



AGENDA
CANBY CITY COUNCIL
Regular Meeting 7:00 PM - Council Chambers
Meetings can be viewed on CTV Channel 5 or YouTube
June 17, 2020
222 NE 2nd Avenue, 1st Floor
Mayor Brian Hodson

Council President Tim Dale
Councilor Trygve Berge
Councilor Traci Hensley

Councilor Greg Parker
Councilor Sarah Spoon
Councilor Shawn Varwig

Regular Meeting – 7:00 PM

1. CALL TO ORDER

2. COMMUNICATION

- 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. Staff and the City Council will make every effort to respond to questions raised during citizens input before the meeting ends or as quickly as possible thereafter. *****If you would like to speak virtually or in person, please email or call the City Recorder by 5:00 pm on June 17th with your name, the topic you'd like to speak on and contact information: bissetm@canbyoregon.gov or call 503-266-0733. Once your information is received, you will be sent instructions to speak. Please note that Council will be attending this meeting virtually.**

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

- 6. CONSENT AGENDA:** This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.

- a. Approval of Minutes of the June 3, 2020 City Council Work Session and Regular Meeting. Pg. 1
- b. Reappointment of Mark Triebwasser to the Parks & Recreation Advisory Board. Pg. 9

7. PUBLIC HEARINGS

If you would like to speak virtually or in person, please email or call the City Recorder by 5:00 pm on June 17th with your name and contact information: bissetm@canbyoregon.gov or call 503-266-0733. Once your information is received, you will be sent instructions to speak. Please note that Council will be attending this meeting virtually.

- a. Public Hearing regrading State Revenue Sharing Funds.
- b. Public Hearing regarding 2020-2021 FY Budget as Approved by Budget Committee.

8. RESOLUTIONS & ORDINANCES

- a. **Resolution No. 1334:** A Resolution adopting a Supplemental Budget for the 2019-2020 Fiscal Year. Pg. 12
- b. **Resolution No. 1335:** A Resolution declaring the City’s election to receive State Revenue for Fiscal Year 2020-2021. Pg. 16
- c. **Resolution No. 1336:** A Resolution Adopting The Budget, Making Appropriations, And Imposing And Categorizing Taxes For The 2020-2021 Fiscal Year. Pg. 19
- d. **Resolution No. 1337:** A Resolution Authorizing An Interfund Loan From The Cemetery Perpetual Care Fund To The Library Fund In The Amount Of \$500,000 And Authorizing Repayment Of The Interfund Loan In Fiscal Year 2020-2021. Pg. 151
- e. **Resolution No. 1338:** A Resolution extending Workers Compensation coverage to volunteers of the City of Canby and repealing Resolution 1313. Pg.154
- f. **Ordinance No. 1528:** An Ordinance authorizing the Mayor and Interim City Administrator to execute a contract with Master Clean, Inc. for Janitorial Services for various City Facilities, not to exceed \$60,583.00; and repealing Ordinance 1509. *(Second Reading)* Pg. 157
- g. **Ordinance No. 1529:** An Ordinance authorizing the Mayor And Interim City Administrator To Execute A Contract With Kintechnology, Inc. To Continue To Provide Computer Technical Services For The City, Not To Exceed \$110,000.00; And Repealing Ordinance 1506. *(Second Reading)* Pg. 167

9. NEW BUSINESS

- a. Cancellation of July 1, 2020 City Council Meeting.

10. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS

11. CITIZEN INPUT

12. ACTION REVIEW

13. EXECUTIVE SESSION: Pursuant to 192.660 (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

14. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Melissa Bisset at 503.266.0733. A copy of this Agenda can be found on the City’s web page at www.canbyoregon.gov. **City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5.** For a schedule of the playback times, please call 503.263.6287.

****We are requesting that rather than attending In person you view the meeting on CTV Channel 5 or on YouTube: <https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>**

**If you do not have access virtually,
there are a small number of chairs provided inside to allow for physical distancing.**

**CANBY CITY COUNCIL MEETING
WORK SESSION MINUTES
June 3, 2020**

Due to COVID-19 Pandemic, the Mayor and City Councilors attended the meeting virtually. The public was asked to view the meeting live on CTV Channel 5 or on YouTube. Seating was available in the Council Chambers in compliance with the Governor's Executive Order regarding social distancing.

PRESIDING: Mayor Brian Hodson.

COUNCIL PRESENT: Trygve Berge, Tim Dale, Traci Hensley, Greg Parker, Sarah Spoon, and Shawn Varwig.

STAFF PRESENT: Amanda Zeiber, Interim City Administrator; Joseph Lindsay, City Attorney; Melissa Bisset, City Recorder; Sandy Freund, Planning Director; Jamie Stickel, Economic Development Director, and Carol Palmer; Chair of the Heritage and Landmark Committee attended virtually.

OTHERS PRESENT: Consultant Katie Pratt of Northwest Vernacular attended virtually.

CALL TO ORDER: Mayor Hodson called the Work Session to order at 6:18 p.m.

PRESENTATION OF THE HISTORIC PRESERVATION PLAN

Katie Pratt, consultant with of Northwest Vernacular presented the Historic Preservation Plan. The project was funded with a grant from the Kinsman Foundation with assistance of a matching grant-in-aid from the Oregon State Historic Preservation office, the Historic Preservation Fund, National Park Service and Department of the Interior.

The Request for Proposals for the Plan explained that the plan should identify strategies to:

- Promote preservation as a tool for revitalizing Canby's unique neighborhoods and historic commercial areas;
- Engage the community in historic preservation efforts;
- Enhance local tourism and cultural activities;
- Prepare Canby for National Heritage Area status and the National Park Service's requirements for National Heritage Area Management Plans;
- Provide appropriate guidance to elected and appointed officials when making development decisions that could affect the character of the community; and
- Strengthen the City's existing historic preservation program.

She reviewed the Historic Preservation Plan process which included:

- Background review of preservation ordinance, related ordinances, and past preservation efforts;
- Community survey and stakeholder interviews;
- Context overview; and
- Development of goals, policies, and proposals.

A community survey was conducted and there were 168 responses and there was a 95% confidence level with 8% margin of error for the survey results.

The vision statement of the Plan was: A vibrant Canby that knows, preserves, and shares its heritage for the good of the community and its future. The mission statement of the Plan was: Support and develop an inclusive understanding of Canby's place within traditional Tribal lands and the many histories that shaped the community's unique heritage to foster a collective approach.

The goals and corresponding policies were reviewed:

Goal 1: Preserve and strengthen Canby's identity.

Policy 1.A. Prioritize the preservation of agricultural lands within and around the city.

Policy 1.B. Identify, evaluate, educate, and nominate historic properties.

Policy 1.C. Update the comprehensive plan to reflect community vision for historic preservation.

Policy 1.D. Support the retention of historic buildings through compatible uses.

Goal 2: Utilize Historic Preservation to inform City decision making.

Policy 2.A. Connect the Heritage and Landmarks Committee with all city departments and commissions, as well as city council.

Policy 2.B. Recognize May as Historic Preservation Month.

Policy 2.C. Integrate sustainability measures with historic preservation.

Policy 2.D. Ensure new construction and development reinforces the historic character of the city.

Goal 3: Foster Public Understanding of Historic Preservation's Community Benefit.

Policy 3.A. Promote broad understanding of historic preservation and its benefits.

Policy 3.B. Support interpretive efforts.

Policy 3.C. Foster relationships within and outside the city with heritage-related and civic oriented organizations.

Policy 3.D. Encourage integration of historic preservation in school curriculum.

Ms. Pratt stated that they conducted a review of the Willamette Falls and Landings National Heritage Area. She felt that the City was in a great position to support interpretation of and

public education of the significance of the proposed heritage area because of the natural, cultural and educational resources.

The next steps would be the adoption of the preservation plan at a future City Council meeting. She also asked that the Council consider the overarching themes:

- Incorporate preservation throughout city policies.
- Establish a vision for future Canby.
- Understand role agricultural heritage holds in Canby's future.
- Determine appropriate density for Canby.

Councilor Parker asked that the Planning Director conduct a technical review of the Plan. He noted that he was on the Fair Board and there were historic buildings on the Fairgrounds and it would be helpful for someone to keep track of what they were doing. He thought that it would be fun to have a heritage area at the fairgrounds. He stated the waterway had been occupied for 1,000 and questioned the history near the Willamette River.

Mayor Hodson felt there were a lot of actionable items to be integrated.

Planning Director Freund thanked Ms. Palmer and Ms. Pratt for their good work. She stated she would make sure that they integrated whatever policies they could into the Comprehensive Plan.

The meeting adjourned at 6:54 p.m.

Melissa Bisset, CMC
City Recorder

Brian Hodson
Mayor

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
June 3, 2020**

Due to COVID-19 Pandemic, the Mayor and City Councilors attended the meeting virtually. The public was asked to view the meeting live on CTV Channel 5 or on YouTube. Seating was available in the Council Chambers in compliance with the Governor's Executive Order regarding social distancing measures to be taken.

PRESIDING: Mayor Brian Hodson.

COUNCIL PRESENT: Trygve Berge, Tim Dale, Traci Hensley, Greg Parker, Sarah Spoon, and Shawn Varwig.

STAFF PRESENT: Amanda Zeiber, Interim City Administrator; Joseph Lindsay, City Attorney; and Melissa Bisset, City Recorder.

OTHERS PRESENT: None.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:02 p.m.

COMMUNICATION: Interim City Administrator Amanda Zeiber announced that starting Monday June 8th the Library Book Drop would be open again 24/7. Books and DVDs would be quarantined for a few days after return. Curbside service at the Library was going to be offered via appointment.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: It was publically noticed that Council would be attending the meeting virtually and written comments and input on agenda items were accepted until 5:00 p.m. on Wednesday, June 3. No comments were received and no one requested to speak.

MAYOR'S BUSINESS: Mayor Hodson reflected on worldwide events related to George Floyd. He did not have the answers. He was not brought up in a home where hate was taught or tolerated and he and his wife did not teach or tolerate hate in their home. He stated he was part of the solution. He felt that what happened to George Floyd was tragic and sad. He found the rioting and destruction depressing and sad. He was angered by the need to go to destruction. He understood protesting and demonstrating. He thought the challenge was to listen to what and why. He was trying to understand the human condition in certain context and situations. Mayor Hodson stated that treating people with respect and dignity started and ended with him. He stated it needed to start with each person. He thought it was a great community and there were opportunities and challenges. He hoped that citizens could see and listen to what was going on and find ways to correct what was going on. He had met with the Chief Bret Smith and discussed the tactic used to restrain Mr. Floyd. It was a lethal force tactic and was not one that

the Canby Police Chief condones the use of. He had a tremendous amount of respect for police officers and the Canby Police Department. He complimented Chief Smith for his work on improving the image and culture of the Canby Police Department. He felt it was unfortunate that four individuals tarnished the good work of so many other police departments that do not use that as a tactic. He hoped that Canby could demonstrate, hold protests and vigils in a calm fashion and work together in course corrections. He asked everyone to see what they can do to make changes.

There were over 70 candidates for the City Administrator position. The recruiting firm would be narrowing down the candidates. The process was scheduled to be completed by July 10th, 2020.

COUNCILOR COMMENTS & LIAISON REPORTS:

Councilor Parker asked if the City was paying the recruiter for narrowing down the search.

Mayor Hodson stated that it was part of the contract to find a City Administrator.

Councilor Parker stated that the County Fairgrounds had turned in an application to the Emergency Operations to operate as a drive-in movie facility.

Mayor Hodson asked that the City support the effort.

City Attorney Lindsay noted that the fairgrounds do not need a noise variance request.

Councilor Spoon congratulated all of the high school, sixth grade and eight grade graduates. She noted it was an unusual year. She thanked the School District for making the transitions as celebratory as possible. She really appreciated the efforts, time and energy. She thanked Chief Smith for his thoughtful responses on current events and how much thought he has put into the relationship between the community and the Police Department. She was reassured by his responses. She thought that what Chief Smith said was extraordinary and special. She felt that Chief Smith had done an outstanding job of hiring, developing and training a police force representative of the community and she knew that he cared about the quality of officers. Chief Smith wouldn't always be the Police Chief and she thought that the City could pass a resolution that prohibited the hiring of officers who have a history of use of excessive force, racial bias, or dishonesty related to prosecution or investigation of a crime or discrimination. She shared Happy Valley recently received a grant and was hoping that the City council look into something similar. The grant was for a diversity, equity and inclusion task force that would act like a City Committee. The task force could look at different things the City is doing to make sure a lens is applied for diversity, equity and inclusion and that voices that are underrepresented in government would have an avenue to have conversation about new policies, ordinances, events, and building relationships with the police department. It would be a way for the City to further community engagement and the City could be leaders and solution orientated in how communities move forward, heal and make progress.

Councilor Berge urged everyone that felt comfortable to go out and support local restaurants. He urged everyone to support local restaurants and businesses.

Councilor Varwig shared that the Library Board would be meeting for the first time since February. It would be the last meeting for Canby Public Library Board Member Roger Reif as his term was coming to an end and there was a two term limit.

Council President Dale thanked the Mayor for expressing the compassionate heart of Canby.

It was noted that the Council had received an email about a possible gathering. Mayor Hodson stated that details were still evolving.

CONSENT AGENDA: **Council President Dale moved to adopt the Minutes of the May 20, 2020 Joint Planning Commission and City Council Work Session and Regular Meeting and the Reappointments to the Bike and Pedestrian Committee – Russell Heinemann, Mindy Montecucco, and Shannon Hale, Reappointments to the Budget Committee – Jason Padden and Michelle Hensley, Reappointment to the Canby Public Library Board – Judi Jarosh, Reappointments to the Heritage and Landmark Commission – Judi Jarosh and Jennifer Giller, Reappointments to the Traffic Safety Commission – Robert Cambra and Janet Bailey. Councilor Hensley and passed 6-0.

Mayor Hodson stated there was a great need for additional people in the community to serve. A lot of ideas, input and healthy dialogue came out of the committees. Mayor Hodson thanked the members for their service.

CANCELLATION OF JULY 1, 2020 CITY COUNCIL MEETING

Councilor Spoon preferred to keep the meeting if there was business unless there would not be a quorum.

Council President Dale noted that there would likely be extra meetings due to the City Administrator recruitment. He encouraged the Council to keep their calendars open on Wednesday in late June and July as there would be extra work to do with the hiring of a new City Administrator.

Mayor Hodson would check with the City Recorder to see if there was business scheduled. Further discussion about the possible cancellation of the July 1, 2020 meeting would be on the next agenda.

ORDINANCES

Ordinance No. 1528: An Ordinance authorizing the Mayor and Interim City Administrator to execute a contract with Master Clean, Inc. for Janitorial Services for various City Facilities, not to exceed \$60,583.00; and repealing Ordinance 1509. *(First Reading)*

Interim City Administrator Zeiber stated the Ordinance was to continue janitorial services with Master Clean. They had been providing services to the City of Canby for over 20 years. Over the last three months they had really helped out and charged very little and were doing a great job. They had not raised their prices in several years. This year they proposed a 4.5 percent increase to provide services for all city buildings.

Mayor Hodson felt they had done a great job and appreciated how they helped out during the pandemic and over the last couple of weeks as there had been a COVID-19 case in the Civic Offices.

Council President reminded citizens that the reason why the contract was coming before Council was that it was above the signature level of authority for the City Administrator.

****Council President Dale moved to adopt Ordinance 1528, AN ORDINANCE AUTHORIZING THE MAYOR AND INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MASTER CLEEN, INC. FOR JANITORIAL SERVICES FOR VARIOUS CITY FACILITIES, NOT TO EXCEED \$60,583.00; AND REPEALING ORDINANCE 1509. Motion was seconded by Councilor Varwig and passed 6-0 on first reading.**

Ordinance No. 1529: An Ordinance authorizing the Mayor and Interim City Administrator to execute a contract with Kintechnology, Inc. to continue to provide Computer Technical Services for the City, not to exceed \$110,000.00; and repealing Ordinance 1506 (*First Reading*)

Interim City Administrator Zeiber stated that Kintechnology had been providing services since 2006. They were asking for a \$10,000 increase and they have increased the number of technician services on site as there has been a greater need for them to be on-site. It would be 832 extra hours per year of on-site service for \$10,000. She noted that there had been a lot of extra work in March and April due to employees transitioning to working remotely because of the pandemic. Kintechnology had done a really great job.

Councilor Varwig stated that he was a personal friends and a business partner with the owner of Kintechnology. He would be abstaining from the vote.

****Council President Dale moved to adopt Ordinance 1529, AN ORDINANCE AUTHORIZING THE MAYOR AND INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH KINTECHNOLOGY, INC. TO CONTINUE TO PROVIDE COMPUTER TECHNICAL SERVICES FOR THE CITY, NOT TO EXCEED \$110,000.00; AND REPEALING ORDINANCE 1506. Motion was seconded by Councilor Berge and passed on first reading 5-0 with one abstention.**

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Interim City Administrator Amanda Zeiber updated the Council on the City Administrator recruitment process. There were 75 applications.

She shared that the City recently hired a confidential administrative assistant that primarily supported Human Resources. The new person in the position was a recent graduate degree from Portland State University with a bachelor's degree in Human Resources. Diversity, equity and inclusion was one of her interests. She had been tasked with developing some of the internal policies related to diversity, equity and inclusion.

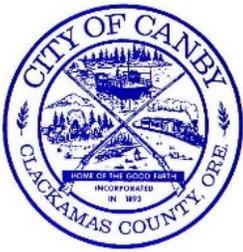
ACTION REVIEW:

1. Approved the Consent Agenda.
2. Passed Ordinance No. 1528 to a second reading for June 17th.
3. Passed Ordinance No. 1529 to a second reading for June 17th.

The meeting adjourned at 7:47 p.m.

Melissa Bisset, CMC
City Recorder

Brian Hodson
Mayor



City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: June 17, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Amanda Zeiber, Interim City Administrator
FROM: Melissa Bisset, City Recorder

Summary

Every June there are several Boards, Commission and Committee terms that expire. The City Recorder contacts the current members and asks if they wish to continue their service.

Background

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

Discussion

Mark Triebwasser serves on the Parks and Recreation Advisory Board and his term expires on June 30, 2020. The City Recorder has contacted Mr. Triebwasser and he wishes to be reappointed.

Parks and Recreation Advisory Board (3 year term)

Mark Triebwasser – serving since 2001

Attachments

Application

Fiscal Impact

None.

Options

1. Reappoint Mr. Triebwasser to the Park and Recreation Advisory Board for a three year term.
2. Take no action.

Recommendation

Reappoint Mr. Triebwasser to the Park and Recreation Advisory Board for a three year term.

Proposed Motion

Part of the Consent Agenda - I move to approve the consent agenda which includes the reappointment of Mark Triebwasser to the Parks and Recreation Advisory Board for a three year term.

Term to Exp. 6.30.2020
Appt. 5.17.2017

**CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

Date: 5/5/2017

Name: Mark Triebwasser Occupation: Forester

Home Address: [REDACTED] Canby

Employer: Weyerhaeuser Position: Nursery Manager

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

E-Mail Address: [REDACTED]

For which position are you applying? Park & Rec Board

What are your community interests (committees, organizations, special activities)?
Long time user of the Canby Pool. Have helped with Friends of Library events.

Experience and educational background: Master Forest Science, 44 yrs research
and nursery managemnt

Reason for your interest in this position: Want to see some of the work we have started
brought to a conclusion.

List any other City or County positions on which you serve or have served:
Park & Rec Advisory Board, and previously Swim Center Advisory Board, several appointments to each.

Information on any special membership requirements: None

Referred by (if applicable): _____

Feel free to attach a copy of your resume and use additional sheets if necessary

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

PO Box 930

222 NE 2nd Avenue

Canby, OR 97013

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

Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site.

10-1-16



City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: June 17, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Amanda Zeiber, Interim City Administrator

FROM: Julie Blums, Finance Director

Summary

Adoption of a Supplemental Budget Resolution for the 2019-2020 fiscal year.

Background

To maintain compliance with local budget law, a supplemental budget must be adopted to allow for the increase in expenditure appropriations.

Discussion

In the FY20-21 budget staff has proposed to make a \$500,000 contribution to a PERS UAL side account that has a 25% match from the state. Staff just learned that the matching funds may not be available as of July 1 due to budget constraints at the state level. Therefore, staff is proposing in this supplemental budget to move the contribution payment to FY19-20 to assure the City will receive the 25% matching funds. Some funds and departments have the ability to absorb this additional expenditure into their FY19-20 budgets, however some departments do not. The General Fund will need to use \$310,083 in reserve funds and the Sewer Fund will transfer appropriations between departments.

The SDC Fund needs to have an additional \$175,000 appropriated in transfers out to fund the S. Ivy St Pump Station project. There are sufficient reserves to cover this appropriation.

The Sewer Collections department needs an additional \$75,000 in appropriation for the S Ivy Sewer project that was not anticipated to begin until FY20-21 and for staff time that is being allocated to Collections instead of Stormwater. The Sewer Not-Allocated Materials & Services needs to be increased \$13,000 to cover additional sewer billing and franchise fees. Appropriations will be transferred from the WWTP department to Collections and Sewer Not-Allocated resulting in a net zero change to the Sewer Fund as a whole.

Attachments

Resolution 1334

Fiscal Impact

Funds will be expended earlier than anticipated for the PERS UAL Contribution and will not be expended in FY20-21. The Sewer Fund has a net zero change and the SDC Fund will be using reserves for a capital project.

Options

1. Approve the supplemental budget as presented,
2. Make changes to the proposed supplemental budget
3. Do not approve the supplemental budget

Recommendation

Staff recommends that Council adopt Resolution No. 1334

Proposed Motion

"I move to adopt Resolution 1334, A Resolution Adopting a Supplemental Budget for FY 2019-2020."

RESOLUTION NO. 1334

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2019-2020 FISCAL YEAR.

WHEREAS, the City of Canby budget for the 2019-2020 fiscal year was adopted by the City Council at a regular meeting thereof on Wednesday, June 19, 2019; and

WHEREAS, the City of Canby has unforeseen expenses; and

WHEREAS, a supplemental budget is required in order to appropriate funds; and

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

Section 1. Appropriations for the 2019-20 budget year are increased in the following amounts.

	Current Appropriation	Change	Revised Appropriation
General Fund			
Finance	\$574,853	\$13,000	\$587,853
Court	522,897	3,000	525,897
Planning	440,470	4,000	444,470
Building	29,099	600	29,699
Police	5,868,766	50,000	5,918,766
Cemetery	174,916	3,000	177,916
Economic Development	416,562	7,500	424,062
Not-Allocated Personnel Services	199,000	228,983	427,983
Not-Allocated Materials & Services	58,917	5,000	63,917
SDC Fund			
Transfers Out	910,000	175,000	1,085,000
Sewer Fund			
Collections	1,379,280	75,000	1,454,280
Not-Allocated Materials & Services	336,000	13,000	349,000
WWTP	2,826,101	(88,000)	2,738,101

This resolution shall take effect on June 17, 2020.

ADOPTED by the Canby City Council at a regular meeting thereof on June 17, 2020.

Brian Hodson, Mayor

ATTEST:

Melissa Bisset, City Recorder



City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: June 17, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Amanda Zeiber, Interim City Administrator

FROM: Julie Blums, Finance Director

Summary

Adoption of Resolution 1335 Declaring the City's Election to Receive State Revenues for FY 2020-2021.

Background

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

Discussion

Every year the City must hold a public hearing before the Budget Committee and the City Council, giving citizens an opportunity to comment on the use of state revenue sharing funds. A public hearing before the Budget Committee was held on May 21, 2020 and again on June 17, 2020 before the City Council.

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

Attachments

Resolution 1335

Fiscal Impact

Staff estimates that the City will receive \$196,000 in state revenue sharing funds.

Options

1. Approve the resolution and receive state revenue sharing funds.

2. Do not approve the resolution resulting in necessary reductions to the General Fund budget to maintain a balanced budget per the City of Canby Financial Policies.

Recommendation

Staff recommends that Council adopt Resolution No. 1335

Proposed Motion

"I move to adopt Resolution 1335, A Resolution Declaring the City's Election to Receive State Revenue Funds for FY2020-2021."

RESOLUTION NO. 1335

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2020-2021.

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 21, 2020 and before City Council on June 17, 2020;

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 2020-2021.

This Resolution 1335 shall be effective on June 17, 2020.

ADOPTED this 17th day of June 2020 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bissett
City Recorder



City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: June 17, 2020
TO: Honorable Mayor Hodson and City Council
THRU: Amanda Zeiber, Interim City Administrator
FROM: Julie Blums, Finance Director

Summary

Adoption of Resolution 1336, Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for the 2020-2021 fiscal year.

Background

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

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

Discussion

On May 14 and 21, 2020 the City of Canby Budget Committee met to deliberate over the FY2020-2021 budget. Staff reviewed the proposed budget with the Committee and allowed for public comment. The Proposed Budget was approved by the Committee with one change, to fund the Service Rider position 100% out of Fleet and let the costs allocate through the internal service charge.

Attachments

Resolution 1336
Budget

Fiscal Impact

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

Options

1. Approve the resolution and allow staff to continue maintaining programs and services for the City of Canby.
2. Approve the resolution with agreed upon changes.
3. Do not approve the resolution and city operations will be shut down as of July 1, 2020.

Recommendation

Staff recommends that Council adopt Resolution No. 1336

Proposed Motion

"I move to adopt Resolution 1336, A Resolution Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for the 2020-2021 Fiscal Year."

RESOLUTION NO. 1336

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES FOR THE 2020-2021 FISCAL YEAR

WHEREAS, a public hearing for the 2020-2021 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 17, 2020; 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, 2020; 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 2020-2021 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 2020-21 in the total of \$56,438,801. 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, 2020, and for the purposes shown below are hereby appropriated:

Total APPROPRIATIONS , All Funds	\$32,212,195
Total Unappropriated and Reserve Amounts, All Funds	<u>24,263,606</u>
TOTAL ADOPTED BUDGET	\$56,475,801

General Fund	
Administration	\$ 606,730
HR/Risk Mgmt.	584,220
Court	545,631
Planning	423,101
Parks	1,252,422
Building	41,641
Police	6,078,435
Cemetery	158,141
Finance	609,261
Economic Dev.	460,515
Not Allocated	
Personnel Services	293,251
Materials & Services	61,461
Special Payments	25,000
Transfers Out	200,714
Contingency	200,000
Total	\$ 11,540,523

Library Fund	
Library	\$ 1,033,604
Special Payments	15,000
Transfers Out	642,687
Contingency	17,000
Total	\$ 1,708,291

Transit Fund	
Transit	\$ 3,839,995
Transfers Out	182,728
Contingency	100,000
Total	\$ 4,122,723

Swim Levy Fund	
Swim	\$ 787,588
Transfers Out	119,444
Contingency	39,379
Total	\$ 946,411

Transient Room Tax Fund	
Tourism Promotion	\$ 18,557
Tourism Enhancement	13,130
Total	\$ 31,687

Streets Fund	
Streets	\$ 3,322,787
Transfers Out	230,610
Contingency	53,240
Total	\$ 3,606,637

SDC Fund	
Transfers Out	\$ 2,382,000

Cemetery Perpetual Care Fund	
Transfers Out	\$ 500,000

Forfeiture Fund	
Forfeiture	\$ 27,252

Facilities Fund	
Facilities	\$ 318,654
Contingency	25,765
Total	\$ 344,419

Fleet Fund	
Fleet	\$ 752,767
Contingency	33,218
Total	\$ 785,985

Tech Services Fund	
Tech Services	\$ 437,966
Contingency	17,854
Total	\$ 455,820

Sewer Fund	
WWTP	\$ 2,690,662
Collections	1,677,639
Stormwater	253,558
Not Allocated	
Personnel Services	35,602
Materials & Services	350,200
Transfers Out	552,786
Contingency	200,000
Total	\$ 5,760,447

The above resolution statements were approved and declared adopted on this 17th day of June 2020.

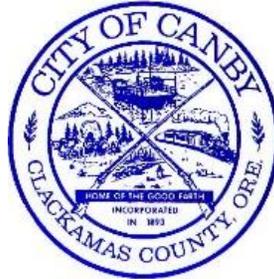
Melissa Bisset
City Recorder

Brian Hodson, Mayor

City of Canby Approved Annual Budget

For the Fiscal Year

July 1, 2020 - June 30, 2021



CITY COUNCIL:

Brian Hodson, *Mayor*

Tim Dale, *Council President*

Trygve Berge, *Council Member*

Traci Hensley, *Council Member*

Greg Parker, *Council Member*

Sarah Spoon, *Council Member*

Shawn Varwig, *Council Member*

BUDGET COMMITTEE:

Michelle Hensley

Andrea McCracken

Jason Padden

Bob Patterson

Jack Pendleton

Melody Thompson

CITY STAFF:

Amanda Zeiber, *Interim City Administrator*

Julie Blums, *Finance Director*

www.canbyoregon.gov



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Canby
Oregon**

For the Fiscal Year Beginning

July 17, 2019

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Canby, Oregon, for its Annual Budget for the fiscal year beginning July 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

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

Table of Contents

Table of Contents	iii
Reader's Guide	1
Fiscal Year 2020-21 City Administrator’s Budget Message.....	2
About Canby.....	10
Principal Property Taxpayers & Employers.....	13
Maps	14
CITY OF CANBY CITY COUNCIL VALUES AND GOALS.....	16
City of Canby Organizational Chart.....	18
City of Canby Organizational Chart by Fund	19
Budget Process.....	20
Budget Calendar.....	21
Basis of Budgeting.....	22
Fund Structure and Description	23
Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation	24
Revenue & Expenditures.....	25
Revenue Summary by Source	25
Where the Money Comes From.....	26
Overview of Major Revenue Sources.....	27
Expense Summary by Category.....	31
Where the Money Goes.....	32
Overview of Major Categories of Expense.....	33
Debt Service	35
Overview of Long-Term Debt.....	35
Capital Improvement Plan	36
Overview of 5 Year CIP.....	36
Current Year Capital Projects	37
Budget Detail	41
Budget Summary by Fund.....	41
General Fund Budget Summary.....	42
Administration	53
Human Resources & Risk Management.....	55
Finance	57
Municipal Court.....	59
Planning.....	61
Building	63

Police.....	65
Parks Department	68
Cemetery Department	70
Economic Development	72
Not Allocated	74
Special Revenue Funds.....	75
Library	75
Transit Fund (Canby Area Transit - CAT)	77
Swim Center	79
Street Fund.....	81
Transient Room Tax Fund	84
System Development Charges Fund	85
Cemetery Perpetual Care Fund.....	86
Forfeiture Fund	87
Internal Service Funds.....	88
Facilities.....	88
Fleet Service	90
Tech Services.....	92
Enterprise Fund.....	94
Sewer Combined Fund Resources.....	94
Waste Water Treatment Plant (WWTP)	95
Sewer Collections Department	97
Stormwater Department.....	99
Sewer Not Allocated	101
Appendix	102
Personnel FTE Comparison to Prior Years	102
FTE Allocations	103
Salary Schedules.....	105
Overhead and Internal Charges	107
Financial Policies	109
Glossary & Acronyms	117
Required Notices and Filings.....	122

Reader's Guide

Reader's Guide

This budget document serves to:

- Present the City Council and the public with a clear picture of the services the city provides.
- Provide city management with a financial and operating plan that adheres to the city's financial policies.
- Communicate the vision of the City Council and Leadership 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 includes 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 and loans on behalf of the Urban Renewal Agency (URA).

Capital Improvement Plan (CIP)

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

Budget Detail

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

Appendix

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



City of Canby

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

May 14, 2020

Fiscal Year 2020-21 City Administrator's Budget Message

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

Introduction

It is my pleasure to present the proposed Fiscal Year 2020-21 budget for the City of Canby. This proposed budget is submitted as required by Chapter 294 of the Oregon Revised Statutes. State budget law provides for three levels of review and scrutiny of this budget: the City Administrator, the Budget Committee, and the City Council. At any step in this process, the reviewing body can alter the proposed budget if they believe it is in the best interests of the City of Canby. I am pleased to present a fiscally responsible budget that continues to provide the quality of public services Canby citizens have come to enjoy and expect from the City.

The City, as part of the development of the 2018-19 and 2019-20 budgets, identified as a priority the need to begin taking steps for succession planning within the City organization. This action included adding key positions within the organization. At the time of the 2018-19 budget presentation, it was noted that the budget would require two to three years to fully absorb the costs associated with the new positions, but that the need to take action was so great the long term benefit would definitely outweigh the short-term cost. As we near the end of the second year of this strategy we are also coming to an end of the current succession backfill process.

The budget process for FY20-21 started off with a message to Department Managers that the City was in a good position and new budget requests could be made and would be evaluated with the needs and funding in mind. Then COVID-19 hit, suddenly we were facing a worldwide crisis. This has drastically changed several of our key revenue sources for the last quarter of FY19-20 and at a minimum the first quarter of FY20-21. After reviewing budget submittals and incorporating expected increases in health insurance rates and other anticipated personnel service increases, the gap between budgeted revenues and anticipated expenditures was too great. Finance and Administration worked together to identify opportunities for budget savings and Departments were asked to review their budget submittals and remove any new staffing or program requests and to defer or eliminate any additional costs not required for the budget year. The result of these collaborative efforts is a 2020-21 budget that draws on reserves for onetime expenditures only and continues to deliver quality services to our community. Our Department Managers, Finance Staff and Administrative staff have worked diligently to make this budget as realistic and accurate as possible, and to place the City in the best possible fiscal position for the years ahead.

Budget Overview

Our City has seen strong revenue growth over the past few years as the economy remained strong. This continued to be true through the third quarter of FY19-20. Revenue projections in several key areas have been cut due to the effects of the COVID-19 pandemic. Some of those key areas include; gas tax, transit payroll tax, fines and citations, and pool and library revenues. The City has established a healthy reserve balance in the General Fund to help mitigate the adverse effects associated with the cyclical nature of the economy or a world-wide pandemic. With this in mind, the objective continues to be to proactively review and recommend changes required to address the most critical service needs of our community and to proactively manage the needs of Canby City government.

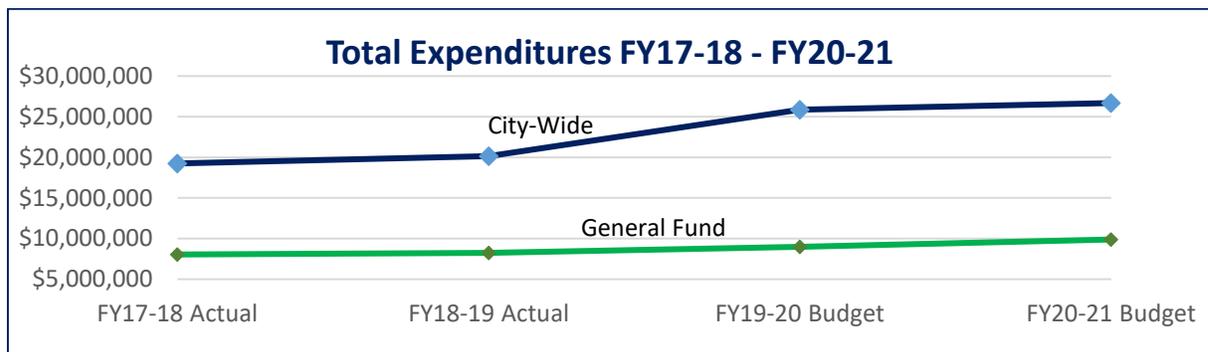
Over the past couple of years the City has been working on succession planning by adding staff in key areas to ease the transition of the retirement of several key staff and department heads. As FY19-20 ends most of the key retirements have occurred and the transition to successors has been completed.

Commercial and residential development has experienced a strong rebound over the last five years, and based on current market conditions we expect that this trend will continue, although likely at a somewhat slower pace in the new fiscal year, due to the COVID-19 pandemic.

The proposed budget for FY2020-21 expenditures totals \$27.4 million; representing an increase of \$0.8 million (3%) from the prior year budget.

The Personnel Services budget for FY2020-21 is \$12.6 million. This is 3.8% higher than the current FY2019-20 budget with significant factors being PERS, health care, and the annual COLA. It is important to note that Personnel Services costs make up 73% of the General Fund budget and 40% of the total city budget.

Materials and Services expenses are those expenses incurred during the normal course of conducting the business of the City. Items included in this category are professional contract services, supplies, utilities, and property and liability insurance. The total Materials and Services expenses for the proposed budget for the General Fund are \$2.5 million, up about 7% from the FY2019-20 budget.



Budget in Brief

Requirements	2017-18	2018-19	2019-20	2020-21		%Change
	Actual	Actual	Budget	Proposed	Variance	
General Fund						
Admin	\$ 725,522	\$ 840,514	\$ 631,616	\$ 606,730	\$ (24,886)	-4%
HR/Risk Management	411,706	446,950	569,412	584,220	14,808	3%
Finance	464,221	533,246	574,853	609,261	34,408	6%
Court	347,034	487,288	522,897	545,631	22,734	4%
Planning	272,739	418,156	440,470	423,101	(17,369)	-4%
Building	33,047	20,956	29,099	41,641	12,542	43%
Police	5,225,148	5,649,895	5,868,766	6,078,435	209,669	4%
Parks	566,749	818,174	1,465,140	1,252,422	(212,718)	-15%
Cemetery	88,266	134,054	174,916	158,141	(16,775)	-10%
EconomicDev	473,620	335,022	416,562	460,515	43,953	11%
Unallocated	213,276	343,979	519,503	780,426	260,923	50%
Subtotal General Fund	8,821,328	10,028,233	11,213,234	11,540,523	327,289	3%
Library Fund	1,015,555	1,581,393	1,654,084	1,708,291	54,207	3%
Transit Fund	1,679,387	2,270,339	2,818,054	4,122,723	1,304,669	46%
Swim Fund	771,350	794,189	1,153,750	946,411	(207,339)	-18%
Transient Room Tax Fund	-	-	43,185	31,687	(11,498)	-27%
Street Fund	2,096,044	2,795,296	4,385,728	3,606,637	(779,091)	-18%
SDC Fund	419,427	384,222	910,000	2,382,000	1,472,000	162%
Cemetery Perpetual Care Fund	-	500,000	500,000	500,000	-	0%
Forfeiture Fund	13,261	22,153	41,504	27,252	(14,252)	-34%
Total General Govt. Funds	14,816,353	18,375,826	22,719,539	24,865,524	2,145,985	9%
Facilities Fund	276,197	369,542	344,831	344,419	(412)	0%
Fleet Services Fund	553,435	602,997	654,711	748,985	94,274	14%
Tech Services Fund	299,805	310,302	418,343	455,820	37,477	9%
Sewer Fund						
WWTP	1,609,402	1,196,871	2,826,101	2,690,662	(135,439)	-5%
Collections	1,737,828	702,831	1,379,280	1,677,639	298,359	22%
Stormwater	291,462	266,675	275,070	253,558	(21,512)	-8%
Unallocated	924,641	707,183	1,073,440	1,138,588	65,148	6%
Total Proprietary Funds	5,692,769	4,156,401	6,971,776	7,309,671	337,895	5%
Total Requirements All Funds	\$ 20,509,122	\$ 22,532,227	\$ 29,691,315	\$ 32,175,195	\$ 2,483,880	8%
Less Transfers between Funds	1,266,610	2,406,648	3,135,775	4,810,969	1,675,194	53%
Total Expenditures All Funds	\$ 19,242,512	\$ 20,125,579	\$ 26,555,540	\$ 27,364,226	\$ 808,686	3%

The major changes in expenditures from the FY19-20 Budget to FY20-21 Budget are as follows:

- Personnel services for PERS, health insurance and COLA's all combined equate to about a 3.8% increase over FY2019-20.
- Continued work on major capital projects in the Sewer, Street, and Transit funds make up the majority of the city-wide budget increase from FY19-20 to FY20-21.

Fund Balance

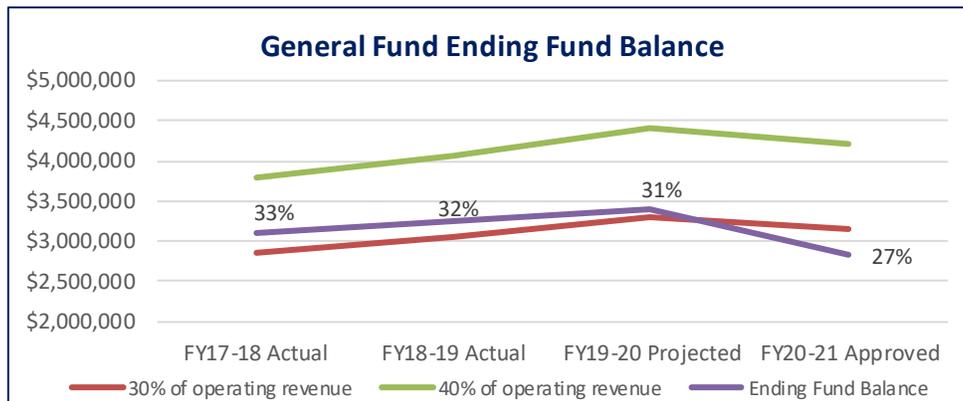
Below is a chart showing the proposed change in the City’s major funds balances for FY2020-21.

Change in Fund Balance	General Fund	Streets Fund	Transit Fund	Swim Fund
Beginning Fund Balance	3,309,301	1,815,501	1,895,581	946,122
Increase(Decrease) in Fund Balance	(685,460)	740,363	(710,315)	98,589
Ending Fund Balance	2,623,841	2,555,864	1,185,266	1,044,711
Percent Change in Fund Balance	-20.7%	40.8%	-37.5%	10.4%

General Fund

The ending fund balance in the General Fund is projected to decrease 20.7% from the FY2019-20 projected ending fund balance. The balance will drop to about 27% of operating revenue in FY2020-21. The decrease is due to one-time expenditures, the largest of which is \$430,000 to fund a PERS UAL side account. The remainder is for one-time capital costs and an increase to the library transfer.

The chart below outlines the General Fund ending fund balance compared to 30% and 40% of operating revenue.



Street Fund

A number of projects are scheduled for FY2020-21 mainly utilizing SDC revenue. There are only a few small street maintenance projects scheduled for FY2020-21 which allows for the buildup of reserves to use on future projects. The capital projects are outlined more completely on pages 36-40.

Transit Fund

The Transit Fund is a special revenue fund with the majority of its funding coming from transit taxes collected from companies who do business in Canby. Grants are another major revenue source for the Transit Fund, the grants are used for both capital purchases and ongoing operations. The fund balance is reducing by 37.6% in FY2020-21 due to a reduction in estimated tax revenue due to COVID-19, the anticipated purchase of busses, and beginning the construction of a new Transit office.

Swim Levy Fund

The Swim Levy Fund is a special revenue fund that receives most of its funding from a special operating tax levy. The levy is for \$0.49 per \$1,000 of tax assessed value. The increase in fund balance is due to the rescheduling of annual maintenance when the pool is closed. The pool is closed due to COVID-19 so work that would have been done in September is being done now to take advantage of the closure. This will allow the pool to remain open in September.

Strategic Goals and Strategies

During the four previous fiscal years, the City focused on delivering critical core services, and began an initiative focused on the expected departure, principally through retirements, of key City Management. During the past budget, key positions were added in the Planning Department, Police Department and Public Works Department. Taken together these positions are contributing to the high level of service our citizens have come to expect from the City.

With Planning and Community development activities continuing to grow we added a second Associate Planner position late in FY2019-20 to keep up with the development demands.

The City is recruiting for a new City Administrator to fill the current vacancy.

The Goals set forth by the City Council and Mayor form the guiding principles around which the Budget is developed. To this end, a continuing focus in FY2020-21 is the funding of programs that support the Council goals to have a safe and family friendly environment within the Canby community. Specifically:

- The Budget maintains the expanded Parks staffing based on increased revenue from the Park Maintenance Fee. The Parks and Recreation Advisory Board, Mayor, and City Council continue to work to define a long term strategy to support parks and recreation activities within the community.
- The Budget continues to financially support community wide activities, including but not limited to Canby's Big Weekend, Canby Independence Day Celebration, and Light up the Night.
- The Budget continues to support tourism and economic development activities focused on bringing new opportunities to community residents and businesses. Economic Development staff continue to find creative new opportunities to market Canby as a desirable destination for residents, businesses, shoppers, and tourists.
- The Budget continues to embrace a new focus on the Canby Library as a community resource, gathering place, and venue where residents of all ages can come, feel safe, and participate in community sponsored events. The proposed budget increases the recommended General Fund contribution from \$75,000 to \$143,000 to cover the Administrative Overhead costs allowing the Library to focus on delivering quality service to the community.

The FY2020-21 proposed budget continues to reflect a level of stability in our current economic environment, and anticipates that this environment will be relatively stable over the next two budget cycles. This budget also reflects the projected impact on revenue due to the COVID-19 pandemic. Before describing them in detail, I want to enumerate the key principles used to develop the proposed budget.

Continued Focus upon Core, Essential Services – A central focus of the budget is the maintenance of core, essential services. These include local government services such as public safety (police and emergency management), community and economic development, utilities (sewer), infrastructure (roads) and the services that support these program areas (Administration, Finance, Human Resources, Information Technology, Risk Management).

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

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

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

Priorities and Issues

As discussed previously the City is working on several key initiatives. These include recruiting for a new City Administrator, continued park maintenance, and infrastructure improvements. Below are the priorities and issues the City faces in accomplishing these initiatives.

- The recruitment process has begun to find a replacement City Administrator. With the current pandemic it may prove difficult to recruit a large pool of candidates to choose from.
- The Parks maintenance fee continues to fund deferred maintenance in the City parks. Play equipment at Locust Park will be replaced to meet current safety standards.
- Canby, similar to most public agencies, has limited resources to address needed infrastructure improvements. We are proactive in our efforts to maintain up-to-date Master Plans. Our master planning documents are the guiding resource in our ongoing efforts to both prioritize and fund critical City projects. The City seeks opportunities to combine and coordinate infrastructure improvements whenever possible. As an example, if a street is scheduled for improvement, we will at the same time perform sewer or stormwater improvements if needed. This helps to avoid cutting structurally sound streets to perform the underground infrastructure improvements and materially improves the useful life of City streets.

Short-term Organization Factors

Within the Canby community, a strengthening economy is evident in a variety of key areas. Development activity continues to be strong. New homes are being built and increased commercial/industrial/retail activity is evident in several areas of the City. However, some small businesses may not be able to withstand the financial impacts of COVID-19 and we may see a decline in the number of small businesses in town.

The proposed budget funds a total workforce of 96.2 Full Time Equivalent (FTE) positions, a decrease of 1.6 FTE from the FY2019-20 budget. FTE detail can be found on the FTE Summary on page 93.

Total Personnel Services costs are budgeted to increase 3.8% between the current year budget and the proposed FY2020-21 budget. Key personnel services cost increases in this proposed budget are as follows:

- Insurance costs are budgeted to increase by 5.5%.
- The proposed budget includes a cost of living increase for all staff. AFSCME is currently in negotiations as to the amount of the increase.
- The City will be taking \$283,000 already reserved for PERS plus and additional \$217,000 in current year expense to fund a PERS UAL side account. This account has a state match of 25% and will be used to help offset future rate increases.

Street Fund

There are several capital projects that will begin in FY2020-21 as well as the continuation of the Street Maintenance program. Staff is expecting a reduction in local gas tax revenue as well as vehicle registration tax due to COVID-19. With the stay-home order fewer cars are on the road thus a reduction in fuel usage and new car purchases. There are no major changes in day to day operations of the Street Fund for FY2020-21. Project detail can be found on pages 39-40.

Library Fund

In FY2019-20 the city's General Fund contributed \$75,000 to the Library Fund to maintain ongoing operations. In FY2020-21 the City will continue to assist the Library Fund by contributing \$143,000 towards operations, this will cover the administrative overhead charges the Library incurs. There are no new staffing or programs in the Library budget for FY2020-21.

Transit Fund

The transit budget for FY2020-21 includes funding to begin the design phase to construct a new transit office and grant funding to help pay for upgrades and sign replacement at the bus stops in town. As with other funds the Transit Fund revenue has been reduced to offset the loss of tax revenue due to COVID-19. Many businesses are closed and have laid off their employees which translates to very little payroll transit tax revenue.

Swim Center Levy Fund

The Swim Center has taken advantage of the closure due to COVID-19 and has rescheduled maintenance and upgrades to be done now instead of September when the pool normally closes for maintenance. This will allow the pool to remain open to serve the community in September.

Sewer Combined Fund

Total expenditures in this fund are increasing slightly by approximately \$0.22 million. This is mainly due to continued work on capital projects for the Waste Water Treatment Plant and Collections in FY2020-21. Project detail can be found on page 38.

Long-range Financial Plan

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

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

This Budget aligns with the adopted Values and Goals of the Mayor and City Council to the extent possible with available resources. It particularly embraces the Council Value of “Fiscal Responsibility and Financial Stability”, outlined as follows: *“We constantly strive for the proper use of public funds and resources. We are prudent in our fiscal policies and practices as we plan for long-term financial sustainability within the City.”*

The FY2020-21 Proposed Budget is a status quo budget. No new positions have been added and operating activities will remain the same as FY2019-20. The Proposed budget anticipates contractually negotiated increases in employee health insurance, salaries, and COLAs for all staff. With labor costs exceeding 50% of the City’s overall operating budget, the continuation of a strong economy over the next 3-5 years will be an important factor in the long term sustainability of current service and staffing levels.

With these very uncertain times long-range planning becomes even more of a challenge. We have no idea what the next month, year, or even two years will look like. The main focus at this time is to keep the city operating and providing the services the community expects as well as being fiscally prudent in keeping reserve levels stable. This will allow the City to flow with the changes to come and adapt to whatever the new “normal” looks like.

Conclusion

This proposed budget presents a spending plan for FY2020-21 that reflects the priorities, policies and goals of the Canby City Council and the citizens it represents. Our continuing challenge is to maintain a focus on our priorities in the face of rising costs. Canby continues to be a financially sound organization because of the proactive approach to budgeting we employ. The City will continue to adjust and adapt our expenditure plan as needed to remain fiscally sound even as we embrace an overarching emphasis on customer service. We rely on diverse revenue sources, and have equally diverse expenditure patterns. Prudent fiscal planning has contributed significantly to the positive fund balances on which the City relies.

Respectfully Submitted,

Amanda Zeiber,
Interim City Administrator

About Canby

History

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

Prior to 1920, the "Road of 1,000 Wonders", now NW First Avenue, was the main route through Canby, running northeast to Oregon City and west to Barlow and down the valley. That year marked the arrival of the Pacific Highway (Hwy 99E) to the south of the railroad tracks, making the beginning of yet a new era of transportation and development in Canby. Canby grew from 998 people in 1940, to 1,286 residents by 1945. Now Canby boasts a population of over 16,950, 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 wastewater 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.

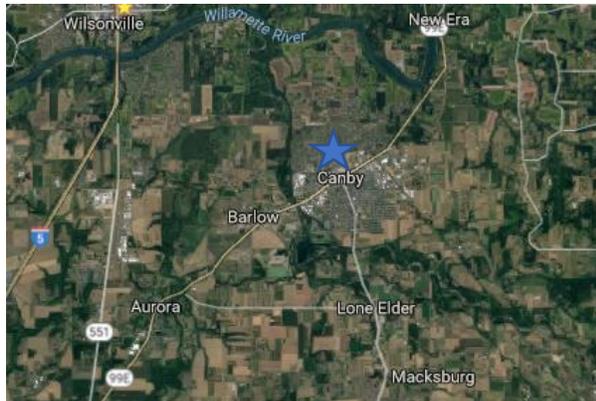
Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District. Phone, cable, and trash disposal are provided by private businesses. Canby is part of Canby School District 86.

Local media coverage is provided by CTV Channel 5 and the Canby Herald publishes the local newspaper.

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

Location

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



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

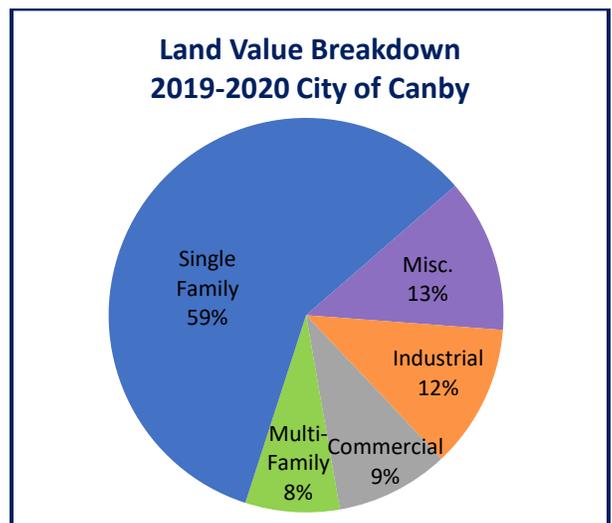
Economy

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

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

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

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



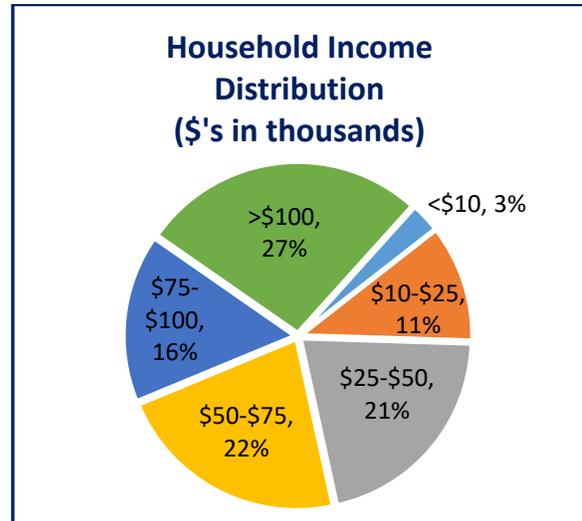
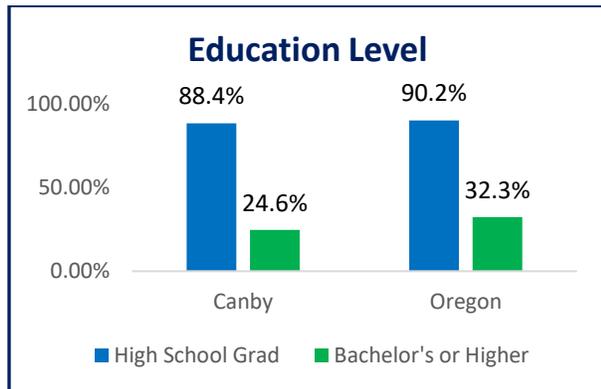
Source: Clackamas County Assessor’s Office

Demographics

Over the last two and a half decades, Canby has nearly doubled its population. Between 1990 and 2019, the population has grown 89%. Canby has an average of 2.76 people per household as compared to 2.51 in Oregon as a whole. Canby's population is 51% female, compared to Oregon at 50.5%.

9.5% of Canby's population are veterans compared to 9.2% of the state of Oregon.

AGE DISTRIBUTION			
Age	Percent of Population	Percent Female	Percent Male
0-19	29%	28%	31%
20-39	25%	24%	26%
40-59	25%	25%	24%
60+	21%	23%	19%

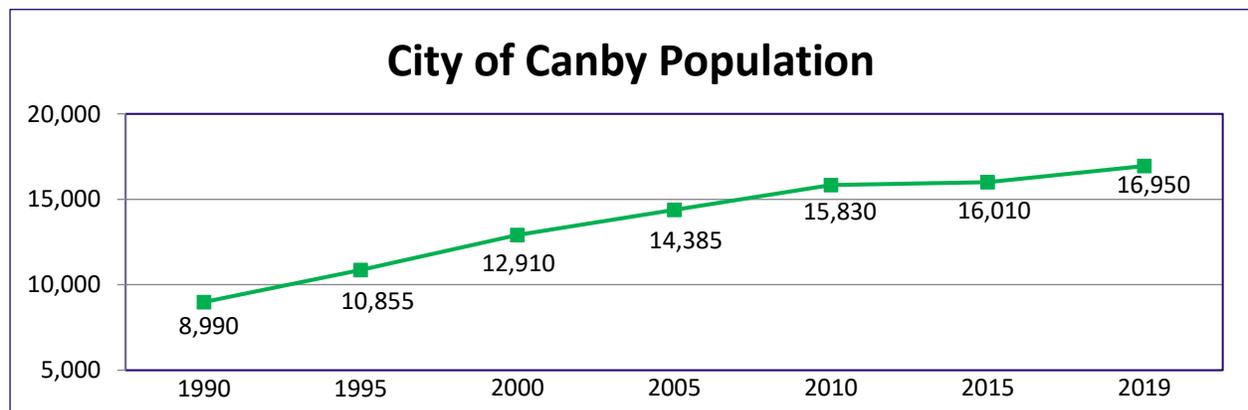


7.2% of Canby families are below the poverty level as compared to Oregon at 9.8%. While the unemployment rate in Canby is 4.6% and 6.8% in Oregon as a whole.

Oregon has 14.6% of the population living with a disability while Canby is at 12.2%.

Owner-occupied homes represent 66.6% of the community as opposed to 61.7% of Oregon as a whole.

15.2% of the Canby population speaks Spanish and an additional 2.9% speak a language other than English or Spanish.



Source for demographic information, excluding population: American Fact Finder www.factfinder.census.gov
 Source for population data: Portland State University www.pdx.edu/prc/population-reports-estimates

Principal Property Taxpayers & Employers

CITY OF CANBY PRINCIPAL EMPLOYERS		
Employer	2019	
	Employees	% of Total City Employment
Canby School District	508	6.21%
Johnson Controls - Battery Division	240	2.93%
Kendal Floral LLC	200	2.45%
Shimadzu USA Mfg. Inc.	198	2.42%
Milwaukie Electronics	177	2.16%
Fred Meyer Stores Inc.	169	2.07%
ICC Northwest Inc.	142	1.74%
Marquis Care @ Hope Village	114	1.39%
Cutsforth's Thriftway/GEF Inc.	110	1.34%
S R Smith LLC	109	1.33%

Source: City of Canby Business License data, Canby Development Services Dept., 2012 Market Analysis, Oregon Employment Department and Canby School District

CITY OF CANBY PRINCIPAL PROPERTY TAXPAYERS TODAY AND 9 YEARS AGO						
Taxpayer	2019			2010		
	Assessed Value	Rank	% of Total City Taxable Assessed Value	Assessed Value	Rank	% of Total City Taxable Assessed Value
Fred Meyer Stores Inc. #651	\$24,863,054	1	1.51%	\$17,017,110	1	1.47%
Hope Village Inc.	23,778,964	2	1.44%	16,970,643	2	1.47%
Sequoia Grove Apartments LLC	18,972,161	3	1.15%			
American Steel Corporation	18,904,440	4	1.15%	12,204,646	4	1.05%
Canby Telephone Assn.	16,908,900	5	1.03%	16,234,000	3	1.40%
Johnson Controls Battery Group Inc	16,025,833	6	0.97%	11,912,171	5	1.03%
Shimadzu USA Manufacturing	15,723,941	7	0.96%	8,147,717	8	0.70%
Argo Canby LLC	13,318,038	8	0.81%	10,809,816	6	0.93%
Kogap Enterprises Inc.	11,317,157	9	0.69%	8,198,031	7	0.71%
Jorken Oregon LLC	9,011,821	10	0.55%	6,809,569	10	0.59%
Willamette Valley Country Club				7,276,234	9	0.63%
	<u>\$168,824,309</u>		10.26%	<u>\$115,579,937</u>		9.98%

Source: Clackamas County Assessor's Office

Maps





CITY OF CANBY CITY COUNCIL VALUES AND GOALS

Values

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

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

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

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

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

Goals

Community

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

Growth and Economic Development

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

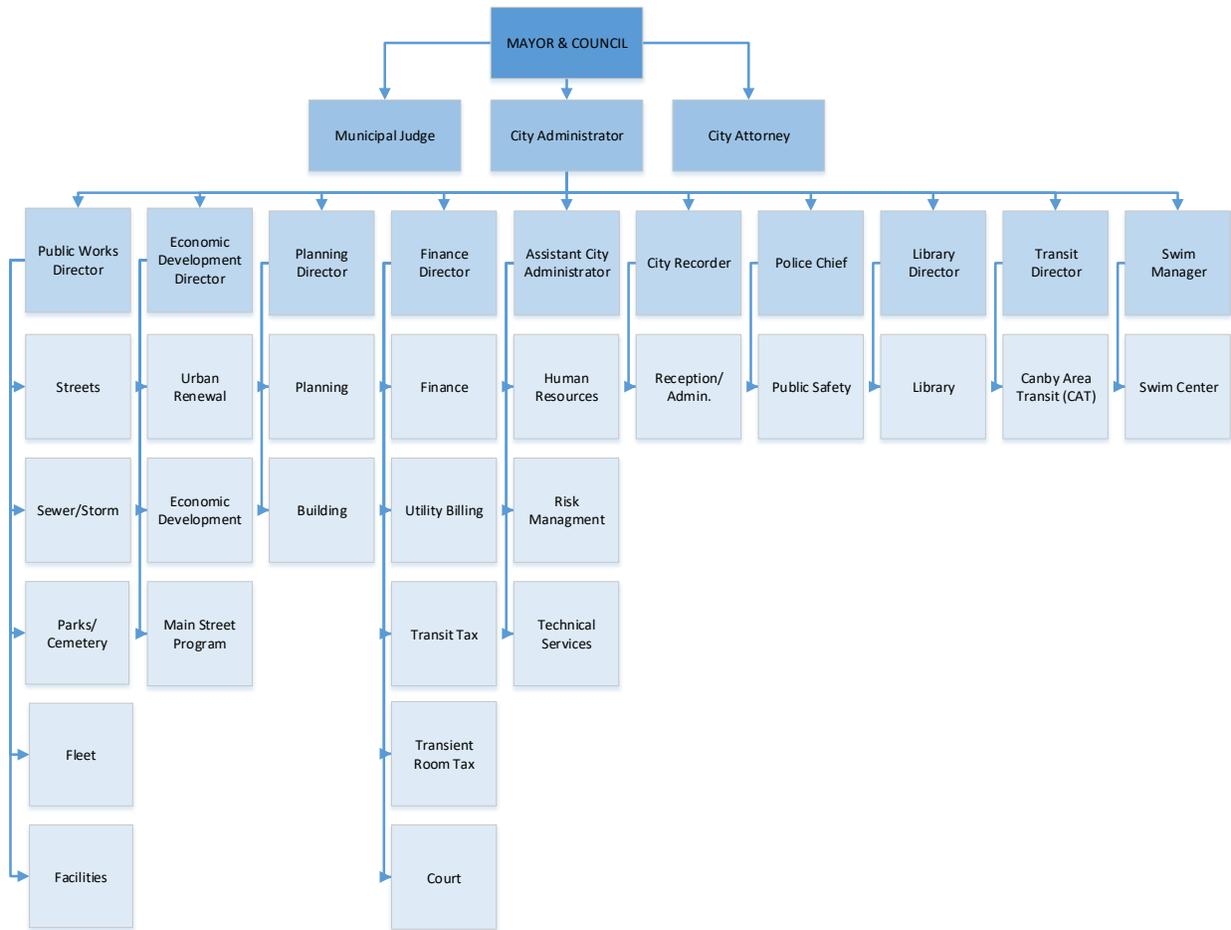
Parks and Recreation

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

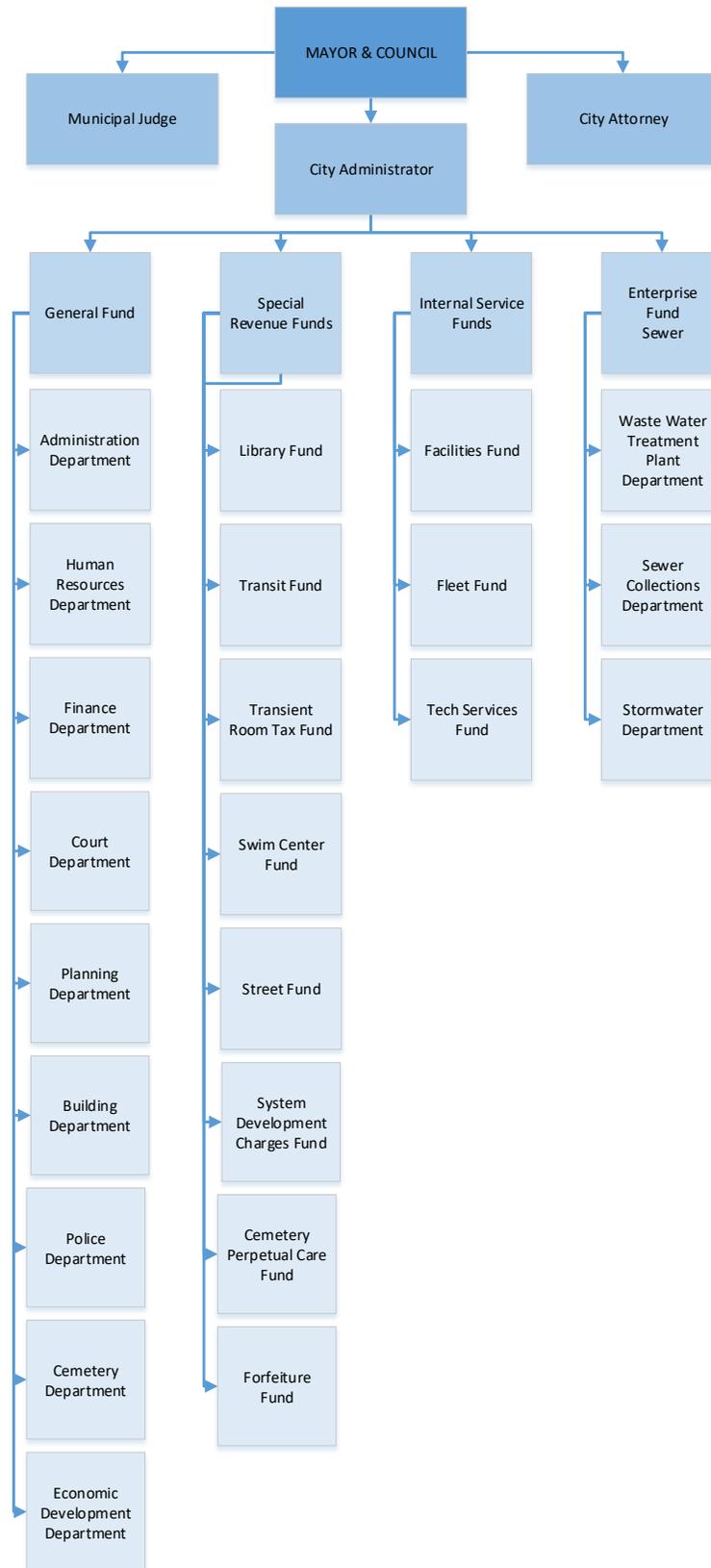
Public Services

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

City of Canby Organizational Chart



City of Canby Organizational Chart by Fund



Budget Process

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

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

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

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

The strategic planning process begins anew each year as the City Administrator and Senior 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, either appointed by the governing body or designated in its charter.

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

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

Basis of Budgeting

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

Basis of Auditing

The audit, as reported in the Comprehensive Annual Financial Report (CAFR), 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 CAFR 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 actual costs for fleet services, a prorated share of square feet maintained for facilities, and the number of computers for tech services.

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

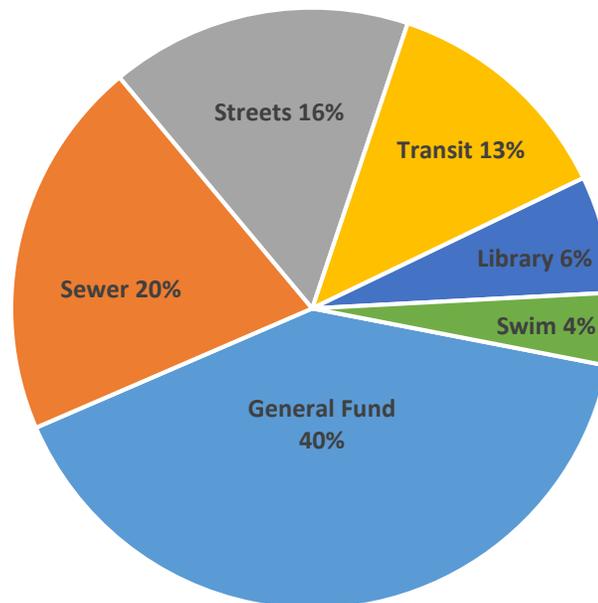
Appropriation Level	General Government Funds									Internal Service Funds			Enterprise Fund
	General	Street	Transit	SDC	Library	Swim	Transient Room Tax	Cemetery P.C.	Forfeiture	Fleet	Facilities	Tech	Sewer
	Major Funds				Non-Major Funds					Non-Major Funds			Major Fund
Administration	X												
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

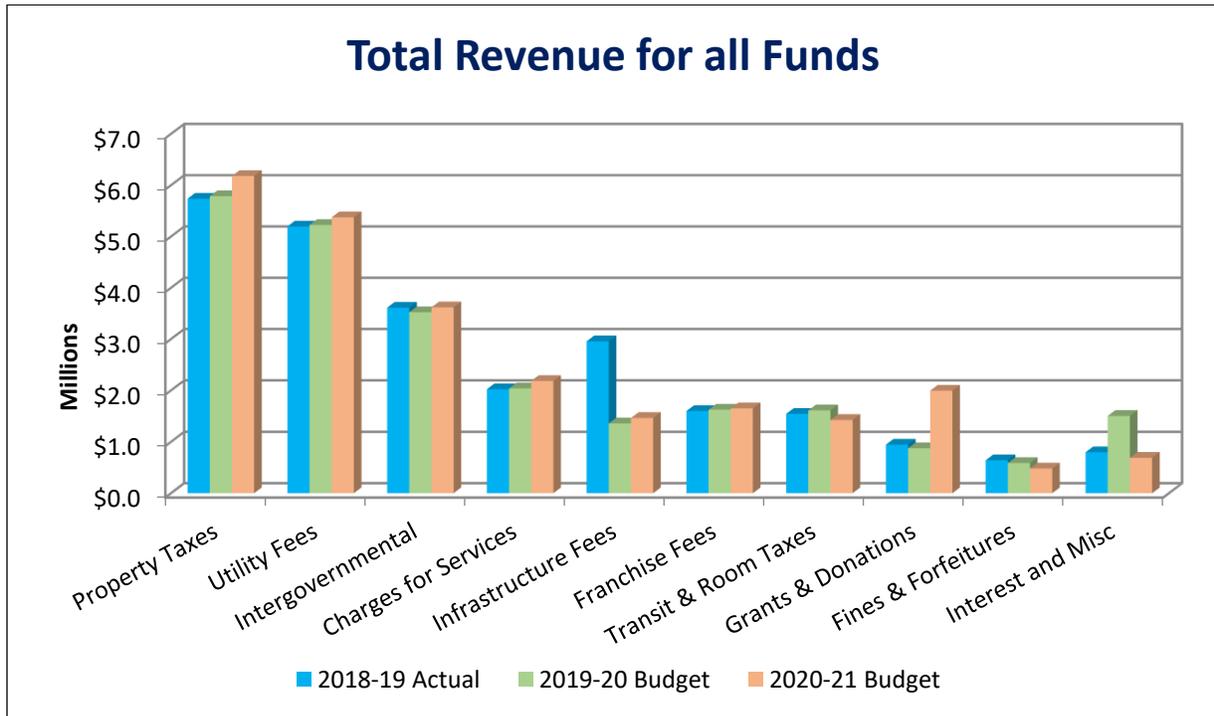
City-Wide Revenue Summary by Source

Summary of Resources by Source					
	Actual 2017-18	Actual 2018-19	Budget 2019-20	Projected 2019-20	Proposed 2020-21
Property Taxes	\$ 5,310,172	\$ 5,737,846	\$ 5,786,000	\$ 6,013,000	\$ 6,180,000
Utility Fees	4,886,008	5,194,335	5,226,000	5,316,000	5,375,000
Intergovernmental	2,999,004	3,611,509	3,524,160	2,970,258	3,618,080
Infrastructure Fees	1,275,112	2,956,740	1,357,358	1,455,887	1,464,310
Charges for Services	1,678,374	2,021,960	2,038,083	2,023,248	2,183,804
Franchise Fees	1,562,237	1,597,632	1,625,000	1,639,068	1,651,000
Transit & Transient Room Taxes	1,428,603	1,543,634	1,611,900	1,427,000	1,425,000
Grants & Donations	647,855	944,311	875,192	769,710	1,995,308
Fines & Forfeitures	596,193	641,686	587,300	474,202	480,000
Interest and Misc Revenue	482,145	796,191	1,503,887	1,391,285	688,817
Transfers In/Other Sources	1,822,811	2,821,042	3,553,591	3,499,487	5,256,308
Total Current Resources	22,688,512	27,866,886	27,688,471	26,979,145	30,317,627
Beginning Fund Balance	17,469,065	19,648,456	24,080,857	24,983,116	26,121,175
Total Resources	\$40,157,576	\$47,515,342	\$51,769,328	\$ 51,962,261	\$56,438,802

FY2020-21 Total Budgeted City Revenues for
the Main Operating Funds



Where the Money Comes From



25% 21% 14% 9% 8% 6% 7% 6% 3%

Property Taxes	25%	Franchise Fees	7%
Utility Fees	21%	Infrastructure Fees	6%
Intergovernmental	14%	Transit & Room Taxes	6%
Charges for Services	9%	Interest & Misc	3%
Grants & Donations	8%	Fines & Forfeitures	2%

Overview of Major Revenue Sources

Beginning Fund Balance

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

Property taxes

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

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

Assessed Value

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

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

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

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

Limits and Compression

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

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

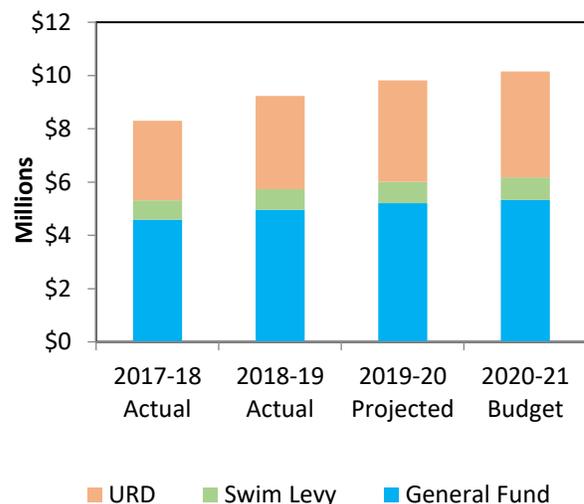
If the total tax bill exceeds the limits, taxes are reduced in a process called compression.

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



Property taxes represent approximately 50% of General Fund revenue.

Property Tax Revenue



Effect of the Canby Urban Renewal Agency

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

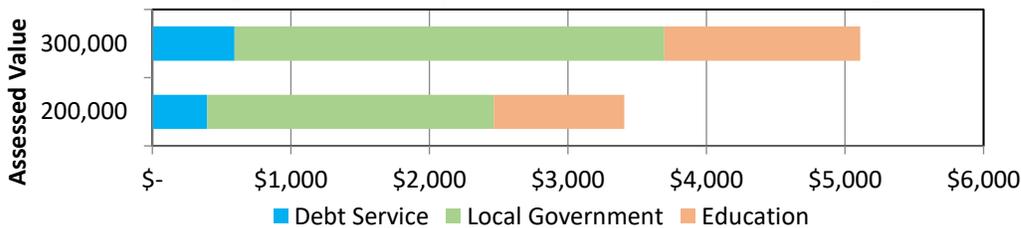
The Canby URA was established in 1999. The assessed value in the district was determined at that date and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year, the URA receives property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

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

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

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

Average Annual Property Tax on Homes in Canby



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 Clackamas County Cooperative Library Service 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.
- 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

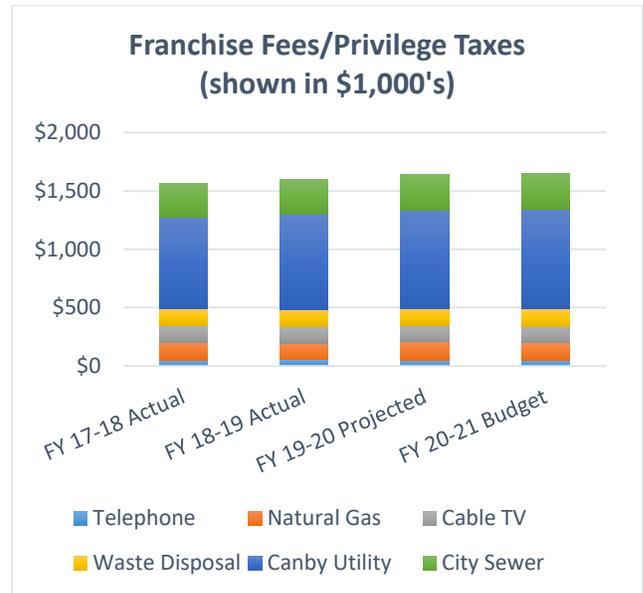
Starting July 1, 2018 the City of Canby instituted a transient room tax. The tax is 6% of lodging sales. Revenue estimates are based on prior year actuals with a small increase to account for more customers.

Fines and Forfeitures

These fines are for court citations, municipal code violations, and library fines. Revenue estimates are based on prior year actuals with a small increase to account for more customers.

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 with a small increase for growth. The telephone franchise fee is estimated to stay static or reduce as more and more people are doing away with land lines and going to strictly mobile devices.



Other/Miscellaneous Revenue

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

Detail of Transfers between funds:

	Transfer From:		Transfer To:		
	General Fund	Street Fund	Sewer Fund	Library Fund	Cemetery Fund
¹ Library Fund	142,687				
¹ Street Fund	120,610				
¹ Transit Fund	182,728				
¹ Swim Fund	119,444				
¹ Sewer Fund	253,786				
¹ General Fund	58,027				
¹ URA GF	403,339				
² SDC Fund	250,000	1,297,000	835,000		
² Sewer Fund		299,000			
² Street Fund	10,000		100,000		
³ General Fund				142,687	
⁴ Cemetery Fund				500,000	
⁴ Library Fund					500,000
Total	\$ 1,540,621	\$ 1,596,000	\$ 935,000	\$ 642,687	\$ 500,000

Purpose:

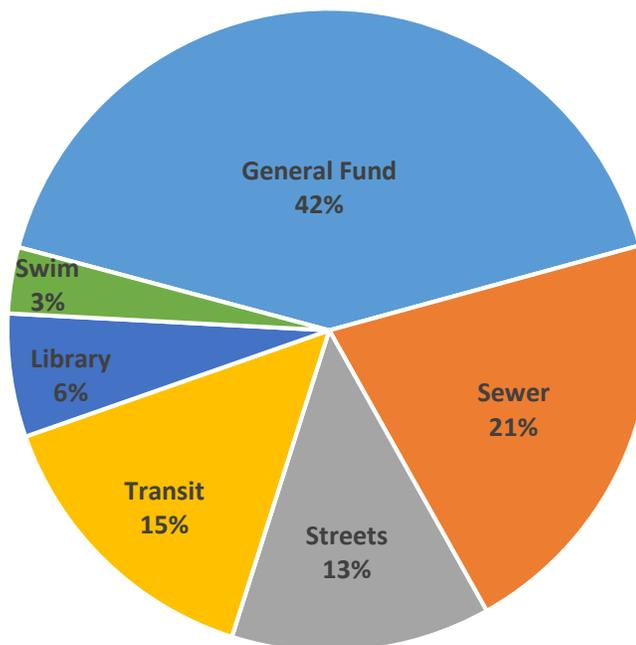
- ¹ Overhead and Economic Development Reimbursement
- ² Capital Project Funding
- ³ General fund contribution to the Library
- ⁴ Interfund loan until tax revenue is received and the corresponding loan payback with interest

Expense Summary by Category

City-Wide Expenses by Category

Summary of Requirements by Category					
	Actual 2017-18	Actual 2018-19	Budget 2019-20	Projected 2019-20	Proposed 2020-21
Personnel Services	\$ 10,220,766	\$ 11,086,511	\$ 12,182,029	\$ 11,765,675	\$ 12,613,832
Materials & Services	5,382,367	6,020,351	6,768,478	6,309,418	7,053,914
Capital Outlay	3,293,642	2,972,571	6,951,452	4,537,409	6,970,023
Debt Service	300,900	-	-	-	-
Special Payments	44,837	46,145	40,000	36,000	40,000
Transfers Out	1,266,610	2,406,648	3,135,775	3,103,584	4,810,969
Operating Contingency	-	-	613,581	89,000	686,456
Total Current Requirements	20,509,122	22,532,226	29,691,315	25,841,086	32,175,195
Reserved for Future Years	-	-	22,078,013	26,121,175	24,263,606
Ending Fund Balance	19,648,456	24,983,116	-	-	-
Total Requirements	\$ 40,157,577	\$ 47,515,342	\$ 51,769,328	\$ 51,962,261	\$ 56,438,801

**FY2020-21 Total Budgeted City Expenditures
for the Main Operating Funds**



Where the Money Goes

Total Expenses for all Funds as a Percentage



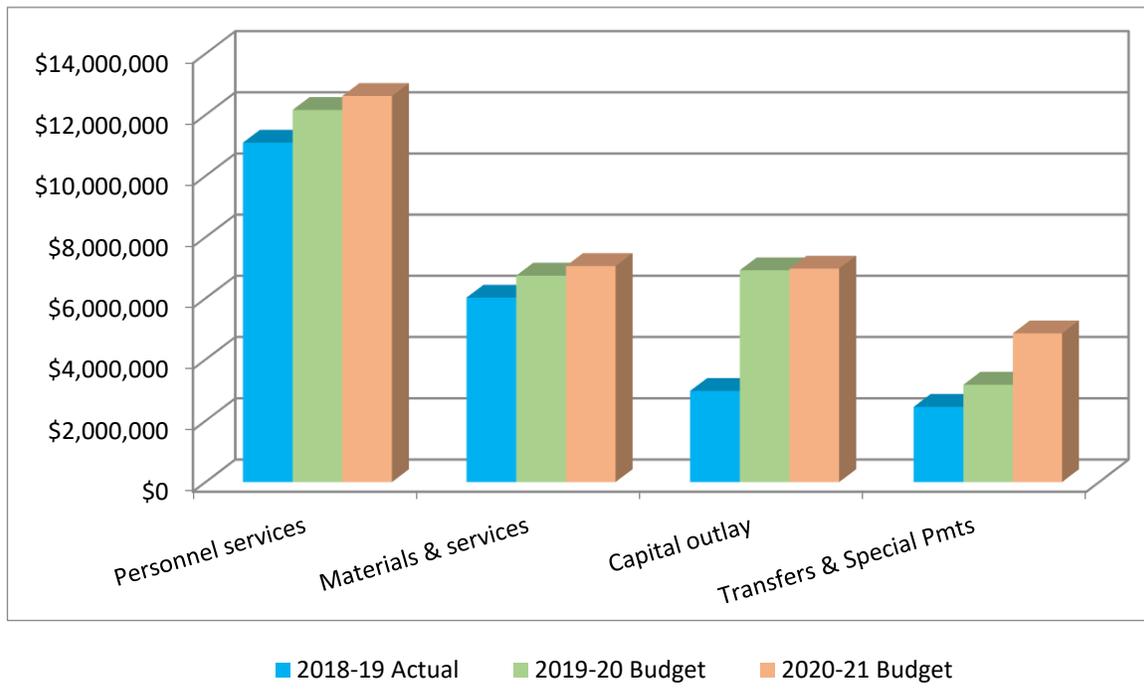
Personnel services
40%

Materials & services
22%

Capital outlay
22%

T/O & Spec Pmts
15%

Total Expenses for all Funds



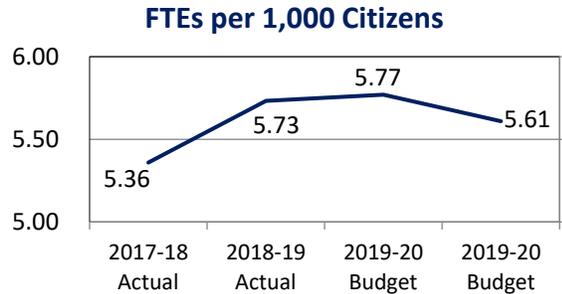
Overview of Major Categories of Expense

The average cost of benefits per employee is shown below.

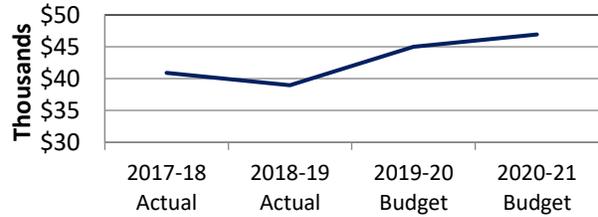
Personnel Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



Annual Benefit Costs per FTE



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

	FY16-17	FY18-19	FY20-21
Tier 1 & 2	14.33	18.89	22.37
OPSRP	7.08	9.77	13.60
OPSRP Police	11.19	14.54	18.23

Position changes in this budget are below:

- There is a 1.6 FTE reduction in FY20-21 due to the elimination of backfills for retiring staff and no park/cemetery seasonals.

Wages

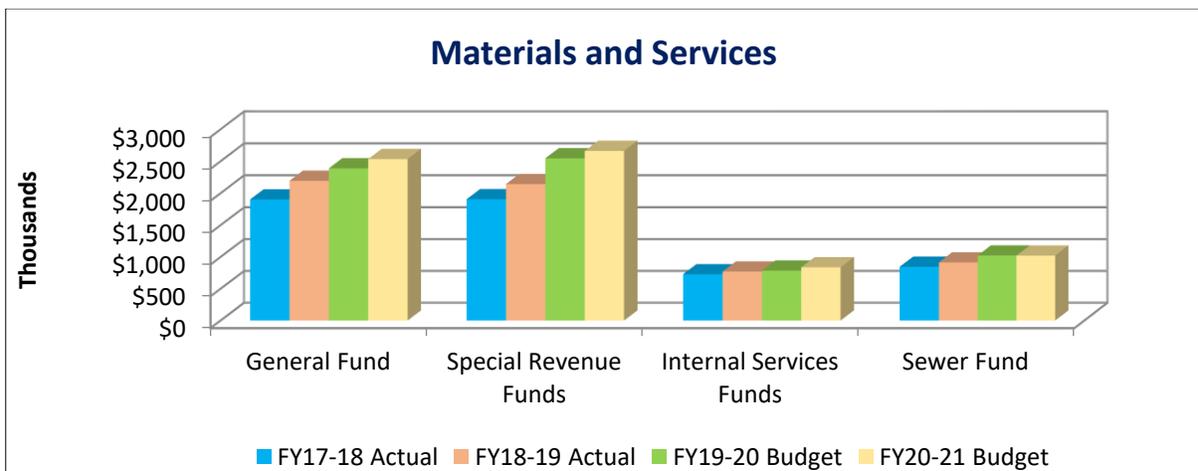
The budget includes a cost of living increase as of July 1 for both represented, and exempt staff.

Benefits

The major benefits are health insurance and PERS. Employee insurance rates are budgeted to increase an average of 5.5% and PERS rates will stay the same in FY2020-21.

Materials and Services include costs for:

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



Capital Outlay

Capital outlay has two components, operations and capital projects. This section will cover capital outlay for operational purposes only. The capital project plan can be found on page 36.

Capital outlay for operations are single purchases whose value exceeds \$5,000. The significant FY2020-21 capital outlay expenditures are:

Police

Motorcycle	50,000
3 Mobile Data Computers	13,000

Parks

Mower	14,000
-------	--------

Transit

5 Buses	1,028,675
Technology Improvements	108,973

Streets/Stormwater/Collections

GIS Program	29,138
-------------	--------

Collections

Sewer Push Camera	12,000
-------------------	--------

Streets

Truck	50,000
-------	--------

Tech Services

Computer Equipment	48,350
New City Website	30,000

Debt Service

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

Special Payments

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

Transfers Out

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

Operating Contingency

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

Ending Fund Balance

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

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

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

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

- Three Full Faith and Credit Bonds on behalf of the URA for the construction of the Civic/Library building, the Police Station, and street projects.
- One long-term loan on behalf of the URA for street projects.

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

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

Summary of Long-Term Debt and Principal and Interest Schedule

Fiscal Year Ending June 30,	Governmental Activities				Total Governmental Activities
	Bonds - URA	URA Loans	Total Principal	Interest	
2021	930,960	103,818	1,034,778	939,232	1,974,010
2022	970,960	104,532	1,075,492	896,427	1,971,919
2023	1,005,960	110,461	1,116,421	850,460	1,966,881
2024	1,045,960	116,437	1,162,397	802,398	1,964,795
2025	1,095,960	122,256	1,218,216	754,943	1,973,159
2026-2030	6,439,800	550,467	6,990,267	2,892,038	9,882,305
2031-2035	8,517,927	-	8,517,927	1,274,871	9,792,798
2036	1,054,050	-	1,054,050	52,750	1,106,800
Total	\$ 21,061,577	\$ 1,107,971	\$ 22,169,548	\$ 8,463,118	\$ 30,632,666

	Original Amount	6/30/2020 Balance	Reductions	6/30/2021 Balance
Governmental Activities				
Bonds URA:				
2010 1st Ave Redevelopment (3.75-7%)	2,500,000	1,560,000	115,000	1,445,000
2010 Bond Discount		(24,300)	(2,208)	(22,092)
2011 Police Facility (2-5%)	9,000,000	8,580,000	125,000	8,455,000
2011 Bond Discount		(15,200)	(950)	(14,250)
2012 Civic Bldg & Sequoia Pkwy (3-4%)	14,050,000	10,225,000	645,000	9,580,000
2012 Premium		736,077	49,118	686,959
Long-term Loans URA:				
2009 Township Rd, Berg & Sequoia Pkwy (3-5.25%)	1,981,047	1,099,387	102,865	996,522
2009 Premium		8,584	953	7,631
Total Governmental Activities		\$ 22,169,548	\$ 1,034,778	\$ 21,134,770

**Capital Improvement Plan
Overview of 5 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 (FY21 Through FY25)						
	Estimated					
Transportation	Cost	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
Industrial Park Connection to 99E	6,000,000	250,000	-	-	-	-
N Locust, NE 4th to NE 10th Avenue	800,000	800,000	-	-	-	-
N Knott St	135,000	135,000	-	-	-	-
N Pine St Realignment	800,000	800,000	-	-	-	-
S Ivy Sidewalk Project	1,920,000	126,231	682,838	495,383	555,118	-
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 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	-	-
NE Territorial/N Redwood Intersection Impr	100,000	-	-	-	100,000	-
SE 1st & S Walnut, Traffic Circle	600,000	-	-	-	600,000	-
S Ivy & S 18th, Traffic Circle	600,000	-	-	-	-	600,000
N Pine St, NE 8th to 10th	380,000	-	-	-	-	380,000
	<u>\$ 13,360,000</u>	<u>\$ 2,111,231</u>	<u>\$ 2,132,838</u>	<u>\$ 1,070,383</u>	<u>\$ 1,255,118</u>	<u>\$ 980,000</u>
Parks						
Maple Park Splash Pad	475,000	50,000	-	-	-	-
Parks Master Plan Update	200,000	200,000	-	-	-	-
S Locust Park Playground Replacement	150,860	150,860	-	-	-	-
Dog Park	100,000	-	100,000	-	-	-
Wait Park playground and asset replacement	275,000	-	275,000	-	-	-
Maple Park Playground replace/sport cort replace	450,000	-	-	450,000	-	-
Community Park playground and asset repairs	400,000	-	-	-	400,000	-
S. Locust Park covered area/court restoration	300,000	-	-	-	-	300,000
Logging Road Extension	1,010,114	-	-	1,005,000	-	-
	<u>\$ 3,360,974</u>	<u>\$ 400,860</u>	<u>\$ 375,000</u>	<u>\$ 1,455,000</u>	<u>\$ 400,000</u>	<u>\$ 300,000</u>
Transit						
Construct new Transit Office	1,500,000	150,000	1,350,000	-	-	-
Bus Stop Improvements, part of ODOT Resurface	169,875	-	169,875	-	-	-
Bus Stop Improvements, not in ODOT project	163,750	-	163,750	-	-	-
	<u>\$ 1,833,625</u>	<u>\$ 150,000</u>	<u>\$ 1,683,625</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Storm						
N Maple Street and NW 34th Place	30,000	-	30,000	-	-	-
N Knights Bridge Road	130,000	-	-	130,000	-	-
Knights Bridge Runoff Treatment	50,000	-	-	50,000	-	-
	<u>\$ 210,000</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 180,000</u>	<u>\$ -</u>	<u>\$ -</u>
Sanitary - Collections						
South Ivy Pump Station	1,000,000	250,000	-	-	-	-
South Ivy St, Sewer Upsize	900,000	900,000	-	-	-	-
South Safeway Pump Station Removal	700,000	-	700,000	-	-	-
Generator 3rd Baker Pumpstation	50,000	-	-	50,000	-	-
Nights Bridge Pump Station Removal	700,000	-	-	-	700,000	-
	<u>\$ 3,350,000</u>	<u>\$ 1,150,000</u>	<u>\$ 700,000</u>	<u>\$ 50,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>
Sanitary - Waste Water Treatment Plant						
New Primary Clarifier & Support System Rehab	1,365,000	1,000,000	-	-	-	-
WWTP Site Improvements	400,000	400,000	-	-	-	-
U.V. Sustem Upgrades	800,000	-	800,000	-	-	-
Solids Dewatering Equipment	800,000	-	-	800,000	-	-
Outfall Diffuser/Mixing Zone	100,000	-	-	-	100,000	-
Equipment Storage and Maintenance Building	300,000	-	-	-	300,000	-
Pressate Storage Basin Improvements	200,000	-	-	-	-	200,000
	<u>\$ 3,965,000</u>	<u>\$ 1,400,000</u>	<u>\$ 800,000</u>	<u>\$ 800,000</u>	<u>\$ 400,000</u>	<u>\$ 200,000</u>

Current Year Capital Projects

Parks Capital Projects

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

Parks Master Plan Update

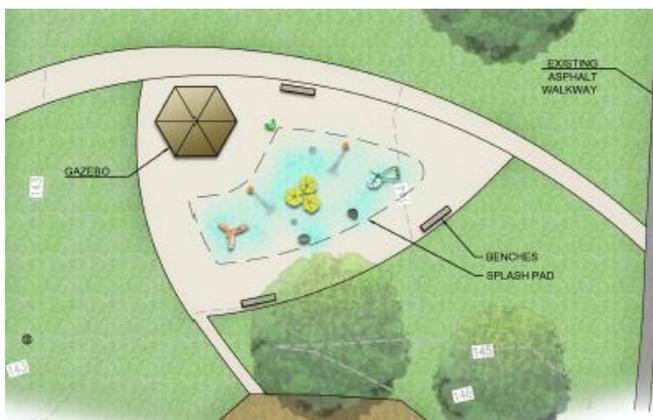
The current Parks Master Plan was completed in 2002 with a population near 12,000 residents. Since that time Canby has seen consistent growth approaching 17,000 residents. Taking into account master plan updates are recommended every ten years and the population growth, a Parks Master Plan update has been budgeted utilizing SDC funds.

S Locust Park Playground Equipment Replacement



This project is to replace the 1995, 2-5 and 5-12 year olds playgrounds structures. The playgrounds have outlived their useful life expectancy and have use zone conflicts. Staff will remove and recycle the old equipment as well as excavate the site for construction. The impact on ongoing maintenance will be reduced by approximately \$5,700 a year with the installation of the new playground equipment. This project will be funded by park maintenance fees.

Maple Park Splash Park



This project is to add a new splash park that includes, a water play area, benches, and a gazebo. The project will be about 90% complete in FY19-20 and the goal is to have the park open by July 4th, 2020. The City projects an increase in use of the park that will likely require restrooms to be cleaned more often, trash cans emptied more frequently, and ongoing maintenance of the equipment. This project will be funded by Park SDC's.

Sanitary Capital Projects

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

S Ivy Pump Station

This project consists of a new duplex pumping station with force main and sanitary sewer collection system along S Ivy Street from Molalla River to south of SE 16th Ave. This new system will serve planned residential and future development south of 16th Ave. The station will include a masonry control building, duplex pumps with auxiliary generator, 6-In. force main and 12-In. gravity main. Annual costs will be approximately \$2,000 a year to clean and maintain the pump station and sewer lines. There are multiple sources of funding for this project; SDC's, utility rates, and a small portion from streets.

S Ivy Sewer – 2nd to 12th

This project is to up-size and replace the deteriorated and undersized sanitary sewer collection system on S Ivy Street in advance of the scheduled street improvements next year. This would extend from 2nd to 13th Avenue. The existing pipeline is more than 50 years old in places and has multiple defects such as cracking, root intrusion and adverse grade sections caused by the pipeline settling. During peak events this existing pipeline is at capacity. This improvement will reduce the current maintenance efforts required to clean and repair failures. The addition of cleanouts on each service will improve access for cleaning when needed. This project will be funded by SDC's, sewer utility rates, and a small portion from street maintenance fees.

WWTP Addition and Replacement of a Primary Clarifier

This project includes the addition of a second clarifier to increase existing capacity and provide redundancy. Additionally several support systems will have improvements made to them, including primary sludge and scum pumping, scum disposal facility, and associated electrical/mechanical facilities. Maintenance on the new clarifier will be minimal while decreasing potential operational issues. This maintenance can be absorbed by the existing staff in the department. Funding for this project will come from sewer utility rates.

WWTP Site Improvements

This project was scheduled as the last of a five-year plan that addressed capacity needs for the treatment plant. This scope includes replacing damaged asphalt, curbs, improving on site truck access routes, damaged fencing and possible installation of additional pipelines/conduits for future use. Upon completion, all travel surfaces will be restored eliminating maintenance of the existing failed AC surfaces. This project will also improve access widths to several areas of the plant eliminating damage that currently occurs when truck traffic encroaches onto the landscape and curbed areas. The repair and improved access will result in a small decrease in the ongoing maintenance costs. This project is funded by sewer utility rates.

Transit Capital Projects

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

Construction of a new Transit Office Building

This is a multi-year project with land being acquired in FY19-20; architectural, engineering, and design work in FY20-21 and construction in FY21-22. This new building will house the Transit staff offices, a dispatch center, and facilities for bus drivers. Currently the City is renting space for the Transit offices and the lease will expire in about two and a half years. Maintenance of the new building will increase costs for janitorial, utilities, and general upkeep of a new facility. This project will be funded by the Transit Payroll Tax.

Street Capital Projects

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

N Locust – NE 4th to 10th Ave



This project is a full street reconstruction with 5 foot wide sidewalks, street lights, and storm and sewer improvements. This will improve safety for the fairgrounds and connects sidewalk to the NE 10th Avenue street improvements. This project will eliminate the ongoing maintenance of grading the gravel shoulders, reduce pot-hole repairs, and reduce street sweeping. This project will be funded by SDC’s, street fees, and sewer fees.

N Knott St

This project includes improvements between NE 3rd Avenue and NE 4th Avenue, approximately 260 lineal feet of 28-foot wide paved street, curbs, 5 foot wide sidewalks, street lighting and restoration. This project will eliminate the ongoing maintenance of grading the gravel shoulders, reduce pot-hole repairs, and reduce street sweeping. This project will be funded by SDC’s, street fees, and sewer fees.



N Pine St Realignment



This project includes negotiating a new roadway alignment to move the N Pine Street & NE 4th Avenue intersection further north to separate it from the Railroad, and vacation of the existing ROW. This is intended to

reduce congestion at the intersection and would create a new developable light industrial site. Collector street improvements would include new 40 foot travel surface from NE 4th Avenue to the existing County N Pine Street alignment, approximately 500 feet, with curbs, 5-foot wide sidewalks, street lights, and associated improvements. This project will be funded by SDC's and Stormwater fees.

N Ivy Sidewalk and Street Project

The scope of work for this project is not yet complete. The City is working with the County on this project and preliminary components include, sidewalks from 99E to 12th Ave, moving of power poles, and a two inch overlay from 99E to 13th. This project may also include a traffic signal or round-about at S Ivy and Township. The City's estimated contribution is \$1,000,000 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.



This Page Intentionally Left Blank

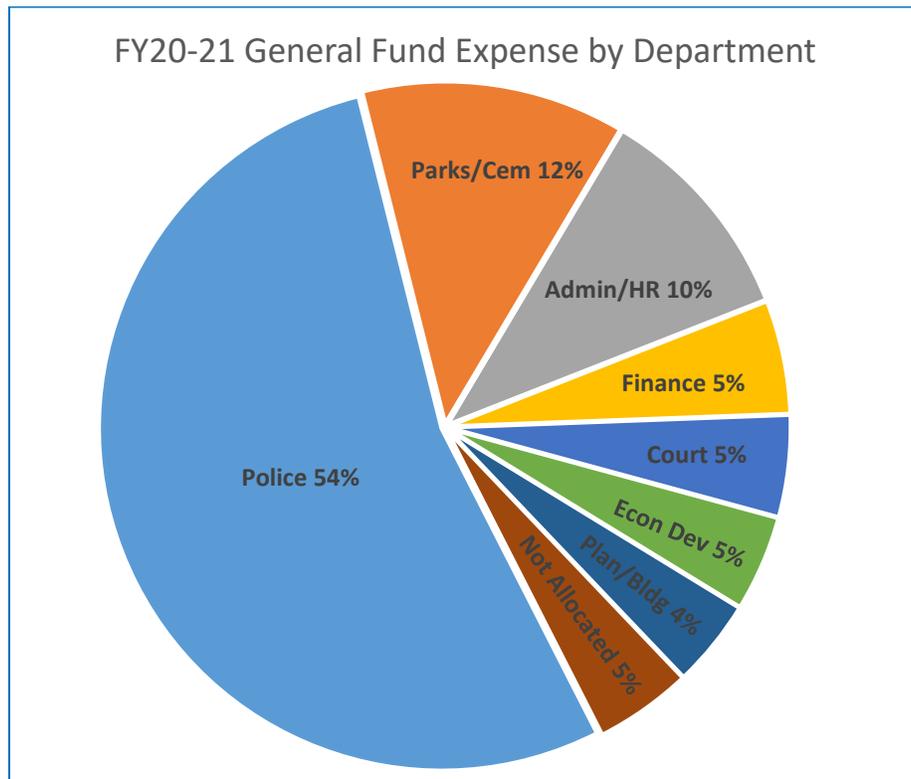
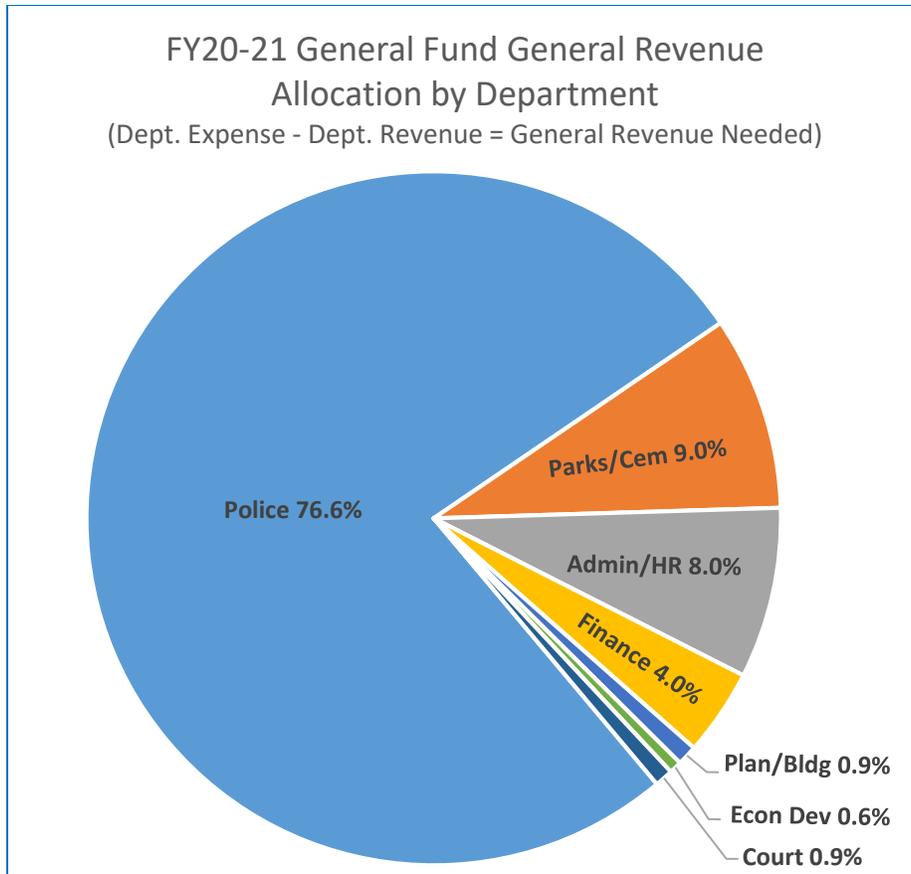
Budget Detail

Budget Summary by Fund

FY 20-21 Approved Budget	Transient													Total of all Funds
	General Fund	Library Fund	Transit Fund	Swim Fund	Room Tax Fund	Streets Fund	SDC Fund	Cemetery Fund	Forfeiture Fund	Facilities Fund	Fleet Fund	Tech Fund	Sewer Fund	
Resources														
Beginning Fund Balance	\$ 3,309,301	\$ 16,624	\$ 1,895,581	\$ 946,122	\$ 17,187	\$ 1,815,501	\$ 9,206,113	\$ 1,052,840	\$ 26,827	\$ 30,986	\$ 16,739	\$ 80,245	\$ 7,707,108	\$ 26,121,175
Revenue	9,314,442	1,033,980	3,412,408	1,045,000	14,500	2,751,000	1,509,310	38,000	425	313,433	769,246	375,575	4,548,000	25,125,319
Transfers In	1,540,621	642,687	-	-	-	1,596,000	-	500,000	-	-	-	-	935,000	5,214,308
Other Sources	-	15,000	-	-	-	-	-	-	-	-	-	-	-	15,000
Total Resources	\$ 14,164,364	\$ 1,708,291	\$ 5,307,989	\$ 1,991,122	\$ 31,687	\$ 6,162,501	\$ 10,715,423	\$ 1,590,840	\$ 27,252	\$ 344,419	\$ 785,985	\$ 455,820	\$ 13,190,108	\$ 56,475,802
Requirements														
Personnel Services	\$ 8,302,422	\$ 778,837	\$ 331,023	\$ 609,697	\$ -	\$ 632,430	\$ -	\$ -	\$ -	\$ 123,965	\$ 351,869	\$ 117,548	\$ 1,366,041	\$ 12,613,832
Materials & Services	2,534,527	254,767	1,787,699	177,891	31,687	419,126	-	-	27,252	193,680	400,898	242,068	1,021,320	7,090,914
Capital Outlay	277,860	-	1,721,273	-	-	2,271,231	-	-	-	1,009	-	78,350	2,620,300	6,970,023
Special Payments	25,000	15,000	-	-	-	-	-	-	-	-	-	-	-	40,000
Transfers Out	200,714	642,687	182,728	119,444	-	230,610	2,382,000	500,000	-	-	-	-	552,786	4,810,969
Contingency	200,000	17,000	100,000	39,379	-	53,240	-	-	-	25,765	33,218	17,854	200,000	686,456
Reserve for Future Exp	2,623,841	-	1,185,266	1,044,711	-	2,555,864	8,333,423	1,090,840	-	-	-	-	7,429,661	24,263,606
Total Requirements	\$ 14,164,364	\$ 1,708,291	\$ 5,307,989	\$ 1,991,122	\$ 31,687	\$ 6,162,501	\$ 10,715,423	\$ 1,590,840	\$ 27,252	\$ 344,419	\$ 785,985	\$ 455,820	\$ 13,190,108	\$ 56,475,801

General Fund Budget Summary

	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	FY19-20 Projected	2020-21 Proposed	2020-21 Approved
Beginning Fund Balance	\$ 2,428,810	\$ 3,108,936	\$ 3,001,352	\$ 3,242,196	\$ 3,309,301	\$ 3,309,301
Revenue						
Non-Departmental	6,869,166	7,326,249	7,345,177	7,637,347	7,729,742	7,729,742
Court	552,625	641,686	587,300	464,129	480,000	480,000
Planning	180,208	206,783	259,215	491,050	354,300	354,300
Building	54,043	60,416	34,000	47,000	44,000	44,000
Police	234,328	238,744	166,970	191,624	186,300	186,300
Parks	194,324	404,806	412,100	412,270	418,100	418,100
Cemetery	38,862	49,256	31,500	43,821	37,500	37,500
Economic Dev	12,227	14,224	26,150	53,520	64,500	64,500
Transfers In & Other Sources	1,365,671	1,219,330	1,850,591	1,679,535	1,540,621	1,540,621
Total General Fund Resources	\$ 11,930,264	\$ 13,270,429	\$ 13,714,355	\$ 14,262,492	\$ 14,164,364	\$ 14,164,364
Administration						
Personnel Services	618,659	712,797	492,460	452,989	473,660	473,660
Materials & Services	106,863	127,717	139,156	140,481	133,070	133,070
HR & Risk Management						
Personnel Services	-	-	133,266	138,380	130,680	130,680
Materials & Services	411,706	446,950	436,146	418,246	453,540	453,540
Finance						
Personnel Services	365,214	432,786	457,950	458,882	494,399	494,399
Materials & Services	99,007	100,460	116,903	115,866	114,862	114,862
Court						
Personnel Services	273,782	348,391	393,275	363,844	412,178	412,178
Materials & Services	73,251	138,897	129,622	130,068	133,453	133,453
Capital Outlay	-	-	-	7,500	-	-
Planning						
Personnel Services	172,974	297,821	257,519	257,411	311,406	311,406
Materials & Services	99,765	120,335	182,951	180,175	111,695	111,695
Building						
Personnel Services	32,761	20,439	28,402	28,122	41,097	41,097
Materials & Services	286	516	697	597	544	544
Police						
Personnel Services	4,253,401	4,511,742	4,851,462	4,775,245	5,055,862	5,055,862
Materials & Services	877,600	912,042	892,304	882,959	959,573	959,573
Capital Outlay	94,147	226,112	125,000	129,423	63,000	63,000
Parks						
Personnel Services	411,356	603,368	589,192	589,175	621,524	621,524
Materials & Services	114,133	206,728	311,458	232,385	416,038	416,038
Capital Outlay	41,260	8,078	564,490	564,413	214,860	214,860
Cemetery						
Personnel Services	76,901	119,320	148,967	148,737	141,453	141,453
Materials & Services	11,365	14,734	25,949	24,499	16,688	16,688
Economic Development						
Personnel Services	389,648	256,754	294,969	294,994	326,912	326,912
Materials & Services	83,972	78,268	121,593	121,565	133,603	133,603
Non-Departmental						
Personnel Services	72,605	136,401	199,000	198,732	293,251	293,251
Materials & Services	24,168	46,672	58,917	58,917	61,461	61,461
Special Payments	31,300	31,663	25,000	25,000	25,000	25,000
Transfers Out	85,203	129,243	125,586	125,586	200,714	200,714
Operating Contingency	-	-	111,000	89,000	200,000	200,000
Reserved for Future Expense						
PEG	35,000	32,472	41,000	35,472	37,472	37,472
PERS	200,000	175,000	125,000	228,983	-	-
Workers Compensation	98,013	136,830	100,000	100,000	100,000	100,000
Building Dept.	9,800	38,436	9,961	53,028	49,646	49,646
Park Maintenance	97,778	195,858	175,862	171,699	121,764	121,764
Unrestricted	2,668,345	2,663,600	2,049,298	2,720,119	2,314,959	2,314,959
Total General Fund Requirements	\$ 11,930,264	\$ 13,270,429	\$ 13,714,355	\$ 14,262,492	\$ 14,164,364	\$ 14,164,364



Budget Detail

General Fund

GENERAL FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	2,428,810	3,108,936	3,001,352	3,242,196	3,309,301	3,309,301
REVENUE						
Fines and Bail	465,109	506,992	500,000	375,000	400,000	400,000
Fines / Justice Court	62,256	85,818	60,000	45,000	50,000	50,000
Miscellaneous Fees	-	526	300	1,129	1,000	1,000
Attorney Reimbursements	7,589	9,851	7,000	11,000	9,000	9,000
Court Collections Interest	17,671	38,499	20,000	32,000	20,000	20,000
Total Court Revenue	552,625	641,686	587,300	464,129	480,000	480,000
Land Use Applications	96,874	70,214	66,000	66,000	52,000	52,000
Miscellaneous Fees	-	230	215	50	100	100
Traffic Studies	34,915	20,177	32,000	72,000	32,000	32,000
Plan Reviews	42,698	50,577	30,000	42,000	39,000	39,000
Engineering Plan Review Fees	-	63,819	56,000	50,000	46,000	46,000
Construction Excise Tax	-	-	75,000	260,000	185,000	185,000
Annexations	2,730	-	-	-	-	-
Miscellaneous Revenue - Planning	2,991	1,766	-	1,000	200	200
Total Planning Revenue	180,208	206,783	259,215	491,050	354,300	354,300
Park Rentals	110	595	100	485	100	100
Park Maintenance Fee	191,074	400,651	409,000	409,000	415,000	415,000
Miscellaneous Revenue - Parks	3,140	3,560	3,000	2,785	3,000	3,000
Total Park Revenue	194,324	404,806	412,100	412,270	418,100	418,100
Building Permits	54,043	60,416	34,000	47,000	44,000	44,000
Total Building Revenue	54,043	60,416	34,000	47,000	44,000	44,000
Grants - DUII	9,646	10,178	5,000	8,020	8,000	8,000
Grant - Distracted Driving	-	-	4,000	3,992	5,000	5,000
Grant - Seatbelt	2,804	4,616	4,000	2,875	2,500	2,500
Grant - Speed Enforcement	-	576	5,000	4,197	2,000	2,000
Grant - Pedestrian Safety	3,813	3,357	5,000	4,806	2,500	2,500
Grant - HIDTA	13,908	4,200	2,892	-	-	-
Grant - OCDEF	-	3,523	1,928	-	-	-
Grant - Intellectual Property Crimes (IPC)	25,647	6,929	20,000	9,850	5,000	5,000
Grant - OJP Vest Program	3,090	474	2,000	2,000	5,500	5,500
CSD-Shared SRO Reimbursemt	74,171	77,585	81,200	65,458	65,000	65,000
Miscellaneous Fees	-	202	200	100	200	200
Vehicle Release/Tow Fees	15,250	22,875	16,000	16,000	16,000	16,000
Alarm Permit Fees	6,805	6,511	10,000	10,000	10,000	10,000
Temporary Liquor License	-	1,890	1,500	350	500	500
Subpoena Fees	-	307	250	300	300	300
Finger Printing Fees	1,650	1,320	1,500	830	1,000	1,000
Reports Revenue	3,183	3,781	2,500	3,000	3,000	3,000
Special Event Security	-	4,884	3,500	5,783	3,500	3,500
Miscellaneous Revenue - Police	73,111	84,536	-	54,063	55,800	55,800
Donations-Police	1,250	1,000	500	-	500	500
Total Police Revenue	234,328	238,744	166,970	191,624	186,300	186,300

Budget Detail

General Fund

GENERAL FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES (Continued)						
Grave Sales	8,800	14,250	10,000	13,200	11,000	11,000
Grave Open & Close	3,000	8,050	5,000	4,500	5,000	5,000
Mausoleum Name Bars	4,940	4,500	2,000	5,500	4,000	4,000
Mausoleum Sales	14,285	13,888	4,500	14,500	11,000	11,000
Mausoleum Open & Close	6,250	4,350	5,000	4,500	4,500	4,500
Miscellaneous Fees	1,500	4,000	5,000	1,600	2,000	2,000
Donations-Cemetery	87	218	-	21	-	-
Total Cemetery Revenue	38,862	49,256	31,500	43,821	37,500	37,500
Event Revenue	1,150	2,150	4,500	6,000	6,000	6,000
Econ Dev City Grant Revenue	-	-	-	37,520	35,000	35,000
Independence Day Revenue	7,777	9,554	8,150	10,000	10,000	10,000
Miscellaneous Revenue	3,300	2,520	13,500	-	13,500	13,500
Total Economic Dev. Revenue	12,227	14,224	26,150	53,520	64,500	64,500
Property Tax Current	4,509,563	4,763,866	4,900,000	5,117,000	5,245,000	5,245,000
Property Tax Prior	81,591	192,602	90,000	90,000	90,000	90,000
Cable Franchise Fee	146,249	145,963	147,700	141,000	141,000	141,000
Telephone Franchise Fee	49,255	53,972	54,600	51,900	49,900	49,900
Solid Waste Franchise Fee	137,514	142,139	143,700	146,600	148,100	148,100
Natural Gas Franchise Fee	154,550	142,282	143,000	155,568	150,000	150,000
City Sewer Franchise Fee	290,555	293,867	298,000	304,000	307,000	307,000
CU In Lieu of Taxes	784,114	819,409	838,000	840,000	855,000	855,000
Cigarette Tax	20,423	19,235	20,000	18,800	19,200	19,200
Liquor Revenue	264,109	278,973	290,000	300,000	290,000	290,000
State Revenue Sharing	224,166	184,466	192,400	195,000	196,000	196,000
Miscellaneous- Fees	-	176	100	383	200	200
Business Licenses	75,470	77,070	73,000	65,000	70,000	70,000
Liquor Licenses	1,770	2,155	1,800	2,055	1,900	1,900
Title Lien Search Fees	11,575	12,320	10,500	14,000	13,000	13,000
PEG Access Fees	29,290	29,135	33,000	28,000	27,000	27,000
Lease Receipts (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000
Miscellaneous-Income	1,527	10,523	-	4,444	15,000	15,000
Interest Revenues	50,880	83,103	75,000	80,000	75,000	75,000
Retirement/Separation Reserve	30,564	30,177	28,377	77,597	30,442	30,442
WC Claim Reserve	-	38,817	-	-	-	-
Total Unallocated Revenue	6,869,166	7,326,249	7,345,177	7,637,347	7,729,742	7,729,742
TRANSFERS IN & OTHER SOURCES						
O/H from Building	11,196	10,824	3,689	3,689	5,741	5,741
O/H from Economic Develop	74,007	68,419	46,897	46,897	52,286	52,286
O/H from Library Fund	119,031	111,778	136,707	136,707	142,687	142,687
O/H from Street	122,383	110,345	124,653	124,653	120,610	120,610
O/H from Transit	175,876	185,937	190,668	190,668	182,728	182,728
O/H from Swim Levy	90,952	88,071	124,096	124,096	119,444	119,444
O/H from WWTP	155,539	170,507	161,886	161,886	163,112	163,112
O/H from Collections	53,548	50,902	50,115	50,115	60,761	60,761
O/H from Stormwater	44,651	35,569	32,064	32,064	29,913	29,913
Transfer from UR	513,374	370,778	369,816	369,816	403,339	403,339
Transfer from Streets	-	10,000	10,000	10,000	10,000	10,000
Transfer from SDC Fund	5,114	6,200	600,000	428,944	250,000	250,000
Total Unallocated Transfers In	1,365,671	1,219,330	1,850,591	1,679,535	1,540,621	1,540,621
TOTAL GENERAL FUND RESOURCES	11,930,264	13,270,429	13,714,355	14,262,492	14,164,364	14,164,364

Budget Detail

General Fund

GENERAL FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR ADMINISTRATION						
PERSONNEL SERVICES						
Regular Salaries and Wages	413,565	486,823	316,814	303,546	292,714	292,714
Overtime	-	14	-	-	-	-
Insurance Benefits	94,439	94,734	80,398	68,039	67,419	67,419
Taxes/Other	33,573	39,136	27,489	25,988	25,386	25,386
PERS Contributions	77,083	92,089	67,759	55,416	88,141	88,141
Total Admin Personnel Services	618,659	712,797	492,460	452,989	473,660	473,660
FTE	4.5	5.1	3.5	3.1	3.2	3.2
MATERIALS & SERVICES						
Election	-	863	-	-	1,000	1,000
Codification	3,180	495	12,800	12,800	4,500	4,500
Printing & Binding	404	660	700	500	700	700
Employee Recognition	170	358	500	2,000	500	500
Mayor & City Council	6,430	6,532	6,100	6,000	4,810	4,810
Mayor & CC Travel & Training	2,694	3,707	2,800	6,000	4,000	4,000
Mayor & CC Membership Dues	1,401	1,405	1,190	1,405	1,189	1,189
Admin Staff Travel & Training	1,262	1,198	2,100	1,600	4,234	4,234
Attorney Travel & Training	296	1,529	2,000	1,000	1,500	1,500
Admin Membership Dues & Fees	18,461	19,671	20,200	20,200	21,672	21,672
Prof/Tech Services	-	4,442	4,500	4,500	4,500	4,500
CTV5 Professional Services	36,000	36,000	36,000	36,000	36,000	36,000
Copier Lease & Maint	5,122	5,893	5,000	5,000	5,000	5,000
Internal Charge-Fleet	657	1,533	3,032	2,817	3,624	3,624
Internal Charge-Facilities	5,737	12,843	9,130	9,130	9,742	9,742
Internal Charge-Tech Services	19,764	26,601	25,529	25,529	23,024	23,024
Supplies & Services	5,284	3,987	7,575	6,000	7,075	7,075
Total Admin Materials & Services	106,863	127,717	139,156	140,481	133,070	133,070
TOTAL ADMIN REQUIREMENTS	725,522	840,514	631,616	593,470	606,730	606,730
REQUIREMENTS FOR HR & RISK MGMT						
PERSONNEL SERVICES						
Regular Salaries and Wages	-	-	89,897	93,351	91,286	91,286
Overtime	-	-	-	-	-	-
Insurance Benefits	-	-	11,950	12,491	4,378	4,378
Taxes/Other	-	-	7,607	7,561	7,809	7,809
PERS Contributions	-	-	23,812	24,977	27,207	27,207
Total HR & Risk Mgmt Personnel Services	-	-	133,266	138,380	130,680	130,680
FTE			0.9	0.9	1.1	1.1
MATERIALS & SERVICES						
Professional Services	26,480	26,420	10,000	10,000	10,500	10,500
Legal/Labor Negotiations	56,872	68,182	50,000	50,000	50,000	50,000
Recruit/Employ Testing	5,961	5,488	6,850	6,850	6,050	6,050
Copier Lease & Maint	-	-	1,000	-	-	-
Liability Insurance	314,171	307,199	315,000	320,000	320,000	320,000
Non-Insurance Claims	1,961	5,541	15,000	7,500	15,000	15,000
Liab Ins Deductible Accrued	413	25,843	20,000	7,500	20,000	20,000
Travel & Training	848	916	4,400	2,500	5,500	5,500
Membership Dues & Fees	245	181	400	400	400	400
Internal Charge-Facilities	-	-	2,844	2,844	3,034	3,034
Internal Charge-Tech Services	-	-	5,902	5,902	17,806	17,806
Supplies & Services	4,305	4,625	2,700	2,700	3,200	3,200
Risk Mgmt/Safety Committee	450	2,554	2,050	2,050	2,050	2,050
Total HR & Risk Mgmt Materials & Services	411,706	446,950	436,146	418,246	453,540	453,540
TOTAL HR & RISK MGMT REQUIREMENTS	411,706	446,950	569,412	556,626	584,220	584,220

Budget Detail

General Fund

GENERAL FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR FINANCE						
PERSONNEL SERVICES						
Regular Salaries and Wages	229,644	272,934	284,536	284,323	300,371	300,371
Insurance Benefits	63,470	74,404	74,296	75,098	76,939	76,939
Taxes/Other	18,510	22,633	24,531	24,884	26,282	26,282
PERS Contributions	53,591	62,815	74,587	74,577	90,807	90,807
Total Finance Personnel Services	365,214	432,786	457,950	458,882	494,399	494,399
FTE	3.0	3.5	3.4	3.5	3.5	3.5
MATERIALS & SERVICES						
Prof/Tech Service	3,143	-	4,520	4,521	-	-
Prof SrvTitle Lien Search Cost	4,630	5,028	6,500	6,000	6,500	6,500
Auditing	25,000	21,300	33,000	33,000	34,000	34,000
Software Maintenance	28,498	28,648	30,750	30,712	32,000	32,000
Copier Lease & Maint	3,834	4,701	4,000	4,000	4,500	4,500
Publications/Books	387	28	-	-	-	-
Printing & Binding	2,812	1,843	2,000	1,500	2,500	2,500
Training/Conf/Travel	3,188	6,248	4,000	4,000	6,000	6,000
Membership Dues & Fees	1,475	1,740	2,000	2,000	2,300	2,300
Internal Charge-Facilities	2,074	4,644	4,329	4,329	4,619	4,619
Internal Charge-Tech Services	10,220	12,617	11,804	11,804	7,443	7,443
Supplies & Service	3,606	3,380	4,000	3,500	4,000	4,000
Bank Charges	10,055	9,607	10,000	10,500	11,000	11,000
Cash Over & Short	35	(64)	-	-	-	-
Misc Office Equipment	49	740	-	-	-	-
Total Finance Materials & Services	99,007	100,460	116,903	115,866	114,862	114,862
TOTAL FINANCE REQUIREMENTS	464,221	533,246	574,853	574,748	609,261	609,261
REQUIREMENTS FOR COURT						
PERSONNEL SERVICES						
Regular Salaries and Wages	180,638	237,658	263,954	256,201	276,040	276,040
Insurance Benefits	60,903	63,085	61,197	43,388	58,321	58,321
Taxes/Other	15,058	19,108	23,556	21,842	23,643	23,643
PERS Contributions	17,182	28,540	44,568	42,413	54,174	54,174
Total Court Personnel Services	273,782	348,391	393,275	363,844	412,178	412,178
FTE	2.8	3.8	3.6	3.3	3.4	3.4
MATERIALS & SERVICES						
Interpreter	1,907	3,611	4,000	5,000	9,500	9,500
Court Appointed Attorneys	41,400	41,600	43,800	43,500	43,200	43,200
Technical/Attorney	628	-	-	-	-	-
Copier Lease and Usage	-	835	1,500	1,000	1,100	1,100
Training/Conf/Travel	1,147	1,083	1,840	1,216	940	940
Membership & Dues	225	225	250	-	250	250
Jury Fees	-	60	120	60	120	120
Witness Fees	-	182	100	-	105	105
Internal Charge-Facilities	1,898	4,249	3,961	3,961	4,227	4,227
Internal Charge-Tech Services	12,102	14,180	14,281	14,281	12,111	12,111
Supplies & Services	8,737	6,516	7,670	6,000	6,800	6,800
Discovery Expense	29	0	100	50	100	100
Bank Charges	5,178	5,180	5,000	5,000	5,000	5,000
Collection Costs	-	61,176	47,000	50,000	50,000	50,000
Total Court Materials & Services	73,251	138,897	129,622	130,068	133,453	133,453
CAPITAL OUTLAY						
Office Furniture	-	-	-	7,500	-	-
TOTAL COURT REQUIREMENTS	347,034	487,288	522,897	501,412	545,631	545,631

Budget Detail

General Fund

GENERAL FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR PLANNING						
PERSONNEL SERVICES						
Regular Salaries and Wages	133,244	229,491	182,549	182,522	208,259	208,259
Overtime	68	2	-	-	-	-
Insurance Benefits	13,564	22,012	24,014	23,951	37,634	37,634
Taxes/Other	10,217	19,726	16,021	16,032	18,288	18,288
PERS Contributions	15,881	26,592	34,935	34,906	47,225	47,225
Total Planning Personnel Services	172,974	297,821	257,519	257,411	311,406	311,406
FTE	1.8	2.8	2.2	2.3	2.8	2.8
MATERIALS & SERVICES						
Prof/Tech Services	39,406	62,010	55,000	55,000	48,000	48,000
Copier Lease and Usage	-	3,435	3,800	3,800	3,950	3,950
Communications	96	90	110	200	90	90
Mapping	500	500	500	500	900	900
Planning Commis. Expenses	1,430	56	500	150	850	850
Travel & Training	-	1,085	2,080	1,600	2,200	2,200
Fees & Dues	554	554	2,309	2,309	2,285	2,285
Internal Charge-Facilities	1,617	3,621	3,376	3,376	3,602	3,602
Internal Charge-Tech Services	18,093	20,774	30,040	30,040	14,268	14,268
Supplies & Services	6,238	4,055	3,886	2,000	3,550	3,550
Traffic Study	31,831	24,154	81,350	81,200	32,000	32,000
Total Planning Materials & Services	99,765	120,335	182,951	180,175	111,695	111,695
TOTAL PLANNING REQUIREMENTS	272,739	418,156	440,470	437,586	423,101	423,101
REQUIREMENTS FOR BUILDING						
PERSONNEL SERVICES						
Regular Salaries and Wages	22,342	16,233	19,423	19,707	27,281	27,281
Overtime	19	-	-	-	-	-
Insurance Benefits	4,254	1,534	3,304	2,659	5,153	5,153
Taxes/Other	2,228	1,459	1,756	1,781	2,422	2,422
PERS Contributions	3,918	1,214	3,919	3,975	6,241	6,241
Total Building Personnel Services	32,761	20,439	28,402	28,122	41,097	41,097
FTE	0.3	0.2	0.2	0.2	0.4	0.4
MATERIALS & SERVICES						
Communications	96	90	100	100	90	90
Internal Charge-Facilities	190	426	397	397	424	424
Supplies & Service	1	-	200	100	30	30
Total Building Materials & Services	286	516	697	597	544	544
TOTAL BUILDING REQUIREMENTS	33,047	20,956	29,099	28,719	41,641	41,641

Budget Detail

General Fund

GENERAL FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR POLICE						
PERSONNEL SERVICES						
Regular Salaries and Wages	2,373,928	2,602,562	2,690,079	2,667,493	2,848,259	2,848,259
Overtime Wages	295,647	290,630	300,000	300,000	300,000	300,000
Insurance Benefits	720,916	696,093	696,421	685,284	594,422	594,422
Taxes/Other	256,774	282,471	386,047	373,426	397,109	397,109
PERS Contributions	586,161	620,987	759,865	730,192	896,722	896,722
Fringe Benefits	19,975	19,000	19,050	18,850	19,350	19,350
Total Police Personnel Services	4,253,401	4,511,742	4,851,462	4,775,245	5,055,862	5,055,862
FTE	27.9	29.4	30.0	29.0	30.2	30.2
MATERIALS & SERVICES						
Professional Services	4,939	-	3,000	45,232	5,000	5,000
Vehicle Lease Payments	131,405	107,939	-	-	-	-
Copier Lease and Usage	-	3,437	3,000	3,500	3,000	3,000
Investigation & Info	482	1,792	3,000	3,000	3,000	3,000
Prisoners Board & Medical	2,173	1,705	1,500	1,500	4,000	4,000
Crime Prevention	575	64	500	500	500	500
Communications	30,599	27,637	31,000	30,000	32,000	32,000
County Dispatch Fees	179,107	185,890	201,425	201,425	205,583	205,583
Juvenile Diversion Services	2,500	2,500	2,500	2,500	2,500	2,500
Training & Travel	27,290	55,184	30,000	30,000	28,000	28,000
Firearm Equipment	31,323	35,595	31,000	32,000	33,000	33,000
Tactical Entry Team Equipment	4,277	4,718	4,000	4,000	4,000	4,000
Vests	15,467	1,109	6,000	6,000	11,000	11,000
EOC	-	-	-	-	1,000	1,000
Detective Equipment	4,306	11,263	20,000	20,000	20,000	20,000
Membership Fees & Dues	1,170	1,648	2,000	2,000	2,500	2,500
Information System Services	46,582	35,389	40,500	40,500	41,500	41,500
Internal Charge-Fleet	164,965	153,568	200,099	157,252	217,409	217,409
Internal Charge-Facilities	30,261	67,750	63,163	63,163	67,396	67,396
Internal Charge-Tech Services	105,459	116,411	143,102	143,102	180,850	180,850
Supplies & Services	27,965	27,710	28,500	23,500	22,500	22,500
Uniforms & Patrol Equipment	16,794	18,303	26,500	26,000	26,000	26,000
Equipment Repair & Maint	189	532	500	500	-	-
Radio Repair	990	2,390	2,000	1,000	2,000	2,000
800 Radio Operating Fee	31,165	32,587	28,810	26,230	26,230	26,230
Canine Expenses	2,505	5,955	4,000	4,000	3,500	3,500
Traffic Safety Equipment	13,140	8,916	14,000	14,000	14,000	14,000
Donations-Police	922	1,000	500	-	500	500
Accreditation	1,050	1,050	1,705	2,055	2,605	2,605
Total Police Materials & Services	877,600	912,042	892,304	882,959	959,573	959,573
CAPITAL OUTLAY						
Vehicles	78,967	153,674	115,000	111,671	50,000	50,000
Police K-9's	5,000	5,000	-	-	-	-
Furniture	-	-	-	7,500	-	-
Equip - Computer/Software	10,180	11,649	10,000	10,252	13,000	13,000
Digital Radio Replacement Project	-	55,788	-	-	-	-
Total Police Capital Outlay	94,147	226,112	125,000	129,423	63,000	63,000
TOTAL POLICE REQUIREMENTS	5,225,148	5,649,895	5,868,766	5,787,627	6,078,435	6,078,435

Budget Detail

General Fund

GENERAL FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR PARKS						
PERSONNEL SERVICES						
Regular Salaries and Wages	240,997	368,514	322,727	322,816	360,322	360,322
Seasonal/Temp Wages	9,600	1,274	29,000	29,000	-	-
Overtime	2,258	3,555	3,000	3,000	3,000	3,000
Insurance Benefits	83,530	110,350	104,194	104,135	107,112	107,112
Taxes/Other	20,455	40,680	47,935	47,861	48,179	48,179
PERS Contributions	53,258	76,196	79,536	79,563	100,111	100,111
Clothing Allowance	1,258	2,800	2,800	2,800	2,800	2,800
Total Park Personnel Services	411,356	603,368	589,192	589,175	621,524	621,524
FTE	4.3	6.9	6.7	6.2	5.7	5.7
MATERIALS & SERVICES						
Contract Services	2,539	19,765	5,500	5,500	5,500	5,500
Surveys & Master Plans- SDC	-	-	125,810	-	200,000	200,000
Parks Ground Maintenance	9,143	11,343	10,500	10,500	10,500	10,500
Park Bldg Maintenance	4,572	5,189	6,950	6,950	6,950	6,950
Streetscape Landscaping	-	7,565	10,000	10,000	10,000	10,000
Vandalism Repair	1,024	1,867	3,000	3,000	3,000	3,000
Copier Lease & Maint	-	720	700	1,000	1,000	1,000
Parks Maint Fee Billing	10,111	24,821	25,000	25,300	26,000	26,000
Communications	1,289	1,959	1,800	1,800	1,800	1,800
Training/Conf/Travel	1,870	960	2,400	2,400	2,400	2,400
Internal Charge-Fleet	27,272	38,252	30,318	76,653	65,223	65,223
Internal Charge-Facilities	10,896	33,680	22,743	22,743	24,267	24,267
Internal Charge-Tech Services	2,359	2,554	3,237	3,237	1,498	1,498
Supplies & Services	13,029	17,346	24,000	23,802	18,400	18,400
Park Equipment	8,157	13,677	9,500	9,500	9,500	9,500
Utilities	21,873	27,029	30,000	30,000	30,000	30,000
Total Park Materials & Services	114,133	206,728	311,458	232,385	416,038	416,038
CAPITAL OUTLAY						
Equipment/Vehicles	36,146	8,005	43,415	43,415	14,000	14,000
Maple Park Splash Pad	-	73	425,000	424,927	50,000	50,000
Logging Rd Trail Culvert Replacement	-	-	3,725	3,724	-	-
Legacy Park Improvements	-	-	92,350	92,347	-	-
Locust Park Playground Equip Replacement	-	-	-	-	150,860	150,860
Logging Road Extension	5,114	-	-	-	-	-
Total Parks Capital Outlay	41,260	8,078	564,490	564,413	214,860	214,860
TOTAL PARK REQUIREMENTS	566,749	818,174	1,465,140	1,385,973	1,252,422	1,252,422

Budget Detail

General Fund

GENERAL FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR CEMETERY						
PERSONNEL SERVICES						
Regular Salaries and Wages	47,784	77,629	94,132	94,043	85,373	85,373
Seasonal/Temp Wages	-	120	-	-	-	-
Overtime	155	313	500	500	500	500
Insurance Benefits	13,996	19,040	22,098	22,045	21,957	21,957
Taxes/Other	5,843	8,600	12,639	12,551	11,333	11,333
PERS Contributions	9,124	13,618	19,598	19,598	22,290	22,290
Total Cemetery Personnel Services	76,901	119,320	148,967	148,737	141,453	141,453
FTE	0.9	1.4	1.2	1.6	1.3	1.3
MATERIALS & SERVICES						
Grounds Maintenance	1,929	2,744	3,500	3,500	3,500	3,500
Building Maintenance	-	2,840	8,000	8,000	1,200	1,200
Copier Lease and Usage	-	153	200	200	200	200
Refunds	1,620	1,050	2,000	1,500	2,000	2,000
Internal Charge-Tech Services	848	991	1,999	1,999	438	438
Supplies - Records	658	1,166	1,350	1,000	1,350	1,350
Tools & Equipment	1,407	1,389	1,500	1,500	1,000	1,000
Utilities	942	2,221	2,700	2,400	2,500	2,500
Name Bars	3,961	2,180	4,700	4,400	4,500	4,500
Total Cemetery Materials & Services	11,365	14,734	25,949	24,499	16,688	16,688
TOTAL CEMETERY REQUIREMENTS	88,266	134,054	174,916	173,236	158,141	158,141
REQUIREMENTS FOR ECONOMIC DEVELOPMENT						
PERSONNEL SERVICES						
Regular Salaries and Wages	262,273	187,842	212,862	212,859	224,624	224,624
Overtime	-	159	-	-	-	-
Insurance Benefits	47,342	22,582	24,559	24,515	28,707	28,707
Taxes/Other	24,654	18,460	18,511	18,582	19,380	19,380
PERS Contributions	55,378	27,711	39,037	39,038	54,201	54,201
Total Economic Dev. Personnel Services	389,648	256,754	294,969	294,994	326,912	326,912
FTE	2.9	2.6	2.5	2.4	2.5	2.5
MATERIALS & SERVICES						
Internal Charge-Facilities	1,672	3,743	3,490	3,490	3,724	3,724
Internal Charge-Tech Services	8,709	7,273	6,568	6,568	3,884	3,884
Econ Dev City Grant Expended	-	-	500	500	35,000	35,000
Copier Lease and Usage	-	1,718	1,500	1,500	1,500	1,500
Supplies & Services	28,876	25,554	36,301	36,303	33,700	33,700
Main Street (General Fund)	7,381	9,457	12,964	12,934	10,650	10,650
Independence Day Expenses	10,223	12,713	14,625	14,625	13,000	13,000
Flower Program	5,265	5,242	5,500	5,500	5,500	5,500
Main Street (UR Allowable)	21,847	12,568	40,145	40,145	26,645	26,645
Total Economic Dev. Materials & Services	83,972	78,268	121,593	121,565	133,603	133,603
TOTAL ECONOMIC DEV. REQUIREMENTS	473,620	335,022	416,562	416,559	460,515	460,515

Budget Detail

General Fund

GENERAL FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
Retirement & Separation Payout	72,605	136,401	199,000	198,732	293,251	293,251
Total Not Allocated Personnel Services	72,605	136,401	199,000	198,732	293,251	293,251
MATERIALS & SERVICES						
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000
COVID-19 expenses	-	-	15,000	15,000	15,000	15,000
Internal Charge-Facilities	18,168	40,672	37,917	37,917	40,461	40,461
Total Not Allocated Materials & Services	24,168	46,672	58,917	58,917	61,461	61,461
SPECIAL PAYMENTS						
Special Payments-PEG Access	31,300	31,663	25,000	25,000	25,000	25,000
Total Special Payments	31,300	31,663	25,000	25,000	25,000	25,000
TRANSFERS OUT						
O/H Transfer to General Fund	11,196	10,824	3,689	3,689	5,741	5,741
O/H Transfer to General Fund	74,007	68,419	46,897	46,897	52,286	52,286
Transfer to Library Fund	-	50,000	75,000	75,000	142,687	142,687
Total Transfers Out	85,203	129,243	125,586	125,586	200,714	200,714
OPERATING CONTINGENCY	-	-	111,000	89,000	200,000	200,000
TOTAL REQUIREMENTS NOT ALLOCATED	213,276	343,979	519,503	497,235	780,426	780,426
RESERVED FOR FUTURE EXPENDITURE						
Reserve for Future Exp-PEG	-	-	41,000	35,472	37,472	37,472
Reserve for Future Exp-PERS	-	-	125,000	228,983	-	-
Reserve for Future Exp-WC Retro Plan	-	-	100,000	100,000	100,000	100,000
Reserve for Future Exp-Building Dept.	-	-	9,961	53,028	49,646	49,646
Reserved for Future Exp-Park Maintenance	-	-	175,862	171,699	121,764	121,764
Reserved for Future Expense - Unrestricted	-	-	2,049,298	2,720,119	2,314,959	2,314,959
Total Reserves for Furture Expenditure	-	-	2,501,121	3,309,301	2,623,841	2,623,841
ENDING FUND BALANCE (prior year's)						
Restricted for - PEG	35,000	32,472	-	-	-	-
Restricted for - PERS	200,000	175,000	-	-	-	-
Restricted for - WC Retro Plan	98,013	136,830	-	-	-	-
Restricted for - Building Dept.	9,800	38,436	-	-	-	-
Restricted for - Park Maintenance	97,778	195,858	-	-	-	-
Unrestricted Ending Fund Balance	2,668,345	2,663,600	-	-	-	-
Total General Fund Ending Balance	3,108,936	3,242,196	-	-	-	-
TOTAL GENERAL FUND REQUIREMENTS	11,930,263	13,270,429	13,714,355	14,262,492	14,164,364	14,164,364

Administration

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

The **City Recorder** is the custodian 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 also performs the role of the City Prosecutor in Municipal Court.

2019-20 Highlights

- 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 and reinstating the City Newsletter

2020-21 Goals

- Continue to improve the City’s social media presence (Citywide Goal – Community)
- Assist other City departments with records management (Citywide Value – Exceptional Service)
- Continue to assist other departments with the transfer of permanent City records to ORMS (Citywide Value – Exceptional Service)

Performance Measures

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

Budget Detail

General Fund - Administration

GENERAL FUND - ADMINISTRATION	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR ADMINISTRATION						
PERSONNEL SERVICES						
Regular Salaries and Wages	413,565	486,823	316,814	303,546	292,714	292,714
Overtime	-	14	-	-	-	-
Insurance Benefits	94,439	94,734	80,398	68,039	67,419	67,419
Taxes/Other	33,573	39,136	27,489	25,988	25,386	25,386
PERS Contributions	77,083	92,089	67,759	55,416	88,141	88,141
Total Admin Personnel Services	618,659	712,797	492,460	452,989	473,660	473,660
FTE	4.5	5.1	3.5	3.1	3.2	3.2
MATERIALS & SERVICES						
Election	-	863	-	-	1,000	1,000
Codification	3,180	495	12,800	12,800	4,500	4,500
Printing & Binding	404	660	700	500	700	700
Employee Recognition	170	358	500	2,000	500	500
Mayor & City Council	6,430	6,532	6,100	6,000	4,810	4,810
Mayor & CC Travel & Training	2,694	3,707	2,800	6,000	4,000	4,000
Mayor & CC Membership Dues	1,401	1,405	1,190	1,405	1,189	1,189
Admin Staff Travel & Training	1,262	1,198	2,100	1,600	4,234	4,234
Attorney Travel & Training	296	1,529	2,000	1,000	1,500	1,500
Admin Membership Dues & Fees	18,461	19,671	20,200	20,200	21,672	21,672
Prof/Tech Services	-	4,442	4,500	4,500	4,500	4,500
CTV5 Professional Services	36,000	36,000	36,000	36,000	36,000	36,000
Copier Lease & Maint	5,122	5,893	5,000	5,000	5,000	5,000
Internal Charge-Fleet	657	1,533	3,032	2,817	3,624	3,624
Internal Charge-Facilities	5,737	12,843	9,130	9,130	9,742	9,742
Internal Charge-Tech Services	19,764	26,601	25,529	25,529	23,024	23,024
Supplies & Services	5,284	3,987	7,575	6,000	7,075	7,075
Total Admin Materials & Services	106,863	127,717	139,156	140,481	133,070	133,070
TOTAL ADMIN REQUIREMENTS	725,522	840,514	631,616	593,470	606,730	606,730

Human Resources & Risk Management

The Human Resources department provides personnel support for all City employees. This department manages the City’s recruitments, training and development, compensation, and salary classifications, manages two union contracts, and reviews and manages the City’s benefit package to insure the best possible rates and protection for employees at a reasonable rate. HR is also responsible for risk management, overseeing and processing claims for workers’ compensation, property, auto, equipment and liability insurance.

2019-20 Highlights (July 2019 through March 2020)

- Completed 10 recruitments and filled 9 vacancies (some not yet filled or postponed)
- Processed 28 risk management claims and reported incidents/concerns
- Processed 24 FMLA/OFLA requests
- Processed 7 workers comp claims or other reportable incidents
- Successfully negotiated a successor Canby Police Association Collective Bargaining Agreement

2019-20 Goals

- Successfully negotiate a successor AFSCME Collective Bargaining Agreement (Citywide Value – Fiscal Responsibility)
- Successfully fill vacancies that may result from pending employee retirements or other separations (Citywide Value – Exceptional Service)
- Schedule a minimum of two Citywide training opportunities or presentations for employee health, safety, development and general information (Citywide Value – Exceptional Service)
- Develop and Implement a Citywide Health & Wellness Program to reduce work comp claims through education and resources. (Citywide Value – Fiscal Responsibility)

Performance Measures

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

Budget Detail

General Fund – Human Resources

GENERAL FUND - HR & RISK MGMT	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR HR & RISK MGMT						
PERSONNEL SERVICES						
Regular Salaries and Wages	-	-	89,897	93,351.00	91,286	91,286
Overtime	-	-	-	-	-	-
Insurance Benefits	-	-	11,950	12,491.00	4,378	4,378
Taxes/Other	-	-	7,607	7,561.00	7,809	7,809
PERS Contributions	-	-	23,812	24,977.00	27,207	27,207
Total HR & Risk Mgmt Personnel Services	-	-	133,266	138,380	130,680	130,680
FTE			0.9	0.9	1.1	1.1
MATERIALS & SERVICES						
Professional Services	26,480	26,420	10,000	10,000	10,500	10,500
Legal/Labor Negotiations	56,872	68,182	50,000	50,000	50,000	50,000
Recruit/Employ Testing	5,961	5,488	6,850	6,850	6,050	6,050
Copier Lease & Maint	-	-	1,000	-	-	-
Liability Insurance	314,171	307,199	315,000	320,000	320,000	320,000
Non-Insurance Claims	1,961	5,541	15,000	7,500	15,000	15,000
Liab Ins Deductible Accrued	413	25,843	20,000	7,500	20,000	20,000
Travel & Training	848	916	4,400	2,500	5,500	5,500
Membership Dues & Fees	245	181	400	400	400	400
Internal Charge-Facilities	-	-	2,844	2,844	3,034	3,034
Internal Charge-Tech Services	-	-	5,902	5,902	17,806	17,806
Supplies & Services	4,305	4,625	2,700	2,700	3,200	3,200
Risk Mgmt/Safety Committee	450	2,554	2,050	2,050	2,050	2,050
Total HR & Risk Mgmt Materials & Services	411,706	446,950	436,146	418,246	453,540	453,540
TOTAL HR & RISK MGMT REQUIREMENTS	411,706	446,950	569,412	556,626	584,220	584,220

*The HR/Risk Management functions were separated out from the Administration department beginning July 1, 2019. This will allow for more transparency and increased efficiencies.

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

Finance

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

2019-20 Highlights

- Received the GFOA Distinguished Budget Award for FY2019-20
- Expected to receive the GFOA Award for Excellence in Financial Reporting for FY2018-19
- Streamlined the Transit Tax processes by updating forms, instructions, and registrations; and increasing personal interactions with taxpayers and communications with payroll services
- Worked with a new contact at Net Assets to add the Park Maintenance Fee to the utility lien searches
- Began closing vendor charge accounts and transitioning to the city purchase card program
- Modified the process for setting up health insurance and ACA reporting to better utilize technology and reduce manual entry

2020-21 Goals - (Citywide Value – Fiscal Responsibility)

- Receive the GFOA Distinguished Budget Award
- Receive the GFOA Award for Excellence in Financial Reporting
- Create tools to assist other departments in navigating small to large purchases
- Research the feasibility of implementing an online Transit Tax filing and payment system
- Expand the use of purchase cards to more city staff
- Work on electronic record retention for payroll data

Performance Measures

Strategies and Measures	FY15-16 Actuals	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Maintain a high level of financial integrity					
Independent auditor opinion	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified
Receive GFOA CAFR Award	Yes	Yes	Yes	Yes*	Yes*
Receive GFOA Budget Award	No	No	Yes	Yes	Yes
Deliver efficient, effective financial services					
Credit rating	A2	A1	A1	A1	A1
Cost to deliver financial services	\$428,000	\$439,000	\$464,000	\$533,000	\$575,000
Cost to deliver financial services as a % of the total City budget	2.37%	2.05%	2.27%	2.37%	2.23%

* The City will apply for the CAFR award and expects that it will be awarded.

Budget Detail

General Fund - Finance

GENERAL FUND - FINANCE	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR FINANCE						
PERSONNEL SERVICES						
Regular Salaries and Wages	229,644	272,934	284,536	284,323	300,371	300,371
Insurance Benefits	63,470	74,404	74,296	75,098	76,939	76,939
Taxes/Other	18,510	22,633	24,531	24,884	26,282	26,282
PERS Contributions	53,591	62,815	74,587	74,577	90,807	90,807
Total Finance Personnel Services	365,214	432,786	457,950	458,882	494,399	494,399
FTE	3.0	3.5	3.4	3.5	3.5	3.5
MATERIALS & SERVICES						
Prof/Tech Service	3,143	-	4,520	4,521	-	-
Prof SrvTitle Lien Search Cost	4,630	5,028	6,500	6,000	6,500	6,500
Auditing	25,000	21,300	33,000	33,000	34,000	34,000
Software Maintenance	28,498	28,648	30,750	30,712	32,000	32,000
Copier Lease & Maint	3,834	4,701	4,000	4,000	4,500	4,500
Publications/Books	387	28	-	-	-	-
Printing & Binding	2,812	1,843	2,000	1,500	2,500	2,500
Training/Conf/Travel	3,188	6,248	4,000	4,000	6,000	6,000
Membership Dues & Fees	1,475	1,740	2,000	2,000	2,300	2,300
Internal Charge-Facilities	2,074	4,644	4,329	4,329	4,619	4,619
Internal Charge-Tech Services	10,220	12,617	11,804	11,804	7,443	7,443
Supplies & Service	3,606	3,380	4,000	3,500	4,000	4,000
Bank Charges	10,055	9,607	10,000	10,500	11,000	11,000
Cash Over & Short	35	(64)	-	-	-	-
Misc Office Equipment	49	740	-	-	-	-
Total Finance Materials & Services	99,007	100,460	116,903	115,866	114,862	114,862
TOTAL FINANCE REQUIREMENTS	464,221	533,246	574,853	574,748	609,261	609,261

Municipal Court

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

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

2019-20 Highlights

- Implemented a “Compliance Court Docket” that regularly brings misdemeanor probation matters before the court to address non-payment. The Compliance Court has resulted in a significant increase of misdemeanor fines being paid in a timely manner
- Revised the court docket schedule to condense court dates to three days per month to provide longer busier court dates, which resulted in a more efficient use of time for the judge, bailiff and court staff on court days
- Implemented “Truancy/Attendance Court” to address chronic non-attendance issues in the local high school and middle school

2020-21 Goals

- Implement new procedures in criminal matters to limit the amount of warrants being issued by the court and reduce the amount of resources needed for the municipal warrants. The Canby Police Department has now been tasked with entering the warrants for the Canby Court. The court’s goal is to implement new procedures to limit the amounts of warrants being issued by the court for probation violations, such as mailing an Order to Appear. (City Wide Value – Fiscal Responsibility and Financial Stability)

Performance Measures

Strategies and Measures	FY 16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Manage an efficient and effective Municipal Court				
Traffic Violations	2,591	2,961	2,558	2,300
Criminal Cases	178	327	397	350
Parking/Ordinance/non-traffic Violations	97	116	192	120
Total Processed	2,866	3,404	3,147	2,770
Court Clerk FTE	2.06	2.50	2.50	2.08
Violations processed by each Clerk	1,392	1,361	1,259	1,332
Operating expenses	\$356,103	\$347,034	\$487,288	\$501,412
Operating expenses per processed violation	\$125	\$102	\$155	\$181

Budget Detail

General Fund - Court

GENERAL FUND - COURT	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
REVENUE						
Fines and Bail	481,176	506,992	500,000	375,000	400,000	400,000
Fines / Justice Court	62,256	85,818	60,000	45,000	50,000	50,000
Miscellaneous Fees	-	526	300	1,129	1,000	1,000
Attorney Reimbursements	7,589	9,851	7,000	11,000	9,000	9,000
Court Collections Interest	17,671	38,499	20,000	32,000	20,000	20,000
Total Court Revenue	568,692	641,686	587,300	464,129	480,000	480,000
REQUIREMENTS FOR COURT						
PERSONNEL SERVICES						
Regular Salaries and Wages	180,638	237,658	263,954	256,201	276,040	276,040
Insurance Benefits	60,903	63,085	61,197	43,388	58,321	58,321
Taxes/Other	15,058	19,108	23,556	21,842	23,643	23,643
PERS Contributions	17,182	28,540	44,568	42,413	54,174	54,174
Total Court Personnel Services	273,782	348,391	393,275	363,844	412,178	412,178
FTE	2.8	3.8	3.6	3.3	3.4	3.4
MATERIALS & SERVICES						
Interpreter	1,907	3,611	4,000	5,000	9,500	9,500
Court Appointed Attorneys	41,400	41,600	43,800	43,500	43,200	43,200
Technical/Attorney	628	-	-	-	-	-
Copier Lease and Usage	-	835	1,500	1,000	1,100	1,100
Training/Conf/Travel	1,147	1,083	1,840	1,216	940	940
Membership & Dues	225	225	250	-	250	250
Jury Fees	-	60	120	60	120	120
Witness Fees	-	182	100	-	105	105
Internal Charge-Facilities	1,898	4,249	3,961	3,961	4,227	4,227
Internal Charge-Tech Services	12,102	14,180	14,281	14,281	12,111	12,111
Supplies & Services	8,737	6,516	7,670	6,000	6,800	6,800
Discovery Expense	29	0	100	50	100	100
Bank Charges	5,178	5,180	5,000	5,000	5,000	5,000
Court Collection Costs	-	61,176	47,000	50,000	50,000	50,000
Total Court Materials & Services	73,251	138,897	129,622	130,068	133,453	133,453
CAPITAL OUTLAY						
Office Furniture	-	-	-	7,500	-	-
TOTAL COURT REQUIREMENTS	347,034	487,288	522,897	501,412	545,631	545,631

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.

2019-20 Highlights

- Staff processed and Planning Commission approved two new residential subdivisions for 98 lots
- Prepared and presented a Housing Needs Analysis that was acted upon by the City Council
- Approved three large manufacturing/warehouse/distribution facilities
- Secured a TGM Grant to have an Economic Opportunity Analysis performed, and a CDBG grant to provide retrofit for ADA ramps and sidewalks and multiple street intersections
- Adopted legislative text amendment to streamline, clarify, and update portions of the Land Development and Planning Ordinance

2020-21 Goals

- Develop actionable items to allow formal adoption of the previously presented Housing Needs Analysis to secure acknowledgement to meet new State requirements. (City-wide Goal – Community)
- Produce and adopt an Economic Opportunity Analysis for the City (City-wide Goal – Economic Development)
- Manage robust level of home permits, annexations and continued subdivision applications (City-wide Goal – Community)

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Meet State mandated deadlines for processing all land use applications & produce sound decisions				
Completeness reviews within 30 days of submittal	55%	57%	100%	100%
Produce decisions within 120 days (no extensions)	100%	89%	100%	100%
Land use decisions made by City staff	35	28	18	20
Land use decisions by Planning Commission	38	31	31	24
Land use decisions made by City Council	3	3	8	6
Number of land use appeals	0	3	1	1
% of staff recommendations upheld on appeal	N/A	66%	100%	100%
Improve Clarity and Effectiveness of the Land Development & Planning Process				
Major planning study	2	1	1	2
Plan amendments	0	0	0	1
Substantive code amendment	0	0	1	1
Routine code update/refinement	0	2	1	1

Budget Detail

General Fund - Planning

GENERAL FUND - PLANNING	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
REVENUE						
Land Use Applications	96,874	70,214	66,000	66,000	52,000	52,000
Miscellaneous Fees	-	230	215	50	100	100
Traffic Studies	34,915	20,177	32,000	72,000	32,000	32,000
Plan Reviews	42,698	50,577	30,000	42,000	39,000	39,000
Engineering Plan Review Fees	-	63,819	56,000	50,000	46,000	46,000
Construction Excise Tax	-	-	75,000	260,000	185,000	185,000
Annexations	2,730	-	-	-	-	-
Miscellaneous Revenue - Planning	2,991	1,766	-	1,000	200	200
Total Planning Revenue	180,208	206,783	259,215	491,050	354,300	354,300
REQUIREMENTS FOR PLANNING						
PERSONNEL SERVICES						
Regular Salaries and Wages	133,244	229,491	182,549	182,522	208,259	208,259
Overtime	68	2	-	-	-	-
Insurance Benefits	13,564	22,012	24,014	23,951	37,634	37,634
Taxes/Other	10,217	19,726	16,021	16,032	18,288	18,288
PERS Contributions	15,881	26,592	34,935	34,906	47,225	47,225
Total Planning Personnel Services	172,974	297,821	257,519	257,411	311,406	311,406
FTE	1.8	2.8	2.2	2.3	2.8	2.8
MATERIALS & SERVICES						
Prof/Tech Services	39,406	62,010	55,000	55,000	48,000	48,000
Copier Lease and Usage	-	3,435	3,800	3,800	3,950	3,950
Communications	96	90	110	200	90	90
Mapping	500	500	500	500	900	900
Planning Commiss. Expenses	1,430	56	500	150	850	850
Travel & Training	-	1,085	2,080	1,600	2,200	2,200
Fees & Dues	554	554	2,309	2,309	2,285	2,285
Internal Charge-Facilities	1,617	3,621	3,376	3,376	3,602	3,602
Internal Charge-Tech Services	18,093	20,774	30,040	30,040	14,268	14,268
Supplies & Services	6,238	4,055	3,886	2,000	3,550	3,550
Traffic Study	31,831	24,154	81,350	81,200	32,000	32,000
Total Planning Materials & Services	99,765	120,335	182,951	180,175	111,695	111,695
TOTAL PLANNING REQUIREMENTS	272,739	418,156	440,470	437,586	423,101	423,101

Building

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

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

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

2019-20 Highlights

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

2020-21 Goals

- Coordinate zoning conformance review and authorization release letters to County for all building permits involving new construction (City-wide Goal –Public Services, Community)

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Provide Zoning Review & Authorizations for Building Permits Issued by Clackamas County				
Sign permits reviewed & authorized	18	13	15	8
Single-family home permits	65	40	96	125
Misc. residential permits authorized	88	79	66	31
Commercial/Industrial new building permits	5	5	10	7
Misc. Commercial/Industrial permits	39	29	40	36

Budget Detail

General Fund - Building

GENERAL FUND - BUILDING	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
REVENUE						
Building Permits	54,043	60,416	34,000	47,000	44,000	44,000
Total Building Revenue	54,043	60,416	34,000	47,000	44,000	44,000
REQUIREMENTS FOR BUILDING						
PERSONNEL SERVICES						
Regular Salaries and Wages	22,342	16,233	19,423	19,707	27,281	27,281
Overtime	19	-	-	-	-	-
Insurance Benefits	4,254	1,534	3,304	2,659	5,153	5,153
Taxes/Other	2,228	1,459	1,756	1,781	2,422	2,422
PERS Contributions	3,918	1,214	3,919	3,975	6,241	6,241
Total Building Personnel Services	32,761	20,439	28,402	28,122	41,097	41,097
FTE	0.3	0.2	0.2	0.2	0.4	0.4
MATERIALS & SERVICES						
Communications	96	90	100	100	90	90
Internal Charge-Facilities	190	426	397	397	424	424
Supplies & Service	1	-	200	100	30	30
Total Building Materials & Services	286	516	697	597	544	544
TRANSFERS OUT & OTHER USES						
O/H Transfer to General Fund	11,196	10,824	3,689	3,689	5,741	5,741
Total Building Transfers Out	11,196	10,824	3,689	3,689	5,741	5,741
TOTAL BUILDING REQUIREMENTS	44,243	31,780	32,788	32,408	47,382	47,382

Police

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

2019-20 Highlights

- Lieutenant Jose Gonzalez recently completed one of the toughest training challenges available to local law enforcement officers: the FBI National Academy. He is one of only four Oregon law enforcement officers selected to attend and graduate from Class #279; a 10-week training session located in Quantico, Virginia; held from January 6 - March 13, 2020
- Officers have been trained to be first responders to medical events that utilize AED’s and Narcan. Since this training, several officers have been recognized for their life saving efforts by rescuing persons who experienced drug related overdoses, heart attacks and who were involved in vehicle crashes
- Canby was ranked #6 safest and family friendly communities in Oregon; published by backgroundchecks.org and #4 safest city in Oregon; published by The Home Security Advisor
- The Canby Police Department established a Peer Support Team that utilizes trained department members that offer assistance and appropriate support resources to department employees who experience professional and/or personal problems that adversely affect their work performance, their family or themselves

2020-21 Goals

- Create a staffing plan to meet the community needs for 911 emergency response, supervisory oversight, and safety. (City-wide Goal – Public Service)
- Continue community engagement activities & events (City-wide Goal – Inclusive Community)

Performance Measures

- C-COM provides dispatch services to fifteen law enforcement agencies in Clackamas County. Canby Police Department is ranked the fourth highest agency to receive dispatch calls for service.
- Priority 1 and Priority 2 calls for police service represent those calls for service with the greatest danger to our citizens. For the purpose of comparison, the number of Priority 1 and Priority 2 calls for police from the prior year has increased by approximately 8.6%.
- Police officers responded to 991 Priority 1 and Priority 2 calls for service with an average response time of 4 minutes, 44 seconds after being dispatched.
- As identified in an analysis, the City of Canby’s population (2019 PSU report/16,950) meets the criteria of 1.50 police officers per 1,000 residents. Since 2009, the FBI’s “Crimes in the United States Report” has updated this analysis; reporting that the Oregon state-wide average of officers per 1,000 residents for the size of Canby is approximately 1.53 per 1,000 residents.

Comparison using PSU Population estimates for the City of Canby

Authorized Officers	Population as reported by PSU plus 5 year growth average of 1.2%	Officers per 1,000 residents
26	17,153 (16,950 + 203)	1.52
27	17,153 (16,950 + 203)	1.58

Budget Detail

General Fund - Police

GENERAL FUND - POLICE	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
REVENUE						
Grants - DUII	9,646	10,178	5,000	8,020	8,000	8,000
Grant - Distracted Driving	-	-	4,000	3,992	5,000	5,000
Grant - Seatbelt	2,804	4,616	4,000	2,875	2,500	2,500
Grant - Speed Enforcement	-	576	5,000	4,197	2,000	2,000
Grant - Pedestrian Safety	3,813	3,357	5,000	4,806	2,500	2,500
Grant - HIDTA	13,908	4,200	2,892	-	-	-
Grant - OCDETF	-	3,523	1,928	-	-	-
Grant - Intellectual Property Crimes	25,647	6,929	20,000	9,850	5,000	5,000
Grant - OJP Vest Program	3,090	474	2,000	2,000	5,500	5,500
CSD-Shared SRO Reimbursemt	74,171	77,585	81,200	65,458	65,000	65,000
Miscellaneous Fees	-	202	200	100	200	200
Vehicle Release/Tow Fees	15,250	22,875	16,000	16,000	16,000	16,000
Alarm Permit Fees	6,805	6,511	10,000	10,000	10,000	10,000
Temporary Liquor License	-	1,890	1,500	350	500	500
Subpoena Fees	-	307	250	300	300	300
Finger Printing Fees	1,650	1,320	1,500	830	1,000	1,000
Reports Revenue	3,183	3,781	2,500	3,000	3,000	3,000
Special Event Security	-	4,884	3,500	5,783	3,500	3,500
Miscellaneous Revenue - Police	73,111	84,536	-	54,063	55,800	55,800
Donations-Police	1,250	1,000	500	-	500	500
Total Police Revenue	234,328	238,744	166,970	191,624	186,300	186,300

Budget Detail

General Fund - Police

GENERAL FUND - POLICE	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR POLICE						
PERSONNEL SERVICES						
Regular Salaries and Wages	2,373,928	2,602,562	2,690,079	2,667,493	2,848,259	2,848,259
Overtime Wages	295,647	290,630	300,000	300,000	300,000	300,000
Insurance Benefits	720,916	696,093	696,421	685,284	594,422	594,422
Taxes/Other	256,774	282,471	386,047	373,426	397,109	397,109
PERS Contributions	586,161	620,987	759,865	730,192	896,722	896,722
Fringe Benefits	19,975	19,000	19,050	18,850	19,350	19,350
Total Police Personnel Services	4,253,401	4,511,742	4,851,462	4,775,245	5,055,862	5,055,862
FTE	27.9	29.4	30.0	29.0	30.2	30.2
MATERIALS & SERVICES						
Professional Services	4,939	-	3,000	45,232	5,000	5,000
Vehicle Lease Payments	131,405	107,939	-	-	-	-
Copier Lease and Usage	-	3,437	3,000	3,500	3,000	3,000
Investigation & Info	482	1,792	3,000	3,000	3,000	3,000
Prisoners Board & Medical	2,173	1,705	1,500	1,500	4,000	4,000
Crime Prevention	575	64	500	500	500	500
Communications	30,599	27,637	31,000	30,000	32,000	32,000
County Dispatch Fees	179,107	185,890	201,425	201,425	205,583	205,583
Juvenile Diversion Services	2,500	2,500	2,500	2,500	2,500	2,500
Training & Travel	27,290	55,184	30,000	30,000	28,000	28,000
Firearm Equipment	31,323	35,595	31,000	32,000	33,000	33,000
Tactical Entry Team Equipment	4,277	4,718	4,000	4,000	4,000	4,000
Vests	15,467	1,109	6,000	6,000	11,000	11,000
EOC	-	-	-	-	1,000	1,000
Detective Equipment	4,306	11,263	20,000	20,000	20,000	20,000
Membership Fees & Dues	1,170	1,648	2,000	2,000	2,500	2,500
Information System Services	46,582	35,389	40,500	40,500	41,500	41,500
Internal Charge-Fleet	164,965	153,568	200,099	157,252	217,409	217,409
Internal Charge-Facilities	30,261	67,750	63,163	63,163	67,396	67,396
Internal Charge-Tech Services	105,459	116,411	143,102	143,102	180,850	180,850
Supplies & Services	27,965	27,710	28,500	23,500	22,500	22,500
Uniforms & Patrol Equipment	16,794	18,303	26,500	26,000	26,000	26,000
Equipment Repair & Maint	189	532	500	500	-	-
Radio Repair	990	2,390	2,000	1,000	2,000	2,000
800 Radio Operating Fee	31,165	32,587	28,810	26,230	26,230	26,230
Canine Expenses	2,505	5,955	4,000	4,000	3,500	3,500
Traffic Safety Equipment	13,140	8,916	14,000	14,000	14,000	14,000
Donations-Police	922	1,000	500	-	500	500
Accreditation	1,050	1,050	1,705	2,055	2,605	2,605
Total Police Materials & Services	877,600	912,042	892,304	882,959	959,573	959,573
CAPITAL OUTLAY						
Vehicles	78,967	153,674	115,000	111,671	50,000	50,000
Police K-9's	5,000	5,000	-	-	-	-
Furniture	-	-	-	7,500	-	-
Equip - Computer/Software	10,180	11,649	10,000	10,252	13,000	13,000
Digital Radio Replacement Project	-	55,788	-	-	-	-
Total Police Capital Outlay	94,147	226,112	125,000	129,423	63,000	63,000
TOTAL POLICE REQUIREMENTS	5,225,148	5,649,895	5,868,766	5,787,627	6,078,435	6,078,435

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.

2019-20 Highlights

- Worked with multiple volunteer groups to accomplish maintenance tasks
- Utilized Court ordered community service referrals to accomplish maintenance tasks
- Maintained seven restroom buildings and cleaned the restrooms three times a week
- Maintained ten playgrounds and one skate park weekly
- Mowed turf areas every seven to ten days
- Maintained 20 park areas and 14 city owned properties
- Maintained 1 water feature (Klohe Fountain)
- Tracked actual park maintenance hours for all sites

2020-21 Goals

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

Performance Measures

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

GENERAL FUND - PARKS	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
REVENUE						
Park Rentals	110	595	100	485	100	100
Park Maintenance Fee	191,074	400,651	409,000	409,000	415,000	415,000
Miscellaneous Revenue - Parks	3,140	3,560	3,000	2,785	3,000	3,000
Total Park Revenue	194,324	404,806	412,100	412,270	418,100	418,100
TRANSFERS IN & OTHER SOURCES						
Transfer from Streets	-	10,000	10,000	10,000	10,000	10,000
Transfer from SDC Fund	5,114	6,200	600,000	428,944	250,000	250,000
Total Parks Transfers In	5,114	16,200	610,000	438,944	260,000	260,000
TOTAL PARK RESOURCES	199,438	421,006	1,022,100	851,214	678,100	678,100
REQUIREMENTS FOR PARKS						
PERSONNEL SERVICES						
Regular Salaries and Wages	240,997	368,514	322,727	322,816	360,322	360,322
Seasonal/Temp Wages	9,600	1,274	29,000	29,000	-	-
Overtime	2,258	3,555	3,000	3,000	3,000	3,000
Insurance Benefits	83,530	110,350	104,194	104,135	107,112	107,112
Taxes/Other	20,455	40,680	47,935	47,861	48,179	48,179
PERS Contributions	53,258	76,196	79,536	79,563	100,111	100,111
Clothing Allowance	1,258	2,800	2,800	2,800	2,800	2,800
Total Park Personnel Services	411,356	603,368	589,192	589,175	621,524	621,524
FTE	4.3	6.9	6.7	6.2	5.7	5.7
MATERIALS & SERVICES						
Contract Services	2,539	19,765	5,500	5,500	5,500	5,500
Surveys & Master Plans- SDC	-	-	125,810	-	200,000	200,000
Parks Ground Maintenance	9,143	11,343	10,500	10,500	10,500	10,500
Park Bldg Maintenance	4,572	5,189	6,950	6,950	6,950	6,950
Streetscape Landscaping	-	7,565	10,000	10,000	10,000	10,000
Vandalism Repair	1,024	1,867	3,000	3,000	3,000	3,000
Copier Lease & Maint	-	720	700	1,000	1,000	1,000
Parks Maint Fee Billing	10,111	24,821	25,000	25,300	26,000	26,000
Communications	1,289	1,959	1,800	1,800	1,800	1,800
Training/Conf/Travel	1,870	960	2,400	2,400	2,400	2,400
Internal Charge-Fleet	27,272	38,252	30,318	76,653	65,223	65,223
Internal Charge-Facilities	10,896	33,680	22,743	22,743	24,267	24,267
Internal Charge-Tech Services	2,359	2,554	3,237	3,237	1,498	1,498
Supplies & Services	13,029	17,346	24,000	23,802	18,400	18,400
Park Equipment	8,157	13,677	9,500	9,500	9,500	9,500
Utilities	21,873	27,029	30,000	30,000	30,000	30,000
Total Park Materials & Services	114,133	206,728	311,458	232,385	416,038	416,038
CAPITAL OUTLAY						
Equipment	36,146	8,005	43,415	43,415	14,000	14,000
Maple Park Splash Pad	-	73	425,000	424,927	50,000	50,000
Logging Rd Trail Culvert	-	-	3,725	3,724	-	-
Legacy Park Improvements	-	-	92,350	92,347	-	-
Locust Park Playground Equip Replacer	-	-	-	-	150,860	150,860
Logging Road Extension	5,114	-	-	-	-	-
Total Parks Capital Outlay	41,260	8,078	564,490	564,413	214,860	214,860
TOTAL PARK REQUIREMENTS	566,749	818,174	1,465,140	1,385,973	1,252,422	1,252,422

Cemetery Department

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

2019-20 Highlights

- Provided exceptional customer service to customers and visitors of the cemetery
- Assisted the public with inquires, administrative duties, internment services, grounds maintenance and beautification
- The Parks Department continues to safely complete all cemetery maintenance duties and responsibilities

2020-21 Goals

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

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Maintain an attractive, clean, and safe cemetery				
Landscaping & Maintenance Hours	864	1,077	1,954	2,500
Customer Service/Admin Support Hours	104	638	592	700
Plot Sales	73	36	52	66
Burials	66	52	51	40

Budget Detail

General Fund - Cemetery

GENERAL FUND - CEMETERY	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
REVENUE						
Grave Sales	8,800	14,250	10,000	13,200	11,000	11,000
Grave Open & Close	3,000	8,050	5,000	4,500	5,000	5,000
Mausoleum Name Bars	4,940	4,500	2,000	5,500	4,000	4,000
Mausoleum Sales	14,285	13,888	4,500	14,500	11,000	11,000
Mausoleum Open & Close	6,250	4,350	5,000	4,500	4,500	4,500
Miscellaneous Fees	1,500	4,000	5,000	1,600	2,000	2,000
Donations-Cemetery	87	218	-	21	-	-
Total Cemetery Revenue	38,862	49,256	31,500	43,821	37,500	37,500
REQUIREMENTS FOR CEMETERY						
PERSONNEL SERVICES						
Regular Salaries and Wages	47,784	77,629	94,132	94,043	85,373	85,373
Seasonal/Temp Wages	-	120	-	-	-	-
Overtime	155	313	500	500	500	500
Insurance Benefits	13,996	19,040	22,098	22,045	21,957	21,957
Taxes/Other	5,843	8,600	12,639	12,551	11,333	11,333
PERS Contributions	9,124	13,618	19,598	19,598	22,290	22,290
Total Cemetery Personnel Services	76,901	119,320	148,967	148,737	141,453	141,453
FTE	0.9	1.4	1.2	1.6	1.3	1.3
MATERIALS & SERVICES						
Grounds Maintenance	1,929	2,744	3,500	3,500	3,500	3,500
Building Maintenance	-	2,840	8,000	8,000	1,200	1,200
Copier Lease and Usage	-	153	200	200	200	200
Refunds	1,620	1,050	2,000	1,500	2,000	2,000
Internal Charge-Tech Services	848	991	1,999	1,999	438	438
Supplies - Records	658	1,166	1,350	1,000	1,350	1,350
Tools & Equipment	1,407	1,389	1,500	1,500	1,000	1,000
Utilities	942	2,221	2,700	2,400	2,500	2,500
Name Bars	3,961	2,180	4,700	4,400	4,500	4,500
Total Cemetery Materials & Services	11,365	14,734	25,949	24,499	16,688	16,688
TOTAL CEMETERY REQUIREMENTS	88,266	134,054	174,916	173,236	158,141	158,141

Economic Development

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

2019-20 Highlights

- Coordinated with incoming industrial businesses and potential new businesses
- Assisted two local industrial businesses with their expansion efforts
- Assisted new industrial businesses in planning/development stages including Columbia Distributing, Active Water Sports, KittyHawk, Caruso Produce, and Stanton Furniture
- Awarded an Oregon Main Street Revitalization grant for \$200,000 for former Canby Public Library building facade rehabilitation
- Received a Mt. Hood Territories Development Grant for \$35,000 for a master plan to continue the Canby Logging Trail
- Continued coordination of Light Up the Night, Big Night Out, Canby Independence Day Celebration, and First Thursdays

2020-21 Goals (*City-wide Goals – Growth and Economic Development*)

- Attract new manufacturers and help local companies expand and create more jobs
- Foster a supportive business friendly environment
- Maintain strong partnerships with the Chamber of Commerce, Kiwanis, Historical Society, and more to leverage Main Street resources and impacts
- Increase volunteers at City of Canby events
- Research ways to improve event participation with local businesses
- Increase the revenue from the Canby Independence Day Celebration to cover a higher percentage of the events expenses

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Continue to grow Canby Main Street Program				
Volunteer hours per year	250	308	300	350
Donations for events and promotions	\$4,000	\$4,500	\$4,500	\$5,300
Promote Canby				
Industrial recruitment proposals prepared	13	7	7	5
Newsletters, press releases, and articles	64	50	47	45
Outreach and assistance to local manufacturers	18	10	10	15

Budget Detail

General Fund - Economic Development

GENERAL FUND - ECONOMIC DEV.	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
REVENUE						
Event Revenue	1,150	2,150	4,500	6,000	6,000	6,000
Econ Dev City Grant Revenue	-	-	-	37,520	35,000	35,000
Independence Day Revenue	7,777	9,554	8,150	10,000	10,000	10,000
Miscellaneous Revenue		2,520	13,500	-	13,500	13,500
Total Economic Dev. Revenue	8,927	14,224	26,150	53,520	64,500	64,500
TRANSFERS IN & OTHER SOURCES						
Transfer from UR	513,374	370,778	369,816	369,816	403,339	403,339
Total Economic Dev. Transfers In	513,374	370,778	369,816	369,816	403,339	403,339
TOTAL ECONOMIC DEV. RESOURCES	522,301	385,002	395,966	423,336	467,839	467,839
REQUIREMENTS FOR ECONOMIC DEVELOPMENT						
PERSONNEL SERVICES						
Regular Salaries and Wages	262,273	187,842	212,862	212,859	224,624	224,624
Overtime	-	159	-	-		
Insurance Benefits	47,342	22,582	24,559	24,515	28,707	28,707
Taxes/Other	24,654	18,460	18,511	18,582	19,380	19,380
PERS Contributions	55,378	27,711	39,037	39,038	54,201	54,201
Total Economic Dev. Personnel Services	389,648	256,754	294,969	294,994	326,912	326,912
FTE	2.9	2.6	2.5	2.4	2.5	2.5
MATERIALS & SERVICES						
Internal Charge-Facilities	1,672	3,743	3,490	3,490	3,724	3,724
Internal Charge-Tech Services	8,709	7,273	6,568	6,568	3,884	3,884
Econ Dev City Grant Expended	-	-	500	500	35,000	35,000
Copier Lease and Usage	-	1,718	1,500	1,500	1,500	1,500
Supplies & Services	28,876	25,554	36,301	36,303	33,700	33,700
Main Street (General Fund)	7,381	9,457	12,964	12,934	10,650	10,650
Independence Day Expenses	10,223	12,713	14,625	14,625	13,000	13,000
Flower Program	5,265	5,242	5,500	5,500	5,500	5,500
Main Street (UR Allowable)	21,847	12,568	40,145	40,145	26,645	26,645
Total Economic Dev. Materials & Services	83,972	78,268	121,593	121,565	133,603	133,603
TRANSFERS OUT & OTHER USES						
O/H Transfer to General Fund	74,007	68,419	46,897	46,897	52,286	52,286
Total Economic Dev. Transfers Out	74,007	68,419	46,897	46,897	52,286	52,286
TOTAL ECONOMIC DEV. REQUIREMENTS	547,627	403,441	463,459	463,456	512,801	512,801

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	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
REVENUE						
Property Tax Current	4,509,563	4,763,866	4,900,000	5,117,000	5,245,000	5,245,000
Property Tax Prior	81,591	192,602	90,000	90,000	90,000	90,000
Cable Franchise Fee	146,249	145,963	147,700	141,000	141,000	141,000
Telephone Franchise Fee	49,255	53,972	54,600	51,900	49,900	49,900
Solid Waste Franchise Fee	137,514	142,139	143,700	146,600	148,100	148,100
Natural Gas Franchise Fee	154,550	142,282	143,000	155,568	150,000	150,000
City Sewer Franchise Fee	278,713	280,828	298,000	304,000	307,000	307,000
CU In Lieu of Taxes	784,114	819,409	838,000	840,000	855,000	855,000
Cigarette Tax	20,423	19,235	20,000	18,800	19,200	19,200
Liquor Revenue	264,109	278,973	290,000	300,000	290,000	290,000
State Revenue Sharing	224,166	184,466	192,400	195,000	196,000	196,000
Miscellaneous- Fees	1,770	176	100	383	200	200
Business Licenses	75,470	77,070	73,000	65,000	70,000	70,000
Liquor Licenses	1,770	2,155	1,800	2,055	1,900	1,900
Title Lien Search Fees	11,575	12,320	10,500	14,000	13,000	13,000
PEG Access Fees	29,290	29,135	33,000	28,000	27,000	27,000
Lease Receipts (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000
Miscellaneous-Income	1,527	10,523	-	4,444	15,000	15,000
Interest Revenues	50,880	83,103	75,000	80,000	75,000	75,000
Retirement/Separation Reserve	30,564	30,177	28,377	77,597	30,442	30,442
WC Claim Reserve	-	38,817	-	-	-	-
Total Not Allocated Revenue	6,859,094	7,274,394	7,345,177	7,637,347	7,729,742	7,729,742
TRANSFERS IN & OTHER SOURCES						
O/H from Building	11,196	10,824	3,689	3,689	5,741	5,741
O/H from Economic Develop	74,007	68,419	46,897	46,897	52,286	52,286
O/H from Library Fund	119,031	111,778	136,707	136,707	142,687	142,687
O/H from Street	122,383	110,345	124,653	124,653	120,610	120,610
O/H from Transit	175,876	185,937	190,668	190,668	182,728	182,728
O/H from Swim Levy	90,952	88,071	124,096	124,096	119,444	119,444
O/H from WWTP	155,539	170,507	161,886	161,886	163,112	163,112
O/H from Collections	53,548	50,902	50,115	50,115	60,761	60,761
O/H from Stormwater	44,651	35,569	32,064	32,064	29,913	29,913
Total Not Allocated Transfers In	847,183	832,352	870,775	870,775	877,282	877,282
TOTAL NOT ALLOCATED RESOURCES	7,706,277	8,106,746	8,215,952	8,508,122	8,607,024	8,607,024
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
Retirement & Separation Payout	72,605	136,401	199,000	198,732	293,251	293,251
Total Not Allocated Personnel Services	72,605	136,401	199,000	198,732	293,251	293,251
MATERIALS & SERVICES						
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000	6,000
COVID-19 expenses	-	-	15,000	15,000	15,000	15,000
Internal Charge-Facilities	18,168	40,672	37,917	37,917	40,461	40,461
Total Not Allocated Materials & Services	24,168	46,672	58,917	58,917	61,461	61,461
TRANSFERS & SPECIAL PAYMENTS						
Transfers to Library Fund	-	50,000	75,000	75,000	142,687	142,687
Special Payments-PEG Access	31,300	31,663	25,000	25,000	25,000	25,000
Total Not Allocated Special Payments	31,300	31,663	25,000	100,000	167,687	167,687
General Fund Operating Contingency	-	-	111,000	89,000	200,000	200,000
TOTAL NOT ALLOCATED REQUIREMENTS	128,073	214,736	393,917	446,649	722,399	722,399

Special Revenue Funds

Library

The library is a special revenue fund used to account for the operations of the Canby Public Library and library activities. Principal sources of revenue include a contribution from the City’s General Fund, the library district tax levy, fines, grants and donations. As a member of the LINCC consortium, the Canby Public Library continues to address the needs of the community through efficient collection development, innovative programs, and community partnerships.

2019-20 Highlights

- 8% increase in the number of “walk-in” users
- 25% increase in the use of downloadable items (eBooks and Audiobooks)
- 10% increase in the use of in-house public internet computers by expanding time limits.
- Added a “Library of Things” collection with non-traditional items to support a sharing economy and the city’s sustainable efforts.
- Launched “Mobile Print” wireless printing service
- Launched “Cultural Pass Express” an online reservation system to access local cultural venues
- Launched “eCard” an online library card
- Offered technology walk-in classes
- 189 people attended a Kindergarten Carnival event, hosted by the library to welcome new students and families to the Library and educate them on the resources offered
- Provide LINCC materials pick-up in Canby’s Elementary and Middle schools
- Provided the Women, Infants and Children Program (WIC) services at the library
- Developed and expanded partnerships with the US Census, Canby School District, Canby Area Transit (CAT), and the “Living Room”

2020-21 Goals

- Continue to expand programs and services to teens, seniors, and other underserved members of the community. (City-wide Value: Inclusive Community)
- Continue to increase the number of people actively using library services. (City-wide Value: Exceptional Service)

Performance Measures

Strategies and Measures	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Increase the usage of the library as a community gathering space			
Expand programs and services to teens	33	120	150
Find Creative methods to reach underserved residents			
Provide high quality programs and outreach services	8	12	24
Increase the number of people actively using library services			
eBooks and Audiobook use	20,632	25,686	27,500

LIBRARY FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	165,747	89,162	59,407	74,450	16,624	16,624
REVENUE						
CC Library District	868,029	936,892	941,560	950,000	972,880	972,880
Grants-Library	3,732	8,112	7,517	7,517	7,000	7,000
Library Fines & Fees	35,070	32,998	33,000	21,000	30,000	30,000
Miscellaneous Income	-	3,693	-	-	-	-
Interest Revenues	1,510	1,243	100	500	1,200	1,200
Donations-Library	544	576	500	119	100	100
Donations-FOL (Programming)	16,547	18,686	22,000	15,000	22,800	22,800
Total Library Revenue	925,433	1,002,200	1,004,677	994,136	1,033,980	1,033,980
TRANSFERS IN & OTHER SOURCES						
FOL Pass Thru Revenue	13,537	14,482	15,000	11,000	15,000	15,000
Interfund Loan Transfer from CPC	-	500,000	500,000	500,000	500,000	500,000
Transfer from General Fund	-	50,000	75,000	75,000	142,687	142,687
Total Library Transfers In & Other Sources	13,537	564,482	590,000	586,000	657,687	657,687
TOTAL LIBRARY RESOURCES	1,104,717	1,655,844	1,654,084	1,654,586	1,708,291	1,708,291
REQUIREMENTS FOR LIBRARY						
PERSONNEL SERVICES						
Regular Salaries and Wages	431,149	452,560	465,122	466,131	497,771	497,771
On Call Wages	23,132	28,602	38,970	40,277	44,696	44,696
Insurance Benefits	105,817	96,312	88,971	82,035	76,877	76,877
Taxes/Other	42,382	44,321	49,035	56,457	47,122	47,122
PERS Contributions	74,561	83,295	100,419	105,591	112,371	112,371
Total Library Personnel Services	677,041	705,090	742,517	750,491	778,837	778,837
FTE	9.0	9.0	9.1	9.0	9.2	9.2
MATERIALS & SERVICES						
Computer Hardware/Software	5,529	1,173	1,000	1,000	1,651	1,651
LINCC Consortium	20,049	27,267	34,405	32,070	35,029	35,029
Copier Lease & Maint	7,707	7,547	7,885	7,885	7,840	7,840
Travel & Training	1,466	1,397	1,500	500	3,746	3,746
Supplies & Services	9,971	10,129	12,000	12,000	13,703	13,703
Library Collection	81,828	81,071	80,000	80,000	85,000	85,000
Volunteer Recognition	1,587	1,475	1,500	1,200	1,500	1,500
Grants-Library Expended	3,239	8,152	7,517	7,517	7,000	7,000
Donations Expended FOL	16,659	18,677	22,000	15,000	22,800	22,800
Internal Charge-Facilities	25,372	56,804	52,958	52,958	56,507	56,507
Internal Charge-Tech Services	32,726	36,471	29,634	29,634	19,991	19,991
Total Library Materials & Services	205,947	250,043	250,399	239,764	254,767	254,767
SPECIAL PAYMENTS						
Special Payments-FOL Pass Thru	13,537	14,482	15,000	11,000	15,000	15,000
Total Library Special Payments	13,537	14,482	15,000	11,000	15,000	15,000
TRANSFERS OUT						
O/H to General Fund	119,031	111,778	136,707	136,707	142,687	142,687
Interfund loan pmt transfer to CPC	-	500,000	500,000	500,000	500,000	500,000
Total Library Transfers Out	119,031	611,778	636,707	636,707	642,687	642,687
OPERATING CONTINGENCY	-	-	9,461	-	17,000	17,000
RESERVED FOR FUTURE EXPENDITURE	-	-	-	16,624	-	-
ENDING FUND BALANCE (prior year's)	89,162	74,450	-	-	-	-
TOTAL LIBRARY REQUIREMENTS	1,104,717	1,655,843	1,654,084	1,654,586	1,708,291	1,708,291

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.

2019-20 Highlights

- Received \$120,000 in state Special Transportation Funds grants
- Received \$361,662 in federal funding
- Received \$192,087 in Statewide Transportation Improvement Fund (STIF) revenue
- Purchased land for future Transit office facility
- Established CAT’s eligibility for Statewide Transportation Improvement Fund tax revenue
- Designed, received public input, and implemented limited CAT service on Saturdays
- Provided Canby businesses with a 27.28 % lower rate in payroll tax compared to TriMet
- Submitted all required reports to TriMet, ODOT, and the Federal Transit Administration (FTA)
- Hired a new Transit Director

2020-21 Goals (City-wide Goals – Public Services)

- Receive \$120,000 in state Special Transportation Fund (STF) grants
- Receive \$361,662 in federal operating grants and \$879,117 in federal capital grants
- Receive \$538,629 in Statewide Transportation Improvement Fund (STIF) revenue
- Update the Transit Master Plan
- Design and conduct public input process for local circulator route
- Request for Proposal process to select a transit service provider for FY2021-22 and beyond
- Design and engineer an administrative offices building for the CAT operations
- Work with ODOT to design and engineer improvements to 10 bus stops along highway 99E
- Replace 3 buses and add 2 new buses for the local circulator route
- Provide Canby businesses with a 28.95 % lower rate in payroll tax compared to TriMet

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Provide Fixed-Route Transit Service (Route 99X)				
One-way trips provided	60,499	57,892	66,126	63,201*
Service hours provided	7,667	8,367	9,514	10,140
Service miles provided	146,440	157,143	201,393	245,991
Provide Demand Response Transit Service (Dial-A-Ride)				
One-way trips provided	15,795	17,146	16,129	12,242*
Service hours provided	7,026	6,033	6,623	5,195
Service miles provided	64,478	66,623	66,809	52,536

**Includes an estimated loss of ridership, due to COVID-19, in the fourth quarter of 50% on fixed route and 80% on Dial-a-Ride*

TRANSIT FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	1,417,963	1,812,277	2,045,462	2,058,299	1,895,581	1,895,581
REVENUE						
Grant - STF/STO	120,000	134,378	120,000	120,000	120,000	120,000
Grant - 5311	312,505	278,363	280,662	280,662	280,662	280,662
Grant - Planning	13,910	-	-	-	-	-
Grant-Preventative Maintenance	31,937	31,937	-	-	-	-
Grant - Capital	-	362,509	-	-	879,117	879,117
Grant -Operating	88,434	74,640	81,000	81,000	81,000	81,000
STIF Formula Funds	-	-	313,143	192,131	538,629	538,629
Transit ER Payroll Tax	1,417,854	1,506,536	1,578,000	1,400,000	1,400,000	1,400,000
Payroll Tax Penalties & Int	10,748	13,988	12,500	11,000	11,000	11,000
Fares	55,942	66,466	60,000	60,000	60,000	60,000
Miscellaneous-Income	1,112	9,142	8,000	5,660	2,000	2,000
Interest Revenues	21,258	38,363	35,000	35,000	37,000	37,000
STIF Interest	-	-	2,000	3,000	3,000	3,000
Donations-Transit	-	40	50	-	-	-
Total Transit Revenue	2,073,701	2,516,362	2,490,355	2,188,453	3,412,408	3,412,408
TOTAL TRANSIT RESOURCES	3,491,664	4,328,639	4,535,817	4,246,752	5,307,989	5,307,989
REQUIREMENTS FOR TRANSIT						
PERSONNEL SERVICES						
Regular Salaries and Wages	190,561	204,032	322,798	218,931	225,677	203,920
Insurance Benefits	50,531	37,085	65,452	43,015	69,253	60,119
Taxes/Other	18,182	19,157	31,341	27,921	19,735	17,826
PERS Contributions	34,354	34,178	66,142	45,298	53,358	49,158
Total Transit Personnel Services	293,628	294,452	485,733	335,165	368,023	331,023
FTE	2.6	2.5	4.2	2.7	3.2	2.7
MATERIALS & SERVICES						
Prof/Tech Services	16,102	3,504	110,000	-	130,000	130,000
Contract Services	867,131	1,028,712	1,134,264	1,000,000	1,137,579	1,137,579
Transit Facilities Maintenance	12,900	8,180	12,700	17,000	14,500	14,500
Space Lease	42,984	43,266	46,256	46,256	46,256	46,256
Vehicle Maintenance	14	3,817	1,500	1,000	1,500	1,500
Vehicle (Non-Ins) Repair	228	-	1,000	-	-	-
Copier Lease & Maintenance	-	4,623	4,300	6,000	6,000	6,000
Communications	10,827	14,489	14,500	14,500	19,165	19,165
Marketing	6,362	11,972	12,235	10,000	11,735	11,735
Printing	3,167	2,931	5,450	5,000	5,450	5,450
Travel & Training	2,454	1,485	4,445	3,000	4,445	4,445
Membership Dues & Fees	6,575	4,150	5,960	11,570	11,880	11,880
Internal Charge-Fleet	199,253	205,432	236,480	255,209	304,372	341,372
Internal Charge-Facilities	2,537	5,680	5,296	5,296	5,651	5,651
Internal Charge-Tech Services	23,396	25,228	32,422	32,422	37,166	37,166
Supplies & Services	15,954	5,825	14,845	32,000	15,000	15,000
Total Transit Materials & Services	1,209,883	1,369,293	1,641,653	1,439,253	1,750,699	1,787,699
CAPITAL OUTLAY						
Transit Projects	-	-	400,000	386,085	258,973	258,973
Vehicles	-	420,658	-	-	1,028,675	1,028,675
Bus Shelters	-	-	-	-	333,625	333,625
New Transit Office	-	-	-	-	100,000	100,000
Total Transit Capital Outlay	-	420,658	400,000	386,085	1,721,273	1,721,273
TRANSFERS OUT						
O/H to General Fund	175,876	185,937	190,668	190,668	182,728	182,728
Total Transit Transfers Out	175,876	185,937	190,668	190,668	182,728	182,728
OPERATING CONTINGENCY	-	-	100,000	-	100,000	100,000
RESERVED FOR FUTURE EXPENDITURE	-	-	1,717,763	1,895,581	1,185,266	1,185,266
ENDING FUND BALANCE (prior year's)	1,812,277	2,058,299	-	-	-	-
TOTAL TRANSIT REQUIREMENTS	3,491,664	4,328,639	4,535,817	4,246,752	5,307,989	5,307,989

Swim Center

The 50 year-old Canby Swim Center is a year-round indoor swimming pool providing aquatic activities to Canby and the surrounding communities. The facilities include a 25-yard 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).

2019-20 Highlights

- Provided swimming lessons for all 2nd grade students in the Canby School District
- Upgraded the HVAC system to operate more effectively and efficiently
- Addressed maintenance issues during the annual closure and throughout the year including updating controls for pool chemicals and boiler, painting the pool tank, installing ADA door openers for dressing rooms, installing new doors to the spectator areas and replacing the hot water heater
- Hosted 10+ swim meets for Canby Gators and Canby High School.
- Provided a safe environment for swimming and water activities including the local “Gator Grinder” triathlon in May
- Continued to support community activities and programs by providing free swims to many different community programs

2020-21 Goals

- Upkeep on the building including painting ceiling above the pool, (City-wide Goal – Parks & Rec)
- Evaluate programs and adjust to changing community needs (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	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Provide an attractive, clean, safe, and well maintained facility				
Public Lessons Taught (Penguin club)	23,072	22,000	21,500	21,500
School lessons taught	4,909	4,950	4,500	4,500
Public use hours per week	90	90	90	87
Private use rental hours per week	10	10	10+	7+
Usage from Canby citizens	50%	50%	50%	50%
Usage from outside Canby citizens	50%	50%	50%	50%

Budget Detail

Swim Levy Fund

SWIM LEVY FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	566,536	759,171	825,968	989,941	946,122	946,122
REVENUE						
Property Tax Levy	707,704	753,563	786,000	794,000	835,000	835,000
Property Tax - Prior	11,313	27,816	10,000	12,000	10,000	10,000
Pool Revenue	226,174	219,471	210,000	112,300	200,000	200,000
Miscellaneous Income	6,216	-	-	27,168	-	-
Interest Revenues	12,579	24,108	20,000	24,000	-	-
Total Swim Revenue	963,986	1,024,958	1,026,000	969,468	1,045,000	1,045,000
TOTAL SWIM RESOURCES	1,530,522	1,784,130	1,851,968	1,959,409	1,991,122	1,991,122
REQUIREMENTS FOR SWIM						
PERSONNEL SERVICES						
Regular Salaries and Wages	361,123	378,457	413,927	342,021	395,843	395,843
Overtime	8,458	8,528	6,000	7,800	10,000	10,000
Insurance Benefits	71,688	65,954	103,253	65,662	76,951	76,951
Taxes/Other	38,398	49,546	56,700	52,995	49,897	49,897
PERS Contributions	67,938	68,728	79,925	57,402	77,006	77,006
Total Swim Personnel Services	547,605	571,213	659,805	525,880	609,697	609,697
FTE	9.1	9.1	9.2	7.7	8.6	8.6
MATERIALS & SERVICES						
Bldg Maintenance	22,143	30,832	46,000	46,188	60,000	60,000
Ground Lease	14,000	14,000	14,000	14,000	14,000	14,000
Copier Lease & Maintenance	-	204	200	200	220	220
Advertising & Marketing	4,927	5,952	5,000	3,500	5,000	5,000
Training & Travel	2,566	1,136	5,000	1,600	5,000	5,000
Internal Charge - Tech Services	6,827	7,974	10,023	10,023	15,671	15,671
Supplies & Services	4,988	6,873	9,000	7,000	9,000	9,000
Bank Charges	10,044	10,405	9,500	8,600	9,500	9,500
Pool Chemicals	10,039	9,058	12,000	9,000	12,000	12,000
Janitorial Supplies	3,469	2,963	6,000	2,700	5,000	5,000
Pool Concession Purchases	1,635	1,230	2,500	2,500	2,500	2,500
Utility - Gas	23,091	22,889	25,000	22,000	23,000	23,000
Utility - Water	3,720	3,799	6,000	4,000	5,000	5,000
Utility - Electric	12,017	11,994	12,500	12,000	12,000	12,000
Total Swim Materials & Services	119,458	129,337	162,723	143,311	177,891	177,891
CAPITAL OUTLAY						
Bldg Improvements >\$5k	13,335	5,568	166,000	220,000	-	-
Total Swim Capital Outlay	13,335	5,568	166,000	220,000	-	-
TRANSFERS OUT						
O/H to General Fund	90,952	88,071	124,096	124,096	119,444	119,444
Total Swim Transfers Out	90,952	88,071	124,096	124,096	119,444	119,444
OPERATING CONTINGENCY						
	-	-	41,126	-	39,379	39,379
RESERVED FOR FUTURE EXPENDITURE						
	-	-	698,218	946,122	1,044,711	1,044,711
ENDING FUND BALANCE (prior year's)						
	759,171	989,941	-	-	-	-
TOTAL SWIM REQUIREMENTS	1,530,522	1,784,130	1,851,968	1,959,409	1,991,122	1,991,122

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.

2019-20 Highlights

- Completed construction of the N Maple Street - NE 10th to NE 14th Ave. capital project
- Completed 3 miles of street over lays
- Reconstructed 30 ADA Ramps

2020-21 Goals

- Start construction of the City of Canby Quite zone project (City-wide Goal – Public Services)
- Complete the SE Hazel Dell Way traffic signal (City-wide Goal – Public Services)
- Maintain weekly sweeping schedule for approximately 58 miles of existing paved roads (City-wide Goal – Public Services)
- Procure Asset Management program for capital improvement planning, GIS mapping, service orders and tracking (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Maintain roads and right-of-way to the highest quality standard				
Streets Overlaid	14	15	12	12
Streets Slurry Sealed	0	0	0	21
Signs Replaced	65	150	135	120
Street Miles Restriped	10	10	10	10
Line Miles Restriped	31.5	31.5	31.5	31.5
Thermo-plastic Legends Installed/Replaced	25	25	25	25
Weekly Street Sweeping Completed	100%	100%	100%	100%

Budget Detail

Street Fund

STREET FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	1,729,320	1,876,055	2,122,439	2,099,484	1,815,501	1,815,501
REVENUE						
State Highway Fund	1,069,190	1,226,903	1,252,000	1,000,000	1,000,000	1,000,000
Local Gas Tax	404,173	404,833	432,000	325,000	325,000	325,000
County Vehicle Registration Fee	-	-	-	50,000	145,000	145,000
Federal Fund Exchange	-	400,000	250,000	-	500,000	500,000
Construction Excise Tax	71,831	84,306	-	-	-	-
Miscellaneous Fees	-	300	500	325	500	500
Street Maintenance Fee	545,791	569,371	567,000	567,000	580,000	580,000
CUB Street Repair Reimbursemnt	51,493	51,597	50,000	15,000	55,000	55,000
Erosion Control Fees	14,478	30,864	25,000	38,000	35,000	35,000
Driveway/Curb/Sidewalk Inspect	5,700	9,922	10,000	13,000	12,000	12,000
Street Excavation/Opening Fee	2,500	5,075	6,000	1,600	1,500	1,500
Urban Forestry Program Revenue	23,250	31,025	15,000	51,000	50,000	50,000
Street Sign Program Revenue	10,597	2,168	7,000	3,500	7,000	7,000
Miscellaneous Revenue	18,155	64,326	1,000,000	610,070	-	-
Damaged Property Claim Revenue	1,053	4,997	1,000	-	-	-
Interest Revenues	24,567	44,190	40,000	40,000	40,000	40,000
Total Street Revenue	2,242,779	2,929,876	3,655,500	2,714,495	2,751,000	2,751,000
TRANSFERS IN						
Transfer from SDC	-	34,048	-	55,952	1,297,000	1,297,000
Transfer from Collections	-	54,800	-	-	199,000	199,000
Transfer from Storm	-	-	220,000	-	100,000	100,000
Total Street Transfers In	-	88,848	220,000	55,952	1,596,000	1,596,000
TOTAL STREET RESOURCES	3,972,099	4,894,779	5,997,939	4,869,931	6,162,501	6,162,501
REQUIREMENTS FOR STREETS						
PERSONNEL SERVICES						
Regular Salaries and Wages	312,750	356,555	384,868	375,835	366,529	366,529
Seasonal/Temp Wages	9,198	13,406	18,100	12,000	17,915	17,915
Overtime	3,904	6,240	5,000	5,000	6,000	6,000
Insurance Benefits	83,676	73,206	96,495	88,703	88,889	88,889
Taxes/Other	33,016	56,807	63,074	67,220	56,604	56,604
PERS Contributions	52,636	65,346	83,260	81,645	95,493	95,493
Clothing Allowance	2,000	1,446	1,000	1,000	1,000	1,000
Total Street Personnel Services	497,181	573,008	651,797	631,403	632,430	632,430
FTE	5.3	6.0	6.4	5.8	5.9	5.9

Budget Detail

Street Fund

STREET FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR STREETS (Continued)						
MATERIALS & SERVICES						
Consultant Engineer	969	3,577	10,000	25,000	15,000	15,000
Professional Services	-	19,165	5,000	5,000	5,000	5,000
Software Maintenance	193	-	500	-	-	-
Curb/Sidewalk Repair	-	9,058	15,000	12,000	5,000	5,000
Street Lighting & Maint	68,947	102,560	80,000	86,000	80,000	80,000
Street Maintenance	79,046	59,543	60,000	25,000	60,000	60,000
Copier Lease & Maint	723	701	800	800	800	800
Street Maint Billing	37,051	24,822	25,000	25,300	25,800	25,800
Street Signing	19,179	8,949	24,000	20,000	24,000	24,000
Street Marking & Striping	8,729	14,625	15,000	10,000	15,000	15,000
Damaged Property Claim Expense	4,412	-	4,000	2,500	2,000	2,000
Communications	1,485	1,676	1,700	2,100	2,100	2,100
Travel & Training	1,083	1,373	4,000	1,200	4,000	4,000
Membership Dues & Fees	85	50	175	175	175	175
Internal Charge-Fleet	69,684	47,583	103,081	82,438	94,210	94,210
Internal Charge-Facilities	10,960	33,822	22,875	22,875	24,408	24,408
Internal Charge-Tech Services	13,176	10,947	15,707	15,707	24,033	24,033
Supplies & Services	6,246	6,641	5,000	35,000	10,000	10,000
Small Tools	7,846	4,309	6,000	6,000	6,000	6,000
Safety Supplies	760	564	700	700	1,000	1,000
Landscaping 2nd Ave	7,998	-	-	-	-	-
Urban Forestry Program	13,810	16,432	15,000	25,000	15,000	15,000
Utilities	5,282	5,117	5,500	5,200	5,600	5,600
Total Street Materials & Services	357,663	371,514	419,038	407,995	419,126	419,126
CAPITAL OUTLAY						
Equipment	45,742	-	290,000	279,251	60,000	60,000
Street Maint Fee Projects	1,059,075	1,156,561	800,000	700,000	100,000	100,000
N Maple 10th-14th	8,189	470,205	-	170,355	-	-
S Ivy Street	-	-	-	50,000	126,231	126,231
N Locust St - NE 4th - NE 10th Ave	531	11,685	-	-	800,000	800,000
N Knott St	-	-	-	-	135,000	135,000
N Pine St Realignment	-	-	-	-	800,000	800,000
Industrial Park to 99E Connection	5,279	16,449	1,300,000	630,773	250,000	250,000
NE 10th Ave from Maple to Pine	-	256	687,000	-	-	-
Total Street Capital Outlay	1,118,817	1,655,156	3,077,000	1,830,379	2,271,231	2,271,231
TRANSFERS OUT						
O/H Transfer To General Fund	122,383	110,345	124,653	124,653	120,610	120,610
Transfer to Parks	-	10,000	10,000	10,000	10,000	10,000
Transfer to Sewer Fund	-	75,274	50,000	50,000	100,000	100,000
Total Street Transfers Out	122,383	195,619	184,653	184,653	230,610	230,610
OPERATING CONTINGENCY						
	-	-	53,240	-	53,240	53,240
RESERVED FOR FUTURE EXPENDITURE						
Reserved for Future Exp - St Maint. Prg	-	-	415,817	529,703	769,903	769,903
Reserved for Future Expenditure	-	-	1,196,394	1,285,798	1,785,961	1,785,961
Total Reserves for Future Expenditure	-	-	1,612,211	1,815,501	2,555,864	2,555,864
ENDING FUND BALANCE (prior year's)						
Restricted for Street Maint Program	909,177	608,003	-	-	-	-
Unrestricted Fund Balance	966,878	1,491,481	-	-	-	-
Total Street Ending Fund Balance	1,876,055	2,099,484	-	-	-	-
TOTAL STREET REQUIREMENTS	3,972,099	4,894,779	5,997,939	4,869,931	6,162,501	6,162,501

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	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	-	-	21,575	23,367	17,187	17,187
REVENUE						
Room Tax Restricted (70%)	-	16,177	15,000	11,500	10,000	10,000
Interest-Restricted	-	179	150	350	350	350
Room Tax Unrestricted (30%)	-	6,933	6,400	4,500	4,000	4,000
Interest-Unrestricted	-	77	60	150	150	150
Total Transient Room Tax Revenue	-	23,367	21,610	16,500	14,500	14,500
TOTAL TRANSIENT ROOM TAX RESOURCES	-	23,367	43,185	39,867	31,687	31,687
REQUIREMENTS FOR TOURISM PROMOTION						
MATERIALS & SERVICES						
Services & Supplies	-	-	30,270	20,000	18,557	18,557
Total Tourism Promotion Materials & Services	-	-	30,270	20,000	18,557	18,557
TOTAL TOURISM PROMOTION REQUIREMENTS	-	-	30,270	20,000	18,557	18,557
REQUIREMENTS FOR TOURISM ENHANCEMENT						
PERSONNEL SERVICES						
Regular Salaries and Wages	-	-	7,729	1,713	-	-
Insurance Benefits	-	-	1,743	261	-	-
Taxes/Other	-	-	1,464	247	-	-
PERS Contributions	-	-	1,896	374	-	-
Total Tourism Enhancement Personnel Services	-	-	12,832	2,595	-	-
FTE	-	-	0.1	0.04	-	-
MATERIALS & SERVICES						
Services & Supplies	-	-	83	85	13,130	13,130
Total Tourism Enhancement Materials & Services	-	-	83	85	13,130	13,130
TOTAL TOURISM ENHANCEMENT REQUIREMENTS	-	-	12,915	2,680	13,130	13,130
REQUIREMENTS NOT ALLOCATED						
RESERVED FOR FUTURE EXPENDITURE						
Reserved for Tourism Promotion	-	-	-	8,207	-	-
Reserved for Tourism Enhancement	-	-	-	8,980	-	-
Total Reserves for Future Expenditure	-	-	-	17,187	-	-
ENDING FUND BALANCE (prior year's)						
Restricted for Tourism Promotion	-	16,357	-	-	-	-
Restricted for Tourism Enhancement	-	7,010	-	-	-	-
Total Transient Room Tax Ending Fund Balance	-	23,367	-	-	-	-
TOTAL TRANSIENT ROOM TAX REQUIREMENTS	-	23,367	43,185	39,867	31,687	31,687

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	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	5,325,116	6,205,492	8,661,337	8,868,122	9,206,113	9,206,113
REVENUE						
Streets Improvement SDC's	457,486	1,310,420	412,843	412,843	513,000	513,000
Streets Reimbursement SDC's	78,303	255,353	80,493	80,493	100,000	100,000
Street SDC Compliance Cost Fee	11,139	31,884	10,051	10,051	7,900	7,900
Parks Improvement SDC's	367,145	679,255	349,720	260,000	306,000	306,000
Park SDC Compliance Cost Fee	4,112	6,629	7,190	5,500	6,300	6,300
Sewer Improvement SDC's	49,784	96,392	73,266	75,000	57,000	57,000
Sewer Reimbursement SDC's	190,052	371,030	303,805	310,000	237,660	237,660
Sewer SDC Compliance Cost Fee	4,314	6,648	8,208	8,000	6,000	6,000
Storm Improvement SDC's	33,764	88,648	29,514	27,000	36,400	36,400
Storm Reimbursement SDC's	6,163	17,990	6,284	6,000	7,700	7,700
Storm SDC Compliance Cost Fee	1,017	3,175	984	1,000	1,350	1,350
Interest Revenues	96,523	179,428	150,000	227,000	230,000	230,000
Total SDC Revenue	1,299,803	3,046,852	1,432,358	1,422,887	1,509,310	1,509,310
TOTAL SDC RESOURCES	6,624,919	9,252,344	10,093,695	10,291,009	10,715,423	10,715,423
REQUIREMENTS FOR SDC'S						
TRANSFERS OUT & OTHER USES						
Transfer to Parks	5,114	6,200	600,000	428,944	250,000	250,000
Transfer to Streets	-	34,048	-	55,952	1,297,000	1,297,000
Transfer to Sewer	412,000	239,893	310,000	600,000	735,000	735,000
Transfer to Storm	2,313	104,081	-	-	100,000	100,000
Total SDC Transfers Out	419,427	384,222	910,000	1,084,896	2,382,000	2,382,000
RESERVED FOR FUTURE EXPENDITURE						
Reserved for Street Improvements	-	-	4,093,549	4,180,491	4,106,839	4,106,839
Reserved for Street Reimbursements	-	-	557,694	571,657	76,776	76,776
Reserved for Street SDC Administration	-	-	36,716	69,446	79,541	79,541
Reserved for Park Improvements	-	-	3,576,146	3,735,954	3,916,035	3,916,035
Reserved for Park SDC Administration	-	-	4,546	10,460	782	782
Reserved for Sewer Improvement	-	-	137,612	43,955	982	982
Reserved for Sewer Reimbursements	-	-	571,496	405,132	8,013	8,013
Reserved for Sewer SDC Administration	-	-	10,343	8,391	14,799	14,799
Reserved for Stormwater Improvements	-	-	146,841	148,009	86,805	86,805
Reserved for Storm Reimbursements	-	-	31,053	31,533	40,347	40,347
Reserved for Storm SDC Administration	-	-	17,699	1,085	2,504	2,504
Total Reserves for Future Expenditure	-	-	9,183,695	9,206,113	8,333,423	8,333,423
ENDING FUND BALANCE (prior year's)						
Restricted for Street Improvements	2,369,532	3,720,520	-	-	-	-
Restricted for Street Reimbursements	212,001	477,068	-	-	-	-
Restricted for Street SDC Administration	24,624	57,683	-	-	-	-
Restricted for Parks Development	3,055,892	3,812,780	-	-	-	-
Restricted for Park SDC Administration	4,177	4,702	-	-	-	-
Restricted for Sewer Improvement	19,079	117,871	-	-	-	-
Restricted for Sewer Reimbursements	382,259	535,142	-	-	-	-
Restricted for Sewer SDC Administration	4,382	184	-	-	-	-
Restricted for Stormwater Improvements	126,252	117,359	-	-	-	-
Restricted for Storm Reimbursements	6,261	24,755	-	-	-	-
Restricted for Storm SDC Administration	1,033	58	-	-	-	-
Total SDC Ending Fund Balance	6,205,492	8,868,122	-	-	-	-
TOTAL SDC REQUIREMENTS	6,624,919	9,252,344	10,093,695	10,291,009	10,715,423	10,715,423

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	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	940,367	969,052	1,008,752	1,014,840	1,052,840	1,052,840
REVENUE						
Perpetual Care: Current Sales	12,675	21,130	20,000	18,000	20,000	20,000
Interest Revenues	16,010	24,659	20,000	20,000	18,000	18,000
Total Cemetery Perpetual Care Revenue	28,685	45,789	40,000	38,000	38,000	38,000
TRANSFERS IN						
Interfund Loan Transfer pmt from Library	-	500,000	500,000	500,000	500,000	500,000
Total Cemetery Perpetual Care Transfers In	-	500,000	500,000	500,000	500,000	500,000
TOTAL RESOURCES	969,052	1,514,840	1,548,752	1,552,840	1,590,840	1,590,840
REQUIREMENTS FOR CEMETERY PERPETUAL CARE						
TRANSFERS OUT						
Interfund Loan Transfer to Library	-	500,000	500,000	500,000	500,000	500,000
Total Cemetery Perpetual Care Transfers Out	-	500,000	500,000	500,000	500,000	500,000
RESERVED FOR FUTURE EXPENDITURE	-	-	1,048,752	1,052,840	1,090,840	1,090,840
ENDING FUND BALANCE (prior year's)	969,052	1,014,840	-	-	-	-
TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS	969,052	1,514,840	1,548,752	1,552,840	1,590,840	1,590,840

Forfeiture Fund

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

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

FORFEITURE FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	30,857	62,029	40,454	40,937	26,827	26,827
REVENUE						
Forfeiture Funds-Federal	20,853	-	-	10,073	-	-
Forfeiture Funds-Civil	22,714	-	-	-	-	-
Interest Earned-Federal	549	422	450	125	125	125
Interest Earned-Civil	316	639	600	300	300	300
Total Forfeiture Revenue	44,433	1,061	1,050	10,498	425	425
TOTAL FORFEITURE RESOURCES	75,290	63,090	41,504	51,435	27,252	27,252
REQUIREMENTS FOR FORFEITURE						
MATERIALS & SERVICES						
Supplies & Services-Federal	6,371	21,625	15,648	10,300	15,193	15,193
Supplies & Service-Civil	6,890	529	25,856	14,308	12,058	12,058
Total Forfeiture Materials & Services	13,261	22,153	41,504	24,608	27,252	27,252
RESERVED FOR FUTURE EXPENDITURE						
Reserved for Federal	-	-	-	15,068	-	-
Reserved for Civil	-	-	-	11,758	-	-
Total Reserves for Future Expenditure	-	-	-	26,827	-	-
ENDING FUND BALANCE (prior year's)						
Restricted for Federal	36,373	15,170	-	-	-	-
Restricted for Civil	25,656	25,766	-	-	-	-
Total Forfeiture Ending Fund Balance	62,029	40,937	-	-	-	-
TOTAL FORFEITURE REQUIREMENTS	75,290	63,090	41,504	51,435	27,252	27,252

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.

2019-20 Highlights

- Completed weekly inspections of all city facilities
- Completed inspections of all contracted or warranty work
- Installed two wireless panic buttons in the public library
- Retrofitted the existing Public Works shop bay with energy efficient lighting

2020-21 Goals

- Develop and implement preventative maintenance schedule for existing facilities (City-wide Goal – Infrastructure)
- Continue to upgrade the Public Works offices with energy efficient lighting fixtures (City-wide Value – Fiscal Responsibility)
- Procure Asset Management program for capital improvement planning, GIS mapping, service orders and tracking (City-wide Value – Fiscal Responsibility)

Performance Measures

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

Budget Detail

Facilities Fund

FACILITIES FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	173,094	41,739	50,048	46,739	30,986	30,986
REVENUE						
Miscellaneous Revenues	563	264	50	2,129	-	-
Interest Revenues	1,822	1,896	1,800	1,200	1,200	1,200
Canby Utility	4,508	7,822	5,000	2,500	5,000	5,000
Internal Revenue-Facilities	137,950	364,560	287,933	288,715	307,233	307,233
Total Facilities Revenue	144,842	374,541	294,783	294,544	313,433	313,433
TOTAL FACILITIES FUND RESOURCES	317,936	416,281	344,831	341,283	344,419	344,419
REQUIREMENTS FOR FACILITIES						
PERSONNEL SERVICES						
Regular Salaries and Wages	39,277	66,259	82,564	75,388	78,705	78,705
Overtime	1,266	1,568	2,000	2,000	2,000	2,000
Insurance Benefits	18,554	10,942	12,111	10,108	10,401	10,401
Taxes/Other	4,950	9,370	15,517	16,074	14,275	14,275
PERS Contributions	6,930	11,219	17,314	15,293	18,184	18,184
Clothing Allowance	400	-	400	400	400	400
Total Facilities Personnel Services	71,377	99,358	129,906	119,263	123,965	123,965
FTE	0.6	1.1	1.2	1.1	1.1	1.1
MATERIALS & SERVICES						
Contract Services	20,635	23,156	18,000	18,000	15,000	15,000
Janitorial Services & Supplies	58,524	62,126	62,000	62,000	62,000	62,000
Building Repairs & Maintenance	25,114	41,371	40,000	30,000	40,000	40,000
Copier Lease & Maintenance	-	117	100	180	180	180
Travel & Training	-	240	500	-	500	500
Internal Charge-Fleet	3,200	3,502	3,000	3,500	3,000	3,000
Supplies and Small Tools	4,570	3,594	3,000	1,800	3,000	3,000
Utilities	76,488	73,101	70,000	70,000	70,000	70,000
Total Facilities Materials & Services	188,530	207,206	196,600	185,480	193,680	193,680
CAPITAL OUTLAY						
Capital Exp - Shops Complex	16,289	52,997	-	5,554	-	-
Capital Exp - Cemetery	-	9,981	2,000	-	1,009	1,009
Total Facilities Capital Outlay	16,289	62,978	2,000	5,554	1,009	1,009
OPERATING CONTINGENCY	-	-	16,325	-	25,765	25,765
RESERVED FOR FUTURE EXPENDITURE	-	-	-	30,986	-	-
ENDING FUND BALANCE (prior year's)	41,739	46,739	-	-	-	-
TOTAL FACILITIES REQUIREMENTS	317,936	416,282	344,831	341,283	344,419	344,419

Fleet Service

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

2019-20 Highlights

- Auctioned off five vehicles and miscellaneous shop items to reduce unneeded inventory.
- Completed all 2019 DEQ Onsite Testing for City vehicles to ensure our City vehicles are running clean
- Increased utilization of the fleet software to set up more precise maintenance schedules and better control inventory costs

2020-21 Goals

- Complete additional vehicle repair training to keep up with technology changes (City-wide Value – Exceptional Service)
- Continue to maximize percentage of city vehicles and equipment in-service and on the road and reduce the amount of redundant equipment (City-wide Value – Exceptional Service)
- Continue to reduce on hand parts inventory and create a more organized parts storage area (City-wide Value – Fiscal Responsibility & Stability)

Performance Measures

Strategies and Measures	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Maintain City’s fleet of vehicles and equipment at a high level of quality with minimal cost			
Fleet vehicles and equipment that are in-service and on the road	92%	93%	95%
On-time preventative maintenance compliance	90%	92%	90%
Scheduled vehicle & equipment maintenance work orders	836	685	710
Maximum unscheduled breakdowns & maintenance repairs	120	96	75

Budget Detail

Fleet Fund

BEGINNING BALANCE (Cash Carryover)	188,982	131,396	39,051	10,016	16,739	16,739
REVENUE						
Canby Adult Center	3,921	4,745	3,000	3,400	4,000	4,000
Miscellaneous - Revenue	902	484	300	1,328	300	300
Interest Revenues	3,845	3,448	3,000	272	250	250
Internal Revenue-Fleet	487,181	472,941	609,360	624,296	727,696	764,696
Total Fleet Revenue	495,849	481,617	615,660	629,296	732,246	769,246
TOTAL FLEET FUND RESOURCES	684,831	613,013	654,711	639,312	748,985	785,985
REQUIREMENTS FOR FLEET						
PERSONNEL SERVICES						
Regular Salaries and Wages	127,543	134,642	150,806	149,328	185,114	206,871
Overtime	958	2,195	3,000	2,500	2,500	2,500
Insurance Benefits	46,763	48,088	52,315	51,190	61,820	70,954
Taxes/Other	12,703	17,777	20,286	23,006	21,702	23,611
PERS Contributions	21,150	22,464	30,329	29,873	42,933	47,133
Clothing Allowance	800	800	800	800	800	800
Total Fleet Personnel Services	209,917	225,967	257,536	256,697	314,869	351,869
FTE	2.0	2.0	2.1	2.1	2.6	3.1
MATERIALS & SERVICES						
Contract Services-Shop	4,463	4,091	4,000	4,000	5,000	5,000
Contract Services-Vehicles	9,086	22,971	22,000	24,000	23,000	23,000
CAT Contract Services	12,339	11,231	15,000	9,000	15,000	15,000
Deductibles/Self-insure repair	2,719	-	3,000	-	-	-
Copier Lease & Maint	129	239	250	250	250	250
Canby Area Transit Expenses	32,137	23,044	25,000	19,000	25,000	25,000
Communications	712	1,364	1,000	1,200	1,200	1,200
Travel & Training	85	25	2,000	256	3,500	3,500
DEQ/DMV	1,329	923	1,600	1,400	800	800
Internal Charge-Facilities	15,221	43,363	31,769	31,769	33,899	33,899
Internal Charge-Tech Services	7,012	6,778	8,879	8,879	4,749	4,749
Supplies & Services	53,537	42,555	40,000	50,000	55,000	55,000
Tires	13,831	5,996	8,000	10,000	8,000	8,000
Tires-Transit	8,910	7,797	8,000	4,000	8,000	8,000
Misc Shop Supplies	1,104	1,309	1,500	2,022	3,000	3,000
Tools and Equipment	6,962	2,480	4,000	4,000	5,000	5,000
Gasoline/Fuel	167,863	199,167	185,000	190,000	205,000	205,000
Oil-General	3,180	1,438	2,000	2,800	2,000	2,000
Oil-Transit	2,898	1,852	2,500	2,800	2,000	2,000
Safety Equipment	-	406	500	500	500	500
Total Fleet Materials & Services	343,517	377,030	365,998	365,876	400,898	400,898
OPERATING CONTINGENCY	-	-	31,177	-	33,218	33,218
RESERVED FOR FUTURE EXPENDITURE	-	-	-	16,739	-	-
ENDING FUND BALANCE (prior year's)	131,396	10,016	-	-	-	-
TOTAL FLEET FUND REQUIREMENTS	684,831	613,013	654,711	639,312	748,985	785,985

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. The City contracts with a third party service provider for technical services and has one City employee to support the department.

2019-20 Highlights

- Completed the conversion to Windows 10
- Completed infrastructure upgrades to MS Server 2019
- Completed email infrastructure upgrade
- Completed the build and roll out of the City Intranet site
- Achieved approximately 99% server uptime

2020-21 Goals

- New website implementation (City-wide Value – Exceptional Services)
- Upgrade firewalls (City-wide Value – Exceptional Services)
- Deploy 27 new computers (City-wide Value – Exceptional Services)

Performance Measures

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

Budget Detail

Tech Services Fund

TECH SERVICES FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	97,138	79,780	54,368	78,036	80,245	80,245
REVENUE						
Miscellaneous-Income	-	-	-	-	-	-
Interest Revenues	1,543	1,875	1,500	2,000	2,000	2,000
Internal Revenue-Tech Services	280,904	306,683	362,475	362,476	373,575	373,575
Total Tech Revenue	282,447	308,558	363,975	364,476	375,575	375,575
TOTAL TECH FUND RESOURCES	379,585	388,338	418,343	442,512	455,820	455,820
REQUIREMENTS FOR TECH SERVICES						
PERSONNEL SERVICES						
Regular Salaries and Wages	55,787	60,431	67,405	69,863	76,170	76,170
Overtime	-	56	-	-	-	-
Insurance Benefits	10,473	9,478	9,969	9,824	10,054	10,054
Taxes/Other	5,350	5,710	6,476	7,802	6,580	6,580
PERS Contributions	13,960	15,204	19,123	19,820	24,744	24,744
Total Tech Personnel Services	85,570	90,878	102,973	107,309	117,548	117,548
FTE	1.0	1.1	1.1	1.1	1.1	1.1
MATERIALS & SERVICES						
Technical Consultant	115,142	106,534	116,200	116,200	131,104	131,104
Copier Lease & Usage	-	763	750	750	1,000	1,000
Communications	55,209	48,450	52,000	52,000	58,715	58,715
Web Page	5,101	7,232	18,960	6,000	14,160	14,160
Travel & Training	185	425	1,200	-	1,200	1,200
Fees & Dues	14,413	16,645	24,580	24,580	27,346	27,346
Internal Charge-Facilities	1,142	2,556	2,383	2,383	2,543	2,543
Supplies & Services	4,964	3,510	6,000	6,000	6,000	6,000
Total Tech Materials & Services	196,156	186,115	222,073	207,913	242,068	242,068
CAPITAL OUTLAY						
Computer Equipment	18,079	33,308	47,045	47,045	48,350	48,350
New City Website	-	-	30,000	-	30,000	30,000
Total Tech Capital Outlay	18,079	33,308	77,045	47,045	78,350	78,350
OPERATING CONTINGENCY	-	-	16,252	-	17,854	17,854
RESERVED FOR FUTURE EXPENDITURE	-	-	-	80,245	-	-
ENDING FUND BALANCE (prior year's)	79,780	78,036	-	-	-	-
TOTAL TECH SERVICES REQUIREMENTS	379,585	388,338	418,343	442,512	455,820	455,820

Enterprise Fund

Sewer Combined Fund Resources

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	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
RESOURCES						
BEGINNING BALANCE (Cash Carryover)	4,405,135	4,513,367	6,150,644	6,436,688	7,707,108	7,707,108
REVENUE						
Miscellaneous Fees	-	1,105	1,500	-	-	-
Sewer Tap Fees	-	9,450	8,000	13,000	8,000	8,000
Utility Charges for Service	4,149,143	4,224,313	4,250,000	4,340,000	4,380,000	4,380,000
Miscellaneous Revenue	43,232	6,192	-	14,144	-	-
Interest Revenues	64,876	131,564	100,000	157,000	160,000	160,000
Total Sewer Revenue	4,257,251	4,377,634	4,359,500	4,524,144	4,548,000	4,548,000
TRANSFERS IN						
Transfer from Street Fund	-	75,274	50,000	50,000	100,000	100,000
Transfer from SDC Fund	414,313	343,974	310,000	600,000	835,000	835,000
Total Sewer Transfers In	414,313	419,248	360,000	650,000	935,000	935,000
TOTAL SEWER COMBINED FUND RESOURCES	9,076,698	9,310,248	10,870,144	11,610,832	13,190,108	13,190,108

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.

2019-20 Highlights

- Completed installation of a new effluent discharge pipeline from treatment facility to the river diffuser system
- Maintained treatment plant, operations and regulatory testing requirements without any major breakdowns or violations
- Preparing for two DEQ inspection/audits in both our industrial pretreatment program and WWTP operations and compliance record keeping

2020-21 Goals

- Complete the new Primary Clarifier project and site improvement project without interruption to plant process (City-wide Goal – Public Services)
- Continue operator training, testing, and reporting for updated ongoing discharge requirements (City-wide Goal – Public Services)
- 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)

Performance Measures

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

Budget Detail

Sewer Combined Fund - WWTP

SEWER COMBINED FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR WASTE WATER TREATMENT PLANT						
PERSONNEL SERVICES						
Regular Salaries and Wages	370,757	405,218	425,846	417,023	443,333	443,333
Overtime	38,470	38,132	40,000	40,000	40,000	40,000
Insurance Benefits	108,165	93,611	101,927	99,830	96,263	96,263
Taxes/Other	42,436	56,701	64,996	72,268	62,234	62,234
PERS Contributions	80,895	88,106	108,969	106,432	129,776	129,776
Clothing Allowance	2,000	2,000	2,000	2,000	2,000	2,000
Total WWTP Personnel Services	642,723	683,767	743,738	737,553	773,606	773,606
FTE	5.0	5.1	5.1	5.1	5.1	5.1
MATERIALS & SERVICES						
Professional Services	-	1,749	15,000	5,000	15,000	15,000
Disposal Services	108,745	126,358	149,000	136,000	149,000	149,000
Maintenance Operations	35,056	32,593	42,000	35,000	42,000	42,000
Pump and Motor Repair	19,127	17,855	20,000	15,000	20,000	20,000
Grounds Maint	897	2,394	1,800	1,800	1,800	1,800
Effluent Testing	13,590	16,623	20,000	17,500	17,000	17,000
Sludge Testing	2,309	1,099	2,500	2,000	2,000	2,000
Pretreatment Testing	2,347	2,196	7,000	1,500	7,000	7,000
Communications	1,353	1,418	1,600	620	1,000	1,000
Copier Lease & Maintenance	-	328	400	400	450	450
Travel & Training	720	3,377	3,500	2,400	3,500	3,500
Membership Dues & Fees	862	2,132	2,300	2,300	2,300	2,300
NPDES Permit Fees	15,437	15,556	22,000	20,000	20,000	20,000
Internal Charge-Fleet	15,934	7,234	15,159	10,246	14,494	14,494
Internal Charge-Facilities	521	10,453	1,088	1,088	1,161	1,161
Internal Charge-Tech Services	18,517	16,893	22,016	22,016	10,351	10,351
Supplies & Services	4,969	5,310	6,200	8,000	5,500	5,500
Safety Supplies	934	1,833	1,800	1,000	1,500	1,500
Tools & Equipment	156	274	500	800	500	500
Computer Supplies	4,680	5,057	7,000	6,000	6,500	6,500
Bldg Cleaning Service	4,663	5,197	6,000	5,500	6,000	6,000
Lab Equipment & Chemicals	8,594	14,017	11,000	10,500	11,000	11,000
Bulk Chemicals	5,713	2,962	7,000	4,000	6,000	6,000
Lime	34,468	36,682	52,000	37,000	40,000	40,000
Biosolids - Polymer	7,590	9,094	7,500	7,500	7,500	7,500
Utilities	94,978	91,083	98,000	96,000	98,000	98,000
Total WWTP Materials & Services	402,160	429,767	522,363	449,170	489,556	489,556
CAPITAL OUTLAY						
Building	-	5,225	7,500	7,500	7,500	7,500
Vehicles & Equipment	5,981	15,422	27,500	25,000	20,000	20,000
Improvements	-	-	-	-	400,000	400,000
Outfall Pipe Replacement	-	62,690	160,000	175,769	-	-
New Primary Clarifier & Support Systems	-	-	1,365,000	365,000	1,000,000	1,000,000
Sludge Storage and Conditioning	558,539	-	-	-	-	-
Total WWTP Capital Outlay	564,520	83,338	1,560,000	573,269	1,427,500	1,427,500
TOTAL WWTP REQUIREMENTS	1,609,402	1,196,871	2,826,101	1,759,992	2,690,662	2,690,662

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.

2019-20 Highlights

- Cleaned 84,480 feet of sanitary main lines
- Videoed 26,400 feet of sanitary main lines
- Completed annual inspections at Canby businesses to ensure Fat Oil and Grease (FOG) program compliance
- Provided semi-annual cleaning of sanitary sewer mainlines which are inherent to FOG from food establishments
- Completed the S Mulino road sewer pump station

2020-21 Goals

- Install south Ivy Street Pump Station (City-wide Goal – Public Services)
- Upsize South Ivy Street sewer main (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)
- Update the Sewer Master Plan (City-wide Goal – Public Services)
- Procure Asset Management program for capital improvement planning, GIS mapping, service orders and tracking (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Maintain the sewer system to meet all DEQ requirements				
Total feet of sanitary lines	248,160	248,160	248,160	264,920
Percentage of lines cleaned	10%	10%	10%	25%
Percentage of lines video inspected	5%	5%	5%	5%
Number of overflows or backups	0	0	0	0
Percentage of businesses inspected and in compliance with city’s FOG Program	100%	100%	100%	100%
Percentage of manholes inspected	50%	50%	50%	50%

Budget Detail

Sewer Combined Fund - Collections

SEWER COMBINED FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR SEWER COLLECTIONS						
PERSONNEL SERVICES						
Regular Salaries and Wages	166,176	159,740	190,761	219,357	225,372	225,372
Overtime	4,412	2,242	3,000	3,000	3,000	3,000
Insurance Benefits	42,661	33,825	46,913	50,629	51,611	51,611
Taxes/Other	23,317	21,148	29,456	38,164	34,341	34,341
PERS Contributions	27,744	28,111	40,052	47,755	58,075	58,075
Clothing Allowance	1,200	1,250	1,200	1,200	1,200	1,200
Total Collections Personnel Services	265,510	246,316	311,382	360,105	373,599	373,599
FTE	2.6	2.5	2.8	3.2	3.3	3.3
MATERIALS & SERVICES						
Consultant Engineer	3,743	5,295	10,000	25,000	20,000	20,000
Software Maint	200	-	-	-	-	-
Lateral Repair	3,620	6,987	12,000	6,000	12,000	12,000
Lift Station Maint	1,248	4,567	10,000	5,000	10,000	10,000
Lift Station Telemetry	3,455	3,296	4,000	4,000	4,500	4,500
Collection System Maint	1,495	4,196	10,000	10,000	10,000	10,000
Equipment Rental	92	-	-	-	-	-
Copier Lease & Maint	1,887	1,601	1,800	1,800	1,800	1,800
Communications	828	1,249	1,000	1,000	1,000	1,000
Travel & Training	2,531	280	4,500	4,500	4,500	4,500
Membership Dues & Fees	408	160	250	480	500	500
Internal Charge-Fleet	6,216	15,836	18,191	36,181	25,364	25,364
Internal Charge-Facilities	4,842	20,127	10,107	10,498	10,784	10,784
Internal Charge-Tech Services	1,696	991	1,333	1,333	292	292
Supplies & Services	7,123	5,662	7,500	7,500	7,500	7,500
Small Tools	1,170	1,878	4,000	4,000	4,000	4,000
Safety Supplies	784	689	1,000	1,000	1,000	1,000
Utilities-Lift Stations	6,098	6,254	7,300	6,200	8,000	8,000
Total Collections Materials & Services	47,435	79,070	102,981	124,492	121,240	121,240
CAPITAL OUTLAY						
Vehicles & Equipment	15,012	-	-	-	22,000	22,000
Road to Lift Station by the PD	-	-	-	-	56,500	56,500
Willow Creek Lift Station Replace	329,071	-	-	-	-	-
Mulino Road Pump Station & Force Main	934,120	12,195	-	-	-	-
NE 11th and N Pine Lift Station Removal	139,618	273,383	-	-	-	-
S Ivy Pump Station & Extension	5,083	41,012	964,917	703,906	250,000	250,000
S Ivy Sewer 2nd - 13th	-	-	-	45,700	854,300	854,300
NE 10th Ave Sewer Extention	1,980	50,856	-	-	-	-
Total Collections Capital Outlay	1,424,882	377,446	964,917	749,606	1,182,800	1,182,800
TOTAL COLLECTIONS REQUIREMENTS	1,737,828	702,831	1,379,280	1,234,203	1,677,639	1,677,639

Stormwater Department

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

2019-20 Highlights

- Performed monthly street sweeping
- Installed 4 new G-2 catch basins
- Cleaned 15 drywells
- Installed a drywell at N Ivy and NW 6th

2020-21 Goals

- Update the Storm water Master Plan (City-wide Goal – Public Services)
- Procure Asset Management program for capital improvement planning, GIS mapping, service orders and tracking (City-wide Value – Fiscal Responsibility)

Performance Measures

Strategies and Measures	FY16-17 Actuals	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Projected
Maintain the stormwater system, meeting all DEQ requirements				
Feet of new storm lines installed	810	4,707	6,655	9,655
Percentage of system videoed	1%	1%	1%	5%
Percentage of storm lines cleaned	2%	2%	2%	5%
Catch basins replaced	10	10	10	4
Percentage of catch basins cleaned	10%	10%	10%	10%

Budget Detail

Sewer Combined Fund - Stormwater

SEWER COMBINED FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS FOR STORMWATER						
PERSONNEL SERVICES						
Regular Salaries and Wages	139,587	84,118	127,853	126,814	115,565	115,565
Overtime	2,583	593	500	500	500	500
Insurance Benefits	44,023	13,450	26,554	22,108	22,096	22,096
Taxes/Other	17,513	10,405	16,991	19,379	15,122	15,122
PERS Contributions	22,036	14,670	27,075	26,567	29,751	29,751
Clothing Allowance	-	-	-	200	200	200
Total Stormwater Personnel Services	225,742	123,236	198,973	195,568	183,234	183,234
FTE	2.1	1.1	1.8	1.7	1.6	1.6
MATERIALS & SERVICES						
Consultant Engineer	9,478	9,814	10,000	12,000	10,000	10,000
Software Maint	200	-	700	-	-	-
Catch Basin Repair	8,747	2,019	6,000	6,000	6,000	6,000
Storm System Maintenance	14,849	2,491	20,000	2,500	20,000	20,000
Willow Creek Storm Maintenance	12,964	448	-	-	-	-
Equipment Rental	-	-	250	250	-	-
Copier Lease & Maint	626	154	240	240	240	240
Storm Water Analysis	5,173	1,788	2,700	2,700	2,700	2,700
Communications	1,098	732	1,500	1,000	1,000	1,000
Travel & Training	904	450	2,000	2,000	2,000	2,000
Membership Dues & Fees	1,303	630	1,000	3,625	1,000	1,000
Internal Charge-Facilities	4,842	20,127	10,107	10,498	10,784	10,784
Supplies & Services	2,685	4,198	4,000	4,000	4,000	4,000
Small Tools	-	93	2,000	2,000	2,000	2,000
Safety Supplies	300	565	600	600	600	600
GPS Mapping Project	240	-	-	-	-	-
Total Stormwater Materials & Services	63,408	43,508	61,097	47,413	60,324	60,324
CAPITAL OUTLAY						
Equipment	-	-	-	-	10,000	10,000
Logging Rd Trail Culvert Replacement	-	-	15,000	3,725	-	-
Drywells	2,313	99,931	-	20,410	-	-
Total Stormwater Capital Outlay	2,313	99,931	15,000	24,135	10,000	10,000
TOTAL STORMWATER REQUIREMENTS	291,462	266,675	275,070	267,116	253,558	253,558

Budget Detail

Sewer Combined Fund – Not Allocated

Sewer Not Allocated

SEWER COMBINED FUND	FY17-18 Actual	FY18-19 Actual	FY19-20 Budget	2019-20 Projected	2020-21 Proposed	2020-21 Approved
REQUIREMENTS NOT ALLOCATED						
PERSONNEL SERVICES						
Regular Salaries and Wages	23,311	22,162	23,642	22,380	23,061	23,061
Insurance Benefits	7,851	5,462	7,796	7,597	5,407	5,407
Taxes/Other	2,314	2,210	2,303	2,632	1,991	1,991
PERS Contributions	3,694	3,572	4,634	4,526	5,143	5,143
Total Sewer Not Allocated Personnel Services	37,170	33,405	38,375	37,135	35,602	35,602
FTE	0.4	0.6	0.4	0.3	0.3	0.3
MATERIALS & SERVICES						
Rate Studies and Master Plans	-	28,625	-	2,000	-	-
Sewer Billing	42,278	39,508	38,000	42,300	43,200	43,200
Franchise Fee	290,555	293,867	298,000	304,000	307,000	307,000
Total Sewer Not Allocated Materials & Services	332,833	362,000	336,000	348,300	350,200	350,200
DEBT SERVICE						
Sewer Bond Princ-08	295,000	-	-	-	-	-
Sewer Bond Int-08	5,900	-	-	-	-	-
Total Sewer Not Allocated Debt Service	300,900	-	-	-	-	-
TRANSFERS OUT						
O/H Transfer to General Fund-WWTP	155,539	170,507	161,886	170,507	163,112	163,112
O/H Transfer to General Fund-Collections	53,548	50,902	50,115	50,902	60,761	60,761
O/H Transfer to General Fund-Stormwater	44,651	35,569	32,064	35,569	29,913	29,913
Transfer to Street Fund	-	54,800	220,000	-	299,000	299,000
Total Sewer Not Allocated Transfers Out	253,738	311,778	464,065	256,978	552,786	552,786
OPERATING CONTINGENCY	-	-	235,000	-	200,000	200,000
TOTAL REQUIREMENTS NOT ALLOCATED	924,641	707,183	1,073,440	642,413	1,138,588	1,138,588
RESERVED FOR FUTURE EXPENDITURE	-	-	5,316,253	7,707,108	7,429,661	7,429,661
ENDING FUND BALANCE (prior year's)	4,513,367	6,436,688	-	-	-	-
TOTAL SEWER COMBINED FUND REQUIREMENTS	9,076,698	9,310,248	10,870,144	11,610,832	13,190,108	13,190,108

This Page Intentionally Left Blank

Appendix

Personnel FTE Comparison to Prior Years

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	2020-21 Budget
Administration	4.0	3.7	4.5	5.1	3.5	3.2
HR & Risk Management	-	-	-	-	0.9	1.1
Finance	2.8	2.6	3.0	3.5	3.4	3.5
Court	2.7	2.7	2.8	3.8	3.6	3.4
Planning	1.3	1.2	1.8	2.8	2.2	2.8
Building	0.3	0.2	0.3	0.2	0.2	0.4
Police	27.8	26.5	27.9	29.4	30.0	30.2
Parks	3.4	3.9	4.3	6.9	6.7	5.7
Cemetery	0.2	0.1	0.9	1.4	1.2	1.3
Economic Development	3.4	3.3	2.9	2.6	2.5	2.5
General Fund Total	45.7	44.4	48.3	55.6	54.2	54.1
Library	8.4	8.3	9.0	9.0	9.1	9.2
Transit	2.7	2.7	2.6	2.5	4.2	2.7
Swim Center	9.2	8.7	9.1	9.1	9.2	8.6
Streets	6.2	5.5	5.3	6.0	6.4	5.9
Transient Room Tax	-	-	-	-	0.1	-
Facilities	1.2	0.3	0.6	1.1	1.2	1.1
Fleet	2.3	2.4	2.0	2.0	2.1	3.1
Tech Services	1.0	1.0	1.0	1.1	1.1	1.1
WWTP	5.1	4.8	5.0	5.1	5.1	5.1
Sewer Collections	3.0	2.7	2.6	2.5	2.8	3.3
Sewer Stormwater	2.7	2.8	2.1	1.1	1.8	1.6
Unallocated (Sewer)	0.6	0.5	0.4	0.6	0.4	0.3
Sewer Fund Total	11.4	10.9	10.1	9.3	10.1	10.4
City-wide Total	87.9	84.0	88.0	95.5	97.8	96.2

There is a reduction of 1 FTE due to the elimination of backfills for staff retirements.

The remaining 0.6 FTE reduction is due to the elimination of seasonal help for parks and cemetery.

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

FTE Allocations

Department	FTE	General	Street	Sewer	Tech	Fleet	Transit	Swim
Administration								
City Administrator	0.75	60%	15%	25%				
City Recorder	1.00	100%						
City Attorney	1.00	100%						
Office Specialist II	1.10	100%						
HR & Risk Management								
Assistant City Administrator	1.00	70%	5%	10%	10%	5%		
Confidential Admin Assistant	1.00	100%						
Finance								
Finance Director	1.00	100%						
Office Specialist IV	1.00	80%					20%	
Purchasing & Accounting Specialist	1.00	100%						
Office Specialist III	1.00	83%					17%	
Office Specialist III	1.00	35%	25%	33%			7%	
Court								
Municipal Judge	0.25	100%						
Court Supervisor	1.00	100%						
Municipal Court Clerk II	1.50	100%						
Planning								
Planning Director	1.00	50%	20%	30%				
Senior Planner	1.00	60%	20%	20%				
Associate Planner	2.00	85%	5%	10%				
Office Specialist II	1.00	60%	15%	25%				
Police								
Police Chief	1.00	100%						
Police Lieutenant	2.00	100%						
Police Sergeant	5.00	100%						
Police Patrol	18.00	100%						
Code Enforcement	1.00	100%						
Administrative Supervisor	1.00	100%						
Office Specialist III	2.00	100%						
Bailliff	0.20	100%						
Parks								
Park Lead	1.00	97%	3%					
Maintenance Worker III	3.00	89%	9%	1%			1%	
Maintenance Worker II	1.00	87%	8%	1%			1%	3%
Maintenance Worker I	2.00	86%	10%	1%			2%	1%
Economic Development								
Economic Development Director	1.00	100%						
Economic Dev & Tourism Coordinator	1.00	100%						

Department	FTE	Transit	Library	Swim	Tech	Fleet
Transit						
Transit Director	1.00	100%				
Office Specialist III	1.17	100%				
Library						
Library Director	1.00		100%			
Library Supervisor	1.00		100%			
Librarian	0.88		100%			
Office Specialist II	4.10		100%			
Office Specialist I	1.00		100%			
Library Page	1.23		100%			
Pool						
Aquatics Program Manager	1.00			100%		
Swim Operator	1.00			100%		
Swim Instructor	1.00			100%		
Head Lifeguard	1.50			100%		
Lifeguard II/Instructor II	2.00			100%		
Lifeguard I/Instructor I	2.00			100%		
Tech Services						
Office Specialist III	1.00				100%	

	FTE	General	Street	Sewer	Facility	Fleet
Public Works						
Public Works Supervisor	1.00		74%	25%	1%	
Facilities						
Maintenance Worker III	1.00				100%	
Fleet						
Lead Mechanic	1.00					100%
Mechanic	1.00					100%
Service Rider	1.00					100%
Street/Collections/Storm						
Maintenance Worker III	2.00		37%	63%		
Maintenance Worker II	2.00		50%	50%		
Maintenance Worker I	2.00		48%	50%	2%	
Office Specialist III	1.00	33%	23%	29%	7%	8%
PT/Seasonal	0.58		98%		2%	
WWTP						
Operator Lead	1.00			100%		
Pre-Treatment Coordinator	1.00			100%		
Operator III	3.00			100%		
Total FTE for FY20-21	96.2					

Salary Schedules

Non-Represented (Management, Supervisory & Confidential) - Effective July 1, 2019

Position	Range	Minimum Monthly	Maximum Monthly
Confidential Administrative Assistant	1	\$3,571	\$4,743
Main Street Manager	2	4,071	5,407
	3	4,641	6,164
Aquatics Program Manager Library Supervisor Administrative Supervisor Court Supervisor	4	5,244	6,965
City Recorder	5	5,769	7,662
PW Supervisor	6	6,288	8,352
	7	6,476	8,602
Library Director Transit Director	8	6,800	9,032
Economic Development Director Planning Director	9	7,344	9,755
Police Lieutenant Public Works Director	10	7,858	10,104
Finance Director	11	8,330	11,064
Assistant City Administrator/HR Director Police Chief	12	8,830	11,728

Part-time, non-represented employees working <20 hours per week - Effective July 1, 2020

Position	Minimum Hourly	Maximum Hourly
Library Page	\$12.00	\$15.00
Lifeguard I Instructor I	12.00	16.08
Lifeguard II Instructor II	12.85	17.22

AFSCME - Effective July 1, 2019

Position	Monthly First Step	Monthly Last Step
Head Lifeguard	\$2,462	\$3,175
Office Specialist I	3,274	4,222
Library Coordinator Tech Ref Librarian/Youth Services Municipal Court Clerk I Office Specialist II	3,453	4,453
Mechanic Tech I Parks Maintenance Worker Swim Instructor Maintenance Worker I	3,565	4,597
Maintenance Worker II	3,839	4,951
Municipal Court Clerk II	3,933	5,072
Planning Tech Code Enforcement/Evidence Tech	4,130	5,326
Maintenance Worker III	4,167	5,373
Operator I Pre-Treatment Tech Facilities Maintenance Tech	4,297	5,541
Office Specialist III	4,378	5,646
User Service Tech.	4,431	5,714
Mechanic Librarian Purchasing and Accounting Specialist Economic Development & Tourism Coordinator	4,528	5,839
Swim Operator	4,677	6,031
Operator II	4,722	6,089
Lead Mechanic Parks & Public Works Lead	4,953	6,387
Office Specialist IV	5,127	6,611
Operator III Pre-Treatment Coordinator	5,166	6,662
Associate & Project Planner	5,215	6,725
Operator Lead	5,320	6,860
Senior Planner	5,699	7,349
Canby Police Association – Effective July 1, 2020		
Police Patrol	\$5,722	\$7,199
Sergeant	7,642	8,720

Overhead and Internal Charges

Combined Internal Charges and Overhead Summary 2020-2021

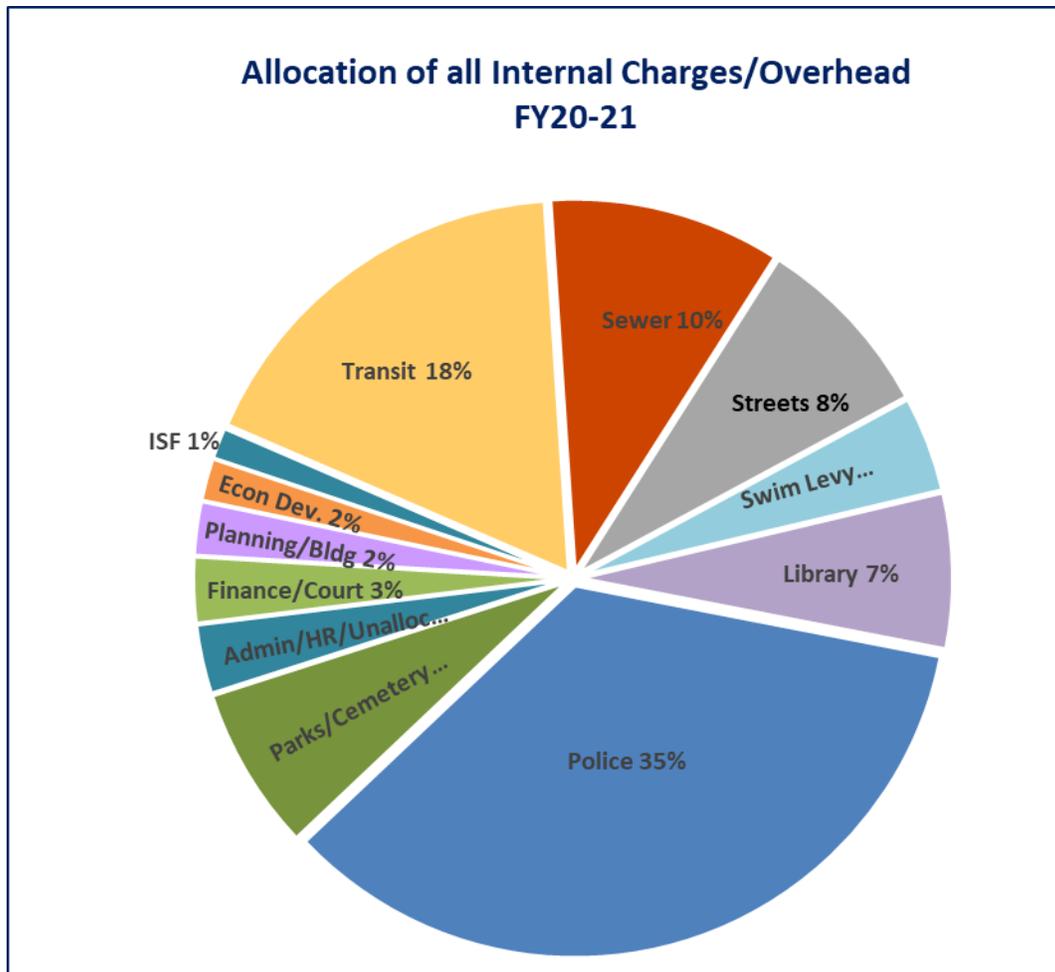
	Facilities	Tech	Fleet	Admin Overhead	FY20-21 Total	FY19-20 Budget	Variance % YR over YR budget
Admin	9,742	23,024	3,623	-	36,389	37,691	-3.45%
HR	3,034	17,806	-	-	20,840	8,746	138.28%
Unallocated*	40,459	-	-	-	40,459	37,916	6.71%
Finance	4,619	7,443	-	-	12,062	16,133	-25.23%
Court	4,227	12,111	-	64,746	81,084	82,686	-1.94%
Planning	3,602	14,268	-	51,762	69,632	77,705	-10.39%
Building	424	-	-	5,741	6,165	4,086	50.88%
Police	67,396	180,850	217,409	666,432	1,132,087	1,052,415	7.57%
Parks	24,267	1,498	65,223	118,641	209,629	177,315	18.22%
Cemetery	-	438	-	21,347	21,785	20,304	7.29%
Economic Dev	3,724	3,884	-	52,286	59,894	56,955	5.16%
Library	56,507	19,991	-	142,687	219,185	219,299	-0.05%
Streets	24,408	24,033	94,210	120,610	263,261	266,316	-1.15%
Fleet	33,899	4,749	-	-	38,648	40,648	-4.92%
Facilities	-	-	3,000	-	3,000	3,000	0.00%
Tech Services	2,543	-	-	-	2,543	2,383	6.71%
Transit	5,651	37,166	341,372	182,728	566,917	464,866	21.95%
Swim Levy	-	15,671	-	119,444	135,115	134,119	0.74%
WWTP	1,161	10,351	14,494	163,113	189,119	200,149	-5.51%
Collections	10,784	292	25,364	60,761	97,201	79,746	21.89%
Storm	10,784	-	-	29,913	40,697	42,171	-3.50%
Total	307,232	373,573	764,696	1,800,211	3,245,712	3,024,649	7.31%

General Admin Overhead costs are absorbed by the General Fund.

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

Internal Charges	Allocation Methodology	Costs Include
Facilities	Costs are allocated to departments/ funds on a per square foot basis	Utilities, alarm monitoring, janitorial services and supplies, pest control, and other repair and maintenance costs
Fleet	Costs are estimated by dept. and adjusted to a 12 month actual at the end of March	Mechanic labor, contract services, oil, gas, parts, and other supplies and equipment

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



Financial Policies

Purpose

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

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

Goal

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

Responsibilities

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

Policy 1 - Funds

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

Policy 2 - Budgeting

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

Policy 3 - Revenue

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

Policy 4 - Expenditures**Controls**

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

Specific Expenditures

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

Policy 5 - Revenue Constraints and Fund Balance

Nature of Constraints

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

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

Other Considerations

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

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

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

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

City Responsibility

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

Debt

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

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

Rule 15c2-12 Disclosures

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

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

Policy 6 - Continuing Disclosure (continued)

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

Glossary & Acronyms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CAFR - The Comprehensive Annual Financial Report, the audited report of the City’s finances for the fiscal year.

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 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 Meeting

Two 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, 2020 to June 30, 2021, will be held on May 14, 2020 at 6:00 pm and May 21, 2020 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 second meeting on May 21, 2020. Due to the COVID-19 pandemic the meetings will be broadcast live on CTV Channel 5 and on YouTube.

Any person may provide comment in written form or virtually. Written comments must be received by 5 pm on May 20th. If you wish to speak please contact the City Recorder at bissetm@canbyoregon.gov or call 503-266-0733 by 5 pm on May 20th 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 4th, 2020 on the city's website at www.canbyoregon.gov.

Publish May 6, 2020

CH163075



City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: June 17, 2020

TO: Honorable Mayor Hodson and City Council

THRU: Amanda Zeiber, Interim City Administrator

FROM: Julie Blums, Finance Director

Summary

Adoption of Resolution 1337 authorizing an interfund loan from the Cemetery Perpetual Care Fund to the Library Fund in the amount of \$500,000 and authorizing repayment of the interfund loan in FY2020-21.

Background

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

Discussion

The Library Fund has used the majority of their reserve balances and will not receive the bulk of their annual revenue until January 2021. Oregon Budget Law does not allow a Fund to run a deficit balance, therefore an interfund loan is needed to cover the operations costs until property tax revenue is received from Clackamas County in January 2021.

This interfund loan will be repaid in FY2020-21 with interest at the rate earned by the Oregon State Local Investment Pool.

Attachments

Resolution 1337

Fiscal Impact

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

Options

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

Recommendation

Staff recommends that Council adopt Resolution No. 1337

Proposed Motion

"I move to adopt Resolution 1337, A Resolution Authorizing an Interfund Loan from the Cemetery Perpetual Care Fund to the Library Fund in the Amount of \$500,000 and Authorizing Repayment of the Interfund Loan in FY2020-2021."

RESOLUTION NO. 1337

A RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM THE CEMETERY PERPETUAL CARE FUND TO THE LIBRARY FUND IN THE AMOUNT OF \$500,000 AND AUTHORIZING REPAYMENT OF THE INTERFUND LOAN IN FISCAL YEAR 2020-2021.

WHEREAS, the City of Canby adopted a budget and appropriated funds for Fiscal Year 2020-21 by Resolution 13, which provided for an interfund loan from the Cemetery Perpetual Care Fund to the Library Fund, and provided for repayment of the interfund loan; and

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

WHEREAS, The Library Fund does not have sufficient reserves to cover the anticipated operating costs prior to the receipt of property tax revenue from Clackamas County in January 2020; and

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

NOW, THEREFORE, BE IT RESOLVED,

1. The Cemetery Perpetual Care Fund is authorized to loan to the Library Fund an amount up to \$500,000 in FY 2020-2021.
2. The loan shall be repaid in fiscal year 2020-2021 with interest bearing at the rate earned by the State of Oregon Local Investment Pool.
3. The Library Fund is authorized to repay to the Cemetery Perpetual Care Fund the principal amount borrowed in FY 2020-2021 plus interest at the rate earned by the State of Oregon Local Investment Pool.

This Resolution 1337 shall take effect on July 1, 2020.

ADOPTED this 17th day of June 2020 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bissett
City Recorder



City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: June 17, 2020

TO: Honorable Mayor Hodson and City Council

FROM: Amanda Zeiber, Interim City Administrator

ITEM: Resolution No. 1338: A Resolution extending Workers Compensation coverage to volunteers of the City of Canby and repealing Resolution 1313.

Summary

The City of Canby provides workers compensation coverage to volunteers, elected City officials and City boards and commissions. Coverage is provided through a resolution, which is reviewed annually to capture any changes from current or prior year(s) or as a result of new legislation or mandated changes. The City's insurance provider, City County Insurance Services, requires the City to have a current volunteer resolution on file. The City of Canby volunteer resolution was previously updated in June 2019. The volunteer resolution specifically lists which types of non-public safety volunteers will be covered.

Recommendation

Staff recommends the Council approve Resolution No. 1338.

Proposed Motion

"I move to adopt Resolution 1338, a Resolution Extending Workers Compensation Coverage to Volunteers of the City of Canby and Repealing Resolution 1313."

RESOLUTION NO. 1338

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF CANBY AND REPEALING RESOLUTION 1313.

WHEREAS, the Canby City Council elects the following:

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

1. Public Safety Volunteers. **Applicable** **Non-applicable**

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

- Police reserve

2. Volunteer boards, commissions, and councils for the performance of administrative duties. **Applicable** **Non-applicable**

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

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

3. Non-public safety volunteers. **Applicable** **Non-applicable**

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

- General administrative/clerical
- Library
- Parks / Public Works

4. Public Events **Applicable** **Non-applicable**

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

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

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

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

6. Other Volunteers

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

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

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

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

This resolution shall take effect July 1, 2020.

ADOPTED this 17th day of June 2020, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Melissa Bisset
City Recorder



City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: June 17, 2020

TO: Honorable Mayor Hodson and City Council

FROM: Amanda Zeiber, Interim City Administrator

ITEM: Second Reading of Ordinance No. 1528: Contract with Master Clean, Inc.
for Janitorial Services

Background

The City of Canby contracts out janitorial services. The current provider, Master Clean, has been the service provider for the City of Canby for over 20 years. Master Clean provides janitorial services at the Library and Civic Building, Canby Police Department, CAT Offices, Transit Station, and the Waste Water Treatment Plan. Master Clean provides services on a regular basis and is also on call for any additional janitorial needs that arise.

Master Clean staff have received the training and have the knowledge to effectively maintain facilities specific to the City of Canby, including law enforcement, public transit and wastewater.

Attachments

- Ordinance 1528
- Ordinance 1528 Exhibit A – Personal Services Agreement & New Cost Sheet

Fiscal Impact

The cost of the contract has increased \$2,596.00 from the previous year.

Options

1. Approve Contract.

Recommendation

Staff recommends the Council approve Ordinance No. 1528.

Proposed Motion

"I move to approve Ordinance No. 1528, AN ORDINANCE AUTHORIZING THE MAYOR AND INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MASTER CLEEN, INC. FOR JANITORIAL SERVICES FOR VARIOUS CITY FACILITIES, NOT TO EXCEED \$60,583.00; AND REPEALING ORDINANCE 1509.

ORDINANCE NO. 1528

AN ORDINANCE AUTHORIZING THE MAYOR AND INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MASTER CLEEN, INC. FOR JANITORIAL SERVICES FOR VARIOUS CITY FACILITIES, NOT TO EXCEED \$60,583.00; AND REPEALING ORDINANCE 1509

WHEREAS, the City of Canby requires ongoing scheduled janitorial services in order to properly maintain City facilities for the comfort and safety of its employees and citizens; and

WHEREAS, the City has previously adopted Ordinance 1509 which selected Master Cleen, Inc., as an independent contractor under a personal services contract for the purpose of carrying out the these activities; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this proposal, reviewed the staff report and finds that the contract is in the best interest of the City to enter into.

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

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Master Cleen, Inc., the copy of said contract is attached hereto and marked as Exhibit "A" and by this reference fully incorporated herein.

Section 2. Ordinance 1509 is hereby repealed.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 3, 2020, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 17, 2020, commencing at the hour of 7:00 p.m. in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.



Melissa Bisset, CMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on the 17th day of June, 2020 by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder

AFFIDAVIT OF POSTING

STATE OF OREGON)
)
County of Clackamas) ss:
)
CITY OF CANBY)

I, Melissa Bisset, being first duly sworn, depose and say that I am the City Recorder for the City of Canby, Clackamas County, Oregon, a City duly incorporated under and by virtue of the laws of the State of Oregon.

That on the 3rd day of June, 2020 the Council for said City of Canby held a Regular City Council Meeting, at which meeting Ordinance No. 1528 was read for the first time and passed by the vote of said Council and was then and there ordered posted in at least three (3) public and conspicuous places in said City for a period of five (5) days prior to the second reading and final vote on said Ordinance, as provided in Section 2 of Chapter 8 of the Charter of the City of Canby, and

Thereafter, on the 3rd day of June, 2020, I personally posted said Ordinance in the following three (3) conspicuous places, all within the said City of Canby, to wit:

- 1. Canby Civic Building – Front Doors
- 2. Canby Post Office
- 3. City of Canby Web Page

That since said posting on the date aforesaid, the said Ordinance will remain posted in the said three (3) public and conspicuous places continuously for the period of five (5) days and until the very 17th day of June, 2020.

Melissa Bisset
Melissa Bisset, City Recorder

Subscribed and sworn to before me this 8th day of June, 2020.

Erin Elizabeth Burckhard
Notary Public For Oregon
My Commission Expires: 9/4/2022



PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and MASTER CLEEN, INC. (Contractor).

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

The Parties Agree a Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" attached hereto. Contractor agrees that \$60,583.00 is the not to exceed price of this contract, without prior written approval from the City.
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
 - B. Contractor certifies that it is either a carrier-insured employer or a self-

insured employer as provided in Chapter 656 of the Oregon Revised Statutes.

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

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

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

7. Term.

A. This Agreement may be terminated by:

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

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

By entering into this agreement, contractor represents and warranties that they have complied with the tax laws of the State of Oregon and the City of Canby.

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

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

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

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

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

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

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

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.

11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.

12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Amanda Zeiber, Assistant City Administrator
 City of Canby
 PO Box 930
 Canby, OR 97013

CONTRACTOR: Jim Dye
 Master Clean, Inc.
 PO Box 208
 Oregon City, OR 97045

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

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

CONTRACTOR: CITY OF CANBY

By: By:

Date: Date:

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

Approved as to Form:

 Joseph Lindsay, City Attorney

11/6/15

New Cost Sheet 2020-21 Master Clean Inc to City of Canby

	Month Totals	YR Totals
Civic/Library	2457.00	
Total	2457.00	29484.00
<hr style="border-top: 3px double #000;"/>		
Police/Court	1569.00	18828.00
Carpet		
1 X Per year		1000.00
Total	1569.00	19828.00
<hr style="border-top: 3px double #000;"/>		
Cat	246.00	2952.00
Lounge	92.00	1104.00
Floor S&W		
2X per year		150.00
Driver Bathroom	65.00	780.00
Cat Glass	55.00	660.00
Floors Main Office		
1 X per year		200.00
TOTAL	458.00	5846 .00
<hr style="border-top: 3px double #000;"/>		
WWTP	340.00	4080.00
Blower Room		
3 X per year		120.00
Main Floors		
3 X per year		1125.00
Blower room floor		
1 X per year		100.00
TOTAL	337.00	5425.00
<hr style="border-top: 3px double #000;"/>		
	4866.00	60583.00



City of Canby

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

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

City Council Staff Report

DATE: June 17, 2020

TO: Honorable Mayor Hodson and City Council

FROM: Amanda Zeiber, Interim City Administrator

ITEM: Second Reading of Ordinance No. 1529: Contract with Kintechnology, Inc. for computer technical services.

Background

The City of Canby contracts out technical services and information technology. The current provider, KinTechnology, Inc. (KinTech), has been the service provider for the City of Canby since 2006. KinTech assigns two technicians to primarily support the City of Canby, along with other staff and technical experts who are available as needed to perform duties and functions to update, troubleshoot and maintain City systems. The City assigns one administrative assistant to tech services. The City does not have adequate funding to support an internal IT staff of multiple technical experts.

Continuity of service is important as we continue to create technology efficiencies and implement City wide security systems. KinTech staff have received the training and have the knowledge to effectively maintain systems specific to the City of Canby, including law enforcement, public transit and wastewater. KinTech provides excellent service to the City of Canby during work hours and additionally after hours as needed to support law enforcement and transit functions.

Attachments

- Ordinance 1529
- Ordinance 1529 Exhibit A – Personal Services Agreement

Fiscal Impact

The cost of the contract has increased \$10,000 from the previous year.

Options

1. Approve Contract.

Recommendation

Staff recommends the Council approve Ordinance No. 1529.

Proposed Motion

“I move to approve Ordinance No. 1529, AN ORDINANCE AUTHORIZING THE MAYOR AND INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH KINTECHNOLOGY, INC. TO CONTINUE TO PROVIDE COMPUTER TECHNICAL SERVICES FOR THE CITY; NOT TO EXCEED \$110,000.00; AND REPEALING ORDINANCE 1506.”

ORDINANCE NO. 1529

AN ORDINANCE AUTHORIZING THE MAYOR AND INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH KINTECHNOLOGY, INC. TO CONTINUE TO PROVIDE COMPUTER TECHNICAL SERVICES FOR THE CITY, NOT TO EXCEED \$110,000.00; AND REPEALING ORDINANCE 1506

WHEREAS, the City of Canby desires to continue its contract between the City and KinTechnology, Inc. to provide computer technical services for the City; and

WHEREAS, the current contract with KinTechnology, Inc. needs to be renewed;

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

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into an amended Personal Services Agreement with KinTechnology, Inc. to continue to provide computer technical services for the City. A copy of the Personal Services Agreement is attached hereto as Exhibit "A."

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 3, 2020, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 17, 2020, commencing at the hour of 7:00 p.m. in the Council Meeting Chambers located at 222 NE 2nd Avenue, 1st Floor, Canby, Oregon.



Melissa Bisset, CMC
City Recorder

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on the 17th day of June, 2020 by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Melissa Bisset, CMC
City Recorder

AFFIDAVIT OF POSTING

STATE OF OREGON)
)
County of Clackamas) ss:
)
CITY OF CANBY)

I, Melissa Bisset, being first duly sworn, depose and say that I am the City Recorder for the City of Canby, Clackamas County, Oregon, a City duly incorporated under and by virtue of the laws of the State of Oregon.

That on the 3rd day of June, 2020 the Council for said City of Canby held a Regular City Council Meeting, at which meeting Ordinance No. 1529 was read for the first time and passed by the vote of said Council and was then and there ordered posted in at least three (3) public and conspicuous places in said City for a period of five (5) days prior to the second reading and final vote on said Ordinance, as provided in Section 2 of Chapter 8 of the Charter of the City of Canby, and

Thereafter, on the 3rd day of June, 2020, I personally posted said Ordinance in the following three (3) conspicuous places, all within the said City of Canby, to wit:

- 1. Canby Civic Building – Front Doors
- 2. Canby Post Office
- 3. City of Canby Web Page

That since said posting on the date aforesaid, the said Ordinance will remain posted in the said three (3) public and conspicuous places continuously for the period of five (5) days and until the very 17th day of June, 2020.

Melissa Bisset
Melissa Bisset, City Recorder

Subscribed and sworn to before me this 8th day of June, 2020.

Erin Elizabeth Burckhard
Notary Public For Oregon
My Commission Expires: 9/4/2022



PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and KINTECHNOLOGY, INC. (Contractor).

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

The Parties Agree a Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" attached hereto. Contractor agrees that \$110,000 is the not to exceed price for general managed services of this contract, without prior written approval from the City. Out of contract fees are per the hourly service rates schedule listed in Exhibit "A".
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.

- B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes.
 - C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.
5. **Subcontractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.**
6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.
7. Term.
- A. This Agreement may be terminated by:
 - 1. Mutual written consent of the parties.
 - 2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
 - 3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
 - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
 - b. If Contractor fails to abide by the terms of this Agreement.
 - c. If services are no longer required.
8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

By entering into this agreement, contractor represents and warranties that they

have complied with the tax laws of the State of Oregon and the City of Canby. Further, for the duration of this contract, Contractor promises to continue to comply with said State and local tax laws. Any failure to comply with tax laws will be considered a default of this contract and could result in the immediate termination of this agreement and/or other sought damages or other such relief under applicable law.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:
 - A. For Comprehensive General Liability Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.
 - B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.
 - C. For Professional Liability—errors and omissions—a \$1,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. **(Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.)**. For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder.
 - D. For Worker’s Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker’s Compensation Insurance with statutory limits of coverage.

Procuring of such required insurance at the above-stated levels shall not be construed to limit the Contractor’s liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, or related costs caused by or related to Contractor’s negligence or neglect connected with this Agreement.
10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.

12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Amanda Zeiber, Interim City Administrator
 City of Canby
 PO Box 930
 Canby, OR 97013

CONTRACTOR: Tim Kimble
 KinTechnology, Inc.
 PO Box 305
 Canby, OR 97013

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

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

CONTRACTOR: CITY OF CANBY

By: By:

Date: Date:

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

Approved as to Form:

 Joseph Lindsay, City Attorney

11/6/15

Managed Services Agreement – Terms and Conditions

This IT Managed Services Agreement (“Agreement”) dated _____, is between KinTechnology “KinTech”, and the City of Canby (“Client”). KinTech and Client agree as follows:

Term – The “Term” of this Agreement will begin on the Effective Date and shall continue for a term of twelve (12) months. Unless communicated in writing otherwise, contract will automatically renew. This agreement may be terminated:

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

KinTech is permitted to enter Client's premises, during normal business hours, and repossess all supplies, spare parts and other items supplied by KinTech for which payment has not been received by KinTech.

Minimum Standards Required for Service – In order to provide effective services under this Agreement, the Client environment must conform to the following:

- All servers with Microsoft Windows Operating Systems must be running Windows 2012 Server or more recent version and have all service packs and critical updates installed.
- All workstations (desktop or laptop) PCs with Window Operating systems must be running Windows 8 Pro or more recent version, and all service packs and critical updates installed.
- All server and workstation software must be genuine, licensed, and vendor supported.
- The environment must have a currently licensed, vendor supported, server based, KinTech approved backup solution that can be monitored, and be able to issue notice of failures and successes.
- The environment must have a currently licensed, vendor supported, KinTech approved hardware firewall between the internal network and the internet.
- All wireless data traffic in the environment must be securely encrypted.
- There must be an outside static IP address assigned to a network device allowing RDP and VPN access.
- Client must ensure that environment has sufficient power to meet manufacturer's specifications on all hardware devices.

Costs required to bring Client's environment into compliance with minimum standards is not included in this Agreement. All work associated with bringing Client's environment within minimum standards must be contracted through and completed by KinTech.

Excluded Products and Services – Products and Services NOT covered by this Agreement:

- Services on parts, equipment, or software not covered by vendor/manufacturer warranty or support.
- The cost of any parts, equipment, or shipping charges of any kind.
- The cost of any software, licensing, or software renewal or upgrade fees of any kind.
- The cost of any third-party vendor or manufacturer support or incident fees of any kind.
- The cost to bring Client's environment into compliance with minimum standards for service.
- Failure due to acts of God, building modifications, power failures, or other adverse environmental conditions or factors.
- Service or repair made necessary by the alteration or modification of equipment other than as authorized by KinTech, including alterations, software installations or modifications or equipment made by Client employees or anyone other than KinTech.
- Maintenance of applications software packages, whether acquired from KinTech or any other source unless specified on this Agreement.
- Programming (modification of software code) and program (software) maintenance.
- Any product or service not specifically provided by this Agreement.
- Training services of any kind.

Billing and Payment – Services, expenses, and travel time are billed on a regular billing cycle; Payment due NET 20 of invoice date. Interest will accrue on past due accounts at a rate of 2% per month (24% APR) from the date Services were provided until all overdue amounts (and interest) are paid in full. Dishonored checks will incur a service charge of \$30.00. If payment on an invoice is not received within 30 days of invoice date, KinTech reserves the right to suspend the Services – without liability of any kind to Client – until all overdue amounts (and interest) are paid in full. No suspension of Services will extend the Term of this Agreement, or obviate Client's obligation to pay the monthly Support Services rates for the Term. Fees may be adjusted on a monthly basis to reflect an increase or decrease of hardware. *Any and all services request by Client that fall outside of the terms of this Agreement will be considered “Projects” and will be quoted and billed as separate, individual services.*

Security and Cooperation – Client shall provide KinTech with sufficient workspace to perform the Services. Client will provide KinTech, and authorizes KinTech to possess and use for the performance of the Services, both on or off Client premises, authentication and access keys, codes, means, and devices including, without limitation passwords, keys, codes, and electronic imprints for user logins, device access, and facility access. Additionally, Client agrees to provide KinTech with all other information and access necessary for or incidental to the performance of the Services. Client authorizes KinTech to perform Services in any manner, means, and location that KinTech deems necessary or advisable, and further authorizes KinTech to contact third-parties, including without limitation Client's vendors and service providers, and, for the proper performance of the Services and the resolution of job related problems.

Confidentiality – KinTech will undertake reasonable efforts to assure that no Client Confidential Information is disclosed or released to anyone outside KinTech (and its counsel) without the consent of Client. Notwithstanding the foregoing, KinTech may disclose Confidential Information in accordance with a judicial or other governmental order (or the like) requiring such disclosure. In such an event, KinTech will notify Client of the order with a view to allow Client to seek a protective order or other appropriate remedy to prevent

such disclosure. "Confidential Information" means non-public confidential or proprietary information of Client that is marked or designated in writing as confidential or proprietary by Client.

Records, Reports, and Intellectual Property – All records generated by KinTech, including without limitation hand notes, prints, computations, software, charts, reports, and other documentation whether or not related to the Services, are and will remain the sole and exclusive property of KinTech. Nothing in this Agreement is intended to transfer any intellectual property or proprietary right; all rights and title to any ideas, works of authorship, or inventions created, developed, conceived, or reduced to practice by a party, or its agents, employees, whether or not related to the Services, are and will remain the property of such party.

Expenses – Client will be billed for all expenses reasonably incurred by KinTech in performance of the Consulting Services.

Technical Services: Technician services will be billed according to the "Service Rates" below for all onsite and remote work performed. Minimum billing will be 0.25 hours.

Hardware, Software, Supplies, and Parts Purchases – Additionally, Client may request that KinTech purchase additional hardware, software, supplies, or parts for the benefit of Client. If KinTech makes such purchase, Client will be billed for such items on a cost plus basis, as determined by KinTech.

Travel Time – Client will not be billed for point-to-point onsite fees.

General Conditions – KinTech's standard hours of operations are 8am to 5pm, Monday through Friday. Service performed outside this time may be subject to additional charges, as defined by the "Service Rates" below. This Agreement may be terminated at any time with or without cause, effective upon the date set in a written notice. The Client will not be liable for the remaining for the payment obligations for the remainder of the contract past the effective date of termination. The terms of this Agreement may be amended, changed, or modified by KinTech and shall be effective upon written notice by KinTech, unless a later effective date is stated in such notice. Client will be deemed to have consented to any amendment, change or modification so noticed, if Client does not make written objections within 3 days of receipt of such notice. Except with respect to payment obligations, a party shall not be responsible for a delay or default in the performance of its obligations under this Agreement if and to the extent such default or delay is cause, directly or indirectly, by events beyond such party's reasonable control, including without limitation, fire, flood, or other act of nature, or the nonperformance of any other party. If a provision of this Agreement is determined to be unenforceable in any respect, the enforceability of the provision in any other respect and of the remaining provisions of this Agreement shall not be impaired. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement. This Agreement may not be assigned in whole or in part by either party without prior written consent of the other party. This Agreement shall be binding on the parties and their respective heirs, personal representatives, successors, and permitted assigns, and shall inure to their benefit. This Agreement is governed by, and is to be enforced and interpreted according to, the laws of the State of Oregon, without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction governing this Agreement. Any action or proceeding arising out of this Agreement shall be litigated in courts located in Multnomah County, Oregon. Each party consents and submits to the jurisdiction of any local, state, or federal court located in Multnomah County, Oregon. If any arbitration, action, suit, or proceeding is instituted to interpret, enforce, or rescind this Agreement, or otherwise in connection with the subject matter of this Agreement, including but not limited to any proceeding brought under the United States Bankruptcy Code, the prevailing party on a claim shall be entitled to recover with respect to the claim, in addition to any other relief awarded, the prevailing party's reasonable attorney's fees and other fees, costs, and expenses of every kind, including but not limited to the costs and disbursements specified in ORCP 68 A(2), incurred in connection with the arbitration, action, suit, or proceeding, any appeal or petition for review, the collection of any award, or the enforcement of any order, as determined by the arbitrator or court, as applicable. Additionally, in the event of a failure by Client to make any payment due under this Agreement, Client will pay to KinTech, and KinTech will be entitled to recover, upon demand, all reasonable costs and expenses, including but not limited to attorney's fees and collection fees, incurred by Client in attempting to collect any payment due under this Agreement, whether or not a suit is filed.

Disclaimer Of Warranties – EXCEPT FOR ANY WARRANTY OR REMEDY THAT CANNOT BE EXCLUDED OR LIMITED UNDER APPLICABLE LAW, AND EXCEPT FOR THE EXPRESS WARRANTIES MADE BY KINTECH IN THIS AGREEMENT, THE SERVICES ARE AND HAVE BEEN PROVIDED WITHOUT WARRANTY OF ANY KIND, AND KINTECH DISCLAIMS ALL REPRESENTATIONS, WARRANTIES, CONDITIONS, AND TERMS, WITH RESPECT TO THE SERVICES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR EXISTING OR CREATED BY OR UNDER COMMON LAW, CUSTOM, USAGE, OR OTHERWISE, INCLUDING WITHOUT LIMITATION THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, OR ANY WARRANTY THAT CLIENT'S IT SYSTEMS WILL OPERATE UNINTERRUPTED, ERROR FREE, OR WITHOUT DELAY . FURTHER, KINTECH DOES NOT WARRANT THE EFFECTIVENESS OF ANY HARDWARE, SOFTWARE, SYSTEM, OR SERVICE.

Loss Limitation – TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, KINTECH WILL NOT BE LIABLE FOR ANY, AND CLIENT RELEASES KINTECH, AND ITS DIRECTORS, OFFICERS, EMPLOYEES, AND AGENTS, OF AND FROM ANY AND ALL, INDIRECT, SPECIAL, INCIDENTAL, COLLATERAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES, UNDER ANY LEGAL THEORY, INCLUDING WITHOUT LIMITATION, LOSS OF ACTUAL OR ANTICIPATED PROFITS, REVENUE, OR OTHER PROCEEDS, LOSS OF BUSINESS OR OPPORTUNITY, BUSINESS INTERRUPTION, LOSS OF USE OF PROGRAMS OR COMPUTERS, AND DATA LOSS OR CORRUPTION, ANY FAILURE OF ANY HARDWARE, SOFTWARE, SYSTEM, OR SERVICE, INCLUDING WITHOUT LIMITATION FIREWALL OR EMAIL SECURITY BREACHES, ARISING OUT OF OR RELATED TO THIS AGREEMENT OR ANY SERVICES PROVIDED TO CLIENT BY KINTECH. KINTECH'S TOTAL CUMULATIVE LIABILITY TO CLIENT OR TO ANY OTHER PERSON, ARISING OUT OF OR RELATED TO THIS AGREEMENT OR ANY SERVICES PREVIOUSLY PROVIDED TO CLIENT BY KINTECH, REGARDLESS OF THE LEGAL THEORIES, IS LIMITED TO THE AMOUNT PAID BY CLIENT TO KINTECH FOR THE SERVICES PROVIDED SUBJECT TO SUCH CLAIM(S). MULTIPLE CLAIMS WILL NOT EXPAND THIS LIMITATION.

SERVICE RATES	
Rate for Standard Hours - (8:00am to 5:00pm, Monday through Friday)	Included in Contract
Rate for After Hour Service - (5:00pm-11:00pm, Monday through Friday)	\$150.00 per hour
Rate for overnight service - (11:00pm – 8:00am, Monday through Friday; all day Saturday and Sunday)	\$250.00 per hour
Rate for Holiday Service – all day	\$250.00 per hour

Exhibit A

KinTech agrees to manage and maintain the City of Canby computer network system using the following services:

- One to two technicians for an average of 44-56 hours per week of onsite and/or remote support.
- Maintain network level web filtration system.
- Maintain inventory documentation.
- Coordinate and consolidate all requests for support using KinTech ticketing system.
- Monitor network system status and performance.
- Create and manage users and groups.
- Manage data organization and security.
- Manage data backup and data restore systems.
- Planning, installation, and maintenance of physical network backbone.
- Manage internal and external network security.
- Planning and maintenance of email systems.
- Research and implement technology advancements.
- Plan, research, and assist with acquisitions of new hardware and software.
- Setup, configure, and maintain new and current workstations.
- Troubleshoot software and hardware issues.
- Relocate user workstation environments.
- Removal of malware and viruses from network systems.
- Troubleshoot and maintain network printing.
- Assess user requirements and propose solutions to meet them.
- Manage hardware recycling and/or secure disposal.

Exhibit A does not include the following:

- All hardware needs - costs will be discussed as needed.
- Anti-Virus licensing renewals - City will be responsible for renewal fees.
- Web Filtration (KinTech Firewall Subscription) – Four systems available for \$600 per month.
- Anti-Spam filtration subscription - Service available at a cost of \$5.90 per user per month.