
CITY OF CANBY BUDGET COMMITTEE MEETING MINUTES

January 8, 2020

Committee Members Present: Trygve Berge, Michelle Hensley, Andrea McCracken, Jason Padden, Greg Parker, Bob Patterson, Jack Pendleton, Sarah Spoon, Shawn Varwig, and Brian Hodson

Committee Members Absent: Tim Dale, Traci Hensley

Non Committee members present: No public in attendance

Staff Present: Scott McClure, City Administrator and Julie Blums, Finance Director

Call to Order: Chair Padden called the meeting to order at 6:02 p.m., followed by roll call.

Approve Minutes from May 9, 2019 and May 16, 2019 Meetings: Sarah Spoon moved to approve the minutes from May 9th and May 16th, 2019. Shawn Varwig seconded the motion. All approved (Berge and Pendleton were absent for the vote), motion passed.

Review YTD Budget vs Actuals Summary Report: Julie Blums reviewed the following highlights:

General Fund:

Revenue:

- Beginning Balance: \$240,000 higher than budgeted
- Planning: revenue is already at 123% of budget
- Police: Misc. revenue is higher than budget due to insurance payments for the water line break
- Cemetery: revenue is at 64% of budget

Expense:

- HR: expense at 71% because insurance is paid up front in July
- Planning: working on hiring an additional Planner, revenue to offset cost
- Cemetery: Personnel Services are running high due to weekend burials and seasonal work. This should even out over the next 6 months
- Econ Dev: Depending on timing of projects and grant awards a supplemental may need to be done later in year
- Unallocated: Retirements are expected to greatly exceed the budget amount, however additional funding will be made from all other funds in the City that have personnel

Library:

- We should receive our first payment from the County at the end of January
- Expenses are running a little over 50% but should even out before year end

Transit:

- Received an additional money for another bus, which may require a supplemental depending on the timing of bus delivery
- Working on a 1 year extension to the MV contract
- Purchased property for new Transit offices

Swim Center:

- Facility upgrades, HVAC, new bleachers, ADA doors, locker room upgrades, painting

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Transient Room Tax:

- Restricted funds are being used for the Tourism Plan and website
- Unrestricted funds were used for staff time at Independence Day celebration

Streets:

- Should receive the first payment of County vehicle registration money in January, county said it will be less than they expected
- Ivy St, 5 year project, \$1.3 million, includes new pavement and sidewalks from 99E to SE 13th and will include a signal at S Ivy and Township

Internal Service Funds:

- Fleet, running a little over 50%, but should even out by year end
- Facilities, Capital project from FY18-19 ran over into FY19-20 but can probably be absorbed, if not will do a supplemental
- Tech, new website, will probably carry over into FY20-21

Sewer:

- WWTP – Outfall Pipe project complete, now working on Primary Clarifier project
- Collections – Ivy St Pump Station
- Stormwater – Drywells

URA:

- Quiet Zone, Grant St Arch, Signal @ Sequoia & Hazel Dell, Old Library Renovations

Councilor Parker expressed concerns about Parks staff working in the Cemetery instead of on park maintenance. Julie explained that there is one person who is mostly dedicated to the cemetery and other park staff help when needed. City Administrator McClure stated that this is working well and parks are being taken care of.

The committee would like information on what effect the Sunday closure of the Library has had on the number of customer visits.

Jack Pendleton asked about having restrooms in the pocket parks, especially at Northwoods Park.

The committee would like to see the training budgets restored to the pre-cut levels in the budget.

FY20-21 Budget Outlook: Julie reported that the current outlook for next fiscal year will probably be a status quo budget.

FY20-21 Budget Ideas and Initiatives: Julie asked the committee if there were any new initiatives, programs, or items they would like to have staff try to incorporate into next year's budget. The committee provided the following ideas but asked to have until the end of January to submit additional ideas.

- Create a small grant program for groups in the community to do projects that will serve the whole Canby community.
- Revise the Façade grant program

Fee Schedule – Review of Fees that should be Automatically Updated Based on an Index vs Fees that should be Reviewed Individually: Julie presented four fee types that staff recommends to be updated annually based on an index. The Park Maintenance Fee is already tied to the CPI-U (Pacific) index by Ordinance. The other three are the Street Maintenance Fee, System Development Charges, and the Construction Excise Tax. Since all three of these fees are related to construction costs staff recommended using the ENRI Construction Cost Index.

Before making a recommendation to Council the Committee would like more information about the following:

- What has the ENRI been over the past few years and what is it currently?
- Update on the PCI rating for City streets
- How much money will we get from the County vehicle registration fee?

Adjourn: Councilor Spoon moved to adjourn at 7:35, Michelle Hensley seconded the motion, all approved, motion passed.

Minutes approved on May 14, 2020