

**CANBY UTILITY**  
**REGULAR BOARD MEETING**  
**JUNE 11, 2024**  
**7:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. AGENDA
  - Additions, Deletions or Corrections to the Meeting Agenda
- III. CONSENT AGENDA
  - Approval of Agenda
  - Approval of Regular Board Meeting and Executive Session Minutes of May 14, 2024 (pp. 1-5)
  - Approval of Payment of Water and Electric Bills
- IV. CITIZEN INPUT ON NON-AGENDA ITEMS *Citizen's wanting to speak virtually, please email or call the Board Secretary-Clerk by 4:30 p.m. on June 11, 2024 with your name, the topic you would like to speak on, and contact information: [bbenson@canbyutility.org](mailto:bbenson@canbyutility.org) or 503-263-4312.*
- V. RECOMMENDATION Approve the Recommended Fiscal Year 2025 Electric and Water Fund Operation and Capital Budgets –Mike Schelske, Finance Manager (pp. 6-49)
- VI. RESOLUTION NO. 324 Adopting limitation of liability for claims arising from the public's use of trails or structures in a public easement or unimproved right of way – Barbara Benson, Human Resources/Administration Manager (pp. 50-53)
- VII. DISCUSSION Waiver of Fees and Canby Utility Board's Donation Policy – Barbara Benson, Human Resources/Administration Manager (pp. 54-56)
- VIII. BOARD REPORT
  - Chair Comments
  - Board Member Comments
- IX. STAFF REPORTS

Operations Manager:

  - Wildfire Mitigation Plan UpdateGeneral Manager Updates
- X. ADJOURN

***CANBY UTILITY***  
***REGULAR BOARD MEETING MINUTES***  
***MAY 14, 2024***

**Board Present:** Chair Thompson; Members Horrax, Molamphy, Pendleton, and Hill

**Staff Present:** Carol Sullivan, General Manager; Barbara Benson, Board Secretary; Jason Berning, Operations Manager; Mike Schelske, Finance Manager; and Cindy Dittmar, Customer Service Supervisor

**Others Present:** Adam Sussman and Kim Grigsby, GSI Groundwater Solutions, Inc. (Virtual); Ray Keen, The Canby Center; Jennifer Miller; Dick Talley, Rob Bechtloff; Keith Mason; Brian Hutchins, Veolia Water North America; and Joe Brennan

Chair Thompson called the Regular Board Meeting to order at 7:00 p.m.

Chair Thompson presented the meeting agenda for consideration. She asked for any additions, deletions, or corrections to the meeting agenda, and there were none.

Chair Thompson presented the consent agenda for approval. Member Molamphy made the \*MOTION to approve the consent agenda, consisting of the meeting agenda, regular meeting minutes of April 9, 2024, and payment of the electric and water department bills in the amount of \$1,100,343.54. Member Hill seconded, and the motion passed 5-0.

Chair Thompson asked for citizen input on non-agenda items. Ray Keen, the Executive Director of the Canby Center, requested the Board consider a 30% reduction on the cost associated with The Canby Center's building expansion project. Keen talked about his background and the programs offered by The Canby Center to the community. Keen said that The Canby Center could use the utility's assistance in its building expansion by reducing the project's water system development charges. Keen said they anticipate installing a 1 1/2" water meter, as recommended by Canby Utility, which will decrease their project costs.

Keen said that The Canby Center has supported over 270 individuals, totaling over \$34,000, by making payments directly to Canby Utility on their behalf when facing a power or water service disconnection due to poverty. Keen explained the center's policies for providing financial support to families in need, which include an element of strategy and sustainability.

The Canby Center has received financial support for the project through the City of Canby with a reduction in SDCs allowed by Affordable Housing language in its policies, Clackamas County funds provided by ARPA (American Rescue Plan Act), and the State of Oregon funds through legislative action. Keen asked the Board to make a one-time exception for them because they provide support to the community that directly helps Canby Utility. Discussion ensued regarding

**Canby Utility**  
**Regular Board Meeting Minutes**  
**May 14, 2024**  
**Page 2 of 4**

concerns that approving a reduction in SDC fees for one requestor may open the door to others making similar requests, the need for legal advice on the Board's authority to grant a reduction of SDCs, and other forms of donation that may help The Canby Center. Keen thanked the Board for their time and consideration.

Adam Sussman and Kim Grigsby of GSI Water Solution, Inc. gave a presentation on the water supply for the Willamette River water system. Sussman's presentation included a brief Canby Utility Water Management and Conservation plan review. The Oregon Water Resources Department approved the plan in September 2021. A progress report is required by September 28, 2026, and an updated plan by March 28, 2031. Sussman noted that the plan did identify the river flow limitations on the Willamette River water rights permit. Member Pendleton asked about Canby's conservation efforts compared to other utilities. Sussman responded that he believes Canby Utility's conservation program is relatively consistent with other utilities of similar size.

Grigsby explained the process for obtaining a certificated water right. She then presented an analysis of Canby Utility's surface water rights on the Willamette River. This analysis included the amount of water allowed to be diverted from the river, the scheduled completion date, and flow target conditions. Sussman noted that in 2015, there were 142 days when the flow target conditions in the Willamette were missed, and 76 days were consecutive. In 2021, there were 84 days that flow target conditions were missed, and again, 76 of those days were consecutive. The application for a water right permit was submitted in 1990 when the future need for water was uncertain. Canby Utility's general manager and legal counsel were aware of the flow target restrictions when they applied to take the application off an administrative hold in 2010-2011.

Grigsby then reviewed Canby Utility's water right permit and its certificated water right on the Molalla River, the current access limits, and the permit completion date. The Molalla River does not have flow limitations, unlike the Willamette River. The water treatment plant's capacity is limited to 8 million gallons per day (mgd). Grigsby reviewed Canby Utility's reliable surface water supply between both water sources. Canby Utility may add a point of diversion for the Molalla River water on the Willamette. She also reviewed the projected demands for the year 2045 and build-out at approximately year 2119. Grigsby stated that Canby's reliable water supply might have a deficit of 3.8 mgd at build-out. Sussman and Grigsby discussed Canby Utility's options to secure additional water supply by purchasing existing water rights or using federal reservoirs.

Grigsby talked about options for the next steps the Board may want to consider. These included changing the point of diversion for the Willamette River permit as needed, adding a point of diversion on the Willamette River intake for the Molalla River water rights, updating the Water Management and Conservation Plan to get access to the total ten cfs on the certificated permit when needed, and seek out additional water supply. Sussman and Grigsby departed the meeting at 8:03 p.m. The presentation is attached to the minutes as a reference. Discussion ensued regarding the existing plant's treatment capacity.

Customer Service Supervisor Cindy Dittmar recommended updating Canby Utility's customer service policies and procedures to reflect current practices. The last policy revision was in 2016. She presented a resolution for consideration. Member Hill made the \*MOTION to adopt Resolution No. 323, approving and making, effective June 1, 2024, the proposed revisions to Canby Utility's Customer Service Policies and Procedures and Repealing Resolution No. 288. Member Molamphy seconded, and the motion passed 5-0.

Human Resources/Administration Manager Barb Benson recommended approving the First Amendment to Carol Sullivan's employment agreement. This action should have occurred earlier in the year before the agreement expired, but it was an oversight. The amendment would carry the current terms and conditions of the existing agreement forward until August 1, 2024, giving ample time for the Board and Sullivan to negotiate a new employment agreement. Member Molamphy made the \*MOTION to authorize the Board Chair to sign the First Amendment to Carol Sullivan's Employment Agreement. Member Horrax seconded, and the motion passed 5-0.

Benson also said that the Board will also need to determine how to negotiate a new employment agreement with Sullivan. In the past, the Board has designated a member to serve as their negotiator. Chair Thompson suggested having Sullivan prepare something for the board with regards to what she would like to see in her new agreement and Sullivan agreed. Member Molamphy volunteered to serve as the Board's representative to engage in the negotiations, and he will communicate the status of the negotiations to the other board members.

General Manager Carol Sullivan reported that the Safe Drinking Water Act requires that the Environmental Protection Agency (EPA) establish requirements for public water systems to monitor for priority unregulated contaminants every five years, and the results are publicly available. The EPA uses the Unregulated Contaminant Monitoring Rule (UCMR) to collect data for contaminants suspected to be present in drinking water and do not have health-based standards set under the Safe Drinking Water Act. The fifth round of the UCMR (UCMR5) required testing for 29 substances, commonly known as PFAS, PFOS, and lithium, for four consecutive quarters between 2023 and 2025. Canby Utility has completed the UCMR5 testing of the drinking water, and all samples were below detectable limits for all analytes.

Sullivan reported that Canby Utility's new water cross-connection software, EcosConnect, is now operational. Finance Manager Mike Schelske led the process, and the staff is pleased with the latest software program.

Sullivan also reported that the Special Districts Association of Oregon (SDAO) offers consulting services, including assistance with RFPs and RFQs. The challenges staff faced in initiating the process of procuring an Owner's Representative for the new water treatment plant project led Sullivan to engage the services of SDAO's consultant, Mark Knudson. Knudson would champion the procurement process. Sullivan reviewed Knudson's extensive qualifications. Sullivan received SDAO's proposal for procurement support services and conceptual engineering. The consultant's services would last 20 weeks, through the Intent to Award process, and will not exceed \$6,000. Discussion ensued regarding the challenges that have occurred.

Member Hill made the \*MOTION to go into Executive Session according to ORS 192.660(2)(i) to discuss the performance of a public employee. Member Molamphy seconded, and the motion passed 5-0. The Board excused staff, except for the General Manager, for the remainder of the meeting.

The regular meeting recessed at 8:34 p.m.

The regular meeting reconvened at 9:04 p.m.

The Board asked Sullivan to review The Canby Center's request with the board attorney's office and report back to them.

The Board asked Member Molamphy to meet with Carol to begin negotiations for her new employment agreement.

Member Molamphy made the \*MOTION to adjourn the meeting. Member Hill seconded, and the motion passed 5-0.

The meeting adjourned at 9:25 p.m.

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Melody Thompson, Chair

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David Horrax, Member

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John Molamphy, Member

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Jack Pendleton, Member

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Jake Hill, Member

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Barbara Benson, Board Secretary

***CANBY UTILITY  
EXECUTIVE SESSION MINUTES  
MAY 14, 2024***

**Board Present:** Chair Thompson; Members Hill, Horrax, Molamphy, and Pendleton

**Staff Present:** Carol Sullivan, General Manager

The Executive Session was opened at 8:36 p.m. p.m. by Chair Thompson, in the Conference Room of the Canby Utility Board office, pursuant to ORS 192.660(2)(i) for the purpose of discussing the performance of a public employee.

There being no further business, the Executive Session adjourned at 9:04 p.m.

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Melody Thompson, Chair

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David Horrax, Member

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John Molamphy, Member

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Jack Pendleton, Member

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Jake Hill, Member

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Barbara Benson, Board Secretary



## MEMORANDUM

June 5, 2024

TO: Chair Thompson, Member Horrax, Member Molamphy, and Member Pendleton,  
Member Hill

FROM: Mike Schelske, Finance Manager

SUBJECT: Fiscal Year 2025 Operating and Capital Budget

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**Suggested Motion:** *I move that the Fiscal Year 2025 Electric and Water Operating and Capital Budgets be approved as presented.*

**Summary:** The proposed Fiscal Year (FY) 2025 operating and capital budgets are attached. In brief:

**Electric:** The revenue budget is based on FY 2024 actuals with a 3% growth factor applied to most customer classes. There is a 5% increase in Revenues and a 3% increase in Operating expenses. Overall electric reserves will increase \$1,731,498 due to improved operating income from higher revenues and higher non-operating income mainly due to interest earned on cash reserves.

**Water:** The revenue budget is based on actual consumption and new rates effective May 1, 2024. Because prior year budgets were based on a low consumption year, revenue for FY 2025 is 25% higher than the budgeted amount for FY 2024 but more in line with expected revenues. Operating expenditures have increased 7% mainly due to Veolia's annual contract fee and the variable cost adjustment, payroll cost increases (COLA, step increases, and a replacement position), higher franchise taxes from higher revenues, and depreciation. Overall water reserves will decrease \$468,345 due to Capital Purchases.

**Personnel costs:** The budget reflects an increase of 2.6% for total payroll costs. The increases due to cost-of-living adjustments, 3.5% for union represented employees and an estimated 4.0% CPI for non-represented, are offset somewhat by changes in personnel levels. A table of personnel costs follows the electric and water executive summaries.

I will present to the Board an overview of revenues, expenses, capital, and cash reserves from the Executive Summary. Staff and I will be available to answer any questions.



## Fiscal Year 2025 Budget

### Summaries - Electric and Water

#### **Executive Summary - Electric**

*pages* 8-10

Executive Summary - Electric  
Chart - Revenue Changes  
Chart - Expense Changes

#### **Executive Summary - Water**

*pages* 11-13

Executive Summary - Water  
Chart - Revenue Changes  
Chart - Expense Changes

#### **Departmental Summary - Electric & Water**

*pages* 14-15

#### **Personel Costs**

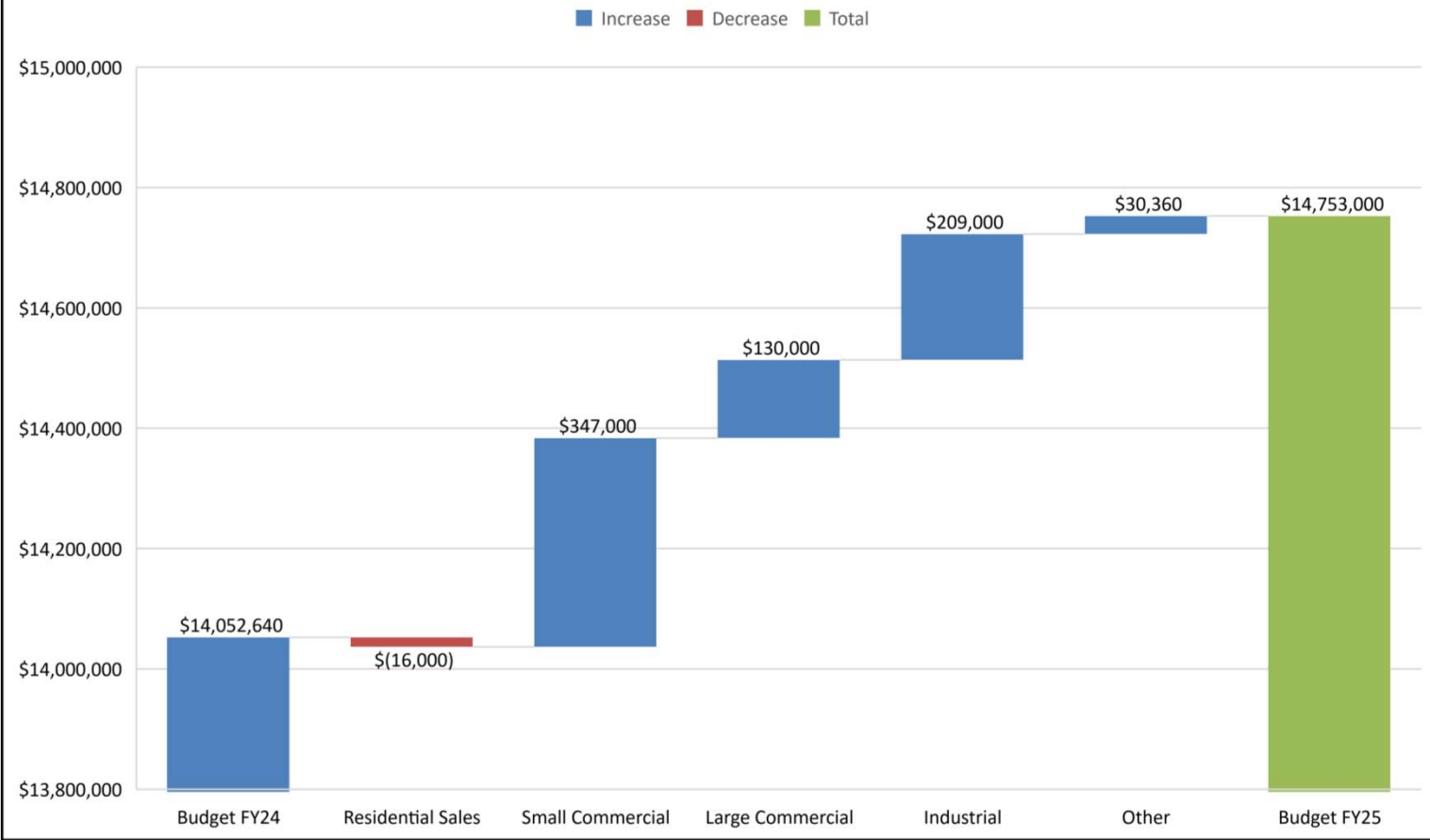
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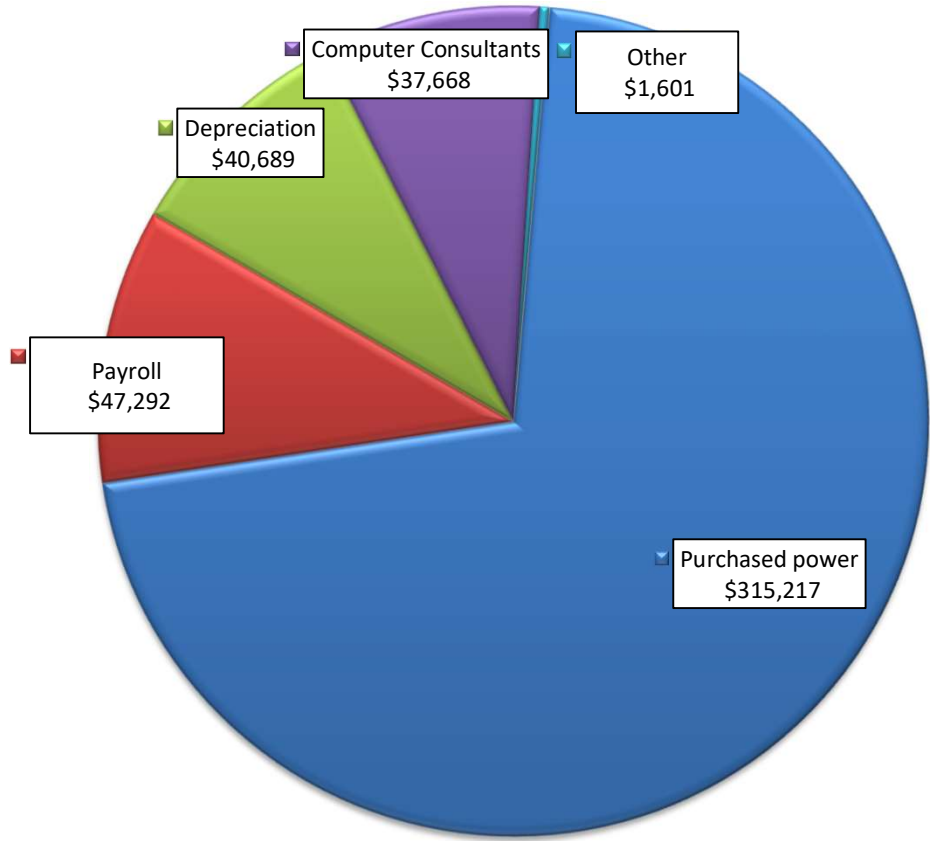
**Canby Utility - Electric  
Executive Summary of FY25 Budget**

DESCRIPTION	FY25 Budget	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes:
<b>Total Electric Sales</b>	\$ 14,753,000	\$ 14,052,640	\$ 700,360	5%	FY25 is due to a three percent (3%) growth factor based on FY24 actuals, the November 2023 rate increase, and higher revenue from commercial and industrial customers.
<b>Total Other Electric Energy Revenues</b>	322,884	385,800	(62,916)	-16%	FY25 is based on history and BPA's remaining contract amount for the conservation program.
<b>OPERATING REVENUES</b>	15,075,884	14,438,440	637,444	4%	The overall increase in revenues is mainly due to increased revenues from commercial and industrial customers.
<b>TOTAL OPERATING EXPENSES</b>	(15,089,888)	(14,647,421)	442,467	3%	The overall increase in expenses is mainly due to increases in purchased power, payroll due to step increases and COLA, depreciation, and computer consultants.
<b>OPERATING INCOME</b>	(14,004)	(208,981)	194,977	-93%	Operating income will be lower mainly due to higher power costs and the end of the BPA power dividend.
<b>Total Non-Operating Revenues &amp; Expenses</b>	1,018,162	937,235	80,927	8%	Non-operating revenues are increasing due higher interest earnings on cash reserves.
<b>Total Capital Contributions</b>	1,191,682	1,168,485	23,197	2%	Projected 106 service/meter connections based on pipeline of 240 possible projects and connections including 6 subdivisions, 1 multi-family project, 7 commercial projects, and 1 street extension.
<b>Change in Net Assets</b>	<b>2,195,840</b>	<b>\$ 1,896,739</b>	<b>\$ 299,101</b>	<b>14%</b>	
<b>Cash and Investments Estimate, June 30, 2024</b>	<b>13,503,508</b>				Estimated cash on hand.
<b>Cash Used For Capital Purchases</b>	<b>(1,735,682)</b>				Capital Budget for the year.
<b>Add Back Depreciation</b>	<b>1,312,211</b>				This is a non-cash item in the operating expense budget so it is added back to cash on hand.
<b>Total Estimated End Of FY25 Cash &amp; Investments</b>	<b>\$ 15,275,877</b>				<b>This is the amount we expect to have in CASH RESERVES at year end, 6/30/25.</b>

**Electric - Revenue  
Major Changes by Customer Group  
FY25 vs. FY24**

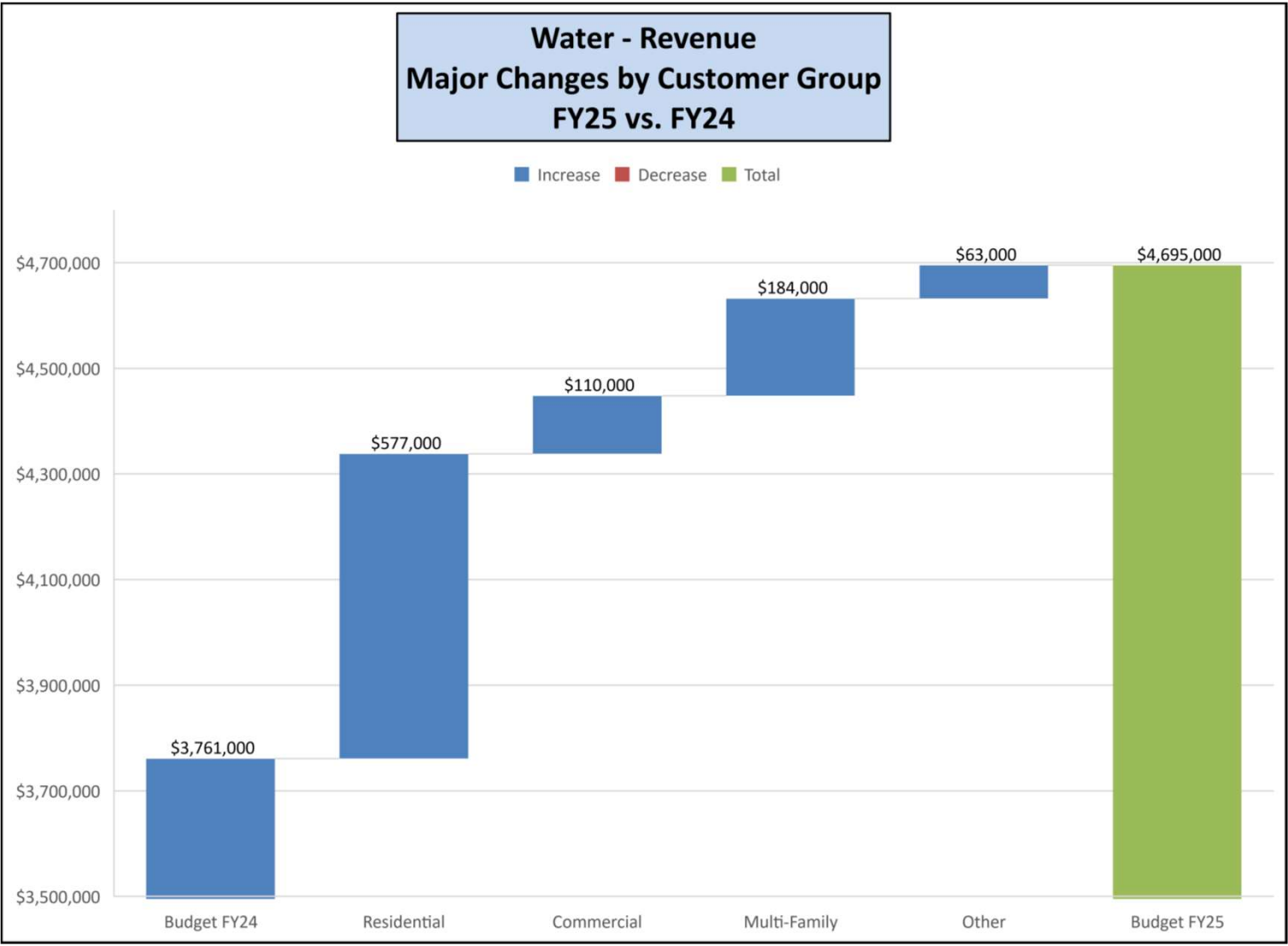


**Electric - Operating Expenses  
Major Changes by Cost Type  
FY 25 vs. FY24**

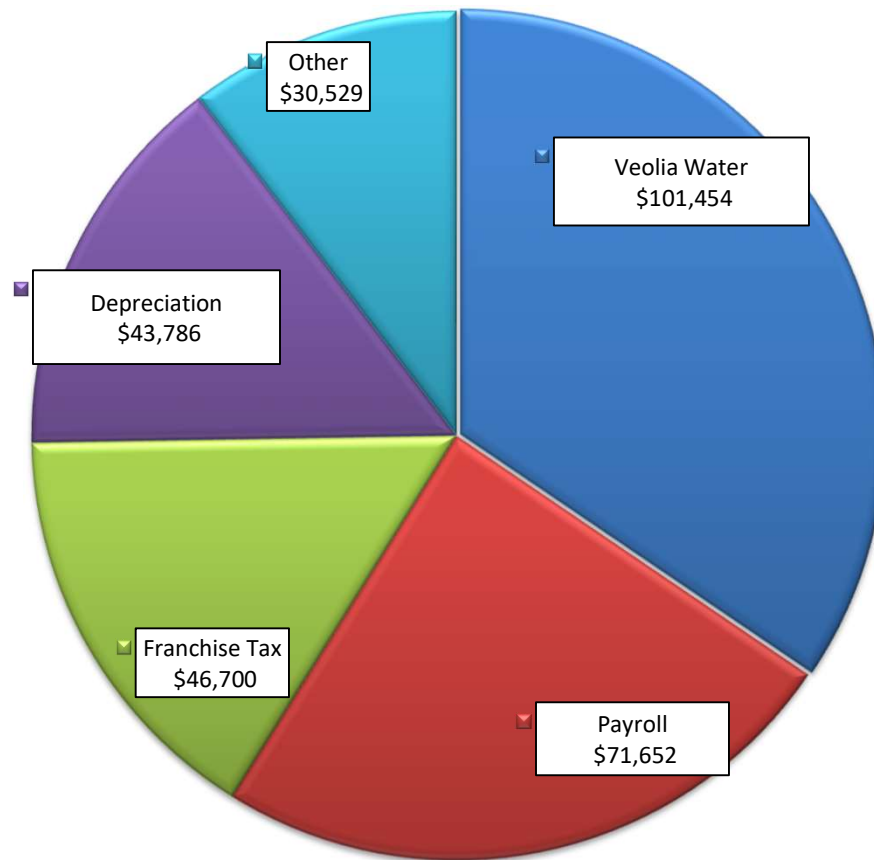


**Canby Utility - Water  
Executive Summary of FY25 Budget**

DESCRIPTION	FY25 Budget	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes:
<b>TOTAL WATER USAGE SALES</b>	\$ 4,695,000	\$ 3,761,000	\$ 934,000	25%	Water sales are based on FY23-24 consumption adjusted for the 5/01/24 rate increase. Note the FY24 budget was based on a low consumption year so the % increase is higher than usual.
<b>TOTAL OPERATING EXPENSES</b>	(4,438,754)	(4,144,633)	294,121	7%	The increase is due to Veolia's annual contract fee and variable cost adjustments, payroll cost increases from step increases and COLA, higher franchise taxes from higher revenues, and depreciation.
<b>OPERATING INCOME (LOSS)</b>	256,246	(383,633)	639,879	167%	Operating income increased due to higher revenues from the 5/01/24 rate change.
<b>Total Non-Operating Revenues &amp; Expenses</b>	467,028	187,139	279,889	-150%	Non-operating revenues are increasing due to higher interest earning on cash reserves.
<b>Total Capital Contributions</b>	2,510,661	1,860,741	649,920	35%	Projected 93 service/meter connections based on pipeline of 215 possible projects and connections including 6 subdivisions, 1 multi-family project, 7 commercial projects, and 1 street extension.
<b>Change in Net Assets</b>	3,233,935	\$ 1,664,248	\$ 1,569,688	94%	
<b>Cash and Investments Estimate, June 30, 2024</b>	9,115,978				Estimated cash on hand.
<b>Cash Used For Capital Purchases</b>	(4,266,284)				Capital Budget for the year.
<b>Principal Payments on Water Bonds</b>	(357,000)				2017 & 2014 Bond principal payments.
<b>Add Back Depreciation</b>	933,800				This is a non-cash item in the operating expense budget so it is added back to cash on hand.
<b>Total Estimated End Of FY25 Cash &amp; Investments</b>	\$ 8,660,430				<b>This is the amount we expect to have in CASH RESERVES at year end, 6/30/25.</b>



**Water - Operating Expenses  
Major Changes by Cost Type  
FY25 vs. FY24**



**Combined Electric and Water System**

**FY 25 Budget**

**Department Summary - Electric & Water**

Categories	Board of	Executive	Administrative	Customer	Finance	Operations	Distribution	WTP	Risk	FY25	FY24	\$ Change	% Change
	Directors			Service					Mgt	Total by	Total by	FY25 vs.	% Change
										Category	Category	FY24	FY24
Payroll	\$ -	\$ 210,384	\$ 185,484	\$ 309,612	\$ 367,548	\$ 490,932	\$ 1,446,768	\$ -	\$ -	\$ 3,010,728	\$ 2,966,124	\$ 44,604	1.5%
PERS	-	59,532	56,292	91,284	104,016	138,936	409,428	-	-	859,488	849,588	9,900	1.2%
Medical/Vision Insurance	-	9,888	56,580	88,032	74,940	113,160	303,828	-	-	646,428	602,688	43,740	7.3%
Dental Insurance	-	756	4,596	7,236	5,640	9,132	21,024	-	-	48,384	41,964	6,420	15.3%
Life Insurance	-	132	108	288	348	144	720	-	-	1,740	1,908	(168)	-8.8%
Worker's Comp	-	396	348	588	708	9,492	39,960	-	-	51,492	36,792	14,700	40.0%
Taxes State Unemployment	-	204	192	300	372	492	1,452	-	-	3,012	2,976	36	1.2%
Taxes FICA/Medicare	-	16,092	14,196	23,688	28,116	37,560	110,676	-	-	230,328	226,920	3,408	1.5%
City Transit	-	1,260	1,116	1,860	2,208	2,952	8,676	-	-	18,072	17,820	252	1.4%
HRA VEBA	-	2,100	4,212	8,400	6,300	8,400	29,400	-	-	58,812	58,812	-	0.0%
<b>Subtotal Employer-Paid Expenses</b>	-	<b>90,360</b>	<b>137,640</b>	<b>221,676</b>	<b>222,648</b>	<b>320,268</b>	<b>925,164</b>	-	-	<b>1,917,756</b>	<b>1,839,468</b>	<b>78,288</b>	<b>4.3%</b>
<b>Total Payroll and Employer Paid Expenses</b>	-	<b>300,744</b>	<b>323,124</b>	<b>531,288</b>	<b>590,196</b>	<b>811,200</b>	<b>2,371,932</b>	-	-	<b>4,928,484</b>	<b>4,805,592</b>	<b>122,892</b>	<b>2.6%</b>
Wages - Capitalized	-	-	-	-	-	-	(760,164)	-	-	(760,164)	(756,216)	(3,948)	0.5%
<b>Net Total Payroll &amp; Employer-Paid Expenses</b>	-	<b>300,744</b>	<b>323,124</b>	<b>531,288</b>	<b>590,196</b>	<b>811,200</b>	<b>1,611,768</b>	-	-	<b>4,168,320</b>	<b>4,049,376</b>	<b>118,944</b>	<b>2.9%</b>
401 (k)	-	-	-	-	1,840	-	-	-	-	1,840	1,640	200	12.2%
Dues, Fees & Subscriptions	310	1,845	8,335	14,388	108,150	208	1,008	-	1,000	135,244	125,698	9,546	7.6%
Meeting Expenses	-	960	600	120	-	596	-	-	-	2,276	1,811	465	25.7%
Safety	-	-	11,112	50	-	18,936	35,196	-	-	65,294	68,361	(3,067)	-4.5%
Special Events	-	-	18,499	-	-	-	-	-	-	18,499	18,089	410	2.3%
Office Supplies	-	-	9,012	150	-	4,656	8,040	-	-	21,858	15,702	6,156	39.2%
Postage	-	-	-	53,788	-	-	-	-	-	53,788	51,302	2,486	4.9%
Printing & Stationery Supplies	-	-	11,904	4,408	-	-	-	-	-	16,312	19,849	(3,537)	-17.8%
BPA Conservation	-	-	-	209,280	-	-	-	-	-	209,280	229,590	(20,310)	-8.9%
Comm Audits	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Customer Info	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Customer Relations	-	-	-	2,600	-	-	-	-	-	2,600	2,600	-	0.0%
Heat Pump	-	-	-	450	-	-	-	-	-	450	450	-	0.0%
Res. Weatherization	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
School/Comm	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Share the Warmth	-	-	-	40,000	-	-	-	-	-	40,000	40,000	-	0.0%
Water Heater Rebates	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Water Promotion	-	-	-	1,500	-	-	-	-	-	1,500	1,500	-	0.0%
Rent	-	-	60,000	-	-	-	-	-	-	60,000	60,000	-	0.0%
Maint. Of Office Equipment	-	-	12,340	-	-	-	-	-	-	12,340	11,588	752	6.5%
Maintenance of Substations	-	-	-	-	-	-	12,000	-	-	12,000	6,600	5,400	81.8%
Shop & Work Equipment Expenses	-	-	-	-	-	-	40,800	-	-	40,800	35,040	5,760	16.4%
Maint. Of Bldgs. & Grounds	-	-	80,469	-	-	-	-	-	-	80,469	90,988	(10,519)	-11.6%
Utilities	-	-	17,892	-	-	17,856	-	-	-	35,748	36,405	(657)	-1.8%
After Hours Dispatching	-	-	-	-	-	7,500	-	-	-	7,500	7,284	216	3.0%
One Call	-	-	-	-	-	1,008	-	-	-	1,008	1,008	-	0.0%
PGE Pole Contract	-	-	-	-	-	-	3,120	-	-	3,120	4,020	(900)	-22.4%
Purchased Power	-	-	-	-	8,915,397	-	-	-	-	8,915,397	8,600,180	315,217	3.7%
Property & Liability Insurance	-	-	-	-	-	-	-	-	136,662	136,662	101,370	35,292	34.8%
Reporters	-	-	-	8,660	-	-	-	-	-	8,660	13,717	(5,057)	-36.9%
Bad Debts	-	-	-	7,400	-	-	-	-	-	7,400	7,330	70	1.0%
Computer Supplies	-	-	6,000	-	-	-	-	-	-	6,000	4,500	1,500	33.3%
Computer Upgrades	-	-	-	-	2,552	-	-	-	-	2,552	18,200	(15,648)	-86.0%
Maintenance of Computers	-	-	-	-	154,626	-	-	-	-	154,626	133,132	21,494	16.2%
Software Upgrades	-	-	-	-	16,546	-	-	-	-	16,546	19,936	(3,390)	-17.0%
Telephone	-	-	34,284	-	-	-	-	-	-	34,284	36,888	(2,604)	-7.1%
Franchise Tax	-	-	-	-	972,400	-	-	-	-	972,400	890,682	81,718	9.2%
Energy Resource Supplier Assessment	-	-	-	-	18,000	-	-	-	-	18,000	18,000	-	0.0%
Hazardous Substance Fee	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Director Fees	6,480	-	-	-	-	-	-	-	-	6,480	6,160	320	5.2%
Other Expenses	890	-	-	-	-	-	-	-	-	890	923	(33)	-3.5%

**Combined Electric and Water System**

**FY 25 Budget**

**Department Summary - Electric & Water**

Categories	Board of Directors	Executive	Administrative	Customer Service	Finance	Operations	Distribution	WTP	Risk Mgt	FY25	FY24	\$ Change	% Change
										Total by Category	Total by Category	FY25 vs. FY24	FY25 vs. FY24
Depreciation	-	-	-	-	2,246,011	-	-	-	-	2,246,011	2,161,536	84,475	3.9%
Trade Organizations	-	57,551	-	-	-	-	-	-	-	57,551	50,445	7,106	14.1%
Cash Over/Short	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Maintenance of Overhead Lines	-	-	-	-	-	-	21,000	-	-	21,000	21,000	-	0.0%
Maintenance of Underground Lines	-	-	-	-	-	-	33,996	-	-	33,996	40,992	(6,996)	-17.1%
Maintenance of Line Transformers	-	-	-	-	-	-	1,704	-	-	1,704	2,160	(456)	-21.1%
Uncollectible Accounts	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Maintenance Of Distribution Mains	-	-	-	-	-	-	39,204	-	-	39,204	39,600	(396)	-1.0%
Maintenance Of Water Services	-	-	-	-	-	-	7,272	-	-	7,272	5,040	2,232	44.3%
Maintenance of Electric Meters	-	-	-	-	-	-	9,000	-	-	9,000	9,000	-	0.0%
Maintenance of Water Meters	-	-	-	-	-	-	1,800	-	-	1,800	3,600	(1,800)	-50.0%
Maintenance of Water Hydrants	-	-	-	-	-	-	3,012	-	-	3,012	5,400	(2,388)	-44.2%
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Street Maintenance Fee	-	-	-	-	10,884	-	-	-	-	10,884	10,884	-	0.0%
Maintenance, Supervision & Engineering	-	-	-	-	-	-	18,300	-	-	18,300	15,456	2,844	18.4%
<b>Total Departmental Expenses</b>	<b>7,680</b>	<b>60,356</b>	<b>270,447</b>	<b>342,794</b>	<b>12,446,406</b>	<b>50,760</b>	<b>235,452</b>	<b>-</b>	<b>137,662</b>	<b>13,551,557</b>	<b>13,045,656</b>	<b>505,901</b>	<b>3.9%</b>
Audit	-	-	-	-	38,560	-	-	-	-	38,560	37,434	1,126	3.0%
Computer Consultants	-	-	-	-	69,420	-	-	-	-	69,420	19,200	50,220	261.6%
Infra-Red Scanning	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Labor Negotiations	-	-	7,004	-	-	-	-	-	-	7,004	7,004	-	0.0%
Legal	-	9,360	-	-	-	-	-	-	-	9,360	11,220	(1,860)	-16.6%
Mapping	-	-	-	-	-	24,984	-	-	-	24,984	3,984	21,000	527.1%
Other Consultants	-	175	10,500	-	240	-	-	7,400	-	18,315	23,613	(5,298)	-22.4%
Pole Inspection & Treatment	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rate Studies	-	-	-	-	-	-	-	-	-	-	52,000	(52,000)	-100.0%
Regulatory	-	-	-	-	-	-	-	12,900	-	12,900	12,400	500	4.0%
Translation Services	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Tree Trimming	-	-	-	-	-	-	24,720	-	-	24,720	24,000	720	3.0%
Veolia Water NA	-	-	-	-	-	-	-	1,435,110	-	1,435,110	1,333,656	101,454	7.6%
Marketing	-	525	-	-	-	-	-	-	-	525	413	112	27.1%
Engineering	-	-	-	-	-	22,800	-	-	-	22,800	22,500	300	1.3%
Meter Expenses	-	-	-	-	-	-	-	-	-	-	2,400	(2,400)	-100.0%
Leak Detection Survey	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Arc-Flash Hazard Assessment	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Inspections	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Office Contract Help	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Paving/Road	-	-	-	-	-	-	-	-	-	-	12,000	(12,000)	-100.0%
Other Expenses	-	-	-	-	-	-	-	25,900	-	25,900	29,400	(3,500)	-11.9%
<b>Total Consulting/Contract</b>	<b>-</b>	<b>10,060</b>	<b>17,504</b>	<b>-</b>	<b>108,220</b>	<b>47,784</b>	<b>24,720</b>	<b>1,481,310</b>	<b>-</b>	<b>1,689,598</b>	<b>1,591,224</b>	<b>98,374</b>	<b>6.2%</b>
Training	5,503	6,420	6,283	4,615	4,002	4,248	29,435	-	-	60,506	57,218	3,288	5.8%
Transportation	4,148	2,760	7,035	11,523	8,250	11,949	12,996	-	-	58,661	48,580	10,081	20.8%
<b>Total Transportation &amp; Training</b>	<b>9,651</b>	<b>9,180</b>	<b>13,318</b>	<b>16,138</b>	<b>12,252</b>	<b>16,197</b>	<b>42,431</b>	<b>-</b>	<b>-</b>	<b>119,167</b>	<b>105,798</b>	<b>13,369</b>	<b>12.6%</b>
<b>Total Operating Expenses</b>	<b>\$ 17,331</b>	<b>\$ 380,340</b>	<b>\$ 624,393</b>	<b>\$ 890,220</b>	<b>\$ 13,157,074</b>	<b>\$ 925,941</b>	<b>\$ 1,914,371</b>	<b>\$ 1,481,310</b>	<b>\$ 137,662</b>	<b>\$ 19,528,642</b>	<b>\$ 18,792,054</b>	<b>\$ 736,588</b>	<b>3.9%</b>





## Personnel Costs

Category	FY25 Budget					
	Electric System	% of Total Compensation	Water System	% of Total Compensation	Combined	% of Total Compensation
Payroll	\$ 2,150,052	61.8%	\$ 860,676	59.4%	\$ 3,010,728	61.1%
PERS	614,052	17.6%	245,436	16.9%	859,488	17.4%
FICA/Med	164,472	4.7%	65,856	4.5%	230,328	4.7%
Medical/Vision	430,680	12.4%	215,748	14.9%	646,428	13.1%
Dental	33,780	1.0%	14,604	1.0%	48,384	1.0%
Life	1,152	0.0%	588	0.0%	1,740	0.0%
Unemployment	2,208	0.1%	804	0.1%	3,012	0.1%
Worker's Comp	31,920	0.9%	19,572	1.4%	51,492	1.0%
Transit	12,912	0.4%	5,160	0.4%	18,072	0.4%
VEBA Account	38,328	1.1%	20,484	1.4%	58,812	1.2%
<b>Total Payroll &amp; Employer Paid Expenses</b>	<b>\$ 3,479,556</b>	<b>100.0%</b>	<b>\$ 1,448,928</b>	<b>100.0%</b>	<b>\$ 4,928,484</b>	<b>100.0%</b>

Category	FY24 Budget					
	Electric System	% of Total Compensation	Water System	% of Total Compensation	Combined	% of Total Compensation
Payroll	\$ 2,151,684	62.2%	\$ 814,440	60.4%	\$ 2,966,124	61.7%
PERS	614,208	17.8%	235,380	17.5%	849,588	17.7%
FICA/Med	164,604	4.8%	62,316	4.6%	226,920	4.7%
Medical/Vision	416,940	12.1%	185,748	13.8%	602,688	12.5%
Dental	30,768	0.9%	11,196	0.8%	41,964	0.9%
Life	1,296	0.0%	612	0.0%	1,908	0.0%
Unemployment	2,184	0.1%	792	0.1%	2,976	0.1%
Worker's Comp	24,228	0.7%	12,564	0.9%	36,792	0.8%
Transit	12,924	0.4%	4,896	0.4%	17,820	0.4%
VEBA Account	39,384	1.1%	19,428	1.4%	58,812	1.2%
<b>Total Payroll &amp; Employer Paid Expenses</b>	<b>\$ 3,458,220</b>	<b>100.0%</b>	<b>\$ 1,347,372</b>	<b>100.0%</b>	<b>\$ 4,805,592</b>	<b>100.0%</b>

Category	Increase/(Decrease) FY25 vs. FY24					
	Electric System	% Increase/(Decrease)	Water System	% Increase/(Decrease)	Combined	% Increase/(Decrease)
Payroll	\$ (1,632)	-0.1%	\$ 46,236	5.7%	\$ 44,604	1.5%
PERS	(156)	0.0%	10,056	4.3%	9,900	1.2%
FICA/Med	(132)	-0.1%	3,540	5.7%	3,408	1.5%
Medical/Vision	13,740	3.3%	30,000	16.2%	43,740	7.3%
Dental	3,012	9.8%	3,408	30.4%	6,420	15.3%
Life	(144)	-11.1%	(24)	-3.9%	(168)	-8.8%
Unemployment	24	1.1%	12	1.5%	36	1.2%
Worker's Comp	7,692	31.7%	7,008	55.8%	14,700	40.0%
Transit	(12)	-0.1%	264	5.4%	252	1.4%
VEBA Account	(1,056)	-2.7%	1,056	5.4%	-	0.0%
<b>Total Payroll &amp; Employer Paid Expenses</b>	<b>\$ 21,336</b>	<b>0.6%</b>	<b>\$ 101,556</b>	<b>7.5%</b>	<b>\$ 122,892</b>	<b>2.5%</b>

<b>Payroll Expense Change</b>	<b>\$ (1,632)</b>	<b>-0.1%</b>	<b>\$ 46,236</b>	<b>5.7%</b>	<b>\$ 44,604</b>	<b>1.5%</b>
<b>Employer Paid Benefits Change</b>	<b>22,968</b>	<b>1.8%</b>	<b>55,320</b>	<b>10.4%</b>	<b>78,288</b>	<b>4.3%</b>
<b>Total Change</b>	<b>\$ 21,336</b>		<b>\$ 101,556</b>		<b>\$ 122,892</b>	<b>2.6%</b>



## Fiscal Year 2025 Budget

### Electric

<b>Electric Operating Budget</b> (Statement of Operations and Changes In Net Assets)	<i>pages</i> 18-19
<b>Electric Capital Budget</b>	<i>pages</i> 20-21
<b>Electric Cash Reserve Calculation</b>	<i>page</i> 22
<b>Departmental Summary - Electric</b>	<i>pages</i> 23-24
<b>Electric Departmental Budgets</b>	<i>pages</i> 25-32

**Canby Utility Electric Fund**  
**FY 25 Budget**  
**Statement of Operations and Changes In Net Assets**

Description	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>OPERATING REVENUES</b>						
Residential Sales	\$ 7,484,000	\$ 7,047,300	\$ 7,500,000	\$ (16,000)	-0.2%	3% growth factor on FY24 actuals
Unbilled Revenue	-	(64,206)	-	-	N/A	Unknown until FY Year-End
Green Power Sales	12,000	13,403	13,152	(1,152)	-9%	Based on FY24 sales
Small Commercial	1,272,000	1,050,289	925,000	347,000	38%	3% growth factor on FY24 actuals (large increase for Small Commercial)
Large Commercial	3,420,000	3,217,516	3,290,000	130,000	4%	3% growth factor on FY24 actuals
Industrial	2,136,000	1,928,971	1,927,000	209,000	11%	3% growth factor on FY24 actuals (large increase for Industrial)
City Street Lighting	48,000	44,384	43,488	4,512	10%	Based on FY24 actuals
Municipal	206,000	176,551	190,000	16,000	8%	Based on FY24 actuals
Canby Utility	175,000	173,333	164,000	11,000	7%	Based on FY24 actuals
<b>Total Electric Sales</b>	<b>14,753,000</b>	<b>13,587,541</b>	<b>14,052,640</b>	<b>700,360</b>	<b>5%</b>	
NSF Check Charge	1,200	990	1,200	-	0%	Based on FY24 actuals
Reconnect Fees	14,796	11,060	12,720	2,076	16%	Based on FY24 actuals
Door Hanger Fees	-	-	-	-	N/A	N/A
Account Set-up Fees	29,004	30,150	30,480	(1,476)	-5%	Based on FY24 actuals
Failed Payment Arrangement	600	375	600	-	0%	Estimate two per month
Disconnect Notice Fee	68,004	67,475	67,200	804	1%	Based on FY24 actuals
BPA Conservation Rate Credit	209,280	221,074	273,600	(64,320)	-24%	Balance of contract amount
<b>Total Other Electric Energy Revenues</b>	<b>322,884</b>	<b>331,124</b>	<b>385,800</b>	<b>(62,916)</b>	<b>-16%</b>	
<b>TOTAL OPERATING REVENUES</b>	<b>15,075,884</b>	<b>13,918,665</b>	<b>14,438,440</b>	<b>637,444</b>	<b>4%</b>	
<b>OPERATING EXPENSES</b>						
Board of Directors	13,073	5,121	15,232	(2,159)	-14%	See Departmental Page
Executive	293,937	264,536	282,380	11,557	4%	See Departmental Page
Administrative	405,332	257,918	404,418	914	0%	See Departmental Page
Customer Service	710,222	608,973	695,923	14,299	2%	See Departmental Page
Finance	11,726,439	10,376,322	11,286,955	439,484	4%	See Departmental Page
Operations	655,444	424,067	552,124	103,320	19%	See Departmental Page
Distribution	1,209,744	684,837	1,351,408	(141,664)	-10%	See Departmental Page
Risk Management	75,697	38,630	58,981	16,716	28%	See Departmental Page
<b>TOTAL OPERATING EXPENSES</b>	<b>15,089,888</b>	<b>12,660,404</b>	<b>14,647,421</b>	<b>442,467</b>	<b>3%</b>	
<b>OPERATING INCOME (LOSS)</b>	<b>(14,004)</b>	<b>1,258,261</b>	<b>(208,981)</b>	<b>194,977</b>	<b>-93%</b>	
<b>OPERATING MARGIN</b>	<b>0%</b>	<b>9%</b>	<b>-1%</b>			
<b>NON-OPERATING REVENUES &amp; EXPENSES</b>						

**Canby Utility Electric Fund**  
**FY 25 Budget**  
**Statement of Operations and Changes In Net Assets**

Description	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
Rental Lights	36,000	34,107	34,104	1,896	6%	Based on FY24 actuals
Rental Lights Expenses	-	-	-	-	N/A	N/A
St. Light Maintenance Sales	38,004	30,300	24,000	14,004	58%	Based on FY24 actuals
Material Sales	-	-	-	-	N/A	N/A
Billed for Dig In's	13,404	21,003	4,944	8,460	171%	Based on FY24 actuals
Custom Work Sales	-	-	-	-	N/A	N/A
Public St. Lights Sold	77,400	148,127	31,968	45,432	142%	Based on FY24 actuals
Misc. Other Sales	235,428	108,206	475,491	(240,063)	-50%	Main items: BPA Power Dividend \$175,428; facility rental for Water Fund \$60,000
Material Sales Cost	-	-	-	-	N/A	N/A
Custom Work Costs	-	-	-	-	N/A	N/A
St. Light Maintenance Costs	(115,404)	(180,339)	(55,968)	(59,436)	106%	Based on FY24 actuals
Misc. Other Costs	-	(99,925)	-	-	N/A	Estimated year-end transportation cost adjustment
Temp Service	16,800	20,169	7,800	9,000	115%	Based on FY24 actuals
Interest Income/Other	700,734	45,339	416,204	284,530	68%	Estimate interest rate of 5.00%
Gain On Disposition of Property	25,000	1,802	-	25,000	N/A	Sell 2018 Chevy Pickup to Water
Loss On Disposition of Property	-	(1,091)	-	-	N/A	N/A
Other Interest Expense	(9,204)	(1,428)	(1,308)	(7,896)	604%	Based on FY24 actuals
<b>Total Non-Operating Revenues &amp; Expenses</b>	<b>1,018,162</b>	126,270	<b>937,235</b>	80,927	8%	
<b>Net Income/(Loss) Before Capital Contributions</b>	<b>1,004,158</b>	1,384,531	<b>728,254</b>	275,904	27%	
<b>CAPITAL CONTRIBUTIONS</b>						
Hook-up Fees	190,837	339,677	238,278	(47,441)	-20%	Projected 106 service/meter connections.
Contribution From Others	-	96,521	-	-	N/A	Unknown
Line Extension Fees	1,000,845	853,141	930,207	70,638	8%	Possible 6 subdivisions, 1 multi-family, 7 commercial, and 1 street extension.
<b>Total Capital Contributions</b>	<b>1,191,682</b>	1,289,339	<b>1,168,485</b>	23,197	2%	
<b>Change in Net Assets</b>	<b>\$ 2,195,840</b>	\$ 2,673,870	<b>\$ 1,896,739</b>	\$ 299,101	14%	
<b>CASH FLOW</b>						
Cash and Investments Estimate, June 30, 2024	<b>\$13,503,508</b>					
Cash Used For Capital Purchases	(1,735,682)					
Change in Net Assets	2,195,840					
Add Back Depreciation	1,312,211					
Net Cash Generated/(Used)	<b>1,772,369</b>					
Cash and Investments Estimate, June 30, 2025	<b>\$15,275,877</b>					

**Canby Utility  
Electric System  
FY 25 Capital Budget**

Project Name	Project ID	Description of Project	Labor	Inventory	Transport -ation Charges	Labor Overheads 72.22%	Purchases & Outside Costs	Project Cost / Totals
<b>Executive - Projects</b>								
5 year electrical system study		An evaluation of our electric system will be performed by Ben Leland, our lead engineer, and staff of David Evans & Associates. This analysis will provide a map for future energy needs of Canby and recommendations for system improvements.	\$ 2,605	\$ -	\$ -	\$ -	\$ 112,000	\$ 114,605
<b>Admin - Projects</b>								
iX-7 Mailing System		iX-7 mailing system estimate \$10,000. Split 75/25.	-	-	-	-	7,500	\$ 7,500
DS77 Folder/Inserter Machine		DS77 Folder/Inserter Machine - estimate \$25,000. Split 75/25.	-	-	-	-	18,750	\$ 18,750
Window Coverings		Window coverings to provide shade from sunlight into work stations during certain times of the day. 100% Electric.	-	-	-	-	5,200	\$ 5,200
<b>Finance - Projects</b>								
Enhancements to PCS System		After considering the cost and effort required to choose and implement a new ERP system, we have decided it will be more cost effective to upgrade to the newest version of our current system and add several key enhancements to enable more streamlined workflows. Split 75/25.	-	-	-	-	9,000	9,000
New Server and software for multi-factor authentication system		The purchase of new server and software is required to implement MFA (multi-factor authentication) for the CUB network. This will provide added security to our system and an additional layer of protection to cyber attacks. Also included is software to upgrade our SQL server to the current version. Split 75/25.	-	-	-	-	5,981	5,981
Computer Equipment		Various office software upgrades, new computers, new printers, new scanners, new monitors. Split 75/25.	-	-	-	-	8,175	8,175
<b>Operations &amp; Distribution - Capital Equipment</b>								
ArcGIS Desktop Standard software license (50E/50W)		ArcGIS Standard Single Use Upgrade from ArcGIS Desktop Basic. This will provide additional functionality needed to fully utilize the GIS system. Split 50/50.	-	-	-	-	3,025	3,025
Chance Multi-Range voltage detector (5 units)		This device is used to identify if a cable is live which is crucial for safety. Currently we only have one of these testers. This purchase would equip every vehicle with its own unit.	-	-	-	-	9,750	9,750
Locate Machine		Replace our locator machines and the accessories. This piece of equipment is used daily and quickly wears out.	-	-	-	-	10,000	10,000
2024 John Deere Compact Excavator with three different buckets, a thumb, breaker, and plate compactor; 50% Elect		This track hoe will be used in new construction and maintenance jobs. The existing mini often is not large enough to move our equipment or excavate exactly what we need. Total budgeted is \$126,688. Split 50/50.	-	-	-	-	63,344	63,344

**Canby Utility  
Electric System  
FY 25 Capital Budget**

Project Name	Project ID	Description of Project	Labor	Inventory	Transport -ation Charges	Labor Overheads 72.22%	Purchases & Outside Costs	Project Cost / Totals
2024 TKT24LP tilt flatbed trailer		This new flatbed trailer will replace unit 64. Unit 64 is too small for our new backhoes and we are unable to use it. this new trailer will be large enough to hold our backhoes, track hoes, and new skid loader.	-	-	-	-	39,673	<b>39,673</b>
2500 Chevrolet crew cab		This would be the operation manager's truck, his truck would be sold to the Water Department to replace their oldest truck unit 1111.	-	-	-	-	52,700	<b>52,700</b>
<b>Operations &amp; Distribution - Projects</b>								
10th and N Pine pole relocation		This pole is on the west side of Pine Street in the middle of an ADA side walk crossing. The pole also has wildlife damage and needs to be changed out. We will move the new pole to the east side of street and clear the ADA violation.	15,141	4,635	2,575	10,737	5,150	<b>38,238</b>
1953 N Pine St pole replacement		This pole is on the east side of Pine Street next to a 3 phase primary vault. The pole also has wildlife damage and needs to be changed out. It is a dead end pole and feeds the northeast side of Canby.	14,141	4,635	2,575	10,737	-	<b>32,088</b>
99E new pole set and wire relocation (Hulbert's Flowers) carry over	2023-12781	Setting a new feeder 4 loop and Moving off PGE's pole, this will set us up for a feeder tie in the future with F and 4. We will see savings on PGE pole attachment charges.	29,815	8,540	2,884	21,144	4,410	<b>66,793</b>
Install conduit to the Molalla water intake for future wire replacement		The cable going to our water intake is about 40 years old and nearing the end of its life span. We plan to have a boring company install PVC from the top of the hill to the first vault in the bottom lands. This would enable us to quickly repair the line in the event the cable fails.	19,328	7,162	8,778	13,916	10,000	<b>59,184</b>
<b>CONTRIBUTED CAPITAL:</b>								
Various Connections		Projected 106 service/meter connections based on 240 possible connections.	69,960	63,388	6,964	50,525	-	<b>190,837</b>
Line Extensions		Possible 6 subdivisions, 1 multi-family project, 7 commercial projects, and 1 street extension.	187,077	624,089	54,572	135,107		<b>1,000,845</b>
<b>Totals</b>			<b>\$ 338,067</b>	<b>\$ 712,449</b>	<b>\$ 78,348</b>	<b>\$ 242,166</b>	<b>\$ 364,658</b>	<b>\$ 1,735,682</b>

Procedure 520  
Attachment 1

Canby Utility  
Cash Reserve Procedure

Cash Reserve Calculation

The cash reserve calculations are targeted end of year balances at June 30, 2025.

Electric	Input	Pro-rate	Policy	Reserve Dollars	Basis	
Annual O&M Expenditures (excluding power supply costs and depreciation)	\$ 4,862,280	365	180	\$ 2,397,837	Budget 2025	
High Month Power Supply Costs	\$ 855,942	30	45	1,283,913	Budget 2025	
Power Supply Risk				250,000	BPA	
Rate Base Factor for Catastrophic Event	Assets	Deprec.	Deprec./Assets	Assumption		
	\$ 49,909,872	\$ 18,077,689	36.2%	2.0%	998,197	Mar 2024 Balance Sheet
Debt Service Highest Payment				-	NA	
Capital Improvements	2019-2024	\$1,763,080	20.0%	\$352,616	352,616	1/5 of 5 year September 2019 CIP
Vehicle/Equipment Replacement Program				237,202	Rotation Schedule	
Labor Contingency				100,000	To cover less labor intensive capital years	
<b>Total Before Project Reserve</b>				<b>5,619,765</b>		
Project Reserve				9,656,112	Project Reserve	
<b>Targeted Cash Reserve</b>				<b>\$ 15,275,877</b>		
<b>Minimum Cash Reserve \$4,000,000</b>			<b>Over / (Under) Minimum</b>	<b>\$ 11,275,877</b>		

**Canby Utility  
FY 25 Budget  
Departmental Summary - Electric**

Categories	Board of Directors	Executive	Administrative	Customer Service	Finance	Operations	Distribution	Risk Mgt	[not used]	FY25 Total by Category	FY24 Total by Category	\$ Change FY25 vs. FY24	% Change FY25 vs. FY24
Payroll	\$ -	\$ 157,788	\$ 139,116	\$ 232,212	\$ 275,664	\$ 355,236	\$ 990,036			\$ 2,150,052	\$ 2,151,684	\$ (1,632)	-0.1%
PERS		44,652	42,216	68,460	78,012	100,536	280,176			614,052	614,208	(156)	0.0%
Medical/Vision Insurance		7,416	42,432	66,024	56,208	77,796	180,804			430,680	416,940	13,740	3.3%
Dental Insurance		564	3,444	5,424	4,236	6,276	13,836			33,780	30,768	3,012	9.8%
Life Insurance		96	84	216	264	108	384			1,152	1,296	(144)	-11.1%
Worker's Comp		300	264	444	528	7,092	23,292			31,920	24,228	7,692	31.8%
Taxes State Unemployment		156	144	228	276	408	996			2,208	2,184	24	1.1%
Taxes FICA/Medicare		12,072	10,644	17,760	21,084	27,180	75,732			164,472	164,604	(132)	-0.1%
City Transit		948	840	1,392	1,656	2,136	5,940			12,912	12,924	(12)	-0.1%
HRA VEBA		1,572	3,156	6,300	4,728	5,772	16,800			38,328	39,384	(1,056)	-2.7%
<b>Subtotal Employer-Paid Expenses</b>	<b>-</b>	<b>67,776</b>	<b>103,224</b>	<b>166,248</b>	<b>166,992</b>	<b>227,304</b>	<b>597,960</b>	<b>-</b>	<b>-</b>	<b>1,329,504</b>	<b>1,306,536</b>	<b>22,968</b>	<b>1.8%</b>
<b>Total Payroll and Employer Paid Expenses</b>	<b>\$ -</b>	<b>\$ 225,564</b>	<b>\$ 242,340</b>	<b>\$ 398,460</b>	<b>\$ 442,656</b>	<b>\$ 582,540</b>	<b>\$ 1,587,996</b>	<b>\$ -</b>		<b>\$ 3,479,556</b>	<b>\$ 3,458,220</b>	<b>\$ 21,336</b>	<b>1.7%</b>
Wages - Capitalized							(580,236)			(580,236)	(606,192)	25,956	-4.3%
<b>Net Total Payroll &amp; Employer-Paid Expenses</b>	<b>-</b>	<b>225,564</b>	<b>242,340</b>	<b>398,460</b>	<b>442,656</b>	<b>582,540</b>	<b>1,007,760</b>	<b>-</b>		<b>2,899,320</b>	<b>2,852,028</b>	<b>47,292</b>	<b>1.7%</b>
401 (k)					1,380					1,380	1,230	150	12.2%
Dues, Fees & Subscriptions	233	1,703	4,527	1,260	81,450	108	-	500		89,780	88,021	1,759	2.0%
Meeting Expenses		360	453	90	-	396				1,299	1,320	(21)	-1.6%
Safety			8,334			14,208	30,996			53,538	57,905	(4,367)	-7.5%
Special Events			13,629							13,629	13,268	361	2.7%
Office Supplies			6,756	150		2,496	7,920			17,322	10,758	6,564	61.0%
Postage				40,340						40,340	38,381	1,959	5.1%
Printing & Stationery Supplies			8,167	3,306						11,473	14,126	(2,653)	-18.8%
BPA Conservation				209,280						209,280	229,590	(20,310)	-8.9%
Comm Audits				-						-	-	-	0.0%
Customer Relations				1,950						1,950	1,950	-	0.0%
Heat Pump				450						450	450	-	0.0%
Res. Weatherization				-						-	-	-	0.0%
School/Comm				-						-	-	-	0.0%
Share the Warmth				30,000						30,000	30,000	-	0.0%
Water Heater Rebates				-						-	-	-	0.0%
Rent				-						-	-	-	0.0%
Maint. Of Office Equipment			9,200							9,200	8,637	563	6.5%
Maintenance of Substations							12,000			12,000	6,600	5,400	81.8%
Shop & Work Equipment Expenses							28,800			28,800	27,000	1,800	6.7%
Maint. Of Bldgs. & Grounds			49,357							49,357	56,558	(7,201)	-12.7%
Utilities			13,080			14,088				27,168	27,649	(481)	-1.7%
After Hours Dispatching						5,616				5,616	5,460	156	2.9%
One Call						600				600	600	-	0.0%
PGE Pole Contract							3,120			3,120	4,020	(900)	-22.4%
Purchased Power					8,915,397					8,915,397	8,600,180	315,217	3.7%
Property & Liability Insurance								75,197		75,197	58,481	16,716	28.6%
Reporters				6,045						6,045	7,815	(1,770)	-22.7%
Bad Debts				6,800						6,800	6,215	585	9.4%
Computer Supplies			4,500							4,500	3,372	1,128	33.5%
Computer Upgrades					1,875					1,875	13,650	(11,775)	-86.3%
Maintenance of Computers					114,192					114,192	99,846	14,346	14.4%
Software Upgrades					12,156					12,156	14,949	(2,793)	-18.7%
Telephone			23,628							23,628	25,164	(1,536)	-6.1%
Franchise Tax					737,650					737,650	702,632	35,018	5.0%
Energy Resource Supplier Assessment					18,000					18,000	18,000	-	0.0%
Director Fees	5,100									5,100	4,740	360	7.6%
Other Expenses	668									668	700	(33)	-4.6%
Depreciation					1,312,211					1,312,211	1,271,522	40,689	3.2%
Trade Organizations		53,726								53,726	47,800	5,926	12.4%



**Canby Utility  
FY 25 Budget  
Departmental Summary - Electric**

Categories	Board of Directors	Executive	Administrative	Customer Service	Finance	Operations	Distribution	Risk Mgt	[not used]	FY25 Total by Category	FY24 Total by Category	\$ Change FY25 vs. FY24	% Change FY25 vs. FY24
Cash Over/Short				-						-	-	-	0.0%
Maintenance of Overhead Lines							21,000			21,000	21,000	-	0.0%
Maintenance of Underground Lines							33,996			33,996	40,992	(6,996)	-17.1%
Maintenance of Line Transformers							1,704			1,704	2,160	(456)	-21.1%
Uncollectible Accounts				-						-	-	-	0.0%
Maintenance of Electric Meters							9,000			9,000	9,000	-	0.0%
Street Maintenance Fee					5,100					5,100	5,100	-	0.0%
Maintenance, Supervision & Engineering							1,500			1,500	1,992	(492)	-24.7%
<b>Total Departmental Expenses</b>	6,000	55,788	141,631	299,671	11,199,411	37,512	150,036	75,697	-	11,965,746	11,578,833	386,913	3.3%
Audit					28,920					28,920	28,074	846	3.0%
Computer Consultants					52,068					52,068	14,400	37,668	261.6%
Infra-Red Scanning							-			-	-	-	0.0%
Labor Negotiations			4,500							4,500	4,500	-	0.0%
Legal		4,680			-	-				4,680	5,400	(720)	-13.3%
Mapping						12,492				12,492	1,992	10,500	527.1%
Other Consultants			6,876		-	-				6,876	11,148	(4,272)	-38.3%
Pole Inspection & Treatment							-			-	-	-	0.0%
Rate Studies					-					-	22,000	(22,000)	-100.0%
Translation Services				-						-	-	-	0.0%
Tree Trimming							24,720			24,720	24,000	720	3.0%
Marketing		525								525	413	112	27.1%
Engineering					-	12,000				12,000	20,000	(8,000)	-40.0%
Meter Expenses										-	2,400	(2,400)	-100.0%
Arc-Flash Hazard Assessment										-	-	-	0.0%
Inspections					-	-				-	-	-	0.0%
Office Contract Help				-						-	-	-	0.0%
Paving/Road										-	6,000	(6,000)	-100.0%
<b>Total Consulting/Contract</b>	-	5,205	11,376	-	80,988	24,492	24,720	-	-	146,781	140,327	6,454	4.6%
Training	4,218	5,220	4,712	3,450	2,484	2,535	19,080	-		41,699	43,498	(1,799)	-4.1%
Transportation	2,855	2,160	5,273	8,641	900	8,365	8,148	-		36,342	32,735	3,607	11.0%
<b>Total Transportation &amp; Training</b>	7,073	7,380	9,985	12,091	3,384	10,900	27,228	-	-	78,041	76,233	1,808	2.4%
<b>Total Operating Expenses</b>	\$ 13,073	\$ 293,937	\$ 405,332	\$ 710,222	\$ 11,726,439	\$ 655,444	\$ 1,209,744	\$ 75,697	\$ -	\$ 15,089,888	\$ 14,647,421	\$ 442,467	3.0%

Canby Utility  
 FY 25 Budget  
 Board of Directors - Electric

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Expense:</b>									
Director Fees	1	10-068	930.2	\$ 5,100	\$ 4,180	\$ 4,740	\$ 360	8%	Stipend added for SDAO & PPC Mtgs
<b>Total Director Fees</b>				<b>5,100</b>	<b>4,180</b>	<b>4,740</b>	<b>360</b>	<b>8%</b>	
Dues, Fees & Subscriptions	1	10-012	930.2	233	435	316	(84)	-26%	Zoom Subscription and only 1 Portrait
Other Expenses	1	10-069	930.2	668	1,740	640	28	4%	Appreciation Lamp, Refreshments
<b>Total Departmental</b>				<b>900</b>	<b>2,175</b>	<b>956</b>	<b>(56)</b>	<b>-6%</b>	
Training	1	10-016	930.2	2,855	2,163	3,246	(391)	-12%	SDAO Conf (4) Bend + Placeholder
Transportation	1	10-063	930.2	4,218	1,317	6,290	(2,072)	-33%	SDAO Conf (4) Bend + Placeholder
<b>Total Transportation &amp; Training</b>				<b>7,073</b>	<b>3,479</b>	<b>9,536</b>	<b>(2,463)</b>	<b>-26%</b>	
<b>Total Board of Directors Expense</b>				<b>\$ 13,073</b>	<b>\$ 9,835</b>	<b>\$ 15,232</b>	<b>\$ (2,159)</b>	<b>-14%</b>	

**Canby Utility  
FY 25 Budget  
Executive - Electric**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Total Payroll &amp; Employer Paid Expenses</b>				<b>\$ 225,564</b>	\$ 210,002	<b>\$ 218,448</b>	\$ 7,116	3%	Estimated 4.0% COLA
Dues, Fees & Subscriptions	1	20-012	921	<b>1,703</b>	2,040	<b>2,540</b>	(838)	-33%	News Data, Kiwanis, newspapers
Meeting Expenses	1	20-013	921	<b>360</b>	190	<b>399</b>	(39)	-10%	Estimate
<b>Total Departmental</b>				<b>2,063</b>	2,230	<b>2,939</b>	(877)	-30%	
Legal	1	20-040	923	<b>4,680</b>	2,304	<b>5,400</b>	(720)	-13%	Estimate based on prior years
Other Consultants	1	20-043	923	-	-	-	-	N/A	N/A
Marketing	1	20-061	923	<b>525</b>	413	<b>413</b>	112	27%	Chamber of Commerce dues
<b>Total Consulting/Contract</b>				<b>5,205</b>	2,717	<b>5,813</b>	(608)	-10%	
APPA	1	20-062	930.2	<b>9,000</b>	8,863	<b>9,000</b>	-	0%	Estimate based on FY24
LOC	1	20-073	930.2	<b>488</b>	375	<b>400</b>	88	22%	Based on rate notice
LGPI	1	20-074	930.2	-	-	-	-	N/A	N/A
OMEU	1	20-075	930.2	<b>21,000</b>	18,732	<b>18,200</b>	2,800	15%	Estimate based on FY24
SDAO	1	20-077	930.2	<b>3,938</b>	539	<b>900</b>	3,038	338%	Increase due to new dues calculation
PNUCC	1	20-079	930.2	-	-	-	-	N/A	N/A
NWPPA	1	20-089	930.2	<b>10,000</b>	8,921	<b>10,000</b>	-	0%	Estimate based on FY24
PPC	1	20-097	930.2	<b>9,300</b>	8,691	<b>9,300</b>	-	0%	Estimate based on FY24
ICMA	1	20-099	930.2	-	-	-	-	N/A	N/A
<b>Total Trade Organizations</b>				<b>53,726</b>	46,121	<b>47,800</b>	5,926	12%	
Training	1	20-016	926	<b>2,160</b>	1,109	<b>2,160</b>	-	0%	Estimate
Transportation	1	20-063	921	<b>5,220</b>	666	<b>5,220</b>	-	0%	Estimate
<b>Total Transportation &amp; Training</b>				<b>7,380</b>	1,775	<b>7,380</b>	-	0%	
<b>Total Executive Expense</b>				<b>\$ 293,937</b>	\$ 262,845	<b>\$ 282,380</b>	\$ 11,557	<b>4%</b>	

**Canby Utility  
FY 25 Budget  
Administrative - Electric**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Total Payroll &amp; Employer Paid Expenses</b>				<b>\$ 242,340</b>	\$ 141,063	<b>\$ 225,360</b>	\$ 16,980	8%	Estimated 4.0% COLA; rate adjustment new employee
Dues, Fees & Subscriptions	1	30-012	921	4,527	3,154	5,885	(1,358)	-23%	Lower recruitment fees
Meeting Expenses	1	30-013	921	453	195	453	-	0%	Same as prior year
Safety	1	30-014	925	8,334	439	8,105	229	3%	Safety Manual Carry Over
Special Events	1	30-015	926	13,629	9,529	13,268	361	3%	55th Anniversary Event Prep
Office Supplies	1	30-017	921	6,756	5,484	7,872	(1,116)	-14%	Based on FY24 actual
Printing & Stationery Supplies	1	30-019	921	8,167	7,559	10,792	(2,625)	-24%	Discontinued blue remittance envelopes
Rent	1	30-027	935	-	-	-	-	N/A	Not applicable for Electric
Maint. Of Office Equipment	1	30-030	935	9,200	7,400	8,637	563	7%	Maintenance - New Folder/Stuffer and Mail Machine
Maint. Of Bldgs. & Grounds	1	30-033	935	49,357	51,606	56,558	(7,201)	-13%	D/C generator and camera service agreements
Utilities	1	30-034	921	13,080	12,863	13,969	(889)	-6%	Based on FY24, E/W increases
Computer Supplies	1	30-055	921	4,500	2,452	3,372	1,128	33%	Closer to Actual
Telephone	1	30-059	921	23,628	21,385	25,164	(1,536)	-6%	iPhones and data plans for crew - budget carryover
<b>Total Departmental</b>				<b>141,631</b>	122,067	<b>154,075</b>	(12,444)	-8%	
Labor Negotiations	1	30-039	923	4,500	5,275	4,500	-	0%	Legal fees for Updated Personnel Policies;
Other Consultants	1	30-043	923	6,876	1,652	10,620	(3,744)	-35%	Equal Pay Analysis Carry-over
<b>Total Consulting/Contract</b>				<b>11,376</b>	6,927	<b>15,120</b>	(3,744)	-25%	
Training	1	30-016	926	4,712	735	4,614	98	2%	SHRM Conf, SDAO, CIS, LERG, New EE Training
Transportation	1	30-063	921	5,273	840	5,249	24	0%	SHRM, LERG, SDAO Mtg Travel
<b>Total Transportation &amp; Training</b>				<b>9,985</b>	1,575	<b>9,863</b>	122	1%	
<b>Total Administrative - Expense</b>				<b>\$ 405,332</b>	\$ 271,632	<b>\$ 404,418</b>	\$ 914	<b>0%</b>	

**Canby Utility  
FY 25 Budget  
Customer Service - Electric**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Total Payroll &amp; Employer Paid Expenses</b>				<b>\$ 398,460</b>	\$ 362,834	<b>\$ 364,788</b>	\$ 33,672	9%	Estimated 4.0% or 3.5% COLA; step increase
Dues, Fees & Subscriptions	1	35-012	903	1,260	-	1,644	(384)	-23%	Stuff and fold issues
Meeting Expenses	1	35-013	903	90	19	72	18	25%	Increase for inflation
Office Supplies	1	35-017	902	150	57	150	-	0%	Same as last year
Postage	1	35-018	903	40,340	37,027	38,381	1,959	5%	Postage rate increase
Reporters	1	35-053	909	6,045	4,987	7,815	(1,770)	-23%	New printing company, less printing
Bad Debt	1	35-054	903	6,800	4,902	6,215	585	9%	Average of past 3 years
Cash Over/Short	1	35-082	903	-	-	-	-	N/A	N/A
Uncollectible Accounts	1	35-089	904	-	5	-	-	N/A	N/A
<b>Total Departmental</b>				<b>54,685</b>	46,996	<b>54,277</b>	408	1%	
Printing & Stationery Supplies	1	35-019	903	3,306	3,640	3,334	(28)	-1%	Based on last year
Translation Services	1	35-048	923	-	-	-	-	N/A	N/A
Outside Services Employed	1	35-074	923	-	-	-	-	N/A	N/A
Office Contract Help	1	35-084	923	-	-	-	-	N/A	N/A
<b>Total Consulting/Contract</b>				<b>3,306</b>	3,640	<b>3,334</b>	(28)	-1%	
Training	1	35-016	926	3,450	86	4,490	(1,040)	-23%	3C's conference/classes; AUEC (PCS) Conf.
Transportation (meter reading)	1	35-063	903	6,672	5,709	7,044	(372)	-5%	Based on last year
Transportation (conferences, mileage)	1	35-063	921	1,969	-	-	1,969	N/A	AUEC (PCS) Conference
<b>Total Transportation &amp; Training</b>				<b>12,091</b>	5,796	<b>11,534</b>	557	5%	
BPA Conservation	1	35-020	909	209,280	172,716	229,590	(20,310)	-9%	Based on BPA funding projections
Comm Audits	1	35-021	909	-	-	-	-	N/A	N/A
Customer Relations	1	35-023	909	1,950	921	1,950	-	0%	Same as last year
Heat Pump	1	35-024	909	450	1,155	450	-	0%	Estimate (none last year)
Res. Weatherization	1	35-025	909	-	-	-	-	N/A	N/A
School/Community	1	35-026	909	-	-	-	-	N/A	N/A
Share the Warmth	1	35-027	930.2	30,000	30,383	30,000	-	0%	Same as last year
Water Heater Rebates	1	35-028	909	-	-	-	-	N/A	N/A
<b>Total Programs</b>				<b>241,680</b>	205,174	<b>261,990</b>	(20,310)	-8%	
<b>Total Customer Service Expense</b>				<b>\$ 710,222</b>	\$ 624,440	<b>\$ 695,923</b>	\$ 14,299	<b>2%</b>	

**Canby Utility  
FY 25 Budget  
Finance - Electric**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Total Payroll &amp; Employer Paid Expenses</b>				<b>\$ 442,656</b>	<b>\$ 287,440</b>	<b>\$ 414,432</b>	<b>\$ 28,224</b>	<b>7%</b>	Estimated 4.0% or 3.5% COLA; step increase
Depreciation Exp - Electric Plant	1	45-072	403.1	1,191,597	1,238,993	1,159,951	31,646	3%	From Schedule
Depreciation Exp - Equipment	1	45-072	403.2	40,815	-	33,757	7,058	21%	From Schedule
Depreciation Exp - Office Equipment	1	45-072	403.3	79,799	-	77,814	1,985	3%	From Schedule
Franchise Tax	1	45-060	408.6	737,650	692,152	702,632	35,018	5%	5% of Sales
Purchased Power & Transmission	1	45-051	555	8,915,397	7,177,936	8,600,180	315,217	4%	BPA power forecast, transmission estimate
Dues, Fees & Subscriptions	1	45-012	921	81,450	83,526	77,028	4,422	6%	Based on current year expenses
Meeting Expenses	1	45-013	921	-	-	-	-	N/A	N/A
401(k), Sec. 125	1	45-011	926	1,380	1,324	1,230	150	12%	Monthly fees, Annual Report & Plan
Computer Upgrades	1	45-056	930.2	1,875	5,605	13,650	(11,775)	-86%	Printers, monitors, and battery back ups
Maintenance of Computers	1	45-057	930.2	114,192	77,778	99,846	14,346	14%	Software maintenance and support
Software Upgrades	1	45-058	930.2	12,156	9,992	14,949	(2,793)	-19%	Software renewals
Energy Resource Supplier Asses.(ODOE)	1	45-064	930.2	18,000	16,228	18,000	-	0%	OR DOE Energy Resource Supplier Assessment
Street Maintenance Fee	1	45-095	930.2	5,100	4,862	5,100	-	0%	City fee
<b>Total Departmental</b>				<b>11,199,411</b>	<b>9,308,395</b>	<b>10,804,137</b>	<b>395,274</b>	<b>4%</b>	
Audit	1	45-036	923	28,920	35,136	28,074	846	3%	Contract not to exceed amount
Computer Consultants	1	45-037	923	52,068	9,702	14,400	37,668	262%	PCS system upgrades & enhancements
Legal	1	45-040	923	-	-	-	-	N/A	
Other Consultants	1	45-043	923	-	12,403	528	(528)	-100%	Every other year - next in FY26
Rate Studies	1	45-046	923	-	2,280	22,000	(22,000)	-100%	None this year
Engineering	1	45-065	923	-	-	-	-	N/A	N/A
Inspections	1	45-083	923	-	-	-	-	N/A	N/A
<b>Total Consulting/Contract</b>				<b>80,988</b>	<b>59,521</b>	<b>65,002</b>	<b>15,986</b>	<b>25%</b>	
Training	1	45-016	926	2,484	1,742	2,484	-	0%	Staff development
Transportation	1	45-063	921	900	16	900	-	0%	Staff development
<b>Total Transportation &amp; Training</b>				<b>3,384</b>	<b>1,758</b>	<b>3,384</b>	<b>-</b>	<b>0%</b>	
<b>Total Finance Expense</b>				<b>\$ 11,726,439</b>	<b>\$ 9,657,114</b>	<b>\$ 11,286,955</b>	<b>\$ 439,484</b>	<b>4%</b>	

**Canby Utility  
FY 25 Budget  
Operations - Electric**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Total Payroll &amp; Employer Paid Expenses</b>				<b>\$ 582,540</b>	\$ 439,699	<b>\$ 495,576</b>	\$ 86,964	18%	Estimated 4.0% or CBA 3.5% COLA; replacement position Utility Locator
Dues, Fees & Subscriptions	1	50-012	921	108	-	108	-	0%	Subscriptions
Meeting Expenses	1	50-013	921	396	150	396	-	0%	OMEU Meetings
Office Supplies	1	50-017	921	2,496	-	2,496	-	0%	Set up mapping/media center
Utilities	1	50-034	921	14,088	13,558	13,680	408	3%	FY24, 9 month actuals
After Hours Dispatching	1	50-035	921	5,616	5,472	5,460	156	3%	Based on current contract and on FY23, 9 month actuals
One Call	1	50-042	921	600	375	600	-	0%	811 fees
<b>Total Departmental</b>				<b>23,304</b>	19,555	<b>22,740</b>	564	2%	
Safety	1	50-014	925	14,208	14,333	13,800	408	3%	Based on current ESCI contract and on FY24, + 3% increase
Legal	1	50-040	923	-	-	-	-	N/A	N/A
Mapping	1	50-041	921	12,492	-	1,992	10,500	527%	Support
Other Consultants	1	50-043	923	-	-	-	-	N/A	N/A
Engineering	1	50-065	923	12,000	1,787	10,000	2,000	20%	Support, FY24 actuals
<b>Total Consulting/Contract</b>				<b>38,700</b>	16,120	<b>25,792</b>	12,908	50%	
Training	1	50-016	926	2,535	788	1,800	735	41%	Add more training opportunities NWPPA / ESRI / AWWA; AUEC Conf.
Transportation	1	50-063	921	8,365	2,133	6,216	2,149	35%	FY23, 9 month actuals; add'l training opportunities; AUEC Conf.
<b>Total Transportation &amp; Training</b>				<b>10,900</b>	2,921	<b>8,016</b>	2,884	36%	
<b>Total Operations Expense</b>				<b>\$ 655,444</b>	\$ 478,295	<b>\$ 552,124</b>	\$ 103,320	<b>19%</b>	

**Canby Utility  
FY 25 Budget  
Distribution - Electric**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Net Payroll &amp; Employer Paid Expenses</b>				<b>1,007,760</b>	745,313	<b>1,133,424</b>	(125,664)	-11%	CBA 3.5% COLA; staffing changes; lineman replaced with apprentice
Dues, Fees & Subscriptions	1	60-012	921	-	151	-	-	N/A	N/A
Safety	1	60-014	925	<b>30,996</b>	18,584	<b>36,000</b>	(5,004)	-14%	Based on FY24, 9 month actuals
Office Supplies	1	60-017	921	<b>7,920</b>	35	<b>240</b>	7,680	3200%	Based on FY24, warehouse organization system and locking storage
Maintenance of Substations	1	60-031	591	<b>12,000</b>	10,677	<b>6,600</b>	5,400	82%	Based on 9 month actuals
Shop & Work Equipment Expenses	1	60-032	594	<b>28,800</b>	17,439	<b>27,000</b>	1,800	7%	Based on FY24, 10 month actuals
PGE Pole Contract Agreement	1	60-044	923	<b>3,120</b>	3,021	<b>4,020</b>	(900)	-22%	Based on FY24 actuals. Removal of attachments
Maintenance of Overhead Lines	1	60-085	593	<b>21,000</b>	19,251	<b>21,000</b>	-	0%	Based on FY24, 9 month actuals
Maintenance of Underground Lines	1	60-086	594	<b>33,996</b>	46,254	<b>40,992</b>	(6,996)	-17%	Based on FY24, 9month actuals
Maintenance of Line Transformers	1	60-087	595	<b>1,704</b>	1,126	<b>2,160</b>	(456)	-21%	Based on FY24, 10 month actuals
Maintenance of Electric Meters	1	60-091	597	<b>9,000</b>	10,169	<b>9,000</b>	-	0%	Based on FY24, 9 month actuals
Maintenance Supervision & Engineeri	1	60-096	590	<b>1,500</b>	1,495	<b>1,992</b>	(492)	-25%	Based on FY24
<b>Total Departmental</b>				<b>150,036</b>	128,202	<b>149,004</b>	1,032	1%	
Infra-Red Scanning	1	60-038	593	-	-	-	-	N/A	In-house
Pole Inspection & Treatment	1	60-045	592	-	1,030	-	-	N/A	N/A
Tree Trimming	1	60-049	593	<b>24,720</b>	12,809	<b>24,000</b>	720	3%	Annual tree trimming, as needed for hazard trees
Engineering	1	60-065	594	-	-	<b>10,000</b>	(10,000)	-100%	Based on FY24, Ops budget item
Metering	1	60-067	586	-	-	<b>2,400</b>	(2,400)	-100%	Based on FY24
Other Expenses	1	60-069	594	-	-	<b>60</b>	(60)	-100%	Based on FY24
Arc-Flash Hazard Assessment	1	60-081	923	-	-	-	-	N/A	N/A
Paving/Road	1	60-088	594	-	-	<b>6,000</b>	(6,000)	-100%	Based on projected future needs
<b>Total Consulting/Contract</b>				<b>24,720</b>	13,839	<b>42,460</b>	(17,740)	-42%	
Training	1	60-016	926	<b>19,080</b>	4,375	<b>18,600</b>	480	3%	More employees, more training opportunities (meter, transformer, GIS) and apprentice school
Transportation	1	60-063	921	<b>8,148</b>	2,636	<b>7,920</b>	228	3%	Based on FY24, Employee Training
<b>Total Transportation &amp; Training</b>				<b>27,228</b>	7,011	<b>26,520</b>	708	3%	
<b>Total Distribution Expense</b>				<b>\$ 1,209,744</b>	\$ 894,365	<b>\$ 1,351,408</b>	\$ (141,664)	<b>-10%</b>	



Canby Utility  
 FY 25 Budget  
 Risk Management - Electric

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Expense:</b>									
Dues, Fees and Subscriptions	1	75-012	921	\$ 500	\$ 500	\$ 500	\$ -	0%	N/A
Property & Liability Insurance	1	75-052	924	75,197	50,588	58,481	16,716	29%	Anticipated rates; budgetary variance from prior year
<b>Total Departmental</b>				<b>75,697</b>	<b>51,088</b>	<b>58,981</b>	<b>16,716</b>	<b>28%</b>	
Legal	1	75-040	923	-	-	-	-	N/A	N/A
<b>Total Consulting/Contract</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	
Training	1	75-016	926	-	-	-	-	N/A	N/A
Transportation	1	75-063	921	-	-	-	-	N/A	N/A
<b>Total Transportation &amp; Training</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	
<b>Total Risk Management Expense</b>				<b>\$ 75,697</b>	<b>\$ 51,088</b>	<b>\$ 58,981</b>	<b>\$ 16,716</b>	<b>28%</b>	



## Fiscal Year 2025 Budget

### Water

<b>Water Operating Budget</b> (Statement of Operations and Changes In Net Assets)	<i>pages</i> 34-35
<b>Water Capital Budget</b>	<i>pages</i> 36-37
<b>Water Cash Reserve Calculation</b>	<i>page</i> 38
<b>Departmental Summary</b>	<i>pages</i> 39-40
<b>Detailed Departmental Budgets</b>	<i>pages</i> 41-49

**Canby Utility Water Fund  
FY 25 Budget  
Statement of Operations and Changes In Net Assets**

Description	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>OPERATING REVENUES</b>						
Residential	\$ 3,038,000	\$ 2,527,477	\$ 2,461,000	\$ 577,000	23%	Based FY24 actuals and 5/01 rate increase
Commercial	560,000	466,217	450,000	110,000	24%	Based FY24 actuals and 5/01 rate increase
Industrial	46,000	33,188	41,000	5,000	12%	Based FY24 actuals and 5/01 rate increase
Municipal	48,000	43,662	35,000	13,000	37%	Based FY24 actuals and 5/01 rate increase
Multi-Family	844,000	727,540	660,000	184,000	28%	Based FY24 actuals and 5/01 rate increase
Irrigation/Hydrant	159,000	124,677	114,000	45,000	39%	Based FY24 actuals and 5/01 rate increase
Unbilled Revenue	-	(91,982)	-	-	N/A	Unknown until FY Year-End
<b>Total Water Usage Sales</b>	<b>4,695,000</b>	<b>3,830,779</b>	<b>3,761,000</b>	<b>934,000</b>	<b>25%</b>	
Other Water Revenue	-	-	-	-	N/A	N/A
<b>Total Other Water Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	
<b>Total Operating Revenues</b>	<b>4,695,000</b>	<b>3,830,779</b>	<b>3,761,000</b>	<b>934,000</b>	<b>25%</b>	
<b>OPERATING EXPENSES</b>						
Board of Directors	4,258	1,671	6,938	(2,680)	-39%	See Departmental Page
Executive	86,403	66,493	83,381	3,022	4%	See Departmental Page
Administrative	219,061	144,082	219,314	(253)	0%	See Departmental Page
Customer Service	179,998	138,133	165,839	14,159	9%	See Departmental Page
Finance	1,430,635	1,146,288	1,336,373	94,262	7%	See Departmental Page
Operations	270,497	225,195	186,880	83,617	45%	See Departmental Page
Distribution	704,627	494,943	720,288	(15,661)	-2%	See Departmental Page
Water Treatment Plant	1,481,310	1,115,605	1,382,731	98,579	7%	See Departmental Page
Risk Management	61,965	36,756	42,889	19,076	44%	See Departmental Page
<b>TOTAL OPERATING EXPENSES</b>	<b>4,438,754</b>	<b>3,369,166</b>	<b>4,144,633</b>	<b>294,121</b>	<b>7%</b>	
<b>OPERATING INCOME (LOSS)</b>	<b>256,246</b>	<b>461,613</b>	<b>(383,633)</b>	<b>639,879</b>	<b>167%</b>	
<b>OPERATING MARGIN</b>	<b>5%</b>	<b>12%</b>	<b>-10%</b>			

**Canby Utility Water Fund  
FY 25 Budget  
Statement of Operations and Changes In Net Assets**

Description	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>NON-OPERATING REVENUES &amp; EXPENSES</b>						
Material Sales	-	-	-	-	N/A	Unknown, not a usual occurrence
Billed for Dig In's	4,280	951	4,280	-	0%	Based on prior year(s)
Custom Work Sales	-	-	-	-	N/A	Unknown, not a usual occurrence
Misc. Other Sales	46,000	91,519	-	46,000	N/A	Estimated year-end transportation adjustment
Inspection Fees	75,813	54,406	60,237	15,576	26%	From Capital Budget estimate
Sewer Billing Fees - City	-	(5,588)	-	-	N/A	N/A
Material Sales Costs	-	-	-	-	N/A	Unknown, not a usual occurrence
Misc. Other Costs and Expenses	-	-	-	-	N/A	Misc., unknown YE adj's - GASB
Inspection Fees Cost	(75,813)	(81,263)	(60,237)	(15,576)	26%	From Capital Budget estimate
Interest Income	437,172	31,001	206,454	230,718	112%	Estimate interest rate of 5.00%
Gain On Disposition of Property	15,000	857	-	15,000	N/A	Sale of 2012 F-250 Truck
Loss On Disposition of Property	(20,000)	(54)	-	(20,000)	N/A	Sale/trade of JD 310SL Backhoe
Other Deductions	-	-	-	-	N/A	N/A
Interest Expense	(15,424)	(41,800)	(23,595)	8,171	-35%	Per amortization schedules
<b>Total Non-Operating Revenues &amp; Expenses</b>	<b>467,028</b>	<b>50,029</b>	<b>187,139</b>	<b>279,889</b>	<b>150%</b>	
<b>Net Income/(Loss) before Capital Contributions</b>	<b>723,274</b>	<b>511,642</b>	<b>(196,494)</b>	<b>919,768</b>	<b>468%</b>	
<b>CAPITAL CONTRIBUTIONS</b>						
Hook-up Fees	75,813	61,572	58,145	17,668	30%	Projected 93 service/meter connections. Possible 6 subdivisions, 1 multi-family, 7 commercial, and 1 street extension. SDC's for the above contributed capital
Contribution From Others	1,293,364	1,724,906	901,296	392,068	44%	
SDC Fees	1,141,484	667,860	901,300	240,184	27%	
<b>Total Capital Contributions</b>	<b>2,510,661</b>	<b>2,454,338</b>	<b>1,860,741</b>	<b>649,920</b>	<b>35%</b>	
<b>Change in Net Assets</b>	<b>\$ 3,233,935</b>	<b>\$ 2,965,980</b>	<b>\$ 1,664,248</b>	<b>\$ 1,569,688</b>	<b>94%</b>	
<b>CASH FLOW</b>						
Cash and Investments Estimate, June 30, 2024	<b>\$ 9,115,978</b>					
Cash Used For Capital Purchases	<b>(4,266,284)</b>					
Change in Net Assets	<b>3,233,935</b>					
Add Back Depreciation	<b>933,800</b>					
Principle Payments on Water Bonds	<b>(357,000)</b>					
Net Cash Generated/(Used)	<b>(455,549)</b>					
Cash and Investments Estimate, June 30, 2025	<b>\$ 8,660,430</b>					

**Canby Utility  
Water System  
FY 25 Capital Budget**

Project Name	Project ID	Description of Project	Labor	Inventory	Transportation Charges	Labor Overheads 83.47%	Purchases & Outside Costs	Project Cost / Totals
<b>Executive - Projects</b>								
None			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Admin - Projects</b>								
iX-7 Mailing System		iX-7 mailing system estimate \$10,000. Split 75/25.	-	-	-	-	2,500	\$ 2,500
DS77 Folder/Inserter Machine		DS77 Folder/Inserter Machine - estimate \$25,000. Split 75/25.	-	-	-	-	6,250	\$ 6,250
<b>Finance - Projects</b>								
Enhancements to PCS System		After considering the cost and effort required to choose and implement a new ERP system, we have decided it will be more cost effective to upgrade to the newest version of our current system and add several enhancements to enable more streamlined workflows. Split 75/25.	-	-	-	-	3,000	3,000
New Server and software for multi-factor authentication system		The purchase of new server and software is required to implement MFA (multi-factor authentication) for CUB network. This will provide added security to our system and an additional layer of protection to cyber attacks. Also software to upgrade our SQL server. Split 75/25.	-	-	-	-	1,994	1,994
Computer Equipment		Computer replacement and hardware upgrades. Split 75/25.	-	-	-	-	2,725	2,725
<b>Operations &amp; Distribution Capital Equipment</b>								
ArcGIS Desktop Standard software license (50E/50W)		ArcGIS Standard Single Use Upgrade from ArcGIS Desktop Basic. This will provide additional functionality needed to fully utilize the GIS system. Split 50/50.	-	-	-	-	3,025	3,025
2024 John Deere Compact Excavator with three different buckets, a thumb, breaker, and plate compactor; 50% Water		This track hoe will be used in new construction and maintenance jobs. We found that our mini track hoe services its purpose but on many occasions it is not quit large enough to move our equipment or excavate exactly what we need. Total budgeted is \$126,688. Split 50/50.	-	-	-	-	63,344	63,344
Locate Machine		Replace our locator machines and the accessories. This piece of equipment is used every working day and just gets worn out.	-	-	-	-	10,000	10,000
Pipe tongs 6" and 12"		These tongs are for lifting main line pipe safely. We currently do not have these sizes and acquiring them would make our in house mainline replacements safer and more efficient.	-	-	-	-	3,175	3,175
Plate Compactor		This large plate compactor will replace an old worn compactor. The old compactor was shared with both water, electric, and the city. It is getting harder to start and function safely.	-	-	-	-	5,750	5,750
Concrete hand saw (hot saw)		This gas powered had saw will replace an old worn out saw.the old saw gets used a lot and has just worn out.	-	-	-	-	1,000	1,000

**Canby Utility  
Water System  
FY 25 Capital Budget**

Project Name	Project ID	Description of Project	Labor	Inventory	Transportation Charges	Labor Overheads 83.47%	Purchases & Outside Costs	Project Cost / Totals
Mueller Mega-lite machine 4" tap		This adaptor that will work with our current tapping machine, will give us the ability to do more inhouse tapping and cut out the cost of a contractor.	-	-	-	-	3,222	<b>3,222</b>
Rice pump or chlorination pump		We are doing more and more in-house main line replacement and our old pump is failing and unrepairable. This new pump is safer and easier to use.	-	-	-	-	3,276	<b>3,276</b>
Buy unit 1803 from electric		Unit 1803 will replace unit 1111 the oldest water department truck.	-	-	-	-	25,000	<b>25,000</b>
<b>Operations &amp; Distribution - Projects</b>								
S Manzanita Mainline replacement		This project will be completed in three phases, phase one will be formTownship Rd to SE 5th Ave. This is also outlined in our Water Master Plan.	21,066	100,000	14,680	16,853	57,500	<b>210,099</b>
4" meter replacement		Replace failing 4" water meter	8,877	15,000	11,607	7,047	5,000	<b>47,531</b>
City wide Valve cans		S Redwood, S Ivy St, and 99E	1,670	7,630	784	1,334	5,000	<b>16,418</b>
Alleyway mainline abandoned		This project is moving 4 services and abandoning a failing water main. This alley is from N Holly St and N Ivy St, between NW 2nd & NW 3rd.	10,533	20,000	7,340	8,426	17,500	<b>63,799</b>
<b>WTP</b>								
Capital Expenditure Modifications		Capital draw-down upon request per Veolia Water O&M Service Agreement.	-	-	-	-	25,000	<b>25,000</b>
New Facility for Willamette River Supply		Secondary water source development planning and conceptual design.	-	-	-	-	2,400,000	<b>2,400,000</b>
<b>CONTRIBUTED CAPITAL</b>								
Various Residential Connects		Projected 93 service/meter connections based on 215 possible projects.	17,349	33,573	10,409	14,481	-	<b>75,813</b>
New Projects		Possible 6 subdivisions, 1 multi-family project, 7 commercial projects, and 1 street extension.	27,129	-	32,467	45,167	1,188,600	<b>1,293,364</b>
<b>Total</b>			<b>\$ 86,624</b>	<b>\$ 176,203</b>	<b>\$ 77,288</b>	<b>\$ 93,309</b>	<b>\$ 3,832,861</b>	<b>\$ 4,266,284</b>

Procedure 520  
Attachment 1

Canby Utility  
Cash Reserve Procedure

Cash Reserve Calculation

The cash reserve calculations are targeted end of year balances at June 30, 2025.

Water	Input	Pro-rate	Policy	Reserve Dollars	Basis
Annual O&M Expenditures (excluding depreciation)	\$ 3,504,954	365	120	\$ 1,152,313	Budget 2025
Rate Base Factor for Catastrophic Event	<b>Assets</b>	<b>Depre</b>	<b>Depre/Assets</b>	<b>Assumption</b>	
	\$ 41,114,946	\$ 13,957,910	33.9%	2.0%	822,299 Mar 2024 Balance Sheet
Debt Service Highest Payment		<b>10/1/2024</b>	<b>4/1/2025</b>		
	Series 2014	\$151,754	\$0		
	Series 2017	\$215,893	\$8,893		Not funded - Bonds require a reserve dollar amount - see next line
		\$367,647	\$8,893	-	
Water Revenue Bonds, Series 2014 & 2017 Reserves				357,000	Bond requirements, to be moved to Project Reserve when the bonds are paid off.
Capital Improvements - WMP 2023	2011-2015	\$12,645,000	20.0%	\$2,529,000	2,529,000 WMP Draft - 1/5 of 5 year CIP
Vehicle/Equipment Replacement Program				41,912	41,912 Rotation Schedule
<b>Total Before Project Reserve</b>				<b>4,902,524</b>	
Project Reserve				3,757,906	3,757,906 WTP project
<b>Targeted Cash Reserve</b>				<b>\$ 8,660,430</b>	
<b>Minimum Cash Reserve \$2,000,000</b>			<b>Over / (Under) minimum</b>	<b>\$ 6,660,430</b>	

**Canby Utility  
FY 25 Budget  
Department Summary - Water**

Categories	Board of			Customer					Risk	FY25	FY24	\$ Change	% Change
	Directors	Executive	Administrative	Service	Finance	Operations	Distribution	WTP	Mgt	Total by Category	Total by Category	FY25 vs. FY24	FY25 vs. FY24
Wages - Expense	\$ -	\$ 52,596	\$ 46,368	\$ 77,400	\$ 91,884	\$ 135,696	\$ 456,732	\$ -	\$ -	\$ 860,676	\$ 814,440	\$ 46,236	5.7%
PERS		14,880	14,076	22,824	26,004	38,400	129,252			245,436	235,380	10,056	4.3%
Medical/Vision Insurance		2,472	14,148	22,008	18,732	35,364	123,024			215,748	185,748	30,000	16.2%
Dental Insurance		192	1,152	1,812	1,404	2,856	7,188			14,604	11,196	3,408	30.4%
Life Insurance		36	24	72	84	36	336			588	612	(24)	-3.9%
Worker's Comp		96	84	144	180	2,400	16,668			19,572	12,564	7,008	55.8%
Taxes State Unemployment		48	48	72	96	84	456			804	792	12	1.5%
Taxes FICA/Medicare		4,020	3,552	5,928	7,032	10,380	34,944			65,856	62,316	3,540	5.7%
City Transit		312	276	468	552	816	2,736			5,160	4,896	264	5.4%
HRA VEBA		528	1,056	2,100	1,572	2,628	12,600			20,484	19,428	1,056	5.4%
<b>Subtotal Employer-Paid Expenses</b>	<b>-</b>	<b>22,584</b>	<b>34,416</b>	<b>55,428</b>	<b>55,656</b>	<b>92,964</b>	<b>327,204</b>	<b>-</b>	<b>-</b>	<b>588,252</b>	<b>532,932</b>	<b>55,320</b>	<b>10.4%</b>
<b>Total Payroll and Employer Paid Expenses</b>	<b>-</b>	<b>75,180</b>	<b>80,784</b>	<b>132,828</b>	<b>147,540</b>	<b>228,660</b>	<b>783,936</b>	<b>-</b>	<b>-</b>	<b>1,448,928</b>	<b>1,347,372</b>	<b>101,556</b>	<b>7.5%</b>
Wages - Capitalized							(179,928)			(179,928)	(150,024)	(29,904)	19.9%
<b>Net Total Payroll &amp; Employer-Paid Expenses</b>	<b>-</b>	<b>75,180</b>	<b>80,784</b>	<b>132,828</b>	<b>147,540</b>	<b>228,660</b>	<b>604,008</b>	<b>-</b>	<b>-</b>	<b>1,269,000</b>	<b>1,197,348</b>	<b>71,652</b>	<b>6.0%</b>
401 (k)					460					460	410	50	12.2%
Dues, Fees & Subscriptions	78	142	3,808	13,128	26,700	100	1,008		500	45,464	37,677	7,787	20.7%
Meeting Expenses		600	147	30	-	200				977	491	486	99.0%
Safety			2,778	50		4,728	4,200			11,756	10,456	1,300	12.4%
Special Events			4,870							4,870	4,821	49	1.0%
Office Supplies			2,256			2,160	120			4,536	4,944	(408)	-8.3%
Postage				13,448						13,448	12,921	527	4.1%
Printing & Stationery Supplies			3,737	1,102						4,839	5,723	(884)	-15.5%
Customer Info				-						-	-	-	0.0%
Customer Relations				650						650	650	-	0.0%
School/Comm				-						-	-	-	0.0%
Share the Warmth				10,000						10,000	10,000	-	0.0%
Water Promotion				1,500						1,500	1,500	-	0.0%
Rent			60,000							60,000	60,000	-	0.0%
Maint. Of Office Equipment			3,140							3,140	2,951	189	6.4%
Shop & Work Equipment Expenses							12,000			12,000	8,040	3,960	49.3%
Maint. Of Bldgs. & Grounds			31,112							31,112	34,430	(3,318)	-9.6%
Utilities			4,812			3,768				8,580	8,756	(176)	-2.0%
After Hours Dispatching						1,884				1,884	1,824	60	3.3%
One Call						408				408	408	-	0.0%
Property & Liability Insurance									61,465	61,465	42,889	18,576	43.3%
Reporters				2,615						2,615	5,902	(3,287)	-55.7%
Bad Debts				600						600	1,115	(515)	-46.2%
Computer Supplies			1,500							1,500	1,128	372	33.0%
Computer Upgrades					677					677	4,550	(3,873)	-85.1%
Maintenance of Computers					40,434					40,434	33,286	7,148	21.5%
Software Upgrades					4,390					4,390	4,987	(597)	-12.0%
Telephone			10,656							10,656	11,724	(1,068)	-9.1%
Franchise Tax					234,750					234,750	188,050	46,700	24.8%
Hazardous Substance Fee					-					-	-	-	0.0%
Director Fees	1,380									1,380	1,420	(40)	-2.8%
Other Expenses	223									223	223	-	0.0%
Depreciation					933,800					933,800	890,014	43,786	4.9%
Trade Organizations		3,826								3,826	2,645	1,181	44.6%
Cash Over/Short				-						-	-	-	0.0%
Uncollectible Accounts				-						-	-	-	0.0%
Maint. Of Distribution Mains							39,204			39,204	39,600	(396)	-1.0%
Maintenance of Water Services							7,272			7,272	5,040	2,232	44.3%
Maintenance of Water Meters							1,800			1,800	3,600	(1,800)	-50.0%
Maintenance of Water Hydrants							3,012			3,012	5,400	(2,388)	-44.2%



**Canby Utility  
FY 25 Budget  
Department Summary - Water**

Categories	Board of Directors	Executive	Administrative	Customer Service	Finance	Operations	Distribution	WTP	Risk Mgt	FY25 Total by Category	FY24 Total by Category	\$ Change FY25 vs. FY24	% Change FY25 vs. FY24
Equipment Rental							-			-	-	-	0.0%
Street Maintenance Fee					5,784					5,784	5,784	-	0.0%
Maintenance, Supervision & Engineering							16,800			16,800	13,464	3,336	24.8%
<b>Total Departmental Expenses</b>	1,680	4,568	128,816	43,123	1,246,995	13,248	85,416	-	61,965	1,585,811	1,466,823	118,988	8.1%
Audit					9,640					9,640	9,360	280	3.0%
Computer Consultants					17,352					17,352	4,800	12,552	261.5%
Labor Negotiations			2,504							2,504	2,504	-	0.0%
Legal		4,680			-	-			-	4,680	5,820	(1,140)	-19.6%
Mapping						12,492				12,492	1,992	10,500	527.1%
Other Consultants (Maint Material & Exp's WTP)		175	3,624		240	-		7,400		11,439	12,465	(1,026)	-8.2%
Rate Studies					-					-	30,000	(30,000)	-100.0%
Regulatory								12,900		12,900	12,400	500	4.0%
Translation Services				-						-	-	-	0.0%
Veolia Water NA								1,435,110		1,435,110	1,333,656	101,454	7.6%
Marketing		-								-	-	-	0.0%
Engineering					-	10,800				10,800	2,500	8,300	332.0%
Leak Detection Survey							-			-	-	-	0.0%
Inspections					-					-	-	-	0.0%
Office Contract Help										-	-	-	0.0%
Paving/Road							-			-	6,000	(6,000)	-100.0%
Other Expenses								25,900		25,900	29,400	(3,500)	-11.9%
<b>Total Consulting/Contract</b>	-	4,855	6,128	-	27,232	23,292	-	1,481,310	-	1,542,817	1,450,897	91,920	6.3%
Training	1,285	1,200	1,571	1,165	1,518	1,713	10,355		-	18,807	13,720	5,087	37.1%
Transportation	1,293	600	1,762	2,882	7,350	3,584	4,848		-	22,319	15,845	6,474	40.9%
<b>Total Transportation &amp; Training</b>	2,578	1,800	3,333	4,047	8,868	5,297	15,203	-	-	41,126	29,565	11,561	39.1%
<b>Total Operating Expenses</b>	\$ 4,258	\$ 86,403	\$ 219,061	\$ 179,998	\$ 1,430,635	\$ 270,497	\$ 704,627	\$ 1,481,310	\$ 61,965	\$ 4,438,754	\$ 4,144,633	\$ 294,121	7.1%

Canby Utility  
 FY 25 Budget  
 Board of Directors - Water

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Expense:</b>									
Director Fees	2	10-068	930.2	\$ 1,380	\$ 1,220	\$ 1,420	\$ (40)	-3%	Stipend added for SDAO
<b>Total Director Fees</b>				<b>1,380</b>	1,220	<b>1,420</b>	(40)	-3%	
Dues, Fees & Subscriptions	2	10-012	930.2	78	145	156	(79)	-50%	Zoom Subscription and only 1 Portrait
Other Expenses	2	10-069	930.2	223	580	223	-	0%	Appreciation Lamp, Refreshments
<b>Total Departmental</b>				<b>300</b>	725	<b>379</b>	(79)	-21%	
Training	2	10-016	930.2	1,285	98	1,086	199	18%	SDAO Conf (4) Seaside + Placeholder
Transportation	2	10-063	930.2	1,293	225	4,053	(2,760)	-68%	SDAO Conf (4) Seaside + Placeholder
<b>Total Transportation &amp; Training</b>				<b>2,578</b>	323	<b>5,139</b>	(2,561)	-50%	
<b>Total Board of Directors Expenses</b>				<b>\$ 4,258</b>	\$ 2,268	<b>\$ 6,938</b>	\$ (2,680)	<b>-39%</b>	

**Canby Utility  
FY 25 Budget  
Executive - Water**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Total Payroll &amp; Employer Paid Expenses</b>				<b>\$ 75,180</b>	<b>\$ 69,370</b>	<b>\$ 72,828</b>	<b>\$ 2,352</b>	<b>3%</b>	Estimated 4.0% COLA
Dues, Fees & Subscriptions	2	20-012	921	142	30	30	112	373%	Kiwanis, newspapers
Meeting Expenses	2	20-013	921	600	73	120	480	400%	Estimate based on FY24
<b>Total Departmental Expenses</b>				<b>742</b>	<b>103</b>	<b>150</b>	<b>592</b>	<b>395%</b>	
Legal	2	20-040	923	4,680	911	5,820	(1,140)	-20%	Average of past six years
Other Consultants	2	20-043	923	-	-	-	-	N/A	N/A
Marketing	2	20-061	923	175	138	138	37	27%	Chamber of Commerce dues
<b>Total Consulting/Contract</b>				<b>4,855</b>	<b>1,048</b>	<b>5,958</b>	<b>(1,103)</b>	<b>-19%</b>	
LOC	2	20-073	930.2	163	125	125	38	30%	Based on rate notice
LGPI	2	20-074	930.2	-	-	-	-	N/A	N/A
OAWU	2	20-076	930.2	1,200	1,350	1,200	-	0%	Estimate based on FY24
SDAO	2	20-077	930.2	1,313	180	200	1,113	556%	Increase due to new dues calculation
Tri County	2	20-078	930.2	-	-	-	-	N/A	N/A
AWWA	2	20-094	930.2	450	400	420	30	7%	Estimate based on FY24
OWUC	2	20-098	930.2	700	700	700	-	0%	Estimate based on FY24
ICMA	2	20-099	930.2	-	-	-	-	N/A	N/A
<b>Total Trade Organizations</b>				<b>3,826</b>	<b>2,755</b>	<b>2,645</b>	<b>1,181</b>	<b>45%</b>	
Training	2	20-016	926	1,200	486	1,200	-	0%	Estimate
Transportation	2	20-063	921	600	39	600	-	0%	Estimate
<b>Total Transportation &amp; Training</b>				<b>1,800</b>	<b>526</b>	<b>1,800</b>	<b>-</b>	<b>0%</b>	
<b>Total Executive Expenses</b>				<b>\$ 86,403</b>	<b>\$ 73,801</b>	<b>\$ 83,381</b>	<b>\$ 3,022</b>	<b>4%</b>	

**Canby Utility  
FY 25 Budget  
Administrative - Water**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Total Payroll &amp; Employer Paid Expenses</b>				<b>\$ 80,784</b>	\$ 46,667	<b>\$ 75,132</b>	\$ 5,652	8%	Estimated 4.0% COLA; rate adjustment new employee
Dues, Fees & Subscriptions	2	30-012	921	<b>3,808</b>	1,387	<b>3,263</b>	545	17%	
Meeting Expenses	2	30-013	921	<b>147</b>	65	<b>147</b>	-	0%	Same as prior year
Safety	2	30-014	925	<b>2,778</b>	146	<b>2,702</b>	76	3%	Safety Manual Carry-over
Special Events	2	30-015	926	<b>4,870</b>	3,357	<b>4,821</b>	49	1%	55th Anniversary Event Prep
Office Supplies	2	30-017	921	<b>2,256</b>	1,828	<b>2,628</b>	(372)	-14%	Established Phase 2, less need
Printing & Stationery Supplies	2	30-019	921	<b>3,737</b>	2,560	<b>4,612</b>	(875)	-19%	Envelope costs
Rent	2	30-027	935	<b>60,000</b>	60,000	<b>60,000</b>	-	0%	Water rents space from electric
Maint. Of Office Equipment	2	30-030	935	<b>3,140</b>	2,467	<b>2,951</b>	189	6%	Maintenance - New Folder/Stuffer and Mail Machine
Maint. Of Bldgs. & Grounds	2	30-033	935	<b>31,112</b>	28,420	<b>34,430</b>	(3,318)	-10%	D/C generator and camera service agreements
Utilities	2	30-034	921	<b>4,812</b>	4,677	<b>5,108</b>	(296)	-6%	Based on FY24, E/W increases
Computer Supplies	2	30-055	921	<b>1,500</b>	817	<b>1,128</b>	372	33%	Closer to Actual
Telephone	2	30-059	921	<b>10,656</b>	8,644	<b>11,724</b>	(1,068)	-9%	iPhones and data plans for crew - budget carryover
<b>Total Departmental</b>				<b>128,816</b>	114,368	<b>133,514</b>	(4,698)	-4%	
Labor Negotiations	2	30-039	923	<b>2,504</b>	1,758	<b>2,504</b>	-	0%	Policies; Misc.
Other Consultants	2	30-043	923	<b>3,624</b>	-	<b>4,872</b>	(1,248)	-26%	Equal Pay Analysis Carry-over
<b>Total Consulting/Contract</b>				<b>6,128</b>	1,758	<b>7,376</b>	(1,248)	-17%	
Training	2	30-016	926	<b>1,571</b>	245	<b>1,538</b>	33	2%	SHRM Conf, SDAO, CIS, LERG, New EE Training
Transportation	2	30-063	921	<b>1,762</b>	280	<b>1,754</b>	8	0%	SHRM, LERG, SDAO Mtg Travel
<b>Total Transportation &amp; Training</b>				<b>3,333</b>	525	<b>3,292</b>	41	1%	
<b>Total Administrative Expenses</b>				<b>\$ 219,061</b>	\$ 163,318	<b>\$ 219,314</b>	\$ (253)	<b>0%</b>	

**Canby Utility  
FY 25 Budget  
Customer Service - Water**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Total Payroll &amp; Employer Paid Expenses</b>				<b>\$ 132,828</b>	\$ 120,048	<b>\$ 121,608</b>	\$ 11,220	9%	Estimated 4.0% or 3.5% COLA; step increases
Dues, Fees & Subscriptions	2	35-012	903	13,128	-	7,128	6,000	84%	Stuff and fold issues; Ecosconnect fees
Meeting Expenses	2	35-013	903	30	6	24	6	25%	Inflation
Office Supplies	2	35-017	902	50	19	50	-	0%	Same as last year
Postage	2	35-018	903	13,448	12,342	12,921	527	4%	Postage rate increase
Reporters	2	35-053	909	2,615	4,162	5,902	(3,287)	-56%	New printing company, less printing
Bad Debt	2	35-054	903	600	671	1,115	(515)	-46%	Average of past 3 years
Cash Over/Short	2	35-082	903	-	-	-	-	N/A	N/A
Uncollectible Accounts	2	35-089	904	-	2	-	-	N/A	N/A
<b>Total Departmental</b>				<b>29,871</b>	17,203	<b>27,140</b>	2,731	10%	
Printing & Stationery Supplies	2	35-019	903	1,102	1,213	1,111	(9)	-1%	Based on last year
Translation Services	2	35-048	923	-	-	-	-	N/A	N/A
Outside Services Employed	2	35-074	923	-	-	-	-	N/A	N/A
Office Contract Help	2	35-084	923	-	-	-	-	N/A	N/A
<b>Total Consulting/Contract</b>				<b>1,102</b>	1,213	<b>1,111</b>	(9)	-1%	
Training	2	35-016	926	1,165	29	1,494	(329)	-22%	3C's conference/classes; AUPEC Conf.
Transportation (meter reading)	2	35-063	903	2,226	1,784	2,336	(110)	-5%	Gas price increase
Transportation (conferences, mileage)		35-063	921	656	-	-	656	N/A	AUPEC (PCS) Conference
<b>Total Transportation &amp; Training</b>				<b>4,047</b>	1,813	<b>3,830</b>	217	6%	
Customer Info	2	35-022	909	-	-	-	-	N/A	N/A
Customer Relations	2	35-023	909	650	13	650	-	0%	Same as last year (will purchase items)
School/Community	2	35-026	909	-	-	-	-	N/A	N/A
Share the Warmth	2	35-027	930.2	10,000	10,000	10,000	-	0%	Same as last year
Water Promotion	2	35-029	909	1,500	800	1,500	-	0%	Same as last year
<b>Total Programs</b>				<b>12,150</b>	10,813	<b>12,150</b>	-	0%	
<b>Total Customer Service Expenses</b>				<b>\$ 179,998</b>	\$ 151,091	<b>\$ 165,839</b>	\$ 14,159	<b>9%</b>	

**Canby Utility  
FY 25 Budget  
Finance - Water**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Total Payroll &amp; Employer Paid Expenses</b>				<b>\$ 147,540</b>	\$ 94,521	<b>\$ 138,144</b>	\$ 9,396	7%	Estimated 4.0% COLA; step increase
Depre Exp - Plant	2	45-072	403.1	<b>551,534</b>	838,767	<b>520,381</b>	31,153	6%	From Schedule
Depre Exp - Transportation Equip	2	45-072	403.2	-	-	-	-	N/A	From Schedule
Depre Exp - Office Equipment	2	45-072	403.3	<b>5,648</b>	-	<b>7,175</b>	(1,527)	-21%	From Schedule
Depre Exp - WTP	2	45-072	403.4	<b>376,618</b>	-	<b>362,458</b>	14,160	4%	From Schedule
Franchise Tax	2	45-060	408.6	<b>234,750</b>	209,834	<b>188,050</b>	46,700	25%	5% of Sales
Dues, Fees & Subscriptions	2	45-012	921	<b>26,700</b>	27,772	<b>25,680</b>	1,020	4%	Based on current charges
Meeting Expenses	2	45-013	921	-	-	-	-	N/A	N/A
401(k), Sec. 125	2	45-011	926	<b>460</b>	441	<b>410</b>	50	12%	Based on prior
Computer Upgrades	2	45-056	930.2	<b>677</b>	517	<b>4,550</b>	(3,873)	-85%	Printers, monitors, and battery back ups
Maintenance of Computers	2	45-057	930.2	<b>40,434</b>	27,516	<b>33,286</b>	7,148	21%	Software maintenance and support
Software Upgrades	2	45-058	930.2	<b>4,390</b>	2,893	<b>4,987</b>	(597)	-12%	Software renewals
Hazardous Substance Fee	2	45-064	930.2	-	-	-	-	N/A	N/A
Street Maintenance Fee	2	45-095	930.2	<b>5,784</b>	5,506	<b>5,784</b>	-	0%	City fee
<b>Total Departmental</b>				<b>1,246,995</b>	1,113,246	<b>1,152,761</b>	94,234	8%	
Audit	2	45-036	923	<b>9,640</b>	11,712	<b>9,360</b>	280	3%	Contract not to exceed amount
Computer Consultants	2	45-037	923	<b>17,352</b>	3,073	<b>4,800</b>	12,552	262%	Based on current year
Legal	2	45-040	923	-	-	-	-	N/A	
Other Consultants	2	45-043	923	<b>240</b>	4,134	<b>180</b>	60	33%	FY 24 exp CIS - GASB 75 valuation
Rate Studies	2	45-046	923	-	-	<b>30,000</b>	(30,000)	-100%	N/A
Engineering	2	45-065	923	-	-	-	-	N/A	N/A
Inspections	2	45-083	923	-	-	-	-	N/A	N/A
<b>Total Consulting/Contract</b>				<b>27,232</b>	18,919	<b>44,340</b>	(17,108)	-39%	
Training	2	45-016	926	<b>1,518</b>	581	<b>828</b>	690	83%	Staff development
Transportation	2	45-063	921	<b>7,350</b>	5	<b>300</b>	7,050	2350%	Staff development
<b>Total Transportation &amp; Training</b>				<b>8,868</b>	586	<b>1,128</b>	7,740	686%	
<b>Total Finance Expense</b>				<b>\$ 1,430,635</b>	\$ 1,227,272	<b>\$ 1,336,373</b>	\$ 94,262	7%	

**Canby Utility  
FY 25 Budget  
Operations - Water**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Total Payroll &amp; Employer Paid Expenses</b>				<b>\$ 228,660</b>	\$ 167,178	<b>\$ 165,180</b>	\$ 63,480	38%	Estimated 4.0% or CBA 3.5% COLA; replacement position Utility Locator
Dues, Fees & Subscriptions	2	50-012	921	100	-	100	-	0%	Subscriptions
Meeting Expenses	2	50-013	921	200	-	200	-	0%	Meetings
Office Supplies	2	50-017	921	2,160	81	2,160	-	0%	Set up mapping/media center
Utilities	2	50-034	921	3,768	3,041	3,648	120	3%	FY24, 9 month actuals
After Hours Dispatching	2	50-035	921	1,884	1,824	1,824	60	3%	Based on current contract and on FY23, 9 month actuals
One Call	2	50-042	921	408	125	408	-	0%	811 fees.
<b>Total Departmental</b>				<b>8,520</b>	5,071	<b>8,340</b>	180	2%	
Safety	2	50-014	925	4,728	4,796	4,584	144	3%	Based on current ESCI contract and FY24 + 3% increase
Legal	2	50-040	923	-	-	-	-	N/A	N/A
Mapping	2	50-041	921	12,492	-	1,992	10,500	527%	Support
Other Consultants	2	50-043	923	-	-	-	-	N/A	N/A
Engineering	2	50-065	923	10,800	900	2,500	8,300	332%	Support contracts & in-house construction
<b>Total Consulting/Contract</b>				<b>28,020</b>	5,696	<b>9,076</b>	18,944	209%	
Training	2	50-016	926	1,713	1,143	1,440	273	19%	Add more training opportunities: NWPPA / ESRI / AWWA; AUEC Conf.
Transportation	2	50-063	921	3,584	947	2,844	740	26%	FY23, 9 month actuals; additional training opportunities; AUEC Conf.
<b>Total Transportation &amp; Training</b>				<b>5,297</b>	2,090	<b>4,284</b>	1,013	24%	
<b>Total Operations Expense</b>				<b>\$ 270,497</b>	\$ 180,036	<b>\$ 186,880</b>	\$ 83,617	<b>45%</b>	

**Canby Utility  
FY 25 Budget  
Distribution - Water**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Net Payroll &amp; Employer Paid Expenses</b>				<b>604,008</b>	360,434	<b>624,456</b>	(20,448)	-3%	CBA 3.5% COLA; staff changes
Dues, Fees & Subscriptions	2	65-012	921	1,008	545	1,320	(312)	-24%	WD Certs - Based on FY24, 10 month actuals
Safety	2	65-014	925	4,200	4,046	3,120	1,080	35%	Based on FY24, 10 month actuals
Office Supplies	2	65-017	921	120	35	156	(36)	-23%	Based on FY24, 10 month actuals
Shop and Work Equipment Expenses	2	65-032	594	12,000	5,268	8,040	3,960	49%	Based on FY24, 10 month actuals; new battery tools
Maintenance of Distribution Mains	2	65-089	594	39,204	43,661	39,600	(396)	-1%	Based on FY24, 10 month actuals & Locates
Maintenance of Water Services	2	65-090	593	7,272	6,438	5,040	2,232	44%	Based on FY24, 10 month actuals
Maintenance of Water Meters	2	65-091	597	1,800	1,093	3,600	(1,800)	-50%	Based on FY24, 10 month actuals
Maintenance of Water Hydrants	2	65-092	595	3,012	5,665	5,400	(2,388)	-44%	Based on FY24, 10 month actuals, Contractor accountability
Equipment Rental	2	65-093	594	-	-	-	-	N/A	N/A
Maintenance Supervision & Engineeri	2	65-096	590	16,800	17,162	13,464	3,336	25%	Based on FY24, 10 month actuals
<b>Total Departmental</b>				<b>85,416</b>	83,912	<b>79,740</b>	5,676	7%	
Other Expenses	2	65-069	598	-	-	-	-	N/A	N/A
Leak Detection Survey	2	65-079	594	-	-	-	-	N/A	In-house
Paving / Road	2	65-088	594	-	-	6,000	(6,000)	-100%	WO covers cost FY24 actuals
<b>Total Consulting/Contract</b>				<b>-</b>	-	<b>6,000</b>	(6,000)	-100%	
Training	2	65-016	926	10,355	2,248	5,292	5,063	96%	Training and certifications, level 1 testing; leak detection; new hires
Transportation	2	65-063	921	4,848	2,149	4,800	48	1%	Training and certifications, new hires
<b>Total Transportation &amp; Training</b>				<b>15,203</b>	4,397	<b>10,092</b>	5,111	51%	
<b>Total Distribution Expenses</b>				<b>\$ 704,627</b>	\$ 448,742	<b>\$ 720,288</b>	\$ (15,661)	<b>-2%</b>	



**Canby Utility  
FY 25 Budget  
Water Treatment Plant**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Expense:</b>									
Maint. Material and Expenses	2	70-031	923	\$ 7,400	\$ 2,550	\$ 7,275	\$ 125	2%	Clean 1 pond & vegetation removal
Regulatory	2	70-047	930.2	12,900	7,900	12,400	500	4%	OR Health Auth fee, OR Dept of Human Services, No known testing requirements
Veolia Water NA	2	70-050	923	1,435,110	1,226,958	1,333,656	101,454	8%	Contract cost increase and estimated increase of 5.0%, effective April '24
<b>Total Consulting/Contract</b>				<b>1,455,410</b>	1,237,408	<b>1,353,331</b>	102,079	8%	
Other Expenses	2	70-069	930.2	25,900	10,400	29,400	(3,500)	-12%	DRC, algae testing, grant sampling costs
<b>Total WTP Expenses</b>				<b>\$ 1,481,310</b>	\$ 1,247,808	<b>\$ 1,382,731</b>	\$ 98,579	<b>7%</b>	

**Canby Utility  
FY 25 Budget  
Risk Management - Water**

Description	Fund	Insight Sector	GL Acct	FY25 Budget	FY23 Actual	FY24 Budget	Increase (Decrease) FY25 - FY24	% Increase (Decrease) FY25 - FY24	Notes
<b>Expense:</b>									
Dues, Fees & Subscriptions	2	75-012	921	\$ 500	\$ -	\$ -	\$ 500	N/A	N/A
Property & Liability Insurance	2	75-052	924	61,465	42,868	42,889	18,576	43%	Anticipated rates; budgetary variance from prior year
<b>Total Departmental</b>				<b>61,965</b>	42,868	<b>42,889</b>	19,076	44%	
Legal	2	75-040	923	-	-	-	-	N/A	N/A
<b>Total Consulting/Contract</b>				<b>-</b>	-	<b>-</b>	-	N/A	
Training	2	75-016	926	-	-	-	-	N/A	N/A
Transportation	2	75-063	921	-	-	-	-	N/A	N/A
<b>Total Transportation &amp; Training</b>				<b>-</b>	-	<b>-</b>	-	N/A	
<b>Total Risk Management Expenses</b>				<b>\$ 61,965</b>	\$ 42,868	<b>\$ 42,889</b>	\$ 19,076	<b>44%</b>	



## MEMORANDUM

June 5, 2024

**To:** Chair Thompson, Member Horrax, Member Molamphy, Member Pendleton, and Member Hill

**From:** Barb Benson, Human Resources/Administration Manager  
*Prepared with the assistance of Emily Guimont, BEH*

**Subject:** Adopting limitation of liability for claims arising from the public's use of trails or structures in a public easement or unimproved right of way.

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**Suggested Motion:**

Motion to approve Resolution No. 324, a resolution of the Canby Utility Board adopting the limitation of liability for certain claims arising from the use of trails or structures within public easements and unimproved rights of way under ORS 105.668.

**Background:**

Canby Utility owns a five-acre parcel of land adjacent to the City Shops site that was once part of Eco Park off Territorial Road. This parcel of land has walking trails that wind along the trees. Canby Utility also owns a large parcel of land along the Molalla River where its water treatment intake and related facilities are located. This land is commonly referred to as the Bottomlands. Unlike the Bottomlands, the land by the City Shops does not have restricted public access.

ORS 105.668 limits the liability of cities for personal injuries or property damage that arises out of the public's non-motorized use of trails and structures in public easements and unimproved rights of way. ORS 105.668 automatically applies to cities with populations of 500,000 or more. Cities with smaller populations must affirmatively adopt ORS 105.668's protections via either resolution or ordinance.

The City of Canby's City Charter, Chapter X, created the Canby Utility Board as a legal entity separate from the City of Canby that can be sued in its own right. ORS 105.668 does not state whether its protections would extend to entities such as the Canby Utility Board, however. The City of Canby, on May 15, 2024, adopted the protections offered by ORS 105.668. It is possible that the City of Canby's adoption of ORS 105.668 also covers the Canby Utility Board. However, in order to increase its odds of protection, our attorneys advise that the Board also adopt its own protections under ORS 105.668

ORS 105.668 also applies to cities' officers, employees, and agents; owners of land abutting the public easement or unimproved right of way; and nonprofits and their volunteers who construct and maintain trails and structures in public easements and unimproved rights of way. Adopting ORS 105.668 could encourage landowners to grant

easements for the public's use by reducing their risk of liability. It could also encourage nonprofits to assist with trail maintenance and construction by reducing their risk of liability.

ORS 105.668 would also expand existing limitations of liability. The recreational immunity provided by ORS 105.682 and ORS 105.688 already apply. However, recreational immunity only applies when an individual is injured while engaged in recreational activities. ORS 105.668 applies regardless of the individual's reason for using trails or structures in public easements or unimproved rights of way. Additionally, the Oregon Court of Appeal's recent decision in *Fields v. City of Newport*, 326 Or App 764 (2023), has reduced the reach of cities' recreational immunity, which could create more liability risks. The Oregon legislature recently passed a bill that is intended to restore recreational immunity. However, adopting ORS 105.668's limitation of liability is still advised.

ORS 105.668's limitation of liability is not absolute, however. It will not protect in situations where an individual is injured due to gross negligence or reckless, wanton, or intentional misconduct.

**RESOLUTION NO. 324**

**A RESOLUTION OF THE CANBY UTILITY BOARD ADOPTING THE LIMITATION OF LIABILITY FOR CERTAIN CLAIMS ARISING FROM THE USE OF TRAILS OR STRUCTURES WITHIN PUBLIC EASEMENTS AND UNIMPROVED RIGHTS OF WAY UNDER ORS 105.668**

**WHEREAS**, ORS 105.668(2) limits the liability of cities, adjacent property owners, and certain non-profit groups for injuries or property damage that result from the public’s non-motorized use of trails or structures that are in a public easement or an unimproved right of way and authorizes cities with populations less than 500,000 to adopt such limitation of liability by resolution; and

**WHEREAS**, the Canby Utility Board has trails or structures within its public easements and unimproved rights of way that may be used by the public for non-motorized activities such as walking, hiking, or biking; and

**WHEREAS**, the Canby Utility Board finds that it is important to protect the Canby Utility Board, adjacent property owners, and certain nonprofit groups who provide the public with access to and perform maintenance for such trails and structures so that the public may continue to access such trails and structures; and

**WHEREAS**, the Canby Utility Board is a separate unit of City government created by Chapter X of the City of Canby Charter that may be sued in its own name; and

**WHEREAS**, the City of Canby adopted the protections of ORS 105.668 on May 15, 2024 via Resolution; and

**WHEREAS**, because Canby Utility Board is a creation of the City of Canby’s Charter, the City of Canby’s adoption of ORS 105.668 on May 15, 2024 via Resolution may extend ORS 105.668’s limitation of liability to the Canby Utility Board; and

**WHEREAS**, the Canby Utility Board finds that separately adopting the limitation of liability in ORS 105.668(2), in addition to the City of Canby’s adoption of the same, will ensure the Canby Utility Board’s, adjacent property owners’, and nonprofit groups’ protection under ORS 105.668 and will encourage the public’s continued use of trails and structures in the Canby Utility Board’s public easements and unimproved rights of way.

**NOW, THEREFORE, THE CANBY UTILITY BOARD RESOLVES AS FOLLOWS:**

- Section 1.**     Findings. The above findings are hereby adopted.
- Section 2.**     Limitation of Liability. Pursuant to ORS 105.668(3), the Canby Utility Board hereby adopts the limitation of liability provided by ORS 105.668(2).
- Section 3.**     Severability. If any provision, section, phrase, or word of this Resolution or its application to any person or circumstance is held invalid, the invalidity does in affect other provision that can be given effect without the invalid provision or application.

Section 4.     Effective Date. This Resolution shall be effective immediately following its approval and adoption.

THIS RESOLUTION IS ADOPTED BY THE CANBY UTILITY BOARD THIS 11th DAY OF JUNE, 2024.

\_\_\_\_\_  
Melody Thompson, Chair

\_\_\_\_\_  
David Horrax, Member

\_\_\_\_\_  
John Molamphy, Member

\_\_\_\_\_  
Jack Pendleton, Member

\_\_\_\_\_  
Jake Hill, Member

\_\_\_\_\_  
Barbara Benson, Board Secretary



## MEMORANDUM

**To:** Chair Thompson, Member Horrax, Member Molamphy, Member Pendleton, and Member Hill

**From:** Barbara Benson, Human Resources/Administration Manager

**Date:** June 3, 2024

**Subject:** Authority to Waive Water System Development Charges

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During the May 14<sup>th</sup> Board meeting, The Canby Center made a request to the Board for a 30% reduction in the costs associated with their building expansion project, and more specifically a partial waiver of the water system development charges. The cost of this request was \$8,197 for a 1 ½" water meter.

The Board requested more information from staff regarding their ability or authority to grant system development charge waivers under existing policies. In a review of Resolution No. 203 (Water System Development Charge Methodology and Fees), Resolution No. 318 (Water System Development Charge Requirements and Standards), and Canby Utility's Donation Policy, there is no language allowing the waiver that The Canby Center is asking for. The conditions for exemptions and credits within the policies do not appear to be applicable to waivers of such charges. A legal review of these policies came to the same determination. If the Board decided it wants to allow waivers, a policy revision would be required. It is staff's recommendation that we do not offer water system development charge waivers or reductions due to the funding needs for the new water treatment plant.

I did want to note that Canby Utility does have a policy that allows for property owners to finance system development charges under the Bancroft Bonding Act; however, financing these charges includes administration fees and finance charges.

The existing Community Donation Policy does authorize the General Manager to approve other types of donations such as labor, materials, equipment, etc. That policy does need to be revised for clarity. I have attached a draft revision for discussion at the regular board meeting.

I will answer any questions the Board may have.

# CANBY UTILITY

PROCEDURE XX

MONTH YEAR

## COMMUNITY SERVICE DONATION AND ASSISTANCE POLICY

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### Purpose:

Canby Utility (“CU”) is a municipal corporation and an independent subdivision of the City of Canby. Its operational and capital needs rely on rates, fees, and charges. As such, the Board of Directors feels it is important to support its community while ensuring a responsible use of public funds collected by CU from its customers.

Requests for donation and assistance may be approved, partially approved, or denied at CU’s discretion. Approving a request does not obligate CU to approve subsequent requests.

### Authority:

This policy provides general guidance and delegates authority to its General Manager to approve or deny requests as they deem necessary and appropriate within the scope of this policy. All requests must be submitted in writing.

### Eligibility:

Donations and contributions made by CU are available to the following:

- Governmental agencies – federal, state, county, local, and special districts
- Councils and association organizations that CU is a member and the donation has a direct correlation to CU’s operations
- City of Canby civic and registered 501(c)(3) non-profit groups or organizations
- Any exceptions to the allowable use are on a case-by-case basis

### Donation/Assistance Description:

Donations and contributions are generally limited to in-kind, non-cash transactions. CU must be the most suitable donor to donate. Support typically includes:

- Labor
- Materials
- Supplies
- Promotional items
- Notice of community events in The Reporter newsletter



- Equipment– with CU operator time
- Facilities use – conference room
- Tools

## Restrictions:

CU does not accept requests for donations and assistance for the following reasons:

- Political or religious causes or events
- Partial or full waivers for Water System Development Charges
- Presents adverse financial liability to CU
- Poses concern for increased liability to CU and/or its employees
- Groups or organizations that discriminate against any legally protected class

The Board of Directors adopted this procedure on \_\_\_ day of \_\_\_\_, 20\_\_.

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Barbara Benson, Board Secretary

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Date