\$ 1,000,000	\$ 1,005,000
<b>Transit</b>						
Construct new Transit Office	3,000,000	1,350,000	-	-	-	-
Bus Stop Improvements, part of ODOT project	169,875	169,875	-	-	-	-
Bus Stop Improvements, not in ODOT project	163,750	163,750	-	-	-	-
	\$ 3,333,625	\$ 1,683,625	\$ -	\$ -	\$ -	\$ -
<b>Storm</b>						
N Maple Street and NW 34th Place	30,000	-	-	-	-	-
N Knights Bridge Road	130,000	-	130,000	-	-	-
N Knott St Storm	36,000	36,000	-	-	-	-
Knights Bridge Runoff Treatment	50,000	-	50,000	-	-	-
	\$ 246,000	\$ 36,000	\$ 180,000	\$ -	\$ -	\$ -
<b>Sanitary - Collections</b>						
South Safeway Pump Station Removal	1,000,000	950,000	-	-	-	-
Generator 3rd Baker Pumpstation	50,000	50,000	-	-	-	-
N Maple Ln sewer line replace	152,000	152,000	-	-	-	-
N NW 10th & Birch Sewer Extension	33,000	33,000	-	-	-	-
Nights Bridge Pump Station Removal	700,000	-	700,000	-	-	-
	\$ 1,935,000	\$ 1,185,000	\$ 700,000	\$ -	\$ -	\$ -
<b>Sanitary - Waste Water Treatment Plant</b>						
U.V. System Upgrades	1,000,000	-	1,000,000	-	-	-
Solids Dewatering Equipment	950,000	-	-	950,000	-	-
Outfall Diffuser/Mixing Zone	100,000	-	-	-	-	100,000
Sludge Pond Lining and Repairs	100,000	-	-	-	100,000	-
Equipment Storage and Maintenance Building	450,000	450,000	-	-	-	-
Pressate Storage Basin Improvements	400,000	400,000	-	-	-	-
	\$ 3,000,000	\$ 850,000	\$ 1,000,000	\$ 950,000	\$ 100,000	\$ 100,000



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

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

**Parks Master Plan Update**

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

**Parks Master Plan Projects**

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

**Dog Park**

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

**Locust Park Covered Picnic Shelter**

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

**Transit Capital Projects**

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

**Construction of a new Transit Office Building**

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

**Construction of a new Bus Stop Shelters**

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

**Sanitary Sewer Capital Projects**

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

**Safeway Pump Station Conversion**

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

**North Maple Lane Sewer Line Replacement**

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

**Wastewater Treatment Plant Projects**

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

**Pressate Storage Basin Improvements**

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

**Equipment Storage Building**

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

**Street Capital Projects**

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

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

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

**S Ivy Sidewalk and Street Project**

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

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

This project will improve traffic safety. The 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

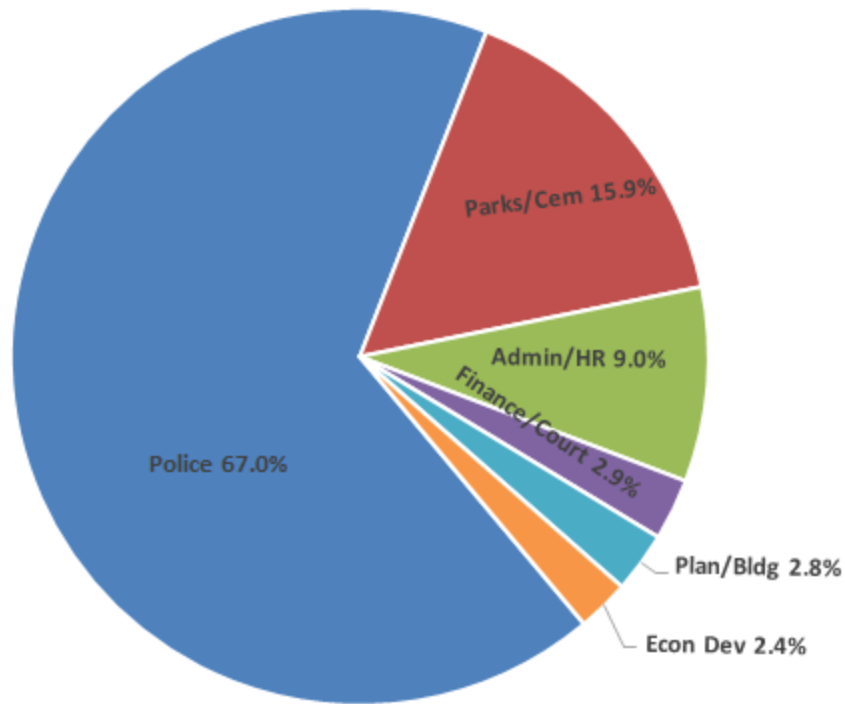
## Budget Summary by Fund

FY 22-23 Adopted 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
<b>Resources</b>														
Beginning Fund Balance	\$ 8,006,152	\$ 8,844	\$ 3,530,492	\$ 1,549,366	\$ 49,036	\$ 4,791,664	\$ 12,478,446	\$ 1,144,383	\$ 5,444	\$ 14,505	\$ 137,633	\$ 74,659	\$ 9,461,511	\$ 41,252,133
Revenue	12,629,567	1,133,415	2,938,021	1,143,500	19,900	5,826,400	1,915,000	37,000	10,175	497,730	829,158	748,250	4,663,000	32,391,116
Transfers In	2,788,032	795,000	-	-	-	1,457,000	-	500,000	-	-	-	-	1,478,000	7,018,032
Other Sources	-	12,000	-	-	-	-	-	-	-	-	-	-	-	12,000
<b>Total Resources</b>	<b>\$ 23,423,751</b>	<b>\$ 1,949,259</b>	<b>\$ 6,468,513</b>	<b>\$ 2,692,866</b>	<b>\$ 68,936</b>	<b>\$ 12,075,064</b>	<b>\$ 14,393,446</b>	<b>\$ 1,681,383</b>	<b>\$ 15,619</b>	<b>\$ 512,235</b>	<b>\$ 966,791</b>	<b>\$ 822,909</b>	<b>\$ 15,602,511</b>	<b>\$ 80,673,281</b>
<b>Requirements</b>														
Personnel Services	\$ 9,715,000	\$ 895,899	\$ 344,212	\$ 654,130	\$ -	\$ 768,391	\$ -	\$ -	\$ -	\$ 297,025	\$ 289,033	\$ 365,605	\$ 1,648,051	\$ 14,977,346
Materials & Services	4,162,675	348,280	2,322,853	181,317	20,000	471,065	-	-	10,185	176,526	578,401	268,032	1,108,907	9,648,241
Capital Outlay	2,399,000	-	2,095,000	1,500,000	-	6,809,000	-	-	-	-	20,000	157,000	2,670,000	15,650,000
Special Payments	25,000	-	-	-	-	-	-	-	-	-	-	-	-	25,000
Transfers Out	385,012	704,980	262,036	202,904	-	187,105	4,045,000	500,000	-	-	-	-	366,495	6,653,532
Contingency	200,000	100	100,000	41,772	-	100,000	-	-	-	23,678	43,291	31,682	200,000	740,523
Reserve for Future Exp	6,537,064	-	1,344,412	112,743	48,936	3,739,503	10,348,446	1,181,383	5,434	15,006	36,066	590	9,609,058	32,978,639
<b>Total Requirements</b>	<b>\$ 23,423,751</b>	<b>\$ 1,949,259</b>	<b>\$ 6,468,513</b>	<b>\$ 2,692,866</b>	<b>\$ 68,936</b>	<b>\$ 12,075,064</b>	<b>\$ 14,393,446</b>	<b>\$ 1,681,383</b>	<b>\$ 15,619</b>	<b>\$ 512,235</b>	<b>\$ 966,791</b>	<b>\$ 822,909</b>	<b>\$ 15,602,511</b>	<b>\$ 80,673,281</b>

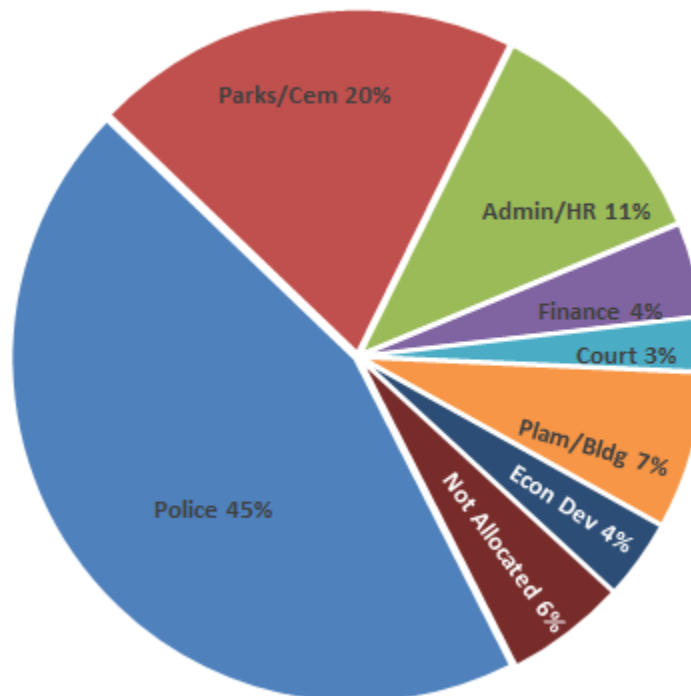
## General Fund Budget Summary

	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>Beginning Fund Balance</b>	\$ 3,242,196	\$ 3,324,431	\$ 5,607,753	\$ 8,006,152	\$ 8,006,152	\$ 8,006,152
<b>Revenue</b>						
Non-Departmental	7,640,253	10,338,179	9,726,294	10,457,913	10,457,913	10,457,913
Court	543,995	493,684	503,000	499,000	499,000	499,000
Planning	560,931	730,985	710,100	890,000	890,000	890,000
Building	51,499	60,117	80,000	50,000	50,000	50,000
Police	210,961	173,566	213,600	175,354	175,354	175,354
Parks	428,283	474,776	487,000	483,450	483,450	483,450
Cemetery	57,371	70,713	52,710	56,000	56,000	56,000
Economic Dev	58,260	8,600	26,631	17,850	17,850	17,850
<b>Transfers In &amp; Other Sources</b>	1,507,158	1,385,558	1,648,097	2,788,032	2,788,032	2,788,032
<b>Total General Fund Resources</b>	<b>\$ 14,300,906</b>	<b>\$ 17,060,609</b>	<b>\$ 19,055,185</b>	<b>\$ 23,423,751</b>	<b>\$ 23,423,751</b>	<b>\$ 23,423,751</b>
<b>Administration</b>						
Personnel Services	481,813	465,643	694,102	677,247	677,247	677,247
Materials & Services	125,411	133,547	168,776	296,060	296,060	296,060
<b>HR &amp; Risk Management</b>						
Personnel Services	137,188	97,483	112,962	257,095	257,095	257,095
Materials & Services	397,796	398,704	595,113	714,310	714,310	714,310
<b>Finance</b>						
Personnel Services	475,956	462,623	492,445	548,152	548,152	548,152
Materials & Services	110,701	91,378	140,311	196,895	196,895	196,895
<b>Court</b>						
Personnel Services	371,876	328,847	333,980	265,001	265,001	265,001
Materials & Services	141,335	179,837	187,794	170,200	170,200	170,200
Capital Outlay	7,933	-	-	-	-	-
<b>Planning</b>						
Personnel Services	266,010	283,899	355,944	410,862	410,862	410,862
Materials & Services	170,915	175,787	226,949	687,668	687,668	687,668
<b>Building</b>						
Personnel Services	28,320	34,435	101,876	129,440	129,440	129,440
Materials & Services	501	525	630	836	836	836
<b>Police</b>						
Personnel Services	4,842,894	4,954,288	5,163,099	6,089,416	6,089,416	6,089,416
Materials & Services	852,182	838,250	1,012,847	1,232,304	1,232,304	1,232,304
Capital Outlay	129,856	114,678	198,800	262,000	262,000	262,000
<b>Parks</b>						
Personnel Services	608,004	609,457	665,692	686,218	686,218	686,218
Materials & Services	203,698	261,985	380,091	366,642	366,642	366,642
Capital Outlay	393,089	336,629	292,500	2,137,000	2,137,000	2,137,000
<b>Cemetery</b>						
Personnel Services	152,176	152,333	194,403	200,620	200,620	200,620
Materials & Services	24,606	15,229	26,739	27,629	27,629	27,629
<b>Economic Development</b>						
Personnel Services	312,888	289,610	351,500	368,549	368,549	368,549
Materials & Services	104,535	73,050	120,904	198,682	198,682	198,682
<b>Non-Departmental</b>						
Personnel Services	427,715	234,978	75,000	82,400	82,400	82,400
Materials & Services	68,824	440,087	551,833	271,449	271,449	271,449
Special Payments	14,664	20,706	25,000	25,000	25,000	25,000
Transfers Out	125,586	200,714	263,761	385,012	385,012	385,012
Operating Contingency	-	-	133,500	200,000	200,000	200,000
<b>Reserved for Future Expense</b>						
PEG	45,566	49,187	39,472	35,940	35,940	35,940
PERS	-	-	-	-	-	-
Workers Compensation	121,863	121,863	198,374	68,420	68,420	68,420
Building Dept.	57,425	74,785	56,922	-	-	-
Park Maintenance	197,571	192,509	4,652	924	924	924
Old Library	-	-	500,000	-	-	-
ARP Funds	-	-	2,363,273	-	-	-
Unrestricted	2,902,006	5,427,565	3,025,941	6,431,780	6,431,780	6,431,780
<b>Total General Fund Requirements</b>	<b>\$ 14,300,906</b>	<b>\$ 17,060,609</b>	<b>\$ 19,055,185</b>	<b>\$ 23,423,751</b>	<b>\$ 23,423,751</b>	<b>\$ 23,423,751</b>

FY2023 General Fund General Revenue  
Allocation by Department  
(Dept. Expense - Dept. Revenue = General Revenue Needed)



FY2023 General Fund Expense by Department





GENERAL FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>RESOURCES</b>						
<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>3,242,196</b>	<b>3,324,431</b>	<b>5,607,753</b>	<b>8,006,152</b>	<b>8,006,152</b>	<b>8,006,152</b>
<b>REVENUE</b>						
Fines and Bail	431,486	362,548	400,000	360,000	360,000	360,000
Fines / Justice Court	60,036	62,269	50,000	75,000	75,000	75,000
Miscellaneous Fees	1,189	1,076	1,000	1,500	1,500	1,500
Attorney Reimbursements	11,183	11,837	12,000	7,500	7,500	7,500
Court Collections Interest	40,100	55,954	40,000	55,000	55,000	55,000
<b>Total Court Revenue</b>	<b>543,995</b>	<b>493,684</b>	<b>503,000</b>	<b>499,000</b>	<b>499,000</b>	<b>499,000</b>
Land Use Applications	63,215	76,739	52,000	160,000	160,000	160,000
Miscellaneous Fees	41	266	100	35,000	35,000	35,000
Traffic Studies	70,800	78,654	70,000	135,000	135,000	135,000
Plan Reviews	49,606	122,672	110,000	150,000	150,000	150,000
Engineering Plan Review Fees	47,767	57,584	46,000	50,000	50,000	50,000
Construction Excise Tax	328,577	376,721	400,000	300,000	300,000	300,000
Miscellaneous Revenue - Planning	924	18,350	32,000	60,000	60,000	60,000
<b>Total Planning Revenue</b>	<b>560,931</b>	<b>730,985</b>	<b>710,100</b>	<b>890,000</b>	<b>890,000</b>	<b>890,000</b>
Park Rentals	485	755	-	450	450	450
Park Maintenance Fee	424,253	436,937	452,000	483,000	483,000	483,000
Miscellaneous Revenue - Parks	3,545	37,084	35,000	-	-	-
<b>Total Park Revenue</b>	<b>428,283</b>	<b>474,776</b>	<b>487,000</b>	<b>483,450</b>	<b>483,450</b>	<b>483,450</b>
Building Permits	51,499	60,117	80,000	50,000	50,000	50,000
<b>Total Building Revenue</b>	<b>51,499</b>	<b>60,117</b>	<b>80,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Grants - DUII	8,520	24,679	8,000	15,000	15,000	15,000
Grant - Distracted Driving	2,941	19,506	5,000	15,000	15,000	15,000
Grant - Seatbelt	2,875	9,890	5,000	7,500	7,500	7,500
Grant - Speed Enforcement	4,197	1,257	2,000	3,000	3,000	3,000
Grant - Pedestrian Safety	4,806	4,023	2,500	5,000	5,000	5,000
Grant - HIDTA	-	-	-	20,000	20,000	20,000
Grant - OCDEF	-	-	-	-	-	-
Grant - Intellectual Property Crimes (IPC)	10,611	-	-	-	-	-
Grant - OJP Vest Program	1,549	3,612	5,000	5,000	5,000	5,000
CSD-Shared SRO Reimbursemt	81,823	41,013	65,000	76,854	76,854	76,854
Miscellaneous Fees	100	142	200	200	200	200
Vehicle Release/Tow Fees	17,875	20,015	16,000	17,000	17,000	17,000
Alarm Permit Fees	10,475	10,509	10,000	5,000	5,000	5,000
Temporary Liquor License	385	280	500	500	500	500
Subpoena Fees	336	220	300	300	300	300
Finger Printing Fees	830	-	1,000	500	500	500
Reports Revenue	2,897	1,664	2,000	2,000	2,000	2,000
Special Event Security	5,783	-	1,000	-	-	-
Miscellaneous Revenue - Police	54,958	36,256	89,600	2,000	2,000	2,000
Donations-Police	-	500	500	500	500	500
<b>Total Police Revenue</b>	<b>210,961</b>	<b>173,566</b>	<b>213,600</b>	<b>175,354</b>	<b>175,354</b>	<b>175,354</b>

## Budget Detail

## General Fund

GENERAL FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>RESOURCES (Continued)</b>						
Grave Sales	18,840	29,400	22,000	22,000	22,000	22,000
Grave Open & Close	6,000	11,850	8,000	8,000	8,000	8,000
Mausoleum Name Bars	6,200	5,000	4,000	4,000	4,000	4,000
Mausoleum Sales	19,780	17,105	15,000	15,000	15,000	15,000
Mausoleum Open & Close	4,550	2,350	1,000	3,000	3,000	3,000
Miscellaneous Fees	1,950	5,000	2,700	4,000	4,000	4,000
Donations-Cemetery	51	8	10	-	-	-
<b>Total Cemetery Revenue</b>	<b>57,371</b>	<b>70,713</b>	<b>52,710</b>	<b>56,000</b>	<b>56,000</b>	<b>56,000</b>
Event Revenue	5,228	-	3,950	3,950	3,950	3,950
Econ Dev City Grant Revenue	50,600	8,600	13,481	4,700	4,700	4,700
Independence Day Revenue	2,433	-	9,200	9,200	9,200	9,200
Miscellaneous Revenue	-	-	-	-	-	-
<b>Total Economic Dev. Revenue</b>	<b>58,260</b>	<b>8,600</b>	<b>26,631</b>	<b>17,850</b>	<b>17,850</b>	<b>17,850</b>
Property Tax Current	5,114,492	5,415,564	5,602,000	6,006,300	6,006,300	6,006,300
Property Tax Prior	86,371	103,299	85,000	52,000	52,000	52,000
Cable Franchise Fee	138,939	133,624	133,700	123,000	123,000	123,000
Telephone Franchise Fee	50,773	47,200	47,700	50,000	50,000	50,000
Solid Waste Franchise Fee	143,460	161,916	163,300	153,500	153,500	153,500
Natural Gas Franchise Fee	155,568	152,397	150,000	146,000	146,000	146,000
City Sewer Franchise Fee	301,663	306,856	307,000	318,000	318,000	318,000
CU In Lieu of Taxes	817,442	846,614	838,600	850,000	850,000	850,000
Cigarette Tax	18,416	16,364	13,100	15,500	15,500	15,500
Liquor Revenue	300,107	333,698	319,000	352,500	352,500	352,500
State Revenue Sharing	198,890	221,768	212,800	230,000	230,000	230,000
Federal Revenue (CARES Act)	-	401,983	1,644,651	-	-	-
American Rescue Plan Act Grant	-	1,990,363	-	1,990,363	1,990,363	1,990,363
Miscellaneous- Fees	418	17,376	19,000	450	450	450
Business Licenses	77,760	76,225	78,000	66,000	66,000	66,000
Liquor Licenses	2,155	2,105	1,900	1,900	1,900	1,900
Title Lien Search Fees	15,240	13,530	14,000	12,500	12,500	12,500
PEG Access Fees	27,758	24,327	26,000	22,800	22,800	22,800
Lease Receipts (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000
Miscellaneous-Income	31,236	9,240	5,700	9,500	9,500	9,500
Interest Revenues	75,967	27,295	28,000	20,600	20,600	20,600
Sale of Capital Assets	-	-	-	-	-	-
Retirement/Separation Reserve	77,597	30,436	30,843	31,000	31,000	31,000
WC Claim Reserve	-	-	-	-	-	-
<b>Total Unallocated Revenue</b>	<b>7,640,253</b>	<b>10,338,179</b>	<b>9,726,294</b>	<b>10,457,913</b>	<b>10,457,913</b>	<b>10,457,913</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>						
O/H from Building	3,689	5,741	16,203	22,236	22,236	22,236
O/H from Economic Develop	46,897	52,286	75,149	67,776	67,776	67,776
O/H from Library Fund	136,707	142,687	172,409	204,980	204,980	204,980
O/H from Street	124,653	120,610	147,257	187,105	187,105	187,105
O/H from Transit	190,668	182,728	236,185	262,036	262,036	262,036
O/H from Swim Levy	124,096	119,444	139,099	202,904	202,904	202,904
O/H from WWTP	161,886	163,112	201,095	230,057	230,057	230,057
O/H from Collections	50,115	60,761	64,081	85,765	85,765	85,765
O/H from Stormwater	32,064	29,913	31,754	50,673	50,673	50,673
Transfer from UR	368,763	315,998	450,365	350,000	350,000	350,000
Transfer from Streets	10,000	10,000	14,500	14,500	14,500	14,500
Transfer from SDC Fund	257,620	182,278	100,000	1,110,000	1,110,000	1,110,000
<b>Total Unallocated Transfers In</b>	<b>1,507,158</b>	<b>1,385,558</b>	<b>1,648,097</b>	<b>2,788,032</b>	<b>2,788,032</b>	<b>2,788,032</b>
<b>TOTAL GENERAL FUND RESOURCES</b>	<b>14,300,906</b>	<b>17,060,609</b>	<b>19,055,185</b>	<b>23,423,751</b>	<b>23,423,751</b>	<b>23,423,751</b>

## Budget Detail

## General Fund

GENERAL FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS FOR ADMINISTRATION</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	306,332	316,795	449,712	443,408	443,408	443,408
Overtime	-	-	-	-	-	-
Insurance Benefits	63,144	72,941	102,740	93,457	93,457	93,457
Taxes/Other	24,619	20,058	36,041	35,466	35,466	35,466
PERS Contributions	87,718	55,850	105,609	104,916	104,916	104,916
<b>Total Admin Personnel Services</b>	<b>481,813</b>	<b>465,643</b>	<b>694,102</b>	<b>677,247</b>	<b>677,247</b>	<b>677,247</b>
<b>FTE</b>	<b>5.1</b>	<b>3.3</b>	<b>3.2</b>	<b>3.9</b>	<b>3.9</b>	<b>3.9</b>
<b>MATERIALS &amp; SERVICES</b>						
Election	204	1,009	1,000	1,000	1,000	1,000
Prof/Tech Services	4,442	6,882	7,500	108,500	108,500	108,500
CTV5 Professional Services	36,000	36,000	36,000	36,000	36,000	36,000
Codification	2,996	495	3,000	5,495	5,495	5,495
Copier Lease & Maint	4,719	4,404	5,000	5,000	5,000	5,000
Misc. Unanticipated	-	15,000	-	-	-	-
Printing & Binding	270	318	500	500	500	500
Mayor & City Council	5,125	4,057	9,810	12,120	12,120	12,120
Mayor & CC Travel & Training	5,633	108	8,075	8,075	8,075	8,075
Mayor & CC Membership Dues	1,405	2,168	1,189	1,189	1,189	1,189
Admin Staff Travel & Training	88	345	7,234	7,660	7,660	7,660
Attorney Travel & Training	777	-	1,500	1,500	1,500	1,500
Admin Membership Dues & Fees	20,370	21,187	25,487	25,638	25,638	25,638
Internal Charge-Fleet	2,817	1,523	2,709	1,486	1,486	1,486
Internal Charge-Facilities	9,130	9,742	11,036	15,759	15,759	15,759
Internal Charge-Tech Services	25,529	23,024	36,136	53,538	53,538	53,538
Supplies & Services	4,253	4,652	7,075	7,075	7,075	7,075
Employee Recognition	1,653	2,632	5,525	5,525	5,525	5,525
<b>Total Admin Materials &amp; Services</b>	<b>125,411</b>	<b>133,547</b>	<b>168,776</b>	<b>296,060</b>	<b>296,060</b>	<b>296,060</b>
<b>TOTAL ADMIN REQUIREMENTS</b>	<b>607,225</b>	<b>599,190</b>	<b>862,878</b>	<b>973,307</b>	<b>973,307</b>	<b>973,307</b>
<b>REQUIREMENTS FOR HR &amp; RISK MGMT</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	91,266	68,081	69,118	165,707	165,707	165,707
Insurance Benefits	10,859	14,801	22,506	40,303	40,303	40,303
Taxes/Other	7,520	4,238	5,855	13,967	13,967	13,967
PERS Contributions	27,543	10,363	15,483	37,118	37,118	37,118
<b>Total HR &amp; Risk Mgmt Personnel Services</b>	<b>137,188</b>	<b>97,483</b>	<b>112,962</b>	<b>257,095</b>	<b>257,095</b>	<b>257,095</b>
<b>FTE</b>		<b>0.8</b>	<b>1.1</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>
<b>MATERIALS &amp; SERVICES</b>						
Professional Services	19,796	6,204	111,500	138,500	138,500	138,500
Legal/Labor Negotiations	37,668	10,133	20,000	20,000	20,000	20,000
Recruit/Employ Testing	4,665	8,468	9,950	12,000	12,000	12,000
Software	-	9,727	3,177	15,606	15,606	15,606
Liability Insurance	319,354	340,031	386,000	426,704	426,704	426,704
Non-Insurance Claims	430	-	15,000	15,000	15,000	15,000
Liab Ins Deductible Accrued	1,501	-	20,000	25,000	25,000	25,000
Travel & Training	2,043	(728)	5,000	8,000	8,000	8,000
Membership Dues & Fees	263	1,039	425	425	425	425
Internal Charge-Facilities	2,844	3,034	3,437	4,909	4,909	4,909
Internal Charge-Tech Services	5,902	17,806	11,124	38,516	38,516	38,516
Supplies & Services	2,820	2,726	7,450	7,600	7,600	7,600
Risk Mgmt/Safety Committee	510	265	2,050	2,050	2,050	2,050
<b>Total HR &amp; Risk Mgmt Materials &amp; Services</b>	<b>397,796</b>	<b>398,704</b>	<b>595,113</b>	<b>714,310</b>	<b>714,310</b>	<b>714,310</b>
<b>TOTAL HR &amp; RISK MGMT REQUIREMENTS</b>	<b>534,985</b>	<b>496,186</b>	<b>708,075</b>	<b>971,405</b>	<b>971,405</b>	<b>971,405</b>

## Budget Detail

## General Fund

GENERAL FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS FOR FINANCE</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	289,490	294,690	305,932	353,625	353,625	353,625
Insurance Benefits	74,930	74,214	78,783	85,355	85,355	85,355
Taxes/Other	24,062	18,774	25,706	29,960	29,960	29,960
PERS Contributions	87,473	74,945	82,024	79,212	79,212	79,212
<b>Total Finance Personnel Services</b>	<b>475,956</b>	<b>462,623</b>	<b>492,445</b>	<b>548,152</b>	<b>548,152</b>	<b>548,152</b>
<b>FTE</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>
<b>MATERIALS &amp; SERVICES</b>						
Prof SrvTitle Lien Search Cost	6,072	5,532	6,500	6,500	6,500	6,500
Auditing	34,365	20,445	40,000	55,000	55,000	55,000
Software Maintenance	30,712	30,712	32,000	32,000	32,000	32,000
Copier Lease & Maint	3,822	3,674	4,500	4,500	4,500	4,500
Publications/Books	-	-	-	-	-	-
Printing & Binding	1,736	1,284	2,500	2,500	2,500	2,500
Training/Conf/Travel	2,777	1,040	6,000	9,000	9,000	9,000
Membership Dues & Fees	1,830	1,985	2,300	2,300	2,300	2,300
Internal Charge-Facilities	4,329	4,619	5,233	7,473	7,473	7,473
Internal Charge-Tech Services	11,804	7,443	23,078	56,622	56,622	56,622
Supplies & Service	3,218	4,394	4,000	4,500	4,500	4,500
Bank Charges	10,006	9,537	11,500	11,500	11,500	11,500
Cash Over & Short	30	(0)	-	-	-	-
Misc Office Equipment	-	-	2,700	5,000	5,000	5,000
<b>Total Finance Materials &amp; Services</b>	<b>110,701</b>	<b>91,378</b>	<b>140,311</b>	<b>196,895</b>	<b>196,895</b>	<b>196,895</b>
<b>TOTAL FINANCE REQUIREMENTS</b>	<b>586,657</b>	<b>554,001</b>	<b>632,756</b>	<b>745,047</b>	<b>745,047</b>	<b>745,047</b>
<b>REQUIREMENTS FOR COURT</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	254,726	217,489	223,009	169,353	169,353	169,353
Overtime	-	792	-	-	-	-
Insurance Benefits	46,652	56,929	48,674	51,692	51,692	51,692
Taxes/Other	21,074	14,099	18,949	14,425	14,425	14,425
PERS Contributions	49,425	39,537	43,348	29,531	29,531	29,531
<b>Total Court Personnel Services</b>	<b>371,876</b>	<b>328,847</b>	<b>333,980</b>	<b>265,001</b>	<b>265,001</b>	<b>265,001</b>
<b>FTE</b>	<b>3.8</b>	<b>2.8</b>	<b>3.4</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>
<b>MATERIALS &amp; SERVICES</b>						
Interpreter	4,990	8,537	9,500	6,000	6,000	6,000
Attorney Services	43,500	73,206	83,208	44,000	44,000	44,000
Copier Lease and Usage	747	1,206	2,000	1,750	1,750	1,750
Training/Conf/Travel	1,216	-	1,840	1,805	1,805	1,805
Membership & Dues	225	330	250	250	250	250
Jury Fees	60	-	120	120	120	120
Witness Fees	-	-	105	105	105	105
Internal Charge-Facilities	3,961	4,227	4,788	6,837	6,837	6,837
Internal Charge-Tech Services	14,281	12,111	24,183	43,133	43,133	43,133
Supplies & Services	4,572	5,923	6,700	6,100	6,100	6,100
Discovery Expense	38	-	100	100	100	100
Bank Charges	4,254	3,880	5,000	5,000	5,000	5,000
Collection Costs	63,491	70,417	50,000	55,000	55,000	55,000
<b>Total Court Materials &amp; Services</b>	<b>141,335</b>	<b>179,837</b>	<b>187,794</b>	<b>170,200</b>	<b>170,200</b>	<b>170,200</b>
<b>CAPITAL OUTLAY</b>						
Office Furniture	7,933	-	-	-	-	-
<b>TOTAL COURT REQUIREMENTS</b>	<b>521,144</b>	<b>508,684</b>	<b>521,774</b>	<b>435,201</b>	<b>435,201</b>	<b>435,201</b>

## Budget Detail

## General Fund

GENERAL FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS FOR PLANNING</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	183,606	202,889	245,794	279,590	279,590	279,590
Overtime	193	47	-	-	-	-
Insurance Benefits	23,750	30,200	33,610	44,279	44,279	44,279
Taxes/Other	17,091	15,653	21,086	23,953	23,953	23,953
PERS Contributions	41,371	35,111	55,454	63,040	63,040	63,040
<b>Total Planning Personnel Services</b>	<b>266,010</b>	<b>283,899</b>	<b>355,944</b>	<b>410,862</b>	<b>410,862</b>	<b>410,862</b>
<b>FTE</b>	<b>2.8</b>	<b>2.3</b>	<b>2.8</b>	<b>3.2</b>	<b>3.2</b>	<b>3.2</b>
<b>MATERIALS &amp; SERVICES</b>						
Prof/Tech Services	54,314	79,807	122,000	473,000	473,000	473,000
Copier Lease and Usage	2,738	3,076	4,000	4,000	4,000	4,000
Communications	222	206	300	100	100	100
Mapping	500	670	900	1,500	1,500	1,500
Planning Commiss. Expenses	105	746	200	1,500	1,500	1,500
Travel & Training	1,670	130	2,200	2,800	2,800	2,800
Fees & Dues	1,601	1,312	2,300	3,600	3,600	3,600
Internal Charge-Facilities	3,376	3,602	4,081	5,827	5,827	5,827
Internal Charge-Tech Services	30,040	14,268	17,418	54,341	54,341	54,341
Supplies & Services	2,526	3,692	3,550	6,000	6,000	6,000
Traffic Study	73,824	68,278	70,000	135,000	135,000	135,000
<b>Total Planning Materials &amp; Services</b>	<b>170,915</b>	<b>175,787</b>	<b>226,949</b>	<b>687,668</b>	<b>687,668</b>	<b>687,668</b>
<b>TOTAL PLANNING REQUIREMENTS</b>	<b>436,926</b>	<b>459,687</b>	<b>582,893</b>	<b>1,098,530</b>	<b>1,098,530</b>	<b>1,098,530</b>
<b>REQUIREMENTS FOR BUILDING</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	19,323	24,844	71,821	88,921	88,921	88,921
Insurance Benefits	2,471	3,428	8,090	13,295	13,295	13,295
Taxes/Other	1,918	1,876	6,026	7,468	7,468	7,468
PERS Contributions	4,608	4,282	15,939	19,756	19,756	19,756
<b>Total Building Personnel Services</b>	<b>28,320</b>	<b>34,435</b>	<b>101,876</b>	<b>129,440</b>	<b>129,440</b>	<b>129,440</b>
<b>FTE</b>	<b>0.2</b>	<b>0.2</b>	<b>0.4</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>MATERIALS &amp; SERVICES</b>						
Communications	95	101	100	100	100	100
Internal Charge-Facilities	397	424	480	686	686	686
Supplies & Service	10	-	50	50	50	50
<b>Total Building Materials &amp; Services</b>	<b>501</b>	<b>525</b>	<b>630</b>	<b>836</b>	<b>836</b>	<b>836</b>
<b>TOTAL BUILDING REQUIREMENTS</b>	<b>28,821</b>	<b>34,959</b>	<b>102,506</b>	<b>130,276</b>	<b>130,276</b>	<b>130,276</b>

## Budget Detail

## General Fund

GENERAL FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS FOR POLICE</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	2,711,660	2,879,625	2,891,767	3,536,496	3,536,496	3,536,496
Overtime Wages	272,340	259,825	322,500	381,000	381,000	381,000
Insurance Benefits	640,031	642,033	661,763	776,996	776,996	776,996
Taxes/Other	340,779	318,102	395,438	423,311	423,311	423,311
PERS Contributions	857,509	833,269	869,681	943,513	943,513	943,513
Fringe Benefits	20,575	21,433	21,950	28,100	28,100	28,100
<b>Total Police Personnel Services</b>	<b>4,842,894</b>	<b>4,954,288</b>	<b>5,163,099</b>	<b>6,089,416</b>	<b>6,089,416</b>	<b>6,089,416</b>
<b>FTE</b>	<b>29.4</b>	<b>29.3</b>	<b>30.2</b>	<b>32.0</b>	<b>32.0</b>	<b>32.0</b>
<b>MATERIALS &amp; SERVICES</b>						
Professional Services	45,232	1,318	5,000	5,000	5,000	5,000
Vehicle Lease Payments	-	-	-	-	-	-
Copier Lease and Usage	3,576	4,718	4,125	7,080	7,080	7,080
Investigation & Info	3,134	2,428	3,000	3,500	3,500	3,500
Prisoners Board & Medical	1,445	-	5,000	6,000	6,000	6,000
Crime Prevention	521	382	1,000	1,500	1,500	1,500
Communications	26,766	26,144	31,000	31,000	31,000	31,000
County Dispatch Fees	207,025	201,383	215,279	242,212	242,212	242,212
Juvenile Diversion Services	2,500	-	2,500	2,500	2,500	2,500
Training & Travel	30,285	15,807	37,200	43,000	43,000	43,000
Firearms & Less Leta Equip	35,560	32,887	35,200	40,900	40,900	40,900
Tactical Entry Team Equipment	4,305	3,115	4,000	5,000	5,000	5,000
Vests	5,695	6,955	11,000	11,000	11,000	11,000
EOC	-	560	1,500	1,500	1,500	1,500
Detective Equipment	16,307	11,869	20,500	20,000	20,000	20,000
Membership Fees & Dues	2,070	1,512	2,600	2,600	2,600	2,600
Information System Services	35,545	45,620	48,200	66,000	66,000	66,000
Internal Charge-Fleet	157,252	143,404	191,680	235,729	235,729	235,729
Internal Charge-Facilities	63,163	67,396	76,348	109,025	109,025	109,025
Internal Charge-Tech Services	143,102	180,850	187,788	260,041	260,041	260,041
Supplies & Services	12,856	17,959	40,822	41,562	41,562	41,562
Uniforms & Patrol Equipment	19,379	21,668	28,400	30,000	30,000	30,000
Equipment Repair & Maint	466	-	-	-	-	-
Radio Repair	-	11,864	2,000	6,000	6,000	6,000
800 Radio Operating Fee	26,230	26,230	27,000	29,280	29,280	29,280
Canine Expenses	1,483	1,609	3,500	3,500	3,500	3,500
Traffic Safety Equipment	6,230	11,672	25,100	24,000	24,000	24,000
Donations-Police	-	-	500	500	500	500
Accreditation	2,055	900	2,605	3,875	3,875	3,875
<b>Total Police Materials &amp; Services</b>	<b>852,182</b>	<b>838,250</b>	<b>1,012,847</b>	<b>1,232,304</b>	<b>1,232,304</b>	<b>1,232,304</b>
<b>CAPITAL OUTLAY</b>						
Vehicles	111,671	101,310	180,800	185,000	185,000	185,000
Police K-9's	-	-	-	-	-	-
Furniture	7,933	-	-	-	-	-
Equip - Computer/Software	10,252	13,368	18,000	77,000	77,000	77,000
Digital Radio Replacement Project	-	-	-	-	-	-
<b>Total Police Capital Outlay</b>	<b>129,856</b>	<b>114,678</b>	<b>198,800</b>	<b>262,000</b>	<b>262,000</b>	<b>262,000</b>
<b>TOTAL POLICE REQUIREMENTS</b>	<b>5,824,932</b>	<b>5,907,215</b>	<b>6,374,746</b>	<b>7,583,720</b>	<b>7,583,720</b>	<b>7,583,720</b>



## Budget Detail

## General Fund

GENERAL FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS FOR PARKS</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	336,479	363,329	382,504	397,801	397,801	397,801
Seasonal/Temp Wages	22,490	2,460	18,000	18,000	18,000	18,000
Overtime	2,732	9,498	6,000	7,500	7,500	7,500
Insurance Benefits	104,557	103,159	106,715	104,734	104,734	104,734
Taxes/Other	43,492	37,915	51,581	53,495	53,495	53,495
PERS Contributions	95,455	90,296	98,092	101,888	101,888	101,888
Clothing Allowance	2,800	2,800	2,800	2,800	2,800	2,800
<b>Total Park Personnel Services</b>	<b>608,004</b>	<b>609,457</b>	<b>665,692</b>	<b>686,218</b>	<b>686,218</b>	<b>686,218</b>
<b>FTE</b>	<b>6.9</b>	<b>6.3</b>	<b>5.7</b>	<b>6.3</b>	<b>6.3</b>	<b>6.3</b>
<b>MATERIALS &amp; SERVICES</b>						
Contract Services	2,928	36,556	11,000	11,000	11,000	11,000
Surveys & Master Plans- SDC	-	12,977	100,000	100,000	100,000	100,000
Parks Ground Maintenance	9,370	25,928	10,500	10,500	10,500	10,500
Park Bldg Maintenance	3,855	7,459	9,300	17,300	17,300	17,300
Streetscape Landscaping	971	6,558	10,000	10,000	10,000	10,000
Vandalism Repair	868	3,550	3,000	3,000	3,000	3,000
Copier Lease & Maint	961	955	1,000	1,000	1,000	1,000
Parks Maint Fee Billing	25,274	25,040	27,500	32,500	32,500	32,500
Communications	1,936	2,236	2,000	1,800	1,800	1,800
Training/Conf/Travel	965	1,605	2,400	2,400	2,400	2,400
Internal Charge-Fleet	76,653	53,865	115,898	73,863	73,863	73,863
Internal Charge-Facilities	22,743	24,267	27,490	39,256	39,256	39,256
Internal Charge-Tech Services	3,237	1,498	2,103	6,123	6,123	6,123
Supplies & Services	21,184	18,762	18,400	18,400	18,400	18,400
Park Equipment	9,501	15,420	9,500	9,500	9,500	9,500
Utilities	23,251	25,311	30,000	30,000	30,000	30,000
<b>Total Park Materials &amp; Services</b>	<b>203,698</b>	<b>261,985</b>	<b>380,091</b>	<b>366,642</b>	<b>366,642</b>	<b>366,642</b>
<b>CAPITAL OUTLAY</b>						
Equipment/Vehicles	43,415	22,709	-	127,000	127,000	127,000
Logging Rd Trail Culvert Replacement	3,724	-	-	-	-	-
Legacy Park Improvements	92,347	-	-	-	-	-
Locust Park Shelter	-	-	100,000	110,000	110,000	110,000
Maple Park Sport Court	-	13,053	192,500	-	-	-
Maple Park Splash Pad	253,602	169,888	-	-	-	-
Locust Park Playground Equip Replacement	-	130,980	-	-	-	-
Master Plan Projects	-	-	-	1,000,000	1,000,000	1,000,000
Dog Park	-	-	-	900,000	900,000	900,000
<b>Total Parks Capital Outlay</b>	<b>393,089</b>	<b>336,629</b>	<b>292,500</b>	<b>2,137,000</b>	<b>2,137,000</b>	<b>2,137,000</b>
<b>TOTAL PARK REQUIREMENTS</b>	<b>1,204,790</b>	<b>1,208,071</b>	<b>1,338,283</b>	<b>3,189,860</b>	<b>3,189,860</b>	<b>3,189,860</b>

## Budget Detail

## General Fund

GENERAL FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS FOR CEMETERY</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	95,705	96,488	107,602	112,435	112,435	112,435
Seasonal/Temp Wages	-	-	18,000	18,000	18,000	18,000
Overtime	557	2,495	-	-	-	-
Insurance Benefits	21,951	22,455	26,105	25,643	25,643	25,643
Taxes/Other	11,491	9,966	16,364	17,012	17,012	17,012
PERS Contributions	22,472	20,930	26,332	27,530	27,530	27,530
<b>Total Cemetery Personnel Services</b>	<b>152,176</b>	<b>152,333</b>	<b>194,403</b>	<b>200,620</b>	<b>200,620</b>	<b>200,620</b>
<b>FTE</b>	<b>1.4</b>	<b>1.7</b>	<b>1.3</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>
<b>MATERIALS &amp; SERVICES</b>						
Grounds Maintenance	3,116	2,245	3,500	3,500	3,500	3,500
Building Maintenance	7,797	1,033	4,200	4,200	4,200	4,200
Copier Lease and Usage	172	171	200	200	200	200
Refunds	1,700	3,390	2,000	2,000	2,000	2,000
Internal Charge-Tech Services	1,999	438	389	1,279	1,279	1,279
Supplies - Records	667	1,056	1,350	1,350	1,350	1,350
Tools & Equipment	1,792	1,498	8,100	8,100	8,100	8,100
Utilities	2,430	2,400	2,500	2,500	2,500	2,500
Name Bars	4,934	2,998	4,500	4,500	4,500	4,500
<b>Total Cemetery Materials &amp; Services</b>	<b>24,606</b>	<b>15,229</b>	<b>26,739</b>	<b>27,629</b>	<b>27,629</b>	<b>27,629</b>
<b>TOTAL CEMETERY REQUIREMENTS</b>	<b>176,782</b>	<b>167,562</b>	<b>221,142</b>	<b>228,249</b>	<b>228,249</b>	<b>228,249</b>
<b>REQUIREMENTS FOR ECONOMIC DEVELOPMENT</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	213,170	211,135	244,085	257,073	257,073	257,073
Overtime	-	-	-	-	-	-
Insurance Benefits	25,116	26,321	30,541	30,438	30,438	30,438
Taxes/Other	22,837	14,167	19,833	20,779	20,779	20,779
PERS Contributions	51,766	37,987	57,041	60,259	60,259	60,259
<b>Total Economic Dev. Personnel Services</b>	<b>312,888</b>	<b>289,610</b>	<b>351,500</b>	<b>368,549</b>	<b>368,549</b>	<b>368,549</b>
<b>FTE</b>	<b>2.6</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>MATERIALS &amp; SERVICES</b>						
Internal Charge-Facilities	3,490	3,724	4,218	6,024	6,024	6,024
Internal Charge-Tech Services	6,568	3,884	4,784	15,987	15,987	15,987
Econ Dev City Grant Expended	5,600	45,325	13,481	5,700	5,700	5,700
Copier Lease and Usage	1,369	1,538	1,500	1,500	1,500	1,500
Supplies & Services	30,503	8,757	30,850	38,700	38,700	38,700
Main Street (General Fund)	11,246	883	13,000	24,350	24,350	24,350
Independence Day Expenses	9,076	725	14,500	16,850	16,850	16,850
Flower Program	5,206	5,662	5,500	6,500	6,500	6,500
Community Small Grants				50,000	50,000	50,000
Main Street (UR Allowable)	31,478	2,552	33,071	33,071	33,071	33,071
<b>Total Economic Dev. Materials &amp; Services</b>	<b>104,535</b>	<b>73,050</b>	<b>120,904</b>	<b>198,682</b>	<b>198,682</b>	<b>198,682</b>
<b>TOTAL ECONOMIC DEV. REQUIREMENTS</b>	<b>417,424</b>	<b>362,660</b>	<b>472,404</b>	<b>567,231</b>	<b>567,231</b>	<b>567,231</b>

## Budget Detail

## General Fund

GENERAL FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS NOT ALLOCATED</b>						
<b>PERSONNEL SERVICES</b>						
Retirement & Separation Payout	427,715	234,978	75,000	82,400	82,400	82,400
<b>Total Not Allocated Personnel Services</b>	<b>427,715</b>	<b>234,978</b>	<b>75,000</b>	<b>82,400</b>	<b>82,400</b>	<b>82,400</b>
<b>MATERIALS &amp; SERVICES</b>						
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000
COVID-19 expenses	24,907	393,626	-	-	-	-
Equipment	-	-	500,000	200,000	200,000	200,000
Internal Charge-Facilities	37,917	40,461	45,833	65,449	65,449	65,449
<b>Total Not Allocated Materials &amp; Services</b>	<b>68,824</b>	<b>440,087</b>	<b>551,833</b>	<b>271,449</b>	<b>271,449</b>	<b>271,449</b>
<b>SPECIAL PAYMENTS</b>						
Special Payments-PEG Access	14,664	20,706	25,000	25,000	25,000	25,000
<b>Total Special Payments</b>	<b>14,664</b>	<b>20,706</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>TRANSFERS OUT</b>						
O/H Transfer to General Fund	3,689	5,741	16,203	22,236	22,236	22,236
O/H Transfer to General Fund	46,897	52,286	75,149	67,776	67,776	67,776
Transfer to Library Fund	75,000	142,687	172,409	295,000	295,000	295,000
<b>Total Transfers Out</b>	<b>125,586</b>	<b>200,714</b>	<b>263,761</b>	<b>385,012</b>	<b>385,012</b>	<b>385,012</b>
<b>OPERATING CONTINGENCY</b>						
	-	-	133,500	200,000	200,000	200,000
<b>TOTAL REQUIREMENTS NOT ALLOCATED</b>	<b>636,790</b>	<b>896,485</b>	<b>1,049,094</b>	<b>963,861</b>	<b>963,861</b>	<b>963,861</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>						
Reserve for Future Exp-PEG	-	-	39,472	35,940	35,940	35,940
Reserve for Future Exp-WC Retro Plan	-	-	198,374	68,420	68,420	68,420
Reserve for Future Exp-Building Dept.	-	-	56,922	-	-	-
Reserved for Future Exp-Park Maintenance	-	-	4,652	924	924	924
Reserved for Future Exp-Old Library	-	-	500,000	-	-	-
Reserved for Future Exp-ARP Funds	-	-	2,363,273	-	-	-
Reserved for Future Expense - Unrestricted	-	-	3,025,941	6,431,780	6,431,780	6,431,780
<b>Total Reserves for Future Expenditure</b>	<b>-</b>	<b>-</b>	<b>6,188,634</b>	<b>6,537,064</b>	<b>6,537,064</b>	<b>6,537,064</b>
<b>ENDING FUND BALANCE (prior year's)</b>						
Restricted FB - PEG	45,566	49,187	-	-	-	-
Restricted for - PERS	-	-	-	-	-	-
Committed FB - WC Retro Plan	121,863	121,863	-	-	-	-
Restricted for - Building Dept	57,425	74,785	-	-	-	-
Committed FB - Park Maint	197,571	192,509	-	-	-	-
Fund Balance	2,902,006	5,427,565	-	-	-	-
<b>Total General Fund Ending Balance</b>	<b>3,324,431</b>	<b>5,865,908</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL GENERAL FUND REQUIREMENTS</b>	<b>14,300,906</b>	<b>17,060,609</b>	<b>19,055,185</b>	<b>23,423,751</b>	<b>23,423,751</b>	<b>23,423,751</b>

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**Administration**

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

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

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

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

**2021-22 Highlights**

- Implemented NEOGOV Software to manage the volunteer application process more efficiently and inclusively. (Citywide Goal – Community, Inclusive Community and Exceptional Service)
- Continued to hold virtual and hybrid meetings for City Council and all Boards, Commissions and Committees due to the COVID-19 Pandemic.
- 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.
- Processed City Measure Election for Local Option Levy for Swim Center Operations.

**2022-23 Goals**

- Implement the adopted goals of the Mayor and City Council
- Continue to improve the volunteer application process for Boards, Commissions and Committees. (Citywide Goal – Community, Inclusive Community and Exceptional Service)
- Improve the Business License Process. (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)

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

**Human Resources & Risk Management**

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

**2021-22 Highlights (July 2021 through March 2022)**

- Implemented new HR software NEOGOV to create efficiencies, modernization and a broader applicant pool. (Citywide Values- Fiscal Responsibility and Exceptional Service)
- Implemented new HR Software to help streamline and modernize the onboarding process for new employees. (Citywide Values- Fiscal Responsibility and Exceptional Service)
- Processed 24 recruitments.
- Processed 18 FMLA/OFLA requests and many requests related to COVID-19 leave.
- Successfully negotiated a four year contract to the AFSCME Collective Bargaining Agreement.
- Negotiated with Canby Police Association on Collective Bargaining Contract that expires on June 30, 2022.

**2022-23 Goals**

- Continue to Work with Professional Consultant on Classification, Compensation and Pay Equity Study. (Citywide Value – Fiscal Responsibility and Exceptional Service)
- Support retention through a variety of methods. (Citywide Values- Fiscal Responsibility and Exceptional Service)
- Continue to implement and fully utilize the new HR software NEOGOV – Perform module to create efficiencies, modernize and manage the Performance Evaluation process (Citywide Values- Fiscal Responsibility and Exceptional Service)
- Develop and implement an Employee Recognition Program. (Citywide Value – Exceptional Service)
- Schedule training opportunities for employee health, safety, development and general information. (Citywide Value – Exceptional Service)
- Continue to learn and fully utilize the new HR software NEOGOV to create efficiencies, modernization and a broader applicant pool. (Citywide Values- Fiscal Responsibility and Exceptional Service)
- Continue to learn and fully utilize the new HR software NEOGOV – onboard module to create efficiencies, modernization and a broader applicant pool. (Citywide Values- Fiscal Responsibility and Exceptional Service)



## Budget Detail

## General Fund – Human Resources

GENERAL FUND - HR & RISK MGMT	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS FOR HR &amp; RISK MGMT</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	91,266	68,081	69,118	165,707	165,707	165,707
Insurance Benefits	10,859	14,801	22,506	40,303	40,303	40,303
Taxes/Other	7,520	4,238	5,855	13,967	13,967	13,967
PERS Contributions	27,543	10,363	15,483	37,118	37,118	37,118
<b>Total HR &amp; Risk Mgmt Personnel Services</b>	<b>137,188</b>	<b>97,483</b>	<b>112,962</b>	<b>257,095</b>	<b>257,095</b>	<b>257,095</b>
<b>FTE</b>	0.8	0.8	1.1	1.7	1.7	1.7
<b>MATERIALS &amp; SERVICES</b>						
Professional Services	19,796	6,204	111,500	138,500	138,500	138,500
Legal/Labor Negotiations	37,668	10,133	20,000	20,000	20,000	20,000
Recruit/Employ Testing	4,665	8,468	9,950	12,000	12,000	12,000
Software	-	9,727	3,177	15,606	15,606	15,606
Liability Insurance	319,354	340,031	386,000	426,704	426,704	426,704
Non-Insurance Claims	430	-	15,000	15,000	15,000	15,000
Liab Ins Deductible Accrued	1,501	-	20,000	25,000	25,000	25,000
Travel & Training	2,043	(728)	5,000	8,000	8,000	8,000
Membership Dues & Fees	263	1,039	425	425	425	425
Internal Charge-Facilities	2,844	3,034	3,437	4,909	4,909	4,909
Internal Charge-Tech Services	5,902	17,806	11,124	38,516	38,516	38,516
Supplies & Services	2,820	2,726	7,450	7,600	7,600	7,600
Risk Mgmt/Safety Committee	510	265	2,050	2,050	2,050	2,050
<b>Total HR &amp; Risk Mgmt Materials &amp; Services</b>	<b>397,796</b>	<b>398,704</b>	<b>595,113</b>	<b>714,310</b>	<b>714,310</b>	<b>714,310</b>
<b>TOTAL HR &amp; RISK MGMT REQUIREMENTS</b>	<b>534,985</b>	<b>496,186</b>	<b>708,075</b>	<b>971,405</b>	<b>971,405</b>	<b>971,405</b>

**Finance**

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

**2021-22 Highlights**

- There was an 80% turnover of Finance Department staff during FY2022.
- Hiring and training new staff was a substantial challenge, many of the positions were vacant for long periods of time.
- All of the Finance Department positions are now filled.

**2022-23 Goals - (Citywide Value – Fiscal Responsibility)**

- Continue intense training for each Finance Department staff position.
- Add an additional staff member to Finance team to allow for cross training.
- Cross train between positions to avoid the problems experienced in FY2022.
- Create extensive process manuals for each position's daily tasks and duties.
- As we expand our understanding, we strive to document processes, utilize technology and take advantage of efficiencies.
- Focus on great customer service for internal departments and citizens.
- Work towards applying for GFOA Distinguished Budget Award and GFOA Award for Excellence in Financial Reporting in the near future.

**Performance Measures**

Strategies and Measures	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Actuals	FY 21-22 Projected
<b>Maintain a high level of financial integrity</b>					
Independent auditor opinion	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified
Receive GFOA CAFR Award	Yes	Yes	Yes	No	No
Receive GFOA Budget Award	No	Yes	Yes	No	No
<b>Deliver efficient, effective financial services</b>					
Credit rating	A1	A1	A1	A1	A1
Cost to deliver financial services	\$464,000	\$533,000	\$587,000	\$565,000	\$551,000*
Cost to deliver financial services as a % of the total City budget	2.27%	2.37%	2.36%	2.08%	2.17%

\* The Finance Department was not fully staffed for FY2022

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

**Municipal Court**

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

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

**2021-2022 Highlights**

- Due to COVID-19 restrictions, the court continued to operate a virtual court system to hold full court sessions without in-person contact for the majority of the 2021-2022 fiscal year. Virtual court was extremely successful and reduced the amount of criminal Failure to Appear charges and Default violation convictions significantly.
- The Municipal Court was relocated from the Canby Police Department to City Hall during this fiscal year. The move was made in an effort to provide court staff more support for coverage and create a division between the judicial branch and executive branch.

**2022-2023 Goals**

- As of July 1, 2022, the Municipal Court will no longer process new misdemeanor charges. All misdemeanor charges committed after July 1, 2022 will be referred to the Clackamas County District Attorney's Office for prosecution. The City's goal is to reduce expenses associated with processing criminal court, such as contract attorney costs, warrant dispatch costs, and court interpreter costs.
- Existing probation matters and cases with active warrants will remain with the Municipal Court until completed. The Municipal Court will make efforts to streamline probation matters to clear the criminal dockets over the next year. Additionally, the Municipal Court hopes to coordinate a "warrant sweep" with local law enforcement to clear active warrants.

**Performance Measures**

Strategies and Measures	FY18-19	FY19-20	FY 20-21	FY 21-22
	Actuals	Actuals	Actuals	Projected
<b>Traffic Violations</b>	2,558	1,738	1,443	1750
<b>Criminal Cases</b>	397	327	386	350
<b>Parking/Ordinance/non-traffic Violations</b>	192	120	173	150
<b>Total Processed</b>	3,147	2,185	2,002	2,250
<b>Court Clerk FTE</b>	2.50	2.08	2.25	2.25
<b>Violations processed by each Clerk</b>	1,259	1,050	890	1,000
<b>Operating expenses</b>	\$487,288	\$521,144	\$508,684	\$493,624
<b>Operating expenses per processed violation</b>	\$155	\$239	\$254	\$219

## Budget Detail

## General Fund - Court

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

**Planning**

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

**2021-22 Highlights**

- Completed parks master planning process
- DLCD awarded \$100,000 in HNA and HPS grants and \$50,000 in EOA grants to the city
- Developed Food Cart Ordinance and completed planning commission and city council hearings
- Presented planning and transportation planning updates at several planning commission and city council work sessions
- Updated City Code to address House Bill 2001 Model Ordinance
- Updated procedural section of zoning code for permit clarity
- Maintained high level of customer service with ever increasing development permit workload
- Presented to city council on Emerald Necklace trail and development dedications
- Development and implemented new permit application submittal forms to improve the quality of application submittals
- Completed comprehensive plan and transportation system plan cost estimating

**2022-23 Goals**

- Start comprehensive plan and transportation system plan and urban growth boundary update work in Fall/Winter 2022
- Complete HNA/HPA and EOA work with city council adoption in early 2023
- Hire new assistant planner to keep up with permit workload and to permit more senior staff to work on long range planning projects
- Manage robust level of commercial and industrial permits, annexations and continued subdivision applications. City Goals: Align Resources to Address Future Community Growth and Plan a Transportation System That Eases the Impacts of Growth.

**Performance Measures**

Strategies and Measures	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Projected
Completeness reviews within 30 days of submittal	100%	100%	100%	100%
Produce decisions within 120 days (no extensions)	100%	100%	100%	100%
Land use decisions made by City staff	18	43	170	200
Land use decisions by Planning Commission	31	18	15	25
Land use decisions made by City Council	8	13	3	3
Number of land use appeals	1	1	1	1
% of staff recommendations upheld on appeal	100%	100%	100%	100%
Major planning study	1	1	3	3
Plan amendments	0	0	0	0
Substantive code amendment	1	0	0	1
Routine code update/refinement	1	2	0	1

## Budget Detail

## General Fund - Planning

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



**Building**

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

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

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

**2021-22 Highlights**

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

**2022-23 Goals**

- Coordinate zoning conformance review and authorization release letters to County for all building permits involving new construction.
- Continue to work with Clackamas County on upgrades to their permit tracking system as this will benefit city permit tracking as the county system develops further. City Goal: Align Resources to Address Future Community Growth.

**Performance Measures**

Strategies and Measures	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY 21-22 Projected
Sign permits reviewed & authorized	13	15	16	12	15
Single-family home permits	40	96	246	139	170
Misc. residential permits authorized	79	66	43	21	30
Commercial/Industrial new building permits	5	10	5	2	4
Misc. Commercial/Industrial permits	29	40	26	28	35

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

**Police**

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

**2021-22 Highlights**

- Hired new recruit Officer Tyler Wood.
- Hired lateral Officer Clare Davis from the Milwaukie Police Department.
- Maintained a 24/7 presence to protect and serve the citizens of Canby throughout the COVID-19 pandemic.
- Successful first Inaugural “Grill and Chill” community event held at the Canby Police Department.
- Canby Police sergeant recognized as Clackamas County’s Crisis Negotiator of the Year.
- Continued strong partnerships with Canby School District, Canby Fire District, Clackamas County Juvenile Department and surrounding law enforcement agencies.
- Total calls for service increase by 121 calls in 2021 as compared to 2020.
- Canby was ranked #6 safest city in Oregon, as published by Safewise.com, in 2021.

**2022-23 Goals**

- Continue to manage 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 operations.
- Increase night shift supervision with the addition of a patrol sergeant.
- Implement body worn cameras for patrol officers.
- Obtain re-accreditation through the Oregon Accreditation Alliance.
- Increase community outreach with activities & events.
- Implement Behavior Health Program to assist Canby citizen’s in times of mental crisis.

**Performance Measures**

Strategies and Measures	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	2022 Projected
Population (PSU Annual Report)	16,800	16,950	17,210	18,754	19,035
Number of Sworn Officers	24	26	26	26	27
Number of Sworn Officers per 1000 population	1.43	1.54	1.51	1.42	1.41

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

## Budget Detail

## General Fund - Police

GENERAL FUND - POLICE	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>RESOURCES</b>						
<b>REVENUE</b>						
Grants - DUII	8,520	24,679	8,000	15,000	15,000	15,000
Grant - Distracted Driving	2,941	19,506	5,000	15,000	15,000	15,000
Grant - Seatbelt	2,875	9,890	5,000	7,500	7,500	7,500
Grant - Speed Enforcement	4,197	1,257	2,000	3,000	3,000	3,000
Grant - Pedestrian Safety	4,806	4,023	2,500	5,000	5,000	5,000
Grant - HIDTA	-	-	-	20,000	20,000	20,000
Grant - OCDETF	-	-	-	-	-	-
Grant - Intellectual Property Crimes	10,611	-	-	-	-	-
Grant - OJP Vest Program	1,549	3,612	5,000	5,000	5,000	5,000
CSD-Shared SRO Reimbursemt	81,823	41,013	65,000	76,854	76,854	76,854
Miscellaneous Fees	100	142	200	200	200	200
Vehicle Release/Tow Fees	17,875	20,015	16,000	17,000	17,000	17,000
Alarm Permit Fees	10,475	10,509	10,000	5,000	5,000	5,000
Temporary Liquor License	385	280	500	500	500	500
Subpoena Fees	336	220	300	300	300	300
Finger Printing Fees	830	-	1,000	500	500	500
Reports Revenue	2,897	1,664	2,000	2,000	2,000	2,000
Special Event Security	5,783	-	1,000	-	-	-
Miscellaneous Revenue - Police	54,958	36,256	89,600	2,000	2,000	2,000
Donations-Police	-	500	500	500	500	500
<b>Total Police Revenue</b>	<b>210,961</b>	<b>173,566</b>	<b>213,600</b>	<b>175,354</b>	<b>175,354</b>	<b>175,354</b>
<b>REQUIREMENTS FOR POLICE</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	2,711,660	2,879,625	2,891,767	3,536,496	3,536,496	3,536,496
Overtime Wages	272,340	259,825	322,500	381,000	381,000	381,000
Insurance Benefits	640,031	642,033	661,763	776,996	776,996	776,996
Taxes/Other	340,779	318,102	381,938	423,311	423,311	423,311
PERS Contributions	857,509	833,269	856,181	943,513	943,513	943,513
Fringe Benefits	20,575	21,433	21,950	28,100	28,100	28,100
<b>Total Police Personnel Services</b>	<b>4,842,894</b>	<b>4,954,288</b>	<b>5,136,099</b>	<b>6,089,416</b>	<b>6,089,416</b>	<b>6,089,416</b>
<b>FTE</b>	<b>29.4</b>	<b>29.3</b>	<b>30.2</b>	<b>32.0</b>	<b>32.0</b>	<b>32.0</b>

## Budget Detail

## General Fund - Police

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

**Parks Department**

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

**2021-22 Highlights**

- Suspended the volunteer and court ordered community service programs due to COVID-19 pandemic
- Upgraded playgrounds, restrooms and basketball courts at S. Locust St. Park. The splash pad was opened and dedicated at Maple St. Park. Construction is underway for the Pickleball court at Maple Park
- Maintained seven restroom buildings and cleaned the restrooms five times a week
- Maintained ten playgrounds and one skate park weekly
- Mowed turf areas every seven to ten days
- Maintained 20 park areas and 14 city owned properties
- Maintained 1 water feature (Klohe Fountain)
- Tracked actual park maintenance hours for all sites

**2022-23 Goals**

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

**Performance Measures**

Strategies and Measures	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Projected
<b>Support and maintain parks, recreation land, and natural areas</b>					
Park acres maintained	160	162	162	162	162
Restrooms cleaning	667	728	728	Daily	Daily
Number of Wait Park reservations	32	28	32	28	28
Mow turf areas every 7-10 days	30	31	32	32	32
Playgrounds maintained weekly	10	10	10	10	10
Track park maintenance actual hours	Daily	Daily	Daily	Daily	Daily

## Budget Detail

## General Fund - Parks

GENERAL FUND - PARKS	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>RESOURCES</b>						
<b>REVENUE</b>						
Park Rentals	485	755	-	450	450	450
Park Maintenance Fee	424,253	436,937	452,000	483,000	483,000	483,000
Miscellaneous Revenue - Parks	3,545	37,084	35,000	-	-	-
<b>Total Park Revenue</b>	<b>428,283</b>	<b>474,776</b>	<b>487,000</b>	<b>483,450</b>	<b>483,450</b>	<b>483,450</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>						
Transfer from Streets	10,000	10,000	14,500	14,500	14,500	14,500
Transfer from SDC Fund	257,620	182,278	100,000	1,110,000	1,110,000	1,110,000
<b>Total Parks Transfers In</b>	<b>267,620</b>	<b>192,278</b>	<b>114,500</b>	<b>1,124,500</b>	<b>1,124,500</b>	<b>1,124,500</b>
<b>TOTAL PARK RESOURCES</b>	<b>695,903</b>	<b>667,054</b>	<b>601,500</b>	<b>1,607,950</b>	<b>1,607,950</b>	<b>1,607,950</b>
<b>REQUIREMENTS FOR PARKS</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	336,479	363,329	382,504	397,801	397,801	397,801
Seasonal/Temp Wages	22,490	2,460	18,000	18,000	18,000	18,000
Overtime	2,732	9,498	6,000	7,500	7,500	7,500
Insurance Benefits	104,557	103,159	106,715	104,734	104,734	104,734
Taxes/Other	43,492	37,915	51,581	53,495	53,495	53,495
PERS Contributions	95,455	90,296	98,092	101,888	101,888	101,888
Clothing Allowance	2,800	2,800	2,800	2,800	2,800	2,800
<b>Total Park Personnel Services</b>	<b>608,004</b>	<b>609,457</b>	<b>665,692</b>	<b>686,218</b>	<b>686,218</b>	<b>686,218</b>
<b>FTE</b>	<b>6.9</b>	<b>6.3</b>	<b>5.7</b>	<b>6.3</b>	<b>6.3</b>	<b>6.3</b>
<b>MATERIALS &amp; SERVICES</b>						
Contract Services	2,928	36,556	11,000	11,000	11,000	11,000
Surveys & Master Plans- SDC	-	12,977	100,000	100,000	100,000	100,000
Parks Ground Maintenance	9,370	25,928	10,500	10,500	10,500	10,500
Park Bldg Maintenance	3,855	7,459	9,300	17,300	17,300	17,300
Streetscape Landscaping	971	6,558	10,000	10,000	10,000	10,000
Vandalism Repair	868	3,550	3,000	3,000	3,000	3,000
Copier Lease & Maint	961	955	1,000	1,000	1,000	1,000
Parks Maint Fee Billing	25,274	25,040	27,500	32,500	32,500	32,500
Communications	1,936	2,236	2,000	1,800	1,800	1,800
Training/Conf/Travel	965	1,605	2,400	2,400	2,400	2,400
Internal Charge-Fleet	76,653	53,865	115,898	73,863	73,863	73,863
Internal Charge-Facilities	22,743	24,267	27,490	39,256	39,256	39,256
Internal Charge-Tech Services	3,237	1,498	2,103	6,123	6,123	6,123
Supplies & Services	21,184	18,762	18,400	18,400	18,400	18,400
Park Equipment	9,501	15,420	9,500	9,500	9,500	9,500
Utilities	23,251	25,311	30,000	30,000	30,000	30,000
<b>Total Park Materials &amp; Services</b>	<b>203,698</b>	<b>261,985</b>	<b>380,091</b>	<b>366,642</b>	<b>366,642</b>	<b>366,642</b>
<b>CAPITAL OUTLAY</b>						
Equipment	43,415	22,709	-	127,000	127,000	127,000
Logging Rd Trail Culvert	3,724	-	-	-	-	-
Legacy Park Improvements	92,347	-	-	-	-	-
Locust Park Shelter	-	-	100,000	110,000	-	-
Maple Park Sport Court	-	13,053	180,000	-	-	-
Maple Park Splash Pad	253,602	169,888	-	-	110,000	110,000
Locust Park Playground Equip Replace	-	130,980	-	-	-	-
Master Plan Projects	-	-	-	1,000,000	1,000,000	1,000,000
Dog Park	-	-	-	900,000	900,000	900,000
<b>Total Parks Capital Outlay</b>	<b>393,089</b>	<b>336,629</b>	<b>280,000</b>	<b>2,137,000</b>	<b>2,137,000</b>	<b>2,137,000</b>
<b>TOTAL PARK REQUIREMENTS</b>	<b>1,204,790</b>	<b>1,208,071</b>	<b>1,325,783</b>	<b>3,189,860</b>	<b>3,189,860</b>	<b>3,189,860</b>



**Cemetery Department**

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

**2021-22 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

**2022-23 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**

<b>Strategies and Measures</b>	<b>FY17-18 Actuals</b>	<b>FY18-19 Actuals</b>	<b>FY19-20 Actuals</b>	<b>FY20-21 Actuals</b>	<b>FY21-22 Projected</b>
<b>Maintain an attractive, clean, and safe cemetery</b>					
Landscaping & Maintenance Hours	1,077	1,954	2,614	2,243	2,243
Customer Service/Admin Support Hours	638	592	706	706	706
Plot Sales	36	52	66	64	58
Burials	52	51	40	51	50

## Budget Detail

## General Fund - Cemetery

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

**Economic Development**

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

**2021-22 Highlights**

- Successfully negotiated the purchase and sale agreement with Oregon City Brewing Company for the sale of the former Canby Public Library. The Oregon City Brewing Company will be opening the "Canby Beer Library" with an additional 4 micro-kitchens and two retail spaces.
- Coordinated with incoming and potential new businesses in the Canby Pioneer Industrial Park and throughout downtown Canby.
- Assisted local industrial businesses with their expansion efforts, as well as continued assistance for new industrial park business including Caruso Produce and Stanton.
- Assisted new industrial businesses in planning/development stages including Okada International and the "Old Mac" project.
- Restarted downtown events including Canby's Big Night Out, Halloween, Light Up The Night, and the reinvigorated First Thursday Night Market.
- Began work with the National Parks Service on management plan for the Molalla Forest Road (City-owned, Traverso section)
- Assisted Planning's efforts in the Economic Opportunity Analysis, Housing Needs Analysis, and Housing Production Strategy.

**2022-23 Goals** (*City-wide Goals – Growth and Economic Development*)

- Identify and implement Urban Renewal Projects utilizing funds from UR debt refinancing.
- 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 streamline Economic Development volunteer program.
- Identify partnerships and opportunities to increase activity in Downtown Commercial District.
- Restart and invigorate downtown events to engage businesses and attract residents and visitors.

**Performance Measures**

Strategies and Measures	FY18-19 Actuals	FY19-20 Actuals	FY21-22 Actuals	FY21-22 Projected
Volunteer hours per year	300	350	200	350
Donations for events and promotions	\$4,500	\$7,661	\$2,750	\$4,250
Industrial recruitment proposals prepared	7	1	0	0
Newsletters, press releases, and articles	47	54	25	60
Outreach and assistance to local manufacturers	10	12	11	55

## Budget Detail

## General Fund - Economic Development

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

## Not Allocated

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

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

## Special Revenue Funds

### Library

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

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

### 2021-2022 Highlights

- For FY2022, the Library was open to the public despite pandemic related limitations. Staff were able to switch gears, once again, from a curbside service model to opening the library facility 44 hours per week.
  - COVID-19 FY2022 projected:
    - 61,200 people will have visited the library facility
    - 4,490 (virtual) and 990 (physical) attendees of programs
    - 3,400 DIY craft kits will have been given away
    - 32,800 eBooks will have been checked out
    - 250 copies of the 2021 Canby Reads books will have given away
  - The new library website was launched in coordination with the City of Canby site.

### 2022-23 Goals

- Reestablish in-person programming
- Refurnish meeting rooms
- Facility acoustic assessment & mitigation
- Community Assessment
- Implementation of Material Lockers

### Performance Measures

Library Dashboard			
Strategies & Measures	FY 19-20 Actuals	FY 20-21 Actuals	FY 21-22 Projected
<b>Increase total use of library facility as community gathering space</b>			
Total number of visits	98,702	5,670	61,500
<b>Increase the total use of the library collection</b>			
Total circulation of physical/eMaterials	176,637/31,939	108,278/43,004	216,900 /30,000
<b>Maintain existing program levels</b>			
Total number of programs	535	228	270

LIBRARY FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>RESOURCES</b>						
<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>74,450</b>	<b>42,749</b>	<b>90,815</b>	<b>8,844</b>	<b>8,844</b>	<b>8,844</b>
<b>REVENUE</b>						
CC Library District	951,933	1,012,388	1,007,316	1,091,340	1,091,340	1,091,340
Grants-Library	6,436	8,534	3,612	3,905	3,905	3,905
Library Fines & Fees	20,878	668	20,000	20,000	20,000	20,000
Miscellaneous Income	-	600	12,998	-	-	-
Interest Revenues	-	115	-	100	100	100
Donations-Library	119	183	100	100	100	100
Donations-FOL (Programming)	15,922	3,015	15,000	17,970	17,970	17,970
<b>Total Library Revenue</b>	<b>995,290</b>	<b>1,025,502</b>	<b>1,059,026</b>	<b>1,133,415</b>	<b>1,133,415</b>	<b>1,133,415</b>
<b>TRANSFERS IN &amp; OTHER SOURCES</b>						
FOL Pass Thru Revenue	10,309	162	12,000	12,000	12,000	12,000
Interfund Loan Transfer from CPC	500,000	500,000	500,000	500,000	500,000	500,000
Transfer from General Fund	75,000	142,687	172,409	295,000	295,000	295,000
<b>Total Library Transfers In &amp; Other Sources</b>	<b>585,309</b>	<b>642,849</b>	<b>684,409</b>	<b>807,000</b>	<b>807,000</b>	<b>807,000</b>
<b>TOTAL LIBRARY RESOURCES</b>	<b>1,655,048</b>	<b>1,711,100</b>	<b>1,834,250</b>	<b>1,949,259</b>	<b>1,949,259</b>	<b>1,949,259</b>



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

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

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

**2021-22 Highlights**

- Received \$120,000 in state Special Transportation Funds (STF) grants.
- Received \$1,315,000 in federal funding.
- Received over \$271,000 in Statewide Transportation Improvement Fund (STIF) revenue.
- Provided Canby businesses with a 30.6% lower rate in payroll tax compared to TriMet.
- Continued 100% service availability during COVID-19.
- Hired a Part Time Office Specialist.
- Continue work with ODOT to improve 10 bus stops along highway 99E.
- On boarded new Contractor
- Added 3 replacement vehicles paid 85% through federal funds.
- Added 2 new buses for the Canby Loop paid 100% through STIF funds.
- Added 1 new Dial-a-Ride service van paid 100% through federal funds.
- Began Service on the new Canby Loop.

**2022-23 Goals** (*City-wide Goals – Public Services*)

- Receive \$125,000 in state Special Transportation Fund (STF) grants.
- Receive \$577,750 in federal funds.
- Receive \$285,247 in Statewide Transportation Improvement Fund (STIF) revenue.
- Update Transit Master Plan.
- Continue to support COVID-19 recovery.
- Design, engineer and begin construction on administrative offices building for the CAT operations.
- Provide Canby businesses with a 32.3 % lower rate in payroll tax compared to TriMet.
- Add advanced technology to improve transit efficiency.
- Improve efficiency and service hours of the 99x and Canby Loop.

**Performance Measures**

Strategies and Measures	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY22-23 Projected
<b>Provide Fixed-Route Transit Service (Route 99X / Canby Loop)</b>				
One-way trips provided	66,126	65,237	52,332	56,736
Service hours provided	9,514	10,211	10,207	13,272
Service miles provided	201,393	218,399	220,419	249,192
<b>Provide Demand Response Transit Service (Dial-A-Ride)</b>				
One-way trips provided	16,129	12,687	7,781	11,484
Service hours provided	6,623	5,495	4,357	6,000
Service miles provided	66,809	59,174	41,417	48,996

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

## Budget Detail

## Transit Fund

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

### Swim Center

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

### 2021-22 Highlights

- Restore programs and adjust to changes post Covid-19 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 levy to fund the swim center 2022-2027.

### 2022-23 Goals

- Upgrade and Remodel the dressing rooms, office and lobby areas. (City-wide Goal – Parks & Rec)
- Restore programs and adjust to changes post Covid-19, and the current worker shortage. (City-wide Goal – Parks & Rec)
- Address maintenance issues during the annual closure and throughout the year. (City-wide Goal – Parks & Rec)
- Provide swimming lessons to the local schools and the public (City-wide Goal – Parks & Rec)
- Provide a safe environment for swimming and water activities (City-wide Goal – Parks & Rec)
- Continue to support community activities and programs (City-wide Goal – Parks & Rec)

### Performance Measures

Strategies and Measures	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Projected
<b>Provide an attractive, clean, safe, and well maintained facility</b>				
Public Lessons Taught (Penguin club)	22,00	13,200	300	18,000
School lessons taught	4,950	1700	0	3,000
Public use hours per week	90	87	72	80
Private use rental hours per week	10	10+	0	0
Usage from Canby citizens	50%	50%	50%	50%
Usage from outside Canby citizens	50%	50%	50%	50%

## Budget Detail

## Swim Center

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

**Street Fund**

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

**2021-22 Highlights**

- Completed procurement for the right away easement for the industrial road extension.
- We transferred six county roads into the jurisdiction of the City of Canby.

**2022-23 Goals**

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

**Performance Measures**

Strategies and Measures	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Projected
<b>Maintain roads and right-of-way to the highest quality standard</b>					
<b>Streets Overlaid</b>	15	12	11	4	5
<b>Signs Replaced</b>	150	135	105	100	120
<b>Street Miles Restriped</b>	10	10	10	10	10
<b>Line Miles Restriped</b>	31.5	31.5	31.5	31.5	31.5
<b>Thermo-plastic Legends Installed/Replaced</b>	25	25	15	20	30
<b>Weekly Street Sweeping Completed</b>	100%	100%	100%	100%	100%



## Budget Detail

## Street Fund

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

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

**Transient Room Tax Fund**

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

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

## System Development Charges Fund

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

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

**Cemetery Perpetual Care Fund**

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

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

CEMETERY PERPETUAL CARE FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>RESOURCES</b>						
<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>1,014,841</b>	<b>1,066,672</b>	<b>1,110,672</b>	<b>1,144,383</b>	<b>1,144,383</b>	<b>1,144,383</b>
<b>REVENUE</b>						
Perpetual Care: Current Sales	29,780	45,295	30,000	27,000	27,000	27,000
Interest Revenues	22,051	8,798	9,000	10,000	10,000	10,000
<b>Total Cemetery Perpetual Care Revenue</b>	<b>51,831</b>	<b>54,093</b>	<b>39,000</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>
<b>TRANSFERS IN</b>						
Interfund Loan Transfer pmt from Library	500,000	500,000	500,000	500,000	500,000	500,000
<b>Total Cemetery Perpetual Care Transfers In</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>TOTAL RESOURCES</b>	<b>1,566,672</b>	<b>1,620,765</b>	<b>1,649,672</b>	<b>1,681,383</b>	<b>1,681,383</b>	<b>1,681,383</b>
<b>REQUIREMENTS FOR CEMETERY PERPETUAL CARE</b>						
<b>TRANSFERS OUT</b>						
Interfund Loan Transfer to Library	500,000	500,000	500,000	500,000	500,000	500,000
<b>Total Cemetery Perpetual Care Transfers Out</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>1,149,672</b>	<b>1,181,383</b>	<b>1,181,383</b>	<b>1,181,383</b>
<b>Committed FB - Cemetery Care</b>	<b>1,066,672</b>	<b>1,120,765</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS</b>	<b>1,566,672</b>	<b>1,620,765</b>	<b>1,649,672</b>	<b>1,681,383</b>	<b>1,681,383</b>	<b>1,681,383</b>

**Forfeiture Fund**

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

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

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

## Internal Service Funds

## Facilities

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

## 2021-22 Highlights

- Upgraded commercial sized generator and automatic transfer switch at Public Works.
- Installed security camera inside the Willamette Room at the Library.
- Installed security glass at the Administrative/Planning/Courts at Civic Center.
- Completed lower parking lot at Police Department with automatic gate and streetlights.

## 2022-23 Goals

- Install commercial sized generator at Civic Center.
- Upgrade gutters, HVAC and insulation for Public Works Warehouses.
- Crack Seal and Slurry Seal the Police and Public Works parking lots.
- Transition from contracted janitorial service to employee janitorial service.

## Performance Measures

Strategies and Measures	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Projected
<b>Provide attractive, clean, safe, and well maintained City facilities</b>					
Number of facility inspections per month	2	2	2	2	2
Number of OSHA or safety violations reported	0	0	0	0	0
Number of work orders completed	225	265	238	250	330
Number of insurance claims involving City facilities	0	0	1	1	0



## Budget Detail

## Facilities Fund

FACILITIES FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>RESOURCES</b>						
<b>BEGINNING BALANCE (Cash Carryover)</b>	<b>46,740</b>	<b>38,343</b>	<b>24,245</b>	<b>14,505</b>	<b>14,505</b>	<b>14,505</b>
<b>REVENUE</b>						
Miscellaneous Revenues	2,129	-	-	-	-	-
Interest Revenues	1,070	376	400	230	230	230
Canby Utility	2,695	1,522	500	500	500	500
Internal Revenue-Facilities	287,933	307,233	348,040	497,000	497,000	497,000
<b>Total Facilities Revenue</b>	<b>293,827</b>	<b>309,131</b>	<b>348,940</b>	<b>497,730</b>	<b>497,730</b>	<b>497,730</b>
<b>TOTAL FACILITIES FUND RESOURCES</b>	<b>340,568</b>	<b>347,473</b>	<b>373,185</b>	<b>512,235</b>	<b>512,235</b>	<b>512,235</b>
<b>REQUIREMENTS FOR FACILITIES</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	76,914	79,761	103,542	184,730	184,730	184,730
Overtime	2,062	2,465	2,000	2,000	2,000	2,000
Insurance Benefits	9,673	9,677	13,529	40,902	40,902	40,902
Taxes/Other	13,870	11,717	13,831	27,859	27,859	27,859
PERS Contributions	17,937	15,340	22,362	40,334	40,334	40,334
Clothing Allowance	400	400	400	1,200	1,200	1,200
<b>Total Facilities Personnel Services</b>	<b>120,855</b>	<b>119,361</b>	<b>155,664</b>	<b>297,025</b>	<b>297,025</b>	<b>297,025</b>
<b>FTE</b>	<b>1.1</b>	<b>1.2</b>	<b>1.1</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>
<b>MATERIALS &amp; SERVICES</b>						
Contract Services	19,667	23,523	20,000	28,000	28,000	28,000
Janitorial Services & Supplies	59,934	61,230	60,000	18,000	18,000	18,000
Building Repairs & Maintenance	24,499	32,910	49,837	40,000	40,000	40,000
Copier Lease & Maintenance	178	177	180	180	180	180
Travel & Training	-	400	500	2,000	2,000	2,000
Internal Charge-Fleet	3,500	3,000	9,004	7,346	7,346	7,346
Supplies and Small Tools	1,710	965	3,000	6,000	6,000	6,000
Utilities	66,325	66,883	75,000	75,000	75,000	75,000
<b>Total Facilities Materials &amp; Services</b>	<b>175,814</b>	<b>189,089</b>	<b>217,521</b>	<b>176,526</b>	<b>176,526</b>	<b>176,526</b>
<b>CAPITAL OUTLAY</b>						
Capital Exp - Shops Complex	5,554	-	-	-	-	-
Capital Exp - Cemetery	-	-	-	-	-	-
<b>Total Facilities Capital Outlay</b>	<b>5,554</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,678</b>	<b>23,678</b>	<b>23,678</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,006</b>	<b>15,006</b>	<b>15,006</b>
<b>Fund Balance</b>	<b>38,343</b>	<b>39,023</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FACILITIES REQUIREMENTS</b>	<b>340,568</b>	<b>347,473</b>	<b>373,185</b>	<b>512,235</b>	<b>512,235</b>	<b>512,235</b>

**Fleet Service**

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

**2021-22 Highlights**

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

**2022-23 Goals**

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

**Performance Measures**

Strategies and Measures	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Projected
<b>Maintain City's fleet of vehicles and equipment at a high level of quality with minimal cost</b>				
<b>Fleet vehicles and equipment that are in-service and on the road</b>	93%	94%	94%	94%
<b>On-time preventative maintenance compliance</b>	92%	90%	90%	92%
<b>Scheduled vehicle &amp; equipment maintenance work orders</b>	685	716	740	820
<b>Maximum unscheduled preventative breakdowns</b>	96	60	50	40

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

**Tech Services**

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

**2021-22 Highlights**

- Moved Transit Network to City Network
- Installed Council Chambers Hybrid system
- Replaced Current Police Department Veeam Server Backup Repository
- Achieved approximately 98% server uptime

**2022-23 Goals**

- Implement Microsoft 365 & Teams
- Replace Server Host 1
- Transition to in-house IT Services

**Performance Measures**

Strategies and Measures	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Projected
<b>Effectively maintain and support computer and informational systems throughout the City</b>				
Computer Systems Supported (Computers, Laptops and MDT's, Tablets)	200	219	266	277
Network Systems Supported (Servers)	17	23	15	14

## Budget Detail

## Tech Services Fund

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

## Enterprise Fund

## Sewer Combined Fund Budget Summary

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

SEWER COMBINED FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>RESOURCES</b>						
<b>Beginning Fund Balance</b>	6,436,688	7,832,195	7,431,474	9,461,511	9,461,511	9,461,511
<b>Revenue</b>						
Miscellaneous Fees	-	5,888	-	-	-	-
Sewer Tap Fees	16,307	13,683	12,000	12,500	12,500	12,500
Utility Charges for Service	4,306,610	4,417,419	4,380,000	4,585,000	4,585,000	4,585,000
AFD - North Redwood	-	-	-	-	-	-
Miscellaneous Revenue	18,180	9,025	-	25,000	25,000	25,000
Interest Revenues	146,204	59,584	68,000	40,500	40,500	40,500
<b>Total Sewer Revenue</b>	<b>4,487,302</b>	<b>4,505,599</b>	<b>4,460,000</b>	<b>4,663,000</b>	<b>4,663,000</b>	<b>4,663,000</b>
<b>Transfers In</b>						
Transfer from Street Fund	50,000	-	41,250	-	-	-
Transfer from SDC Fund	293,647	1,052,264	-	1,478,000	1,478,000	1,478,000
<b>Total Sewer Transfers In</b>	<b>343,647</b>	<b>1,052,264</b>	<b>41,250</b>	<b>1,478,000</b>	<b>1,478,000</b>	<b>1,478,000</b>
<b>Total Sewer Fund Resources</b>	<b>11,267,637</b>	<b>13,390,058</b>	<b>11,932,724</b>	<b>15,602,511</b>	<b>15,602,511</b>	<b>15,602,511</b>
<b>REQUIREMENTS FOR SEWER COMBINED FUND</b>						
<b>WWTP</b>						
Personnel Services	760,139	757,448	818,798	955,173	955,173	955,173
Materials & Services	423,957	437,316	554,305	548,021	548,021	548,021
Capital Outlay	362,766	1,645,430	63,500	981,000	981,000	981,000
<b>Sewer Collections</b>						
Personnel Services	325,495	271,328	316,583	407,543	407,543	407,543
Materials & Services	109,389	102,228	137,966	128,000	128,000	128,000
Capital Outlay	440,967	1,422,819	1,535,000	1,415,000	1,415,000	1,415,000
<b>Stormwater</b>						
Personnel Services	180,338	160,254	155,159	255,759	255,759	255,759
Materials & Services	41,879	53,616	68,157	76,886	76,886	76,886
Capital Outlay	24,135	19,047	-	274,000	274,000	274,000
<b>Non-Departmental</b>						
Personnel Services	35,358	34,034	33,214	29,576	29,576	29,576
Materials & Services	347,328	351,472	356,800	356,000	356,000	356,000
Transfers Out	383,691	253,786	336,930	366,495	366,495	366,495
Operating Contingency	-	-	165,500	200,000	200,000	200,000
<b>Reserved for future Expense</b>	<b>7,832,195</b>	<b>7,881,280</b>	<b>7,390,812</b>	<b>9,609,058</b>	<b>9,609,058</b>	<b>9,609,058</b>
<b>Total Sewer Fund Requirements</b>	<b>11,267,636</b>	<b>13,390,058</b>	<b>11,932,724</b>	<b>15,602,511</b>	<b>15,602,511</b>	<b>15,602,511</b>

**Waste Water Treatment Plant (WWTP)**

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

**2021-22 Highlights**

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

**2022-23 Goals**

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

**Performance Measures**

<b>Strategies and Measures</b>	<b>FY18-19 Actuals</b>	<b>FY19-20 Actuals</b>	<b>FY20-21 Actuals</b>	<b>FY21-22 Projected</b>
<b>Construction meetings for CIP projects</b>	2x month	2x month	2x Month	2x Month
<b>Meetings and training on required NPDES updates and certifications</b>	8	10	10	10
<b>Maintain WWTP equipment &amp; infrastructure</b>	Daily	Daily	Daily	Daily
<b>Commercial/Industrial inspections, compliance monitoring and reports</b>	125 FOG & 30 Industrial Inspections	35 FOG & 35 Industrial Inspections	65 FOG & 32 Industrial Inspections	60 FOG & 30 Industrial Inspections



## Budget Detail

## Sewer Combined Fund - WWTP

SEWER COMBINED FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS FOR WASTE WATER TREATMENT PLANT</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	434,378	457,150	479,038	580,987	580,987	580,987
Overtime	36,858	39,232	40,000	40,000	40,000	40,000
Insurance Benefits	94,182	95,183	103,240	113,849	113,849	113,849
Taxes/Other	65,541	49,524	65,011	72,812	72,812	72,812
PERS Contributions	127,180	114,358	129,509	144,325	144,325	144,325
Clothing Allowance	2,000	2,000	2,000	3,200	3,200	3,200
<b>Total WWTP Personnel Services</b>	<b>760,139</b>	<b>757,448</b>	<b>818,798</b>	<b>955,173</b>	<b>955,173</b>	<b>955,173</b>
<b>FTE</b>	5.1	5.2	5.1	5.8	5.8	5.8
<b>MATERIALS &amp; SERVICES</b>						
Professional Services	7,721	9,872	15,000	15,000	15,000	15,000
Disposal Services	126,346	124,787	149,000	152,000	152,000	152,000
Maintenance Operations	32,351	26,271	42,000	42,000	42,000	42,000
Pump and Motor Repair	8,409	2,618	20,000	20,000	20,000	20,000
Grounds Maint	1,121	977	2,200	1,600	1,600	1,600
Effluent Testing	9,516	15,569	31,860	31,860	31,860	31,860
Sludge Testing	2,313	620	2,500	2,500	2,500	2,500
Pretreatment Testing	1,202	1,294	7,500	7,500	7,500	7,500
Communications	706	328	1,000	1,000	1,000	1,000
Copier Lease & Maintenance	546	591	500	600	600	600
Travel & Training	1,508	1,640	3,500	3,500	3,500	3,500
Membership Dues & Fees	2,230	2,380	3,000	3,000	3,000	3,000
NPDES Permit Fees	19,836	21,227	22,000	23,500	23,500	23,500
Internal Charge-Fleet	10,246	9,623	24,760	12,096	12,096	12,096
Internal Charge-Facilities	1,088	1,161	1,315	1,878	1,878	1,878
Internal Charge-Tech Services	22,016	10,351	22,970	25,287	25,287	25,287
Supplies & Services	12,657	7,368	5,500	6,500	6,500	6,500
Safety Supplies	1,208	1,071	1,500	1,500	1,500	1,500
Tools & Equipment	602	170	700	700	700	700
Computer Supplies	6,645	3,707	6,500	6,500	6,500	6,500
Bldg Cleaning Service	4,407	4,260	6,500	4,000	4,000	4,000
Lab Equipment & Chemicals	13,111	16,504	13,000	13,000	13,000	13,000
Bulk Chemicals	3,331	12,795	13,500	13,500	13,500	13,500
Lime	38,591	58,460	50,000	50,000	50,000	50,000
Biosolids - Polymer	4,950	10,362	10,000	11,000	11,000	11,000
Utilities	91,300	93,309	98,000	98,000	98,000	98,000
<b>Total WWTP Materials &amp; Services</b>	<b>423,957</b>	<b>437,316</b>	<b>554,305</b>	<b>548,021</b>	<b>548,021</b>	<b>548,021</b>
<b>CAPITAL OUTLAY</b>						
Building	-	6,862	11,000	11,000	11,000	11,000
Vehicles & Equipment	25,339	-	26,500	120,000	120,000	120,000
Improvements	-	360,035	7,000	-	-	-
New Primary Clarifier & Support Systems	161,658	1,278,533	19,000	-	-	-
Outfall Pipe Replacement	175,769	-	-	-	-	-
Equipment Storage and Maintenance Building	-	-	-	450,000	450,000	450,000
Pressate Storage Basin Improvements	-	-	-	400,000	400,000	400,000
<b>Total WWTP Capital Outlay</b>	<b>362,766</b>	<b>1,645,430</b>	<b>63,500</b>	<b>981,000</b>	<b>981,000</b>	<b>981,000</b>
<b>TOTAL WWTP REQUIREMENTS</b>	<b>1,546,862</b>	<b>2,840,194</b>	<b>1,436,603</b>	<b>2,484,194</b>	<b>2,484,194</b>	<b>2,484,194</b>

**Sewer Collections Department**

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

**2021-22 Highlights**

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

**2022-23 Goals**

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

**Performance Measures**

Strategies and Measures	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Projected
<b>Maintain the sewer system to meet all DEQ requirements</b>					
Total feet of sanitary lines	248,160	248,160	324,984	333,168	338,000
Percentage of lines cleaned	10%	10%	18.35%	11.58%	15%
Percentage of lines video inspected	5%	5%	5%	5%	5%
Number of overflows or backups	0	0	0	1	0
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	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS FOR SEWER COLLECTIONS</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	201,320	171,483	192,608	246,521	246,521	246,521
Overtime	168	5,934	3,000	3,000	3,000	3,000
Insurance Benefits	41,616	40,355	46,317	66,853	66,853	66,853
Taxes/Other	28,190	18,494	29,937	35,481	35,481	35,481
PERS Contributions	53,000	33,862	43,921	54,888	54,888	54,888
Clothing Allowance	1,200	1,200	800	800	800	800
<b>Total Collections Personnel Services</b>	<b>325,495</b>	<b>271,328</b>	<b>316,583</b>	<b>407,543</b>	<b>407,543</b>	<b>407,543</b>
<b>FTE</b>	<b>2.5</b>	<b>2.9</b>	<b>3.3</b>	<b>3.6</b>	<b>3.6</b>	<b>3.6</b>
<b>MATERIALS &amp; SERVICES</b>						
Consultant Engineer	23,095	894	12,000	12,000	12,000	12,000
Lateral Repair	2,473	6,156	12,000	12,000	12,000	12,000
Lift Station Maint	825	25,460	10,000	10,000	10,000	10,000
Lift Station Telemetry	3,296	3,296	4,000	4,500	4,500	4,500
Collection System Maint	1,181	4,989	10,000	10,000	10,000	10,000
Copier Lease & Maint	1,557	395	1,800	1,800	1,800	1,800
Communications	1,026	1,316	1,200	1,200	1,200	1,200
Travel & Training	2,519	173	4,000	4,000	4,000	4,000
Membership Dues & Fees	640	570	800	800	800	800
Internal Charge-Fleet	36,181	30,494	48,885	29,994	29,994	29,994
Internal Charge-Facilities	10,107	10,784	12,217	17,446	17,446	17,446
Internal Charge-Tech Services	1,333	292	1,314	4,510	4,510	4,510
Supplies & Services	15,000	4,997	5,550	5,550	5,550	5,550
Small Tools	3,440	4,065	5,000	5,000	5,000	5,000
Safety Supplies	245	1,017	1,200	1,200	1,200	1,200
Utilities-Lift Stations	6,471	7,330	8,000	8,000	8,000	8,000
<b>Total Collections Materials &amp; Services</b>	<b>109,389</b>	<b>102,228</b>	<b>137,966</b>	<b>128,000</b>	<b>128,000</b>	<b>128,000</b>
<b>CAPITAL OUTLAY</b>						
Vehicles & Equipment	-	11,661	535,000	194,000	194,000	194,000
Mulino Rd Pump Station & Main	-	-	-	-	-	-
S Ivy Pump Station & Extension	397,552	371,303	-	-	-	-
NE 11th & N Pine Lift Station	-	-	-	-	-	-
NE 10th Ave Sanitary Sewer	-	-	-	-	-	-
S Ivy Pipe Upsize 3rd to 13th	43,415	1,000,880	-	-	-	-
Road to Lift Station by PD	-	38,975	-	-	-	-
Safeway Pump Station Removal	-	-	1,000,000	950,000	950,000	950,000
Generator 3rd Baker Pumpstation	-	-	-	50,000	50,000	50,000
N Knott St Storm	-	-	-	36,000	36,000	36,000
N Maple Ln sewer line replace	-	-	-	152,000	152,000	152,000
N NW 10th & Birch Sewer Extension	-	-	-	33,000	33,000	33,000
<b>Total Collections Capital Outlay</b>	<b>440,967</b>	<b>1,422,819</b>	<b>1,535,000</b>	<b>1,415,000</b>	<b>1,415,000</b>	<b>1,415,000</b>
<b>TOTAL COLLECTIONS REQUIREMENTS</b>	<b>875,851</b>	<b>1,796,375</b>	<b>1,989,549</b>	<b>1,950,543</b>	<b>1,950,543</b>	<b>1,950,543</b>

**Stormwater Department**

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

**2021-22 Highlights**

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

**2022-23 Goals**

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

**Performance Measures**

Strategies and Measures	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Actuals	FY21-22 Projected
<b>Maintain the Stormwater system, meeting all DEQ requirements</b>					
Feet of new storm lines installed	4,707	6,655	5,762	8,455	9,500
Percentage of system videoed	1%	1%	3%	2%	2%
Percentage of storm lines cleaned	2%	2%	2%	2%	5%
Catch basins replaced	10	10	6	6	10
Percentage of catch basins cleaned	10%	10%	11%	11%	10%

## Budget Detail

## Sewer Combined Fund - Stormwater

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

## Budget Detail

## Sewer Combined Fund – Not Allocated

### Sewer Not Allocated

SEWER COMBINED FUND	FY19-20 Actual	FY20-21 Actual	FY21-22 Budget	2022-23 Proposed	2022-23 Approved	2022-23 Adopted
<b>REQUIREMENTS NOT ALLOCATED</b>						
<b>PERSONNEL SERVICES</b>						
Regular Salaries and Wages	22,100	22,819	21,568	18,864	18,864	18,864
Insurance Benefits	5,678	5,290	5,085	4,986	4,986	4,986
Taxes/Other	2,512	1,450	1,801	1,572	1,572	1,572
PERS Contributions	5,068	4,475	4,760	4,154	4,154	4,154
<b>Total Sewer Not Allocated Personnel Services</b>	<b>35,358</b>	<b>34,034</b>	<b>33,214</b>	<b>29,576</b>	<b>29,576</b>	<b>29,576</b>
<b>FTE</b>	<b>0.6</b>	<b>0.4</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>
<b>MATERIALS &amp; SERVICES</b>						
Rate Studies and Master Plans	3,075	-	-	-	-	-
Sewer Billing	42,591	44,615	49,800	43,000	43,000	43,000
Franchise Fee	301,663	306,856	307,000	313,000	313,000	313,000
<b>Total Sewer Not Allocated Materials &amp; Services</b>	<b>347,328</b>	<b>351,472</b>	<b>356,800</b>	<b>356,000</b>	<b>356,000</b>	<b>356,000</b>
<b>TRANSFERS OUT</b>						
O/H Transfer to General Fund-WWTP	161,886	163,112	201,095	230,057	230,057	230,057
O/H Transfer to General Fund-Collections	50,115	60,761	64,081	85,765	85,765	85,765
O/H Transfer to General Fund-Stormwater	32,064	29,913	31,754	50,673	50,673	50,673
Transfer to Street Fund	139,626	-	40,000	-	-	-
<b>Total Sewer Not Allocated Transfers Out</b>	<b>383,691</b>	<b>253,786</b>	<b>336,930</b>	<b>366,495</b>	<b>366,495</b>	<b>366,495</b>
<b>OPERATING CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>165,500</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>TOTAL REQUIREMENTS NOT ALLOCATED</b>	<b>766,377</b>	<b>639,292</b>	<b>892,444</b>	<b>952,071</b>	<b>952,071</b>	<b>952,071</b>
<b>RESERVED FOR FUTURE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>7,390,812</b>	<b>9,609,058</b>	<b>9,609,058</b>	<b>9,609,058</b>
<b>ENDING FUND BALANCE (prior year's)</b>	<b>7,832,195</b>	<b>7,881,280</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL SEWER COMBINED FUND REQUIREMENTS</b>	<b>11,267,637</b>	<b>13,390,058</b>	<b>11,932,724</b>	<b>15,602,511</b>	<b>15,602,511</b>	<b>15,602,511</b>

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## Appendix

## Personnel FTE Comparison to Prior Years

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



## FTE Allocations

	FTE	General Fund	Street Fund	Sewer Fund	Tech Fund	Transit Fund	Swim Fund
<b>Administration/HR &amp; Risk Mngmt</b>							
City Administrator	1.00	100%					
City Recorder	1.00	100%					
City Attorney	1.00	100%					
Deputy City Recorder	1.00	100%					
Office Specialist II	1.10	100%					
Confidential Admin Assistant	1.00	100%					
<b>Finance</b>							
Finance Director	1.00	100%					
Office Specialist IV	1.00	80%				20%	
Office Specialist II	1.00	87%				13%	
Office Specialist III	1.00	35%	30%	30%		5%	
Purchasing & Accounting Specialist	1.00	100%					
Office Specialist II	1.00	100%					
<b>Court</b>							
Municipal Judge	0.06	100%					
Court Supervisor	1.00	100%					
Municipal Court Clerk II	1.00	100%					
<b>Planning/Building</b>							
Planning Director	1.00	80%	10%	10%			
Senior Planner	1.00	80%	10%	10%			
Associate Planner	2.00	80%	10%	10%			
Office Specialist II	1.00	55%	15%	30%			
Assistant Planner	1.00	55%	15%	30%			
<b>Police</b>							
Police Chief	1.00	100%					
Police Captain	2.00	100%					
Sergeant	6.00	100%					
Police Patrol	18.00	100%					
Code Enforcement	0.50	100%					
Behavioral Health Specialist	1.00	100%					
Property Evidence	0.50	100%					
Baliff	0.10	100%					
Office Specialist II	1.00	100%					
Office Specialist III	2.00	100%					
<b>Parks/Cemetery</b>							
Park Lead	1.00	98%	2%				
Maintenance Worker III	1.00	96%	2%	1%		1%	
Maintenance Worker III	1.00	95%	4%	1%			
Maintenance Worker III	1.00	80%	17%			2%	1%
Maintenance Worker III	1.00	87%	10%	1%		1%	1%
Maintenance Worker II	1.00	85%	11%	1%		3%	
Maintenance Worker I	1.00	89%	7%	2%		2%	
PT/Seasonal	1.16	100%					
<b>Economic Development</b>							
Economic Development Director	1.00	100%					
Econ Dev & Tourism Coordinator	1.00	100%					

	FTE	General	Street	Sewer	Tech	Transit	Swim	Library	Facility
<b>Transit</b>									
Transit Director	1.00					90%			
Office Specialist III	1.00					100%			
Office Specialist II	0.50					100%			
<b>Fleet</b>									
Lead Mechanic	1.00								
Mechanic	1.00								
<b>Pool</b>									
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%		
<b>Library</b>									
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%	
<b>Tech Services</b>									
Office Specialist III	0.30				100%				
Senior Network Analyst	1.00				100%				
PC & Network Tech	1.00				100%				
<b>Public Works</b>									
Public Works Director	1.00	20%	20%	50%					10%
<b>Facilities</b>									
Facilities Maintenance Lead	1.00								100%
Custodian	2.00								100%
<b>Streets/Collections/Storm</b>									
Public Works Supervisor	1.00		60%	30%					10%
Maintenance Worker III	1.00		16%	84%					
Maintenance Worker III	1.00		60%	40%					
Maintenance Worker III	1.00		79%	21%					
Maintenance Worker II	1.00		63%	37%					
Maintenance Worker II	1.00		83%	17%					
Maintenance Worker I	1.00		50%	50%					
Office Specialist III	1.00	35%	25%	35%					5%
PT/Seasonal	1.16		44%	25%					6%
<b>WWTP</b>									
Waste Water Services Manager	1.00			100%					
Lead Maintenance Worker	1.00		60%	40%					
Operator Lead	1.00			100%					
Pre-Treatment Coordinator	1.00			100%					
Operator II	1.00			100%					
Operator III	2.00			100%					
<b>Total FTE for FY21-22</b>	<b>106.6</b>								

## Salary Schedules

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

Classification	Range	5% steps					3% steps		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Vacant	1	3,882	4,076	4,280	4,494	4,719	4,860	5,006	5,156
Administrative & HR Assistant Deputy City Recorder	2	4,426	4,647	4,880	5,124	5,380	5,541	5,707	5,879
Vacant	3	5,045	5,297	5,562	5,840	6,132	6,316	6,506	6,701
Administrative Supervisor Aquatics Program Manager Municipal Court Supervisor Library Supervisor	4	5,701	5,986	6,285	6,599	6,929	7,137	7,351	7,572
Vacant	5	6,271	6,584	6,914	7,259	7,622	7,851	8,087	8,329
PW Supervisor	6	6,836	7,178	7,537	7,914	8,309	8,558	8,815	9,080
Network Administrator Planning Manager	7	7,041	7,393	7,763	8,151	8,558	8,815	9,080	9,352
Transit Director Wastewater Services Manager	8	7,393	7,763	8,151	8,558	8,986	9,256	9,534	9,820
Economic Development Director Planning Director HR Director/ City Recorder Library & IT Director	9	7,984	8,383	8,802	9,242	9,705	9,996	10,296	10,604
Police Captain Public Works Director	10	8,543	8,970	9,419	9,889	10,384	10,695	11,016	11,347
Finance Director	11	9,328	9,794	10,284	10,798	11,338	11,678	12,029	12,390
Police Chief	12	9,887	10,381	10,900	11,445	12,018	12,378	12,750	13,132

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

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

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

	5% between steps					3% between steps	
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Head Lifeguard	2954	3102	3257	3420	3591	3698	3809
Custodian	3201	3361	3529	3706	3891	4008	4128
Office Specialist I	3560	3738	3925	4121	4327	4457	4591
Library Coordinator							
Accounts Payable & Transit Tax Tech							
Tech Ref Librarian/Yth Svcs							
Municipal Court Assistant							
Municipal Court Clerk I							
Office Specialist II	3754	3942	4139	4346	4563	4700	4841
Mechanic Tech I							
Parks Maint Worker							
Swim Instructor/Program Coordinator							
Maintenance Worker I	3876	4070	4273	4487	4711	4853	4998
Maintenance Worker II	4175	4384	4603	4833	5075	5227	5384
Municipal Court Clerk II	4277	4491	4715	4951	5199	5355	5515
Planning Tech	4492	4717	4952	5200	5460	5624	5793
Maintenance Worker III	4530	4757	4994	5244	5506	5671	5842
Facilities Maintenance Technician							
Operator I							
Pre-Treatment Tech	4672	4906	5151	5408	5679	5849	6025
Office Specialist III	4760	4998	5248	5510	5786	5959	6138
User Service Tech.	4818	5059	5312	5577	5856	6032	6213
Econ Development & Tourism Coord							
Librarian							
Mechanic							
Purchasing & Accounting Specialist	4923	5169	5428	5699	5984	6163	6348
Swim Center Operator	5086	5340	5607	5888	6182	6368	6559
Operator II							
PC & Network Technician	5135	5392	5661	5944	6242	6429	6622
Lead Mechanic							
Parks Lead							
Public Works Lead	5386	5655	5938	6235	6547	6743	6945
Office Specialist IV	5574	5853	6145	6453	6775	6978	7188
Operator III							
Pre-Treatment Coord.	5617	5898	6193	6502	6827	7032	7243
Associate Planner							
Project Planner	5670	5954	6251	6564	6892	7099	7312
Operator Lead	5785	6074	6378	6697	7032	7243	7460
Senior Planner	6196	6506	6831	7173	7531	7757	7990

## AFSCME – Current - 2022

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

## Overhead and Internal Charges

## Combined Internal Charges and Overhead Summary FY2023

				Admin	FY2023	FY2022	Variance %
	Facilities	Tech	Fleet	Overhead	Total	Budget	YR over YR budget
Admin	15,759	45,092	1,438	-	62,289	49,881	24.88%
HR	4,909	32,440	-	-	37,349	14,561	156.50%
Unallocated*	65,449	-	-	-	65,449	45,833	42.80%
Finance	7,473	47,690	-	-	55,163	28,311	94.85%
Court	6,837	36,329	-	57,270	100,436	97,857	2.64%
Planning	5,827	45,769	-	131,107	182,703	99,064	84.43%
Building	686	-	-	22,236	22,922	16,683	37.40%
Police	109,024	219,020	228,036	983,780	1,539,860	1,251,331	23.06%
Parks	39,256	5,157	71,453	160,189	276,055	286,302	-3.58%
Cemetery	-	1,077	-	43,879	44,956	38,088	18.03%
Economic Dev	6,024	13,465	-	67,776	87,265	84,151	3.70%
Library	91,410	55,101	-	204,980	351,491	260,220	35.07%
Streets	39,484	34,184	93,248	187,105	354,021	341,462	3.68%
Fleet	54,837	12,603	5,500	-	72,940	46,080	58.29%
Facilities	-	-	5,500	-	5,500	9,004	-38.92%
Tech Services	4,113	-	-	-	4,113	2,881	42.76%
Transit	9,141	42,268	357,108	262,036	670,553	550,293	21.85%
Swim Levy	-	14,711	-	202,904	217,615	144,753	50.34%
WWTP	1,878	21,298	11,702	193,471	228,349	274,265	-16.74%
Collections	17,446	3,798	29,015	85,765	136,024	102,372	32.87%
Storm	17,446	-	-	50,673	68,119	43,971	54.92%
Total	497,000	630,000	803,001	2,653,171	4,583,172	3,787,363	21.01%

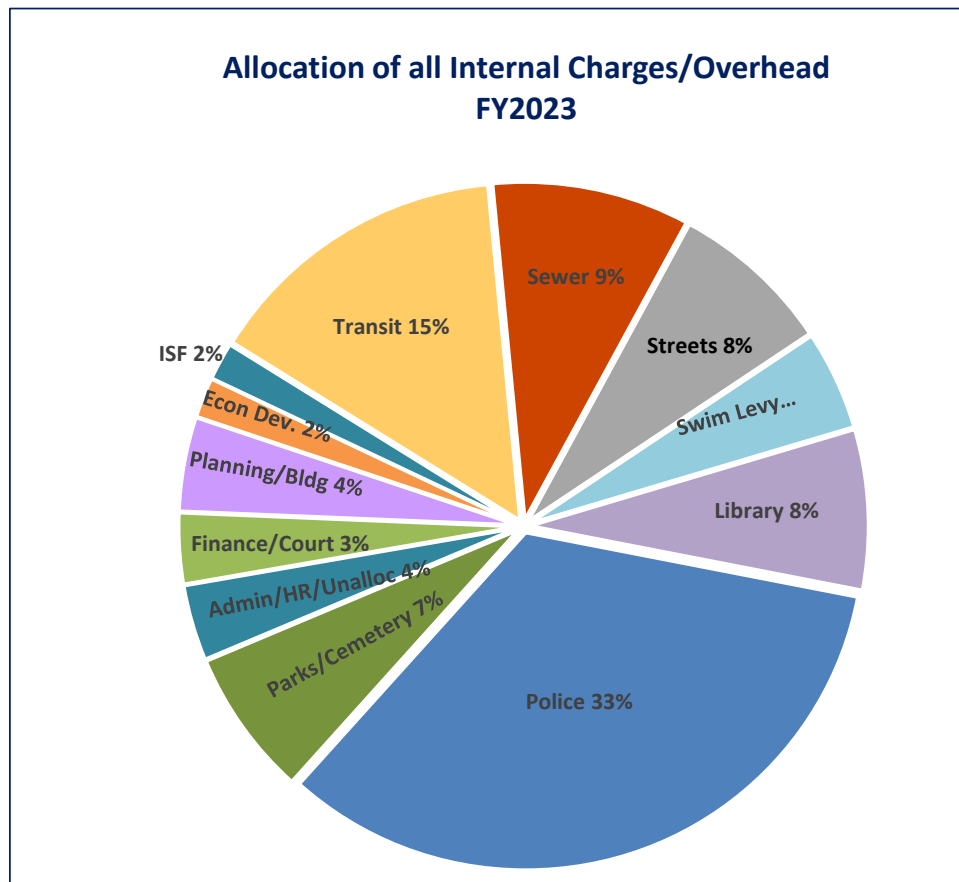
*General Admin Overhead costs are absorbed by the General Fund.*

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

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

<b>Tech Services</b>	Costs are allocated to departments/ funds on a per computer and work order basis	Contract IT services, internet and phone service, web hosting and maintenance, IT supplies and equipment, basic software licenses and computer replacement costs
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<b>Administrative Overhead</b>	<b>Allocation Methodology</b>	<b>Costs Include</b>
<b>Human Resources</b>	Costs are allocated based on FTE (full time equivalent) count	Employee salaries and benefits, election costs, professional and technical services, costs to broadcast city council meetings, liability insurance, recruitment costs, travel and training for employees and City Council, accounting software licenses, audit fees, and other related supplies and services
<b>Administration, City Attorney &amp; Finance</b>	Costs are allocated based on a % of budgeted operating expense (personnel services + materials and services; capital outlay is excluded to promote consistency from year to year)	



## Financial Policies

### Purpose

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

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

### Goal

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

### Responsibilities

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



**Policy 1 - Funds**

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

**Policy 2 - Budgeting**

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

**Policy 3 - Revenue**

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

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

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

**Specific Expenditures**

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

## Policy 5 - Revenue Constraints and Fund Balance

### Nature of Constraints

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

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

### Other Considerations

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

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

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

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

**City Responsibility**

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

**Debt**

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

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

**Rule 15c2-12 Disclosures**

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

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

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

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

## Glossary & Acronyms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**GFOA** – Government Finance Officers Association.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Required Notices and Filings

### Notice of Budget Committee Meeting

**Notice of Budget Committee Meetings**

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

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

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

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

## Notice of Budget Hearing

FORM LB-1

## NOTICE OF BUDGET HEARING

FY2022-23

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

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2020-21	Adopted Budget This Year 2021-22	Approved Budget Next Year 2022-23
Beginning Fund Balance/Net Working Capital	24,983,117	26,121,174	33,928,970
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	12,892,440	12,616,114	14,553,554
Federal, State and All Other Grants, Gifts, Allocations and Donations	4,439,755	5,613,388	7,236,765
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	3,161,020	5,288,308	5,119,363
All Other Resources Except Property Taxes	1,388,628	1,056,817	610,000
Property Taxes Estimated to be Received	6,007,929	6,180,000	6,590,000
<b>Total Resources</b>	<b>52,872,889</b>	<b>56,875,801</b>	<b>68,038,652</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	12,125,102	12,116,999	12,885,101
Materials and Services	6,181,208	7,410,429	8,362,845
Capital Outlay	3,833,329	7,398,344	9,914,942
Debt Service	0	0	0
Interfund Transfers	2,754,189	4,810,969	4,630,998
Contingencies	0	698,552	728,472
Special Payments	24,974	40,000	37,000
Unappropriated Ending Balance and Reserved for Future Expenditure	27,954,087	24,400,508	31,479,294
<b>Total Requirements</b>	<b>52,872,889</b>	<b>56,875,801</b>	<b>68,038,652</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit FTE for that unit			
Administration	607,225	617,012	862,878
FTE	3.3	3.2	4.4
HR/Risk Management	534,985	551,596	708,075
FTE	0.8	1.1	0.9
Finance	586,657	573,161	632,756
FTE	3.5	3.5	3.5
Court	521,144	501,413	521,774
FTE	2.8	3.4	2.7
Planning	436,926	416,808	582,893
FTE	2.3	2.8	3.1
Building	28,821	40,810	102,506
FTE	0.2	0.4	0.9
Police	5,824,932	5,958,950	6,320,746
FTE	29.3	30.2	30.0
Parks	1,204,790	1,319,083	1,325,783
FTE	6.3	5.7	6.3
Cemetery	176,782	155,170	221,142
FTE	1.7	1.3	2.2
Economic Development	417,424	421,293	472,404
FTE	2.5	2.5	2.5
Library	965,283	1,033,604	1,118,704
FTE	8.7	9.2	8.8
Transit	2,164,516	3,833,541	4,673,713
FTE	2.7	2.7	2.9
Swim Center	804,923	777,327	1,408,842
FTE	7.4	8.6	8.6
Streets	3,020,034	3,310,063	5,910,351
FTE	6.4	5.9	6.5
Tourism Promotion	15,533	18,557	10,000
FTE	0.0	0.0	0.0
Tourism Enhancement	2,679	13,130	14,000
FTE	0.0	0.0	0.0
Forfeiture	30,753	27,252	12,132
FTE	0.0	0.0	0.0
Facilities	302,224	316,231	363,348
FTE	1.2	1.1	1.5
Fleet Services	592,265	746,391	838,511
FTE	2.1	3.1	2.1
Tech Services	353,454	434,669	430,515
FTE	1.1	1.1	1.2
Wastewater Treatment	1,546,862	2,976,370	1,404,103
FTE	5.2	5.1	5.3
Collections	875,851	1,669,901	1,989,549
FTE	2.9	3.3	3.0
Stormwater	246,352	249,594	223,316
FTE	1.6	1.6	1.4
Not Allocated to Organizational Unit	31,612,473	30,913,875	37,890,610
FTE	0.4	0.3	0.3
<b>Total Requirements</b>	<b>52,872,889</b>	<b>56,875,801</b>	<b>68,038,652</b>
<b>Total FTE</b>	<b>92.1</b>	<b>96.2</b>	<b>97.8</b>
<b>STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING</b>			
The FY2021-22 operating budget is a status quo budget, the net increase in FTE is 1.62 and are related to seasonal help and filling the long-time vacance Public Works Director position. The City will be purchasing equipment that will allow for better preparedness in the event of another emergency, this includes generators and a front loader. There are several major capital projects in the Parks department, Street Fund, and Sewer Fund and Transit Fund that will be mostly funded by fees and SDC's. This budget includes projections of a 6% increase in health insurance costs and a COLA for all staff.			
<b>PROPERTY TAX LEVIES</b>			
	Rate or Amount Approved	Rate or Amount Approved	Rate or Amount Approved
Permanent Rate Levy (rate limit 3.4886 per \$1,000)	3.4886	3.4886	3.4886
Local Option Levy	0.4900	0.4900	0.4900
Levy For General Obligation Bonds	0	0	0
<b>STATEMENT OF INDEBTEDNESS</b>			
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1	
General Obligation Bonds	\$0	\$0	
Other Bonds	\$20,130,617	\$0	
Other Borrowings	\$0	\$0	
<b>Total</b>	<b>\$20,130,617</b>	<b>\$0</b>	

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

## RESOLUTION NO. 1368

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

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

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

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

**RESOLUTION IMPOSING AND CATEGORIZING THE TAX**

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

**General Government Limitation**

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

**Excluded from Limitation**

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

**RESOLUTION ADOPTING THE BUDGET**

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

**RESOLUTION MAKING APPROPRIATIONS**

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

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



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

General Fund		Streets Fund	
Administration	\$ 973,307	Streets	\$ 8,048,456
HR/Risk Mgmt.	971,405	Transfers Out	187,105
Court	435,201	Contingency	100,000
Finance	745,047	Total	\$ 8,335,561
Planning	1,098,530		
Building	152,512	SDC Fund	
Police	7,583,720	Transfers Out	\$ 4,045,000
Parks	3,189,860		
Cemetery	228,249	Cemetery Perpetual Care Fund	
Economic Dev.	635,007	Transfers Out	\$ 500,000
Not Allocated			
Personnel Services	82,400	Forfeiture Fund	
Materials & Services	271,449	Forfeiture	\$ 10,185
Special Payments	25,000		
Transfers Out	295,000	Facilities Fund	
Contingency	200,000	Facilities	\$ 473,551
Total	\$ 16,886,687	Contingency	23,678
		Total	\$ 497,229
Library Fund		Fleet Fund	
Library	\$ 1,244,179	Fleet	\$ 887,434
Special Payments	0	Contingency	43,291
Transfers Out	704,980	Total	\$ 930,725
Contingency	1,199		
Total	\$ 1,950,358	Tech Services Fund	
		Tech Services	\$ 790,637
Transit Fund		Contingency	31,682
Transit	4,762,065	Total	\$ 822,319
Transfers Out	262,036		
Contingency	100,000	Sewer Fund	
Total	\$ 5,124,101	WWTP	\$ 2,484,194
		Collections	1,950,543
Swim Levy Fund		Stormwater	606,645
Swim	\$ 2,335,447	Not Allocated	
Transfers Out	202,904	Personnel Services	29,576
Contingency	41,772	Materials & Services	356,000
Total	\$ 2,580,123	Transfers Out	366,495
		Contingency	200,000
Transient Room Tax Fund		Total	\$ 5,993,453
Tourism Promotion	\$ 10,000		
Tourism Enhancement	10,000		
Total	\$ 20,000		

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

Melissa Bisset  
City Recorder

Brian Hodson, Mayor

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

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

To assessor of Clackamas County

FORM OR-LB-50  
2022-2023

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

☐ Check here if this is an amended form.

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

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

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

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

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

### PART I: TAXES TO BE IMPOSED

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

### PART II: RATE LIMIT CERTIFICATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Brian Hodson  
Mayor

ATTEST:

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Melissa Bisset  
City Recorder