



**AGENDA
CANBY CITY COUNCIL
WORK SESSION – 6:00 PM
REGULAR MEETING – 7:00 PM**

July 19, 2023

**Hybrid/Virtual Meeting/Council Chambers
Council Chambers - 222 NE 2nd Avenue, 1st Floor**

Register here to attend the meetings virtually:
https://us06web.zoom.us/webinar/register/WN_VcxGn9c_T5KPS17huEIHQQ

The meetings can be viewed on YouTube:
<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

For questions regarding programming, please contact:
Willamette Falls Studio (503) 650-0275; media@wfmstudios.org

Mayor Brian Hodson

Councilor Christopher Bangs
Councilor James Davis
Council President Traci Hensley

Councilor Herman Maldonado
Councilor Jason Padden
Councilor Shawn Varwig

WORK SESSION – 6:00 PM

- 1. CALL TO ORDER**
- 2. CITY ADMINISTRATOR RECRUITMENT PROCESS**
- 3. CITY COUNCILOR VACANCY PROCESS**
- 4. ADJOURN**

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REGULAR MEETING – 7:00 PM

- 1. CALL TO ORDER**
 - a. Invocation
 - b. Pledge of Allegiance
- 2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. Each person will be given 3 minutes to speak. Staff and the City Council will make every effort to respond to questions raised during citizens input

before the meeting ends or as quickly as possible thereafter. ***If you would like to speak virtually, please email or call the City Recorder by 4:30 pm on July 19, 2023 with your name, the topic you'd like to speak on and contact information: benhamm@canbyoregon.gov or call 503-266-0720. Once your information is received, you will be sent instructions to speak.

3. **CONSENT AGENDA:** This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.
- a. Approval of May 3, 2023 City Council Regular Meeting Minutes.

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4. **ORDINANCES**

- a. Consider **Ordinance No. 1606:** An Ordinance Authorizing the Interim City Administrator to Enter into a Contract between the City of Canby and Beery, Elsner and Hammond, LLP for Interim City Attorney Services up to \$149,999. (*Second Reading*)

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5. **OLD BUSINESS**

- a. City Administrator Recruitment

6. **NEW BUSINESS**

- a. City Councilor Vacancy

7. **MAYOR'S BUSINESS**

8. **COUNCILOR COMMENTS & LIAISON REPORTS**

9. **INTERIM CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

- a. Bi-Monthly Reports

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10. **CITIZEN INPUT**

11. **ACTION REVIEW**

12. **ADJOURN**

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Maya Benham at 503-266-0720. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.



CITY COUNCIL STAFF REPORT Work Session

Meeting Date: 7/19/2023

To: The Honorable Mayor Hodson & City Council

From: Maya Benham, City Recorder

Agenda Item: City Administrator Recruitment Process

Summary

Meet with Bob Larson, GMP, regarding the process and schedule for the City Administrator recruitment.

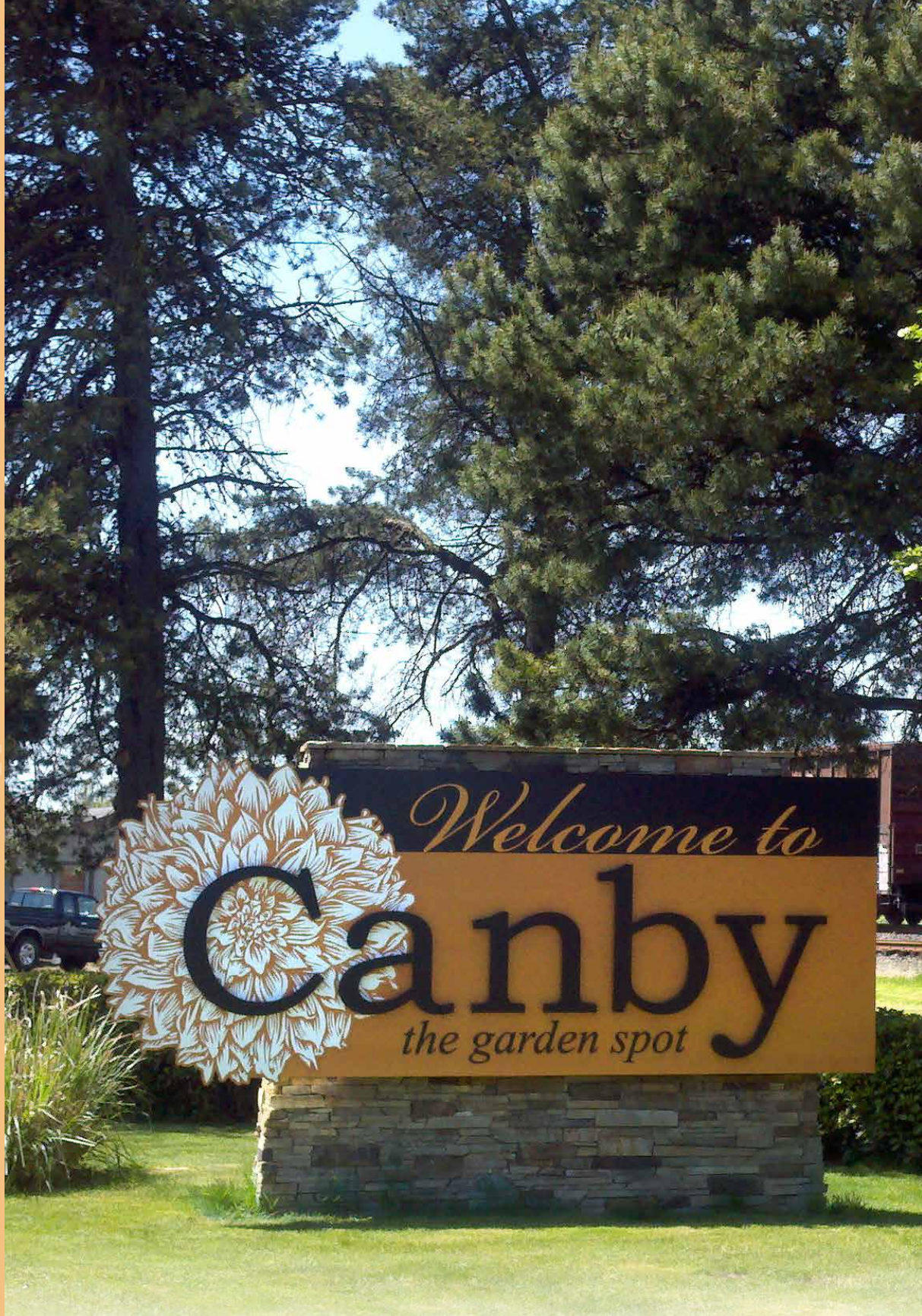
Background

On June 29, 2023, the Council chose the firm of GMP Consultants to conduct the recruitment for a new City Administrator. The purpose of this work session is to meet with Bob Larson, the GMP Consultants representative assigned to Canby to develop a process and timeline for the recruitment.

Attachments

Draft - City of Canby Community Profile

Peckham & McKenney
"All about fit"



THE COMMUNITY

The historic city of Canby is an attractive, growing community of almost 17,000 residents located 25 miles south of Portland. The city is bounded by picturesque agricultural lands, three rivers, wide-open spaces and spectacular views of Mt. Hood. Nicknamed “Oregon’s Garden Spot”, the city encompasses 4.5 square miles and is part of the beautiful Willamette Valley located in southwest Clackamas County. The city is easily accessible in the region by Interstate 5, Highway 99E and Interstate 205.

Canby is a close-knit community that offers the amenities of a larger city while retaining its friendly, small-town feel. Settled in 1832, many of the early buildings and homes in the original 24-block town site still exist, along with wide roads, early farmhouses and barns, serving as reminders of Canby’s early pioneer, railroad and agricultural heritage. Today its residents enjoy an enviable quality of life with an abundance of housing options, excellent schools, shopping and entertainment opportunities. Numerous sports and youth activities are available along with recreational options for all ages including hiking, boating, cycling, fishing, golf, and more. Major attractions include the Willamette and

Molalla Rivers, Canby Ferry, Clackamas County Event Center, Swan Island Dahlia Fields, Canby Depot Museum, Vietnam War Memorial, and its’ charming downtown. A wide-range of special events include the Canby Farmers Market, First Thursday, Clackamas County Fair, Canby Independence Day, Slice of Summer outdoor concerts and much more.

Canby’s business-friendly approach has resulted in a diverse and thriving local economy. Its economic base consists of retail and commercial establishments, light industrial, manufacturing businesses, and nursery production. Major employers include Johnson Controls, Pioneer Pump, Shimadzu USA, Kendall Floral, Milwaukie Electronics, ICC Northwest, SR Smith, American Steel, Package Containers, OBC Northwest. The downtown business district is home to commercial businesses, government buildings, financial institutions, medical offices, an eight-screen movie theater with adjacent public parking, and a variety of shops and restaurants.

The area enjoys a banana belt climate with warm and dry summers, mild winters and a long growing season. Its warm-summer Mediterranean climate ranges from an average high temperature of 73 to an average low temperature of 43 degrees. It rains about 41 inches per year, and snow is a rarity.

Canby’s exceptional quality of life and low crime has earned it numerous awards including being named by HomeSnacks. net as the “Best Place in Oregon to Raise a Family in 2019” as well as one of the “Top Ten Best Places to Live in Oregon”. It also was named the “Second Safest City in Oregon” by ValuePenguin. com (for populations between 9,000 and 20,000 residents).

To learn more about the City of Canby, please visit <http://www.canbyoregon.gov>

THE MISSION OF CANBY OREGON

Our mission is to maintain and improve the quality of life and environment for all within the Canby Community.

THE ORGANIZATION

The City of Canby was incorporated in 1893 and operates under the Council-Administrator form of government. The City Council consists of a mayor and six councilors who are elected at-large to serve for two-year and four-year terms respectively. The City Council is responsible for passing ordinances, adopting the budget, appointing committees and hiring the City Administrator, City Attorney and the Municipal Judge. The City Administrator is responsible for carrying out the policies and ordinances of the City Council and overseeing the day-to-day operations of the City.

With a staff of approximately 83 full-time and 49 part-time employees, the City provides a full range of services including: public safety; library; construction and maintenance of streets, parks, cemetery, and wastewater infrastructure; recreational activities and swim center; a transit system; current and long-range planning; and development review. Canby owns and operates a wastewater system and treatment plant. The Canby Utility Board, a component unit of the City, manages and operates the water and electric infrastructure for the city. Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District.

Telephone, cable, and trash disposal are provided by private businesses.

Canby has an Urban Renewal Agency (URA) which undertakes projects in the designated Urban Renewal District. The



Peckham & McKenney

"All about fit"

URA is a distinct municipal corporation and its budget is separate from the City.

The City's budget for 2018-19 expenditures totals \$29.4 million.

THE POSITION

The City Administrator is the chief executive of the City and serves at the pleasure of the City Council. The City Administrator has responsibility for all functions except for Canby Utility. The City Administrator directly oversees the Assistant City Administrator, City Recorder, Economic Development Director, Finance Director, Library Director, Planning Director, Public



Works Director, Transit Director, Police Chief and Aquatics Program Manager.

Essential job functions include:

- Develop, plan, and implement goals and objectives for the City; recommend and administer policies and procedures necessary to provide municipal services; approve new or modified programs, systems, administrative and personnel policies and procedures.
- Provide management and oversight to the Economic Development Department and Urban Renewal Agency.
- Plan for future development of City infrastructure to service population growth and expansion of public services.
- Provide supervision and manage staff to ensure City goals and objectives are met. Hire or remove City employees and have general supervision and control over them and their work, with

power to transfer an employee from one department to another. Provide opportunities for developmental training and performance coaching to employees.

- Direct and confer with executive staff concerning administrative and operational problems; make appropriate decisions or recommendations for City Council adoption. Administer specific program activities by planning, organizing, and supervising activities; establish and implement, with approval, operating policies and procedures.
- Represent the City in the community and at professional meetings; participate on a variety of boards and commissions; attend all Council meetings, prepare and present staff reports and recommendations. Represent the City before the media, in legal or administrative proceedings, and to other departments, organizations or entities as required.
- Confer with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern; interpret, analyze, and explain policies, procedures, and programs. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform all duties as may be prescribed by City Council action. Perform other duties as assigned that support the overall objective of the position. Provide effective leadership and coordinate the activities of the municipal organization. Serve effectively as the administrative agent of the City Council.
- Maintain cooperative working relationships with City staff, other organizations and the general public.

THE IDEAL CANDIDATE

Canby's livability is due to many factors as a small town on the edge of a growing metro area; their small town roots, agricultural heritage, excellent schools, beautiful landscapes, and being a safe city all help to create a living piece of Americana. Canby's people are often found out in their public parks, walking the streets, talking with their neighbors, and otherwise enjoying what they call home.

The Ideal Candidate will be someone who *wants* to become a part of this family friendly community and who will enjoy this lifestyle kind of position.

And that person will be an excellent communicator, willing to be an active participant in the conversation regarding Canby's future. Within the Canby community, a strengthening economy is evident in a variety of key areas. Development activity continues to be strong. New homes are being built and increased commercial/industrial/retail activity is evident in several areas of the City.

Assisting the City Council in choosing policies that will help maintain the City's



small town feel while it grows at a rapid pace is a key issue that impacts the entire community and one that is of concern to many residents. Succession planning within the organization is another key element that the new City Administrator will be addressing as many employees are either eligible to retire now or will become eligible to retire in the next two to five years.

Inherent skills of the Ideal Candidate include being able to bring diverse groups of people to consensus, being a natural collaborator and excellent listener, always being open and inclusive, having strong financial skills, and having the ability to personally engage with the community.

The position requires a Bachelors degree from a four-year college or university in public administration, business management, or closely related field and ten years experience with a minimum five years related experience as a City Manager, Assistant City Manager, or exempt level department head. Must possess a valid Oregon Driver's License or have the ability to obtain within six months. A Masters degree in a related field and previous Oregon experience in a City Administrator/Manager position is desirable.

Per the City's Charter, residency within City limits is also required.

VETERANS' PREFERENCE

Under Oregon Law, qualified veterans may be eligible for veterans' preference when applying for this City Administrator opportunity with the City of Canby.



SEARCH SCHEDULE

Filing Deadline.....	May 31, 2019
Preliminary Interviews.....	June 3 – June 18, 2019
Recommendation of Candidates	June 26, 2019
Finalist Interview Process	July 10, 2019

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Any veteran may request veteran's preference. In order to be considered for veteran's preference, you must provide proof of eligibility by submitting a copy of your DD214 or DD215 indicating your discharge status, e.g., honorable discharge (or other than dishonorable discharge). Disabled veterans must supply a DD214 and a public employment reference letter from the US Department of Veteran's Affairs.

The required documentation must be submitted no later than 5:00 p.m. on the deadline (filing) date of the recruitment, in this case May 31, 2019. You may attach the required document(s) to your application, or you may send the document(s) to apply@peckhamandmckenney.com (please include the word "Veteran" in the subject line of your e-mail). Applicants who do not supply the required documentation will not be given veteran's preference.

THE COMPENSATION

The annual salary range for this position is from \$125,000 to \$150,000 and appointment will be made depending upon the qualifications of the selected candidate. In addition, the City provides an attractive benefits package, including:

- Holidays – 10 plus 1 personal
- Paid Vacation
- Paid Sick Leave – 96 hours per year
- Administrative Leave – 55 hours per year
- Participation in Oregon PERS/ OPSRP retirement plan. City makes

the 6% employee contribution in addition to salary

- Medical, Dental, Vision, Ortho
- Life Insurance and Long-Term Disability
- Deferred compensation plan



RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com



CITY COUNCIL STAFF REPORT Work Session

Meeting Date: 7/19/2023

To: The Honorable Mayor Hodson & City Council

Thru: Eileen Stein, Interim City Administrator

From: Eileen Stein, Interim City Administrator

Agenda Item: City Councilor Vacancy Process

Summary

Discuss the process and timeline for filling the vacancy on City Council resulting from the resignation of Councilor Shawn Varwig.

Background

On July 5, 2023, Councilor Shawn Varwig announced his resignation from the Canby City Council effective July 19, 2023. The purpose of this work session item is to discuss a process and timeline for the appointment of his replacement.

Attachments

None

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
May 3, 2023**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, James Davis, Jason Padden, Shawn Varwig, Christopher Bangs, and Herman Maldonado.

STAFF PRESENT: Scott Archer, City Administrator; Joseph Lindsay, City Attorney/Assistant City Administrator; Maya Benham, City Recorder; Jorge Tro, Police Chief; Don Hardy, Planning Director; and Todd Wood, Transit Director.

CALL TO ORDER: Mayor Hodson called the Regular Meeting to order at 7:00 p.m. in the Council Chambers.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:

Barry Johnson, Parks and Recreation Advisory Board Chair, provided an overview of the projects recommended by the Board that were awaiting approval. These included: Auburn Farms, Maple Street Park improvements, outdoor fitness facility at Legacy Park, recreation facility at Molalla State Park, restrooms and parking at Community Park, and Swim Center improvements.

There was discussion regarding the dog park.

SWEARING-IN OF POLICE OFFICER: Police Chief Tro introduced Officer Steve Holliman. Judge Grafe swore in Officer Holliman.

PROCLAMATIONS:

Canby Prevention Update and Proclamation – Mayor Hodson read the proclamation on Canby Substance Use and Prevention.

Trevor Higgins and Jackie Jones, Canby Prevention Coalition, expressed gratitude for the Council's support.

2023 Mental Health Proclamation – Mayor Hodson read the proclamation declaring May 2023 as Mental Health Awareness Month.

Gary Marschke, National Alliance on Mental Illness in Clackamas County, presented information on NAMI and what they offered. He also gave statistics in Clackamas County. He asked for support of HB 2757.

Brandon Leonard discussed the work of the Suicide Prevention Task Force and Behavioral Health Specialist. He thought great strides were being made.

Letter Carriers Food Drive Proclamation – Mayor Hodson read the proclamation declaring May 13, 2023, as National Association of Letter Carriers National Food Drive Day.

Irene Breshears, retired letter carrier, said donations could be brought to the Canby post office lobby. She also reminded everyone May was Military Family Appreciation Month.

Steve Nelson, Canby Center, said they were recipients of the food donations and he discussed the impact these resources would have.

CONSENT AGENDA:

****Council President Hensley moved to approve the consent agenda that included the appointment of Hannah Ellison to the Planning Commission for a term ending December 31, 2024, the appointment of Jennifer Driskill to the Planning Commission for a term ending December 31, 2023, and the approval of the Off Premises OLCC Application for Odd Moe's Pizza, LLC located at 1017 SW 1st Avenue. Motion was seconded by Councilor Varwig and passed 6-0.**

ORDINANCES:

Ordinance 1595 – ****Councilor Varwig moved to approve Ordinance 1595, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH PACIFIC OFFICE AUTOMATION. Motion was seconded by Councilor Padden and passed 6-0 by roll call vote.**

Ordinance 1597 – ****Councilor Padden moved to approve Ordinance 1597, AN ORDINANCE AMENDING CANBY'S TITLE 16 OF THE CANBY MUNICIPAL CODE TO RESTORE THE INTENDED LANGUAGE OF CMC SECTION 16.10.010.B. (TA 23-01). Motion was seconded by Councilor Varwig and passed 6-0 by roll call vote.**

Ordinance 1598 – Todd Wood, Transit and Fleet Director, discussed the change in liability insurance from the City's coverage through CIS to the contractor, First Transit, getting their own. He then explained the expansion of the Canby Loop to Saturday service.

****Councilor Varwig moved to approve Ordinance 1598, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE CONTRACT WITH FIRST TRANSIT, INC. OF CINCINNATI, OHIO, INCREASING SERVICE HOURS TO EXPAND THE CANBY LOOP AND PROVIDE BOTH FIRST AND SECOND LIABILITY INSURANCE to come up for second reading on May 17, 2023. Motion was seconded by Councilor Maldonado and passed 6-0 on first reading.**

There was discussion regarding expanding hours for events on Saturday.

Ordinance 1599 – Joe Lindsay, City Attorney, said this was a yearly charge for insurance services, and the price was still being negotiated. The next ordinance was for SAIF to provide

workers compensation. While that price was fixed, it was possible to get a discount for next year depending on the amount of claims.

****Council President Hensley moved to approve Ordinance 1599, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXPEND PAYMENT TO CITYCOUNTY INSURANCE SERVICES (CIS) IN AN AMOUNT NOT TO EXCEED \$500,000 FOR LIABILITY INSURANCE COVERAGE FOR FISCAL YEAR 2023-2024 to come up for second reading on May 17, 2023. Motion was seconded by Councilor Varwig and passed 6-0 on first reading.**

Ordinance 1600 – ****Councilor Bangs moved to approve Ordinance 1600, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXPEND PAYMENT TO SAIF CORPORATION IN THE AMOUNT OF 94,274.00 FOR WORKERS COMP COVERAGE FOR FISCAL YEAR 2023-2024 to come up for second reading on May 17, 2023. Motion was seconded by Councilor Davis and passed 6-0 on first reading.**

NEW BUSINESS:

Selection of Interim City Administrator – Mayor Hodson said Friday was Mr. Archer’s last day and they would need to fill an interim role until a permanent replacement was hired. He had looked at candidates through the League of Oregon Cities and recommended moving forward with Eileen Stein.

****Councilor Varwig moved to authorize the Mayor to initiate a background check and contract with Eileen Stein as Interim City Administrator to begin as soon as possible. Motion was seconded by Councilor Padden and passed 5-1 with Councilor Bangs opposed.**

MAYOR’S BUSINESS: Mayor Hodson reported on the Metro Mayors meeting where they received a legislative update. The tolling conversation had been paused temporarily. Canby Brew Fest was coming up as well as a concert series at the Fairgrounds. The Mayor’s Prayer Breakfast was tomorrow.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Varwig said all the vacancies were filled on the Planning Commission, but there were still seats on the Transit Advisory Committee. He thanked Mr. Archer for his work.

Councilor Bangs also thanked Mr. Archer.

Councilor Davis asked about the park renaming process. Mayor Hodson said it would be on the next agenda. Councilor Davis thanked the volunteers who planted azaleas. He discussed the Canby Adult Center improvements, Fire Department open houses, and brush fires.

Councilor Padden attended the Clackamas Cities Dinner and Chamber Luncheon. He asked about the Finance Department tasks that were falling behind. Mr. Archer said the Finance Director would be at the next meeting. Councilor Padden suggested creating a policy for defining interaction between Council and City staff. He also thanked Mr. Archer for his service.

Council President Hensley asked about the funding for Community Park improvements from Urban Renewal. Councilor Varwig would check into it. She also asked about the ARPA funding discussion and the budget to review. Mayor Hodson said those items were coming. Council President Hensley thanked staff for their presentation at the Chamber Luncheon and thanked Mr. Archer for his contributions to the City.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Scott Archer, City Administrator, said Budget Committee meetings were coming up. The budget would be distributed next week. He thanked everyone for the opportunity to work at the City.

Mayor Hodson thanked Mr. Archer as well.

CITIZEN INPUT:

There was none.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Ordinances 1595 and 1597.
3. Approved Ordinances 1598, 1599, and 1600 to second readings on May 17, 2023.
4. Authorized the Mayor to initiate a background check and contract with Eileen Stein as Interim City Administrator to begin as soon as possible.

Maya Benham
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood



CITY COUNCIL STAFF REPORT

Meeting Date: 7/19/2023

To: The Honorable Mayor Hodson & City Council

Thru: Eileen Stein, Interim City Administrator

From: Joseph Lindsay, City Attorney/ Assistant City Administrator

Agenda Item: Consider Ordinance No. 1606, An Ordinance Authorizing the Interim City Administrator to Enter into a Contract Between the City of Canby and Beery, Elsner and Hammond, LLP for Interim City Attorney Services up to \$149,999. (*Second Reading*)

Goal: N/A

Objective: N/A

Summary

In accordance with our Canby City Charter, any expenditure over \$50,000 has to be authorized by ordinance. The City Council's desire to contract with Beery Elsner and Hammond more quickly than the ordinance process allows required the Personal Services Agreement with them to be capped at \$49,999. Since the foreseeable value of this contract will out-pace \$50,000 within a few months due to the costs and amounts of the services needed, the City Council needs to pass an ordinance to amend the existing agreement by amending the language capping the amount at \$49,999 and replacing it with the maximum amount of \$149,999 to coincide with the formal quote process used in the procurement of this contract.

Attachments

Ordinance 1606

Exhibit A—Personal Services Agreement.

Fiscal Impact

There is not change in the rate of expense, but it will allow for expenditure beyond \$50,000 up to \$149,999.

Options

Authorize the Contract amendment

Reject the Contract amendment

Recommendation

Staff recommends the Council authorize the contract amendment by passing the ordinance.

Proposed Motion

"I move to adopt Ordinance 1606, An Ordinance authorizing the Interim City Administrator to enter into a Contract between the City of Canby and Beery Elsner Hammond LLP for Interim City Attorney services up to \$149,999."

ORDINANCE NO. 1606

AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A CONTRACT BETWEEN THE CITY OF CANBY AND BEERY, ELSNER AND HAMMOND, LLP FOR INTERIM CITY ATTORNEY SERVICES UP TO \$149,999.

WHEREAS, the City of Canby has contracted with Beery, Elsner and Hammond for interim City Attorney services in the recent past to its satisfaction;

WHEREAS, the City of Canby wishes to contract with this firm again;

WHEREAS, the City of Canby obtained three written quotes for attorney services in accordance with the formal quote process under Oregon Public Contracting law; and

WHEREAS, the City of Canby would like Beery, Elsner, and Hammond to serve in a role as Interim City Attorney past an expenditure of \$50,000, requiring an ordinance per the Canby City Charter.

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

Section 1. The Interim City Administrator is hereby authorized on behalf of the City to enter into a Personal Services Agreement with Beery, Elsner and Hammond to serve as Interim City Attorney for the City of Canby beyond a \$50,000 expenditure but under \$150,000. A copy of the Agreement is attached hereto as Exhibit "A."

Section 2. The effective date of this Ordinance shall be August 18, 2023.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, July 5, 2023, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, July 19, 2023, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

Maya Benham
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 19th day of July 2023, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham
City Recorder

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and **BEERY, ELSNER & HAMMOND, LLP** (Contractor).

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

The Parties Agree a Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable.
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" attached hereto. Contractor agrees that \$149,999 is the not to exceed price of this contract, without prior written approval from the City.
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor's services shall be provided under the general supervision of the City Council. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
 - B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes.
 - C. Contractor hereby represents that no employee of the City, or any

partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

5. Subcontractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions this agreement as well as applicable OSHA regulations and requirements.
6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.
7. Term.
 - A. This Agreement may be terminated by:
 1. Mutual written consent of the parties.
 2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
 3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
 - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
 - b. If Contractor fails to abide by the terms of this Agreement.
 - c. If services are no longer required.
8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

By entering into this agreement, contractor represents and warranties that they have complied with the tax laws of the State of Oregon and the City of Canby. Further, for the duration of this contract, Contractor promises to continue to comply with said State and local tax laws. Any failure to comply with tax laws will be considered a default of this contract and could result in the immediate

termination of this agreement and/or other sought damages or other such relief under applicable law.

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

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

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

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

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

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

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight

(48) hours after mailing unless sooner received.

13. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
14. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.

CITY: Brian Hodson, Mayor
City of Canby
PO Box 930
Canby, OR 97013

CONTRACTOR: Chad Jacobs
Beery, Elsner & Hammond, LLP
1804 NE 45th Ave
Portland, OR 97213-1416

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

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

CONTRACTOR: CITY OF CANBY - Mayor

By: By:
Date: Date:



City of Canby Bi-Monthly Report
Department: Administration
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
From: Maya Benham, City Recorder
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 7/19/2023

Board and Commissions - Current Vacancies

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	1		Term ends 6/30/2026
Canby Utility Board	1	1	Terms end 2/29/2024
Library Advisory Board (outside city limits)	1		Term ends 6/30/2027
Transit Advisory Committee	3		2 Terms ends 3/31/2026; 1 Term ends 3/31/2025
Parks & Recreation Advisory Board	1	1	Applications due 7/21/23; Term ends 6/30/2026
Heritage & Landmark Commission	4		1 Term ends 6/30/2025, 2 Terms end 6/30/2026, & 1 Student Term ends upon graduation

Liquor Licenses/ Noise Variance Application

Processed three Liquor License Applications.

Public Records Requests

Processed fifteen public records requests.

Recruitments/ New Hires

- Lifeguard I
- Police Records Specialist I
- Library Assistant II – 20 hours
- Code Enforcement Officer
- Police Officer (Lateral)
- Deputy City Recorder
- HR Director
- Library Assistant II-25 hours
- Library Assistant II Adult Programs
- Network Administrator
- Network & PC Technician
- Library Assistant I-On Call
- Interim City Administrator



City of Canby Bi-Monthly Report
Department: Municipal Court
For Months of: May and June 2023

To: The Honorable Mayor Hodson & City Council
 From: Jessica Roberts, Municipal Court Supervisor
 Prepared by: Same as above
 Through: Eileen Stein, Interim City Administrator
 Date: 7/19/2023

Canby Municipal Court has jurisdiction over all city and state traffic offenses and City Code violations committed within city limits.

Monthly Statistics	May	June
Misdemeanors		
Warrants Issued	7	9
Misdemeanor Case Detail		
Diversion/Deferred Sentence	2	0
Offenses Dismissed	0	7
Offenses Sentenced	1	2
Traffic & Other Violations		
Offenses Filed	234	398
Cases/Citations Filed	173	317
Parking Citations Filed	9	11
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	29	32
Dismissal (Fix It Tickets)	10	13
Dismissed by Judge	2	16
Sentenced by Judge	35	70
Handled by Violations Bureau	69	122
Guilty by Default	63	88
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	8	12
Defendant Accounts referred to Collections	\$51,479.75	\$36,338.75
Fines & Surcharges Collected	\$47,109.90	\$60,973.93

Explanation of terms:

1. Difference between Offenses Filed vs. Cases Filed
 - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop.
 - Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.
2. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Thursday. A court clerk processes the default convictions.
3. The court's Violations Bureau Order allows court clerks to accept pleas, offer a deferred sentence program (if qualified) and set a payment plan, under the Judge's authority.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
 - 1st Offender - Minor in Possession of Alcohol/Marijuana citation
4. The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation.
 5. As of July 1, 2022, the Canby Municipal Court no longer processes misdemeanor offenses committed within city limits. The Municipal Court continues to process criminal matters cited into the court before July 1, 2022. The Misdemeanor Case Details provided in this report refer to those matters.



City of Canby Bi-Monthly Report
Department: Economic Development
For Months of: July & August 2023

To: The Honorable Mayor Hodson & City Council
From: Jamie Stickel, Economic Development Director
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 7/19/2023

Economic Development Director Updates

Oregon Main Street Revitalization Grant: The City of Canby was awarded a \$200,000 Oregon Main Street Revitalization Grant in 2019 for the former Canby Public Library Building, 292 N Holly Street. At the time of the application and approval, the City owned the former library building and had plans to create an indoor public market to serve as an incubator space. Early cost estimates proved the project would be cost prohibitive for the City of Canby to proceed, and additional interest regarding potential sale or lease of the building peaked. Over the course of 2020, the City of Canby opened a Request for Expressions of Interest and negotiated with Oregon City Brewing Company for their concept of the Canby Beer Library. The purchase and sale of the building included utilizing the Oregon Main Street Revitalization Grant for façade improvements on the building. The grant closed on June 30th, 2023, and Economic Development staff and Oregon City Brewing worked together to fulfill the final requirements of the grant, which included matching funds provided by Oregon City Brewing, invoices of the work completed, and photos to show progress. Oregon City Brewing Company will continue to work on updating the building for their indoor/outdoor space which they hope to bring 8 food carts and an indoor taproom to downtown Canby.



Community Enhancement Grants Pilot Program: The City of Canby's Community Enhancement Grants Pilot Program opened to help fund projects, programs, and events from local non-profit organizations, businesses, and residents looking to enhance and enrich Canby. The funding available was up to \$1,000 or \$2,000, depending upon which category an entity falls under. The pilot program was created to gauge interest and need within the community. Applicants were required to be located within Canby city limits and programming must occur within Canby city limits. The first round of applications closed Friday, May 12th, 2023. Due to the amount of funding available and the number of applications received in the first round, a second round of grants opened from June 2nd, 2023 - June 19th, 2023. Approved grant requests were awarded funding for local community events, business-related expansion activities, and non-profit efforts.

Certified Local Government Grant: The City of Canby has been a Certified Local Government (CLG) for more than 10 years. The CLG program is part of the State Historic Preservation Office programming and by

becoming – and retaining Canby’s CLG designation – Canby can apply for grants. The CLG grant opens during odd number years and programming can range from survey work to training to implementation of preservation plans. The City of Canby has utilized this grant since 2013 as a way to fund preservation efforts, many of which have served as the foundational building blocks for future projects and programming. For example, early Intensive Level Surveys (ILS) served as the foundation to both of the City’s heritage trails – Exploring Community Connections Downtown Heritage Trail and Building a Better Community Women’s Heritage Trail. The latter of the two won an Oregon Heritage Excellence Award in 2019. For the 2023 CLG Grant, the City of Canby was awarded funding to update the downtown reconnaissance level survey which was formerly completed in 2009; additional ILS work; training for HLC board members and community members interested in heritage-related projects; and funding to update website and awareness of the heritage trails. City staff will work with the Heritage and Landmarks Commission and historic preservation consultants to complete the grant work.

Arts In The Parks: The City of Canby’s Parks and Recreation Advisory Board has continued its Arts in the Parks programming. The Arts in the Parks program was created to encourage residents to explore the City of Canby parks system and the program is an effort led by the City of Canby’s Parks & Recreation Advisory Board. Each month, members of the board hide a piece of art in a City of Canby park. Clues are released on the first of the month and then once a week subsequently until the artwork is discovered. The artwork has been donated by Art-O-Maddic, an art gallery located in downtown Canby at 181 N Grant Street #107. The May Arts in the Parks artwork was by Chaunda Ehlers-Smith and was hidden in Arneson Gardens; June’s artwork was by Rhoda Bohr and hidden in Legacy Park.



Dragonberry Produce Phase 2 event: On Tuesday, May 16th, the City’s Economic Development staff, city councilmembers, and the Police Chief attended an event for Dragonberry Produce completion of Phase 2. The event was hosted by Dragonberry Produce and the Oregon-Vietnam Economic, Education, and Cultural Association (OVEECA), a Vietnamese non-profit organization to support economic education. The evening consisted of a tour of Dragonberry’s new building in the Canby Pioneer Industrial Park and a presentation by Dragonberry and several members of the Vietnamese Consulate. Amy Nguyen, owner of Dragonberry Produce, and her company were recognized for the extensive trade business she founded in Canby in 2012 and to recognize the continued development and growth planned in Canby. In total, there are three phases proposed for Dragonberry to continue to expand in the future.

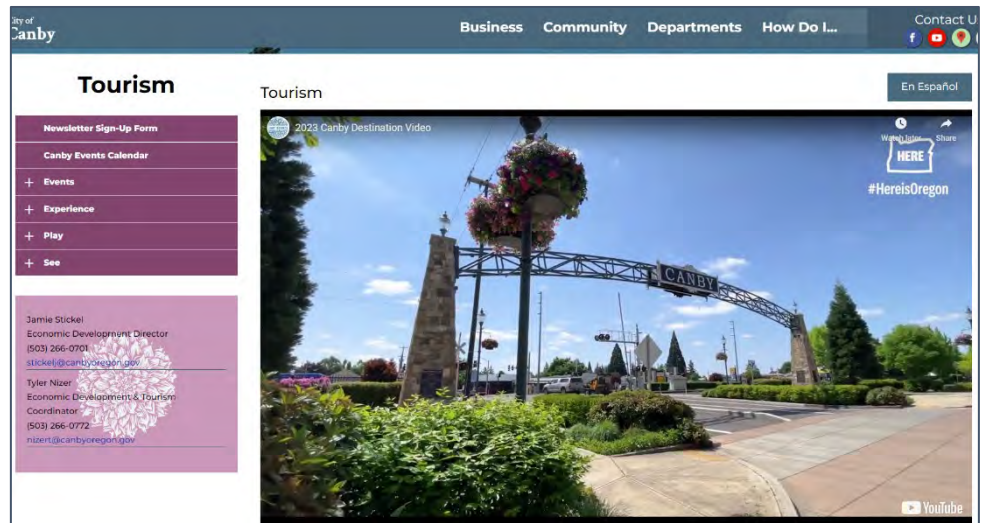
Economic Development and Tourism Coordinator Updates

Promotion

Canby Destination Video –

The City of Canby has taken the opportunity to create a Destination video of Canby from its partnership with Mt. Hood Territory. The Oregon Media Group came out to Canby on May 20th, 2023, with Canby's Economic Development team and filmed Canby's local businesses.

The video showcases the City of Canby as a destination and includes a 4-6 week campaign promotion through Here Is Oregon's website, Youtube, social media, newsletter and QR code in the Oregonian. The Destination Video has been completed and posted for visitors to view and come travel to Canby! You can find the video on our website under Tourism or through this link here <https://www.canbyoregon.gov/tourism>. This was such a great success that the Canby Economic team is working on more videos with Here Is Oregon.



First Thursday Night Market –

The First Thursday Night Market has continuously increased attendance and helped attendees become aware of local businesses. June saw its largest attendance of the year with many families coming downtown and enjoying the Animal Hunt held at each of the participating businesses. Through collaboration with the business's fun/innovative additions have been created to the First Thursday Night Market such as the Pet Month in June and we look forward to what the future markets will bring.

The market occurs monthly on the first Thursday from 5:00 – 8:00p. The event encourages businesses to stay open late and invites visitors and the local community to come downtown. We look forward to seeing you at the next First Thursday Night Market.



Canby Independence Day Celebration– Planning for the 2023 Canby Independence Day Celebration is progressing greatly and it's looking to be another great event! There is lots of enthusiasm for this year's celebration and having the Pancake Breakfast return from the Canby Historical Society.

This year's event will be held on Tuesday, July 4th in downtown Canby. Registrations are available at www.CanbyOregon.gov/Events for all activities taking place. This includes the Street Fair (Food, Arts + Crafts, and Non-Profits), Car Show, and Parade.

Volunteers are always needed to bring this event to fruition, anyone interested can contact Tyler Nizer, City Council Packet - Page 23 of 87
Economic Development and Tourism Coordinator, at Nizert@CanbyOregon.gov.

Organization

Canby Heritage & Landmark Commission – The Canby Heritage and Landmark Commission met on March 6, 2023, where they discussed a pause on the committee through the summer. The commission will resume in August and continue their great work in heritage preservation in Canby!

Economic Vitality

Willamette Valley Visitors Association Stakeholder Engagement – The Willamette Valley Visitors Association (W.V.V.A) put on their annual stakeholder listening sessions for regional tourism. This provided an overview of our Strategic Plan, highlighting opportunities where Canby's Economic Development team engaged through workshop ideas to achieve their biennium goals.

Oregon Economic Development Association– Tyler Nizer, Canby's Economic Development Tourism and Coordinator has begun the Oregon Certified Economic Developer program. The first course completed in June was Economic Development Finance. Subjects included a variety of important information related to finance such as Business Financing Fundamentals, Debt Financing, Equity Financing, Revolving Loan Fund Program, and many other great topics. The next course will take place in August and continue on over the next two years.

Manufacturing Resources & Networking – This program featured presentations from Prosper Portland, Business Oregon, Oregon Manufacturing Extension Partnership, and the Pacific Northwest Defense Coalition. The feature presentation was conducted by Oregon Manufacturing Extension Partnership regarding their Smart Talent Program and the lean/efficiency improvement practices. It was a great opportunity to meet, collaborate and learn from these different organizations.

Design

Façade Improvement Program – The City of Canby Economic Development team has received interest from local businesses about the Façade Improvement Program. Information about the program has been delivered and we are eager for what transpires from those meetings.



City of Canby Bi-Monthly Report
Department: Finance
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
From: Eric Kytola, Finance Director
Prepared by: Katy Joyner, Financial Analyst
Through: Eileen Stein, Interim City Administrator
Date: 7/19/2023

The Finance team worked on the following projects and tasks over the last few months:

- The FY2024 Budget was adopted. The final adopted budget document will be ready for publication shortly.
- Finance is working on closing FY2023.
- Finance is preparing for the 22/23 audit.
- Finance worked on training a backup for payroll.
- Finance is missing a staff person which has required the Finance Tech to take over those duties.
- Finance is working on a more efficient month end process that all team members will work on. Each revised process will include detailed process documentation.

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

ADMINISTRATION DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION DEPT</u>						
PERSONNEL SERVICES:						
100-101-410-1000 REGULAR SALARIES AND WAGES	34,046.87	.00	478,071.80	443,408.00	(34,663.80)	107.8
100-101-410-1123 MAYOR & COUNCIL	.00	.00	500.00	.00	(500.00)	.0
100-101-410-1300 OVERTIME	145.30	.00	305.82	.00	(305.82)	.0
100-101-410-2000 EMPLOYEE BENEFITS	.00	.00	2,228.24	.00	(2,228.24)	.0
100-101-410-2100 INSURANCE BENEFITS	7,506.04	.00	105,259.21	93,457.00	(11,802.21)	112.6
100-101-410-2200 TAXES/OTHER	3,228.71	.00	41,487.42	35,466.00	(6,021.42)	117.0
100-101-410-2300 PERS CONTRIBUTIONS	5,776.23	.00	110,825.34	104,916.00	(5,909.34)	105.6
TOTAL PERSONNEL SERVICES	50,703.15	.00	738,677.83	677,247.00	(61,430.83)	109.1
MATERIALS & SERVICES:						
100-101-410-3120 ELECTION	.00	.00	.00	1,000.00	1,000.00	.0
100-101-410-3200 PROF/TECH SERVICES	840.20	.00	7,282.40	126,500.00	119,217.60	5.8
100-101-410-3315 CTV5 PROFESSIONAL SERVICES	.00	.00	.00	36,000.00	36,000.00	.0
100-101-410-3316 WFM PROFESSIONAL SERVICES	3,480.00	.00	41,760.00	.00	(41,760.00)	.0
100-101-410-3330 CODIFICATION	.00	.00	1,494.42	5,495.00	4,000.58	27.2
100-101-410-4300 COPIER LEASE & MAINT	53.06	.00	3,447.15	5,000.00	1,552.85	68.9
100-101-410-5500 PRINTING & BINDING	.00	.00	.00	500.00	500.00	.0
100-101-410-5600 MAYOR & CITY COUNCIL	124.63	.00	11,277.80	12,120.00	842.20	93.1
100-101-410-5601 MAYOR & CC TRAVEL & TRAINING	.00	.00	7,853.94	8,075.00	221.06	97.3
100-101-410-5602 MAYOR & CC MEMBERSHIP DUES	.00	.00	3,914.00	1,189.00	(2,725.00)	329.2
100-101-410-5800 ADMIN STAFF TRAVEL & TRAINING	1,799.05	.00	2,988.56	7,660.00	4,671.44	39.0
100-101-410-5803 ATTORNEY TRAVEL & TRAINING	.00	.00	1,431.84	1,500.00	68.16	95.5
100-101-410-5820 ADMIN MEMBERSHIP DUES & FEES	431.25	.00	24,760.16	25,638.00	877.84	96.6
100-101-410-5901 INTERNAL CHARGE-FLEET	123.83	.00	1,485.96	1,486.00	.04	100.0
100-101-410-5902 INTERNAL CHARGE-FACILITIES	1,313.26	.00	15,759.12	15,759.00	(.12)	100.0
100-101-410-5903 INTERNAL CHARGE-TECH SERVICES	4,461.52	.00	53,538.24	53,538.00	(.24)	100.0
100-101-410-6100 SUPPLIES & SERVICES	322.38	.00	4,215.19	7,075.00	2,859.81	59.6
100-101-410-6510 EMPLOYEE RECOGNITION	.00	.00	2,672.65	5,525.00	2,852.35	48.4
TOTAL MATERIALS & SERVICES	12,949.18	.00	183,881.43	314,060.00	130,178.57	58.6
TOTAL ADMINISTRATION DEPT	63,652.33	.00	922,559.26	991,307.00	68,747.74	93.1
TOTAL FUND EXPENDITURES	63,652.33	.00	922,559.26	991,307.00	68,747.74	93.1
NET REVENUE OVER EXPENDITURES	(63,652.33)	.00	(922,559.26)	(991,307.00)	(68,747.74)	(93.1)

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

COURT DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT DEPT</u>						
PERSONNEL SERVICES:						
100-102-412-1000 REGULAR SALARIES AND WAGES	14,039.60	.00	170,563.79	169,353.00	(1,210.79)	100.7
100-102-412-2100 INSURANCE BENEFITS	2,159.63	.00	25,904.13	51,692.00	25,787.87	50.1
100-102-412-2200 TAXES/OTHER	1,298.81	.00	15,684.35	14,425.00	(1,259.35)	108.7
100-102-412-2300 PERS CONTRIBUTIONS	2,378.98	.00	29,980.81	29,531.00	(449.81)	101.5
TOTAL PERSONNEL SERVICES	19,877.02	.00	242,133.08	265,001.00	22,867.92	91.4
MATERIALS & SERVICES:						
100-102-412-3341 INTERPRETER	595.00	.00	7,736.46	6,000.00	(1,736.46)	128.9
100-102-412-3343 ATTORNEY SERVICES	6,600.00	.00	83,202.00	44,000.00	(39,202.00)	189.1
100-102-412-4450 COPIER LEASE & MAINT	140.01	.00	1,651.34	1,750.00	98.66	94.4
100-102-412-5800 TRAINING/CONF/TRAVEL	270.12	.00	1,798.77	1,805.00	6.23	99.7
100-102-412-5820 MEMBERSHIP FEES & DUES	.00	.00	354.43	250.00	(104.43)	141.8
100-102-412-5821 JURY FEES	.00	.00	.00	120.00	120.00	.0
100-102-412-5822 WITNESS FEES	.00	.00	.00	105.00	105.00	.0
100-102-412-5902 INTERNAL CHARGE-FACILITIES	569.79	.00	6,837.48	6,837.00	(.48)	100.0
100-102-412-5903 INTERNAL CHARGE-TECH SERVICES	3,594.41	.00	43,132.92	43,133.00	.08	100.0
100-102-412-6100 SUPPLIES & SERVICES	305.17	.00	5,039.55	6,100.00	1,060.45	82.6
100-102-412-6101 DISCOVERY EXPENSE	.00	.00	.00	100.00	100.00	.0
100-102-412-6102 BANK CHARGES	524.96	.00	5,743.35	5,000.00	(743.35)	114.9
100-102-412-6103 COURT COLLECTION COSTS	5,618.43	.00	55,102.33	55,000.00	(102.33)	100.2
100-102-412-6210 HELMETS	1,500.00	.00	1,500.00	.00	(1,500.00)	.0
TOTAL MATERIALS & SERVICES	19,717.89	.00	212,098.63	170,200.00	(41,898.63)	124.6
TOTAL COURT DEPT	39,594.91	.00	454,231.71	435,201.00	(19,030.71)	104.4
TOTAL FUND EXPENDITURES	39,594.91	.00	454,231.71	435,201.00	(19,030.71)	104.4
NET REVENUE OVER EXPENDITURES	15,518.39	.00	101,209.44	63,799.00	(37,410.44)	158.6

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

PLANNING DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING DEPT</u>						
PERSONNEL SERVICES:						
100-103-419-1000 REGULAR SALARIES AND WAGES	21,850.21	.00	275,840.14	279,590.00	3,749.86	98.7
100-103-419-1300 OVERTIME	.00	.00	235.80	.00	(235.80)	.0
100-103-419-2000 EMPLOYEE BENEFITS	25.27	.00	272.67	.00	(272.67)	.0
100-103-419-2100 INSURANCE BENEFITS	2,744.61	.00	32,011.76	44,279.00	12,267.24	72.3
100-103-419-2200 TAXES/OTHER	2,061.17	.00	25,692.25	23,953.00	(1,739.25)	107.3
100-103-419-2300 PERS CONTRIBUTIONS	4,840.03	.00	54,641.02	63,040.00	8,398.98	86.7
TOTAL PERSONNEL SERVICES	31,521.29	.00	388,693.64	410,862.00	22,168.36	94.6
MATERIALS & SERVICES:						
100-103-419-3200 PROF/TECH SERVICES	31,747.25	.00	152,531.48	473,000.00	320,468.52	32.3
100-103-419-4450 COPIER LEASE & MAINT	.00	35.50	4,142.47	4,000.00	(177.97)	104.5
100-103-419-5300 COMMUNICATIONS	17.62	.00	105.75	100.00	(5.75)	105.8
100-103-419-5510 MAPPING	.00	.00	540.00	1,500.00	960.00	36.0
100-103-419-5620 PLANNING COMMISS. EXPENSES	84.79	.00	1,377.48	1,500.00	122.52	91.8
100-103-419-5800 TRAVEL & TRAINING	.00	.00	3,409.40	2,800.00	(609.40)	121.8
100-103-419-5820 FEES & DUES	.00	.00	533.00	3,600.00	3,067.00	14.8
100-103-419-5902 INTERNAL CHARGE-FACILITIES	485.61	.00	5,827.32	5,827.00	(.32)	100.0
100-103-419-5903 INTERNAL CHARGE-TECH SERVICES	4,528.43	.00	54,341.16	54,341.00	(.16)	100.0
100-103-419-6100 SUPPLIES & SERVICES	202.10	.00	3,972.98	6,000.00	2,027.02	66.2
100-103-419-6910 TRAFFIC STUDY	.00	.00	60,072.50	135,000.00	74,927.50	44.5
TOTAL MATERIALS & SERVICES	37,065.80	35.50	286,853.54	687,668.00	400,778.96	41.7
TOTAL PLANNING DEPT	68,587.09	35.50	675,547.18	1,098,530.00	422,947.32	61.5
TOTAL FUND EXPENDITURES	68,587.09	35.50	675,547.18	1,098,530.00	422,947.32	61.5
NET REVENUE OVER EXPENDITURES	52,746.91	(35.50)	(66,083.91)	(208,530.00)	(142,410.59)	(31.7)

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

PARKS DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS DEPT</u>						
PERSONNEL SERVICES:						
100-106-452-1000 REGULAR SALARIES AND WAGES	33,548.74	.00	348,213.16	397,801.00	49,587.84	87.5
100-106-452-1250 SEASONAL/TAPE WAGES	1,170.00	.00	28,292.40	18,000.00	(10,292.40)	157.2
100-106-452-1300 OVERTIME	802.32	.00	5,603.72	7,500.00	1,896.28	74.7
100-106-452-2100 INSURANCE BENEFITS	8,028.16	.00	85,009.57	104,734.00	19,724.43	81.2
100-106-452-2200 TAXES/OTHER	3,627.50	.00	39,362.37	53,495.00	14,132.63	73.6
100-106-452-2300 PERS CONTRIBUTIONS	7,975.06	.00	82,852.64	101,888.00	19,035.36	81.3
100-106-452-2911 CLOTHING ALLOWANCE	.00	.00	2,400.00	2,800.00	400.00	85.7
TOTAL PERSONNEL SERVICES	55,151.78	.00	591,733.86	686,218.00	94,484.14	86.2
MATERIALS & SERVICES:						
100-106-452-3200 CONTRACT SERVICES	409.13	.00	11,525.13	11,000.00	(525.13)	104.8
100-106-452-3250 SURVEYS & MASTER PLANS- SDC	.00	49,925.65	33,241.14	100,000.00	16,833.21	83.2
100-106-452-4310 PARKS GROUND MAINTENANCE	5,020.74	.00	14,600.33	10,500.00	(4,100.33)	139.1
100-106-452-4320 PARK BLDG MAINTENANCE	1,339.88	.00	7,365.13	17,300.00	9,934.87	42.6
100-106-452-4340 STREETScape LANDSCAPING	.00	.00	13,768.08	10,000.00	(3,768.08)	137.7
100-106-452-4360 VANDALISM REPAIR	.00	.00	254.49	3,000.00	2,745.51	8.5
100-106-452-4450 COPIER LEASE & MAINT	.00	.00	986.29	1,000.00	13.71	98.6
100-106-452-4500 PARKS MAINT FEE BILLING	1,427.47	.00	28,628.96	32,500.00	3,871.04	88.1
100-106-452-5300 COMMUNICATIONS	250.19	.00	2,714.16	1,800.00	(914.16)	150.8
100-106-452-5850 TRAINING/CONF/TRAVEL	.00	.00	310.00	2,400.00	2,090.00	12.9
100-106-452-5901 INTERNAL CHARGE-FLEET	6,155.25	.00	73,863.00	73,863.00	.00	100.0
100-106-452-5902 INTERNAL CHARGE-FACILITIES	3,271.33	.00	39,255.96	39,256.00	.04	100.0
100-106-452-5903 INTERNAL CHARGE-TECH SERVICES	510.28	.00	6,123.36	6,123.00	(.36)	100.0
100-106-452-6100 SUPPLIES & SERVICES	429.18	.00	26,539.36	18,400.00	(8,139.36)	144.2
100-106-452-6120 PARK EQUIPMENT	.00	.00	16,762.06	9,500.00	(7,262.06)	176.4
100-106-452-6200 UTILITIES	4,850.93	.00	30,016.04	30,000.00	(16.04)	100.1
TOTAL MATERIALS & SERVICES	23,664.38	49,925.65	305,953.49	366,642.00	10,762.86	97.1
CAPITAL:						
100-106-452-7410 EQUIPMENT/VEHICLES	.00	.00	26,712.00	127,000.00	100,288.00	21.0
100-106-452-7618 LOCUST PARK SHELTER	.00	.00	111,205.43	110,000.00	(1,205.43)	101.1
100-106-452-7619 MAPLE PARK SPORT COURT	.00	.00	20,680.00	.00	(20,680.00)	.0
100-106-452-7633 DOG PARK	11,577.50	.00	23,736.25	900,000.00	876,263.75	2.6
100-106-452-7634 MASTER PLAN PARKS PROJECTS	6,126.50	35,475.00	8,291.50	1,000,000.00	956,233.50	4.4
TOTAL CAPITAL	17,704.00	35,475.00	190,625.18	2,137,000.00	1,910,899.82	10.6
TOTAL PARKS DEPT	96,520.16	85,400.65	1,088,312.53	3,189,860.00	2,016,146.82	36.8
TOTAL FUND EXPENDITURES	96,520.16	85,400.65	1,088,312.53	3,189,860.00	2,016,146.82	36.8
NET REVENUE OVER EXPENDITURES	(52,313.07)	(85,400.65)	(528,395.02)	(1,581,910.00)	(968,114.33)	(38.8)

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

BUILDING DEPT

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>BUILDING DEPT</u>						
	PERSONNEL SERVICES:						
100-107-422-1000	REGULAR SALARIES AND WAGES	6,621.03	.00	84,989.98	88,921.00	3,931.02	95.6
100-107-422-1300	OVERTIME	.00	.00	77.80	.00	(77.80)	.0
100-107-422-2100	INSURANCE BENEFITS	760.28	.00	8,995.45	13,295.00	4,299.55	67.7
100-107-422-2200	TAXES/OTHER	621.10	.00	7,845.17	7,468.00	(377.17)	105.1
100-107-422-2300	PERS CONTRIBUTIONS	1,442.67	.00	16,755.10	19,756.00	3,000.90	84.8
	TOTAL PERSONNEL SERVICES	9,445.08	.00	118,663.50	129,440.00	10,776.50	91.7
	MATERIALS & SERVICES:						
100-107-422-5300	COMMUNICATIONS	17.62	.00	105.75	100.00	(5.75)	105.8
100-107-422-5902	INTERNAL CHARGE-FACILITIES	57.13	.00	685.56	686.00	.44	99.9
100-107-422-6100	SUPPLIES & SERVICE	.00	.00	.00	50.00	50.00	.0
	TOTAL MATERIALS & SERVICES	74.75	.00	791.31	836.00	44.69	94.7
	TRANSFERS:						
100-107-491-0110	O/H TRANSFER TO GENERAL FUND	1,853.04	.00	22,236.48	22,236.00	(.48)	100.0
	TOTAL TRANSFERS	1,853.04	.00	22,236.48	22,236.00	(.48)	100.0
	TOTAL BUILDING DEPT	11,372.87	.00	141,691.29	152,512.00	10,820.71	92.9
	TOTAL FUND EXPENDITURES	11,372.87	.00	141,691.29	152,512.00	10,820.71	92.9
	NET REVENUE OVER EXPENDITURES	(4,600.91)	.00	(72,601.30)	(102,512.00)	(29,910.70)	(70.8)

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

GENERAL FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>POLICE REVENUES</u>						
100-008-334-0300	GRANTS - DUII	4,945.96	.00	10,601.57	15,000.00	4,398.43	70.7
100-008-334-0305	GRANTS - DISTRACTED DRIVING	3,852.08	.00	17,093.91	15,000.00	(2,093.91)	114.0
100-008-334-0320	GRANT - SEATBELT	435.40	.00	5,326.71	7,500.00	2,173.29	71.0
100-008-334-0325	GRANTS - SPEED ENFORCEMENT	.00	.00	1,837.17	3,000.00	1,162.83	61.2
100-008-334-0330	GRANT - PEDESTIAN SAFETY	.00	.00	1,586.54	5,000.00	3,413.46	31.7
100-008-334-0350	GRANTS - HIDTA	3,704.81	.00	20,237.07	20,000.00	(237.07)	101.2
100-008-334-0408	GRANT - OJP VEST PROGRAM	1,739.00	.00	2,924.00	5,000.00	2,076.00	58.5
100-008-340-0001	VEHICLE RELEASE/TOW FEES	2,100.00	.00	14,850.00	17,000.00	2,150.00	87.4
100-008-340-0003	MISCELLANEOUS FEES	90.00	.00	558.00	200.00	(358.00)	279.0
100-008-340-0100	ALARM PERMIT FEES	647.45	.00	8,357.83	5,000.00	(3,357.83)	167.2
100-008-340-0120	TEMPORARY LIQUOR PERMIT	280.00	.00	665.00	500.00	(165.00)	133.0
100-008-340-0130	SUBPOENA FEES	.00	.00	70.00	300.00	230.00	23.3
100-008-340-0150	FINGER PRINTING FEES	.00	.00	.00	500.00	500.00	.0
100-008-340-0200	REPORTS REVENUE	200.00	.00	2,685.23	2,000.00	(685.23)	134.3
100-008-360-0001	POLICE MISCELLANEOUS-INCOME	.00	.00	72,358.28	2,000.00	(70,358.28)	3617.9
100-008-360-0500	CSD-SHARED SRO REIMBURSEMT	6,750.00	.00	67,500.00	76,854.00	9,354.00	87.8
100-008-364-0001	DONATIONS-POLICE	500.00	.00	1,000.00	500.00	(500.00)	200.0
	<u>TOTAL POLICE REVENUES</u>	<u>25,244.70</u>	<u>.00</u>	<u>227,651.31</u>	<u>175,354.00</u>	<u>(52,297.31)</u>	<u>129.8</u>
	 <u>TOTAL FUND REVENUE</u>	 <u>25,244.70</u>	 <u>.00</u>	 <u>227,651.31</u>	 <u>175,354.00</u>	 <u>(52,297.31)</u>	 <u>129.8</u>

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

POLICE DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT</u>						
PERSONNEL SERVICES:						
100-108-421-1000 REGULAR SALARIES AND WAGES	215,748.83	.00	3,130,362.86	3,536,496.00	406,133.14	88.5
100-108-421-1300 OVERTIME	6,276.37	.00	91,499.01	84,000.00	(7,499.01)	108.9
100-108-421-1310 COURT OVERTIME	1,766.40	.00	27,649.48	52,500.00	24,850.52	52.7
100-108-421-1330 HOLIDAY OVERTIME	8,721.28	.00	49,006.63	63,000.00	13,993.37	77.8
100-108-421-1340 SIU OVERTIME	994.22	.00	29,530.12	26,500.00	(3,030.12)	111.4
100-108-421-1345 TRAINING OVERTIME	4,481.39	.00	33,457.17	42,000.00	8,542.83	79.7
100-108-421-1350 SPECIAL EVENTS OVERTIME	.00	.00	4,969.45	5,500.00	530.55	90.4
100-108-421-1351 TACTICAL/SWAT OVERTIME	572.94	.00	14,787.81	31,500.00	16,712.19	47.0
100-108-421-1361 SUPERVISION OVERTIME	157.78	.00	3,537.24	10,500.00	6,962.76	33.7
100-108-421-1523 GRANT - DUII WAGES EXP	.00	.00	12,351.52	15,000.00	2,648.48	82.3
100-108-421-1524 GRANT - SEATBELT WAGES EXP	3,060.05	.00	6,898.23	7,500.00	601.77	92.0
100-108-421-1525 GRANT - PEDESTRIAN/WAGES EXP	.00	.00	1,097.78	5,000.00	3,902.22	22.0
100-108-421-1529 GRANT - HIDTA OT	2,241.21	.00	13,875.70	20,000.00	6,124.30	69.4
100-108-421-1531 GRANT - OCDETF OT	.00	.00	539.24	.00	(539.24)	.0
100-108-421-1533 GRANT - DISTRACTED DRIVING	.00	.00	10,845.25	15,000.00	4,154.75	72.3
100-108-421-1534 GRANT - SPEED ENFORCEMENT	.00	.00	366.71	3,000.00	2,633.29	12.2
100-108-421-2000 EMPLOYEE BENEFITS	1,977.75	.00	19,790.11	.00	(19,790.11)	.0
100-108-421-2100 INSURANCE BENEFITS	56,878.53	.00	695,008.82	776,996.00	81,987.18	89.5
100-108-421-2200 TAXES/OTHER	25,377.70	.00	344,285.56	423,311.00	79,025.44	81.3
100-108-421-2300 PERS CONTRIBUTIONS	70,982.56	.00	941,042.80	943,513.00	2,470.20	99.7
100-108-421-2910 UNIFORM CLEANING ALLOWANCE	575.00	.00	13,225.00	18,827.00	5,602.00	70.2
100-108-421-2911 CLOTHING ALLOWANCE	100.00	.00	2,300.00	3,091.00	791.00	74.4
100-108-421-2912 FOOTWEAR ALLOWANCE	.00	.00	6,900.00	6,182.00	(718.00)	111.6
TOTAL PERSONNEL SERVICES	399,912.01	.00	5,453,326.49	6,089,416.00	636,089.51	89.6

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

POLICE DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
MATERIALS & SERVICES:						
100-108-421-3200 PROFESSIONAL SERVICES	.00	.00	100.00	5,000.00	4,900.00	2.0
100-108-421-4450 COPIER LEASE & MAINT	618.42	.00	7,367.44	7,080.00	(287.44)	104.1
100-108-421-5140 INVESTIGATION & INFO	309.00	.00	698.28	3,500.00	2,801.72	20.0
100-108-421-5141 PRISONERS BOARD & MEDICAL	2,400.00	.00	7,400.00	6,000.00	(1,400.00)	123.3
100-108-421-5142 CRIME PREVENTION	.00	.00	.00	1,500.00	1,500.00	.0
100-108-421-5300 COMMUNICATIONS	5,089.04	.00	30,437.45	31,000.00	562.55	98.2
100-108-421-5310 COUNTY DISPATCH FEES	19,626.00	.00	260,393.58	242,212.00	(18,181.58)	107.5
100-108-421-5500 JUVENILE DIVERSION SERVICES	.00	.00	.00	2,500.00	2,500.00	.0
100-108-421-5800 TRAINING & TRAVEL	2,549.77	.00	50,675.08	43,000.00	(7,675.08)	117.9
100-108-421-5801 FIREARMS & LESS LETHAL EQUIP	9,687.58	.00	46,828.83	40,900.00	(5,928.83)	114.5
100-108-421-5803 TACTICAL ENTRY TEAM EQUIPMENT	1,176.90	.00	3,065.35	5,000.00	1,934.65	61.3
100-108-421-5804 VESTS	241.00	.00	4,481.00	11,000.00	6,519.00	40.7
100-108-421-5805 E.O.C.	.00	.00	.00	1,500.00	1,500.00	.0
100-108-421-5807 DETECTIVE EQUIPMENT	567.68	.00	17,984.18	20,000.00	2,015.82	89.9
100-108-421-5820 MEMBERSHIP FEES & DUES	.00	.00	2,085.00	2,600.00	515.00	80.2
100-108-421-5840 INFORMATION SYSTEM SERVICES	1,001.31	74.20	35,372.36	66,000.00	30,553.44	53.7
100-108-421-5901 INTERNAL CHARGE-FLEET	19,644.08	.00	235,728.96	235,729.00	.04	100.0
100-108-421-5902 INTERNAL CHARGE-FACILITIES	9,085.38	.00	109,024.56	109,025.00	.44	100.0
100-108-421-5903 INTERNAL CHARGE-TECH SERVICES	21,670.10	.00	260,041.20	260,041.00	(.20)	100.0
100-108-421-6100 SUPPLIES & SERVICES	907.45	69.85	34,070.80	41,562.00	7,421.35	82.1
100-108-421-6130 UNIFORMS & PATROL EQUIPMENT	1,451.80	1,924.82	24,611.54	30,000.00	3,463.64	88.5
100-108-421-6151 RADIO REPAIR	.00	.00	3,450.00	6,000.00	2,550.00	57.5
100-108-421-6152 800 RADIO OPERATING FEE	.00	.00	29,227.50	29,280.00	52.50	99.8
100-108-421-6160 CANINE EXPENSES	364.21	.00	2,259.99	3,500.00	1,240.01	64.6
100-108-421-6180 TRAFFIC SAFETY EQUIPMENT	5,392.84	.00	18,389.25	24,000.00	5,610.75	76.6
100-108-421-6820 DONATIONS-POLICE	250.00	.00	1,251.00	500.00	(751.00)	250.2
100-108-421-6910 ACCREDITATION	.00	.00	3,525.00	3,875.00	350.00	91.0
TOTAL MATERIALS & SERVICES	102,032.56	2,068.87	1,188,468.35	1,232,304.00	41,766.78	96.6
CAPITAL:						
100-108-421-7470 CAPITAL EQUIP - VEHICLES	47,106.80	44,319.42	149,401.59	185,000.00	(8,721.01)	104.7
100-108-421-7471 EQUIP - COMPUTER/SOFTWARE	54,976.30	.00	82,618.30	77,000.00	(5,618.30)	107.3
TOTAL CAPITAL	102,083.10	44,319.42	232,019.89	262,000.00	(14,339.31)	105.5
TOTAL POLICE DEPT	604,027.67	46,388.29	6,873,814.73	7,583,720.00	663,516.98	91.3
TOTAL FUND EXPENDITURES	604,027.67	46,388.29	6,873,814.73	7,583,720.00	663,516.98	91.3
NET REVENUE OVER EXPENDITURES	(578,782.97)	(46,388.29)	(6,646,163.42)	(7,408,366.00)	(715,814.29)	(90.3)

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

CEMETERY DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CEMETERY DEPT</u>						
PERSONNEL SERVICES:						
100-109-450-1000 REGULAR SALARIES AND WAGES	9,062.60	.00	98,585.19	112,435.00	13,849.81	87.7
100-109-450-1250 SEASONAL/TEMP WAGES	.00	.00	.00	18,000.00	18,000.00	.0
100-109-450-1300 OVERTIME	.00	.00	601.81	.00	(601.81)	.0
100-109-450-2100 INSURANCE BENEFITS	1,583.05	.00	19,747.01	25,643.00	5,895.99	77.0
100-109-450-2200 TAXES/OTHER	959.27	.00	10,424.10	17,012.00	6,587.90	61.3
100-109-450-2300 PERS CONTRIBUTIONS	1,540.04	.00	20,642.46	27,530.00	6,887.54	75.0
TOTAL PERSONNEL SERVICES	13,144.96	.00	150,000.57	200,620.00	50,619.43	74.8
MATERIALS & SERVICES:						
100-109-450-4300 GROUNDS MAINTENANCE	89.42	.00	3,157.65	3,500.00	342.35	90.2
100-109-450-4320 BUILDING MAINTENANCE	.00	.00	326.72	4,200.00	3,873.28	7.8
100-109-450-4450 COPIER LEASE & MAINT	.00	.00	175.87	200.00	24.13	87.9
100-109-450-4620 REFUNDS	.00	.00	1,345.00	2,000.00	655.00	67.3
100-109-450-5903 INTERNAL CHARGE-TECH SERVICES	106.55	.00	1,278.60	1,279.00	.40	100.0
100-109-450-6100 SUPPLIES - RECORDS	.00	.00	189.00	1,350.00	1,161.00	14.0
100-109-450-6120 TOOLS & EQUIPMENT	.00	.00	35,074.37	8,100.00	(26,974.37)	433.0
100-109-450-6200 UTILITIES	110.97	.00	3,284.32	2,500.00	(784.32)	131.4
100-109-450-6350 NAME BARS	945.00	.00	3,370.00	4,500.00	1,130.00	74.9
TOTAL MATERIALS & SERVICES	1,251.94	.00	48,201.53	27,629.00	(20,572.53)	174.5
TOTAL CEMETERY DEPT	14,396.90	.00	198,202.10	228,249.00	30,046.90	86.8
TOTAL FUND EXPENDITURES	14,396.90	.00	198,202.10	228,249.00	30,046.90	86.8
NET REVENUE OVER EXPENDITURES	(14,396.90)	.00	(148,132.07)	(172,249.00)	(24,116.93)	(86.0)

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

FINANCE DEPT

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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FINANCE DEPT						
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PERSONAL SERVICES:						
100-110-415-1000 REGULAR SALARIES AND WAGES	29,594.35	.00	353,674.97	353,625.00	(49.97)	100.0
100-110-415-1300 OVERTIME	604.32	.00	3,608.82	.00	(3,608.82)	.0
100-110-415-2100 INSURANCE BENEFITS	7,644.93	.00	83,578.68	85,355.00	1,776.32	97.9
100-110-415-2200 TAXES/OTHER	2,786.55	.00	32,481.29	29,960.00	(2,521.29)	108.4
100-110-415-2300 PERS CONTRIBUTIONS	6,567.52	.00	74,124.58	79,212.00	5,087.42	93.6
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TOTAL PERSONAL SERVICES	47,197.67	.00	547,468.34	548,152.00	683.66	99.9
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MATERIALS & SERVICES:						
100-110-415-3200 PROF/TECH SERVICE	.00	.00	2,863.00	.00	(2,863.00)	.0
100-110-415-3220 PROF SRVTITLE LIEN SEARCH COST	315.00	.00	3,339.00	6,500.00	3,161.00	51.4
100-110-415-3310 AUDITING	.00	40,100.00	60,700.00	63,000.00	2,300.00	96.4
100-110-415-3440 SOFTWARE MAINTENANCE	.00	.00	36,785.00	32,000.00	(4,785.00)	115.0
100-110-415-4450 COPIER LEASE & MAINT	887.41	.00	4,603.96	4,500.00	(103.96)	102.3
100-110-415-5500 PRINTING & BINDING	195.00	.00	793.50	2,500.00	1,706.50	31.7
100-110-415-5800 TRAINING/CONF/TRAVEL	935.58	.00	4,754.66	9,000.00	4,245.34	52.8
100-110-415-5820 MEMBERSHIP DUES & FEES	.00	.00	270.00	2,300.00	2,030.00	11.7
100-110-415-5902 INTERNAL CHARGE-FACILITIES	622.73	.00	7,472.76	7,473.00	.24	100.0
100-110-415-5903 INTERNAL CHARGE-TECH SERVICES	4,718.48	.00	56,621.76	56,622.00	.24	100.0
100-110-415-6100 SUPPLIES & SERVICE	446.39	.00	7,888.01	4,500.00	(3,388.01)	175.3
100-110-415-6101 BANK CHARGES	688.14	.00	12,016.17	11,500.00	(516.17)	104.5
100-110-415-6102 CASH OVER & SHORT	79.75	.00	(1,575.71)	.00	1,575.71	.0
100-110-415-6103 CITYWIDE PENDING VISA CHARGES	.00	.00	64.99	.00	(64.99)	.0
100-110-415-6120 MISC OFFICE EQUIPMENT	.00	.00	1,519.71	5,000.00	3,480.29	30.4
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MATERIALS & SERVICES	8,888.48	40,100.00	198,116.81	204,895.00	6,778.19	96.7
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TOTAL FINANCE DEPT	56,086.15	40,100.00	745,585.15	753,047.00	7,461.85	99.0
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CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

ECONOMIC DEVELOPMENT DEPT

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECONOMIC DEVELOPMENT DEPT</u>						
PERSONNEL SERVICES:						
100-111-465-1000 REGULAR SALARIES AND WAGES	16,185.38	.00	258,568.82	257,073.00	(1,495.82)	100.6
100-111-465-1300 OVERTIME	25.64	.00	1,318.89	.00	(1,318.89)	.0
100-111-465-2000 EMPLOYEE BENEFITS	.00	.00	954.97	.00	(954.97)	.0
100-111-465-2100 INSURANCE BENEFITS	2,601.25	.00	33,739.83	30,438.00	(3,301.83)	110.9
100-111-465-2200 TAXES/OTHER	1,484.52	.00	22,211.88	20,779.00	(1,432.88)	106.9
100-111-465-2300 PERS CONTRIBUTIONS	3,538.23	.00	60,458.81	60,259.00	(199.81)	100.3
TOTAL PERSONNEL SERVICES	23,835.02	.00	377,253.20	368,549.00	(8,704.20)	102.4
MATERIALS & SERVICES:						
100-111-465-4450 COPIER LEASE & MAINT	.00	17.73	2,071.17	1,500.00	(588.90)	139.3
100-111-465-5902 INTERNAL CHARGE-FACILITIES	501.99	.00	6,023.88	6,024.00	.12	100.0
100-111-465-5903 INTERNAL CHARGE-TECH SERVICES	1,332.21	.00	15,986.52	15,987.00	.48	100.0
100-111-465-6100 SUPPLIES & SERVICES	3,149.99	.00	22,261.97	38,700.00	16,438.03	57.5
100-111-465-6115 MAIN STREET (GENERAL FUND)	938.36	.00	25,340.87	24,350.00	(990.87)	104.1
100-111-465-6116 INDEPENDENCE DAY EXPENSES	8,094.50	.00	18,388.68	16,850.00	(1,538.68)	109.1
100-111-465-6117 FLOWER PROGRAM	5,775.00	.00	5,775.00	6,500.00	725.00	88.9
100-111-465-6120 COMMUNITY SMALL GRANTS	39,860.00	.00	41,360.00	50,000.00	8,640.00	82.7
100-111-465-6165 MAIN STREET (UR ALLOWABLE)	461.47	.00	9,780.69	33,071.00	23,290.31	29.6
100-111-465-6600 ECONDEV CITY GRANT EXPENDED	.00	.00	3,786.90	5,700.00	1,913.10	66.4
TOTAL MATERIALS & SERVICES	60,113.52	17.73	150,775.68	198,682.00	47,888.59	75.9
TRANSFERS:						
100-111-491-0110 O/H TRANSFER TO GENERAL FUND	5,647.96	.00	67,775.52	67,776.00	.48	100.0
TOTAL TRANSFERS	5,647.96	.00	67,775.52	67,776.00	.48	100.0
TOTAL ECONOMIC DEVELOPMENT DEPT	89,596.50	17.73	595,804.40	635,007.00	39,184.87	93.8
TOTAL FUND EXPENDITURES	89,596.50	17.73	595,804.40	635,007.00	39,184.87	93.8
NET REVENUE OVER EXPENDITURES	(85,491.50)	(17.73)	(227,535.90)	(267,157.00)	(39,603.37)	(85.2)

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

HUMAN RESOURCES/RISK MGMT DEPT

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	HUMAN RESOURCES/RISK MGMT DEPT						
	PERSONNEL SERVICES:						
100-112-414-1000	REGULAR SALARIES AND WAGES	28,023.43	.00	147,897.55	165,707.00	17,809.45	89.3
100-112-414-2100	INSURANCE BENEFITS	2,024.60	.00	25,676.59	40,303.00	14,626.41	63.7
100-112-414-2200	TAXES/OTHER	2,467.60	.00	13,184.36	13,967.00	782.64	94.4
100-112-414-2300	PERS CONTRIBUTIONS	1,519.21	.00	28,120.94	37,118.00	8,997.06	75.8
	TOTAL PERSONNEL SERVICES	34,034.84	.00	214,879.44	257,095.00	42,215.56	83.6
	MATERIALS & SERVICES:						
100-112-414-3200	PROFESSIONAL SERVICES	14,568.89	.00	63,981.62	138,500.00	74,518.38	46.2
100-112-414-3320	LEGAL/LABOR NEGOTIATIONS	.00	.00	.00	20,000.00	20,000.00	.0
100-112-414-3325	RECRUITMENT/EMPLOYEE TESTING	386.81	.00	8,688.66	12,000.00	3,311.34	72.4
100-112-414-3440	SOFTWARE MAINTENANCE	.00	.00	14,530.75	15,606.00	1,075.25	93.1
100-112-414-5200	LIABILITY INSURANCE	.00	.00	451,988.51	426,704.00	(25,284.51)	105.9
100-112-414-5201	NON-INSURANCE CLAIMS	.00	.00	.00	15,000.00	15,000.00	.0
100-112-414-5202	LIAB INS DEDUCTIBLE ACCRUED	.00	.00	112.50	25,000.00	24,887.50	.5
100-112-414-5800	TRAINING & TRAVEL	.00	.00	4,763.35	8,000.00	3,236.65	59.5
100-112-414-5820	MEMBERSHIP FEES & DUES	.00	.00	790.56	425.00	(365.56)	186.0
100-112-414-5902	INTERNAL CHARGE-FACILITIES	409.06	.00	4,908.72	4,909.00	.28	100.0
100-112-414-5903	INTERNAL CHARGE-TECH SERVICES	3,209.70	.00	38,516.40	38,516.00	(.40)	100.0
100-112-414-6100	SUPPLIES & SERVICES	304.66	.00	3,740.81	7,600.00	3,859.19	49.2
100-112-414-6530	RISK MGMT/SAFETY COMMITTEE	580.00	.00	1,939.37	2,050.00	110.63	94.6
	TOTAL MATERIALS & SERVICES	19,459.12	.00	593,961.25	714,310.00	120,348.75	83.2
	TOTAL HUMAN RESOURCES/RISK MGMT	53,493.96	.00	808,840.69	971,405.00	162,564.31	83.3
	TOTAL FUND EXPENDITURES	53,493.96	.00	808,840.69	971,405.00	162,564.31	83.3
	NET REVENUE OVER EXPENDITURES	(53,493.96)	.00	(808,840.69)	(971,405.00)	(162,564.31)	(83.3)

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

UNALLOCATED

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>UNALLOCATED</u>						
	PERSONAL SERVICES:						
100-115-413-1900	RETIREMENT & SEPARATION PAYOUT	82,400.00	.00	82,400.00	82,400.00	.00	100.0
	TOTAL PERSONAL SERVICES	82,400.00	.00	82,400.00	82,400.00	.00	100.0
	MATERIALS & SERVICES:						
100-115-413-4410	GROUND LEASE (ADULT CENTER)	500.00	.00	6,000.00	6,000.00	.00	100.0
100-115-413-5902	INTERNAL CHARGE-FACILITES	5,454.12	.00	65,449.44	65,449.00	(.44)	100.0
100-115-413-6120	EQUIPMENT	.00	38,509.83	73,190.03	200,000.00	126,809.97	36.6
	MATERIALS & SERVICES	5,954.12	38,509.83	144,639.47	271,449.00	126,809.53	53.3
	TRANSFERS:						
100-115-491-0201	TRANSFER TO LIBRARY	75,000.00	.00	370,000.00	370,000.00	.00	100.0
100-115-498-0001	SPECIAL PAYMENTS-PEG ACCESS	.00	172.71	12,486.18	25,000.00	12,513.82	49.9
	TOTAL TRANSFERS	75,000.00	172.71	382,486.18	395,000.00	12,513.82	96.8
	TOTAL UNALLOCATED	163,354.12	38,682.54	609,525.65	748,849.00	139,323.35	81.4
	TOTAL FUND EXPENDITURES	1,260,682.66	210,624.71	13,114,114.69	16,787,687.00	3,673,572.31	78.1
	NET REVENUE OVER EXPENDITURES	(584,455.38)	(210,624.71)	1,608,282.13	(1,370,088.00)	(2,978,370.13)	117.4

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

LIBRARY FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PROGRAM REVENUE</u>							
201-000-311-0030	CC LIBRARY DISTRICT	79,567.00	.00	1,082,480.00	1,091,340.00	8,860.00	99.2
201-000-334-0001	GRANTS-LIBRARY	.00	.00	4,166.00	3,905.00	(261.00)	106.7
201-000-340-0003	LIBRARY FINES & FEES	1,192.29	.00	16,055.34	20,000.00	3,944.66	80.3
201-000-345-0001	FOL PASS THRU REVENUE	1,347.80	.00	14,748.46	12,000.00	(2,748.46)	122.9
201-000-360-0001	LIBRARY MISCELLANEOUS-INCOME	121.32	.00	121.32	.00	(121.32)	.0
201-000-361-0001	INTEREST REVENUES	.00	.00	4,740.20	100.00	(4,640.20)	4740.2
201-000-364-0001	DONATIONS-LIBRARY	114.70	.00	455.46	100.00	(355.46)	455.5
201-000-364-0120	DONATIONS-FOL (PROGRAMMING)	.00	.00	6,367.28	17,970.00	11,602.72	35.4
201-000-391-0100	TRANSFER FROM GENERAL FUND	75,000.00	.00	370,000.00	370,000.00	.00	100.0
201-000-394-0223	INTERFUND LOAN FROM CPC	.00	.00	500,000.00	500,000.00	.00	100.0
TOTAL PROGRAM REVENUE		157,343.11	.00	1,999,134.06	2,015,415.00	16,280.94	99.2
TOTAL FUND REVENUE		157,343.11	.00	1,999,134.06	2,015,415.00	16,280.94	99.2

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

LIBRARY EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENDITURES</u>						
PERSONNEL SERVICES:						
201-201-455-1000 REGULAR SALARIES AND WAGES	30,041.70	.00	561,906.78	606,895.00	44,988.22	92.6
201-201-455-1200 ON CALL	3,250.23	.00	43,917.84	46,984.00	3,066.16	93.5
201-201-455-1210 LIBRARY PAGE/SEASONAL	.00	.00	53,128.67	.00	(53,128.67)	.0
201-201-455-2100 INSURANCE BENEFITS	8,133.84	.00	116,725.37	120,122.00	3,396.63	97.2
201-201-455-2200 TAXES/OTHER	3,187.33	.00	58,640.54	49,816.00	(8,824.54)	117.7
201-201-455-2300 PERS CONTRIBUTIONS	7,398.98	.00	128,396.80	133,582.00	5,185.20	96.1
TOTAL PERSONNEL SERVICES	52,012.08	.00	962,716.00	957,399.00	(5,317.00)	100.6
MATERIALS & SERVICES:						
201-201-455-3150 COMPUTER HARDWARE/SOFTWARE	.00	.00	2,388.92	1,550.00	(838.92)	154.1
201-201-455-3170 LINCC CONSORTIUM	1,184.69	.00	21,566.59	35,100.00	13,533.41	61.4
201-201-455-4450 COPIER LEASE & MAINT	.00	.00	7,927.52	7,700.00	(227.52)	103.0
201-201-455-5800 TRAVEL & TRAINING	.00	.00	3,096.69	5,075.00	1,978.31	61.0
201-201-455-5902 INTERNAL CHARGE-FACILITIES	7,617.49	.00	91,409.88	91,410.00	.12	100.0
201-201-455-5903 INTERNAL CHARGE-TECH SERVICES	5,451.66	.00	65,419.92	65,420.00	.08	100.0
201-201-455-6100 SUPPLIES & SERVICES	436.53	.00	21,693.14	29,400.00	7,706.86	73.8
201-201-455-6102 CASH OVER & SHORT	17.74	.00	246.13	.00	(246.13)	.0
201-201-455-6150 LIBRARY COLLECTION	7,184.81	.00	76,256.31	89,250.00	12,993.69	85.4
201-201-455-6421 LOST BOOKS REFUNDS	.00	.00	57.95	.00	(57.95)	.0
201-201-455-6510 VOLUNTEER RECOGNITION	308.70	.00	1,332.23	1,500.00	167.77	88.8
201-201-455-6610 GRANTS-LIBRARY EXPENDED	550.33	.00	5,957.73	3,905.00	(2,052.73)	152.6
201-201-455-6990 DONATIONS-LIBRARY EXPENDED	500.00	.00	739.75	.00	(739.75)	.0
201-201-455-6992 DONATIONS EXPENDED FOL	1,868.95	.00	17,120.30	17,970.00	849.70	95.3
TOTAL MATERIALS & SERVICES	25,120.90	.00	315,213.06	348,280.00	33,066.94	90.5
OTHER						
201-201-801-8801 CONTINGENCY	.00	.00	.00	100.00	100.00	.0
TOTAL OTHER	.00	.00	.00	100.00	100.00	.0
TRANSFERS:						
201-201-491-0110 O/H TO GENERAL FUND	17,081.69	.00	204,980.28	204,980.00	(.28)	100.0
201-201-491-0223 IF LOAN PAYMENT TO CPC	.00	.00	500,000.00	500,000.00	.00	100.0
201-201-498-0001 SPECIAL PAYMENTS-FOL PASS-THRU	754.10	.00	13,400.66	13,500.00	99.34	99.3
TOTAL TRANSFERS	17,835.79	.00	718,380.94	718,480.00	99.06	100.0
TOTAL LIBRARY EXPENDITURES	94,968.77	.00	1,996,310.00	2,024,259.00	27,949.00	98.6
TOTAL FUND EXPENDITURES	94,968.77	.00	1,996,310.00	2,024,259.00	27,949.00	98.6
NET REVENUE OVER EXPENDITURES	62,374.34	.00	2,824.06	(8,844.00)	(11,668.06)	31.9

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

STREETS FUND

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PROGRAM REVENUES</u>						
202-000-330-0001 STATE HIGHWAY FUND	122,139.52	.00	1,249,619.60	1,360,000.00	110,380.40	91.9
202-000-330-0010 LOCAL GAS TAX	34,641.05	.00	332,921.36	415,500.00	82,578.64	80.1
202-000-330-0020 COUNTY VEHICLE REGISTRATIONFEE	59,064.93	.00	309,372.85	382,900.00	73,527.15	80.8
202-000-334-0001 GRANT - ARPA ODOT	.00	.00	.00	2,960,000.00	2,960,000.00	.0
202-000-340-0003 MISCELLANEOUS FEES	50.00	.00	667.00	500.00	(167.00)	133.4
202-000-340-0015 STREET MAINTENANCE FEE	49,821.45	.00	598,559.57	614,000.00	15,440.43	97.5
202-000-340-0120 EROSION CONTROL FEES	2,640.00	.00	44,855.00	32,000.00	(12,855.00)	140.2
202-000-340-0125 DRIVEWAY/CURB/SIDEWALK INSPECT	1,200.00	.00	16,000.00	12,000.00	(4,000.00)	133.3
202-000-340-0130 STREET EXCAVATION/OPENING FEE	275.00	.00	3,000.00	2,000.00	(1,000.00)	150.0
202-000-340-0140 URBAN FORESTRY PROGRAM REVENUE	100.00	.00	15,600.00	22,000.00	6,400.00	70.9
202-000-340-0160 STREET SIGN PROGRAM REVENUE	.00	.00	9,420.00	6,000.00	(3,420.00)	157.0
202-000-360-0001 MISCELLANEOUS-INCOME	.00	.00	5,557.76	1,000.00	(4,557.76)	555.8
202-000-360-0002 DAMAGED PROPERTY CLAIM REVENUE	.00	.00	391.62	2,000.00	1,608.38	19.6
202-000-361-0001 INTEREST REVENUES	25,785.88	.00	201,447.20	16,500.00	(184,947.20)	1220.9
202-000-392-0210 TRANSFER FROM SDC FUND	251,496.23	.00	1,176,319.17	1,457,000.00	280,680.83	80.7
TOTAL PROGRAM REVENUES	547,214.06	.00	3,963,731.13	7,283,400.00	3,319,668.87	54.4
TOTAL FUND REVENUE	547,214.06	.00	3,963,731.13	7,283,400.00	3,319,668.87	54.4

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

STREETS EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREETS EXPENDITURES</u>						
PERSONNEL SERVICES:						
202-202-431-1000 REGULAR SALARIES AND WAGES	31,622.94	.00	536,067.45	461,528.00	(74,539.45)	116.2
202-202-431-1250 SEASONAL/TEMP WAGES	36.00	.00	9,808.32	9,025.00	(783.32)	108.7
202-202-431-1300 OVERTIME	1,799.73	.00	11,280.49	6,000.00	(5,280.49)	188.0
202-202-431-2100 INSURANCE BENEFITS	7,602.91	.00	121,231.62	120,363.00	(868.62)	100.7
202-202-431-2200 TAXES/OTHER	3,449.66	.00	55,755.38	66,476.00	10,720.62	83.9
202-202-431-2300 PERS CONTRIBUTIONS	8,049.12	.00	131,345.74	103,799.00	(27,546.74)	126.5
202-202-431-2911 CLOTHING ALLOWANCE	.00	.00	2,000.00	1,200.00	(800.00)	166.7
TOTAL PERSONNEL SERVICES	52,560.36	.00	867,489.00	768,391.00	(99,098.00)	112.9
MATERIALS & SERVICES:						
202-202-431-3112 CONSULTANT ENGINEER	262.50	.00	9,445.83	15,000.00	5,554.17	63.0
202-202-431-3200 PROFESSIONAL SERVICES	174.26	.00	5,270.80	5,000.00	(270.80)	105.4
202-202-431-4320 CURB/SIDEWALK REPAIR	159.00	.00	6,728.57	20,000.00	13,271.43	33.6
202-202-431-4340 STREET LIGHTING & MAINT	9,209.60	8,973.00	75,903.25	85,000.00	123.75	99.9
202-202-431-4345 STREET MAINTENANCE	.00	.00	28,970.66	62,000.00	33,029.34	46.7
202-202-431-4450 COPIER LEASE & MAINT	.00	.00	947.29	800.00	(147.29)	118.4
202-202-431-4500 STREET MAINT BILLING	1,427.47	.00	28,977.23	27,500.00	(1,477.23)	105.4
202-202-431-4660 STREET SIGNING	3,773.50	.00	23,070.56	17,500.00	(5,570.56)	131.8
202-202-431-4680 STREET MARKING & STRIPING	.00	.00	1,918.76	15,000.00	13,081.24	12.8
202-202-431-4690 DAMAGED PROPERTY CLAIM EXPENSE	.00	.00	4,325.74	2,000.00	(2,325.74)	216.3
202-202-431-5300 COMMUNICATIONS	260.74	.00	2,697.57	2,100.00	(597.57)	128.5
202-202-431-5800 TRAVEL & TRAINING	.00	.00	5,610.75	4,000.00	(1,610.75)	140.3
202-202-431-5820 MEMBERSHIP DUES & FEES	170.23	.00	380.23	800.00	419.77	47.5
202-202-431-5901 INTERNAL CHARGE-FLEET	8,032.83	.00	96,393.96	96,394.00	.04	100.0
202-202-431-5902 INTERNAL CHARGE-FACILITIES	3,290.37	.00	39,484.44	39,484.00	(.44)	100.0
202-202-431-5903 INTERNAL CHARGE-TECH SERVICES	3,382.27	.00	40,587.24	40,587.00	(.24)	100.0
202-202-431-6100 SUPPLIES & SERVICES	1,373.25	.00	11,235.20	10,000.00	(1,235.20)	112.4
202-202-431-6120 SMALL TOOLS	.00	.00	3,584.07	6,200.00	2,615.93	57.8
202-202-431-6180 SAFETY SUPPLIES	.00	.00	435.99	1,100.00	664.01	39.6
202-202-431-6192 URBAN FORESTRY PROGRAM	13.43	.00	14,055.43	15,000.00	944.57	93.7
202-202-431-6200 UTILITIES	816.25	.00	5,341.68	5,600.00	258.32	95.4
TOTAL MATERIALS & SERVICES	32,345.70	8,973.00	405,365.25	471,065.00	56,726.75	88.0
OTHER						
202-202-431-8800 STREETS CONTINGENCY	.00	.00	.00	100,000.00	100,000.00	.0
202-202-431-8820 RESTRICTED FOR FUTURE ST MAINT	.00	.00	.00	751,584.00	751,584.00	.0
TOTAL OTHER	.00	.00	.00	851,584.00	851,584.00	.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

STREETS EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
CAPITAL:						
202-202-431-7410 EQUIPMENT	18,583.21	282,723.81	225,404.77	779,000.00	270,871.42	65.2
202-202-431-7614 STREET MAINT FEE PROJECTS	15,007.24	9,916.11	968,125.61	900,000.00	(78,041.72)	108.7
202-202-431-7626 N LOCUST NE 4TH-NE 10TH IMPROV	101,988.03	.00	1,210,488.44	1,300,000.00	89,511.56	93.1
202-202-431-7627 S IVY SIDEWALK/OVERLAY PROJECT	48,350.49	.00	138,522.09	1,900,000.00	1,761,477.91	7.3
202-202-431-7629 INDUSTRIAL PARK TO 99E	10,376.25	.00	300,846.00	1,500,000.00	1,199,154.00	20.1
202-202-431-7630 NE 10TH AVE FROM MAPLE TO PINE	495.00	.00	495.00	.00	(495.00)	.0
202-202-431-7633 NE TERRITORIAL/REDWOOD IMPROVE	.00	.00	423,797.37	280,000.00	(143,797.37)	151.4
202-202-431-7635 CHARGING STATION	.00	.00	.00	150,000.00	150,000.00	.0
TOTAL CAPITAL	194,800.22	292,639.92	3,267,679.28	6,809,000.00	3,248,680.80	52.3
TRANSFERS:						
202-202-491-0110 O/H TRANSFER TO GENERAL FUND	15,592.09	.00	187,105.08	187,105.00	(.08)	100.0
TOTAL TRANSFERS	15,592.09	.00	187,105.08	187,105.00	(.08)	100.0
TOTAL STREETS EXPENDITURES	295,298.37	301,612.92	4,727,638.61	9,087,145.00	4,057,893.47	55.3
TOTAL FUND EXPENDITURES	295,298.37	301,612.92	4,727,638.61	9,087,145.00	4,057,893.47	55.3
NET REVENUE OVER EXPENDITURES	251,915.69	(301,612.92)	(763,907.48)	(1,803,745.00)	(738,224.60)	(59.1)

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

FLEET EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FLEET EXPENDITURES</u>						
PERSONNEL SERVICES:						
204-204-425-1000 REGULAR SALARIES AND WAGES	13,633.42	.00	175,272.35	172,826.00	(2,446.35)	101.4
204-204-425-1300 OVERTIME	.00	.00	175.15	2,500.00	2,324.85	7.0
204-204-425-2100 INSURANCE BENEFITS	4,551.21	.00	54,397.61	54,442.00	44.39	99.9
204-204-425-2200 TAXES/OTHER	1,332.36	.00	16,864.53	19,947.00	3,082.47	84.6
204-204-425-2300 PERS CONTRIBUTIONS	2,980.26	.00	38,826.31	38,518.00	(308.31)	100.8
204-204-425-2911 CLOTHING ALLOWANCE	.00	.00	800.00	800.00	.00	100.0
TOTAL PERSONNEL SERVICES	22,497.25	.00	286,335.95	289,033.00	2,697.05	99.1
MATERIALS & SERVICES:						
204-204-425-3110 CONTRACT SERVICES-SHOP	548.37	.00	7,647.19	9,000.00	1,352.81	85.0
204-204-425-3115 CONTRACT SERVICES-VEHICLES	3,464.16	.00	16,787.39	20,000.00	3,212.61	83.9
204-204-425-3150 CAT CONTRACT SERVICES	332.95	.00	6,487.95	18,000.00	11,512.05	36.0
204-204-425-4450 COPIER LEASE & MAINT	.00	.00	310.06	400.00	89.94	77.5
204-204-425-5150 CANBY AREA TRANSIT EXPENSES	6,667.95	.00	38,950.67	42,000.00	3,049.33	92.7
204-204-425-5300 COMMUNICATIONS	87.46	.00	1,048.33	1,200.00	151.67	87.4
204-204-425-5800 TRAVEL & TRAINING	.00	.00	.00	1,500.00	1,500.00	.0
204-204-425-5820 MEMBERSHIP DUES & FEES	.00	.00	30.50	.00	(30.50)	.0
204-204-425-5830 DEQ/DMV	10.00	.00	581.00	1,000.00	419.00	58.1
204-204-425-5902 INTERNAL CHARGE-FACILITIES	4,569.73	.00	54,836.76	54,837.00	.24	100.0
204-204-425-5903 INTERNAL CHARGE-TECH SERVICES	1,247.00	.00	14,964.00	14,964.00	.00	100.0
204-204-425-6100 SUPPLIES & SERVICES	4,319.36	.00	39,534.13	45,000.00	5,465.87	87.9
204-204-425-6111 TIRES	.00	.00	12,185.75	8,000.00	(4,185.75)	152.3
204-204-425-6112 TIRES-TRANSIT	2,891.52	.00	6,561.67	8,000.00	1,438.33	82.0
204-204-425-6119 MISC SHOP SUPPLIES	145.62	.00	3,394.69	5,000.00	1,605.31	67.9
204-204-425-6120 TOOLS AND EQUIPMENT	.41	.00	7,980.48	8,000.00	19.52	99.8
204-204-425-6300 GASOLINE/FUEL	26,858.03	.00	286,886.22	336,000.00	49,113.78	85.4
204-204-425-6301 OIL-GENERAL	.00	.00	2,610.87	2,500.00	(110.87)	104.4
204-204-425-6302 OIL-TRANSIT	.00	.00	3,309.78	2,500.00	(809.78)	132.4
204-204-425-6500 SAFETY EQUIPMENT	127.98	.00	127.98	500.00	372.02	25.6
TOTAL MATERIALS & SERVICES	51,270.54	.00	504,235.42	578,401.00	74,165.58	87.2
OTHER						
204-204-425-8800 FLEET CONTINGENCY	.00	.00	.00	43,291.00	43,291.00	.0
TOTAL OTHER	.00	.00	.00	43,291.00	43,291.00	.0
TOTAL FLEET EXPENDITURES	73,767.79	.00	790,571.37	910,725.00	120,153.63	86.8

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

FLEET RESERVES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FLEET RESERVES</u>						
CAPITAL:						
204-214-425-7410 EQUIPMENT	.00	.00	.00	20,000.00	20,000.00	.0
TOTAL CAPITAL	.00	.00	.00	20,000.00	20,000.00	.0
TOTAL FLEET RESERVES	.00	.00	.00	20,000.00	20,000.00	.0
TOTAL FUND EXPENDITURES	73,767.79	.00	790,571.37	930,725.00	140,153.63	84.9
NET REVENUE OVER EXPENDITURES	(4,536.62)	.00	46,064.67	(101,567.00)	(147,631.67)	45.4

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SYSTEMS DEVELOP EXPENDITURES

		PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SYSTEMS DEVELOP EXPENDITURES</u>						
	TRANSFERS:						
210-210-492-0106	TRANSFER TO PARKS	3,806.14	.00	53,921.14	1,110,000.00	1,056,078.86	4.9
210-210-492-0202	TRANSFER TO STREETS	251,496.23	.00	1,176,319.17	1,457,000.00	280,680.83	80.7
210-210-492-0306	TRANSFER TO SEWER	111,367.19	.00	176,605.96	1,233,000.00	1,056,394.04	14.3
210-210-492-0312	TRANSFER TO STORM	33,592.50	.00	36,000.00	245,000.00	209,000.00	14.7
	TOTAL TRANSFERS	<u>400,262.06</u>	<u>.00</u>	<u>1,442,846.27</u>	<u>4,045,000.00</u>	<u>2,602,153.73</u>	<u>35.7</u>
	TOTAL SYSTEMS DEVELOP EXPENDI	<u>400,262.06</u>	<u>.00</u>	<u>1,442,846.27</u>	<u>4,045,000.00</u>	<u>2,602,153.73</u>	<u>35.7</u>
	TOTAL FUND EXPENDITURES	<u>400,262.06</u>	<u>.00</u>	<u>1,442,846.27</u>	<u>4,045,000.00</u>	<u>2,602,153.73</u>	<u>35.7</u>
	NET REVENUE OVER EXPENDITURES	<u>(234,492.54)</u>	<u>.00</u>	<u>1,212,438.22</u>	<u>(2,130,000.00)</u>	<u>(3,342,438.22)</u>	<u>56.9</u>

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TOURISM PROMO/FAC (RESTRICTED)

		<u>PERIOD ACTUAL</u>	<u>YTD ENCUM</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>TOURISM PROMO/FAC (RESTRICTED)</u>						
	MATERIALS & SERVICES:						
217-221-465-6100	SERVICES & SUPPLIES	2,000.00	.00	4,453.20	10,000.00	5,546.80	44.5
	MATERIALS & SERVICES	2,000.00	.00	4,453.20	10,000.00	5,546.80	44.5
	TOTAL TOURISM PROMO/FAC (RESTR	2,000.00	.00	4,453.20	10,000.00	5,546.80	44.5

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TOURISM ENHANCEMENT(UNRESTRIC)

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TOURISM ENHANCEMENT(UNRESTRI</u>						
MATERIALS & SERVICES:						
217-222-465-6100 SERVICES & SUPPLIES	910.00	.00	11,171.50	11,000.00	(171.50)	101.6
MATERIALS & SERVICES	910.00	.00	11,171.50	11,000.00	(171.50)	101.6
TOTAL TOURISM ENHANCEMENT(UN	910.00	.00	11,171.50	11,000.00	(171.50)	101.6
TOTAL FUND EXPENDITURES	2,910.00	.00	15,624.70	21,000.00	5,375.30	74.4
NET REVENUE OVER EXPENDITURES	(2,657.22)	.00	10,887.41	(1,100.00)	(11,987.41)	989.8

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

FACILITIES EXPENDITURES

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>FACILITIES EXPENDITURES</u>						
	PERSONNEL SERVICES:						
227-227-480-1000	REGULAR SALARIES AND WAGES	6,986.22	.00	118,592.20	184,730.00	66,137.80	64.2
227-227-480-1300	OVERTIME	423.18	.00	4,564.10	2,000.00	(2,564.10)	228.2
227-227-480-2100	INSURANCE BENEFITS	911.11	.00	23,446.11	40,902.00	17,455.89	57.3
227-227-480-2200	TAXES/OTHER	749.86	.00	12,154.20	27,859.00	15,704.80	43.6
227-227-480-2300	PERS CONTRIBUTIONS	1,653.75	.00	27,624.25	40,334.00	12,709.75	68.5
227-227-480-2911	CLOTHING ALLOWANCE	.00	.00	800.00	1,200.00	400.00	66.7
	<u>TOTAL PERSONNEL SERVICES</u>	<u>10,724.12</u>	<u>.00</u>	<u>187,180.86</u>	<u>297,025.00</u>	<u>109,844.14</u>	<u>63.0</u>
	MATERIALS & SERVICES:						
227-227-480-3200	CONTRACT SERVICES	1,093.39	6,394.28	31,301.74	28,000.00	(9,696.02)	134.6
227-227-480-4200	JANITORIAL SERVICES & SUPPLIES	20,717.71	.00	63,622.33	18,000.00	(45,622.33)	353.5
227-227-480-4300	BUILDING REPAIRS & MAINTENANCE	1,085.33	.00	51,842.07	40,000.00	(11,842.07)	129.6
227-227-480-4450	COPIER LEASE & MAINT	.00	.00	181.05	180.00	(1.05)	100.6
227-227-480-5800	TRAVEL & TRAINING	206.90	.00	1,438.36	2,000.00	561.64	71.9
227-227-480-5901	INTERNAL CHARGE-FLEET	612.17	.00	7,346.04	7,346.00	(.04)	100.0
227-227-480-6100	SUPPLIES AND SMALL TOOLS	403.98	.00	4,186.50	6,000.00	1,813.50	69.8
227-227-480-6200	UTILITIES	11,520.26	.00	81,879.68	75,000.00	(6,879.68)	109.2
	<u>TOTAL MATERIALS & SERVICES</u>	<u>35,639.74</u>	<u>6,394.28</u>	<u>241,797.77</u>	<u>176,526.00</u>	<u>(71,666.05)</u>	<u>140.6</u>
	OTHER						
227-227-801-8801	CONTINGENCY	.00	.00	.00	23,678.00	23,678.00	.0
	<u>TOTAL OTHER</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>23,678.00</u>	<u>23,678.00</u>	<u>.0</u>
	<u>TOTAL FACILITIES EXPENDITURES</u>	<u>46,363.86</u>	<u>6,394.28</u>	<u>428,978.63</u>	<u>497,229.00</u>	<u>61,856.09</u>	<u>87.6</u>
	<u>TOTAL FUND EXPENDITURES</u>	<u>46,363.86</u>	<u>6,394.28</u>	<u>428,978.63</u>	<u>497,229.00</u>	<u>61,856.09</u>	<u>87.6</u>
	<u>NET REVENUE OVER EXPENDITURES</u>	<u>(4,659.92)</u>	<u>(6,394.28)</u>	<u>69,942.82</u>	<u>501.00</u>	<u>(63,047.54)</u>	<u>12684.</u>

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

FORFEITURE EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FORFEITURE EXPENDITURES</u>						
MATERIALS & SERVICES:						
229-229-421-6100 SUPPLIES & SERVICES-FEDERAL	.00	.00	.00	5,000.00	5,000.00	.0
229-229-421-6110 SUPPLIES & SERVICE-CIVIL	.00	.00	.00	5,185.00	5,185.00	.0
MATERIALS & SERVICES	.00	.00	.00	10,185.00	10,185.00	.0
TOTAL FORFEITURE EXPENDITURES	.00	.00	.00	10,185.00	10,185.00	.0
TOTAL FUND EXPENDITURES	.00	.00	.00	10,185.00	10,185.00	.0
NET REVENUE OVER EXPENDITURES	69.96	.00	1,679.15	(10.00)	(1,689.15)	16791.

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TECH SERVICE EXPENDITURES

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TECH SERVICE EXPENDITURES</u>						
	PERSONNEL SERVICES:						
231-231-457-1000	REGULAR SALARIES AND WAGES	11,331.96	.00	170,001.88	227,767.00	57,765.12	74.6
231-231-457-2100	INSURANCE BENEFITS	2,146.78	.00	37,178.52	66,447.00	29,268.48	56.0
231-231-457-2200	TAXES/OTHER	1,002.19	.00	15,442.51	19,236.00	3,793.49	80.3
231-231-457-2300	PERS CONTRIBUTIONS	1,256.59	.00	28,155.98	52,155.00	23,999.02	54.0
	TOTAL PERSONNEL SERVICES	15,737.52	.00	250,778.89	365,605.00	114,826.11	68.6
	MATERIALS & SERVICES:						
231-231-457-3410	TECHNICAL CONSULTANT	6,198.75	.00	27,795.00	82,200.00	54,405.00	33.8
231-231-457-4450	COPIER LEASE & MAINT	.00	7.89	920.53	1,000.00	71.58	92.8
231-231-457-5300	COMMUNICATIONS	5,955.61	.00	73,051.17	63,197.00	(9,854.17)	115.6
231-231-457-5320	WEB PAGE	6,210.00	.00	6,210.00	12,000.00	5,790.00	51.8
231-231-457-5800	TRAVEL & TRAINING	.00	.00	6,209.42	6,000.00	(209.42)	103.5
231-231-457-5820	FEES & DUES	14,108.69	305.33	78,615.76	61,697.00	(17,224.09)	127.9
231-231-457-5902	INTERNAL CHARGE-FACILITIES	342.79	.00	4,113.48	4,113.00	(.48)	100.0
231-231-457-6100	SUPPLIES & SERVICES	15,301.73	49,000.00	29,150.92	10,000.00	(68,150.92)	781.5
231-231-457-6120	COMPUTER EQUIPMENT	.00	.00	29,061.68	27,825.00	(1,236.68)	104.4
	TOTAL MATERIALS & SERVICES	48,117.57	49,313.22	255,127.96	268,032.00	(36,409.18)	113.6
	OTHER						
231-231-457-8800	CONTINGENCY	.00	.00	.00	31,682.00	31,682.00	.0
	TOTAL OTHER	.00	.00	.00	31,682.00	31,682.00	.0
	TOTAL TECH SERVICE EXPENDITURES	63,855.09	49,313.22	505,906.85	665,319.00	110,098.93	83.5

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TECH RESERVE

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TECH RESERVE</u>						
CAPITAL:						
231-232-457-7410 EQUIPMENT	.00	.00	36,729.85	.00	(36,729.85)	.0
231-232-457-7450 COMPUTER EQUIPMENT >\$5000	.00	16,040.00	51,056.27	157,000.00	89,903.73	42.7
TOTAL CAPITAL	.00	16,040.00	87,786.12	157,000.00	53,173.88	66.1
TOTAL TECH RESERVE	.00	16,040.00	87,786.12	157,000.00	53,173.88	66.1
TOTAL FUND EXPENDITURES	63,855.09	65,353.22	593,692.97	822,319.00	163,272.81	80.1
NET REVENUE OVER EXPENDITURES	(835.35)	(65,353.22)	159,899.31	(74,069.00)	(168,615.09)	127.7

CITY OF CANBY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TRANSIT FUND

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>PROGRAM REVENUES</u>						
240-000-334-0100	GRANT - STF/STO	31,875.00	.00	127,500.00	130,000.00	2,500.00	98.1
240-000-334-0111	GRANT - 5311	.00	.00	508,825.00	418,582.00	(90,243.00)	121.6
240-000-334-0122	GRANT - CAPITAL	.00	.00	129,202.00	.00	(129,202.00)	.0
240-000-334-0124	GRANT - OPERATING	.00	.00	88,001.00	88,000.00	(1.00)	100.0
240-000-334-0126	STIF FORMULA FUNDS	.00	.00	398,780.02	335,128.00	(63,652.02)	119.0
240-000-340-0010	TRANSIT ER PAYROLL TAX	7,348.33	.00	1,539,479.91	1,917,000.00	377,520.09	80.3
240-000-340-0020	PAYROLL TAX PENALTIES & INT	483.65	.00	6,637.94	8,000.00	1,362.06	83.0
240-000-340-0070	FARES	5,018.33	.00	51,508.94	30,000.00	(21,508.94)	171.7
240-000-360-0001	MISCELLANEOUS-INCOME	7,000.00	.00	16,166.57	2,000.00	(14,166.57)	808.3
240-000-361-0001	INTEREST REVENUES	9,661.31	.00	76,717.90	7,826.00	(68,891.90)	980.3
240-000-361-0002	STIF INTEREST	1,341.11	.00	8,723.42	1,485.00	(7,238.42)	587.4
240-000-364-0001	DONATIONS-TRANSIT	.00	.00	50.00	.00	(50.00)	.0
	<u>TOTAL PROGRAM REVENUES</u>	<u>62,727.73</u>	<u>.00</u>	<u>2,951,592.70</u>	<u>2,938,021.00</u>	<u>(13,571.70)</u>	<u>100.5</u>
	<u>TOTAL FUND REVENUE</u>	<u>62,727.73</u>	<u>.00</u>	<u>2,951,592.70</u>	<u>2,938,021.00</u>	<u>(13,571.70)</u>	<u>100.5</u>

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

TRANSIT EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSIT EXPENDITURES</u>						
PERSONNEL SERVICES:						
240-240-466-1000 REGULAR SALARIES AND WAGES	16,995.40	.00	216,660.62	229,419.00	12,758.38	94.4
240-240-466-1300 OVERTIME	405.32	.00	5,118.92	1,500.00	(3,618.92)	341.3
240-240-466-2100 INSURANCE BENEFITS	2,986.04	.00	36,545.96	41,216.00	4,670.04	88.7
240-240-466-2200 TAXES/OTHER	1,622.45	.00	20,211.30	19,490.00	(721.30)	103.7
240-240-466-2300 PERS CONTRIBUTIONS	3,779.60	.00	48,493.05	52,587.00	4,093.95	92.2
TOTAL PERSONNEL SERVICES	25,788.81	.00	327,029.85	344,212.00	17,182.15	95.0
MATERIALS & SERVICES:						
240-240-466-3200 PROF/TECH SERVICES	.00	.00	3,000.00	100,000.00	97,000.00	3.0
240-240-466-3300 CONTRACT SERVICES	128,921.56	193,192.05	1,403,206.28	1,639,540.00	43,141.67	97.4
240-240-466-4330 TRANSIT FACILITIES MAINTENANCE	4,135.08	.00	12,441.32	13,800.00	1,358.68	90.2
240-240-466-4332 SPACE LEASE	3,605.50	.00	43,266.00	58,982.00	15,716.00	73.4
240-240-466-4342 VEHICLE MAINTENANCE	.00	.00	265.03	1,500.00	1,234.97	17.7
240-240-466-4450 COPIER LEASE & MAINT	159.58	280.25	5,340.97	6,000.00	378.78	93.7
240-240-466-5202 INSURANCE DEDUCTIBLE	.00	.00	(100.00)	.00	100.00	.0
240-240-466-5300 COMMUNICATIONS	413.87	48.00	5,273.81	20,628.00	15,306.19	25.8
240-240-466-5400 MARKETING	108.00	.00	6,632.75	12,260.00	5,627.25	54.1
240-240-466-5500 PRINTING	2,387.85	.00	3,376.61	6,200.00	2,823.39	54.5
240-240-466-5800 TRAVEL & TRAINING	.00	.00	.00	5,500.00	5,500.00	.0
240-240-466-5820 MEMBERSHIP DUES & FEES	.00	.00	2,532.07	12,262.00	9,729.93	20.7
240-240-466-5901 INTERNAL CHARGE-FLEET	30,762.92	.00	369,155.04	369,155.00	(.04)	100.0
240-240-466-5902 INTERNAL CHARGE-FACILITIES	761.75	.00	9,141.00	9,141.00	.00	100.0
240-240-466-5903 INTERNAL CHARGE-TECH SERVICES	4,182.11	.00	50,185.32	50,185.00	(.32)	100.0
240-240-466-6100 SUPPLIES & SERVICES	940.13	.00	11,993.10	14,500.00	2,506.90	82.7
240-240-466-6105 TAX COLLECTION SERVICES & SUPP	593.77	.00	3,774.22	3,200.00	(574.22)	117.9
TOTAL MATERIALS & SERVICES	176,972.12	193,520.30	1,929,483.52	2,322,853.00	199,849.18	91.4
OTHER						
240-240-801-8801 CONTINGENCY	.00	.00	.00	100,000.00	100,000.00	.0
240-240-801-8805 RESERVE FOR FUTURE EXPENDITURE	.00	.00	.00	1,344,412.00	1,344,412.00	.0
TOTAL OTHER	.00	.00	.00	1,444,412.00	1,444,412.00	.0
CAPITAL:						
240-240-466-7300 TRANSIT PROJECTS	12,213.60	1,229.80	121,648.20	130,000.00	7,122.00	94.5
240-240-466-7420 VEHICLES	.00	.00	377,455.92	90,000.00	(287,455.92)	419.4
240-240-466-7430 BUS SHELTERS	.00	.00	81,950.00	375,000.00	293,050.00	21.9
240-240-466-7431 NEW TRANSIT OFFICE	.00	.00	.00	1,500,000.00	1,500,000.00	.0
TOTAL CAPITAL	12,213.60	1,229.80	581,054.12	2,095,000.00	1,512,716.08	27.8
TRANSFERS:						
240-240-491-0110 O/H TO GENERAL FUND	21,836.35	.00	262,036.20	262,036.00	(.20)	100.0
TOTAL TRANSFERS	21,836.35	.00	262,036.20	262,036.00	(.20)	100.0
TOTAL TRANSIT EXPENDITURES	236,810.88	194,750.10	3,099,603.69	6,468,513.00	3,174,159.21	50.9

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

{SEGTITLE[D DEPARTMENT]}

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUND EXPENDITURES	236,810.88	194,750.10	3,099,603.69	6,468,513.00	3,174,159.21	50.9
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET REVENUE OVER EXPENDITURES	(174,083.15)	(194,750.10)	(148,010.99)	(3,530,492.00)	(3,187,730.91)	(9.7)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SWIM CENTER EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SWIM CENTER EXPENDITURES</u>						
PERSONAL SERVICES:						
275-275-455-1000	REGULAR SALARIES AND WAGES	37,417.76	.00	394,964.20	433,175.00	38,210.80 91.2
275-275-455-1151	SWIM PROGRAM COORDINATOR	445.82	.00	1,836.79	.00 (1,836.79)	.0
275-275-455-1221	GUARDS & INSTRUCTORS	1,112.38	.00	2,968.34	.00 (2,968.34)	.0
275-275-455-1300	OVERTIME	133.96	.00	5,573.53	10,000.00	4,426.47 55.7
275-275-455-2100	INSURANCE BENEFITS	5,578.18	.00	64,533.63	88,538.00	24,004.37 72.9
275-275-455-2200	TAXES/OTHER	4,135.96	.00	41,852.39	51,911.00	10,058.61 80.6
275-275-455-2300	PERS CONTRIBUTIONS	5,883.64	.00	73,956.66	70,506.00 (3,450.66)	104.9
TOTAL PERSONAL SERVICES		54,707.70	.00	585,685.54	654,130.00	68,444.46 89.5
MATERIALS & SERVICES:						
275-275-455-4300	BLDG MAINTENANCE	1,603.99	18,703.85	12,766.70	51,000.00	38,233.30 25.0
275-275-455-4410	GROUND LEASE	1,166.63	.00	14,000.00	14,000.00	.00 100.0
275-275-455-4450	COPIER LEASE & MAINT	.00	.00	98.28	350.00	251.72 28.1
275-275-455-5400	ADVERTISING & MARKETING	1,235.00	.00	2,684.00	5,000.00	2,316.00 53.7
275-275-455-5800	TRAINING & TRAVEL	84.00	.00	3,712.35	6,000.00	2,287.65 61.9
275-275-455-5903	INTERNAL CHARGE-TECH SERVICES	1,455.56	.00	17,466.72	17,467.00	.28 100.0
275-275-455-6100	SUPPLIES & SERVICES	1,266.57	.00	10,279.34	23,000.00	12,720.66 44.7
275-275-455-6101	BANK CHARGES	462.37	.00	5,017.05	6,500.00	1,482.95 77.2
275-275-455-6102	CASH OVER & SHORT	3.75	.00	176.91	.00 (176.91)	.0
275-275-455-6110	POOL CHEMICALS	.00	.00	11,437.37	14,000.00	2,562.63 81.7
275-275-455-6120	JANITORIAL SUPPLIES	506.00	.00	2,714.27	6,000.00	3,285.73 45.2
275-275-455-6130	POOL CONCESSION PURCHASES	.00	.00	1,563.86	3,000.00	1,436.14 52.1
275-275-455-6200	UTILITY - GAS	2,212.58	.00	32,441.50	19,000.00 (13,441.50)	170.7
275-275-455-6210	UTILITY - WATER	552.31	.00	4,045.26	4,000.00 (45.26)	101.1
275-275-455-6220	UTILITY - ELECTRIC	1,980.86	.00	12,160.64	12,000.00 (160.64)	101.3
MATERIALS & SERVICES		12,529.62	18,703.85	130,564.25	181,317.00	50,752.75 72.0
CAPITAL:						
275-275-455-7200	BLDG IMPROVEMENTS >\$5K	.00	4,977.00	35,924.00	1,500,000.00	1,464,076.00 2.4
TOTAL CAPITAL		.00	4,977.00	35,924.00	1,500,000.00	1,464,076.00 2.4
TRANSFERS:						
275-275-491-0110	O/H TO GENERAL FUND	16,908.66	.00	202,903.92	202,904.00	.08 100.0
TOTAL TRANSFERS		16,908.66	.00	202,903.92	202,904.00	.08 100.0
TOTAL SWIM CENTER EXPENDITURE		84,145.98	23,680.85	955,077.71	2,538,351.00	1,583,273.29 37.6
TOTAL FUND EXPENDITURES		84,145.98	23,680.85	955,077.71	2,538,351.00	1,583,273.29 37.6
NET REVENUE OVER EXPENDITURES		(47,010.45)	(23,680.85)	261,862.50	(1,394,851.00)	(1,656,713.50) 18.8

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

URD EXPENDITURES

	PERIOD ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>URD EXPENDITURES</u>						
MATERIALS & SERVICES:						
280-280-463-3250 MAT & SVC CONTRACT	16,802.67	491.58	23,419.70	22,300.00	(1,119.70)	105.0
280-280-463-3270 DUE TO ECONOMIC DEVELOPMENT	.00	.00	350,000.00	425,000.00	75,000.00	82.4
280-280-463-6372 BEAUTIFICATION & MARKETING	.00	.00	637.00	25,000.00	24,363.00	2.6
280-280-463-6373 FACADE IMPROVEMENT PROGRAM	1,665.00	.00	37,657.25	75,000.00	37,342.75	50.2
MATERIALS & SERVICES	18,467.67	491.58	411,713.95	547,300.00	135,586.05	75.2
CAPITAL:						
280-280-463-7506 GRANT ST ARCH	.00	14,289.81	11,890.49	238,000.00	226,109.51	5.0
280-280-463-7612 WAIT AND COMMUNITY PARK	1,560.00	767,804.80	40,265.46	425,000.00	384,734.54	9.5
280-280-463-7613 RAILROAD QUIET ZONE	48,620.00	.00	111,385.02	.00	(111,385.02)	.0
280-280-463-7615 MURAL PROGRAM	.00	.00	.00	50,000.00	50,000.00	.0
280-280-463-7616 HWY 99 LOGGING BRIDGE	.00	322,624.00	33,142.65	425,000.00	391,857.35	7.8
TOTAL CAPITAL	50,180.00	1,104,718.61	196,683.62	1,138,000.00	941,316.38	17.3
TOTAL URD EXPENDITURES	68,647.67	1,105,210.19	608,397.57	1,685,300.00	1,076,902.43	36.1
TOTAL FUND EXPENDITURES	68,647.67	1,105,210.19	608,397.57	1,685,300.00	1,076,902.43	36.1
NET REVENUE OVER EXPENDITURES	167.44	(1,105,210.19)	50,121.29	.00	(50,121.29)	.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER/WWTP EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER/WWTP EXPENDITURES</u>						
PERSONNEL SERVICES:						
306-306-432-1000 REGULAR SALARIES AND WAGES	25,963.96	.00	581,326.42	580,987.00	(339.42)	100.1
306-306-432-1300 OVERTIME	1,691.54	.00	7,282.83	40,000.00	32,717.17	18.2
306-306-432-2100 INSURANCE BENEFITS	8,929.82	.00	118,500.87	113,849.00	(4,651.87)	104.1
306-306-432-2200 TAXES/OTHER	3,199.01	.00	55,604.10	72,812.00	17,207.90	76.4
306-306-432-2300 PERS CONTRIBUTIONS	7,541.24	.00	135,542.43	144,325.00	8,782.57	93.9
306-306-432-2911 CLOTHING ALLOWANCE	.00	.00	2,000.00	3,200.00	1,200.00	62.5
TOTAL PERSONNEL SERVICES	47,325.57	.00	900,256.65	955,173.00	54,916.35	94.3
MATERIALS & SERVICES:						
306-306-432-3112 PROFESSIONAL SERVICES	.00	18,000.00	1,500.00	15,000.00	(4,500.00)	130.0
306-306-432-4210 DISPOSAL SERVICES	11,912.82	3,417.72	148,582.28	152,000.00	.00	100.0
306-306-432-4360 MAINTENANCE OPERATIONS	2,755.84	.00	30,897.03	42,000.00	11,102.97	73.6
306-306-432-4365 PUMP AND MOTOR REPAIR	.00	.00	13,931.43	20,000.00	6,068.57	69.7
306-306-432-4370 GROUNDS MAINT	192.88	.00	1,900.81	1,600.00	(300.81)	118.8
306-306-432-4450 COPIER LEASE & MAINT	68.46	.00	413.14	600.00	186.86	68.9
306-306-432-5116 EFFLUENT TESTING	4,003.00	.00	25,067.82	31,860.00	6,792.18	78.7
306-306-432-5117 SLUDGE TESTING	1,337.00	.00	1,926.00	2,500.00	574.00	77.0
306-306-432-5119 PRETREATMENT TESTING	936.00	.00	1,303.20	7,500.00	6,196.80	17.4
306-306-432-5300 COMMUNICATIONS	17.55	.00	211.53	1,000.00	788.47	21.2
306-306-432-5800 TRAVEL & TRAINING	.00	.00	2,025.50	3,500.00	1,474.50	57.9
306-306-432-5820 MEMBERSHIP DUES & FEES	.00	.00	2,165.00	3,000.00	835.00	72.2
306-306-432-5825 NPDES PERMIT FEES	.00	.00	24,924.00	23,500.00	(1,424.00)	106.1
306-306-432-5901 INTERNAL CHARGE-FLEET	1,008.00	.00	12,096.00	12,096.00	.00	100.0
306-306-432-5902 INTERNAL CHARGE-FACILITIES	156.54	.00	1,878.48	1,878.00	(.48)	100.0
306-306-432-5903 INTERNAL CHARGE-TECH SERVICES	2,107.25	.00	25,287.00	25,287.00	.00	100.0
306-306-432-6100 SUPPLIES & SERVICES	1,037.78	118.65	9,140.18	6,500.00	(2,758.83)	142.4
306-306-432-6110 SAFETY SUPPLIES	.00	.00	369.26	1,500.00	1,130.74	24.6
306-306-432-6120 TOOLS & EQUIPMENT	.00	.00	.00	700.00	700.00	.0
306-306-432-6125 COMPUTER SUPPLIES	700.00	.00	4,646.99	6,500.00	1,853.01	71.5
306-306-432-6140 BLDG CLEANING SERVICE	.00	.00	.00	4,000.00	4,000.00	.0
306-306-432-6172 LAB EQUIPMENT & CHEMICALS	1,462.42	.00	14,664.90	13,000.00	(1,664.90)	112.8
306-306-432-6174 BULK CHEMICALS	.00	.00	6,093.67	13,500.00	7,406.33	45.1
306-306-432-6175 LIME	14,233.04	.00	51,524.04	50,000.00	(1,524.04)	103.1
306-306-432-6176 BIOSOLIDS - POLYMER	.00	.00	12,100.00	11,000.00	(1,100.00)	110.0
306-306-432-6200 UTILITIES	13,789.75	.00	93,500.07	98,000.00	4,499.93	95.4
TOTAL MATERIALS & SERVICES	55,718.33	21,536.37	486,148.33	548,021.00	40,336.30	92.6
CAPITAL:						
306-306-432-7200 BUILDING	.00	.00	1,350.00	316,000.00	314,650.00	.4
306-306-432-7410 VEHICLES & EQUIPMENT	.00	.00	.00	120,000.00	120,000.00	.0
306-306-432-7600 IMPROVEMENTS	2,374.74	736,138.00	94,410.58	400,000.00	(430,548.58)	207.6
TOTAL CAPITAL	2,374.74	736,138.00	95,760.58	836,000.00	4,101.42	99.5
TRANSFERS:						
306-306-491-0110 O/H TRANSFER TO GENERAL FUND	19,171.43	.00	230,057.16	230,057.00	(.16)	100.0
TOTAL TRANSFERS	19,171.43	.00	230,057.16	230,057.00	(.16)	100.0

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER/WWTP EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL SEWER/WWTP EXPENDITURES	124,590.07	757,674.37	1,712,222.72	2,569,251.00	99,353.91	96.1

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER COLLECTIONS EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER COLLECTIONS EXPENDITURES</u>						
PERSONNEL SERVICES:						
306-311-433-1000 REGULAR SALARIES AND WAGES	19,395.67	.00	210,581.19	246,521.00	35,939.81	85.4
306-311-433-1300 OVERTIME	295.95	.00	3,414.34	3,000.00	(414.34)	113.8
306-311-433-2100 INSURANCE BENEFITS	3,882.34	.00	40,480.38	66,853.00	26,372.62	60.6
306-311-433-2200 TAXES/OTHER	2,039.67	.00	21,531.62	35,481.00	13,949.38	60.7
306-311-433-2300 PERS CONTRIBUTIONS	4,487.32	.00	47,921.74	54,888.00	6,966.26	87.3
306-311-433-2911 CLOTHING ALLOWANCE	.00	.00	400.00	800.00	400.00	50.0
TOTAL PERSONNEL SERVICES	30,100.95	.00	324,329.27	407,543.00	83,213.73	79.6
MATERIALS & SERVICES:						
306-311-433-3112 CONSULTANT ENGINEER	262.50	.00	4,360.00	12,000.00	7,640.00	36.3
306-311-433-4345 LATERAL REPAIR	1,693.86	.00	11,879.12	12,000.00	120.88	99.0
306-311-433-4350 LIFT STATION MAINT	301.26	.00	3,267.51	10,000.00	6,732.49	32.7
306-311-433-4360 LIFT STATION TELEMTRY	.00	.00	4,075.20	4,500.00	424.80	90.6
306-311-433-4380 COLLECTION SYSTEM MAINT	2,040.00	.00	4,275.48	10,000.00	5,724.52	42.8
306-311-433-4450 COPIER LEASE & MAINT	.00	.00	407.83	1,800.00	1,392.17	22.7
306-311-433-5300 COMMUNICATIONS	126.83	.00	1,487.12	1,200.00	(287.12)	123.9
306-311-433-5800 TRAVEL & TRAINING	287.26	.00	5,325.16	4,000.00	(1,325.16)	133.1
306-311-433-5820 MEMBERSHIP DUES & FEES	.00	.00	675.00	800.00	125.00	84.4
306-311-433-5901 INTERNAL CHARGE-FLEET	2,499.50	.00	29,994.00	29,994.00	.00	100.0
306-311-433-5902 INTERNAL CHARGE-FACILITIES	1,453.80	.00	17,445.60	17,446.00	.40	100.0
306-311-433-5903 INTERNAL CHARGE-TECH SERVICES	375.81	.00	4,509.72	4,510.00	.28	100.0
306-311-433-6100 SUPPLIES & SERVICES	464.63	.00	4,363.76	5,550.00	1,186.24	78.6
306-311-433-6125 SMALL TOOLS	.00	.00	5,393.27	5,000.00	(393.27)	107.9
306-311-433-6180 SAFETY SUPPLIES	.00	.00	1,229.93	1,200.00	(29.93)	102.5
306-311-433-6201 UTILITIES-LIFT STATIONS	1,078.35	.00	8,616.80	8,000.00	(616.80)	107.7
TOTAL MATERIALS & SERVICES	10,583.80	.00	107,305.50	128,000.00	20,694.50	83.8
CAPITAL:						
306-311-433-7410 VEHICLES & EQUIPMENT	12,268.85	66,037.50	239,127.90	194,000.00	(111,165.40)	157.3
306-311-433-7627 SAFEWAY PUMP STATION REMOVAL	125,148.55	971,951.10	156,032.65	1,295,000.00	167,016.25	87.1
306-311-433-7628 GENERATOR 3RD BAKER PUMPSTATIO	.00	.00	1,428.85	50,000.00	48,571.15	2.9
306-311-433-7629 N KNOTT ST STORM	8,850.00	.00	70,408.65	36,000.00	(34,408.65)	195.6
306-311-433-7630 N MAPLE LN SEWER LINE REPLACE	45,582.60	.00	177,220.10	152,000.00	(25,220.10)	116.6
306-311-433-7631 N NW 10TH & BIRCH SEWER EXT	.00	55,777.10	5,265.00	33,000.00	(28,042.10)	185.0
306-311-433-7632 N MAPLE LN SEWER LINE REPLACE	2,295.00	.00	3,315.00	.00	(3,315.00)	.0
TOTAL CAPITAL	194,145.00	1,093,765.70	652,798.15	1,760,000.00	13,436.15	99.2
TRANSFERS:						
306-311-491-0110 O/H TRANSFER TO GENERAL FUND	7,147.09	.00	85,765.08	85,765.00	(.08)	100.0
TOTAL TRANSFERS	7,147.09	.00	85,765.08	85,765.00	(.08)	100.0
TOTAL SEWER COLLECTIONS EXPENDIT	241,976.84	1,093,765.70	1,170,198.00	2,381,308.00	117,344.30	95.1

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

STORMWATER EXPENDITURES

	PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STORMWATER EXPENDITURES</u>						
PERSONNEL SERVICES:						
306-312-431-1000 REGULAR SALARIES AND WAGES	10,652.38	.00	96,787.16	158,185.00	61,397.84	61.2
306-312-431-1300 OVERTIME	65.00	.00	365.68	500.00	134.32	73.1
306-312-431-2100 INSURANCE BENEFITS	2,100.81	.00	17,962.58	39,679.00	21,716.42	45.3
306-312-431-2200 TAXES/OTHER	1,062.65	.00	9,477.23	20,312.00	10,834.77	46.7
306-312-431-2300 PERS CONTRIBUTIONS	2,418.33	.00	21,290.48	36,683.00	15,392.52	58.0
306-312-431-2911 CLOTHING ALLOWANCE	.00	.00	.00	400.00	400.00	.0
TOTAL PERSONNEL SERVICES	16,299.17	.00	145,883.13	255,759.00	109,875.87	57.0
MATERIALS & SERVICES:						
306-312-431-3112 CONSULTANT ENGINEER	510.00	.00	14,459.07	10,000.00	(4,459.07)	144.6
306-312-431-4345 CATCH BASIN REPAIR	.00	.00	.00	8,000.00	8,000.00	.0
306-312-431-4362 STORM SYSTEM MAINTENANCE	.00	.00	7,475.00	25,500.00	18,025.00	29.3
306-312-431-4450 COPIER LEASE & MAINT	.00	.00	269.75	240.00	(29.75)	112.4
306-312-431-5300 COMMUNICATIONS	82.31	.00	973.92	1,000.00	26.08	97.4
306-312-431-5800 TRAVEL & TRAINING	.00	.00	393.74	2,000.00	1,606.26	19.7
306-312-431-5820 MEMBERSHIP DUES & FEES	.00	.00	4,691.08	1,000.00	(3,691.08)	469.1
306-312-431-5902 INTERNAL CHARGE-FACILITIES	1,453.80	.00	17,445.60	17,446.00	.40	100.0
306-312-431-6100 SUPPLIES & SERVICES	1,432.88	.00	3,797.56	5,600.00	1,802.44	67.8
306-312-431-6125 SMALL TOOLS	.00	.00	2,108.88	5,000.00	2,891.12	42.2
306-312-431-6180 SAFETY SUPPLIES	.00	.00	16.00	1,100.00	1,084.00	1.5
TOTAL MATERIALS & SERVICES	3,478.99	.00	51,630.60	76,886.00	25,255.40	67.2
CAPITAL:						
306-312-431-7410 EQUIPMENT >\$5K	31,563.33	.00	36,016.66	194,000.00	157,983.34	18.6
306-312-431-7611 DRYWELLS	49,500.00	.00	49,500.00	80,000.00	30,500.00	61.9
TOTAL CAPITAL	81,063.33	.00	85,516.66	274,000.00	188,483.34	31.2
TRANSFERS:						
306-312-491-0110 O/H TRANSFER TO GENERAL FUND	4,222.77	.00	50,673.24	50,673.00	(.24)	100.0
TOTAL TRANSFERS	4,222.77	.00	50,673.24	50,673.00	(.24)	100.0
TOTAL STORMWATER EXPENDITURES	105,064.26	.00	333,703.63	657,318.00	323,614.37	50.8

CITY OF CANBY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2023

SEWER UNALLOCATED

		PER ACTUAL	YTD ENCUM	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	SEWER UNALLOCATED						
	PERSONNEL SERVICES:						
306-313-470-1000	REGULAR SALARIES AND WAGES	1,384.04	.00	15,848.64	18,864.00	3,015.36	84.0
306-313-470-2100	INSURANCE BENEFITS	556.27	.00	6,564.29	4,986.00	(1,578.29)	131.7
306-313-470-2200	TAXES/OTHER	123.02	.00	1,337.95	1,572.00	234.05	85.1
306-313-470-2300	PERS CONTRIBUTIONS	300.34	.00	3,441.14	4,154.00	712.86	82.8
	TOTAL PERSONNEL SERVICES	2,363.67	.00	27,192.02	29,576.00	2,383.98	91.9
	MATERIALS & SERVICES:						
306-313-470-3200	RATE STUDIES AND MASTER PLANS	.00	.00	375.00	.00	(375.00)	.0
306-313-470-4500	SEWER BILLING	3,467.78	.00	51,024.28	43,000.00	(8,024.28)	118.7
306-313-470-5900	FRANCHISE FEE	26,049.91	.00	304,309.58	313,000.00	8,690.42	97.2
	TOTAL MATERIALS & SERVICES	29,517.69	.00	355,708.86	356,000.00	291.14	99.9
	OTHER						
306-313-801-8805	RESERVE FOR FUTURE EXPENDITURE	.00	.00	.00	9,609,058.00	9,609,058.00	.0
	TOTAL OTHER	.00	.00	.00	9,609,058.00	9,609,058.00	.0
	TOTAL SEWER UNALLOCATED	31,881.36	.00	382,900.88	9,994,634.00	9,611,733.12	3.8
	TOTAL FUND EXPENDITURES	503,512.53	1,851,440.07	3,599,025.23	15,602,511.00	10,152,045.70	34.9
	NET REVENUE OVER EXPENDITURES	49,727.78	(1,851,440.07)	1,288,416.00	(9,461,511.00)	(8,898,486.93)	(6.0)



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
 From: Robert Stricker, Lead Mechanic
 Prepared by: Same as above
 Through: Eileen Stein, Interim City Administrator
 Date: 7/19/2023

May-23					
Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	2	\$178.50	\$302.32	\$409.22	\$890.04
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	1	\$27.65	\$0.00	\$111.57	\$139.22
Wastewater Collections	6	\$165.90	\$0.00	\$264.68	\$430.58
Wastewater Treatment	3	\$26.16	\$0.00	\$342.18	\$368.34
Parks	7	\$434.97	\$245.56	\$1,811.01	\$2,491.54
Police	14	\$3,032.24	\$1,235.25	\$6,226.47	\$10,493.96
Streets	15	\$4,325.89	\$3,271.33	\$2,125.62	\$9,722.84
Fleet Services	3	\$381.89	\$50.48	\$112.70	\$545.07
Canby Area Transit (CAT)	36	\$5,196.24	\$8,373.05	\$12,664.60	\$26,233.89
Total	87			Total	\$51,315.48

Jun-23					
Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$454.06	\$454.06
Facilities	1	\$27.65	\$0.00	\$193.40	\$221.05
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	7	\$174.62	\$0.92	\$234.47	\$410.01
Wastewater Treatment	6	\$133.57	\$29.43	\$181.30	\$344.30
Parks	9	\$845.24	\$357.30	\$2,090.09	\$3,292.63
Police	13	\$1,704.40	\$267.75	\$6,691.24	\$8,663.39
Streets	7	\$1,642.17	\$2,263.04	\$2,023.32	\$5,928.53
Fleet Services	0	\$0.00	\$0.00	\$205.94	\$205.94
Canby Area Transit (CAT)	35	\$3,785.59	\$2,705.85	\$13,894.23	\$20,385.67
Total	78			Total	\$39,905.58



City of Canby Bi-Monthly Report
Department: IT
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
From: Chris Caruso, Network Administrator
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 7/19/2023

May 2023

- Tickets
 - 89 completed.
- Highlights
 - Upgraded Netmotion/SecureAccess VPN to latest Version for CPD and COC
 - Disaster Recover and Backup Infrastructure Configuration Complete
 - Migrated Public Works Domain Controller and File Server
 - Decommissioned Windows 2012 Server

June 2023








- Tickets
 - 80 completed.
- Highlights
 - Reconfigure Library Workstations
 - Replace aging Battery UPS in Server Rooms
 - Assist with CPD Body Cam Implementation
 - Assist with Axon installations and training at CPD
 - Direct Link Phone System training



City of Canby Bi-Monthly Report
Department: Library
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
From: Danny Smith, Library & IT Director
Prepared by: Same as above
Through: Eileen Steen, Interim City Administrator
Date: 7/19/2023

Usage Metrics Overview

 CANBY PUBLIC LIBRARY MAY/JUNE SNAPSHOT	
Items added to the collection - 977 	Items checked in 40,173
Holds filled 8,633	 New cards 251
Digital checkouts 6,643 	Room reservations 162
Physical checkouts 39,592	 Adult events - 2 Participants - 25
Customer interactions - 2,200 	Children's events - 35 Participants - 887
Visitors 15,785	 Teen events - 4 Participants - 26

Staff

Terri Jones, one of Canby's current part-time Library Assistants was selected to fill a full-time vacancy. Terri's focus will be on displays, adult programming, and art installations. You'll find Terri throughout the library, sometimes on a service desk and other times creating fun and engaging events for Canby area adults. Terri's change of position open's one last part-time Library Assistant that has already been moved into recruitment with HR. We expect to have an announcement on this last recruitment sometime in the next month or so.

Melissa Allott, one of Canby's current on-call Library Assistants was selected to fill a part-time vacancy. Melissa's focus will be on materials movement, snag items, and shelving. You'll find Melissa checking in, sorting and shipping out materials, while also working at the service desks.

Spaces

No updates at this time.

Collections

No updates at this time.

General News

Master Fee Schedule Update

- In an effort to standardize overdue fines across Clackamas County, the Library Advisory Board unanimously recommended that the Canby Public Library adopt the proposed fee schedule changes recommended by a county taskforce and reviewed as part of the City's budget committee process. Effective July 1, 2023, books, magazines, and audio/visual materials will now accrue a daily fee of \$0.10 per day and a maximum of \$1.00 per item.

Children's Events

- All of the Canby School District 3rd graders visited the library for a tour and talk about the library. The 3rd graders were visiting sites all over Canby as part of a social studies unit at school. With teachers, parents, and kids we hosted 346 total visitors.
- Phillip visited two schools to present the Summer Reading Challenge, which included 750 students and teachers.
- Summer Reading is moving into its fifth week and current enrollment numbers are:
 - 668 Kids
 - 181 Teens
 - 206 Adults

Young Adult Events

- In total, there were 4 events for teens, 2 in May and 2 in June.
 - In May, teens attended two craft nights. The first on May 10th was all about Pot Holder Loom Weaving. The second event on May 24th was all about Painted Washer Jewelry.
 - In June, sign-ups for the young adult summer reading challenge began. 154 teens had already signed up by the third week of June. Participants receive a free book from the FOL Bookstore for signing up. Finishers of the challenge will also receive a \$10.00 Thriftway gift card, another free book from the bookstore, a \$5.00 voucher for fine forgiveness, and be entered in a raffle for several more prizes.
 - On June 23rd, teens participated in a glass fusion jewelry event. Glass artist Jenny Wells guided students through the creation of a unique piece of glass-fused jewelry.

Adult Events

- Prescription Drug Information and Creating Year Round Color in the Garden.
- In June, 178 adult summer reading bingo cards had been picked up, with more going out each day. Additionally, the 22/23 book group wrapped up on June 16th and the new reading list for 23/24 is now available on the library's website.



City of Canby Bi-Monthly Report
Department: Parks
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
From: Jeff Snyder, Public Works Supervisor
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 7/19/2023

Park Renovations

Canby Excavation has been installing the utilities for the new restrooms at Community Park. The additional parking and curbing for the project has also been installed. The lift station and restrooms will be installed once the material have been received.

Park Maintenance

Staff was busy the last couple of months mowing, edging, string trimming and spraying weeds. All the irrigation system were tested, repaired and adjusted for the weather. The Splash Pad was repaired adjusted and brought online for the season. Playground and building maintenance repairs were addressed as found.

Staff has also been busy with shrub trimming, tree trimming and maintaining downtown landscaping's. Ivy Ridge open spaces are now being maintained by the Parks Department. The area was cleaned of debris and mowed. Boom mowing of natural areas are being performed to reduce fire hazard risks.

The Parks Department spent 12.5 hrs. addressing graffiti and vandalism over the last two months. Maintenance was performed at the 34 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, Beck Pond, Community Park (River), CPIP sign, Disc Golf Park, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain, Knights Bridge right of way, Legacy Park, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, NW 1st Ave., NW 2nd Ave., Police Department landscaping, Simnitt Property, Skate Park, Shop Ground, Swim Center, Timber Park, Territorial Estates Future CLC Park, Transit Bus Stop, Triangle Park, Wait Park, Willow Creek Wetlands (19th Loop), WWTP property and Zion Cemetery.

Meetings Attended

I attended Meetings regarding Art in the Parks, Park and Rec Priorities and the Simnitt/Dodd Master Plan.

Zion Cemetery

At the cemetery, mowing and debris cleanup has occupied staff's time. Floral decoration cleanup, building maintenance issues and sexton duties were performed as needed. Irrigation issues and adjustments were addressed as found.

For your Information

Please see attached park maintenance actual hours for the months of May and June 2023. Hours are based on number of employees (each day) x 7.5.



Parks Department	June2023																															Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Adult Center						0.5								0.5																		2.0
Arneson Gardens		0.5			0.5	1.0			0.5			0.5	3.0	1.5		0.5					1.0	0.5	0.5			3.0	5.0	0.5		2.0	20.5	
Baker Prairie Cem.						2.0						0.5															1.0			3.5	6.5	
Beck Pond					3.0		0.5					0.5									1.0						3.0	2.5			10.5	
Community Park	7.0	1.0			5.5	8.0	1.5	32.0	22.5			8.0		2.0		1.0		5.0		2.0	3.0	1.0				3.0	5.0	6.0	17.0	21.5	152.0	
CPJP Sign Property																				0.5							1.0				1.5	
Disc Golf Course																		2.0													2.0	
Eco Park		0.5			3.5	30.0	0.5		0.5				1.0	0.5	1.5	0.5							0.5				2.0		1.5		42.5	
Faist V (5)					1.0																						0.5	1.0			2.5	
Holly-Territorial Sign													1.0								1.0						1.0				3.0	
Hulberts-sign property					1.0													0.5			1.5							1.5			4.5	
Ivy Ridge	0.5	0.5			0.5	1.0																						3.0	15.0	1.0	21.5	
Klohe Fountain																											1.5				1.5	
Knights Brdg.						1.0																									1.0	
Legacy Park	8.5	0.5			2.0	3.5	2.0	0.5	4.5			5.0	2.0	7.0	6.0			4.0			2.0	11.0	5.0			3.0	7.5	2.0	0.5	1.0	77.5	
S. Locust Park	6.0	1.0			2.5	1.0	2.0	0.5	0.5			3.0	1.0	2.5	1.0			5.0			1.5	0.5	2.0			3.0	2.0	1.0		4.0	40.0	
Logging Rd. Path	6.0	3.0			2.0		2.0		1.0			2.0		12.0	7.5	10.0		5.0		7.5	11.5	19.0	11.0			3.0		2.0		1.0	105.5	
Fish Eddy-Log Boom	2.0	0.5			0.5	1.0	0.5	0.5	0.5			2.0	1.0	0.5	0.5					0.5			0.5								10.0	
Maple St. Park	5.0	5.5			2.0		7.5	1.0	5.0			10.0	8.5	6.0	0.5	6.5		5.0	2.5	3.0	1.0	6.5				3.0	1.0	3.5	1.5	5.0	89.5	
19th Loop					1.0													1.0									2.0	2.5	0.5		7.0	
Northwood Park	0.5	0.5			4.0		0.5		0.5			2.5	4.0		0.5			3.0			0.5	0.5	0.5			2.0		4.5	4.0	0.5	28.5	
Street Landscaping	1.0				1.0	0.5	1.0	1.5	2.0			3.0	13.0	2.0	1.0	1.0			1.0			2.0						2.0	1.0	1.0	34.0	
Storm/Collect mow		4.5			1.0		2.0							1.0						0.5		7.5				5.0	1.0	1.0			23.5	
Police Department							2.0								1.5					2.0		2.0				2.0					11.5	
Simmitt Property																															0.0	
Skate Park	0.5				0.5	1.0	3.0							1.0	0.5					0.5	0.5	1.5						1.5	0.5	11.0		
Shops/ tools-trucks						1.5		4.5				1.0	6.0	1.5				2.5								6.5	2.5	1.5		2.5	30.0	
Swim Center						2.5								2.0						1.0							1.5				7.0	
Territorial-CLC Prop.																															0.0	
Timber Park	2.0	0.5			0.5		1.0	4.0	0.5			1.0	4.0	2.5		0.5		3.0	2.0	1.0	0.5	1.0				3.0	4.0	1.5	4.5	1.0	38.0	
Transit Bus stop	0.5	0.5			0.5			0.5	0.5			1.0	1.0	1.5		0.5		1.5		1.0	0.5	1.0				1.5	1.0	3.0		1.0	17.0	
Triangle Park		2.0			1.5		2.0					1.5						1.5				0.5								0.5	10.5	
Wait Park	1.0	1.0			3.5		9.0	0.5	1.0			13.5	4.0	3.0	30.0	23.5		6.0	36.5	7.0	0.5	2.0				3.0	1.0	1.0	3.5	3.0	153.5	
Veterans Memorial		0.5					0.5														1.0										2.0	
WWTP property		4.0												1.0																	5.0	
Zion Cemetery	15.0	8.0			15.0		13.0	15.0	12.5			11.5	15.0	15.0	15.0	15.0		15.0		12.0	15.0	15.0				15.0	15.0	15.0	15.0	15.0	282.0	
Administration												1.0														0.5		3.5		1.0	6.0	

1260.5 Monthly Total



City of Canby Bi-Monthly Report
Department: Police
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Eileen Stein, Interim City Administrator
 Date: 7/19/2023

	MAY	JUNE
Calls for Service - Dispatched 911 and Non-Emergency Calls	1236	1372
PROPERTY CRIMES REPORTED		
Burglary	2	2
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	5	2
Robbery	0	0
Theft I, II, & III	8	9
Forgery / Counterfeiting	1	0
Trespass	12	7
Vandalism / Criminal Mischief	6	3
PERSON CRIMES REPORTED		
Assault I, II, IV	2	0
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	4	2
Endangering Welfare of a Minor / Recklessly endangering	0	0
Felon in possession of firearm / restricted weapon	1	0
Harassment, Intimidation or Threats	4	9
Identity Theft	0	3
Interfering with Peace Officer	0	0
Menacing	0	0
Sex Offenses	3	1
Strangulation	0	0
ARRESTS		
Warrant Arrests (and contempt of court, restraining order, parole violations)	28	9
Adult and Juvenile Custodies (includes juvenile curfew)	55	27

DRUG CRIMES		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	1	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
TRAFFIC CRIMES, ACCIDENTS, CITATIONS		
Attempt to Elude	0	3
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	18	7
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, UUMV, Failure to Surrender Suspended License / Use Invalid License)	10	16
Traffic Accidents	12	13
Traffic Citations	20	413

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

SGT. MIKE SMITH

OFFICER ALLEN MILLER

MONTHLY TRAFFIC SAFETY REPORT

MAY 2023

CITATIONS:	395
DUII ARRESTS:	18
TRAFFIC CRIMES:	10
TRAFFIC CRASHES:	Injury (Traffic): 0 Injury (Patrol): 1 Non-Injury (Traffic): 1 Non-Injury (Patrol): 6 Hit & Run (Traffic): 0 Hit & Run (Patrol): 4 TOTAL CRASHES: 12
TRAFFIC COMPLAINTS:	20

CANBY POLICE DEPARTMENT – TRAFFIC UNIT

SGT. MIKE SMITH

OFFICER ALLEN MILLER

MONTHLY TRAFFIC SAFETY REPORT

JUNE 2023

CITATIONS:	413
DUII ARRESTS:	7
TRAFFIC CRIMES:	16
TRAFFIC CRASHES:	Injury (Traffic): 2 Injury (Patrol): 3 Non-Injury (Traffic): 0 Non-Injury (Patrol): 1 Hit & Run (Traffic): 0 Hit & Run (Patrol): 7 TOTAL CRASHES: 13
TRAFFIC COMPLAINTS:	9



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
From: Don Hardy, Planning Director
Prepared by: Laney Fouse Lawrence, Planning Technician
Through: Eileen Stein, Interim City Administrator
Date: 7/19/2023

The following report provides a summary of Planning and Development Services activities for the months of May and June 2023. Please feel free to call department staff if you have questions or desire additional information about any of the listed projects or activities. This report identifies ongoing planning activities, a list of pre-application and pre-construction applications, a list of project hearings and the number of projects for which the City has performed site plan review for building permits.

Development Services Activities:

1. **DLCD Housing Needs Analysis (HNA), Housing Production Strategy (HPS), and Economic Opportunity Analysis (EOA).** The EOA was accepted by the City Council on April 19, 2023, consistent with DLCD grant requirements. The EOA will need to also formally be adopted into the City's Comprehensive Plan and the Council adoption hearing is anticipated on September 6, 2023. The Housing Production Strategy will be adopted with the Housing Needs Analysis and continued coordination with DLCD is occurring on the residential acreage needs to the Urban Growth Boundary expansion. Adopting the Housing Needs Analysis is anticipated by the end of 2023.
2. **Comprehensive Plan and Transportation System Plan.** The Comprehensive Plan and Transportation System Plan Project Advisory Team held their first meeting on April 13, 2023 with the second planned for August 17, 2023. The formal outreach process has started with a strong city web site and community engagement focus including outreach to community groups and attendance at community events like the 4th of July celebration, an on-line survey and updates during planning commission and city council meetings. Background reports are being completed for the Comprehensive Plan and Transportation System Plan including traffic intersection evaluations. The city council will also be presented with a resolution on August 16, 2023 to adopt the sequential comprehensive plan process which will provide a schedule of adoption and will limit urban growth boundary appeals.
3. **Parks and Recreation Planning.** Planning staff continue to provide support for park projects spearheaded by Public Works, including a planned fitness court at Legacy Park, parking and other upgrades at Community Park, and improvements to athletic fields at Maple Street Park.
4. **Freeway I-205 Tolling Project.** ODOT released the draft Environmental Assessment (EA) on February 21, 2023, and they extended the public comment period until April 21, 2023. Canby prepared a comment letter, supported by traffic assessment performed by DKS Associates, and all Clackamas County cities provided comment letters to ODOT. This collective effort along with strong legislative representative support and Clackamas County mayors' support, resulted in the governor delaying tolling until 2026 and requesting the reassessment of impacts and mitigation to effected communities. A committee has been formed to address Clackamas County's collective issues. ODOT is looking at projected finances and the need for road improvements associated with tolling and has not provided a clear path for next steps but one is anticipated over the next few months.

Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of May 1 - June 30, 2023: Mark's Place Park; redevelopment of existing Dairy Queen building for a new fast casual restaurant; and a new 17-lot subdivision on S Fir Street.
2. **Pre-Construction Conferences** held for the period of May 1 – June 20, 2023: Mark's Place Subdivision Phase 1B; Northwoods Phase 4; and Manzanita Apartments.
3. **Site Plans Submitted for Zoning Conformance** May 1 - June 30, 2023: 26 site plan review applications were submitted and have been or are being released for building permits.
4. **Signs Submitted for Plan Review** May 1 - June 30, 2023: 4 applications submitted.

Planning Commission Activity:

1. Agenda Items Reviewed May 1 - June 30, 2023. During this period, the Planning Commission:
 - a. Welcomed two new Planning Commissioners.
 - b. Approved a Site and Design Review / Variance for the 4th Ave. 5-Plex at 442 NW 4th Ave.
 - c. Viewed a staff presentation on Housing Efficiency Measures.
 - d. Approved the 4th Ave 5-Plex Final Findings.
 - e. Viewed a staff presentation on the Sequential Urban Growth Boundary (UGB) Adoption Process.
 - f. Viewed a staff presentation on Housing Needs Assessment and Housing Production Strategy Update.

¹ Note that the applications listed here do not capture the department's full backlog of active land use applications and site plan reviews, many of which were either submitted prior to this reporting period or have been submitted but are currently deemed incomplete applications.



City of Canby Bi-Monthly Report
Department: Public Works
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
From: Jerry Nelzen, Public Works Director
Prepared by: Ronda Rozzell, Office Specialist III
Through: Eileen Stein, Interim City Administrator
Date: 7/19/2023

Facilities

The Facility Maintenance Department annual window washing inside and out at City Hall.



Facilities	Total Hours
May	160
June	128

Streets Department

Public Work's contractor working on trench line adjacent to Berg Parkway for our Lift Station project.



May Streets	Total Hours
Street Sweeping	88
Street Maintenance	407
Sidewalks Inspections	17
Driveway Approach Inspections	2
Street Sign Manufacturing	12
Street Sign Installation	5
Streetlights	2
Dump Truck	10
Vactor	4
Mini Trackhoe	60

June Streets	Total Hours
Street Sweeping	78
Street Maintenance	218
Sidewalk Inspections	4
Driveway Approaches	4
Street Sign Manufacturing	17
Street Sign Maintenance	22
Street Sign Installation	8
Streetlights	2
Tree Planting	2
Dump Truck	16
Vactor	2
Mini Trackhoe	4

Sewer Collections

The Collections Crew repaired broken connection on the sewer main at 1893 SE 3rd Avenue.



May Sewer	Total Hours
Sewer Cleaning	4
Sewer Maintenance/Repair	98
Sewer TV'ing	6
Lift Station Maintenance	1
Locating Utilities	46.5
Sewer Inspections	13
Vactor Usage	1

June Sewer	Total Hours
Sewer Cleaning	19
Sewer TV	31
Sewer Laterals/Maintenance	72
Lift Station Maintenance	56.5
Locating Utilities	47
Sewer Inspections	8
Vactor Usage	8

Storm Water

Our contractor NTA is installing a new drywell at N Maple Street and NE 22nd Avenue to alleviate flooding at this section of our roadway.



May Stormwater	Total Hours
Erosion Control	6
Storm Line Maintenance/Repair	6
Storm Line Inspections	3
Vactor Usage	2

June Stormwater	Total Hours
Catch Basin Maintenance	16
Drywell Maintenance	1
Storm Line Maintenance/Repair	15
Erosion Control Inspections	1
Storm Line Inspections	1
Vactor Usage	2
Drying Beds	11



City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
From: Eric Laitnen, Aquatic Program Manager
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 7/19/2023

The past year has been pretty good overall, it has come with new challenges, but we have made it through. Staffing has been difficult at times this year, getting enough people to cover all the shifts took a lot of effort. It is getting better; I have been working very hard with a lot of help from the Human Resources department to get enough employees on board. I was also able to finally fill our 2nd full-time Head Lifeguard position and that has helped tremendously. I am hoping we are finally over the hump. I also mentioned before another challenge this year was to adjust to the Canby School District changing the timing of school. Canby High School got out an hour later in the day and after school activities and sports going an hour later in the afternoon and evening it made it, so they were not available to work until later. We were able to adjust to some of it, had a half hour less of evening lessons in the fall and the spring and no lessons during the winter as it would be too late after Canby Swim Club and High School Swim teams. This is all important information when trying to staff and make revenue. Revenue was down this year from last year due to having less swimming lessons during the school year. We did take a week off of lessons this year before summer also to make sure all the staff was up to speed since we have so many new faces working at the pool.

The Canby Swim Center had many successes, we did have lessons in the fall, the spring and continue to have them in the summer both in the morning and the evening. All the second grade students in the Canby School District had two weeks of learn-to-swim lessons. Penguin club our junior swim team for the spring and summer continues to be popular. The Canby Gators have continued to compete to very high levels. Two more Seniors will be moving on to swim at college next year. Allison Yancey at Biola University and Avery Keinonen at University of Idaho. They were also part of the Canby High School swim team that won district for the second year running and finished highest ever 5th at OSAA State. The Boys team also competed very well and finished 9th at state. Great kids doing great things.

We continue to have a goal of updating the Canby Swim Center. Hopefully this year we can get through the planning process of getting some changes made on the 53-year-old facility. I think if we can get that far, then next year we could get going and make the changes needed. It is important to address some of the infrastructure of the building at the very least if we want to keep using the current facility for the next 5 years or more. We would like to replace old pipes and electrical before failure. Planned repairs usually go much better.

SUBJECT: May 2023 Monthly Attendance Numbers
DATE: 2022-2023 Year End

CANBY SWIM CENTER May	ADMIT 2022	ADMIT 2023	PASS 2022	PASS 2023	TOTAL 2022	TOTAL 2023	YTD TOTAL 21-22	YTD TOTAL 22-23
MORNING LAP	37	28	274	354	311	382	3122	3350
ADULT RECREATION SWIM	31	30	325	361	356	391	4116	3500
MORNING WATER EXERCISE	25	63	173	199	198	262	2087	2212
PARENT/ CHILD/ Family Swim	473	288	0	0	473	288	2578	2842
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3000	3110
SCHOOL LESSONS	1584	759	0	0	1584	759	2564	2410
NOON LAP	94	80	302	364	396	444	3711	3852
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	189	278	8	3	197	281	3403	4195
PENGUIN CLUB	0	0	288	123	288	123	1986	977
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	1341	1779
CANBY GATORS	0	0	1225	936	1225	936	9048	7928
MASTER SWIMMING	0	0	16	12	16	12	96	100
EVENING LESSONS	1202	1050	0	0	1202	1050	8329	7328
EVENING LAP SWIM	16	66	19	47	35	113	628	820
EVENING PUBLIC SWIM	331	309	5	24	336	333	2810	2391
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	8	45	0	0	8	45	60	231
GROUPS AND RENTALS	0	2	0	0	0	2	84	50
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	3990	2998	2635	2423	6625	5421	48963	47075

SUBJECT: June 2023 Monthly Attendance Numbers
DATE: 2022-2023 Year End

CANBY SWIM CENTER June	ADMIT 2022	ADMIT 2023	PASS 2022	PASS 2023	TOTAL 2022	TOTAL 2023	YTD TOTAL 21-22	YTD TOTAL 22-23
MORNING LAP	44	39	317	366	361	405	3483	3755
ADULT RECREATION SWIM	40	30	351	368	391	398	4507	3898
MORNING WATER EXERCISE	36	65	210	244	246	309	2333	3521
PARENT/ CHILD/ Family Swim	500	304	0	0	500	304	3078	3146
MORNING PUBLIC LESSONS	1192	980	0	0	1192	980	4192	4090
SCHOOL LESSONS	294	312	0	0	294	312	2858	2722
NOON LAP	71	64	204	253	275	317	3986	4169
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	660	454	123	9	783	463	4186	4658
PENGUIN CLUB	0	0	322	266	322	266	2308	1243
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	1341	1779
CANBY GATORS	0	0	845	610	845	610	9893	8538
MASTER SWIMMING	0	0	0	9	0	9	96	109
EVENING LESSONS	1137	935	0	0	1137	935	9466	8263
EVENING LAP SWIM	14	56	26	90	40	146	668	966
EVENING PUBLIC SWIM	460	391	32	50	492	441	3302	2832
EVENING WATER EXERCISE	0	0	0	0	0	0	0	0
ADULT LESSONS	0	8	30	20	30	28	90	259
GROUPS AND RENTALS	0	0	0	0	0	0	84	50
OUTREACH SWIMMING	0	0	0	0	0	0	0	0
TOTAL ATTENDANCE	4448	3638	2460	2285	6908	5923	55871	53998



City of Canby Bi-Monthly Report
Department: Transit
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit Director
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 7/19/2023

1) Grant Funding and Contracts:

The following grant activities have taken place:

- Monthly Elderly and Disabled reports have been submitted to TriMet
- Quarterly Charter reports Submitted
- 5310 24-25 signed contract signed.
- STIF Transit Master Plan Funding signed.

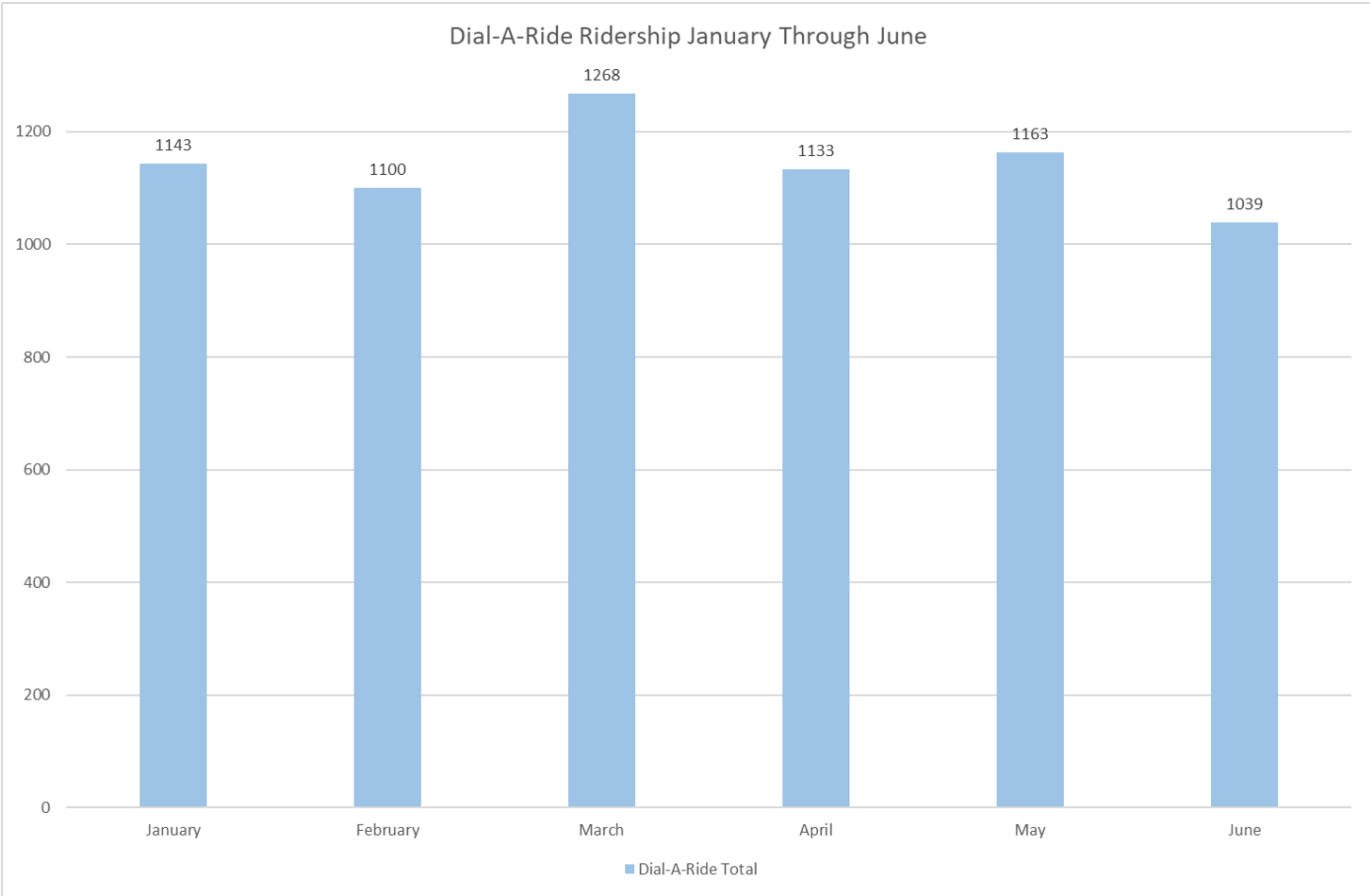
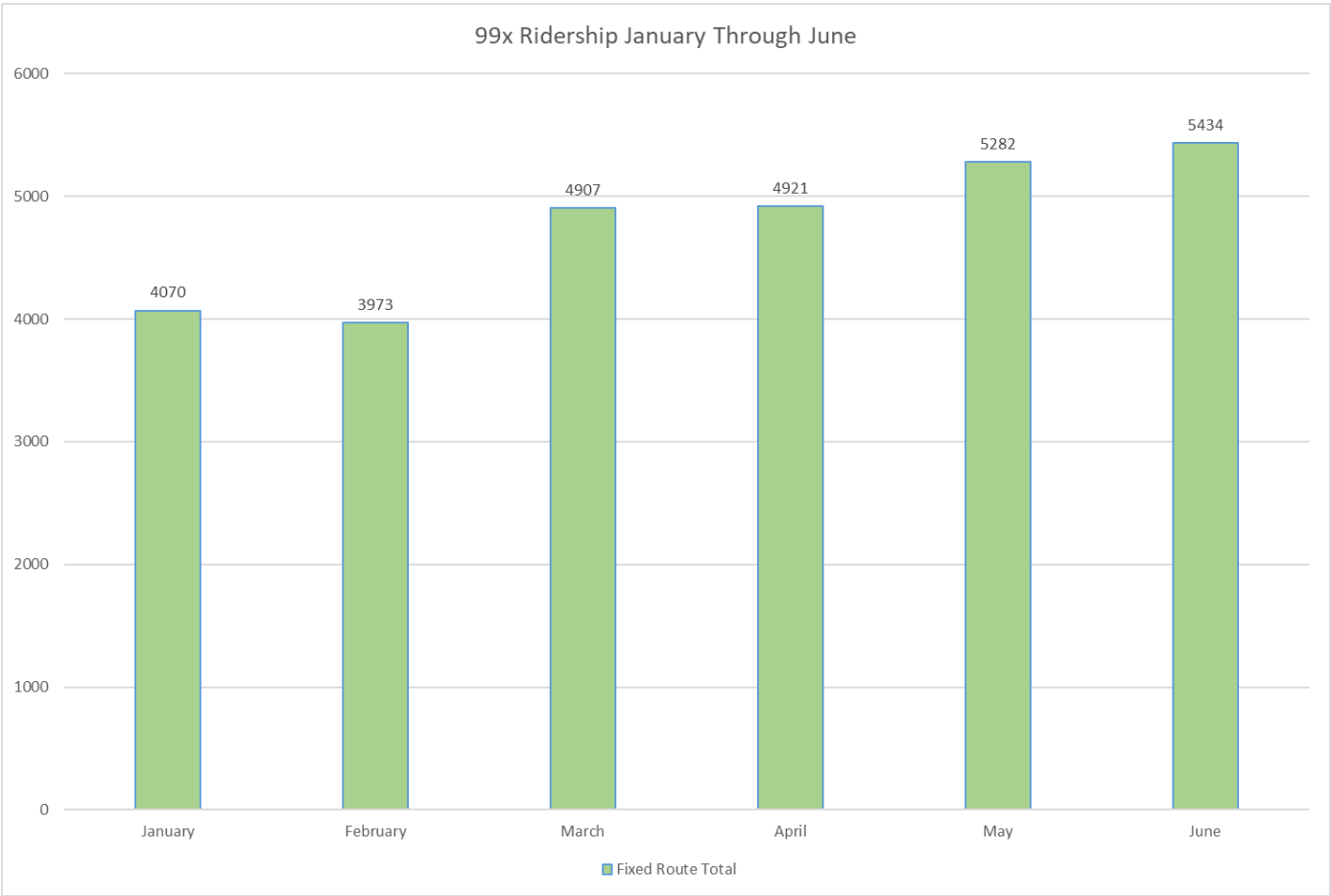
2) Ridership:

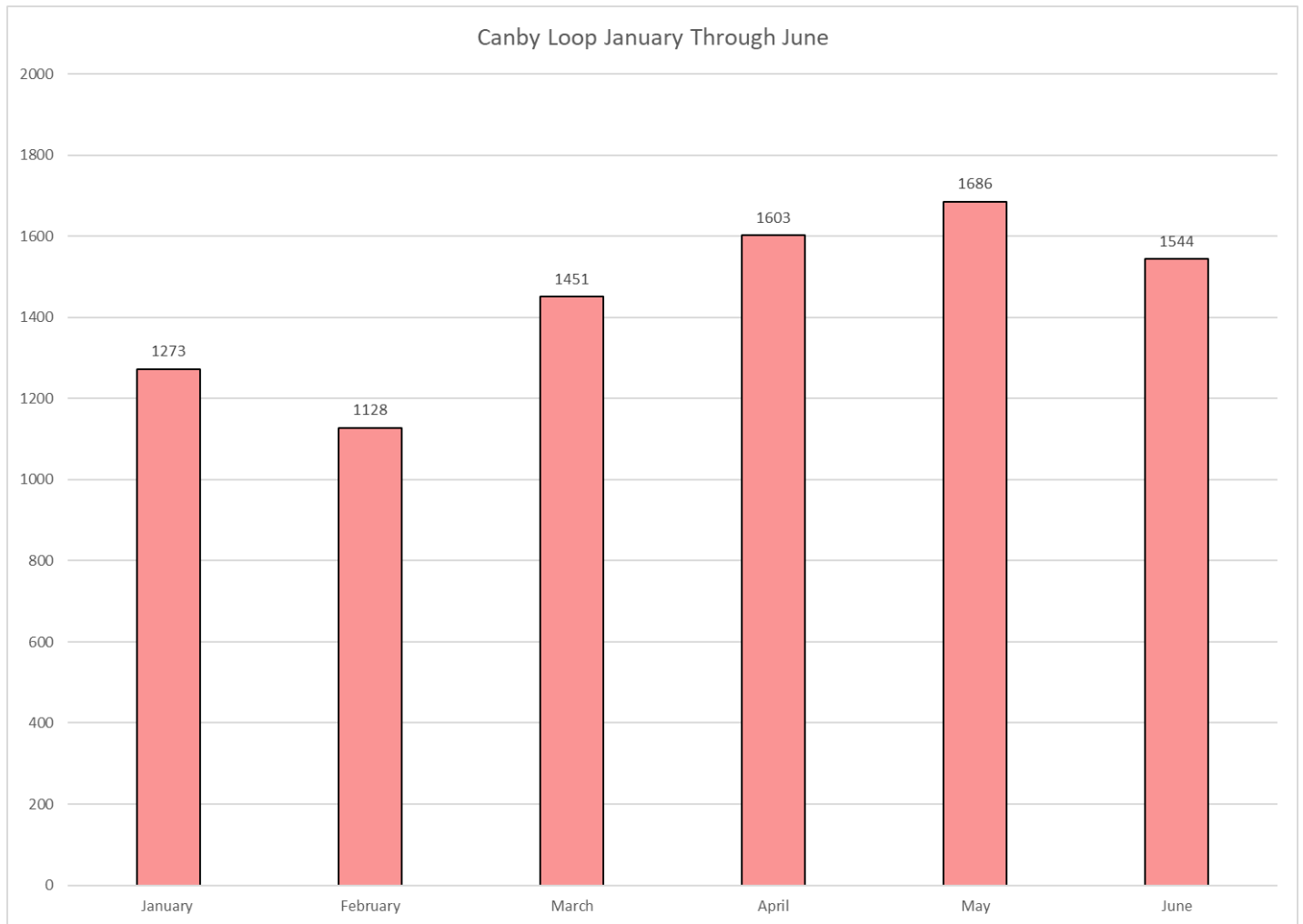
Ridership for May and June saw typical spring to summer ridership with a drop off in June as School lets out.

May average daily weekday daily 99x route ridership:	219 trips
May average daily weekend daily 99x route ridership:	114 trips
June average daily weekday daily 99x route ridership:	223 trips
June average daily weekend daily 99x route ridership:	127 trips

May average daily weekday Dial-a-Ride route ridership:	49 trips
May average daily weekend Dial-a-Ride route ridership:	21 trips
June average daily weekday Dial-a-Ride route ridership:	78 trips
June average daily weekend Dial-a-Ride route ridership:	20 trips

May average daily Loop ridership:	77 trips
June average daily Loop ridership:	70 trips





3) Transit Advisory Committee:

The Transit Committee met May 25, and June 29 at 6pm in the Mt Hood Room. We discussed changing the schedules of the 99x as well as expanding the loop to Saturdays.

The next Transit Committee will be July 27th in the Council Chambers at 6pm (virtual options available). We will be talking about committee members, and how to improve the shopper shuttle.

4) Shelter Project:

The shelter project is tied to ODOT's 99E project. There are 10 stops that will be updated in accordance with the project. Of the 10 total stops, 6 will be prepared by ODOT and completed by the City. Four stops will be prepared and completed by the City.

All bus shelters have been delivered and are sitting at public works awaiting their new homes.

5) New Transit Building:

RFQ has been sent out and returned for architecture and engineering for the new building. Staff will review the submissions and select a firm to negotiate with.

6) New Logo:

CAT has begun the process of a logo redesign. The CAT paw has been in use for many years. A new logo has been chosen and will be revealed in the coming months. Novell Designs is currently preparing the final product.



7) 99x Changes:

The 99x schedule has not changed in nearly 5 years. In the last 5 years traffic patterns have changed, ridership has changed, and costs have increased.

This change to the 99x will improve service efficiency by decreasing bus down time, improving service times, and reducing transfers between CAT buses.

This change will increase frequency during certain times of the day giving riders more opportunities to make connections and includes additional service to and from Woodburn.

Changes will be implemented September 11, 2023

8) Canby Loop Expansion:

Canby has applied for and received enough funding through the State Transportation Improvement Fund (STIF) to expand the Canby Loop to Saturdays. The loop will operate from 8 am to 9:45pm on Saturdays.

The Saturday Loop will begin September 11, 2023.

9) Transit Master Plan:

We have received a grant for \$160,000 to Update the Transit Master Plan. The RFP for the master plan was issued on July 11 with a submission date of August 7, 2023.



City of Canby Bi-Monthly Report
Department: Wastewater Treatment Plant
For Months of: May & June 2023

To: The Honorable Mayor Hodson & City Council
From: Jon Patrick, Wastewater Lead
Prepared by: Same as above
Through: Eileen Stein, Interim City Administrator
Date: 7/19/2023

Facility Operation & Maintenance:

The water quality for May and June was good. The treatment plant is running well and all reports and DMR's were completed on time and without issue. The North primary clarifier was drained, cleaned, and inspected. The spray jet piping was replaced before it was put back online. Routine maintenance and repairs of equipment, buildings and grounds were completed throughout the facility.

Biosolids Program

May Belt run time: 20 days. 5 loads to Heard Farms, approximately 150 wet tons.
June Belt run time: 20 days. 5 loads to Heard Farms, approximately 156 wet tons.
The landfill permit for sludge was submitted and approved.

Pretreatment, Stormwater and FOG Program

May Pump Outs: 24, Inspections: 7 FOG, 0 Pretreatment
June Pump Outs: 21, Inspections: 6 FOG, 1 Pretreatment

Conducted 2 investigations concerning the improper disposal of wastewater or prohibited substances reported by the Police Department. Ongoing investigation (with sampling) to determine source(s) of increased levels of zinc and copper in the city sewer system. Reviewed stormwater reports and construction plans for several upcoming projects.

Daily Lab Activity

- Continued OSU Covid 19 Wastewater Study sampling.
- Daily and Weekly TSS, BOD's, E-coli, solids, NH3, and process control testing.
- Second Quarterly Tier 1 Toxics were completed and are ready to be submitted to DEQ according to the permit requirements.