
**CITY OF CANBY BUDGET
COMMITTEE MEETING
May 19, 2022**

Committee Members Present: Traci Hensley, Michelle Hensley, Jason Padden, Greg Parker, Christopher Bangs, Art Marine, Sarah Spoon, Jack Pendleton, Herman Maldonado, and Eric Arndt.

Committee Members Absent: Brian Hodson, Shawn Varwig, and Elizabeth Chapin.

Staff Present: Joe Lindsay, Assistant City Administrator/City Attorney; Eric Kytola, Finance Director; Scott Archer, City Administrator; Melissa Bisset, City Recorder/Human Resources Director; Jamie Stickel, Economic Development Director/Communications Specialist; Todd Wood, Transit & Fleet Director; Heidi Muller, Transit Coordinator; Don Hardy, Planning Director; Jorge Tro, Police Chief; Jose Gonzalez, Police Captain; Doug Kitzmiller, Police Captain; Eric Laitinen, Aquatics Program Manager; Jerry Nelzen, Public Works Director; Spencer Polack, Public Works Lead; and Jeff Snyder, Parks Lead.

CALL TO ORDER: Chair Padden called the meeting to order at 6:11 p.m., followed by roll call.

NEW BUSINESS:

A. Elect Budget Committee Chair

B. Elect Budget Committee Vice Chair

****Councilor Hensley moved to nominate Jason Padden as Chair and Brian Hodson as Vice Chair. Motion seconded by Councilor Marine and passed unanimously.**

C. Receive Budget Message

Scott Archer, City Administrator, provided an overview of the budget.

D. Review FY22-23 Proposed Budget

1. General Fund

Eric Kytola, Finance Director, discussed the Administration budget. He highlighted accomplishments such as hybrid meetings, implementation of Oregon Records Management system, and response to the pandemic. Goals for 2023 included implementation of an online business license system and contract with emergency management consultant. An almost full time position would be added. Personnel costs and materials and services had increased. He explained the tech overhead costs which had increased due to new employees and bringing the service in house instead of contracting. Fleet and facilities overhead costs had also increased.

There was discussion regarding the costs for the technical services contract vs. bringing it in house.

Mr. Kytola discussed the HR/Risk Management budget. He highlighted accomplishments such as implementation of the new HR software Neogov, processed 24 recruitments, 18 FMLA/OFLA requests and requests related to Covid leave, and negotiated the contract with AFSCME and Canby Police Association. Goals for 2023 included the Classification, Compensation, and Pay Equity Study, utilizing Neogov for performance evaluation process, implementing an Employee Recognition Program, scheduling employee training opportunities, and fully utilizing Neogov for a broader applicant pool and onboarding. A full time position would be added. Personnel costs and materials and services had increased.

Mr. Kytola discussed the Finance budget. There was a high staff turnover this year and hiring and training new staff was a substantial challenge. All of the department positions were now filled. Goals for 2023 included intense training for each staff position, adding an additional staff member for cross training, creating extensive process manuals for each position's daily tasks and duties, focusing on customer service both internally and citizens, and working towards applying for the GFOA budget award. A full time position would be added. Personnel costs and materials and services had increased. He explained how incorrect fund balances had been used, but the City had more in reserves than was shown in the budget document.

Mr. Kytola discussed the Court budget. During Covid, Court continued to operate virtually, which was extremely successful and reduced the amount of criminal failure to appear charges and default violation convictions significantly. Court was relocated from the Police Department to City Hall during this fiscal year to provide staff more support for coverage. Goals for 2023 included referring misdemeanor charges to Clackamas County for prosecution, streamlining probation matters to clear criminal dockets, and coordinating a "warrant sweep" with local law enforcement to clear active warrants.

There was discussion regarding the reasons for and benefits of the County taking over prosecuting misdemeanor charges.

Mr. Kytola discussed the Planning/Building budget. He highlighted accomplishments of the Planning Department such as completed Parks Master Plan, grants for the HNA, HPS, and EOA, food cart ordinance, updated code to address HB 2001, updated procedural section of the zoning code for permit clarity, presentation on Emerald Necklace trail and development dedications, implemented new permit application submittal forms, and completed Comprehensive Plan and Transportation System Plan cost estimating. Goals for 2023 included Comprehensive Plan and Transportation System Plan and Urban Growth Boundary update work, complete HNA, HPS, and EOA, hire new Assistant Planner, and manage robust level of permits and applications. Revenues were expected to increase due to the number of projects. A full time position would be added. Personnel costs and materials and services had increased. He pointed out a mistake on the technical services cost.

Don Hardy, Planning Director, gave an overview of upcoming planning efforts

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including the Comprehensive Plan and Transportation System Plan updates and new Assistant Planner position.

There was discussion regarding increasing fees.

Mr. Kytola highlighted accomplishments of the Building Department such as reviewed and processed release letters for all new development in a timely manner and developed rapport with the County through permit coordination. Goals for 2023 included coordinating zoning conformance review and authorization release letters to the County for all building permits involving new construction and continuing to work with the County on upgrades to their permit tracking system. A full time position would be added. Personnel costs and materials and services had increased as well as an increased overhead transfer to the General Fund.

Mr. Hardy gave an overview of the site plan review process and permit tracking system.

Mr. Kytola discussed the Police budget. He highlighted accomplishments such as hiring a new officer, hiring a lateral officer, “Grill and Chill” community event, Police Sergeant recognized as Clackamas County’s Crisis Negotiator of the Year, continuing strong partnerships, calls for service increase, and Canby ranked as #6 safest city in Oregon. Goals for 2023 included managing a staffing plan, increasing night shift supervision, implementing body cameras, and implementing a Behavior Health Program. New positions would be added. Personnel costs and materials and services had increased. He pointed out a mistake on overtime wages. There was increase in capital for the body cameras and vehicles.

Jorge Tro, Police Chief, discussed adding a Patrol Sergeant and Behavioral Health Specialist, body cameras, new vehicles, dispatch fees, rising fire arms/ammunition costs, and overtime.

There was discussion regarding ongoing funding for the Behavioral Health Specialist, overtime, miscellaneous revenue, and performance measures.

The Committee took a short break.

Mr. Kytola discussed the Parks/Cemetery budget. He highlighted accomplishments of the Parks Department such as upgraded playgrounds, restrooms, and basketball courts at Locust Street Park, opened the splash pad at Maple Street Park, and construction was underway for the pickleball court at Maple Street Park. They also maintained the restroom buildings, playgrounds, skate park, park areas, City owned properties, water feature, mowed turf areas, and tracked maintenance hours for all sites. Goals for 2023 included maintaining all park assets, hiring seasonal employees, rebuilding the playground at Maple Street Park, and building new restrooms at Community Park. He explained the transfers from the SDC fund, adding part time employees for seasonal help, increased personnel costs and materials and services, capital outlay projects, and parks fee.

Jerry Nelzen, Public Works Director, discussed the budget for projects and

equipment.

There was discussion regarding the cost for the dog park and Park Master Plan.

Mr. Kytola highlighted accomplishments of the Cemetery Department such as exceptional customer service and clean up from the ice storm damage. Goals for 2023 included continuing exceptional customer service, tracking hours for grounds maintenance/beautification and hours on interment services, and constructing necessary building structure updates. This was a status quo budget.

There was discussion regarding full cost recovery and remaining capacity at the cemetery.

Mr. Kytola discussed the Economic Development budget. He highlighted accomplishments such as negotiated the purchase and sale agreement with Oregon City Brewing Company for the sale of the former library property, coordinated incoming and potential new businesses in the Industrial Park and downtown, assisted local industrial businesses with their expansion efforts, assisted new industrial businesses in planning/development stages, restarted downtown events, began work with the National Parks Service on a management plan for the Molalla Forest Road, and assisted Planning's efforts in the EOA, HNA, and HPS. Goals for 2023 included implementing Urban Renewal projects, attracting new manufacturers and helping local companies expand and create more jobs, maintaining strong partnerships, creating a streamlined volunteer program, identifying partnerships and opportunities to increase activity in downtown, and invigorating downtown events to engage businesses and attract residents and visitors. It was a status quo budget with overhead transfers to the General Fund.

Jamie Stickel, Economic Development Director/Communications Specialist, explained how they would be recharging their efforts around small business engagement and marketing. She then discussed their performance measures, projects, and better communications.

There was discussion regarding creating a micro grant program.

Mr. Kytola discussed the Not Allocated budget including ARPA funds and overhead transfers.

There was discussion regarding the ARPA funds distribution.

2. Library Fund

Mr. Kytola discussed the Library fund. He highlighted accomplishments such as being open despite pandemic related limitations, new website launched, and statistics showing high library use. Goals for 2023 included reestablishing in-person programming, refurbishing meeting rooms, facility acoustic assessment and mitigation, community assessment, and implementation of material lockers. There were no staffing changes, but there was an increase in General Fund contribution and overhead charges.

There was discussion regarding changing the County Library District distribution.

3. Transit Fund

Mr. Kytola discussed the Transit fund. He highlighted accomplishments such as grant, federal, and state funding, lower payroll tax compared to TriMet, continued 100% service availability during Covid, hired a part time Office Specialist, improved 10 bus stops along Highway 99E, on boarded new contractor, added 3 replacement vehicles, added 2 new buses, added 1 new Dial-a-Ride service van, and began service on the new Canby Loop. Goals for 2023 included continuing to receive grants and other funding, updating the Transit Master Plan, designing, engineering, and constructing a new administrative offices building, add advanced technology to improve efficiency, and improve efficiency and service hours on the 99x and Canby Loop. Personnel costs, materials and services, and capital outlay were increasing.

Todd Wood, Transit Director, discussed increased operating costs due to the new contractor and fuel. He also discussed the new transit offices, update of the Transit Master Plan, new transit van, bus shelters, and how none of the transit funding came from the General Fund.

There was discussion regarding the department currently renting facilities.

4. Swim Center Fund

Mr. Kytola discussed the Swim Center fund. He highlighted accomplishments such as restoring the programs after Covid and providing a safe environment for swimmers. Goals for 2023 included restoring more programs and remodeling the lobby, restroom, office, and locker rooms. Personnel costs, materials and services, internal charges, and capital outlay were increased.

Eric Laitinen, Aquatics Program Manager, discussed restoring programs, facility improvements, and staffing issues.

5. Street Fund

Mr. Kytola discussed the Street fund. He highlighted accomplishments such as procurement of the rights-of-way for the industrial road extension and transfer of six county roads into the City's jurisdiction. Goals for 2023 included completing N Locust Street improvements, maintaining weekly sweeping schedule, and completing NE Territorial and N Redwood intersection improvements. There would be capital investment into equipment, adding a staff member, substantial increase in capital outlay for projects, and increased revenue from ARPA and SDC funds.

Mr. Nelzen discussed the additional staff, equipment, and projects.

COMMITTEE DISCUSSION: None

PUBLIC COMMENT: Carol Palmer, Canby resident, said last year she suggested adding a micro grant program to the budget and she thanked the City Administrator for including it in this year's budget. She urged the Committee to support it. She discussed the benefits of such a program and gave examples.

ADJOURN:

The meeting was adjourned at 9:16 p.m.