



BUDGET COMMITTEE Agenda

222 NE 2nd Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | www.canbyoregon.gov

MAY 15, 2025 – 6:00 PM
(after the URA Budget Committee meeting)

The Budget Committee Meeting may be attended in person in the Council Chambers at
222 NE 2nd Avenue, Canby, OR 97013

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

The public can register to attend the meeting virtually by contacting the Deputy City Recorder;
ridgleyt@canbyoregon.gov or call 503-266-0637.

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

1. CALL TO ORDER

2. ROLL CALL

3. OLD BUSINESS

- | | |
|--|--------|
| A. Approve Minutes from the May 16, 2024 Budget Committee Meeting. | Pg. 1 |
| B. Approve Minutes from the May 23, 2024 Budget Committee Meeting. | Pg. 7 |
| C. Approve Minutes from the May 30, 2024 Budget Committee Meeting. | Pg. 12 |

4. NEW BUSINESS

- | | |
|--------------------------------------|-------------|
| A. Elect Budget Committee Chair | |
| B. Elect Budget Committee Vice-Chair | |
| C. Receive Budget Message | |
| D. Review FY25-26 Proposed Budget | Pg. 17 |
| 1) Personnel Budget Overview | |
| 2) General Fund | |
| a) Administration | (pg. 56) |
| b) HR/Risk Management | (pg. 58) |
| c) Finance | (pg. 60) |
| d) Municipal Court | (pg. 62) |
| e) Planning | (pg. 64) |
| f) Building | (pg. 67) |
| g) Police | (pg. 69) |
| h) Parks/Cemetery | (pg. 72/74) |

i) Economic Dev	(pg. 76)
j) Not Allocated	(pg. 78)
3) Library Fund	(pg. 79)
4) Transit Fund	(pg. 81)
5) Swim Center Fund	(pg. 83)
6) Street Fund	(pg. 85)
7) Transient Room Fund	(pg. 88)
8) Systems Development Charge (SDC) Fund	(pg. 89)
9) Cemetery Perpetual Care Fund	(pg. 90)
10) Forfeiture Fund	(pg. 91)
11) Facilities Fund	(pg. 92)
12) Fleet Services Fund	(pg. 94)
13) Tech Services Fund	(pg. 96)
14) Sewer Combined Fund	
a) Waste Water Treatment Plant (WWTP)	(pg. 99)
b) Sanitary Collections	(pg. 102)
c) Stormwater System	(pg. 104)
d) Sewer Fund Not-Allocated	(pg. 106)

5. PUBLIC COMMENT

FY 2025-2026 City of Canby Proposed Budget

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 14, 2025. If you wish to speak virtually, please contact the Deputy City Recorder at ridgleyt@canbyoregon.gov or call 503-266-0637 by 4:30 pm on May 15, 2025 with your name and contact information. Once your information is received you will be sent instructions on how to speak virtually.

6. COMMITTEE DISCUSSION

7. REVIEW ACTION ITEMS/QUESTIONS FOR STAFF FOLLOW-UP AT MAY 22 MEETING

8. RECESS TO MAY 22, 2025 AT 6:00 P.M.

*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 Teresa Ridgley at 503-266-0637. A copy of this Agenda can be found on the City's web page at www.canbyoregon.gov.

**CITY OF CANBY
BUDGET COMMITTEE
MEETING
May 16, 2024**

Committee Members Present: Brian Hodson, Traci Hensley, James Davis, Daniel Stearns, Jason Padden (virtually), Scott Sasse (virtually), Kim Wiegand, Elizabeth Chapin, Jack Pendleton, Burt DeGraw, Daro Powlison, and David Tate.

Committee Members Absent: Herman Maldonado.

Staff Present: Eileen Stein, City Administrator; Maya Benham, Administrative Director/City Recorder; Teresa Ridgley, Deputy City Recorder, Scott Schlag, Finance Director; Jamie Stickel, Economic Development Director/Communications Specialist; Kevin Aguilar, HR Director; Todd Wood, Transit & Fleet Director; Heidi Muller, Transit Coordinator; Don Hardy, Planning Director; Jorge Tro, Police Chief; Jose Gonzalez, Police Captain; Doug Kitzmiller, Police Captain; Eric Laitinen, Aquatics Program Manager; Jerry Nelzen, Public Works Director; Spencer Polack, Public Works Lead; Tyler Nizen, and Jeff Snyder, Public Works Manager; Marisa Ely, Library Director; Jessica Roberts, Court Supervisor; Katy Joyner, Financial Analyst; and Monica Stone, Wastewater Treatment Plan Supervisor.

CALL TO ORDER: Chair Sasse called the meeting to order at 6:23 p.m., followed by a roll call.

OLD BUSINESS:

- A. Approve minutes from May 18, 2023, Budget Committee Meeting
- B. Approve minutes from the May 25, 2023, Budget Committee Meeting
- C. Approve minutes from the June 1, 2023, Budget Committee Meeting

****Council President Hensley moved to approve the May 18, May 25, and June 1, 2023, Budget Committee meeting minutes. Motion was seconded by Councilor Padden and passed unanimously.**

NEW BUSINESS:

- A. Elect Budget Committee Chair

****Council President Hensley nominated Kim Wiegand as Budget Committee Chair. Motion was seconded by Committee Member Wiegand and passed unanimously.**

- B. Elect Budget Committee Vice Chair

****Councilor Padden nominated himself as Budget Committee Vice Chair. Motion was seconded by Committee Member Chapin and passed unanimously.**

- C. Receive Budget Message

Eileen Stein, City Administrator, asked if any Committee Member had a personal or business interest with the City to declare. Councilor Sasse had a family

member working for the City, which was a potential conflict of interest.

She stated several factors drove the budget such as national, state, and local economic outlooks with inflation and costs of goods and services, demographics, capital projects, grant opportunities, goals, revenue assumptions, and labor assumptions. She reviewed the City Council Goals for 2024-2026. Revenue assumptions included property taxes, utility charges, intergovernmental, infrastructures charges, charges for services, and fund balance. City-wide expenses by category included personnel, materials and services, capital outlay, debt service, special payments, transfers out, operating contingency, and reserved for future/fund balance. She then discussed labor assumptions.

D. Review FY24-25 Proposed Budget

1. Personnel Budget Overview – Ms. Stein shared the total FTEs was reduced from 110.3 to 109.3. Changes in labor assumptions included a 3.6% COLA, 10% increase in health insurance, and 5-8% increase in PERS, depending on what category of retirement employees were in.

There was discussion regarding the increase in insurance and total budget amount.

2. General Fund

- a. Court – Maya Benham, Administrative Director/City Recorder, gave a background on Court before COVID which operated with two fulltime and one part time staff and prosecuted criminal matters at the local level. In 2022, criminal matters were handed over to the County. At the April 3, 2024, Council Work Session, they discussed bringing back misdemeanors to the municipal court, and the consensus was to move forward. That was reflected in this year's budget, including an additional FTE, which would be needed because of a 30% increase in the amount of traffic citations as well as bringing back the criminal cases. The position would also help support customer service coverage.

Administration – Ms. Stein stated this budget reflected the Council decision to contract City Attorney services, which was going out for a Request for Proposals. Professional Services was increased to do a community survey.

There was discussion regarding how a firm would be hired which would assign a primary attorney with other associates available depending on the need as well as the budgeted amount for attorney services.

- b. HR/Risk Management – Kevin Aguilar, Human Resources Director, explained the services HR provided and gave highlights from the current budget year and goals for next year. The City's turnover rate had been 13%, which was good. Professional Services would be decreased next year because there would be no pay equity study; and increases were added in labor negotiations since bargaining would open with both AFSCME and

CPA this year. Employee recognition had been moved from Administration to HR.

There was discussion about the \$500,000 in liability insurance and how there were very few claims, how non-insurance claims were smaller claims that were not run through insurance, and how there were three internal charges (Fleet, Facilities, and Tech) used by several departments. Transit, Police, and Public Works were the largest users of fleet services. Facilities costs were based on square footage of buildings. Tech services was a three-pronged calculation based on the number of phones, computers, and service calls made. This year tech services were higher because of replacing servers.

- c. Finance – Mr. Schlag shared the Finance Department responsibilities, highlights, and goals, which were making transit payroll tax payments easier via an online system, translating forms to Spanish, refining the procurement process, making sure the audit would be done by December 31 without an extension, and resuming the GFOA (Government Finance Officers Association) Award process for the budget.

Finance was fully staffed but could use a grant person to bring in more revenue and a procurement person. Criteria for the GFOA Award was explained. There was discussion regarding the benefits of a grant writer.

Councilor Padden suggested the grant writer to be a parking lot item and to do a study to see what bringing in a grant writer could look like.

- d. Planning/Building – Don Hardy, Planning Director, shared Development Services and Long Range Planning responsibilities, highlights, and goals with a lens for the next 20 years of growth in jobs and residents. They received a \$75,000 grant from the Oregon Department of Land Conservation and Development and would seek another from Oregon Department of Transportation for \$250,000 for concept and transportation system planning. Comprehensive Plan updates were expensive since they hadn't done one for 38 years. They were a long-term investment for the community, bringing jobs and value to the tax base and System Development Charge base.

There was discussion regarding the Code Enforcement position and how it was divided 75% to police and 25% to planning. Jorge Tro, Police Chief, explained the majority of Code Enforcement responsibilities was parking enforcement. They also took care of camping ordinance enforcement. There was further discussion regarding the Construction Excise Tax formula, fee structure recouping costs, increase in System Development Charges, and Comprehensive Plan and UGB work which were long term investments that would not pay for themselves. They were trying to recover costs to the extent they could, but it would be subsidized by the General Fund.

Mr. Hardy said they would be revisiting the split of revenues for the building process with the County. If they wanted to bring that service back as a City department, it would have to be studied and could take two FTEs.

- e. Police – Jorge Tro, Police Chief, stated the Police Department was fully staffed for the first time in ten years. Currently there were 1.5 officers for every 1,000 in population. His goal would be to have a 3 officer minimum staffing at all times from a 2 officer minimum. Another goal would be to get to 24/7 officer supervision. For next year's budget, they added an additional School Resource Officer. The cost would be split with the School District. They were also requesting a patrol canine at \$21,000 and additional air cards for all vehicles due to the camera system which downloaded to the server. County dispatch fees increased as well as training costs, radio fees, and firearms. Even though the overtime increased by \$130,000, \$122,000 of that would be reimbursed through Traffic Safety Grants.

There was discussion regarding overtime.

Chief Tro stated two patrol cars were being replaced annually. Also the Behavior Health Specialist would be shared with Molalla 25% of the time, and Molalla would reimburse 30% of the cost.

There was discussion regarding adding a temporary one to two year employee to run through exercises once the Emergency Management Plan was updated. Chief Tro could talk to the consultant working on the Emergency Management Plan about the best way to do that.

There was further discussion regarding how many staff it would take to get the three minimum per shift. Chief Tro responded three more staff.

There was a question about two new revenues, the homeless initiatives grant and vehicle release and tow fees as well as miscellaneous fees and temporary liquor license fees which had dropped considerably. Chief Tro responded the homeless initiatives grant was attained from the County via the Behavioral Health Specialist to address issues with homelessness and would be a one-time grant. He explained the other fees.

Councilor Stearns requested a future discussion considering additional officers to get to a 3 officer minimum.

There was clarification on the FTE line item, overtime, grant funding, and accreditation. Chief Tro responded hiring another officer could relieve shift coverage issues, but overall it would not reduce overtime. They applied for various grants every year. They were a state accredited agency and there were fees for that.

Mr. Schlag explained the amount reflected in the fees was not correct because of a line shifting in the spreadsheet. It would be updated in the

final budget. It didn't affect the final totals.

- f. Parks/Cemetery – Jerry Nelzen, Public Works Director, gave a background on the department and shared highlights including upgrading ADA bathrooms and increased parking at Community Park, installing a campaign exercise court at Legacy Park, and a shelter at the Locust Street Park. Goals this year were turf and lights at Maple Street Park, design for Auburn Farms Park, and adopting the Master Plan SDC methodology. They also wanted to initiate the Wait Park Master Plan process and South Canby Off Leash Dog Park. He explained the number of FTEs and continued deferred maintenance.

There was discussion about why they were adding parks when they couldn't maintain the existing parks and had deferred maintenance. Could they defer developing new parks? Mr. Nelzen responded there was the possibility of creating a Parks District for more funding. In order to maintain all the parks, there was a need for three more FTEs.

Councilor Stearns asked for the three additional Parks staff to be put on the parking lot list.

Member Powlison asked about adding this issue to the community survey. Ms. Stein responded it could be added.

There was discussion regarding open Parks positions and how in the Parks Master Plan process they had done a community survey that should be brought to this committee to look at the priorities.

Mr. Nelzen stated there were drastic changes in Materials and Services. Contract Services increased because the City used to do their own hazard removal of trees, but the truck broke down and it was less expensive to contract than replace the truck. Surveys & Master Plans increased due to the SDC methodology update. Parks Ground Maintenance and Building Maintenance increased due to the need to replace bollards and curbs in the parking lot and tile in the bathrooms at Community Park and to cover painting and utility increases. Parking Lot Maintenance increased due to the need to pave the 20-year-old Legacy Park parking lot.

Mr. Nelzen said there had been conversation the previous year about the amount budgeted for Canby Kids which had not been spent this year. Jamie Stickel, Economic Development Director/Communications Specialist, clarified Canby Kids had applied for the Community Enhancement Grant for each one of their sports and had received \$10,000 through the grant.

Councilor Padden stated if there were funds available for Canby Kids elsewhere, this money should be used for deferred maintenance.

Mr. Nelzen said the Cemetery fund was a status quo budget. Next year

they would need to look at making some more plots at Zion Cemetery.

- g. Economic Development – Jamie Stickel, Economic Development Director/Communications Specialist, shared highlights from this year. Next year’s goals included attracting interest in hotel development to support local businesses, fostering a supportive environment with outreach and communication, maintaining strong partnership with the Chamber of Commers, Kiwanis, and Historial Society, and identifying partnerships and opportunities to increase activity in the Downtown Commercial District. There was a big difference in the revenue due to a grant for redevelopment of the former Library building which was a one time grant. The City would be doing a downtown parking plan update, which would require an expert consultant. There would be a Business Enhancement Grant program in addition to the Community Enhancement Grant.

There was discussion regarding the length of time it was taking for the redevelopment of the former library building, revenue for Economic Development personnel, and if Canby Kids had the ability to apply for grants next year.

Ms. Stickel replied Canby Kids could apply, but would need to fill out the grant report and the new grant request had to comply with the criteria.

There was concern that the amount budgeted for the grant covered the requests. Ms. Stickel thought the \$50,000 was a good amount and there was flexibility in the grant maximum for each non-profit.

- h. Not Allocated – Mr. Schlag shared these were funds for all of the revenues and expenditures that weren’t allocated in any particular department, which included property taxes, franchise fees, ARPA funds, alcohol and cigarette taxes, and sales of capital assets, if any. It also included overhead costs which were funds supporting the City Administrator position and finance for doing the accounting work as well as requirements for retirement or separation payouts. Materials and Services included the Adult Center lease and ARPA expenses for the Adult Center move and the Clackamas County Fairgrounds. Transfers and Special Payments were made up of transfers to the Library Fund and PEG Access.

There was discussion regarding assets that could be sold.

COMMITTEE DISCUSSION: None

REVIEW ACTION ITEMS/QUESTIONS FOR STAFF FOLLOW-UP AT MAY 23 MEETING: The Budget Committee would continue to review the budget at the next meeting on May 23, 2024.

ADJOURN: The meeting was recessed at 9:08 p.m.

CITY OF CANBY
BUDGET COMMITTEE
MEETING
May 23, 2024

Committee Members Present: Brian Hodson (attended virtually until 6:50 p.m. when he arrived in person), Traci Hensley, James Davis, Daniel Stearns (arrived at 7:05 p.m.), Herman Maldonado (arrived at 6:52 p.m.), Jason Padden, Scott Sasse (attended virtually), Kim Wiegand, Elizabeth Chapin (arrived late), Jack Pendleton (arrived at 6:22 p.m.), Burt DeGraw, Daro Powlison, and David Tate.

Committee Members Absent: None.

Staff Present: Eileen Stein, City Administrator; Maya Benham, Administrative Director/City Recorder; Teresa Ridgley, Deputy City Recorder, Scott Schlag, Finance Director; Jamie Stickel, Economic Development Director/Communications Specialist; Todd Wood, Transit & Fleet Director; Don Hardy, Planning Director; Jorge Tro, Police Chief; Jose Gonzalez, Police Captain; Doug Kitzmiller, Police Captain; Eric Laitinen, Aquatics Program Manager; Jerry Nelzen, Public Works Director; Spencer Polack, Public Works Lead; Tyler Nizen, Marisa Ely, Library Director; Katy Joyner, Financial Analyst; and Monica Stone, Wastewater Treatment Plant Supervisor.

CALL TO ORDER: Chair Wiegand called the meeting to order at 6:13 p.m., followed by a roll call.

PUBLIC COMMENT: Committee Member Powlison suggested starting meetings with the Pledge of Allegiance and invocation. He also thought meetings should start on time.

NEW BUSINESS:

1. Swim Center Fund – Eric Laitinen, Aquatics Program Manager, gave an overview of the Swim Center functions. A lot of the budget came from the five-year levy which went through June 2027, and the rest was made up by fees. It had been a challenge to keep staffing at a regular level since COVID. The Swim Center was used by all ages, from infant to seniors. It was a great resource to fight obesity, keep families active, and keep seniors mobile. They had swim lessons for the public as well as second graders in school, swim teams (Canby High School and Gators), as well as a triathlon. Improvements planned for next year included buying a new boiler, painting the exterior of the building, and hiring consultants to determine the cost of renovations needed.

There was discussion regarding salaries.

2. Library Fund – Marisa Ely, Library Director, stated the Library was one of 13 member libraries in the Clackamas County Consortium. The Library was primarily funded through a Library Tax District of Clackamas County with a permanent tax rate of \$.39/\$1,000 assessed value, which was the lowest in the Portland Metro area and most of Oregon. It did not cover all of the

operating expenses of the Library. Other revenues included a contribution from the City's General Fund as well as fines, fees, grants, and donations. Highlights from this year's budget included new employees, herself being the new Library Director since October, and a Librarian for collection development and volunteer coordination, and an adult programmer. A new area was created for teens 11-14, two service desks were combined into one, and a new Maker Lab for STEAM (Science, Technology, Engineering, Arts and Math) programming provided by donations from the Friends of the Library and Library Foundation. She had applied for several grants and a few had been received including a Ready To Read Grant with the children's librarian, a Teen Intern Grant which allowed them to pay for a teen intern for the summer, a Homelessness Initiative Grant to provide job searching infrastructure, and a Talk Story Grant for special programming. They received a couple donations from the Canby Kiwanis Club, Friends of the Library, and the Library Foundation. Goals for next year included creating a new Strategic Plan, continuing building the Maker Lab to create more fun through engagement opportunities, and revamping the volunteer program. She noted corrections to the budget for the transfer from the General Fund and money allocated to Supplies and Services, both of which needed to be increased. Salaries and wages increased due to filling several vacancies. Internal charges for Facilities and Tech Services also increased. The Debt Service interest expense of \$15,000 for the Library to borrow money was a strain for them right now and represented the cost for two part-time pages.

There was discussion regarding the process if the Library received \$60,000 in grant funding and if it was necessary for the Library to pay \$15,000 in interest. Mr. Schlag said there was nothing in budget law requiring interest on an operational/interfund loan. However, the Cemetery Perpetual Care Fund would not receive interest for six months.

There was further discussion about finding another fund to borrow from. Mr. Schlag thought there would be a shortfall one way or another even if it was distributed through several funds. It was suggested that they could cover the interest from General Fund reserves, which would reduce the fund balance. Also discussed was the ability to create a reserve fund for the Library shortfall and build it up over a few years so they would not have to borrow anymore.

It was determined to leave the interest payment in the budget as it was since it didn't have to be paid right way, and the Council would discuss options at a later time.

There was discussion regarding why it looked like the benefits decreased with increased FTEs or increased with less FTEs. Mr. Schlag explained it was most likely due to a new employees not using City coverage or current employees adding City coverage. When hiring new employees, they had to take into account they might have a family to cover.

3. Transit Fund General Fund – Todd Wood, Transit, Fleet, and IT Director, stated transit operated on payroll tax and federal and state funding. They received about \$508,000 in federal funds and about \$398,000 in State

Transportation Improvement Funds. They were in progress with Master Plan updates, which was required every 5-7 years, and the design engineering phase of their administrative offices. The payroll tax was at \$6/\$1,000 wages which had been the same since 2002 and was 33.95% lower than Tri-Met was charging businesses and it went up every year. Saturday service had been added to the Canby Loop and hours had been changed on the 99X to improve efficiency. New cameras had been added to all the buses, and a new logo had been developed. He explained the anticipated funding for next year's budget as well as completion of the Master Plan and engineering for the offices. They did not plan to raise the payroll tax and would be 35% lower than Tri-Met next year. They would continue to improve route efficiency. They gave about 77,000 rides on the fixed route services and 10,000 Dial-A-Rides this year and expected to see 85,000 rides and 13,000 Dial-A-Rides next year. They had installed new bus shelters along 99E. They still had 2.5 FTEs. The biggest change in next year's budget was the increase in contract services due to the new contract for drivers and dispatchers where insurance and salaries had greatly increased. The revenues were barely keeping up with the expenses, but he hoped with new businesses, the payroll tax would continue to increase.

There was discussion regarding payroll taxes, purpose for the routes to Oregon City and Woodburn, new office building, looking into leasing a bus barn owned by the School District, how much was saved by purchasing the bus shelters a few years ago, and what the marketing line item covered.

4. Street Fund – Jerry Nelzen, Public Works Director, explained the function of the Street Fund. He highlighted the projects done this year including engineering for NE 10th Ave, N Locust from 4th to 10th, and Pine Street realignment. Some projects for next year were crack sealing, street sweeping, Pine Street improvements, NE 10th Ave reconstruction, fuel station, overlaying 12 streets, and Street Maintenance Fee Task Force. They also needed to replace the old bucket truck. He discussed the electric charging station at the shops, which they were not quite ready for. Stations would be part of future developments. He also described the Urban Forestry program and planting street trees, quiet zone agreement, and how they were budgeting for projects.

There was discussion regarding the fuel station, which should be out to bid in a few months, purpose, and funding. Further discussion included sidewalk construction and increasing connectivity, how they were fully staffed, overhead charges, performance measures, Street Maintenance Fee, City's 3 cent gas tax, and increasing the fee and tax.

5. Transient Room Tax Fund – Jamie Stickel, Economic Development Director/Communications Specialist, said this was a 6% tax for overnight stays. Currently there was only one motel and stays at the Clackamas County Fairgrounds and Event Center. Of the money collected, 70% went to tourism and 30% went to City services. For next year they had \$9,950 for tourism promotion and \$5,000 for services.

There was discussion regarding bringing in a hotel to the City, holding

bigger ticket events to bring more people and funds into the City, and identifying AirB&B and VRBO properties for collecting taxes.

6. System Development Charge (SDC) Fund – Don Hardy, Planning Director, said this was a conservative estimate. Several projects were coming to the City and would be paying large amounts in SDCs. This year had seen slowing of development due to interest rates, but next year he thought would be better.

Ms. Stein explained what SDCs could and could not be used for and the methodologies for the different SDCs.

Mr. Hardy said they would be updating the Transportation and Park SDC fees next year.

7. Cemetery Perpetual Care Fund – Mr. Nelzen said this fund was for the future care of Zion Memorial Cemetery and operational revenues came from sales and activities. This was a status quo budget.
8. Forfeiture Fund – Jorge Tro, Police Chief, noted a typo in the population number in the budget document. This fund came from funds seized in drug related cases. He explained the differences between civil and federal forfeiture and how a small amount of money was expected from federal forfeitures.
9. Facilities Fund – Mr. Nelzen said this fund provided for maintenance and repairs for all City structures except parks, Swim Center, and Wastewater Treatment Plant. He gave highlights from this year and goals for next year. There were no major capital projects proposed. Utility prices had increased.

There was discussion regarding replacing the keypad at the Public Works gate, facility inspections, and Safety Committee budget.

10. Fleet Services Fund – Mr. Wood said there were two mechanics to service the City's 90 vehicles. It was funded by usage. The cost for tires had gone up this year and they bought their own mounting/balancing machine. The increases for next year had to do with payroll increases and the cost of parts.
11. Tech Services Fund – Mr. Wood explained the instability of the Tech Services Department over the last few years and how they currently had a temporary contract for service. The plan was to hire a managed service provider next year. Every department was charged based on the number of phones and computers they had. There was a lot of old equipment that needed to be replaced and he was not sure if there was enough in the budget to cover them all. The new contractor would go through all of the equipment and make recommendations for what was needed.

There was discussion regarding adding funds to the budget to replace the equipment through a one time expenditure and waiting for the analysis first to know what the extra cost would be.

12. Sewer Combined Fund –

- a. Waste Water Treatment Plant (WWTP) – Mr. Nelzen discussed the

functions of the WWTP and how a new building had been constructed this year as well as upgrades to the aeration basin. Next year there were regulatory goals to meet. He explained the projects planned for next year as well as replacing a truck.

There was discussion regarding regulatory requirements for removal of PFAS, or “forever” chemicals.

- b. Sanitary Collections – Mr. Nelzen said some sewer mains had been replaced this year and 6.8 miles of pipeline had been cleaned. Annual inspections had been done and the Safeway pump station had been moved to the Honda Pits. There were no sewer spills this year. He discussed the projects for next year.

There was discussion regarding improvements to the intersection of Pine and 4th.

- c. Stormwater System – Mr. Nelzen said they had about 500 dry wells in the City. He explained what the system included and design standards to be in compliance with DEQ. All of the flooding issues should be taken care of now. He explained the projects planned for next year. They had updated the Stormwater SDC methodology which would be taken to the Council for approval.
- d. Sewer Fund Not-Allocated – Mr. Nelzen said this was a status quo budget.

COMMITTEE DISCUSSION/“PARKING LOT” LIST: This item would be discussed at the next meeting.

REVIEW ACTION ITEMS/QUESTIONS FOR STAFF FOLLOW-UP AT MAY 25 MEETING: The Budget Committee would continue to review the budget at the next meeting on May 30, 2024.

ADJOURN: The meeting was recessed at 9:08 p.m.

CITY OF CANBY
BUDGET COMMITTEE MEETING
May 30, 2024

Committee Members Present: Brian Hodson, Traci Hensley, James Davis, Daniel Stearns (arrived at 6:21 p.m.), Herman Maldonado (arrived at 6:52 p.m.), Jason Padden (attended virtually until 6:40 p.m. when he arrived in person), Scott Sasse (attended virtually), Kim Wiegand, Elizabeth Chapin (arrived at 7:19 p.m.), Jack Pendleton, Daro Powlison (attended virtually), Lee Wiegand, and David Tate.

Committee Members Absent: Burt DeGraw.

Staff Present: Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; Teresa Ridgley, Deputy City Recorder, Scott Schlag, Finance Director; Jamie Stickel, Economic Development Director/Communications Specialist; Kevin Aguilar, HR Director; Todd Wood, Transit & Fleet Director (arrived at p.m.); Don Hardy, Planning Director; Jorge Tro, Police Chief; Jose Gonzalez, Police Captain; Doug Kitzmiller, Police Captain; Eric Laitinen, Aquatics Program Manager; Jerry Nelzen, Public Works Director; Marisa Ely, Library Director (attended virtually); and Katy Joyner, Financial Analyst.

CALL TO ORDER: Chair Wiegand called the meeting to order at 6:06 p.m., followed by the Pledge of Allegiance and a roll call.

PUBLIC COMMENT: None

COMMITTEE DISCUSSION/ “PARKING LOT” LIST:

Eileen Stein, City Administrator, said the Committee had reviewed the funds of the City at previous meetings, and only had the parking lot list yet to discuss. She went through the list item by item.

The first item was hiring a grant writer. Ms. Stein recommended studying this in Fiscal Year 24-25 to see if staff had capacity to include grant writing in their workload instead of budgeting a position in this year’s budget. If the position was deemed necessary, it could be included in the Fiscal Year 25-26 budget.

Councilor Davis thought instead of hiring a staff person, they could hire a consultant for grant writing.

There was discussion regarding the cost for a consultant and setting aside funds this year for a consultant or staff position.

Don Hardy, Planning Director, said staff had a meeting 2-3 months ago with Jacobs Engineering, a grant writing company, who proposed to provide services for big lift ticket items. He thought they should make a list of high priority items they wanted funding for and use Jacobs to try to leverage \$100,000 in grant writing for large sums of state and federal money. The challenge was defining the target. There was the possibility of collaborating with Canby Utility on a consultant as well.

Councilor Sasse suggested Carol Palmer as a resource for grants.

There was consensus to approve the budget without any funding for grant writing. The Council

would have a Work Session on the topic and it could be put in a mid year supplemental budget.

The next item was hiring an Emergency Management Coordinator. Ms. Stein said the position would be about \$200,000 and possibly the Fire Department would share the costs.

Councilor Davis said there needed to be a continuation of staff training on the Emergency Operations Plan and a Coordinator was needed. Chief Tro would like more information on if it should be a full or part time position for a city this size and where the funding would come from.

****Councilor Davis moved to allocate \$50,000 for future training through a consulting firm. Motion seconded by Councilor Stearns.**

There was discussion regarding taking the money from reserves, how much was currently in reserves, and the goal for reserves.

It was suggested to get through the parking lot list and then come back to motions for adding to the budget.

Councilor Davis withdrew his motion and Councilor Stearns withdrew his second.

The next item was the high percentage in the budget for the Police Department and hiring additional police officers. The cost for one patrol officer was \$180,000. Other options for police funding could be an operating levy or utility fee.

There was discussion regarding compression due to other levies in the City, getting together with other public entities to discuss how much funding each needed and coordinating funding requests to not overburden tax payers, whether or not to add another police officer, and sustaining positions they already had including the Behavioral Specialist position.

There was consensus for Council to have a Work Session with the other taxing districts about compression and not to add a new police officer to the budget at this time.

The next item was adding park staffing to address deferred maintenance. The cost of one full time maintenance worker was \$100,000. Jerry Nelzen, Public Works Director, said the plan was to add two park seasonal workers. The Parks and Recreation Advisory Board had suggested three more full time parks workers, however he was not requesting that at this time.

There was discussion regarding hiring for certain tasks, increasing the number of seasonal workers, CAPRD, union rules for contracting services, and procurement process.

The next item was the \$80,000 slated for Canby Kids.

Councilor Padden suggested moving \$10,000 to community small grants, and splitting the remainder amount between park grounds maintenance, park building maintenance, and streetscape/landscaping.

Councilor Hensley thought it should be put in reserves.

There was discussion regarding the goal for reserves, which was 20% to 25%, how much was currently in reserves, and purpose for the reserves.

Councilor Sasse thought \$10,000 should be given to Canby Kids. Councilor Maldonado and Davis were in support.

Councilor Padden did not think they should set aside money for only one community group and not others. Councilor Hensley thought all requests should go through a grant process. Councilor Stearns agreed.

Mayor Hodson suggested adding \$10,000 to \$15,000 to the community grants and use the rest for parks or reserves.

There was consensus to leave the reserves as proposed in the budget and for Council to discuss the reserves goal for next fiscal year. They would come back to the Canby Kids question.

The next item was from an email from Budget Committee Member DeGraw regarding his thoughts that an additional park was not needed when the City could not maintain the parks the City had now, and he thought there was no need for a dog park.

Mr. Nelzen said the City was moving forward with the Auburn Farms Park and he recommended continuing with the project as they were only in the design phase. There was no dog park in this year's budget. It would cost \$1.5 million for the Auburn Farms Park which would come from SDC funds.

There was consensus to move forward with the project.

The next item was staff adjustments including \$20,000 for the Transportation System Plan update and Comprehensive Plan designation for Special Area J, removing the \$450,000 for the dog park and adding \$300,000 for Wait Park Master Plan, \$210,000 ARPA expenses to Canby Utility, and changes in the Library Transfer fund due to extra grant funding received and extra money needed for supplies and services.

Ms. Stein said there were questions about other funds to use besides the Cemetery Perpetual Care Fund to fulfill the loan to the Library so interest did not have to be paid. Any other fund such as the sewer fund would have the same impact. Council would decide if they would continue to charge interest and how to build up a reserve for the Library.

Ms. Stein said Budget Committee Member DeGraw had asked about the availability of the former First Transit building to use for Canby Area Transit instead of building a new Transit Center. Todd Wood, Fleet, Transit, & IT Director, responded it was owned by Mr. Kahut and was not available for sale, and any possible lease would be too expensive. He recommended staying the course.

Budget Committee Member Powlison would like to see street overlays in a more measurable statistic, in miles or feet, instead of the number of streets for overlay. Staff would consult with the newly formed Street Maintenance Task Force for ideas on how to show investments in street maintenance in a more measurable statistic. This did not have any budgetary impacts.

There was discussion regarding \$335,000 for the fuel station coming out of the parks fund. Mr. Nelzen clarified the cost was divided up among all the departments that would be using it. There was discussion regarding the cost of the fuel station.

The Committee then discussed the letter from Budget Committee Member Powlison suggesting changes to the budget process. This proposal was something to consider for next fiscal year's

budget and would be discussed by Council.

The possibility of a Public Informations Officer and Asset Manager in the future and capturing institutional knowledge was discussed.

Final items discussed were the \$50,000 for emergency management training and redistributing the \$80,000 Canby Kids allocation.

****Council President Hensley moved to reallocate the \$80,000 by putting \$10,000 into the Community Grant fund and \$50,000 to the emergency management consultant fees, leaving \$20,000 for the Budget Committee to determine where it would go. Motion was seconded by Council Davis.**

There was discussion regarding giving \$10,000 to the Canby Kids and \$10,000 for Maple Street Park turf.

****Council President Hensley amended her motion to reallocate the \$80,000 from Canby Kids to \$50,000 into the emergency management consultant fees, \$10,000 to the Community Grant Fund, \$10,000 to Maple Street Park turf replacement, and \$10,000 to parking lot maintenance. Motion was seconded by Councilor Davis and passed unanimously.**

Councilor Padden discussed the need to increase the Turf Reserve for future replacement of the turf. It was noted that a full replacement would not be needed for 8-10 years. Councilor Stearns agreed, especially due to inflation.

Budget Committee Member Tate thanked staff for their work on the budget.

Ms. Stein explained that due to a potential conflict of interest, there would be two motions to approve the budget.

APPROVAL OF THE CITY OF CANBY FY2024-2025 BUDGET AND PROPERTY TAX RATES TO BE LEVIED:

****Councilor Davis moved that the Budget Committee of the City of Canby approve the budget for the General Fund (Planning and Building programs), Street Fund, and Sewer Combined Fund for the 2024-2025 fiscal year in the amount of \$22,397,271. Motion seconded by Councilor Padden and passed unanimously with Councilor Sasse abstaining.**

****Budget Committee Member Chapin moved that the Budget Committee of the City of Canby approve the budget for the General Fund (all remaining programs), Library Fund, Transit Fund, Swim Center Fund, Transient Room Tax Fund, System Development Charges Fund, Cemetery Perpetual Care Fund, Forfeiture Fund, Facilities Fund, Fleet Fund, and Tech Services Fund for the 2024-2025 Fiscal Year in the amount of \$72,485,159. Motion seconded by Councilor Padden and passed unanimously.**

****Council President Hensley moved that the Budget Committee of the City of Canby recommend the levy of property taxes for the 2024-2025 fiscal year in the amount of \$3.4886 per \$1,000 of assessed value for operating purposes and \$0.49 per \$1,000 of assessed value for the Swim Center Local Option Levy. Motion seconded by Committee Member Chapin and passed unanimously.**

Councilor Padden suggested scheduling a mid year budget review in January.

ADJOURN: The meeting was adjourned at 8:28 p.m.

DRAFT

CITY OF CANBY



FISCAL YEAR 2025-2026

PROPOSED BUDGET

City of Canby Proposed Annual Budget

For the Fiscal Year

July 1, 2025 - June 30, 2026



CITY COUNCIL

Brian Hodson, Mayor
Traci Hensley, Council President
Daniel Stearns, Council Member
Herman Maldonado, Council Member
James Davis, Council Member
Jason Padden, Council Member
Paul Waterman, Council Member

BUDGET COMMITTEE

Kim Wiegand, Chair
David Tate
Jack Pendelton
Elizabeth Chapin
Shawn Varwig
(Vacant)

CITY STAFF

Eileen Stein, City Administrator
Scott Schlag, Finance Director
Don Hardy, Planning Director
Eric Laitinen, Aquatics Program Manager
Jamie Stickel, Economic Development Director/Communications Specialist
Jerry Nelzen, Public Works Director
Jorge Tro, Police Chief
Vacant, HR Director
Marisa Ely, Library Director
Maya Benham, Administrative Director/City Recorder
Todd Wood, Transit/Fleet/Tech Services Director

www.canbyoregon.gov



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished Budget
Presentation Award*

PRESENTED TO

**City of Canby
Oregon**

For the Fiscal Year Beginning

July 01, 2024

Christopher P. Morill

Executive Director

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Reader's Guide

Reader's Guide

This budget document serves to:

- Present the City Council and the public with a clear picture of the services the city provides.
- Provide city leadership with a financial and operating plan that adheres to the city's financial policies.
- Communicate the vision of the City Council and leadership team for the City of Canby.
- Present the financial and organizational operations for each of the City's departments.

The reader's guide provides a variety of information about the city:

- Budget Message
- Canby's unique history
- Demographic information
- Council Mission, Values, and Goals
- City organization charts
- Oregon budget process, including an explanation of funds

Revenues & Expenditures

This section includes current revenue and current expenses by major category. This section also provides an overview of the main sources of revenue for the City, including a review of Oregon's property tax system. Also included is an overview of the major categories of expenses: personal services, materials and services, and capital outlay.

Debt Service

This section includes information on our Full Faith and Credit Bonds on behalf of the Urban Renewal Agency (URA).

Capital Improvement Plan (CIP)

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

Budget Detail

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

Appendix

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



City of Canby

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Canby, OR 97013 www.canbyoregon.gov

May 6, 2025

Fiscal Year 2025-26 City Administrator's Budget Message

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

Introduction

Enclosed herewith is the City of Canby Proposed Budget for Fiscal Year 2025-2026, in the amount of \$59 million, prepared in compliance with Oregon State Budget Law. As presented, this budget is balanced, but the City of Canby is faced with tough challenges just as many Oregon communities are facing.

Our Finance and Leadership Team have worked diligently to make this budget as realistic and accurate as possible, and to place the City of Canby in the best possible fiscal position, given that there are rough waters ahead. The Leadership Team unanimously agreed to the decision to avoid reductions in force if needed and instead recommend strategic cuts and to reduce strategic reserve, in recognition that this is a "bridge" year as the City will be receiving an extra \$1 million in revenue in FY 26-27 due to the closure of the Urban Renewal Agency. We hope the Budget Committee will agree with the wisdom of this decision.

Alignment with Council Goals

In March, the Council approved the following goals and objectives for the coming year and a half. This proposed budget attempts to meet those goals to varying degrees but may be impacted by financial challenges that lie ahead due to the uncertain state of the federal, state and local economies.

PROMOTE FINANCIAL STABILITY

- Consider Updates to the City Charter
- Finalize the Transition of the Current Urban Renewal District Expenses
- Address Declining Revenues for Current Transit Operations; Create Sustainable Budget
- Determine the Future of the Former Canby Adult Center Building
- Develop a Plan to Fund Current and Expanded Library Services
- Adjust System Development Charges (SDC's)

ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH

- Complete the Housing Production Strategy
- Evaluate Options for Recruiting a Hotel Developer
- Complete the Comprehensive Plan Update
- Discuss Future Urban Renewal District Options to Support New Economic Development and Parks Opportunities in Conjunction with UGB Expansion

- Develop an Economic Development Strategy in Conjunction with UGB Expansion
- Complete UGB Expansion Process
- Complete the Development Code Update

PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

- Receive Recommendation from Street Maintenance Fee Task Force and Update Fees
- Develop Cost Estimate for the Half Street Safety Improvements on S Pine Street and S Township Road
- Complete S Ivy Street and N Pine Street Integration Projects to Bring County Roads into Local Transportation System
- Update Downtown Parking District Master Plan
- Identify Options for Location and Funding of the Transit Operations Center
- Finalize Design and Complete Walnut Street Extension Project
- Evaluate the Next Phase of Transit Services with Cost Estimate and Explore Funding Options
- Identify County Roads in Future Urban Growth Boundary and Determine Cost Impact of Integration into the Local Transportation System

DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS MASTER PLAN

- Evaluate and Determine Funding Options for Parks and Recreation Projects
- Evaluate and Determine a Future Parks and Recreation Sustainable Management Structure
- Evaluate and Implement the Parks Master Plan Structure

ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

- Update Council Policies and Guidelines
- Adopt and Implement Communications Plan
- Increase Opportunities for City Council to Engage with the Community
- Implement the Emergency Management Operations Plan
- Identify Community Partners to Develop a City-Wide Community Calendar
- Update Policies and Guidelines for Boards and Commissions
- Create and Recruit Youth Positions for all Boards and Commissions

Responding to the Economic Climate and Realities

The national economy is facing significant and uncertain fiscal challenges characterized by rising deficits, escalating debt and market volatility. The federal deficit is on the rise and expected to grow by \$3 trillion and may exceed post-World War II records. Likewise, the national debt is currently 123% of GDP and could exceed 200% of GDP by 2047 if current fiscal policies continue posing serious economic and security threats to the nation. Recent policy decisions, such as the imposition of aggressive tariffs, have led to the significant market volatility. The convergency of rising deficits, soaring debt, and market instability presents a complex fiscal environment for the U.S. economy.

At the state level, Oregon's economy shows resilience with growth in certain sectors with job gains in the professional and business services, leisure and hospitality, trade, bioscience, transportation and utilities. However, manufacturing has seen a decline in job growth which is worrisome. The housing market continues to face significant challenges statewide. ODOT is facing a \$354 million deficit for the

upcoming two-year budget starting July 1. This shortfall could lead to layoffs, deteriorating road conditions, and slower services overall.

Locally, Canby continues to exhibit a robust and diversified economy benefiting from its strategic location near the Portland Metro Region and its rich agricultural heritage. The industrial sector is thriving with continued investments in its industrial parks. Canby's fertile soil supports a variety of highly specialized nursery stock. The downtown area features a vibrant mix of retail shops, restaurants, and small businesses enhancing the community's livability.

Budget Highlights

This overall proposed budget comes in at a 12.9% increase from the prior budget. The proposed budget for the General Fund represents an approximate 2.5% decrease from the FY24-25 budget.

Revenue. Canby's top three revenue sources consist of property taxes, utility fees, and intergovernmental (grants and payments from other governmental sources.) Canby has taken an aggressive approach towards economic development to make sure the revenue base considers all three (residential, commercial, and industrial) property classifications for taxation. The City is currently engaged in an expansion of the UGB to ensure this trend continues. However, as costs rise, other means of paying for the services Canby residents enjoy will need to be considered.

The City's financial policies call for maintaining a diversified, sustainable, and strategically managed revenue sources that reflect the cost of providing associated services by adjusting fees accordingly. A re-engaged Street Maintenance Fee Task Force has been meeting to evaluate the pavement condition index (PCI) of our streets and to decide on a set of recommendations to meet our street maintenance needs. Likewise, the Parks and Recreation Board has been meeting to determine funding options for the City's Park system. Annually, we also review our Master Fee Schedule related to the appropriateness and sustainability of current revenue with operations.

In FY25-26, other revenue streams will impact the budget as well. The URA Board will begin to close the URA after it makes its final debt payment in June 2026, by informing the Clackamas County Tax Assessor its intent by February 2026. The Clackamas County Library District will also convene a task force to review the long-standing Library District revenue and allocation formula. Likewise, payroll taxes and the effect of federal policies on grants and assistance to local communities could impact transit operations. The City is also planning an update of its system development charges in FY25-26.

Interest earnings have soared above what was budgeted in FY24-25 due in part to a high fund balance in several funds. The City invests in the Local Government Investment Pool which has enjoyed high returns due to the inflationary times. This is not expected to continue as new federal monetary policies take effect.

All of these uncertainties will make for a very dynamic year ahead.

Budget Highlights

Personnel. Because we are also a largely service driven organization, personnel costs represent 30% of the total budget across all funds and therefore drive much of the budget. In FY 2025-2026, we have assumed the following for personnel, wages, and benefits costs:

- **FTE Allocations.** Once again, FTE adjustments have been made to reflect the anticipated ‘true cost’ of deployment in FY 2025-2026. The City will count, in terms of FTE, its full-time and part-time positions, but not seasonal staff due to the high fluctuation of need and temporary nature of them. The City typically does not fill every position it budgets for as shown below:

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Budget	96.2	97.8	106.8	110.3	109.3	103.8
Actual	92.3	98.1	102.2	99.6	103.6	---

- **Wages, Merit Pay and Cost of Living Adjustments (COLAs)** For each employee entitled to it, we have assumed they will receive their due merit adjustment of one step in pay. The budget contains a 5% place holder for COLAs pending the conclusion of negotiations on new collective bargaining agreements with Canby Police Association (CPA) and the Association of Federal, State and Municipal Employees (AFSCME).
- **Health Insurance.** Increases in premiums are budgeted at 10% for medical insurance, no other cost increases for health insurance. For new positions, the City assumes full-family premium until the employee comes on board and decides which level of coverage is needed.
- **Retirement Insurance.** PERS rates are expected to increase significantly in FY25-26 and will range from 15% to 22%, which will impact budgets across the board. The City pays 6% toward the cost of the retirement through the Public Employees Retirement System and 6% for the employee match.

Materials and Services. All City departments have used various means of controlling costs, tightening belts and squeezing as much as possible out of the remainder of FY24-25, and into FY25-26 such as eliminating programs, keeping up on technology upgrades, investing asset management, performing needed maintenance and repair, and continuing to invest in professional development. Still, there is a need to explore future reductions in M&S and consider additional program reductions.

Capital Outlay and Projects. The budget also contains capital outlay expenses reflecting the need to continue updating the City’s overall infrastructure and ability to meet the current and future needs of the City. Highlights include:

General Fund

- The Police Department request two Police vehicle replacements, computer replacements (\$180,000)
- Projects in the Park Fund which are paid for by transfers from the SDC charges (\$4.3 million)

Facilities

- Building maintenance Capital Projects (\$42,000)

IT Fund

- Computer equipment replacements (\$100,000)

Swim Center Fund

- Reduction in Capital Outlay for a family changing room and update of the dressing rooms (\$500,000)

Street Fund

- Various Capital improvements include the completion of S. Ivy, Walnut Street Extension, NE 10th Street, Fuel Station Facility, and Asset Management program (\$10.75 million)

Sewer Combined Funds

- \$4.5 million for WWTP projects
- \$2.5 million for Sewer Collections projects
- \$3.38 million for Stormwater projects

Transit Fund

- Bus replacement and design of new transit office (\$1.25 million)

Conclusion

FY 2025-2026 will be a challenging year with so many economic unknowns and uncertainties, including the lack of settlement on collective bargaining agreements. It will be a 'bridge' year as the city expects to benefit from the closure of the Urban Renewal District. Still, hard policy choices lie ahead, and we should immediately keep working to find and identify revenue and reduce expenses even further once this budget is adopted. I am confident we will get through the year and continue to provide the essential services Canby residents have come to expect.

Respectfully Submitted,

Eileen Stein

Canby City Administrator

About Canby

History

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

Prior to 1920, the "Road of 1,000 Wonders", now NW First Avenue, was the main route through Canby, running northeast to Oregon City and west to Barlow and down the valley. That year marked the arrival of the Pacific Highway (Hwy 99E) to the south of the railroad tracks, making the beginning of yet a new era of transportation and development in Canby. Canby grew from 998 people in 1940, to 1,286 residents by 1945. Now Canby boasts a population of nearly 19,000, and the city covers a 4.5 square mile area. Many of the early buildings and homes in the original 24-block town site still exist and the city is surrounded by early farmhouses and barns, reminders of Canby's early pioneer, railroad, and agricultural heritage.

The City of Canby has been designated as an Oregon Heritage Tradition Community by the Oregon Heritage Commission in recognition of the Clackamas County Fair that started in 1907.

Authority

The City of Canby has all powers granted to municipal corporations by State statutes, including the power to issue debt, levy taxes on real property within its boundaries, and extend its corporate limits by annexation.

Services

The City provides a full range of services: public safety; library; construction and maintenance of streets, parks, cemetery, and sewer infrastructure; recreational activities and swim center; a transit system; current and long-range planning; and development review.

Canby owns and operates a wastewater system and treatment plant. The Canby Utility Board, a component unit of the City, manages and operates the water and electric infrastructure for the city.

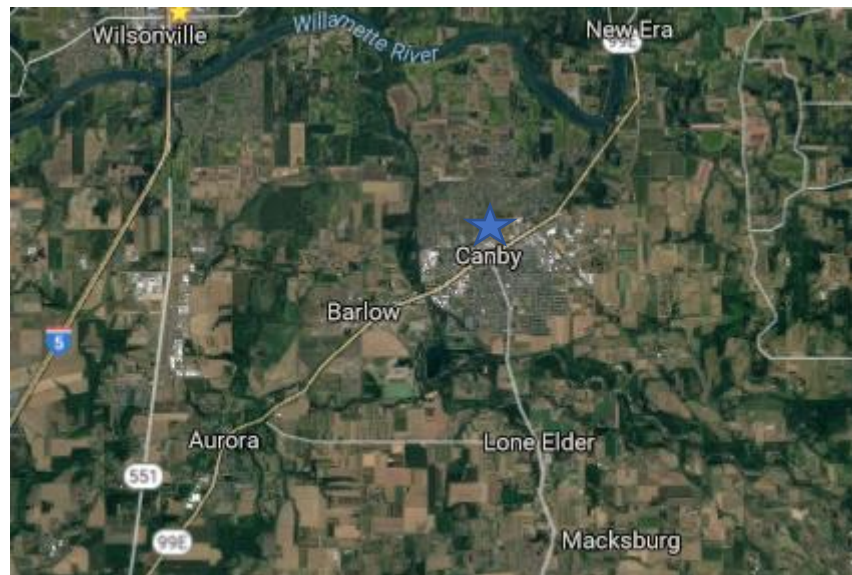
Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District. Phone, cable, and trash disposal are provided by private businesses. Canby is part of Canby School District 86.

Local media coverage is provided by Willamette Falls Studios and the Canby Herald publishes the local newspaper.

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

Location

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



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

Economy

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

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

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

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



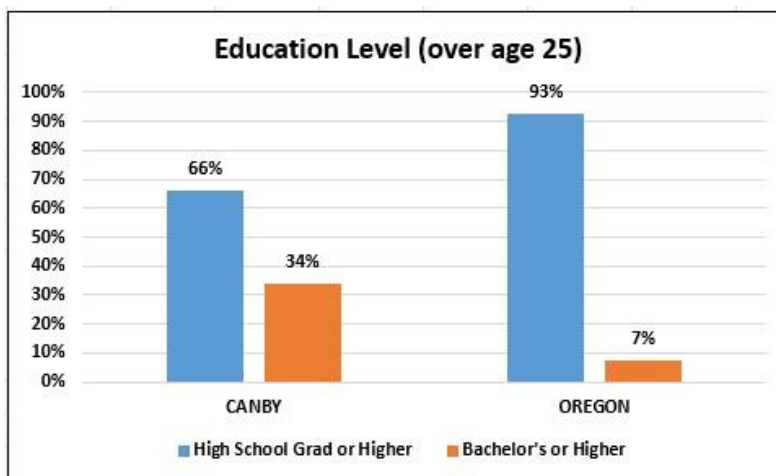
Source: Clackamas County Assessor's Office

Demographics

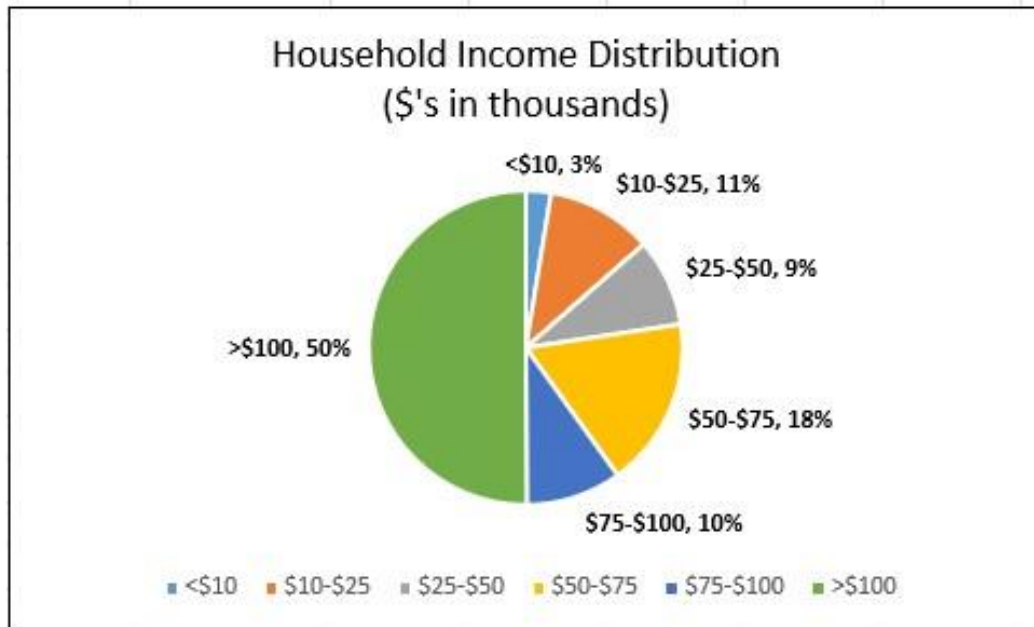
Over the last two and a half decades, Canby has grown rapidly. Between 1990 and 2024, the population has grown 113%. Canby has an average of 2.63 people per household as compared to 2.4 in Oregon as a whole. Canby's population is 53% female, compared to Oregon at 50.4%.

5.5% of Canby's population are veterans, equal to the state of Oregon's veteran population for the 2024 calendar year.

Age Distribution			
Age	Percentage of Population	Percent Male	Percent Female
0-19	25%	46%	54%
20-39	22%	52%	48%
40-59	26%	49%	51%
60+	26%	41%	59%



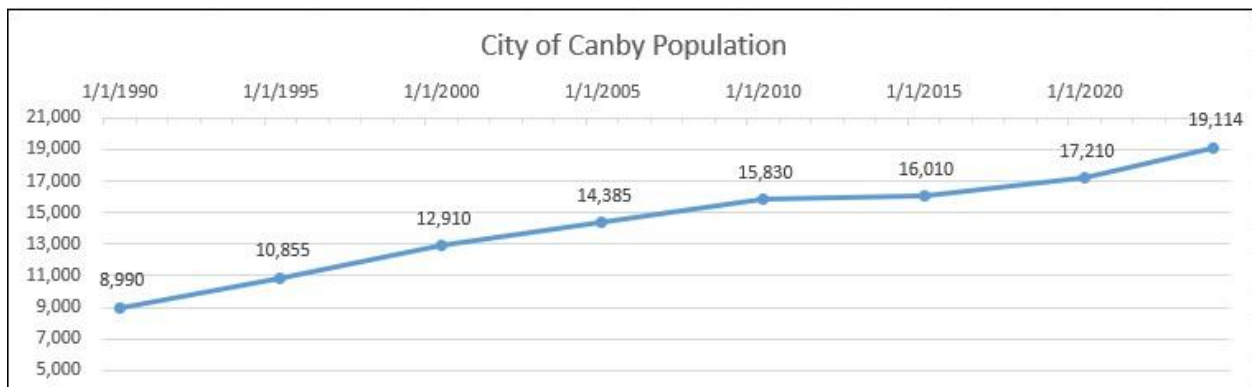
6.8% of Canby families are below the poverty level as compared to Oregon at 12%. While the unemployment rate in Canby is 3.9% and 4.1% in Oregon as a whole.



Oregon has 15% of the population living with a disability while Canby is at 12.8%.

Owner-occupied homes represent 69.5% of the community as opposed to 63.4% of Oregon as a whole.

11.9% of the Canby population speaks Spanish while Oregon as whole has 8.93% of the population that speaks Spanish.



Source for demographic information, excluding population (2022 estimates-most recent available): data.census.gov

Source for population data: Portland State University <http://www.pdx.edu/population-research>

Principal Property Taxpayers & Employers

CITY OF CANBY, OREGON

PRINCIPAL EMPLOYERS

2023

<u>Employer</u>	<u># of Employees</u>	<u>% of Total City</u>
		<u>Employment</u>
Canby School District	554	6.60%
Pacific Furniture Industries	307	3.66%
Columbia Distributing	299	3.56%
S R Smith LLC	273	3.00%
Fred Meyer Stores Inc.	252	2.62%
Clarios	220	2.12%
Milwaukie Electronics	178	1.99%
Shimadzu USA Mfg. Inc.	167	1.73%
Kendal Floral LLC	145	1.55%
ICC Inc.	130	1.55%

CITY OF CANBY, OREGON

PRINCIPAL PROPERTY TAX PAYERS

Current Year and Ten Years Ago

Taxpayer	2024			2015		
	Taxable Assessed		Percentage of Total Taxable Assessed Value	Taxable Assessed		Percentage of Total Taxable Assessed Value
	Value	Rank		Value	Rank	
Hope Village Inc.	\$ 39,241,883	1	1.73%	\$ 19,012,227	2	1.42%
Canby Telephone Assn.	28,178,761	2	1.18%	16,176,000	3	1.21%
Fred Meyer Stores Inc. #651	26,876,266	3	1.13%	20,190,109	1	0.00%
Canby East Associates LLC	25,571,475	4	1.24%	-	-	0.00%
Sequoia Grove Apartments LLC	22,653,748	5	1.00%	-	-	0.00%
American Steel Corporation	19,333,123	6	0.85%	15,791,488	4	1.18%
Shimadzu USA Manufacturing	17,747,795	7	0.78%	12,269,261	5	0.92%
Argo Canby LLC	15,902,424	8	0.70%	12,137,170	6	0.98%
Cascade Engineering Technologies	14,280,540	9	0.63%	-	-	0.00%
Canby Market Center LLC	13,513,267	10	0.60%	-	-	0.00%
Subtotal	223,299,282		9.84%	95,576,255		5.71%

Source for Principal Property Tax Payers - Clackamas County Assesment & Taxation

All Other	2,045,385,091	90.16%	1,241,318,789	92.84%
Totals	\$ 2,268,684,373	100.0%	\$ 1,336,895,044	98.6%

Maps





City of Canby City Council Values and Goals

Values

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

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

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

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

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

**2025 – 2027 City Council
Goals & Objectives
Adopted March 19, 2025**

PROMOTE FINANCIAL STABILITY

- Consider Updates to the City Charter
- Finalize the Transition of the Current Urban Renewal District Expenses
- Address Declining Revenues for Current Transit Operations; Create Sustainable Budget
- Determine the Future of the Former Canby Adult Center Building
- Develop a Plan to Fund Current and Expanded Library Services
- Adjust System Development Charges (SDC's)

ALIGN RESOURCES TO ADDRESS FUTURE COMMUNITY GROWTH

- Complete the Housing Production Strategy
- Evaluate Options for Recruiting a Hotel Developer
- Complete Comprehensive Plan Update
- Discuss Future Urban Renewal District Options to Support New Economic Development and Parks Opportunities in Conjunction with UGB Expansion
- Develop an Economic Development Strategy in Conjunction with UGB Expansion
- Complete UGB Expansion Process
- Complete Development Code Update

PLAN A TRANSPORTATION SYSTEM THAT EASES THE IMPACTS OF GROWTH

- Receive Recommendation from Street Maintenance Fee Task Force and Update Fees
- Develop Cost Estimate for the Half Street Safety Improvements on S Pine Street and S Township Road
- Complete S Ivy Street and N Pine Street Integration Projects to Bring County Roads into Local Transportation System
- Update Downtown Parking District Master Plan
- Identify Option for Location and Funding of the Transit Operations Center
- Finalize Design and Complete Walnut Extension Project
- Evaluate Next Phase of Transit Services with Cost Estimate and Explore Funding Options
- Identify County Roads in Future Urban Growth Boundary and Determine Cost Impact of Integration into Local Transportation System

DEVELOP A MORE ROBUST PARKS + RECREATION PROGRAM ALIGNED WITH THE PARKS**MASTER PLAN**

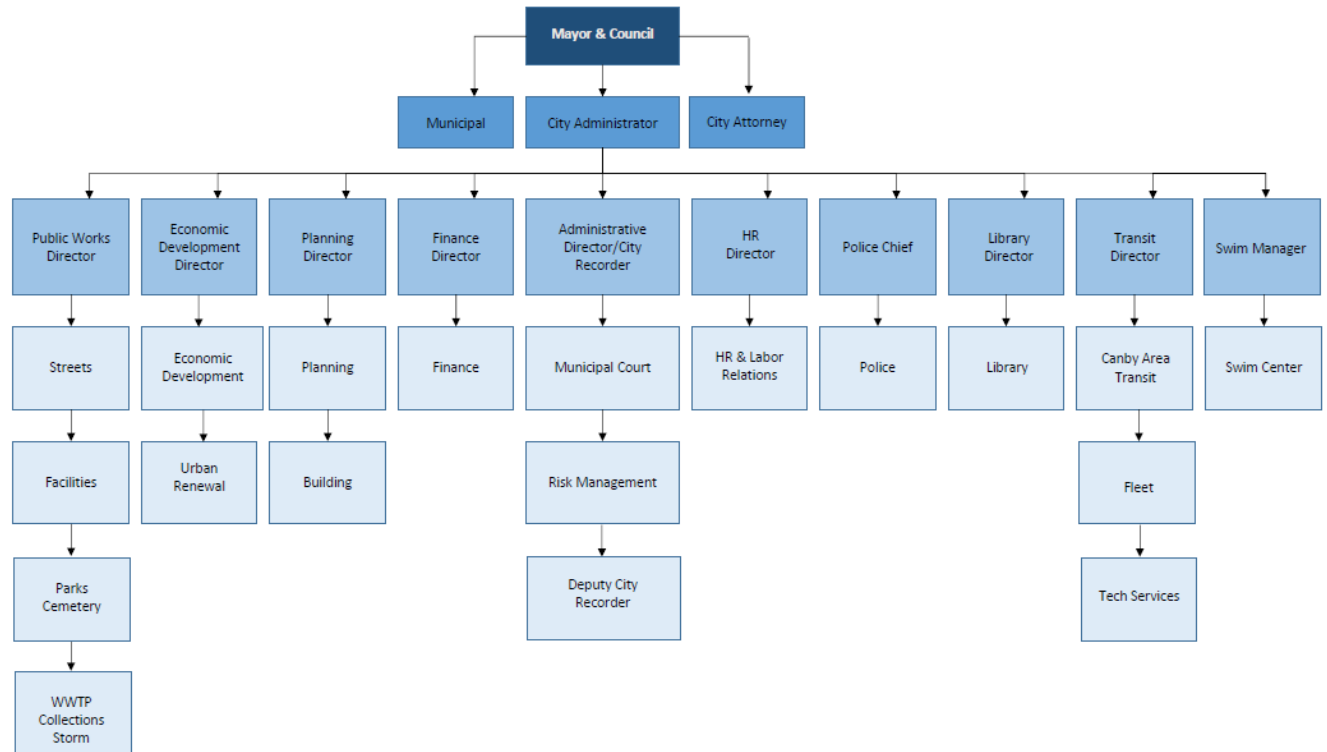
- Evaluate and Determine Funding Options for Parks and Recreation Projects
- Evaluate and Determine a Future Parks and Recreation Sustainable Management Structure
- Evaluate and Implement the Parks Master Plan Structure

ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

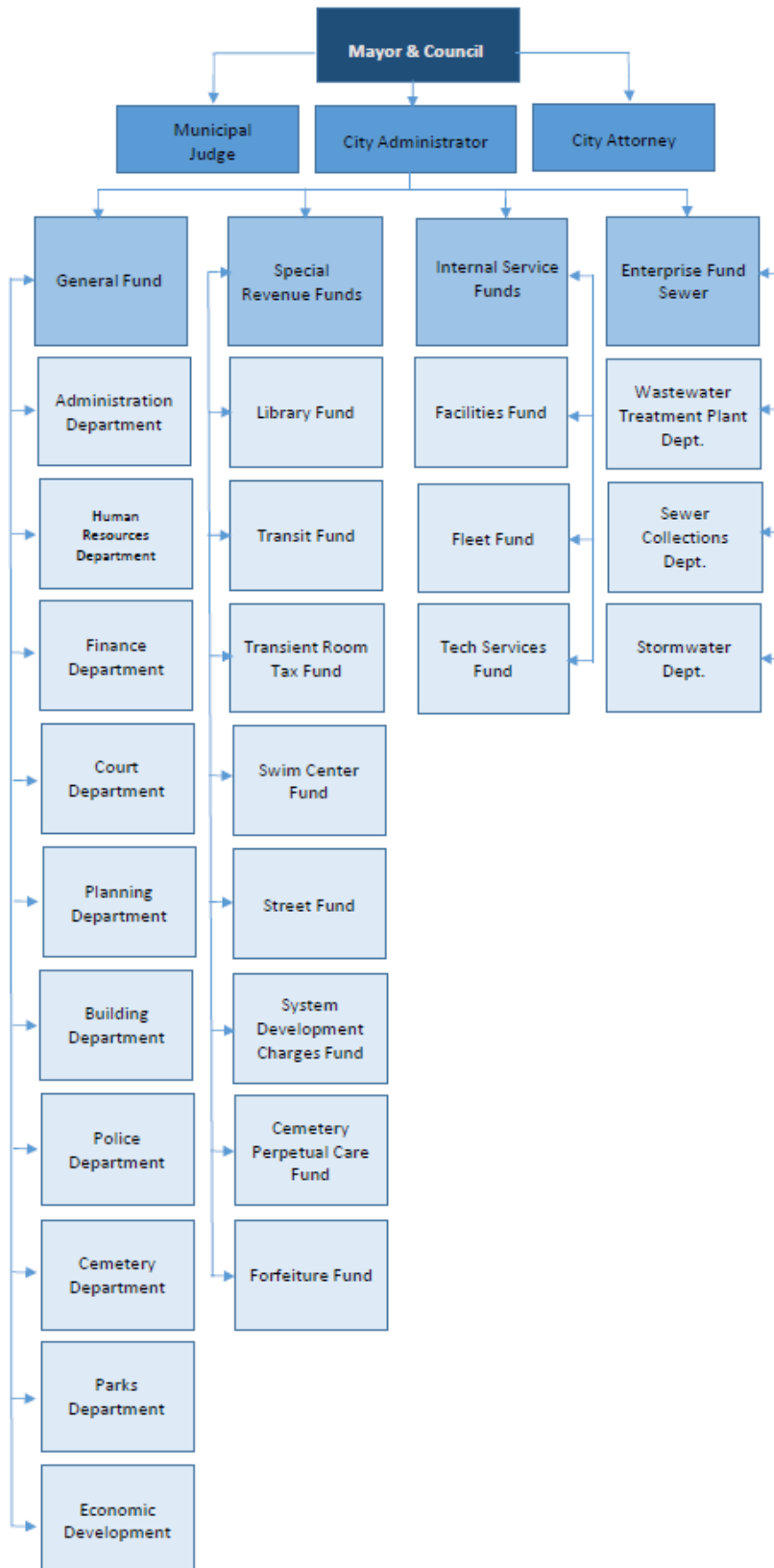
- Update Council Policies and Guidelines
- Adopt and Implement Communications Plan

- Increase Opportunities for City Council to Engage with the Community
- Implement the Emergency Management Operations Plan
- Identify Community Partners to Develop a City-Wide Community Calendar
- Update Policies and Guidelines for Boards and Commissions
- Create and Recruit Youth Positions for all Boards and Commissions

City of Canby Organizational Chart



City of Canby Organizational Chart by Fund



Budget Process

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

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

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

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

The strategic planning process begins anew each year as the City Administrator and management team collaborate to identify needs and assumptions for the short and long term, and update objectives. Work on the annual budget begins in November, when forecasts for the current year revenues and expenditures are updated.

In March the City Council has a planning meeting to adopt Council goals.

Phase 2: Prepare Proposed Budget for Budget Committee

The following is an outline of the steps required by the Oregon Department of Revenue for budget preparation and adoption.

Appoint Budget Officer

- Every local government is required to have a Budget Officer. Canby's charter assigns this role to the City Administrator.

Prepare a Proposed Budget

- The Finance Director prepares the proposed budget and submits it to the Budget Officer for presentation to the Budget Committee. At this time the Capital Improvement Plan is also updated for the next five years.

Publish Public Notices

- Upon completion of the budget a "Notice of Budget Committee Meeting" is published in a newspaper and posted prominently on the City's website.

Budget Committee Meets

- The budget message and proposed budget document is presented to the Budget Committee for review.

Committee Approves the Budget

- When the Budget Committee is satisfied that the proposed budget will meet the needs of the citizens of Canby, they will forward this to the City Council for adoption.

Phase 3: Adopt Budget and Certify Property Taxes

Publish Notice of Public Hearing

- After the budget is approved, a budget hearing must be held. The Budget Officer must publish a "Notice of Budget Hearing" in a newspaper or by mail or hand delivery.

Hold the Budget Hearing

- The budget hearing must be held by the governing body on the date specified in the public notice and must allow for public testimony.

Adopt Budget, Make Appropriations, and Levy Taxes

- The governing body adopts the budget prior to June 30th. The budget and tax levy certification is then filed with the County Assessor.

Phase 4: Budget Changes After Adoption

Oregon budget law requires all City funds to be appropriated. Appropriations are the legal authority to spend.

Appropriations may be changed during the fiscal year, within the limitations imposed by budget law. City staff monitors actual events and recommends changes as needed. The City Council makes changes by resolution. Changes are categorized as appropriation transfers or supplemental budgets.

An appropriation transfer decreases an existing appropriation and increases another by the same amount. Supplemental budgets typically create new appropriations, funded by increased revenues. Supplemental budgets are used for occurrences or conditions which were not known at the time the budget was prepared. Directors and managers may amend their budgets for individual accounts without Council approval so long as appropriations at the legal level of control are not changed.

Budget Calendar

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

Basis of Budgeting

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

Basis of Auditing

The audit, as reported in the Annual Comprehensive Financial Report, accounts for the City's finances on the basis of generally accepted accounting principles (GAAP). GAAP is defined as conventions, rules, and procedures necessary to describe accepted accounting practice at a particular time. The modified accrual basis of accounting, a GAAP approved method, is also used in the audit for all funds except for the Proprietary Fund types. The audit uses the full-accrual method of accounting for the Proprietary Funds. The Annual Comprehensive Financial Report shows all the City's funds on both a budgetary and GAAP basis for comparison.

Budgetary Basis of Accounting

There is no difference in the basis of accounting used for financial statements and the accounting method used for budgeting. The budgetary basis of accounting for budgeting purposes is also modified accrual.

The City of Canby uses a modified accrual basis of accounting for budgeting purposes. This means revenues are recognized when they become measurable and available.

Fund Structure and Description

The City of Canby uses various funds to account for its revenues and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Funds are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law.

The revenues in each fund may be spent only for the purpose specified by the fund.

General

General Fund – Accounts for the financial operations of the City that are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees, court fines, and state and county shared revenue. Primary expenditures are for public safety, general government, parks, and cemetery services.

Special Revenue

Street Fund – Accounts for the construction, repair, and maintenance of City streets. Principal sources of revenue are street maintenance fees, gas taxes, and vehicle taxes from the Oregon Department of Transportation. System Development Charges (SDC's) are transferred from the SDC fund to the Street fund for use on capital construction projects.

Transit Fund – Provides public transit services within the City of Canby and connecting transit service to neighboring communities. Primary sources of revenue are from grants and transit payroll taxes.

Swim Fund – Provides a swim center to develop swimming skills, teach water safety skills, and offer other water activities. Primary sources of revenue are taxes from the Swim Center local option levy and user fees.

Transient Room Tax Fund – Provides tourism and tourism related activities to draw people to Canby. Revenue is received from the transient room tax.

Library Fund – Provides dynamic, relevant, efficient, and cost-effective library services to Canby area residents of all ages. Primary sources of revenue are from the Clackamas County Library District, donations from the Friends of the Canby Public Library, and Library fines.

System Development Charges Fund – Records SDC revenue and maintains restricted balances by type in compliance with state statutes.

Cemetery Perpetual Care Fund – Provides for the future care of the Zion Memorial Park Cemetery. Revenue is received from perpetual care fees when burial sites are sold.

Enterprise

Sewer Fund – Accounts for the construction, operations, and maintenance of the wastewater treatment plant, sewer collections, and stormwater system. Primary sources of revenue consist of charges for sewer services, and SDC's transferred from the SDC fund to the Sewer fund for use on capital construction projects.

Internal Service Funds

Fleet, Facilities, and Tech Services Funds – These funds provide services to internal City departments for maintenance and repair of all City rolling stock and equipment, the majority of City owned structures, and the repair and replacement of all City owned computers and servers. Revenue is received from the other departments who receive these services and is based on a ratio of actual costs for fleet services, a prorated share of square feet maintained for facilities, and the number of computers, phones, and work orders for tech services.

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

Appropriation Level	General Government Funds									Internal Service Funds			Enterprise Fund
	General	Street	Transit	SDC	Library	Swim	Transient Room Tax	Cemetery P.C.	Forfeiture	Fleet	Facilities	Tech	Sewer
	Major Funds				Non-Major Funds					Non-Major Funds			Major Fund
Administration	X												
Human Resources	X												
Court	X												
Planning	X												
Parks	X												
Building	X												
Police	X												
Cemetery	X												
Finance	X												
Economic Dev.	X												
Streets		X											
Transit			X										
SDC				X									
Library					X								
Swim						X							
Tourism Promotion							X						
Tourism Enhance							X						
Cemetery PC								X					
Forfeiture									X				
Fleet										X			
Facilities											X		
IT												X	
WWTP													X
Collections													X
Stormwater													X
Not Allocated P.S.	X												X
Not Allocated M & S	X												X
Not Allocated C.O.	X												X
Debt Service													X
Transfers Out	X	X	X	X	X	X	X						X
Contingency	X	X	X	X	X	X	X	X	X	X	X	X	X

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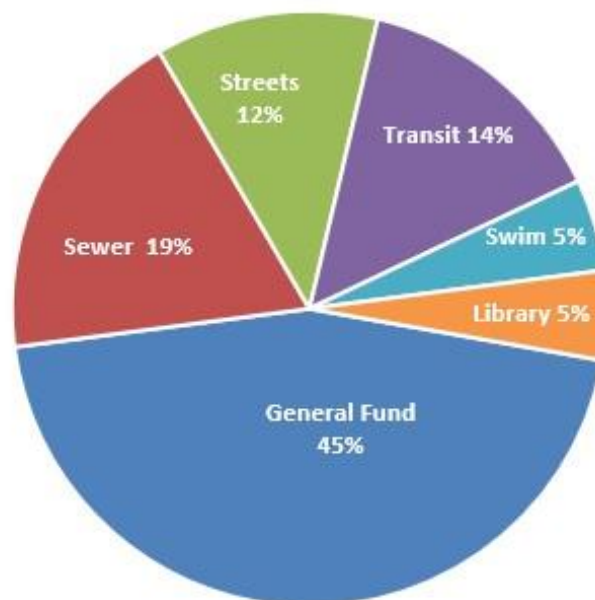
Revenue & Expenditures

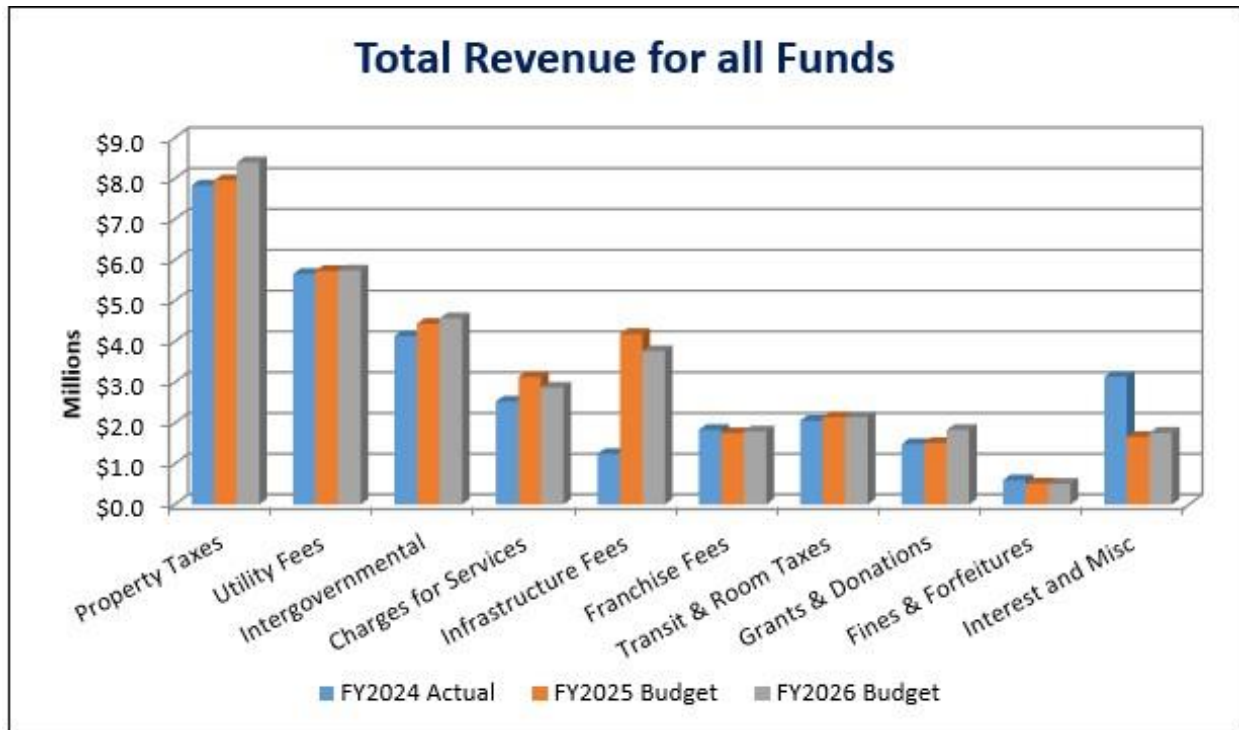
Revenue Summary by Source

City-Wide Revenue Summary by Source

Summary of Resources by Source					
	Actual FY2023	Actual FY2024	Budget FY2025	Projected FY2025	Proposed FY2026
Property Taxes	\$ 7,461,226	\$ 7,831,414	\$ 7,955,811	\$ 7,849,172	\$ 8,394,616
Utility Fees	5,578,449	5,658,834	5,730,000	5,635,000	5,745,000
Intergovernmental	4,040,196	4,134,272	4,436,801	4,363,259	4,569,154
Infrastructure Fees	2,608,696	1,242,474	4,183,200	1,725,349	3,764,654
Charges for Services	2,877,148	2,529,713	3,132,150	3,042,865	2,870,150
Franchise Fees	1,702,483	1,833,011	1,752,000	1,798,683	1,793,000
Transit & Transient Room Taxes	2,054,648	2,057,785	2,142,500	2,040,000	2,144,000
Grants & Donations	3,334,077	1,483,205	1,509,245	1,227,129	1,831,937
Fines & Forfeitures	571,188	597,281	515,800	483,220	511,000
Interest and Misc Revenue	1,966,930	3,137,783	1,657,375	2,730,633	1,760,976
Transfers In/Other Sources	5,005,125	4,306,779	11,552,126	5,433,844	14,721,053
Total Current Resources	37,200,167	34,812,551	44,567,008	36,329,154	48,105,540
Beginning Fund Balance	44,319,620	48,693,946	50,315,422	51,847,056	47,527,821
Total Resources	\$ 81,519,787	\$83,506,497	\$94,882,430	\$ 88,176,210	\$ 95,633,361

FY2026 Total Proposed City Revenues for the Main Operation Funds





Property Taxes	26%	Franchise Fees	5%
Utility Fees	17%	Transit & Room Taxes	7%
Intergovernmental	14%	Grants & Donations	6%
Charges for Services	9%	Fines & Forfeitures	2%
Infrastructure Fees	11%	Interest and Misc	5%

Overview of Major Revenue Sources**Beginning Fund Balance**

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

Property Taxes

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

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

Assessed Value

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

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

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

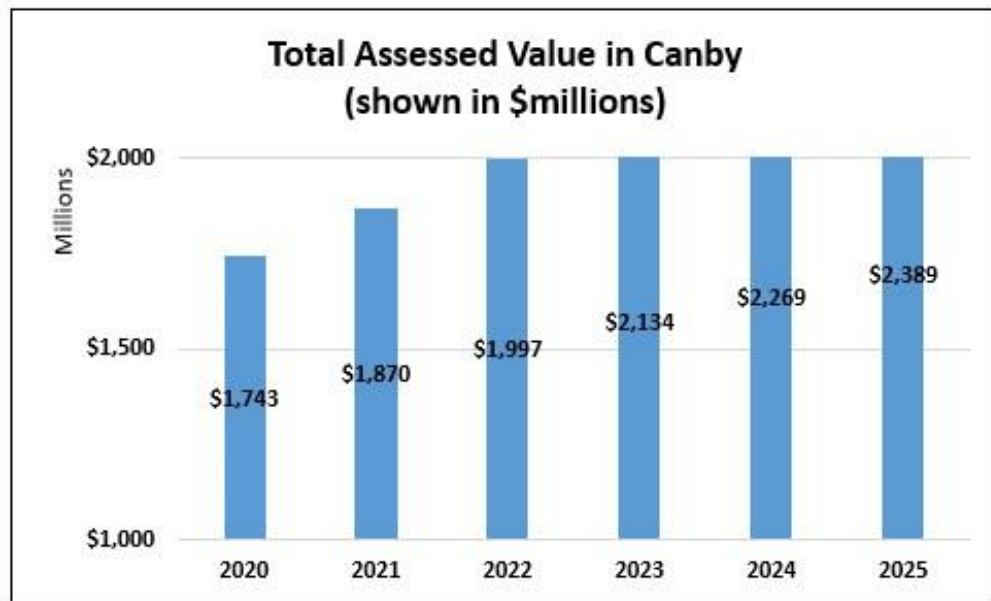
- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistently with rezoning

Limits and Compression

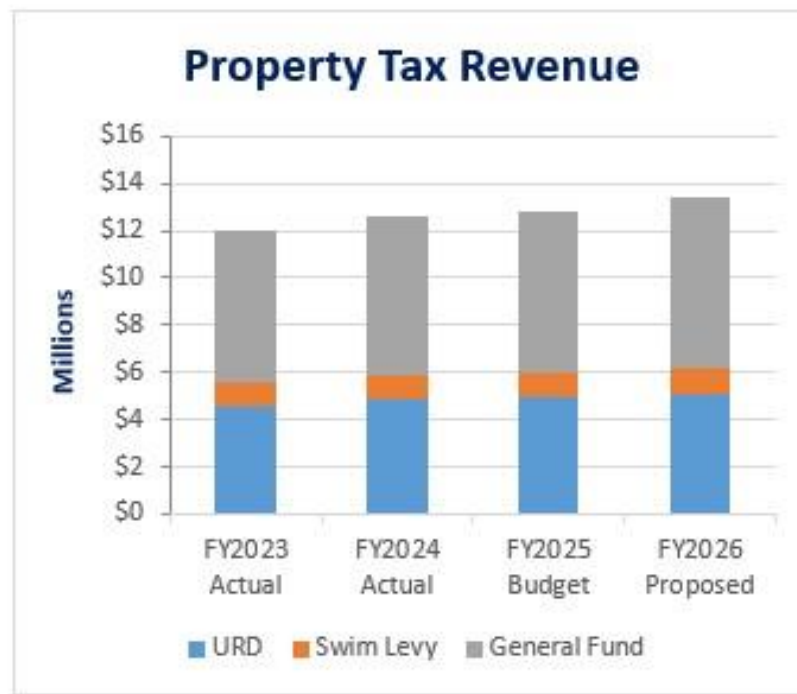
The total tax on a given piece of property is limited as follows:

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

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



Property taxes represent approximately 44% of General Fund revenue.



Effect of the Canby Urban Renewal Agency

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

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

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

The URD will cease to exist after it has incurred and repaid the maximum indebtedness specified in the plan; \$ 51,149,000, or the close of fiscal year 2026, whichever comes first.



Property Tax Allocation



Utility Fees

The city charges utility fees for the sewer system, street maintenance, and parks maintenance programs. Sewer fees and Street and Park maintenance fees are charged based on a flat rate for residential and multifamily accounts. All other customers are charged the sewer fee based on usage, street fee based on impact to the roads, and the parks fee is a flat rate per account. The rates collected for each fund can only be used to support that individual funds' operational and capital needs. Annual revenue projections are based on historical average increases, while considering any planned rate increases.

Intergovernmental Revenue

These include fees and taxes that are collected by other government agencies and passed through to the City as well as fees collected from other governments for services the City provides to them.

- State shared revenue, liquor and cigarette tax and vehicle fees. Revenue estimates are calculated based on the percentage of population for each city in the State. This information is provided by the League of Oregon Cities.
- The Library District of Clackamas County provides property taxes to fund most of the operations of the library. Revenue estimates are provided by the County.
- State distribution of the local gas tax. This is estimated based on historical trends.
- Clackamas County distributes a share of its vehicle registrations fee.
- Federal, State, and Local grants.

Charges for services

- Development revenue for building and planning are estimated based on the known development activity as well as projections of projects that are likely to be submitted.
- Recreation and event revenue is based on projections of the number of people to attend events and visit the swim center.
- Cemetery fees are for the sale of grave sites and services rendered to customers. Revenue estimates are based on historical trends but can vary widely from year to year.
- Business and liquor licenses, revenue estimates are based on prior year actuals.

Infrastructure Development Fees

These are fees for system development charges (SDC's) on new construction. SDC's are restricted for capital improvement projects that support capacity for growth. Revenue estimates are based on the known development activity with a small percentage increase for the unknown activity that will happen.

Transit Payroll Taxes

The City owned and operated transit system charges a transit payroll tax to all employers who do business in the City of Canby service area. Revenues are based on the previous year's actuals.

Transient Room Taxes

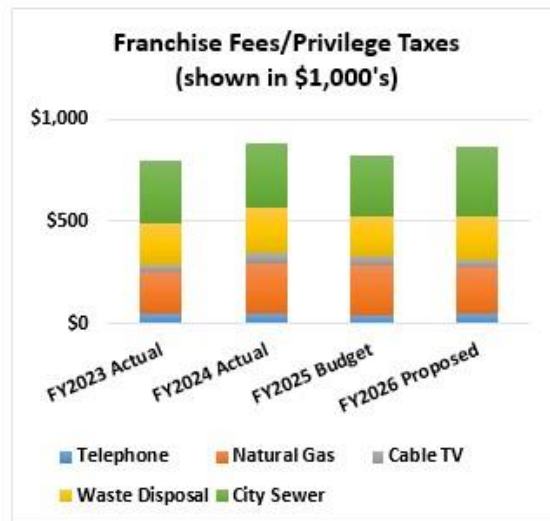
Starting July 1, 2018, the City of Canby instituted a transient room tax. The tax is 6% of lodging sales. Revenue estimates are based on the previous year's actuals.

Fines and Forfeitures

These fines are for court citations, municipal code violations, and library fines. Revenue estimates are based on prior year actuals.

Franchise Fees/Privilege Taxes

Fees are collected from utilities as compensation for use of the City's rights of way. These fees are based on utility revenue, so they generally increase with population growth and utility rate increases. Franchise fee revenue is estimated based on prior year actuals. Cable and telephone franchise fees are estimated to decline as more and more people are doing away with land lines and traditional cable.



Other/Miscellaneous Revenue

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

Detail of Transfers between funds:

	Transfer From:		Transfer To:		
	General Fund	Street Fund	Sewer Fund	Library Fund	Cemetery Fund
¹ Library Fund	\$ 177,855	\$ -	\$ -	\$ -	\$ -
¹ Street Fund	599,204	-	-	-	-
¹ Transit Fund	219,034	-	-	-	-
¹ Swim Fund	142,211	-	-	-	-
¹ Sewer Fund	662,651	-	-	-	-
¹ General Fund	78,098	-	-	-	-
¹ URA GF	425,000	-	-	-	-
² SDC Fund	4,800,000	6,292,000	-	-	-
³ General Fund	-	-	-	325,000	-
⁴ Cemetery Fund	-	-	-	500,000	-
⁴ Library Fund	-	-	-	-	500,000
Total	\$ 7,104,053	\$ 6,292,000	\$ -	\$ 825,000	\$ 500,000

Purpose:

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

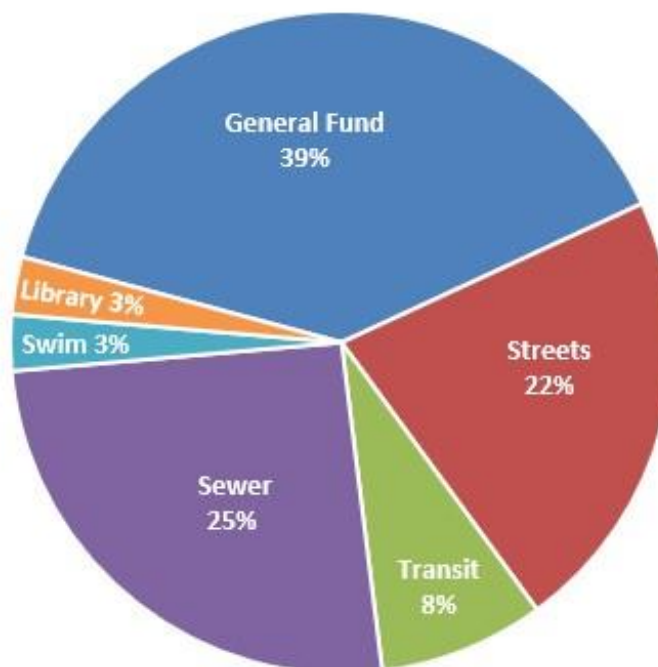
Expense Summary by Category

City-Wide Expenses by Category

Summary of Requirements by Category

	Actual FY2023	Actual FY2024	Budget FY2025	Projected FY2025	Proposed FY2026
Personnel Services	\$ 13,851,759	\$ 14,425,712	\$ 17,600,400	\$ 15,339,820	\$ 17,886,850
Materials & Services	8,443,225	9,913,638	12,761,366	11,655,656	11,755,145
Capital Outlay	5,841,852	3,411,540	20,931,349	8,428,156	28,363,700
Debt Service	6,645	13,939	15,000	13,457	15,000
Special Payments	27,235	12,833	35,000	20,456	25,000
Transfers Out	4,655,125	3,881,779	11,127,126	5,008,844	14,296,053
Operating Contingency	-	-	796,180	182,000	805,536
Total Current Requirements	32,825,841	31,659,440	63,266,421	40,648,389	73,147,284
Reserved for Future Years	-	-	31,616,009	47,527,821	22,486,078
Ending Fund Balance	48,693,946	51,847,057	-	-	-
Total Requirements	\$ 81,519,787	\$ 83,506,497	\$ 94,882,430	\$ 88,176,210	\$ 95,633,361

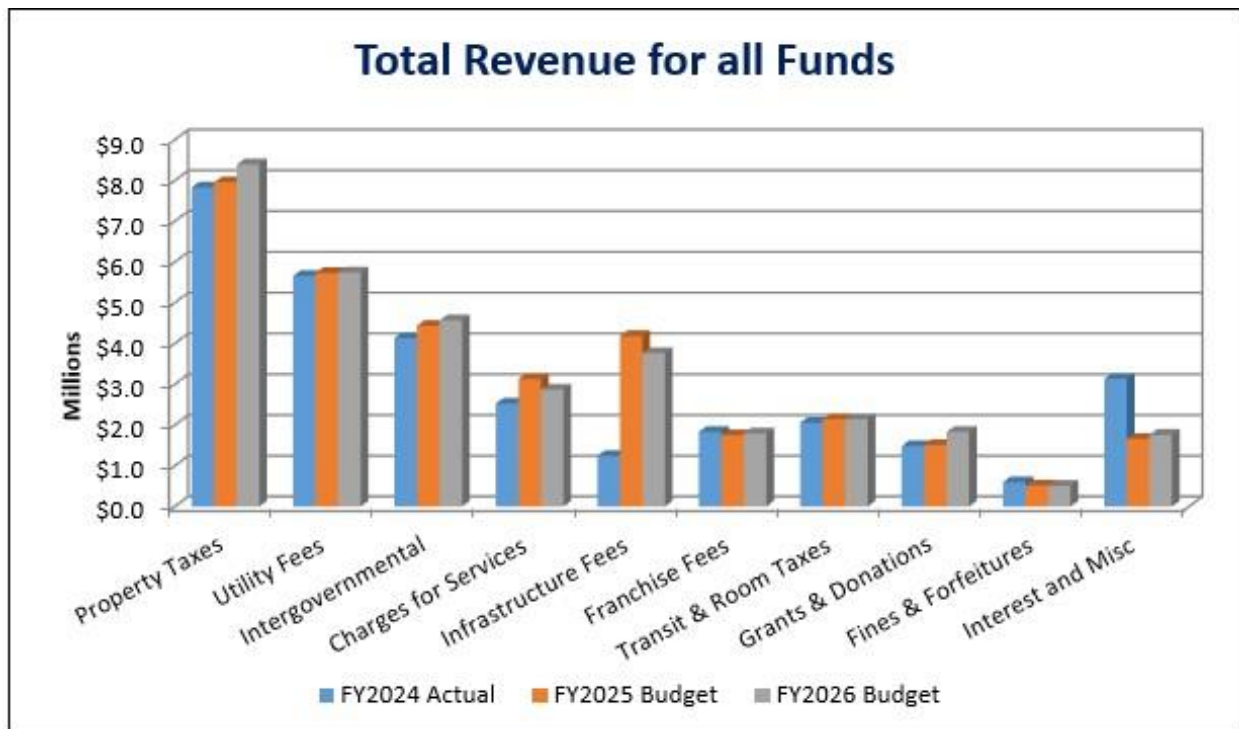
FY2026 Total Budgeted City Expenditures for the Main Operating Funds



Total Expenses for all Funds as a Percentage



Total Revenue for all Funds

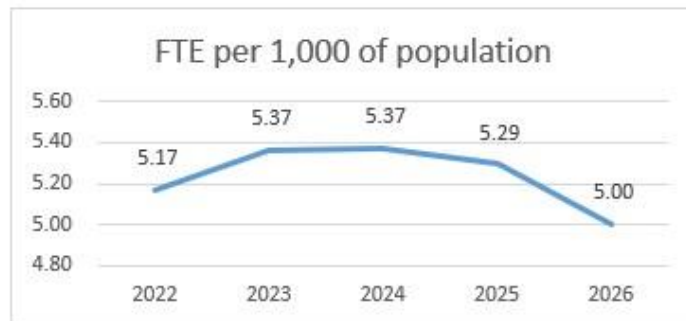


Overview of Major Categories of Expense

Personnel Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



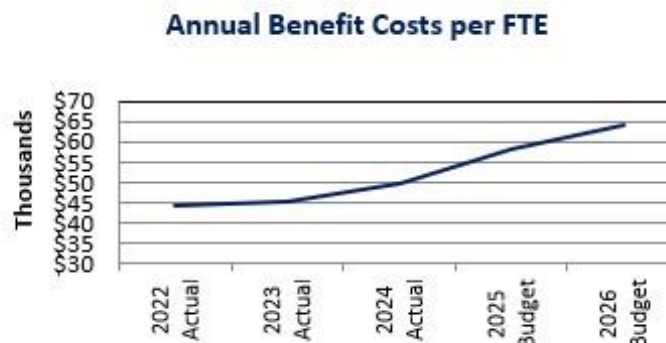
Position changes are described in the City Administrator's Budget Message.

Wages

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

Benefits

The major benefits are health insurance and PERS. Employee insurance rates are budgeted to increase an average of just 10%. PERS is budgeted to increase from 5% to 8%.



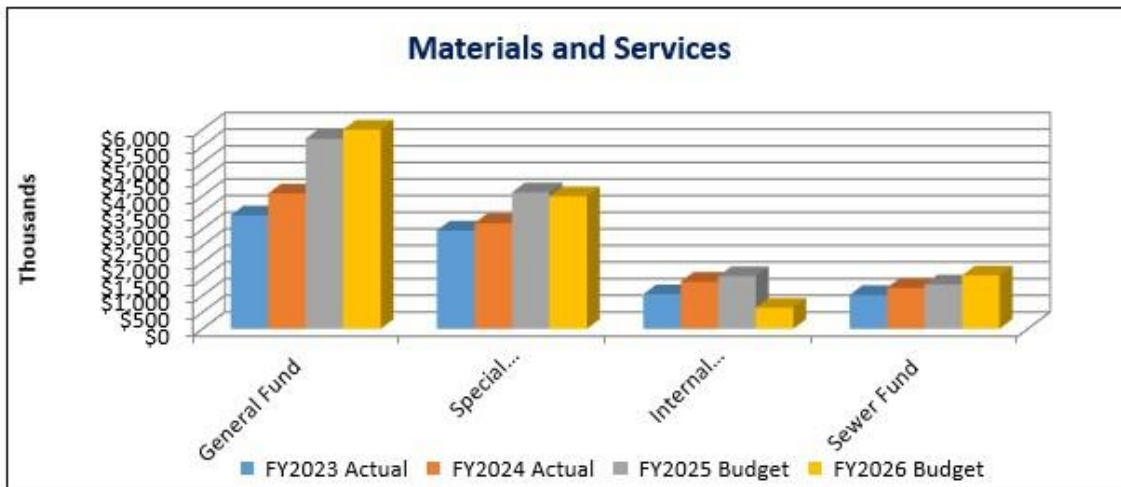
The most recent adopted PERS rates for the City of Canby and the prior two biennium's are:

PERS Rate	FY2025	FY2026	FY2026 +/-(-)
Tier 1 & 2	22.80%	26.87%	15.15%
OPSRP	16.89%	21.65%	21.99%
OPSRP Police	21.68%	26.92%	19.47%

Materials and Services

Costs include:

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



Capital Outlay

Capital outlay has two components, operations and capital projects. This section will cover capital outlay for operational purposes only. The capital project plan can be found on pages 36 & 37.

Capital outlay for operations are single purchases whose value exceeds \$5,000.

Debt Service

Debt service is the required payments on the principal and interest of outstanding loans and bonds.

Special Payments

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

Transfers Out

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

Operating Contingency

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

Ending Fund Balance

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

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

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

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

- Refunding Bond on behalf of the URA for the 2010, 2011, and 2012 bonds for construction of the Civic/Library building, the Police Station, and street projects.

Moody's Investors Service has upgraded the City of Canby, Oregon's long-term issuer rating and outstanding full faith and credit obligations for the second time since 2018. In 2018 the City's rating went from an A1 to Aa3, and on June 7, 2021 Moody's increased the bond rating from Aa3 to Aa2. The current rating action affects approximately \$19 million in rated full faith and credit debt outstanding. The upgrade to Aa2 is driven by the city's strengthened reserves and liquidity, with consecutive years of strong financial performance supported by conservative fiscal management and stable revenue. The upgrade also reflects continued strong growth of the city's moderately sized tax base and improving socioeconomic indicators.

The bond rating upgrade was completed as a part of the refinancing of the 2010, 2011, and 2012 bonds. The closing date for the refunding was June 29, 2021.

The City has no General Obligation Bonds therefore no legal debt limit exists. In the event the city incurs general obligation bond debt, ORS 287A.050 limits the total amount outstanding to three percent of the City's real market value.

Summary of Long-Term Debt and Principal and Interest Schedule

Governmental Activities			
Fiscal Year Ending June 30,	Bonds - URA	Interest	Total Governmental Activities
2026	3,910,000	101,185	4,011,185
Total	<u>\$ 3,910,000</u>	<u>\$ 101,185</u>	<u>\$ 4,011,185</u>

	Original Amount	6/30/2025 Balance	Reductions	6/30/2026 Balance
Governmental Activities				
Bonds URA:				
2021 Refunding of 2010, 2011, & 2012 (0.92%)	18,435,000	\$ 3,910,000	\$ 3,910,000	\$ -
2021 Premium	995,165	335,036	335,036	-
Total Governmental Activities		<u>\$ 4,245,036</u>	<u>\$ 4,245,036</u>	<u>\$ -</u>

Capital Improvement Plan Overview of Five-Year CIP

A portion of the total City budget is for capital projects for building or improving the City infrastructure to handle growth. The projects, their total individual fund costs, and shared total costs, if applicable, are detailed below. Expenditures for capital projects may vary dramatically between years, depending on the particular projects in process.

City of Canby Five Year Capital Improvement Plan (FY26 Through FY30)						
Streets	Estimated Cost	FY26	FY27	FY28	FY29	FY30
Industrial Park Connection to 99E	\$ 9,534,000	\$ 7,034,000	\$ 2,500,000	\$ -	\$ -	\$ -
S Ivy Street Project	1,492,000	1,492,000	-	-	-	-
Public Works Fuel Station	364,500	364,500	-	-	-	-
Street Maintenance Projects	3,850,000	250,000	1,300,000	800,000	700,000	800,000
Maple Street NE 14th to NE Territorial (County Road)	950,000	-	-	950,000	-	-
S Ivy St, S 12th Ave to Bridge	350,000	-	-	350,000	-	-
NE 10 Avenue, N Ivy to N Locust Sidewalks	600,000	-	-	600,000	-	-
NE 12th Ave, N Ivy to Cul-de-sac	250,000	-	-	-	250,000	-
North Maple N of Territorial	1,200,000	-	-	-	1,200,000	-
N Pine St Realignment	2,840,000	-	240,000	2,600,000	-	-
NE 10th Avenue, Locust to N Pine Street Project	1,213,000	1,213,000	-	-	-	-
URA Projects (NW 2nd Ave Fir to Ivy Sidewalk/Street ADA Improvements)	3,500,000	2,000,000	1,500,000	-	-	-
Asset Management Program	50,000	50,000	-	-	-	-
	\$ 26,193,500	\$ 12,403,500	\$ 5,540,000	\$ 5,300,000	\$ 2,150,000	\$ 800,000
Parks	Estimated Cost	FY26	FY27	FY28	FY29	FY30
Parks Master Plan Update (SDC updates)	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -
Auburn Farms Park Development	3,300,000	3,300,000	-	-	-	-
Initiate/Develop Pedal/Skate Park	3,000,000	-	3,000,000	-	-	-
South Canby Off Leash Dog Park	1,000,000	500,000	500,000	-	-	-
Initiate Wait Park Master Plan Process & Improvements - RFP	6,000,000	-	-	-	3,000,000	3,000,000
Maple Street Park and Development (Playground & ADA Update)	1,000,000	1,000,000	-	-	-	-
Master Plan Projects (Maple Street, Ivy Ridge)	300,000	-	-	300,000	-	-
Initiate Trails Master Plan (Emerald Necklace)	200,000	-	-	200,000	-	-
Logging Road	1,250,000	-	100,000	250,000	-	900,000
Initiate Community Park Master Plan Process & Improvements - RFP	4,500,000	-	-	200,000	4,300,000	-
ADA Evaluation for all Parks	200,000	-	-	200,000	-	-
Willamette Wayside Master Plan Update	100,000	-	-	-	100,000	100,000
	\$ 20,925,000	\$ 4,800,000	\$ 3,675,000	\$ 1,150,000	\$ 7,400,000	\$ 4,000,000
Transit	Estimated Cost	FY26	FY27	FY28	FY29	FY30
Construct New Transit Office	\$ 10,000,000	\$ 500,000	\$ 3,000,000	\$ 3,000,000	\$ 3,500,000	\$ -
Transit Projects	50,000	50,000	-	-	-	-
	\$ 10,050,000	\$ 550,000	\$ 3,000,000	\$ 3,000,000	\$ 3,500,000	\$ -
Storm	Estimated Cost	FY26	FY27	FY28	FY29	FY30
N Knights Bridge Road	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -	\$ -
NE 10th Avenue, Locust to N Pine Street Project	315,800	315,800	-	-	-	-
Public Works Fuel Station	310,750	310,750	-	-	-	-
Industrial Park Connection to 99E	1,240,000	1,240,000	-	-	-	-
S Ivy Street Project	1,508,000	1,508,000	-	-	-	-
N Pine St Realignment	1,100,000	-	100,000	1,000,000	-	-
Upsize NW 2nd Storm Line	340,000	-	340,000	-	-	-
Asset Management Program	50,000	50,000	-	-	-	-
Knights Bridge Runoff Treatment	150,000	-	-	-	150,000	-
	\$ 5,264,550	\$ 3,424,550	\$ 440,000	\$ 1,250,000	\$ 150,000	\$ -

Capital Improvement Plan Overview of Five-Year CIP (*Continued*)

Sanitary - Collections	Estimated Cost	FY26	FY27	FY28	FY29	FY30
NE 10th Avenue, Locust to N Pine Street Project	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Public Works Fuel Station	420,750	420,750	-	-	-	-
Industrial Park Connection to 99E	1,550,000	1,550,000	-	-	-	-
N Pine St Realignment	350,000	350,000	-	-	-	-
Replace 34th Pump Station Pressure Line	200,000	-	-	200,000	-	-
Asset Management Program	50,000	50,000	-	-	-	-
Knights Bridge Pump Station Removal	2,200,000	-	200,000	2,000,000	-	-
	\$ 4,970,750	\$ 2,570,750	\$ 200,000	\$ 2,200,000	\$ -	\$ -
Sanitary - Waste Water Treatment Plant	Estimated Cost	FY26	FY27	FY28	FY29	FY30
U.V. System Replacement	\$ 2,000,000	\$ 1,500,000	\$ 500,000	\$ -	\$ -	\$ -
Solids Dewatering Equipment	2,350,000	1,350,000	1,000,000	-	-	-
Public Works Fuel Station	338,700	338,700	-	-	-	-
Administration Bldg. Safety & Security Upgrade	1,550,000	250,000	1,300,000	-	-	-
Influent Pump & Recycle Pump Replacement	1,000,000	1,000,000	-	-	-	-
Blower & Aeration Basin Upgrade	3,000,000	-	-	500,000	2,500,000	-
Influent Pump Station Rehabilitation	4,000,000	-	-	-	500,000	3,500,000
Laboratory Equipment Upgrade	65,000	15,000	15,000	15,000	20,000	-
Lime Silo Alternatives Analysis/Replacement	650,000	-	50,000	600,000	-	-
Asset Management Program	50,000	50,000	-	-	-	-
WWTP Electrical Condition Assessment	50,000	50,000	-	-	-	-
	\$ 15,053,700	\$ 4,553,700	\$ 2,865,000	\$ 1,115,000	\$ 3,020,000	\$ 3,500,000
Swim Center	Estimated Cost	FY26	FY27	FY28	FY29	FY30
Locker Room & Bathroom Updates	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -
Facilities	Estimated Cost	FY26	FY27	FY28	FY29	FY30
City Hall Building Improvements	\$ 42,000	\$ 42,000	\$ -	\$ -	\$ -	\$ -

Shared Capital Improvement Projects	Cumulative Estimated Cost	FY26	FY27	FY28	FY29	FY30
Industrial Park Connection to 99E	\$ 15,723,069	\$ 9,824,000	\$ 2,500,000	\$ -	\$ -	\$ -
S Ivy Street Project	5,956,760	3,000,000	-	-	-	-
NE 10th Avenue, Locust to N Pine Street Project	3,288,631	1,728,800	-	-	-	-
N Pine St Realignment	5,261,220	350,000	340,000	3,600,000	-	-
Public Works Fuel Station	1,465,172	1,434,700	-	-	-	-
Asset Management Program	200,000	200,000	-	-	-	-

Current Year Capital Projects

Streets Capital Projects

Streets capital projects are primarily funded by grants, street maintenance fees, and SDC's.

Industrial Park Connection to Hwy 99E

This project includes construction of a 50-foot curb-to-curb roadway built to industrial standards between a new traffic circle at the intersection of SE 1st Avenue/S Walnut Street and a new signalized intersection to be created on Highway 99E. The project will also include street and curb improvements and provide all utilities for full service to the adjoining properties upon their annexation. Sidewalks are not included and are intended to be provided by the private property owners upon development. The Walnut Street extension will partially relieve the loading on Sequoia Parkway by allowing traffic to divert onto this new highway connection. This will reduce the maintenance requirements on Sequoia Parkway but incur

Streets Capital Projects (Continued)**Industrial Park Connection to Hwy 99E (Continued)**

additional maintenance requirements for future years on the new connection. No additional maintenance costs would be anticipated for the next several years other than periodic street sweeping.

S Ivy Sidewalk Project

The scope of work for this project is not yet complete. The city is working with Clackamas County on this project. The preliminary components include sidewalks from 99E to 12th Avenue, moving of power poles, and a two-inch overlay from 99E to 13th. This project may also include a traffic signal or roundabout at S Ivy and Township. The City's estimated contribution is \$2.7 million. Once the project is complete the city will most likely take over the ownership of this road. The road will be added to the overall PCI ratings. Maintenance will be scheduled accordingly.

NE 10th Avenue from N Locust Street to Pine Street

Full street reconstruction of NE 10th Avenue from N Locust Street to N Pine Street along with new curbs and sidewalks. By adding sidewalks this project will improve pedestrian safety, eliminate the ongoing maintenance of grading the gravel shoulders, and reduce pot-hole repairs.

N Pine Street Realignment

This is a street realignment project that was recommended by the Traffic Safety Committee. By realigning the intersection, it would save approximately 100 hours annually on striping and improve public safety. Aligning the intersection to the north will allow more room and less congestion. The City of Canby is attempting to be proactive before the tolling project is implemented.

Public Works Fuel Station

Build a card lock fuel station at Public Works for the operation of the City's maintenance crew. In addition to saving travel time across town to refuel vehicles, it will provide back-up fuel for emergency events.

Parks Capital Projects

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

Maple Street Park and Development

This project includes removing the old playground structure and installing a new one, adding more parking spaces and restoration of ADA path. All restoration projects for Maple Street Park will provide safety for the citizens of Canby. Park maintenance staff time should decrease with the implementation of the new assets.

Parks Capital Projects (*Continued*)**Auburn Farms Park Development**

Constructing a new 2.73-acre Park located at 2041 North Locust Street in Canby, Oregon. This is highly recommended by the City of Canby Parks Advisory Committee. This will require an additional 1,200 hours of park maintenance staff time annually.

Public Works Fuel Station

Constructing a new 2.73-acre Park located at 2041 North Locust Street in Canby, Oregon. This is highly recommended by the City of Canby Parks Advisory Committee. This will require an additional 1,200 hours of park maintenance staff time annually.

South Canby Off Leash Dog Park

The Park & Recreation Advisory Board recommended us to build an off-leash dog park in the City, this has been promised for many years and we intend to find a suitable spot on the South side of town. The development of this park will increase maintenance by 1,000 hours annually.

Transit Capital Projects

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

Construction of a new Transit Office Building

This is a multi-year project with land being acquired in FY19-20. Design and engineering started in FY24 with construction to follow in the next few years. This building will house the Transit staff office, a dispatch center, and facilities for bus drivers. Currently the City is renting space for the Transit offices and the lease will expire in the next few years. Maintenance of the new building will increase costs for janitorial, utilities, and general upkeep of a new facility. This project will be funded by Transit Payroll Taxes.

Storm, Collections, & Wastewater Treatment Plant Projects

Storm, Collections, and Wastewater Treatment Plant capital projects detail an allocation of estimated costs by department to reflect each funds estimated cost share for the project. These sanitary capital projects are primarily funded by utility rates and SDC's.

Industrial Park Connection to 99E

This project will supply sanitary sewers to all of area J property that is in the Urban Growth Boundry and future City Limits.

Storm, Collections, & Wastewater Treatment Plant Projects (*Continued*)**S Ivy Sidewalk Project**

The scope of work for this project is not yet complete. The city is working with Clackamas County on this project. The preliminary components include sidewalks from 99E to 12th Avenue, moving of power poles, and a two-inch overlay from 99E to 13th. This project may also include a traffic signal or roundabout at S Ivy and Township. The City's estimated contribution is \$2.7 million. Once the project is complete the city

NE 10th Avenue from N Locust Street to Pine Storm Line

Add new storm lines during reconstruction of NE 10th Avenue from N Locust Street to N Pine Street in relation to the Street project installation of the new curbs and sidewalks.

N Pine Street Realignment

This is a street realignment project that was recommended by the Traffic Safety Committee. By realigning the intersection, it would save approximately 100 hours annually on striping and improve public safety. Aligning the intersection to the north will allow more room and less congestion. The City of Canby is attempting to be proactive before the tolling project is implemented.

Public Works Fuel Station

Build a card lock fuel station at Public Works for the operation of the City's maintenance crew. In addition to saving travel time across town to refuel vehicles, it will provide back-up fuel for emergency events.

UV System Upgrade

The UV disinfection system is an effective way to remove pathogenic bacteria to meet NPDES regulatory requirements. The existing UV system is undersized to meet current needs. This upgrade will effectively increase the system output by 50%. The existing footprint will be utilized, which will minimize the cost impacts of construction.

Budget Detail

Budget Summary by Fund

FY2026 Proposed Budget

	General Fund	Library Fund	Transit Fund	Swim Fund	Transient Room Tax Fund	Streets Fund	SDC Fund	Cemetery Fund	Forfeiture Fund	Facilities Fund	Fleet Fund	Tech Fund	Sewer Fund	Total of all Funds
Resources														
Beginning Fund Balance	\$ 4,805,737	\$ 314,930	\$ 3,646,967	\$ 2,402,716	\$ 147,356	\$ 9,109,917	\$ 13,706,402	\$ 1,382,941	\$ 29,195	\$ 99,728	\$ 127,619	\$ 176,780	\$ 11,577,532	\$ 47,527,821
Revenue	12,160,540	1,303,004	3,839,487	1,341,652	42,400	3,263,300	4,064,654	58,000	17,850	698,000	856,600	704,000	5,015,000	33,364,487
Transfers In	7,104,053	825,000	-	-	-	6,292,000	-	500,000	-	-	-	-	-	14,721,053
Other Sources	-	20,000	-	-	-	-	-	-	-	-	-	-	-	20,000
Total Resources	\$ 24,070,330	\$ 2,462,934	\$ 7,486,454	\$ 3,744,368	\$ 189,756	\$ 18,665,217	\$ 17,771,056	\$ 1,940,941	\$ 47,045	\$ 797,728	\$ 984,219	\$ 880,780	\$ 16,592,532	\$ 95,633,361
Requirements														
Personnel Services	\$ 12,195,950	\$ 1,071,250	\$ 435,500	\$ 606,750	\$ -	\$ 761,200	\$ -	\$ -	\$ -	\$ 189,650	\$ 353,050	\$ 140,500	\$ 2,133,000	\$ 17,886,850
Materials & Services	4,472,899	454,562	2,723,862	163,400	22,500	612,866	-	-	11,000	476,250	555,515	564,175	1,698,116	11,755,145
Capital Outlay	4,980,000	-	1,340,000	750,000	-	10,753,500	-	-	-	42,000	-	100,000	10,398,200	28,363,700
Debt Service	-	15,000	-	-	-	-	-	-	-	-	-	-	-	15,000
Special Payments	5,000	20,000	-	-	-	-	-	-	-	-	-	-	-	25,000
Transfers Out	403,098	677,855	219,034	142,211	-	599,204	11,092,000	500,000	-	-	-	-	662,651	14,296,053
Contingency	150,000	76,291	157,968	38,508	-	68,703	-	-	-	33,295	45,428	35,343	200,000	805,536
Reserve for Future Exp	1,863,383	147,976	2,610,090	2,043,500	167,256	5,869,744	6,679,056	1,440,941	36,045	56,533	30,225	40,763	1,500,565	22,486,078
Total Requirements	\$ 24,070,330	\$ 2,462,934	\$ 7,486,454	\$ 3,744,368	\$ 189,756	\$ 18,665,217	\$ 17,771,056	\$ 1,940,941	\$ 47,045	\$ 797,728	\$ 984,219	\$ 880,780	\$ 16,592,532	\$ 95,633,361

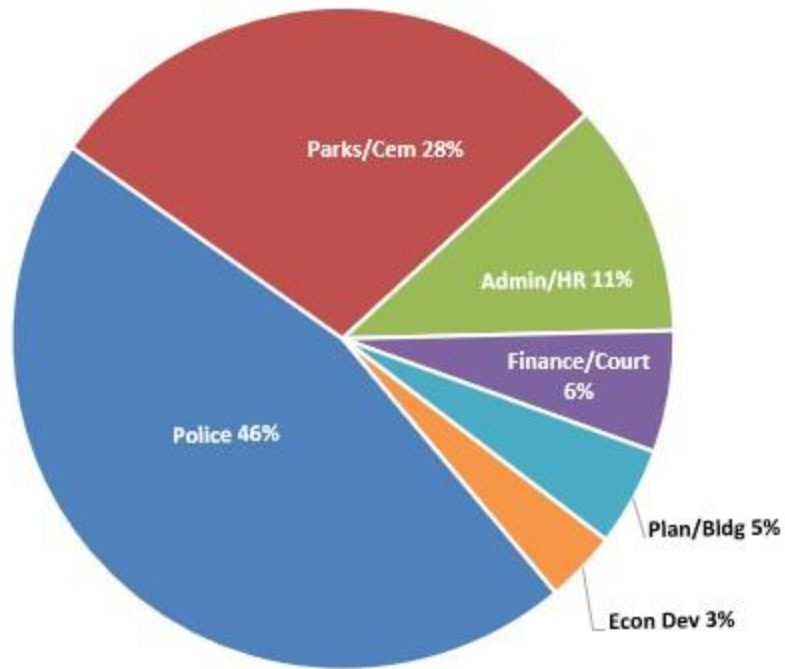
	FY2023 Actual	FY2024 Actual	FY2025 Budget	YTD	FY2025 Projected	FY2026 Proposed
Operating Revenue*	\$ 13,404,668	\$ 12,001,535	\$ 11,638,197	\$ 10,626,907	\$ 11,413,982	\$ 12,160,540
20% of operating revenue	2,680,934	2,400,307	2,327,639	2,125,381	3,424,195	2,432,108
25% of operating revenue	3,351,167	3,000,384	2,909,549	2,656,727	4,565,593	3,040,135
Ending Fund Balance	8,783,630	7,623,634	3,536,751	6,375,959	4,760,853	1,818,499
EFB % of operating revenue	66%	64%	30%	60%	42%	15%

*Operating revenues exclude Beginning Fund Balance and Transfers & Other Sources in accordance with Government Officers Finance Association & the Oregon Accounting Manual as a best practice.

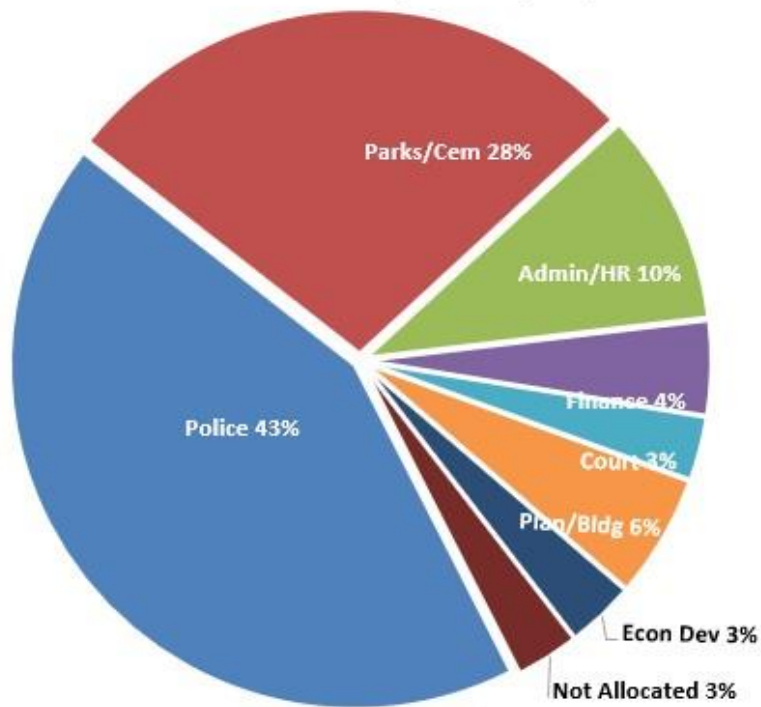
General Fund Budget Summary

	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
Beginning Fund Balance	\$ 7,010,178	\$ 8,818,206	\$ 10,756,427	\$ 7,668,974	\$ 4,805,737
Revenue					
Non-Departmental	11,300,500	9,849,181	9,644,047	9,634,240	9,998,640
Court	570,032	597,281	508,800	473,220	494,000
Planning	611,643	350,416	377,000	270,150	320,100
Building	72,785	41,779	40,000	30,000	25,000
Police	262,405	354,080	444,300	358,827	664,650
Parks	515,185	528,714	531,000	572,876	571,150
Cemetery	53,850	62,875	63,100	49,670	54,000
Economic Dev	18,269	217,210	29,950	24,999	33,000
Transfers In & Other Sources	1,730,414	1,993,650	3,917,126	3,681,012	7,104,053
Total General Fund Resources	<u>\$ 22,145,260</u>	<u>\$ 22,813,391</u>	<u>\$ 26,311,750</u>	<u>\$ 22,763,968</u>	<u>\$ 24,070,330</u>
Administration					
Personnel Services	741,586	600,496	635,500	603,900	589,750
Materials & Services	210,400	349,305	466,174	460,839	533,157
HR & Risk Management					
Personnel Services	213,871	140,010	247,000	165,200	272,500
Materials & Services	596,038	619,106	797,022	682,616	825,852
Finance					
Personnel Services	551,051	666,143	703,000	700,000	759,000
Materials & Services	200,060	189,494	258,921	210,471	224,227
Court					
Personnel Services	242,827	264,189	393,000	338,000	409,500
Materials & Services	216,433	186,557	231,416	226,871	252,896
Planning					
Personnel Services	391,743	452,500	608,000	558,325	662,000
Materials & Services	336,136	633,632	451,686	339,496	448,147
Building					
Personnel Services	119,582	131,047	137,500	129,600	154,000
Materials & Services	791	740	1,019	1,019	1,099
Transfers Out	22,236	20,074	23,541	23,541	19,020
Police					
Personnel Services	5,490,564	6,148,143	7,300,700	6,651,595	7,843,900
Materials & Services	1,205,673	1,161,627	1,568,943	1,440,243	1,539,791
Capital Outlay	276,339	541,330	191,000	213,941	180,000
Parks					
Personnel Services	599,199	673,856	798,600	651,100	693,050
Materials & Services	307,922	256,926	586,091	349,741	363,258
Capital Outlay	195,421	295,205	4,545,000	1,763,886	4,800,000
Cemetery					
Personnel Services	151,376	162,556	291,000	193,300	229,750
Materials & Services	48,518	18,036	29,750	28,300	35,100
Capital Outlay	-	19,351	-	-	-
Economic Development					
Personnel Services	379,429	416,966	484,000	442,900	497,500
Materials & Services	152,559	367,710	287,135	173,335	154,674
Transfers Out	67,776	71,472	94,506	94,506	59,078
Non-Departmental					
Personnel Services	82,400	88,513	90,000	90,000	85,000
Materials & Services	144,638	294,430	1,048,955	935,050	94,698
Special Payments	12,486	-	20,000	5,456	5,000
Transfers Out	370,000	375,000	335,000	335,000	325,000
Operating Contingency	-	-	150,000	150,000	150,000
Reserved for Future Expense					
PEG	34,576	45,340	540	44,884	44,884
Workers Compensation	14,977	14,977	-	14,977	14,977
Maple Park Turf Replacement	-	-	35,000	35,000	50,000
Unrestricted	8,768,653	7,608,657	3,501,751	4,710,876	1,753,522
Total General Fund Requirements	<u>\$ 22,145,260</u>	<u>\$ 22,813,391</u>	<u>\$ 26,311,750</u>	<u>\$ 22,763,968</u>	<u>\$ 24,070,330</u>

**FY2026 General Fund General Revenue
Allocation by Department
(Dept. Expense - Dept. Revenue = General
Revenue Needed)**



FY2026 General Fund Expense by Department



Budget Detail

General Fund

GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	7,010,178	8,818,206	10,756,427	7,668,974	4,805,737
REVENUE					
Fines and Bail	480,173	485,162	425,000	415,000	425,000
Fines / Justice Court	33,994	69,095	30,000	25,000	30,000
Miscellaneous Fees	216	757	800	720	500
Attorney Reimbursements	4,860	1,590	5,000	2,500	3,500
Court Collections Interest	50,788	40,676	48,000	30,000	35,000
Total Court Revenue	570,032	597,281	508,800	473,220	494,000
Land Use Applications	52,770	19,745	60,000	85,000	60,000
Miscellaneous Fees	2,430	47	1,000	100	100
Traffic Studies	55,600	14,260	70,000	20,000	30,000
Plan Reviews	89,275	98,174	65,000	30,000	30,000
Engineering Plan Review Fees	-	55,293	20,000	15,000	25,000
Construction Excise Tax	326,798	162,897	160,000	120,000	100,000
Miscellaneous Revenue - Planning	84,770	-	1,000	50	75,000
Total Planning Revenue	611,643	350,416	377,000	270,150	320,100
Park Rentals	2,185	1,235	1,000	1,000	1,150
Park Maintenance Fee	484,280	526,951	530,000	550,000	570,000
Miscellaneous Revenue - Parks	28,720	528	-	21,876	-
Total Park Revenue	515,185	528,714	531,000	572,876	571,150
Building Permits	72,785	41,779	40,000	30,000	25,000
Total Building Revenue	72,785	41,779	40,000	30,000	25,000
Grants - DUII	15,769	13,471	15,000	10,500	15,000
Grant - Distracted Driving	14,534	17,476	20,000	15,000	20,000
Grant - Seatbelt	5,327	5,326	7,500	7,500	7,500
Grant - Speed Enforcement	1,837	1,508	3,000	2,500	5,000
Grant - Pedestrian Safety	1,587	867	5,000	4,500	5,000
Grant - HIDTA	20,237	26,680	22,000	22,000	22,150
Grant - OJP Vest Program	4,153	-	5,000	5,000	5,000
Grant - ODOT Construction Grant	-	12,960	50,000	27,990	-
Grant - Homelessness Initiative Grant	-	-	96,200	-	96,200
Vehicle Release/Tow Fees	15,000	14,700	15,000	16,000	16,000
Miscellaneous Fees	558	2,730	200	787	400
Alarm Permit Fees	8,358	7,325	5,000	5,000	5,000
Temporary Liquor License	665	840	700	700	500
Subpoena Fees	70	230	100	150	150
Finger Printing Fees	-	-	500	1,200	1,500
Reports Revenue	2,685	1,780	1,600	2,500	2,500
Miscellaneous Revenue - Police	103,125	125,941	2,000	42,000	2,000
CSD-Shared SRO Reimbursement	67,500	120,496	140,000	140,000	143,000
MPD-Shared BHU Reimbursement (30%)	-	-	55,000	55,000	60,000
Tri-Met Reimbursement (105%)	-	-	-	-	257,250
Donations-Police	1,000	1,750	500	500	500
Total Police Revenue	262,405	354,080	444,300	358,827	664,650

Budget Detail

General Fund

GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES (Continued)					
Grave Sales	19,950	18,600	20,000	15,690	20,000
Grave Open & Close	9,050	8,600	9,000	11,000	9,000
Mausoleum Name Bars	5,750	5,230	6,000	3,200	5,000
Mausoleum Sales	11,025	25,395	22,000	13,580	14,000
Mausoleum Open & Close	4,250	1,100	4,000	-	1,000
Miscellaneous Fees	3,800	3,950	2,000	6,200	5,000
Donations-Cemetery	25	-	100	-	-
Total Cemetery Revenue	53,850	62,875	63,100	49,670	54,000
Event Revenue	3,950	5,150	3,950	6,500	7,000
Econ Dev City Grant Revenue	4,019	200,000	17,000	7,999	15,000
Independence Day Revenue	10,300	12,060	9,000	10,500	11,000
Total Economic Dev. Revenue	18,269	217,210	29,950	24,999	33,000
Property Tax Current	6,371,636	6,675,950	6,816,747	6,755,800	7,198,964
Property Tax Prior	65,932	88,510	67,000	65,000	69,000
Cable Franchise Fee	36,134	53,822	40,000	40,000	34,000
Telephone Franchise Fee	46,764	46,485	35,000	46,000	44,000
Solid Waste Franchise Fee	203,569	218,790	200,000	228,000	215,000
Natural Gas Franchise Fee	202,495	245,783	250,000	234,683	230,000
City Sewer Franchise Fee	304,310	315,000	300,000	300,000	340,000
Cigarette Tax	12,352	12,477	12,000	10,300	10,000
Liquor Revenue	370,928	357,827	350,000	315,000	350,000
State Revenue Sharing	243,451	236,530	250,000	232,000	200,000
American Rescue Plan Act Grant	1,991,482	-	-	-	-
CU In Lieu of Taxes	901,986	942,367	920,000	945,000	925,000
Business Licenses	73,460	75,040	70,000	70,000	72,500
Liquor Licenses	2,045	1,925	2,000	2,000	2,250
Miscellaneous- Fees	106	180	300	258	300
Title Lien Search Fees	8,520	5,670	8,000	7,000	6,000
PEG Access Fees	7,227	10,764	7,000	5,000	5,000
Miscellaneous-Income	162,623	151,414	10,000	23,455	10,000
Lease Receipts (Adult Center)	6,000	5,500	6,000	6,000	6,000
Interest Revenues	258,494	405,146	300,000	283,000	250,000
Retirement/Separation Reserve	30,988	-	-	65,744	30,626
Total Unallocated Revenue	11,300,500	9,849,181	9,644,047	9,634,240	9,998,640
TRANSFERS IN & OTHER SOURCES					
O/H from Building	22,236	20,074	23,541	23,541	19,020
O/H from Economic Develop	67,776	71,472	94,506	94,506	59,078
O/H from Library Fund	204,980	193,407	233,246	233,246	177,855
O/H from Street	187,105	193,333	230,316	230,316	599,204
O/H from Transit	262,036	260,890	311,309	311,309	219,034
O/H from Swim Levy	202,904	158,308	183,049	183,049	142,211
O/H from WWTP	230,057	218,185	268,675	268,675	327,026
O/H from Collections	85,765	94,871	102,195	102,195	162,119
O/H from Stormwater	50,673	48,074	45,289	45,289	173,506
Transfer from UR	350,000	425,000	425,000	425,000	425,000
Transfer from SDC Fund	66,881	310,037	2,000,000	1,763,886	4,800,000
Total Unallocated Transfers In	1,730,414	1,993,650	3,917,126	3,681,012	7,104,053
TOTAL GENERAL FUND RESOURCES	22,145,260	22,813,391	26,311,750	22,763,968	24,070,330

Budget Detail

General Fund

GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR ADMINISTRATION					
PERSONNEL SERVICES					
Regular Salaries and Wages	487,558	402,941	385,000	389,000	372,500
Mayor & Council	500	-	-	-	-
Overtime	306	121	1,000	200	1,000
Employee Benefits	2,228	3,317	2,500	6,500	6,000
Insurance Benefits	105,259	71,675	120,000	73,000	70,500
Taxes/Other	34,909	37,809	31,000	36,200	32,250
PERS Contributions	110,825	84,634	96,000	99,000	107,500
Total Admin Personnel Services	741,586	600,496	635,500	603,900	589,750
FTE	4.4	3.3	2.9	3.4	2.9
MATERIALS & SERVICES					
Election	-	-	1,000	359	18,000
Prof/Tech Services	31,122	176,348	100,000	60,000	100,000
Attorney Services	-	-	152,000	205,000	215,000
WFM Professional Services	41,760	43,417	45,000	45,000	48,000
Codification	1,494	1,921	5,600	1,000	5,000
Copier Lease & Maint	3,791	3,558	5,000	5,000	5,000
Printing & Binding	-	-	500	-	-
Mayor & City Council	13,136	25,762	30,000	25,000	30,000
Mayor & CC Travel & Training	8,284	5,821	8,500	5,000	8,500
Mayor & CC Membership Dues	3,914	3,975	4,500	4,580	5,000
Admin Staff Travel & Training	2,989	5,079	8,400	10,000	8,400
Attorney Travel & Training	1,456	-	-	-	-
Admin Membership Dues & Fees	24,760	25,828	29,000	27,626	29,000
Internal Charge-Fleet	1,486	-	-	-	-
Internal Charge-Facilities	15,759	14,443	19,974	19,974	21,357
Internal Charge-Tech Services	53,538	32,925	46,700	46,700	29,900
Supplies & Services	4,239	5,599	10,000	5,600	10,000
Employee Recognition	2,673	4,629	-	-	-
Total Admin Materials & Services	210,400	349,305	466,174	460,839	533,157
TOTAL ADMIN REQUIREMENTS	951,986	949,802	1,101,674	1,064,739	1,122,907
GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR HR & RISK MGMT					
PERSONNEL SERVICES					
Regular Salaries and Wages	148,803	99,015	162,000	118,000	162,000
Insurance Benefits	25,677	11,415	33,000	10,500	51,500
Taxes/Other	11,271	9,045	14,000	11,200	14,000
PERS Contributions	28,121	20,536	38,000	25,500	45,000
Total HR & Risk Mgmt Personnel Services	213,871	140,010	247,000	165,200	272,500
FTE	1.1	0.8	1.5	0.9	1.5
MATERIALS & SERVICES					
Professional Services	64,352	56,431	75,000	-	50,000
Legal/Labor Negotiations	-	893	30,000	20,000	15,000
Recruit/Employ Testing	10,092	27,320	30,000	16,000	20,000
Software	14,531	15,475	20,000	20,617	29,000
Liability Insurance	451,989	477,721	520,000	549,398	650,000
Non-Insurance Claims	-	-	15,000	-	10,000
Liab Ins Deductible Accrued	113	-	25,000	8,141	10,000
Travel & Training	4,913	7,383	9,000	4,000	5,000
Membership Dues & Fees	791	931	2,000	1,000	1,000
Internal Charge-Facilities	4,909	4,499	6,222	6,222	6,652
Internal Charge-Tech Services	38,516	23,687	47,800	47,800	14,200
Supplies & Services	3,744	2,147	5,000	1,200	3,000
Employee Recognition	-	-	9,000	7,238	9,000
Risk Mgmt/Safety Committee	2,089	2,620	3,000	1,000	3,000
Total HR & Risk Mgmt Materials & Services	596,038	619,106	797,022	682,616	825,852
TOTAL HR & RISK MGMT REQUIREMENTS	809,909	759,116	1,044,022	847,816	1,098,352

Budget Detail

General Fund

GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR FINANCE					
PERSONNEL SERVICES					
Regular Salaries and Wages	362,029	428,326	457,000	450,500	475,500
Overtime	3,609	3,571	5,000	2,500	3,000
Insurance Benefits	83,579	94,814	97,000	96,000	106,000
Taxes/Other	27,605	39,473	39,000	43,000	42,000
PERS Contributions	74,230	99,959	105,000	108,000	132,500
Total Finance Personnel Services	551,051	666,143	703,000	700,000	759,000
FTE	4.7	5.6	5.5	5.9	5.5
MATERIALS & SERVICES					
Prof/Tech Service	2,863	599	15,000	3,000	7,500
Prof SrvTitle Lien Search Cost	3,759	3,540	5,000	3,800	4,000
Auditing	60,700	71,902	71,500	45,000	60,000
Software Maintenance	36,785	33,837	42,000	40,000	37,500
Copier Lease & Maint	4,604	4,901	5,000	5,000	5,000
Printing & Binding	2,051	570	2,750	2,000	2,000
Training/Conf/Travel	4,897	4,846	10,000	5,500	5,000
Membership Dues & Fees	270	1,645	2,500	2,000	2,000
Internal Charge-Facilities	7,473	6,849	9,471	9,471	10,127
Internal Charge-Tech Services	56,622	39,821	71,400	71,400	67,500
Supplies & Service	7,995	7,860	6,200	10,000	8,000
Bank Charges	12,016	9,093	12,000	12,000	10,000
Cash Over & Short	(1,576)	36	1,000	250	500
Citywide Pending VISA Charges	80	(15)	100	50	100
Misc Office Equipment	1,520	4,012	5,000	1,000	5,000
Total Finance Materials & Services	200,060	189,494	258,921	210,471	224,227
TOTAL FINANCE REQUIREMENTS	751,111	855,638	961,921	910,471	983,227
REQUIREMENTS FOR COURT					
PERSONNEL SERVICES					
Regular Salaries and Wages	173,414	186,112	253,000	238,500	270,750
Insurance Benefits	25,904	26,470	64,000	35,500	46,750
Taxes/Other	13,528	17,589	22,000	23,000	23,500
PERS Contributions	29,981	34,018	54,000	41,000	68,500
Total Court Personnel Services	242,827	264,189	393,000	338,000	409,500
FTE	1.8	1.8	2.8	2.7	2.8
MATERIALS & SERVICES					
Interpreter	7,916	4,215	8,500	6,000	9,500
Attorney Services	83,202	77,400	92,000	96,600	106,100
Contract Services	-	-	-	-	8,300
Copier Lease and Usage	1,651	1,741	1,750	1,750	3,000
Training/Conf/Travel	1,799	2,151	2,500	2,725	3,850
Membership & Dues	354	254	300	280	475
Jury Fees	-	(10)	150	150	300
Witness Fees	-	-	250	-	105
Internal Charge-Facilities	6,837	6,266	8,666	8,666	9,266
Internal Charge-Tech Services	43,133	26,526	44,700	44,700	42,600
Supplies & Services	5,155	7,290	6,500	10,000	7,050
Discovery Expense	-	-	100	-	100
Bank Charges	5,743	7,557	6,000	6,000	7,000
Collection Costs	59,141	52,947	60,000	50,000	55,000
Helmets	1,500	220	-	-	250
Total Court Materials & Services	216,433	186,557	231,416	226,871	252,896
TOTAL COURT REQUIREMENTS	459,260	450,746	624,416	564,871	662,396

Budget Detail

General Fund

GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR PLANNING					
PERSONNEL SERVICES					
Regular Salaries and Wages	282,351	315,838	420,000	382,000	440,500
Overtime	236	81	500	300	500
Employee Benefits	273	126	500	25	-
Insurance Benefits	32,012	35,251	55,000	46,500	60,000
Taxes/Other	22,231	29,603	36,000	37,500	38,500
PERS Contributions	54,641	71,601	96,000	92,000	122,500
Total Planning Personnel Services	391,743	452,500	608,000	558,325	662,000
FTE	3.3	3.4	4.3	4.1	4.3
MATERIALS & SERVICES					
Prof/Tech Services	193,582	547,038	300,000	241,000	350,000
Copier Lease and Usage	4,444	2,781	4,500	2,000	3,500
Communications	106	112	500	100	150
Mapping	540	433	1,000	110	500
Planning Commiss. Expenses	1,377	353	1,000	600	1,000
Travel & Training	3,409	1,579	3,500	2,000	2,500
Fees & Dues	533	633	1,000	1,000	1,000
Internal Charge-Facilities	5,827	5,341	7,386	7,386	7,897
Internal Charge-Tech Services	54,341	38,418	57,300	57,300	47,100
Supplies & Services	4,103	5,774	5,500	3,000	4,500
Traffic Study	67,873	31,169	70,000	25,000	30,000
Total Planning Materials & Services	336,136	633,632	451,686	339,496	448,147
TOTAL PLANNING REQUIREMENTS	727,879	1,086,132	1,059,686	897,821	1,110,147
REQUIREMENTS FOR BUILDING					
PERSONNEL SERVICES					
Regular Salaries and Wages	86,965	91,199	94,000	86,500	99,500
Overtime	78	19	500	100	500
Insurance Benefits	8,995	10,352	13,000	13,000	16,750
Taxes/Other	6,788	8,629	8,000	9,000	9,250
PERS Contributions	16,755	20,848	22,000	21,000	28,000
Total Building Personnel Services	119,582	131,047	137,500	129,600	154,000
FTE	1.0	1.0	1.0	1.0	1.1
MATERIALS & SERVICES					
Communications	106	112	100	100	120
Internal Charge-Facilities	686	628	869	869	929
Supplies & Service	-	-	50	50	50
Total Building Materials & Services	791	740	1,019	1,019	1,099
TRANSFERS OUT & OTHER SOURCES					
O/H Transfer to General Fund	22,236	20,074	23,541	23,541	19,020
Total Building Transfers Out	22,236	20,074	23,541	23,541	19,020
TOTAL BUILDING REQUIREMENTS	142,610	151,861	162,060	154,160	174,119

Budget Detail

General Fund

GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR POLICE					
PERSONNEL SERVICES					
Regular Salaries and Wages	3,216,162	3,564,166	4,190,000	3,740,000	4,422,500
Overtime	91,499	95,242	100,000	100,000	100,000
Court Overtime	27,649	36,795	54,000	44,000	54,000
Holiday Overtime	49,007	54,774	63,000	60,000	63,000
SIU Overtime	29,530	22,154	34,000	35,000	35,000
Training Overtime	33,457	26,390	44,000	44,000	45,000
Special Events Overtime	4,969	6,994	6,000	13,000	6,000
Tactical/SWAT OT	14,788	12,324	27,000	25,000	30,000
Supervision Overtime	3,537	5,279	10,500	14,000	15,000
Grant - DUII Wages Exp	12,352	10,623	15,000	10,500	15,000
Grant - Seatbelt Wages Exp	6,898	4,676	7,500	7,500	7,500
Grant - Pedestrian Wages Exp	1,098	620	5,000	4,500	5,000
Grant - HIDTA OT	13,876	20,949	21,900	22,000	22,150
Grant - OCDEF OT	539	885	-	8,500	-
Grant - Distracted Driving Wages Exp	10,845	12,018	20,000	15,000	20,000
Grant - Speed Enforcement Wages Exp	367	2,182	3,000	2,500	5,000
Grant - ODOT Wrk Zn	-	20,518	50,000	29,595	-
Grant - MPD OT	-	-	-	1,000	1,000
Tri-Met OT	-	-	-	-	25,000
Overtime Wages	300,411	332,423	460,900	436,095	448,650
Employee Benefits	19,790	26,430	30,000	28,500	30,000
Insurance Benefits	695,009	743,324	990,000	790,000	963,000
Taxes/Other	295,724	400,937	495,000	451,500	528,750
PERS Contributions	941,043	1,058,014	1,135,000	1,180,000	1,422,500
Uniform Cleaning Allowance	13,225	14,450	15,800	15,000	17,000
Clothing Allowance	2,300	2,400	4,000	2,500	4,000
Footwear Allowance	6,900	6,000	10,000	8,000	7,500
Fringe Benefits	22,425	22,850	29,800	25,500	28,500
Total Police Personnel Services	5,490,564	6,148,143	7,300,700	6,651,595	7,843,900
FTE	30.8	32.8	34.9	34.6	35.8
MATERIALS & SERVICES					
Professional Services	100	3,933	58,000	38,000	58,000
Copier Lease and Usage	7,367	7,864	7,500	8,000	8,500
Investigation & Info	1,080	340	2,000	-	2,000
Prisoners Board & Medical	7,800	7,057	7,000	2,500	7,000
Crime Prevention	309	587	2,500	2,500	2,500
Communications	30,437	32,170	44,000	35,000	44,000
County Dispatch Fees	260,394	256,709	275,000	275,000	313,067
Training & Travel	52,484	50,903	60,000	60,000	62,000
Firearms & Less Lethal Equip	48,498	48,596	55,000	55,000	65,000
Tactical Entry Team Equipment	5,378	14,505	15,000	15,000	15,000
Vests	7,959	8,868	7,000	7,000	10,000
EOC	-	-	1,000	500	1,000
Detective Equipment	19,305	20,307	24,000	21,000	24,000
Membership Fees & Dues	2,085	7,335	3,500	3,500	3,500
Information System Services	35,699	45,350	77,000	77,000	77,000
Internal Charge-Fleet	235,729	202,867	221,518	221,518	202,248
Internal Charge-Facilities	109,025	99,918	138,184	138,184	147,751
Internal Charge-Tech Services	260,041	159,918	307,400	307,400	211,600
Supplies & Services	35,155	36,200	45,000	50,000	45,000
Opioid Settlement Expenditures	-	-	-	7,000	7,000
Homelessness Initiative Grant Expenditures	-	-	96,200	-	96,200
Uniforms & Patrol Equipment	26,624	39,729	38,000	35,000	40,000
Radio Repair	3,450	3,506	10,000	8,000	10,000
800 Radio Operating Fee	29,228	86,558	46,116	46,116	54,400
Canine Expenses	2,655	1,002	5,000	8,000	10,000
Traffic Safety Equipment	19,895	23,061	19,000	15,000	19,000
Donations-Police	1,451	821	500	500	500
Accreditation	3,525	3,525	3,525	3,525	3,525
Total Police Materials & Services	1,205,673	1,161,627	1,568,943	1,440,243	1,539,791
CAPITAL OUTLAY					
Vehicles	193,721	133,958	150,000	161,438	160,000
Police K-9's	-	-	21,000	19,646	-
Equip - Computer/Software	82,618	407,372	20,000	32,857	20,000
Total Police Capital Outlay	276,339	541,330	191,000	213,941	180,000
TOTAL POLICE REQUIREMENTS	6,972,576	7,851,101	9,060,643	8,305,779	9,563,691

Budget Detail

General Fund

GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR PARKS					
PERSONNEL SERVICES					
Regular Salaries and Wages	360,948	415,799	458,000	387,000	407,000
Seasonal/Temp Wages	28,292	9,366	4,000	20,000	-
Overtime	5,604	8,674	8,000	8,000	6,000
Insurance Benefits	85,010	86,880	150,000	82,500	104,000
Taxes/Other	34,093	45,971	60,000	48,000	53,750
PERS Contributions	82,853	104,366	115,000	102,000	119,500
Clothing Allowance	2,400	2,800	3,600	3,600	2,800
Total Park Personnel Services	599,199	673,856	798,600	651,100	693,050
FTE	6.2	6.1	6.2	6.2	5.2
MATERIALS & SERVICES					
Contract Services	11,525	10,742	43,000	30,000	30,000
Surveys & Master Plans- SDC	33,241	-	50,000	-	-
Parks Ground Maintenance	14,870	9,064	65,000	20,000	20,000
Park Bldg Maintenance	7,390	5,869	67,300	2,000	10,000
Parks Parking Lot Maintenance & Repair	-	-	60,000	-	-
Streetscape Landscaping	13,768	7,870	25,000	22,000	20,000
Vandalism Repair	254	5,086	3,000	3,000	3,000
Copier Lease & Maint	1,093	1,180	1,100	1,150	1,500
Parks Maint Fee Billing	28,650	36,810	32,500	40,000	40,000
Canby Kids	-	-	8,000	8,000	8,000
Communications	2,714	2,884	2,300	2,700	2,800
Training/Conf/Travel	310	2,694	2,400	2,400	3,000
Internal Charge-Fleet	73,863	63,434	63,836	63,836	60,558
Internal Charge-Facilities	39,256	35,977	49,755	49,755	53,200
Internal Charge-Tech Services	6,123	3,766	22,900	22,900	21,200
Supplies & Services	28,065	30,538	35,000	32,000	35,000
Park Equipment	16,783	11,651	20,000	15,000	20,000
Utilities	30,016	29,363	35,000	35,000	35,000
Total Park Materials & Services	307,922	256,926	586,091	349,741	363,258
CAPITAL OUTLAY					
Equipment/Vehicles	26,712	-	-	-	-
Locust Park Shelter	111,205	-	-	-	-
Maple Park Sport Court	20,680	-	-	-	-
Master Plan Projects	13,087	-	-	-	-
Dog Park	23,736	-	-	-	-
Fuel Station	-	1,540	335,000	-	-
Legacy Park Fitness Court	-	210,249	-	38,886	-
Maple Park Renovation	-	55,815	2,470,000	1,600,000	1,000,000
Auburn Farms Park Development	-	27,601	1,440,000	125,000	3,300,000
Wait Park Master Plan & Improvements	-	-	300,000	-	-
South Canby Off Leash Dog Park	-	-	-	-	500,000
Total Parks Capital Outlay	195,421	295,205	4,545,000	1,763,886	4,800,000
TOTAL PARK REQUIREMENTS	1,102,543	1,225,987	5,929,691	2,764,727	5,856,308

Budget Detail

General Fund

GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR CEMETERY					
PERSONNEL SERVICES					
Regular Salaries and Wages	101,296	105,377	153,000	110,000	132,000
Seasonal/Temp Wages	-	-	27,000	20,000	2,500
Overtime	602	796	1,000	2,300	2,000
Insurance Benefits	19,747	21,615	47,000	23,500	34,500
Taxes/Other	9,088	11,306	25,000	13,500	19,500
PERS Contributions	20,642	23,462	38,000	24,000	39,250
Total Cemetery Personnel Services	151,376	162,556	291,000	193,300	229,750
FTE	1.6	1.5	2.0	1.5	1.7
MATERIALS & SERVICES					
Grounds Maintenance	3,164	1,800	4,000	6,700	5,000
Building Maintenance	341	3,388	4,200	4,200	4,200
Copier Lease and Usage	195	208	200	200	250
Refunds	1,345	1,450	2,000	1,350	2,000
Internal Charge-Tech Services	1,279	786	-	-	4,300
Supplies - Records	189	265	1,350	1,350	1,350
Tools & Equipment	35,074	3,259	10,000	6,500	10,000
Utilities	3,284	3,268	3,500	3,500	3,500
Name Bars	3,647	3,611	4,500	4,500	4,500
Total Cemetery Materials & Services	48,518	18,036	29,750	28,300	35,100
CAPITAL OUTLAY					
Equipment	-	19,351	-	-	-
Total Cemetery Capital Outlay	-	19,351	-	-	-
TOTAL CEMETERY REQUIREMENTS	199,894	199,943	320,750	221,600	264,850
REQUIREMENTS FOR ECONOMIC DEVELOPMENT					
PERSONNEL SERVICES					
Regular Salaries and Wages	264,104	287,068	325,000	297,000	323,500
Overtime	1,319	560	1,000	1,100	750
Employee Benefits	955	1,422	1,000	2,800	2,750
Insurance Benefits	33,740	34,789	53,000	39,500	50,000
Taxes/Other	18,852	25,794	26,000	27,500	27,750
PERS Contributions	60,459	67,334	78,000	75,000	92,750
Total Economic Dev. Personnel Services	379,429	416,966	484,000	442,900	497,500
FTE	2.5	2.6	2.6	2.6	2.6
MATERIALS & SERVICES					
Copier Lease & Maint	2,222	1,391	1,500	1,500	1,500
Internal Charge-Facilities	6,024	5,521	7,635	7,635	8,164
Internal Charge-Tech Services	15,987	9,831	21,700	21,700	15,100
Supplies & Services	22,268	10,405	20,000	15,000	15,000
Main Street (General Fund)	25,500	26,848	37,500	37,500	37,110
Independence Day Expenses	19,855	23,577	23,000	23,000	28,000
Flower Program	5,775	5,975	6,000	6,000	6,000
Community Small Grants	41,360	48,000	60,000	-	-
Business Small Grants	-	22,000	50,000	17,000	-
Main Street (UR Allowable)	9,781	14,163	13,800	10,000	13,800
EconDev City Grant Expended	3,787	200,000	21,000	9,000	30,000
Downtown Parking Update	-	-	25,000	25,000	-
Total Economic Dev. Materials & Services	152,559	367,710	287,135	173,335	154,674
TRANSFERS OUT & OTHER SOURCES					
O/H Transfer to General Fund	67,776	71,472	94,506	94,506	59,078
Total Economic Dev. Transfers Out	67,776	71,472	94,506	94,506	59,078
TOTAL ECONOMIC DEV. REQUIREMENTS	599,763	856,147	865,641	710,741	711,252

Budget Detail

General Fund

GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS NOT ALLOCATED					
PERSONNEL SERVICES					
Retirement & Separation Payout	82,400	88,513	90,000	90,000	85,000
Total Not Allocated Personnel Services	82,400	88,513	90,000	90,000	85,000
MATERIALS & SERVICES					
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000
Miscellaneous project expenses	-	156,793	960,000	846,095	-
Equipment	73,190	71,655	-	-	-
Internal Charge-Facilities	65,448	59,982	82,955	82,955	88,698
Total Not Allocated Materials & Services	144,638	294,430	1,048,955	935,050	94,698
SPECIAL PAYMENTS					
Special Payments-PEG Access	12,486	-	20,000	5,456	5,000
Total Special Payments	12,486	-	20,000	5,456	5,000
TRANSFERS OUT					
Transfer to Library Fund	370,000	375,000	335,000	335,000	325,000
Total Transfers Out	370,000	375,000	335,000	335,000	325,000
OPERATING CONTINGENCY					
	-	-	150,000	150,000	150,000
TOTAL REQUIREMENTS NOT ALLOCATED	609,524	757,943	1,643,955	1,515,506	659,698
RESERVED FOR FUTURE EXPENDITURE					
Reserve for Future Exp-PEG	-	-	540	44,884	44,884
Reserve for Future Exp-WC Retro Plan	-	-	-	14,977	14,977
Reserved for Future Exp-Maple Park Turf Replacement	-	-	35,000	35,000	50,000
Reserved for Future Expense - Unrestricted	-	-	3,501,751	4,710,876	1,753,522
Total Reserves for Future Expenditure	-	-	3,537,291	4,805,737	1,863,383
ENDING FUND BALANCE (prior year's)					
Restricted FB - PEG	34,576	45,340	-	-	-
Committed FB - WC Retro Plan	14,977	14,977	-	-	-
Fund Balance	8,768,653	7,608,657	-	-	-
Total General Fund Ending Balance	8,818,206	7,668,974	-	-	-
TOTAL GENERAL FUND REQUIREMENTS	22,145,260	22,813,391	26,311,750	22,763,968	24,070,330

Administration

This department provides a number of direct and support services including overall day-to-day operations and oversight of the city, and the operations of the City Council. Additional responsibilities of the department include the office of the City Recorder, risk management, and the office of the City Attorney.

The **City Administrator** is responsible for general day to day administration of the City; working with the Mayor and City Council to implement their goals; enforcing the rules and contracts of the city; overseeing all city staff and supervising all Department Directors; serving as the purchasing and contracting agent for the City; acting the City Budget Officer; and supervising properties and the utilities of the City except those operated by the Canby Utility Board. The City Attorney and Municipal Judge directly report to City Council.

The **Administrative Director/ City Recorder** serves as clerk to the Council, the City's Election Officer, and the City's Public Records Officer. The position coordinates public records requests, manages records retention, and oversees Committees, Boards, and Commissions. The position ensures the City adheres to the legal requirements of meetings' law, publishes agendas and meeting packets, and assists staff with research. This position is also responsible for working with the City's insurance agent of record and oversees risk management (property and liability) for the City.

The **City Attorney** is responsible for providing a broad range of professional legal services to the Mayor and City Council, department directors, and staff.

2024-25 Highlights

- Implement the 2024-2026 adopted goals of the Mayor and City Council.
- Hired the Beery, Elsner and Hammond legal firm as the new City Attorney.
- Oversaw the City Council elections process for 2024.
- Continue assisting City departments with records management including the transfer of the permanent City Records to ORMS.
- Secured a Clackamas County City-led Homeless Initiative Grant.

2025-26 Goals

- Implement the 2025 -2027 adopted goals of the Mayor and City Council.
- Update the City Council Operating Policies and Guidelines.
- Convene a subcommittee to update the Canby City Charter.
- Implement a program to create easier application process and keep track of items as term end dates for all boards, commissions, and committees.

GENERAL FUND - ADMINISTRATION	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR ADMINISTRATION					
PERSONNEL SERVICES					
Regular Salaries and Wages	487,558	402,941	385,000	389,000	372,500
Mayor & Council	500	-	-	-	-
Overtime	306	121	1,000	200	1,000
Employee Benefits	2,228	3,317	2,500	6,500	6,000
Insurance Benefits	105,259	71,675	120,000	73,000	70,500
Taxes/Other	34,909	37,809	31,000	36,200	32,250
PERS Contributions	110,825	84,634	96,000	99,000	107,500
Total Admin Personnel Services	741,586	600,496	635,500	603,900	589,750
FTE	4.4	3.3	2.9	3.4	2.9
MATERIALS & SERVICES					
Election	-	-	1,000	359	18,000
Prof/Tech Services	31,122	176,348	100,000	60,000	100,000
Attorney Services	-	-	152,000	205,000	215,000
WFM Professional Services	41,760	43,417	45,000	45,000	48,000
Codification	1,494	1,921	5,600	1,000	5,000
Copier Lease & Maint	3,791	3,558	5,000	5,000	5,000
Printing & Binding	-	-	500	-	-
Mayor & City Council	13,136	25,762	30,000	25,000	30,000
Mayor & CC Travel & Training	8,284	5,821	8,500	5,000	8,500
Mayor & CC Membership Dues	3,914	3,975	4,500	4,580	5,000
Admin Staff Travel & Training	2,989	5,079	8,400	10,000	8,400
Attorney Travel & Training	1,456	-	-	-	-
Admin Membership Dues & Fees	24,760	25,828	29,000	27,626	29,000
Internal Charge-Fleet	1,486	-	-	-	-
Internal Charge-Facilities	15,759	14,443	19,974	19,974	21,357
Internal Charge-Tech Services	53,538	32,925	46,700	46,700	29,900
Supplies & Services	4,239	5,599	10,000	5,600	10,000
Employee Recognition	2,673	4,629	-	-	-
Total Admin Materials & Services	210,400	349,305	466,174	460,839	533,157
TOTAL ADMIN REQUIREMENTS	951,986	949,802	1,101,674	1,064,739	1,122,907

Human Resources & Risk Management

The Human Resources department provides personnel support for all City employees. This department is responsible for providing a full range of comprehensive human resource services and programs to the city, including: recruitment, training and development, performance management, benefits, compensation and salary classifications, and labor and employee relations. Human Resources & Risk Management is also responsible for overseeing and processing claims for workers' compensation.

2024-25 Highlights

- Supported 11 recruitments and the onboarding of all new hires.
- Successfully administered state and federal leave laws, including the implementation of a leave management software.
- Conducted 90-day check-ins with all new hires, ahead of their 6-months review.
- Successfully managed workers compensation claims and received reimbursements from insurance company through the Employer-at-Injury Program (EAIP).
- Improved community outreach by partnering and supporting Bridging Cultures/ Puentes Entre Culturas.
- Conducted effective and efficient workplace investigations.
- Organized and hosted employee wellness and benefits fair.
- Increased employee recognition efforts and initiatives.

2025-26 Goals

- Fill vacancies that may result from employee retirements or other separations.
- Ratify and implement union Collective Bargaining Agreements (CBA).
- Update the City Personnel Policies.
- Continue to develop and implement an employee recognition program.
- Implement safety training and requirements.
- Start RFP process to conduct Equal Pay Analysis in 2027.

Budget Detail

General Fund – Human Resources

GENERAL FUND - HR & RISK MGMT	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR HR & RISK MGMT					
PERSONNEL SERVICES					
Regular Salaries and Wages	148,803	99,015	162,000	118,000	162,000
Insurance Benefits	25,677	11,415	33,000	10,500	51,500
Taxes/Other	11,271	9,045	14,000	11,200	14,000
PERS Contributions	28,121	20,536	38,000	25,500	45,000
Total HR & Risk Mgmt Personnel Services	213,871	140,010	247,000	165,200	272,500
FTE	1.1	0.8	1.5	0.9	1.5
MATERIALS & SERVICES					
Professional Services	64,352	56,431	75,000	-	50,000
Legal/Labor Negotiations	-	893	30,000	20,000	15,000
Recruit/Employ Testing	10,092	27,320	30,000	16,000	20,000
Software	14,531	15,475	20,000	20,617	29,000
Liability Insurance	451,989	477,721	520,000	549,398	650,000
Non-Insurance Claims	-	-	15,000	-	10,000
Liab Ins Deductible Accrued	113	-	25,000	8,141	10,000
Travel & Training	4,913	7,383	9,000	4,000	5,000
Membership Dues & Fees	791	931	2,000	1,000	1,000
Internal Charge-Facilities	4,909	4,499	6,222	6,222	6,652
Internal Charge-Tech Services	38,516	23,687	47,800	47,800	14,200
Supplies & Services	3,744	2,147	5,000	1,200	3,000
Employee Recognition	-	-	9,000	7,238	9,000
Risk Mgmt/Safety Committee	2,089	2,620	3,000	1,000	3,000
Total HR & Risk Mgmt Materials & Services	596,038	619,106	797,022	682,616	825,852
TOTAL HR & RISK MGMT REQUIREMENTS	809,909	759,116	1,044,022	847,816	1,098,352

Finance

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

2024-25 Highlights

- Added an online payment option through Xpress Bill Pay for Business License customers to easily renew and pay their license fees.
- Added a Real Time Payment feature for online sewer payments through Xpress Bill Pay, creating a more streamlined internal process.
- Utility Billing process manual was used to train a new employee and follow procedures when the UB clerk was on maternity leave.
- Continued strict internal control processes.
- Finance took on a front desk position at the Civic Center, making it easier for sewer customers to access customer service and pay their bills in person

2025-26 Goals

- Continuation of training for each Finance Department staff position.
- Continue creation of process manuals for each position's daily tasks and duties.
- Add a Transit Payroll Tax portal to our online payment system to make it easier for customers to file and pay their transit tax.
- Focus on great customer service for internal departments and citizens with timely responses.
- Complete the FY24/25 audit before the end of December 2025.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Independent auditor opinion	Unqualified	Unqualified	Unqualified	Unqualified
Receive GFOA ACFR Award	Award not applied for	Award not applied for	Intend to apply for award	Intend to apply for award
Receive GFOA Budget Award	Award not applied for	Award not applied for	Met – Award received	Intend to apply for award
Credit rating	A1	A1	A1	A1
Cost to deliver financial services	\$751,000	\$856,000	\$910,000	\$983,000
Cost to deliver financial services as a % of the total City budget	2.29%	2.29%	2.55%	1.67%

Budget Detail

General Fund - Finance

GENERAL FUND - FINANCE	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR FINANCE					
PERSONNEL SERVICES					
Regular Salaries and Wages	362,029	428,326	457,000	450,500	475,500
Overtime	3,609	3,571	5,000	2,500	3,000
Insurance Benefits	83,579	94,814	97,000	96,000	106,000
Taxes/Other	27,605	39,473	39,000	43,000	42,000
PERS Contributions	74,230	99,959	105,000	108,000	132,500
Total Finance Personnel Services	551,051	666,143	703,000	700,000	759,000
FTE	4.7	5.6	5.5	5.9	5.5
MATERIALS & SERVICES					
Prof/Tech Services	2,863	599	15,000	3,000	7,500
Prof SrvTitle Lien Search Cost	3,759	3,540	5,000	3,800	4,000
Auditing	60,700	71,902	71,500	45,000	60,000
Software Maintenance	36,785	33,837	42,000	40,000	37,500
Copier Lease & Maint	4,604	4,901	5,000	5,000	5,000
Printing & Binding	2,051	570	2,750	2,000	2,000
Training/Conf/Travel	4,897	4,846	10,000	5,500	5,000
Membership Dues & Fees	270	1,645	2,500	2,000	2,000
Internal Charge-Facilities	7,473	6,849	9,471	9,471	10,127
Internal Charge-Tech Services	56,622	39,821	71,400	71,400	67,500
Supplies & Service	7,995	7,860	6,200	10,000	8,000
Bank Charges	12,016	9,093	12,000	12,000	10,000
Cash Over & Short	(1,576)	36	1,000	250	500
Citywide Pending VISA Charges	80	(15)	100	50	100
Misc Office Equipment	1,520	4,012	5,000	1,000	5,000
Total Finance Materials & Services	200,060	189,494	258,921	210,471	224,227
TOTAL FINANCE REQUIREMENTS	751,111	855,638	961,921	910,471	983,227

Municipal Court

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

Court staff collect fines for distribution to government agencies and victims; coordinate trial docketing between defendants, the Judge, witnesses, and officers; report traffic and misdemeanor convictions to State agencies, provide daily customer service, and coordinate court sessions.

2024-2025 Highlights

- In November, 2024, the court began processing misdemeanors again, bringing back local authority over crimes that occur within the Canby city limits.
- The Municipal Court returned to full staff by adding a full time clerk position. This has allowed the court to improve customer service as well as increase revenue collection efforts.
- In March, 2025, the Canby Police Department participated in a multiple agency enforcement in Canby resulting in a record amount of citations issued to the court in a single day.

2025-2026 Goals

- The Canby Municipal Court processes a large amount of misdemeanor cases that require community service as part of the sentence. The court would like to partner with Canby Parks to allow court defendants to complete their community service obligation in City Parks.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Traffic Violations	2,403	2,363	2,000	2,250
Criminal Cases	0	0	225	250
Parking/Ordinance/non-traffic Violations	123	90	95	100
Total Processed	2,526	2,453	2,320	2,600
Court Clerk FTE	1.75	1.75	2.75	2.75
Violations processed by each Clerk	1,444	1,402	844	946
Operating expenses	\$459,260	\$450,746	\$564,871	\$662,396
Operating expenses per processed violation	\$182	\$184	\$243	\$255

Budget Detail

General Fund - Court

GENERAL FUND - COURT	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
REVENUE					
Fines and Bail	480,173	485,162	425,000	415,000	425,000
Fines / Justice Court	33,994	69,095	30,000	25,000	30,000
Miscellaneous Fees	216	757	800	720	500
Attorney Reimbursements	4,860	1,590	5,000	2,500	3,500
Court Collections Interest	50,788	40,676	48,000	30,000	35,000
Total Court Revenue	570,032	597,281	508,800	473,220	494,000
REQUIREMENTS FOR COURT					
PERSONNEL SERVICES					
Regular Salaries and Wages	173,414	186,112	253,000	238,500	270,750
Insurance Benefits	25,904	26,470	64,000	35,500	46,750
Taxes/Other	13,528	17,589	22,000	23,000	23,500
PERS Contributions	29,981	34,018	54,000	41,000	68,500
Total Court Personnel Services	242,827	264,189	393,000	338,000	409,500
FTE	1.8	1.8	2.8	2.7	2.8
MATERIALS & SERVICES					
Interpreter	7,916	4,215	8,500	6,000	9,500
Attorney Services	83,202	77,400	92,000	96,600	106,100
Contract Services	-	-	-	-	8,300
Copier Lease and Usage	1,651	1,741	1,750	1,750	3,000
Training/Conf/Travel	1,799	2,151	2,500	2,725	3,850
Membership & Dues	354	254	300	280	475
Jury Fees	-	(10)	150	150	300
Witness Fees	-	-	250	-	105
Internal Charge-Facilities	6,837	6,266	8,666	8,666	9,266
Internal Charge-Tech Services	43,133	26,526	44,700	44,700	42,600
Supplies & Services	5,155	7,290	6,500	10,000	7,050
Discovery Expense	-	-	100	-	100
Bank Charges	5,743	7,557	6,000	6,000	7,000
Court Collection Costs	59,141	52,947	60,000	50,000	55,000
Helmets	1,500	220	-	-	250
Total Court Materials & Services	216,433	186,557	231,416	226,871	252,896
TOTAL COURT REQUIREMENTS	459,260	450,746	624,416	564,871	662,396

Planning

The Planning Department works to maintain and improve the quality of the community and life of citizens who live in the community through the provision of land use planning and development services. This includes the dissemination of information and advice as it relates to development, maintenance, and administration of the Comprehensive Plan, housing and economic development updates, other area specific master plans, the Land Development and Zoning Ordinance, coordination of the development review process, and enforcement of land use regulations.

2024-25 Highlights

- Adopted Housing Needs Analysis without appeal.
- Adopted Housing Efficiency Measures (planned unit development and cottage cluster ordinances) without appeal.
- Advanced the comprehensive plan and transportation system plan updates (urban growth boundary expansion Goal 14 study and comprehensive plan policies being developed now).
- Received \$250,000 grant from ODOT for concept planning related to our urban growth boundary expansion process, work to start (fall/winter 2025).
- Continued work on the fence code update with the planning commission.
- Will be receiving \$75,000 reimbursement for DLCD grant associated with Canby Growth Planning.
- Presented at the Fall 2024 Oregon American Planning Association on Canby's Growth Planning.

2025-26 Goals

- Work closely with the city council and planning commission to keep both informed of all long-range planning activities and initiatives
- Adopt Canby floodplain code update per FEMA requirements (anticipated summer 2025)
- Adopt System Development Charge update work (anticipated fall/winter 2025)
- Adopt housing production strategy (anticipated fall/winter 2025)
- Adopt comprehensive plan and transportation system plan update work (anticipated fall/winter 2025)
- Submit urban growth boundary expansion initial application (anticipated urban growth boundary application submittal fall/winter 2025)
- Start concept planning work for urban growth boundary (anticipated fall/winter 2025)
- Start development code update, starting with code audit (fall/winter 2025)
- Seek additional ODOT and DLCD grants for wetland inventory and Canby development code updates summer of 2025 for grant award winter 2025
- City Goals: Plan for future housing needs and development and Manage growth in a responsible manner

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Completeness reviews within 30 days of submittal	100%	100%	100%	100%
Produce decisions within 120 days (no extensions)	100%	100%	100%	100%
Land use decisions made by City staff	200	225	310	315
Land use decisions by Planning Commission	25	7	7	6
Land use decisions made by City Council	3	2	3	3
Number of land use appeals	1	0	0	0
% of staff recommendations upheld on appeal	100%	100%	100%	100%
Major planning study	3	2	3	6
Plan amendments	0	0	1	2
Substantive code amendment	1	1	1	1
Routine code update/refinement	1	0	0	0

Budget Detail

General Fund - Planning

GENERAL FUND - PLANNING	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
REVENUE					
Land Use Applications	52,770	19,745	60,000	85,000	60,000
Miscellaneous Fees	2,430	47	1,000	100	100
Traffic Studies	55,600	14,260	70,000	20,000	30,000
Plan Reviews	89,275	98,174	65,000	30,000	30,000
Engineering Plan Review Fees	-	55,293	20,000	15,000	25,000
Construction Excise Tax	326,798	162,897	160,000	120,000	100,000
Miscellaneous Revenue - Planning	84,770	-	1,000	50	75,000
Total Planning Revenue	611,643	350,416	377,000	270,150	320,100
REQUIREMENTS FOR PLANNING					
PERSONNEL SERVICES					
Regular Salaries and Wages	282,351	315,838	420,000	382,000	440,500
Overtime	236	81	500	300	500
Employee Benefits	273	126	500	25	-
Insurance Benefits	32,012	35,251	55,000	46,500	60,000
Taxes/Other	22,231	29,603	36,000	37,500	38,500
PERS Contributions	54,641	71,601	96,000	92,000	122,500
Total Planning Personnel Services	391,743	452,500	608,000	558,325	662,000
FTE	3.3	3.4	4.3	4.1	4.3
MATERIALS & SERVICES					
Prof/Tech Services	193,582	547,038	300,000	241,000	350,000
Copier Lease and Usage	4,444	2,781	4,500	2,000	3,500
Communications	106	112	500	100	150
Mapping	540	433	1,000	110	500
Planning Commiss. Expenses	1,377	353	1,000	600	1,000
Travel & Training	3,409	1,579	3,500	2,000	2,500
Fees & Dues	533	633	1,000	1,000	1,000
Internal Charge-Facilities	5,827	5,341	7,386	7,386	7,897
Internal Charge-Tech Services	54,341	38,418	57,300	57,300	47,100
Supplies & Services	4,103	5,774	5,500	3,000	4,500
Traffic Study	67,873	31,169	70,000	25,000	30,000
Total Planning Materials & Services	336,136	633,632	451,686	339,496	448,147
TOTAL PLANNING REQUIREMENTS	727,879	1,086,132	1,059,686	897,821	1,110,147

Building

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

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

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

2024-25 Highlights

- Reviewed and processed release letters for all new development in a timely manner.
- Further developed rapport with Clackamas County Building staff through permit coordination.

2025-26 Goals

- Coordinate zoning conformance review and authorization release letters to County for all building permits involving new construction.
- Continue to work with Clackamas County on upgrades to their permit tracking system as this will benefit city permit tracking as the county system develops further.
- City Goals: Plan for future housing needs and development and Manage growth in a responsible manner.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Sign permits reviewed & authorized	11	16	12	14
Single-family home permits	148	148	82	90
Misc. residential permits authorized	30	34	31	33
Comm/Ind new building permits	2	2	4	5
Misc. Comm/Ind permits	10	25	12	14

Budget Detail

General Fund - Building

GENERAL FUND - BUILDING	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
REVENUE					
Building Permits	72,785	41,779	40,000	30,000	25,000
Total Building Revenue	72,785	41,779	40,000	30,000	25,000
REQUIREMENTS FOR BUILDING					
PERSONNEL SERVICES					
Regular Salaries and Wages	86,965	91,199	94,000	86,500	99,500
Overtime	78	19	500	100	500
Insurance Benefits	8,995	10,352	13,000	13,000	16,750
Taxes/Other	6,788	8,629	8,000	9,000	9,250
PERS Contributions	16,755	20,848	22,000	21,000	28,000
Total Building Personnel Services	119,582	131,047	137,500	129,600	154,000
FTE	1.0	1.0	1.0	1.0	1.1
MATERIALS & SERVICES					
Communications	106	112	100	100	120
Internal Charge-Facilities	686	628	869	869	929
Supplies & Service	-	-	50	50	50
Total Building Materials & Services	791	740	1,019	1,019	1,099
TRANSFERS OUT & OTHER USES					
O/H Transfer to General Fund	22,236	20,074	23,541	23,541	19,020
Total Building Transfers Out	22,236	20,074	23,541	23,541	19,020
TOTAL BUILDING REQUIREMENTS	142,610	151,861	162,060	154,160	174,119

Police

Canby Police Department provides the community with a full range of police services twenty-four hours a day, seven days a week. It is the Mission of the Canby Police Department to protect life and property; enhance community safety and improve quality of life by reducing crime and the fear of crime and to perform in such a manner that promotes the public's trust and confidence, sense of safety and security; while ensuring every member is in compliance with the professional standards established by the Oath of Office, Professional Code of Ethics and Department Policies and Directives.

2024-25 Highlights

- City of Canby rated the 2nd safest city in Oregon (Safewise 2024).
- Restored full time Code Enforcement Officer.
- Continued strong partnerships with Canby School District, Canby Fire District, Canby Chamber, Clackamas County Juvenile Department, Clackamas County Mental Health, and surrounding law enforcement agencies.
- The Police Department's Annual Grill and Chill/National Night Event continued to grow with the increased involvement of community partners.
- Kept up with vacant positions by hiring three recruit officers.
- Total calls for service increased by approximately 1,000 calls in 2023 as compared to 2022 (not including traffic stops).
- Continued participation with the Clackamas County Inter-Agency Drug Task Force and Major Crime Team.
- Implementation of new in-car video cameras for all patrol vehicles.
- Canby Police Officers were trained in a new comprehensive de-escalation program (The C.A.L.M. Approach).

2025-26 Goals

- Update City's Emergency Operations Plan.
- Manage a staffing plan that allows for three officer minimum shift coverage and supervisory oversight that maintains public safety, addresses neighborhood livability and emergency response for a 24/7 operations.
- Increase social media and public information presence.
- Restore K9 program.
- Enhance traffic safety program with the addition of a 2nd traffic safety officer.
- Continue to Increase community outreach with activities & events.
- Enhance Behavior Health Services by partnering with surrounding cities, county, and community partners.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget Estimate 1% increase
Population (PSU Annual Report)	19,045	19,114	19,236	19,428
# of Sworn Officers	28	29	29	31
# of Sworn Officers per 1000 population	1.47	1.52	1.51	1.60

*Approximate average of Oregon cities the size of Canby is 1.5 officers per thousand

Budget Detail

General Fund - Police

GENERAL FUND - POLICE	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
REVENUE					
Grants - DUII	15,769	13,471	15,000	10,500	15,000
Grant - Distracted Driving	14,534	17,476	20,000	15,000	20,000
Grant - Seatbelt	5,327	5,326	7,500	7,500	7,500
Grant - Speed Enforcement	1,837	1,508	3,000	2,500	5,000
Grant - Pedestrian Safety	1,587	867	5,000	4,500	5,000
Grant - HIDTA	20,237	26,680	22,000	22,000	22,150
Grant - OJP Vest Program	4,153	-	5,000	5,000	5,000
Grant - ODOT Construction	-	12,960	50,000	27,990	-
Homelessness Initiative Grant	-	-	96,200	-	96,200
Vehicle Release/Tow Fees	15,000	14,700	15,000	16,000	16,000
Miscellaneous Fees	558	2,711	200	787	400
Alarm Permit Fees	8,358	7,325	5,000	5,000	5,000
Temporary Liquor License	665	840	700	700	500
Subpoena Fees	70	230	100	150	150
Finger Printing Fees	-	-	500	1,200	1,500
Reports Revenue	2,685	1,780	1,600	2,500	2,500
Miscellaneous Revenue - Police	103,125	125,941	2,000	42,000	2,000
CSD- 2 Shared SRO Reimbursement (50%)	67,500	120,496	140,000	140,000	143,000
MPD-Shared BHU Remibursement (30%)	-	-	55,000	55,000	60,000
Tri-Met Reimbursement (105%)	-	-	-	-	257,250
Donations-Police	1,000	1,750	500	500	500
Total Police Revenue	262,405	354,061	444,300	358,827	664,650

Budget Detail

General Fund - Police

GENERAL FUND - POLICE	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR POLICE					
PERSONNEL SERVICES					
Regular Salaries and Wages	3,216,162	3,564,166	4,190,000	3,740,000	4,422,500
Overtime Wages	300,411	332,423	460,900	436,095	448,650
Employee Benefits	19,790	26,430	30,000	28,500	30,000
Insurance Benefits	695,009	743,324	990,000	790,000	963,000
Taxes/Other	295,724	400,937	495,000	451,500	528,750
PERS Contributions	941,043	1,058,014	1,135,000	1,180,000	1,422,500
Fringe Benefits	22,425	22,850	29,800	25,500	28,500
Total Police Personnel Services	5,490,564	6,148,143	7,300,700	6,651,595	7,843,900
FTE	30.8	32.8	34.9	34.6	35.8
MATERIALS & SERVICES					
Professional Services	100	3,933	58,000	38,000	58,000
Copier Lease and Usage	7,367	7,864	7,500	8,000	8,500
Investigation & Info	1,080	340	2,000	-	2,000
Prisoners Board & Medical	7,800	7,057	7,000	2,500	7,000
Crime Prevention	309	587	2,500	2,500	2,500
Communications	30,437	32,170	44,000	35,000	44,000
County Dispatch Fees	260,394	256,709	275,000	275,000	313,067
Training & Travel	52,484	50,903	60,000	60,000	62,000
Firearms & Less Leta Equip	48,498	48,596	55,000	55,000	65,000
Tactical Entry Team Equipment	5,378	14,505	15,000	15,000	15,000
Vests	7,959	8,868	7,000	7,000	10,000
EOC	-	-	1,000	500	1,000
Detective Equipment	19,305	20,307	24,000	21,000	24,000
Membership Fees & Dues	2,085	7,335	3,500	3,500	3,500
Information System Services	35,699	45,350	77,000	77,000	77,000
Internal Charge-Fleet	235,729	202,867	221,518	221,518	202,248
Internal Charge-Facilities	109,025	99,918	138,184	138,184	147,751
Internal Charge-Tech Services	260,041	159,918	307,400	307,400	211,600
Supplies & Services	35,155	36,200	45,000	50,000	45,000
Opioid Settlement Expenditures	-	-	-	7,000	7,000
Homelessness Initiative Grant Expenditures	-	-	96,200	-	96,200
Uniforms & Patrol Equipment	26,624	39,729	38,000	35,000	40,000
Radio Repair	3,450	3,506	10,000	8,000	10,000
800 Radio Operating Fee	29,228	86,558	46,116	46,116	54,400
Canine Expenses	2,655	1,002	5,000	8,000	10,000
Traffic Safety Equipment	19,895	23,061	19,000	15,000	19,000
Donations-Police	1,451	821	500	500	500
Accreditation	3,525	3,525	3,525	3,525	3,525
Total Police Materials & Services	1,205,673	1,161,627	1,568,943	1,440,243	1,539,791
CAPITAL OUTLAY					
Vehicles	193,721	133,958	150,000	161,438	160,000
Police K-9's	-	-	21,000	19,646	-
Equip - Computer/Software	82,618	407,372	20,000	32,857	20,000
Total Police Capital Outlay	276,339	541,330	191,000	213,941	180,000
TOTAL POLICE REQUIREMENTS	6,972,576	7,851,101	9,060,643	8,305,779	9,563,691

Parks Department

The purpose of the Park Department is to provide safe, clean, well-maintained recreational facilities that serve the community-wide recreational and leisure activity needs for all ages. Currently the department maintains the property and existing facilities at 34 sites that total over 215 acres.

2024-25 Highlights

- Maple Street Park artificial turf and field lighting completed.
- Sports court at Legacy Park completed.
- Maintained eight restroom buildings and cleaned the restrooms five times a week.
- Maintained ten playgrounds and one skate park weekly.
- Mowed turf areas every seven to ten days.
- Maintained 20 park areas and 14 city owned properties.
- Maintained 1 water feature (Klohe Fountain).
- Tracked actual park maintenance hours for all sites.
- Over Nine Eagle Scout volunteer projects completed.

2025-26 Goals

- Continue to maintain all City park assets in the most cost effective, efficient manner possible while addressing customers' concerns in a timely manner.
- Continue to work with all City departments to provide lateral support and make the best use of all City equipment and personnel.
- Continue to utilize volunteer groups to help maintain City properties and nurture community support.
- Continue to track all park maintenance hours and work on the list of deferred maintenance tasks.
- Upgrade restrooms, playgrounds, and landscaping to provide a safe and accessible park system for the citizens of Canby.
- Develop and maintain an annual Park Maintenance Program schedule.
- Finish and adopt masterplan SDC methodology.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Support and maintain parks, recreation land, and natural areas				
Park acres maintained	162	162	162	162
Restrooms cleaning	Daily	Daily	Daily	Daily
Number of Wait Park reservations	33	33	25	25-30
Mow turf areas every 7-10 days	32	32	32	32
Playgrounds maintained weekly	10	10	10	10
Track park maintenance actual hours	Daily	Daily	Daily	Daily

Budget Detail

General Fund - Parks

GENERAL FUND - PARKS	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
REVENUE					
Park Rentals	2,185	1,235	1,000	1,000	1,150
Park Maintenance Fee	484,280	526,951	530,000	550,000	570,000
Miscellaneous Revenue - Parks	28,720	528	-	21,876	-
Total Park Revenue	515,185	528,714	531,000	572,876	571,150
TRANSFERS IN & OTHER SOURCES					
Transfer from SDC Fund	66,881	310,037	2,000,000	1,763,886	4,800,000
Total Parks Transfers In	66,881	310,037	2,000,000	1,763,886	4,800,000
TOTAL PARK RESOURCES	582,066	838,750	2,531,000	2,336,762	5,371,150
REQUIREMENTS FOR PARKS					
PERSONNEL SERVICES					
Regular Salaries and Wages	360,948	415,799	458,000	387,000	407,000
Seasonal/Temp Wages	28,292	9,366	4,000	20,000	-
Overtime	5,604	8,674	8,000	8,000	6,000
Insurance Benefits	85,010	86,880	150,000	82,500	104,000
Taxes/Other	34,093	45,971	60,000	48,000	53,750
PERS Contributions	82,853	104,366	115,000	102,000	119,500
Clothing Allowance	2,400	2,800	3,600	3,600	2,800
Total Park Personnel Services	599,199	673,856	798,600	651,100	693,050
FTE	6.2	6.1	6.2	6.2	5.2
MATERIALS & SERVICES					
Contract Services	11,525	10,742	43,000	30,000	30,000
Surveys & Master Plans- SDC	33,241	-	50,000	-	-
Parks Ground Maintenance	14,870	9,064	65,000	20,000	20,000
Park Bldg Maintenance	7,390	5,869	67,300	2,000	10,000
Parks Parking Lot Maintenance & Repair	-	-	60,000	-	-
Streetscape Landscaping	13,768	7,870	25,000	22,000	20,000
Vandalism Repair	254	5,086	3,000	3,000	3,000
Copier Lease & Maint	1,093	1,180	1,100	1,150	1,500
Parks Maint Fee Billing	28,650	36,810	32,500	40,000	40,000
Canby Kids	-	-	8,000	8,000	8,000
Communications	2,714	2,884	2,300	2,700	2,800
Training/Conf/Travel	310	2,694	2,400	2,400	3,000
Internal Charge-Fleet	73,863	63,434	63,836	63,836	60,558
Internal Charge-Facilities	39,256	35,977	49,755	49,755	53,200
Internal Charge-Tech Services	6,123	3,766	22,900	22,900	21,200
Supplies & Services	28,065	30,538	35,000	32,000	35,000
Park Equipment	16,783	11,651	20,000	15,000	20,000
Utilities	30,016	29,363	35,000	35,000	35,000
Total Park Materials & Services	307,922	256,926	586,091	349,741	363,258
CAPITAL OUTLAY					
Equipment	26,712	-	-	-	-
Locust Park Shelter	111,205	-	-	-	-
Maple Park Sport Court	20,680	-	-	-	-
Master Plan Projects	13,087	-	-	-	-
Dog Park	23,736	-	-	-	-
Fuel Station	-	1,540	335,000	-	-
Legacy Park Fitness Court	-	210,249	-	38,886	-
Maple Park Renovation	-	55,815	2,470,000	1,600,000	1,000,000
Auburn Farms Park Development	-	27,601	1,440,000	125,000	3,300,000
Wait Park Master Plan & Improvements	-	-	300,000	-	-
South Canby Off Leash Dog Park	-	-	-	-	500,000
Total Parks Capital Outlay	195,421	295,205	4,545,000	1,763,886	4,800,000
TOTAL PARK REQUIREMENTS	1,102,543	1,225,987	5,929,691	2,764,727	5,856,308

Cemetery Department

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

2024-25 Highlights

- Provided exceptional customer service to customers and visitors of the cemetery
- Assisted the public with inquiries, administrative duties, internment services, ground maintenance, and beautification.
- Purchased a new Mausoleum lift.

2025-26 Goals

- Continue to provide exceptional customer service regarding public inquiries and administrative duties.
- Continue tracking actual hours for ground maintenance/beautification and hours spent on internment services.
- Construct necessary building structure updates.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Maintain an attractive, clean, and safe cemetery				
Landscaping & Maintenance Hours	2,243	2,443	2,522	2,500
Customer Service/Admin Support Hours	706	706	902	800
Plot Sales	64	64	50	55
Burials	51	50	61	60

Budget Detail

General Fund - Cemetery

GENERAL FUND - CEMETERY	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
REVENUE					
Grave Sales	19,950	18,600	20,000	15,690	20,000
Grave Open & Close	9,050	8,600	9,000	11,000	9,000
Mausoleum Name Bars	5,750	5,230	6,000	3,200	5,000
Mausoleum Sales	11,025	25,395	22,000	13,580	14,000
Mausoleum Open & Close	4,250	1,100	4,000	-	1,000
Miscellaneous Fees	3,800	3,950	2,000	6,200	5,000
Donations-Cemetery	25	-	100	-	-
Total Cemetery Revenue	53,850	62,875	63,100	49,670	54,000
REQUIREMENTS FOR CEMETERY					
PERSONNEL SERVICES					
Regular Salaries and Wages	101,296	105,377	153,000	110,000	132,000
Seasonal/Temp Wages	-	-	27,000	20,000	2,500
Overtime	602	796	1,000	2,300	2,000
Insurance Benefits	19,747	21,615	47,000	23,500	34,500
Taxes/Other	9,088	11,306	25,000	13,500	19,500
PERS Contributions	20,642	23,462	38,000	24,000	39,250
Total Cemetery Personnel Services	151,376	162,556	291,000	193,300	229,750
FTE	1.6	1.5	2.0	1.5	1.7
MATERIALS & SERVICES					
Grounds Maintenance	3,164	1,800	4,000	6,700	5,000
Building Maintenance	341	3,388	4,200	4,200	4,200
Copier Lease and Usage	195	208	200	200	250
Refunds	1,345	1,450	2,000	1,350	2,000
Internal Charge-Tech Services	1,279	786	-	-	4,300
Supplies - Records	189	265	1,350	1,350	1,350
Tools & Equipment	35,074	3,259	10,000	6,500	10,000
Utilities	3,284	3,268	3,500	3,500	3,500
Name Bars	3,647	3,611	4,500	4,500	4,500
Total Cemetery Materials & Services	48,518	18,036	29,750	28,300	35,100
CAPITAL OUTLAY					
Equipment	-	19,351	-	-	-
Total Cemetery Capital Outlay	-	19,351	-	-	-
TOTAL CEMETERY REQUIREMENTS	199,894	199,943	320,750	221,600	264,850

Economic Development

The Canby Economic Development Department (Canby Business) promotes Canby as an attractive business location, supports local businesses, and recruits new companies, development and investment. Canby Business supports retailers, coordinates events to attract visitors, manages programs to revitalize buildings and street environments, and promotes downtown.

2024-25 Highlights

- Planned and executed city-sponsored events including Canby Independence Day Celebration, Canby's Big Night Out, Halloween, Light Up The Night, and the First Thursday Night Market.
- Local Business Meeting and ongoing outreach to discuss priorities, objectives, and opportunities.
- Oversaw the completion and adoption of Canby's Natural Hazard Mitigation Plan.
- Created, marketed, and led the inaugural Canby Civic Engagement Academy.
- Oversaw the 2nd year of Shop Local Canby with increased business and community participation.
- Partnered with Canby Planning Department and oversaw community engagement efforts for "Cultivating Canby", the City's effort for a Comprehensive Plan Update, Transportation Systems Plan Update, and potential Urban Growth Boundary Expansion.
- Managed the Downtown Parking Assessment with Rick Williams Consulting.
- Continued engagement and recruitment efforts for potential hotel development in Canby and presented on incentives to gauge interest from City Council.

2025-26 Goals

- Sunset Urban Renewal District in 2026 and successfully transition Economic Development department to General Fund.
- Complete Certified Local Government grant for historic preservation efforts, programming, and projects with Heritage and Landmarks Commission.
- Continue comprehensive plan and urban growth boundary expansion work with Planning.
- Adopt the Historic Preservation Plan by ordinance for inclusion in comprehensive plan.
- Provide support for new and existing businesses in the Canby Pioneer Industrial Park.
- Continued promotion and marketing of Canby to businesses, visitors, and developers.
- Market Canby as an attractive location for hotel development and continue to enhance tourism opportunities and partnerships for Canby.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Continue to grow Canby Business Program				
Volunteer hours per year	350	350	350	365
Donations for events and promotions	\$11,950	\$11,950	\$12,950	\$12,000
Newsletters, press releases, and articles	60	60	60	55
Outreach and assistance to local manufacturers	10	15	15	15

Budget Detail

General Fund - Economic Development

GENERAL FUND - ECONOMIC DEV.	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
REVENUE					
Event Revenue	3,950	5,150	3,950	6,500	7,000
Econ Dev City Grant Revenue	4,019	200,000	17,000	7,999	15,000
Independence Day Revenue	10,300	12,060	9,000	10,500	11,000
Total Economic Dev. Revenue	18,269	217,210	29,950	24,999	33,000
TRANSFERS IN & OTHER SOURCES					
Transfer from UR	350,000	425,000	425,000	425,000	425,000
Total Economic Dev. Transfers In	350,000	425,000	425,000	425,000	425,000
TOTAL ECONOMIC DEV. RESOURCES	368,269	642,210	454,950	449,999	458,000
REQUIREMENTS FOR ECONOMIC DEVELOPMENT					
PERSONNEL SERVICES					
Regular Salaries and Wages	264,104	287,068	325,000	297,000	323,500
Overtime	1,319	560	1,000	1,100	750
Employee Benefits	955	1,422	1,000	2,800	2,750
Insurance Benefits	33,740	34,789	53,000	39,500	50,000
Taxes/Other	18,852	25,794	26,000	27,500	27,750
PERS Contributions	60,459	67,334	78,000	75,000	92,750
Total Economic Dev. Personnel Services	379,429	416,966	484,000	442,900	497,500
FTE	2.5	2.6	2.6	2.6	2.6
MATERIALS & SERVICES					
Copier Lease & Maint	2,222	1,391	1,500	1,500	1,500
Internal Charge-Facilities	6,024	5,521	7,635	7,635	8,164
Internal Charge-Tech Services	15,987	9,831	21,700	21,700	15,100
Supplies & Services	22,268	10,405	20,000	15,000	15,000
Main Street (General Fund)	25,500	26,848	37,500	37,500	37,110
Independence Day Expenses	19,855	23,577	23,000	23,000	28,000
Flower Program	5,775	5,975	6,000	6,000	6,000
Community Small Grants	41,360	48,000	60,000	-	-
Business Small Grants	-	22,000	50,000	17,000	-
Main Street (UR Allowable)	9,781	14,163	13,800	10,000	13,800
EconDev City Grant Expended	3,787	200,000	21,000	9,000	30,000
Downtown Parking Update	-	-	25,000	25,000	-
Total Economic Dev. Materials & Services	152,559	367,710	287,135	173,335	154,674
TRANSFERS OUT & OTHER USES					
O/H Transfer to General Fund	67,776	71,472	94,506	94,506	59,078
Total Economic Dev. Transfers Out	67,776	71,472	94,506	94,506	59,078
TOTAL ECONOMIC DEV. REQUIREMENTS	599,763	856,147	865,641	710,741	711,252

Not Allocated

The Not Allocated department accounts for revenue and expense in the General Fund that cannot be tied to the activities of an individual department.

GENERAL FUND - NOT ALLOCATED	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
REVENUE					
Property Tax Current	6,371,636	6,675,950	6,816,747	6,755,800	7,198,964
Property Tax Prior	65,932	88,510	67,000	65,000	69,000
Cable Franchise Fee	36,134	53,822	40,000	40,000	34,000
Telephone Franchise Fee	46,764	46,485	35,000	46,000	44,000
Solid Waste Franchise Fee	203,569	218,790	200,000	228,000	215,000
Natural Gas Franchise Fee	202,495	245,783	250,000	234,683	230,000
City Sewer Franchise Fee	304,310	315,000	300,000	300,000	340,000
Cigarette Tax	12,352	12,477	12,000	10,300	10,000
Liquor Revenue	370,928	357,827	350,000	315,000	350,000
State Revenue Sharing	243,451	236,530	250,000	232,000	200,000
American Rescue Plan Act Grant	1,991,482	-	-	-	-
CU In Lieu of Taxes	901,986	942,367	920,000	945,000	925,000
Business Licenses	73,460	75,040	70,000	70,000	72,500
Liquor Licenses	2,045	1,925	2,000	2,000	2,250
Miscellaneous Fees	106	180	300	258	300
Title Lien Search Fees	8,520	5,670	8,000	7,000	6,000
PEG Access Fees	7,227	10,764	7,000	5,000	5,000
Miscellaneous-Income	162,623	151,414	10,000	23,455	10,000
Lease receipts (Adult Center)	6,000	5,500	6,000	6,000	6,000
Interest Revenues	258,494	405,146	300,000	283,000	250,000
Retirement/Separation Reserve	30,988	-	-	65,744	30,626
Total Not Allocated Revenue	11,300,500	9,849,181	9,644,047	9,634,240	9,998,640
TRANSFERS IN & OTHER SOURCES					
O/H from Building	22,236	20,074	23,541	23,541	19,020
O/H from Economic Develop	67,776	71,472	94,506	94,506	59,078
O/H from Library Fund	204,980	193,407	233,246	233,246	177,855
O/H from Street	187,105	193,333	230,316	230,316	599,204
O/H from Transit	262,036	260,890	311,309	311,309	219,034
O/H from Swim Levy	202,904	158,308	183,049	183,049	142,211
O/H from WWTP	230,057	218,185	268,675	268,675	327,026
O/H from Collections	85,765	94,871	102,195	102,195	162,119
O/H from Stormwater	50,673	48,074	45,289	45,289	173,506
Total Not Allocated Transfers In	1,313,533	1,258,613	1,492,126	1,492,126	1,879,053
TOTAL NOT ALLOCATED RESOURCES	12,614,033	11,107,794	11,136,173	11,126,366	11,877,693
REQUIREMENTS NOT ALLOCATED					
PERSONNEL SERVICES					
Retirement & Separation Payout	82,400	88,513	90,000	90,000	85,000
Total Not Allocated Personnel Services	82,400	88,513	90,000	90,000	85,000
MATERIALS & SERVICES					
Ground Lease (Adult Center)	6,000	6,000	6,000	6,000	6,000
Other miscellaneous project expenses	-	156,793	960,000	846,095	-
Equipment	73,190	71,655	-	-	-
Internal Charge-Facilities	65,448	59,982	82,955	82,955	88,698
Total Not Allocated Materials & Services	144,638	294,430	1,048,955	935,050	94,698
TRANSFERS & SPECIAL PAYMENTS					
Transfers to Library Fund	370,000	375,000	335,000	335,000	325,000
Special Payments-PEG Access	12,486	-	20,000	5,456	5,000
Total Not Allocated Special Payments	382,486	375,000	355,000	340,456	330,000
General Fund Operating Contingency	-	-	150,000	150,000	150,000
TOTAL NOT ALLOCATED REQUIREMENTS	609,524	757,943	1,643,955	1,515,506	659,698

Special Revenue Funds

Library

The Canby Public Library provides robust library services to the City of Canby and visitors from across the Portland-metropolitan area. The Library is a division of the City of Canby and is one of thirteen member libraries in the Libraries in Clackamas County (LINCC) consortium.

Library operations are funded primarily through the Library District of Clackamas County, with a permanent tax rate of \$0.3974 per thousand of assessed value. Other sources of revenue include a contribution from the City of Canby's general fund, fines, fees, grants and donations. As a member of the LINCC consortium, the Canby Public Library continues to address the needs of the community through its mission, "...to provide a safe, welcoming, and dynamic environment where all come to learn, explore, invent, create, and connect with free and equitable services. By providing information, resources, assistance, programming, and access to technology, we are investing in a stronger Canby community."

2024-2025 Highlights

- Received several grants: Ready to Read Grant, Teen Internship Grant, Mini Grants for Rural Libraries, ALA Transforming Communities Grant, Clackamas County Homelessness Initiative Grant.
- Received \$10,000 donation from *Canby Kiwanis*.
- Received \$30,000 pledge from the *Friends of the Canby Public Library* for programming.
- Added Community & Programming Bulletin Boards.
- Unveiled full wall mural in our Teen Room (paid for by the *Library Foundation*).
- Revised entire Library Policy Manual.
- Created new Library Strategic Plan 2024-2027.

2025-26 Goals

- Address Strategic Plan 2024 – 2027 priorities.
- Continuing to build the Canby Maker Lab.
- Apply for and utilize grant funding.

Performance Measures

Library Dashboard				
Strategies & Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Increase total use of library facility as community gathering space				
Total number of visits	89,084	96,010	100,962	106,010
Increase the total use of the library collection				
Total circulation of physical/eMaterials	214,519 / 35,003	237,289 / 45,869	243,264 / 51,642	249,300 / 57,100
Provide high-quality programs				
Total number of programs	155	382	400	375

Budget Detail

Library Fund

LIBRARY FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	40,590	39,330	208,811	249,045	314,930
REVENUE					
CC Library District	1,082,480	1,122,566	1,154,801	1,154,801	1,223,904
Grants-Library	4,166	8,257	16,707	36,865	24,000
Library Fines & Fees	16,055	14,535	10,000	10,000	10,000
FOL Pass Thru Revenue	14,748	12,833	15,000	15,000	20,000
Miscellaneous Income	(65)	942	-	-	-
Interest Revenues	4,740	17,171	5,000	16,500	5,000
Donations-Library	464	6,676	15,100	15,030	10,100
Donations-FOL (Programming)	17,120	28,523	30,000	30,000	30,000
Total Library Revenue	1,139,709	1,211,503	1,246,608	1,278,196	1,323,004
TRANSFERS IN & OTHER SOURCES					
Interfund Loan Transfer from CPC	500,000	500,000	500,000	500,000	500,000
Transfer from General Fund	370,000	375,000	335,000	335,000	325,000
Total Library Transfers In & Other Sources	870,000	875,000	835,000	835,000	825,000
TOTAL LIBRARY RESOURCES	2,050,299	2,125,833	2,290,419	2,362,241	2,462,934
REQUIREMENTS FOR LIBRARY					
PERSONNEL SERVICES					
Regular Salaries and Wages	574,700	524,826	658,000	545,000	623,000
On Call	43,918	48,961	52,000	53,500	32,500
Library Page/Seasonal	53,129	300	-	4,000	21,500
Insurance Benefits	116,725	87,396	105,000	94,000	151,500
Taxes/Other	50,068	52,965	60,000	58,000	58,500
PERS Contributions	128,211	127,545	164,000	135,500	184,250
Total Library Personnel Services	966,750	841,993	1,039,000	890,000	1,071,250
FTE	9.8	8.4	8.9	9.2	9.0
MATERIALS & SERVICES					
Computer Hardware/Software	2,389	624	1,300	1,300	1,000
LINCC Consortium	21,567	34,396	40,000	38,000	39,400
Copier Lease & Maint	7,928	8,359	8,900	8,900	8,900
Travel & Training	3,595	4,407	5,100	5,000	4,500
Internal Charge-Facilities	91,410	83,775	115,858	115,858	123,879
Internal Charge-Tech Services	65,420	40,231	52,700	52,700	84,000
Supplies & Services	21,715	22,031	32,550	30,000	15,000
Cash Over & Short	245	(162)	-	-	-
Library Collection	77,899	92,544	90,000	90,000	90,000
Lost Books Refunds	58	46	100	100	100
Volunteer Recognition	1,436	660	1,000	1,000	2,000
Grants-Library Expended	6,158	4,019	7,750	7,750	45,783
Donations-Library Expended	740	-	-	-	-
Donations Expended FOL	17,288	23,686	30,000	30,000	30,000
Donations - Kiwanis	-	-	15,000	15,000	10,000
Total Library Materials & Services	317,846	314,617	400,258	395,608	454,562
DEBT SERVICE					
Interest Expense	6,645	13,939	15,000	13,457	15,000
Total Library Debt Service	6,645	13,939	15,000	13,457	15,000
SPECIAL PAYMENTS					
Special Payments-FOL Pass Thru	14,748	12,833	15,000	15,000	20,000
Total Library Special Payments	14,748	12,833	15,000	15,000	20,000
TRANSFERS OUT					
O/H to General Fund	204,980	193,407	233,246	233,246	177,855
Interfund loan pmt transfer to CPC	500,000	500,000	500,000	500,000	500,000
Total Library Transfers Out	704,980	693,407	733,246	733,246	677,855
OPERATING CONTINGENCY	-	-	71,963	-	76,291
RESERVED FOR FUTURE EXPENDITURE	-	-	15,952	314,930	147,976
Restricted FB - Library	39,330	249,045	-	-	-
TOTAL LIBRARY REQUIREMENTS	2,050,299	2,125,833	2,290,419	2,362,241	2,462,934

Transit Fund (Canby Area Transit - CAT)

The Transit Department oversees public transportation services within the City of Canby and facilitates connections to neighboring communities. Its responsibilities include ensuring regulatory compliance, supervising the contracted service provider, and maintaining high standards of customer service and safety. The department also manages service planning and efficiency, fosters community engagement, participates in local and regional transportation initiatives, oversees procurement of services and equipment, pursues grant funding opportunities, and strategically balances service needs with available financial resources.

2024-25 Highlights

- Received \$424,025 in federal funds.
- Received \$579,675 in Statewide Transportation Improvement Fund (STIF) revenue.
- Finished Update of the Transit Master Plan
- Provided Canby businesses with a 35.62 % lower rate in payroll tax compared to TriMet.
- Improved efficiency in routing and reduced costs to line up with increasing overhead.
- Upgraded all camera systems.

2025-26 Goals

- Receive \$467,578 in federal funds.
- Receive \$498,659 in Statewide Transportation Improvement Fund (STIF) revenue.
- Find placement and funding options for a new Transit office building.
- Re-align 99x to better fit ridership patterns based on the Transit Master Plan.
- Purchase seven new transit vehicles with grant funding.
- Provide Canby businesses with a 37.28% lower rate in payroll tax compared to TriMet.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Provide Fixed-Route Transit Service (Route 99X / Canby Loop)				
One-way trips provided	68,790	81,875	84,528	90,000
Service hours provided	12,880	14,225	14,290	15,000
Service miles provided	255,242	300,819	316,025	320,000
Provide Demand Response Transit Service (Dial-A-Ride)				
One-way trips provided	13,390	11,789	12,450	13,000
Service hours provided	6,095	5,095	5,100	5,500
Service miles provided	61,033	53,792	61,541	61,000

Budget Detail

Transit Fund

TRANSIT FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	3,584,520	3,784,084	3,909,364	3,985,833	3,646,967
REVENUE					
Grant - STF/STO	127,500	-	-	-	-
Grant - 5311	508,825	333,864	333,864	333,864	372,578
Grant - Capital	129,202	67,607	72,138	54,911	607,750
Grant - Operating	88,001	90,161	90,161	90,161	97,500
STIF Formula Funds	398,780	668,053	709,975	500,000	371,856
STIF Demand Response	-	-	-	-	126,803
Transit ER Payroll Tax	2,015,445	1,988,511	2,100,000	2,000,000	2,100,000
Payroll Tax Penalties & Int	6,638	30,192	7,500	6,000	6,000
Fares	56,026	54,871	60,000	60,000	45,000
Miscellaneous-Income	18,443	3,464	2,000	-	2,000
Interest Revenues	76,718	153,872	100,000	165,000	100,000
STIF Interest	8,723	21,385	8,000	16,000	10,000
Donations-Transit	50	25	-	-	-
Total Transit Revenue	3,434,351	3,412,005	3,483,638	3,288,745	3,839,487
TOTAL TRANSIT RESOURCES	7,018,871	7,196,089	7,393,002	7,274,578	7,486,454
REQUIREMENTS FOR TRANSIT					
PERSONNEL SERVICES					
Regular Salaries and Wages	221,790	231,622	252,000	225,000	276,750
Overtime	5,119	6,961	5,000	1,000	-
Insurance Benefits	36,546	34,541	87,000	37,500	57,500
Taxes/Other	17,299	22,416	21,500	22,000	23,500
PERS Contributions	48,493	53,903	60,000	53,500	77,750
Total Transit Personnel Services	329,247	349,443	425,500	339,000	435,500
FTE	2.7	2.7	2.9	2.6	2.9
MATERIALS & SERVICES					
Prof/Tech Services	6,000	160,112	150,000	100,000	37,000
Contract Services	1,529,904	1,602,740	1,995,500	1,850,000	2,026,000
Transit Facilities Maintenance	13,152	20,914	14,900	14,900	17,000
Space Lease	43,266	43,266	50,000	50,000	50,000
Vehicle Maintenance	265	1,331	1,500	1,500	1,500
Vehicle (Non-Ins) Repair	-	51	-	-	-
Copier Lease & Maint	5,091	1,622	6,000	2,000	3,500
Insurance Deductible	(100)	-	-	-	-
Communications	5,274	5,768	11,200	11,200	10,785
Marketing	7,894	10,170	12,000	10,000	12,000
Printing	3,377	3,437	4,100	4,100	4,600
Travel & Training	950	25	5,500	3,000	4,500
Membership Dues & Fees	2,532	23,611	30,000	30,000	25,725
Internal Charge-Fleet	369,155	381,760	432,316	432,316	446,564
Internal Charge-Facilities	9,141	8,377	11,586	11,586	12,388
Internal Charge-Tech Services	50,185	30,863	58,000	58,000	53,800
Supplies & Services	12,589	8,049	12,700	12,700	12,500
Tax Collection Services & Supp	3,774	5,854	5,500	6,000	6,000
Total Transit Materials & Services	2,062,449	2,307,950	2,800,802	2,597,302	2,723,862
CAPITAL OUTLAY					
Transit Projects	121,649	122,081	30,000	20,000	50,000
Vehicles	377,456	-	-	-	790,000
Bus Shelters	81,950	2,585	132,000	110,000	-
New Transit Office	-	167,307	600,000	250,000	500,000
Total Transit Capital Outlay	581,055	291,973	762,000	380,000	1,340,000
TRANSFERS OUT					
O/H to General Fund	262,036	260,890	311,309	311,309	219,034
Total Transit Transfers Out	262,036	260,890	311,309	311,309	219,034
OPERATING CONTINGENCY	-	-	161,315	-	157,968
RESERVED FOR FUTURE EXPENDITURE	-	-	2,932,076	3,646,967	2,610,090
ENDING FUND BALANCE (prior year's)					
Restricted FB - STIF	377,986	539,031	-	-	-
Committed FB - Transit	3,206,534	3,245,053	-	-	-
Total Transit Ending Fund Balance	3,784,084	3,985,834	-	-	-
TOTAL TRANSIT REQUIREMENTS	7,018,871	7,196,089	7,393,002	7,274,578	7,486,454

Swim Center

The 56-year-old Canby Swim Center is a year-round indoor swimming pool providing aquatic activities to Canby and the surrounding communities. The facilities include a 25-yard 6-lane pool with spectator area, dressing and shower facilities, an office and lobby. The Canby Swim Center offers swim lessons, public swims, fitness swims and competitive swimming (Gators and high school swim team) and we are now back to teaching all the second graders in the district. We also offer free showers to anyone who needs them.

2024-25 Highlights

- Provide swimming lessons to the local schools and the public.
- Provide a safe environment for swimming and water activities.
- Continue to support community activities and programs.
- Continue to work within the pool levy to fund the swim center 2022-2027.

2025-26 Goals

- Upgrade or light remodel the dressing rooms, office and lobby areas, this will most likely be fall of 2025. Look toward the replacement of swim center.
- Program and adjust to all changes, keep staffing at current level.
- Address maintenance issues during the annual closure and throughout the year.
- Provide swimming lessons to the local schools and the public.
- Provide a safe environment for swimming and water activities.
- Continue to support community activities and programs.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Provide an attractive, clean, safe, and well-maintained facility				
Public Lessons Taught (& Penguin club)	15,560	19,144	17,000	17,000
School lessons taught	2,722	3,003	2,850	2,850
Public use hours per week	80	80	80	80
Private use rental hours per week	10+	2+	2	2
Usage from Canby citizens	50%	50%	50%	50%
Usage from outside Canby citizens	50%	50%	50%	50%

SWIM LEVY FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	1,592,177	1,857,596	2,068,858	2,174,393	2,402,716
REVENUE					
Property Tax Levy	1,013,339	1,053,102	1,062,064	1,018,008	1,116,652
Property Tax - Prior	10,319	13,853	10,000	10,364	10,000
Pool Revenue	153,989	167,398	160,000	150,000	160,000
Miscellaneous Income	679	1,460	-	-	-
Interest Revenues	52,678	99,954	55,000	90,000	55,000
Total Swim Revenue	1,231,003	1,335,766	1,287,064	1,268,372	1,341,652
TOTAL SWIM RESOURCES	2,823,180	3,193,362.85	3,355,922	3,442,765	3,744,368
REQUIREMENTS FOR SWIM					
PERSONNEL SERVICES					
Regular Salaries and Wages	408,777	483,225	510,000	357,000	361,500
Swim Program Coordinator	1,837	3,781	-	-	-
Guards & Instructors	2,968	3,208	-	-	-
Overtime	5,574	2,611	7,500	4,000	3,500
Insurance Benefits	64,534	94,234	115,000	73,500	87,750
Taxes/Other	36,637	51,713	61,000	40,000	44,250
PERS Contributions	73,957	90,761	92,000	77,500	109,750
Total Swim Personnel Services	594,283	729,533	785,500	552,000	606,750
FTE	8.2	9.8	9.0	6.4	5.0
MATERIALS & SERVICES					
Contract Services	-	-	-	-	188,000
Bldg Maintenance	13,092	1,939	25,000	8,000	15,000
Ground Lease	14,000	14,000	14,000	14,000	14,000
Copier Lease & Maintenance	98	221	500	500	600
Advertising & Marketing	2,769	1,564	3,500	3,500	3,500
Training & Travel	4,238	5,839	6,500	5,000	6,500
Internal Charge - Tech Services	17,467	10,742	23,500	23,500	18,300
Supplies & Services	10,723	10,223	22,000	160,000	12,000
Bank Charges	5,017	6,455	7,000	7,000	8,000
Cash Over & Short	177	121	-	-	-
Pool Chemicals	11,437	8,104	14,000	14,000	15,000
Janitorial Supplies	3,243	4,895	6,000	6,000	6,500
Pool Concession Purchases	1,564	837	3,000	3,000	3,000
Utility - Gas	32,442	30,344	35,000	32,000	36,000
Utility - Water	4,045	3,970	5,000	5,000	6,500
Utility - Electric	12,161	12,674	18,000	17,000	18,500
Total Swim Materials & Services	132,473	111,927	183,000	298,500	163,400
CAPITAL OUTLAY					
Bldg Improvements >\$5k	35,924	19,202	15,000	-	750,000
Pool Improvements >\$5k	-	-	45,000	-	-
Equipment >\$5k	-	-	20,000	6,500	-
Total Swim Capital Outlay	35,924	19,202	80,000	6,500	750,000
TRANSFERS OUT					
O/H to General Fund	202,904	158,308	183,049	183,049	142,211
Total Swim Transfers Out	202,904	158,308	183,049	183,049	142,211
OPERATING CONTINGENCY	-	-	48,425	-	38,508
RESERVED FOR FUTURE EXPENDITURE	-	-	2,075,948	2,402,716	2,043,500
Restricted FB - Swim Center	1,857,596	2,174,393	-	-	-
TOTAL SWIM REQUIREMENTS	2,823,180	3,193,362.85	3,355,922	3,442,765	3,744,368

Street Fund

The Street Fund is responsible for street construction and maintenance, and all related aspects of the public streets, alleys, and rights-of-way. Tasks include paving, oiling, overlaying, sweeping, patching, striping lanes and crosswalks, landscaping and spraying the rights-of-way, creating and repairing street signs, maintaining city parking lots, and maintenance of streetlights.

2024-25 Highlights

- Slurry seal downtown streets and parking to prolong service life of the asphalt.
- Crack sealed 3 center line miles.
- Overlaid N Redwood.
- Acquired Right-of-Way for NE 10th Ave. street reconstruction.

2025-26 Goals

- Crack Seal five miles of City streets.
- Maintain weekly sweeping schedule for approximately 65 miles of existing paved roads.
- Reconstruct NE 10th Ave with curb and sidewalk.
- Construct S Walnut Street industrial road.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Maintain roads and right-of-way to the highest quality standard				
Streets Overlaid	4	6	3	2
Signs Replaced	100	130	180	120
Street Miles Restriped	11	11.5	11	13
Line Miles Restriped	31.5	32.5	32	35
Thermo-plastic Legends Installed/Replaced	30	15	26	32
Weekly Street Sweeping Completed	100%	100%	100%	100%

STREET FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	8,514,146	8,304,346	10,655,114	10,015,395	9,109,645
REVENUE					
State Highway Fund	1,473,404	1,406,049	1,530,000	1,565,000	1,485,000
Local Gas Tax	404,253	387,630	425,000	405,000	415,000
County Vehicle Registration Fee	370,228	350,966	400,000	250,000	320,000
Federal Fund Exchange	-	129,466	100,000	236,058	100,000
Miscellaneous Fees	667	250	300	200	300
Street Maintenance Fee	598,030	609,683	600,000	565,000	575,000
Erosion Control Fees	45,095	22,072	20,000	23,000	23,000
Driveway/Curb/Sidewalk Inspect	16,100	7,100	9,000	9,500	7,000
Street Excavation/Opening Fee	3,000	1,175	1,000	1,000	1,000
Urban Forestry Program Revenue	15,600	10,264	20,000	100	5,000
Street Sign Program Revenue	9,420	2,590	4,000	-	2,000
Traffic In Lieu Fees	-	30,693	-	-	-
Miscellaneous-Income	172,923	350,557	10,000	396,415	10,000
Damaged Property Claim Revenue	392	569	-	7,600	-
Interest Revenues	201,447	430,584	350,000	400,000	320,000
Total Street Revenue	3,310,559	3,739,648	3,469,300	3,858,873	3,263,300
TRANSFERS IN					
Transfer from SDC	1,271,488	261,379	5,683,000	395,504	6,292,000
Total Street Transfers In	1,271,488	261,379	5,683,000	395,504	6,292,000
TOTAL STREET RESOURCES	13,096,192	12,305,374	19,807,414	14,269,772	18,664,945
REQUIREMENTS FOR STREETS					
PERSONNEL SERVICES					
Regular Salaries and Wages	546,225	525,589	592,000	558,000	451,500
Seasonal/Temp Wages	9,808	7,695	15,000	55,500	-
Overtime	11,280	12,433	13,000	21,500	20,000
Insurance Benefits	121,232	91,101	143,000	92,000	92,500
Taxes/Other	48,030	56,931	91,000	72,500	67,750
PERS Contributions	131,346	127,649	146,000	138,500	128,250
Clothing Allowance	2,000	1,600	1,200	1,200	1,200
Total Street Personnel Services	869,922	822,997	1,001,200	939,200	761,200
FTE	7.4	6.0	7.5	7.5	5.5

STREET FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR STREETS (Continued)					
MATERIALS & SERVICES					
Consultant Engineer	10,938	14,330	15,000	8,000	15,000
Professional Services	5,271	8,524	6,000	6,000	6,000
UP/ODOT/Quiet Zone Inspections	-	-	94,000	94,000	94,000
Curb/Sidewalk Repair	6,729	6,384	15,000	3,000	10,000
Street Lighting & Maint	82,689	103,672	105,000	100,000	105,000
Street Maintenance	31,568	20,282	60,000	50,000	60,000
Copier Lease & Maint	1,050	1,135	1,000	1,000	1,500
Street Maint Billing	28,998	36,809	30,000	37,500	42,500
Street Signing	24,588	15,762	24,000	25,000	22,000
Street Marking & Striping	15,738	16,564	20,000	18,000	20,000
Damaged Property Claim Expense	4,326	8,737	2,500	9,520	10,000
Communications	2,698	3,643	2,500	2,700	2,700
Travel & Training	5,611	-	6,000	6,000	8,000
Membership Dues & Fees	380	-	1,000	1,000	1,000
Internal Charge-Fleet	96,394	102,332	110,574	110,574	88,556
Internal Charge-Facilities	39,484	36,186	50,045	50,045	53,510
Internal Charge-Tech Services	40,587	24,960	31,800	31,800	26,100
Supplies & Services	12,051	13,619	12,000	12,000	12,000
Small Tools	3,605	4,877	7,000	5,000	7,000
Safety Supplies	436	1,752	1,500	1,500	1,500
Urban Forestry Program	14,795	14,861	100,000	50,000	20,000
Utilities	5,342	6,060	6,000	6,000	6,500
Total Street Materials & Services	433,279	440,490	700,919	628,639	612,866
CAPITAL OUTLAY					
Equipment	236,253	290,100	430,000	-	350,000
Street Maint Fee Projects	946,548	63,544	1,300,000	1,200,000	250,000
S Ivy Sidewalk/Overlay Project	143,367	121,383	1,826,849	1,600,000	1,492,000
Industrial Park to 99E	337,981	194,981	2,685,000	200,000	7,034,000
N Locust NE 4th-NE 10th Improv	1,213,098	34,955	-	-	-
NE Territorial/Redwood Improve	423,797	8,464	-	-	-
N Pine St Realignment	-	37,020	930,000	4,200	-
NE 10th Ave Locust to Pine	495	80,573	1,405,000	220,000	1,213,000
Fuel Station	-	2,140	337,000	137,500	364,500
Asset Management Program	-	-	-	-	50,000
Total Street Capital Outlay	3,301,540	833,159	8,913,849	3,361,700	10,753,500
TRANSFERS OUT					
O/H Transfer To General Fund	187,105	193,333	230,316	230,316	599,204
Total Street Transfers Out	187,105	193,333	230,316	230,316	599,204
OPERATING CONTINGENCY	-	-	85,106	-	68,703
RESERVED FOR FUTURE EXPENDITURE					
Restricted for Future St Maint	-	-	1,454,058	291,471	988,971
Reserve for Future Expenditure	-	-	7,421,966	8,818,446	4,880,773
Total Reserves for Furture Expenditure	-	-	8,876,024	9,109,917	5,869,744
ENDING FUND BALANCE (prior year's)					
Reserved FB - St. Maint. Prog.	864,058	558,971	-	-	-
Committed FB - Streets	7,440,288	9,456,424	-	-	-
Total Street Ending Fund Balance	8,304,346	10,015,395	-	-	-
TOTAL STREET REQUIREMENTS	13,096,192	12,305,374	19,807,414	14,269,772	18,665,217

Transient Room Tax Fund

The Canby City Council adopted Canby Municipal Code Chapter 3.50 Transient Room Tax with a 6% Transient Room Tax to be effective July 1, 2018. Proceeds from the transient room tax will fund tourism programs that promote community events and attractions and supports the development of new tourism assets and attractions.

Transient Room Tax Fund	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	65,727	84,509	109,308	123,306	147,356
REVENUE					
Room Tax Restricted (70%)	22,795	27,357	25,000	24,000	26,000
Interest-Restricted	1,290	3,409	2,400	3,400	3,200
Room Tax Unrestricted (30%)	9,770	11,725	10,000	10,000	12,000
Interest-Unrestricted	552	1,461	1,000	1,600	1,200
Total Transient Room Tax Revenue	34,407	43,953	38,400	39,000	42,400
TOTAL TRANSIENT ROOM TAX RESOURCES	100,134	128,462	147,708	162,306	189,756
REQUIREMENTS FOR TOURISM PROMOTION					
MATERIALS & SERVICES					
Services & Supplies	4,453	4,200	9,950	9,950	12,500
TOTAL TOURISM PROMOTION REQUIREMENTS	4,453	4,200	9,950	9,950	12,500
REQUIREMENTS FOR TOURISM ENHANCEMENT					
MATERIALS & SERVICES					
Services & Supplies	11,172	956	5,000	5,000	10,000
TOTAL TOURISM ENHANCEMENT REQUIREMENTS	11,172	956	5,000	5,000	10,000
REQUIREMENTS NOT ALLOCATED					
RESERVED FOR FUTURE EXPENDITURE					
Reserved for Tourism Promotion	-	-	97,328	106,196	122,896
Reserved for Tourism Enhancement	-	-	35,430	41,160	44,360
Total Reserves for Future Expenditure	-	-	132,758	147,356	167,256
ENDING FUND BALANCE (prior year's)					
Committed FB - Tour Promo/Fac	62,179	88,746	-	-	-
Committed FB - Tourism Enh.	22,330	34,560	-	-	-
Total Transient Room Tax Ending Fund Balance	84,509	123,306	-	-	-
TOTAL TRANSIENT ROOM TAX REQUIREMENTS	100,134	128,462	147,708	162,306	189,756

System Development Charges Fund

The purpose of this fund is to record SDC revenue and maintain restricted balances by type so that compliance with allowable use can be tracked and controlled in accordance with state statutes.

SYSTEM DEVELOPMENT CHARGES FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	12,570,549	13,261,021	9,556,151	13,757,771	13,706,402
REVENUE					
Street Improvement SDC's	612,632	303,076	1,980,000	648,612	1,374,321
Street Reimbursement SDC's	118,967	64,348	455,000	165,810	360,419
Street SDC Compliance Cost Fee	15,513	8,018	55,000	118,871	43,474
Parks Improvement SDC's	943,265	400,712	1,050,000	354,651	918,487
Parks SDC Compliance Cost Fee	19,250	8,178	21,000	7,238	18,745
Sewer Improvement SDC's	98,525	44,422	66,000	45,762	106,246
Sewer Reimbursement SDC's	407,118	211,550	180,000	190,274	441,760
Sewer SDC Compliance Cost Fee	12,911	5,309	5,200	4,817	11,184
Storm Improvement SDC's	42,946	27,257	170,000	55,555	317,232
Storm Reimbursement SDC's	9,155	5,680	35,000	11,695	63,550
Storm SDC Compliance Cost Fee	1,616	1,027	6,000	2,064	9,236
Interest Revenues	380,167	665,339	400,000	525,000	400,000
Total SDC Revenue	2,662,064	1,744,915	4,423,200	2,130,349	4,064,654
TOTAL SDC RESOURCES	15,232,613	15,005,936	13,979,351	15,888,120	17,771,056
REQUIREMENTS FOR SDC'S					
TRANSFERS OUT & OTHER USES					
Transfer to Parks	66,881	310,037	2,000,000	1,763,886	4,800,000
Transfer to Streets	1,271,488	261,379	5,683,000	395,504	6,292,000
Transfer to Sewer	595,795	676,750	337,000	22,328	-
Transfer to Storm	37,429	-	280,000	-	-
Total SDC Transfers Out	1,971,592	1,248,166	8,300,000	2,181,718	11,092,000
RESERVED FOR FUTURE EXPENDITURE					
Reserved for Street Improve	-	-	1,986,603	7,074,901	2,303,020
Reserved for Street Reimb	-	-	559,902	278,297	679,735
Reserved for Street SDC Admin	-	-	55,000	148,427	194,670
Reserved for Parks Improvement	-	-	2,847,765	5,476,481	1,703,056
Reserved for Parks SDC Admin	-	-	21,000	88,112	108,051
Reserved for Sewer Improve	-	-	12,759	48,126	164,263
Reserved for Sewer Reimb	-	-	2,013	233,594	718,653
Reserved for Sewer SDC Admin	-	-	5,200	4,295	16,191
Reserved for Stormwater Imp	-	-	137,264	322,200	680,547
Reserved for Stormwater Reimb	-	-	45,845	22,764	91,839
Reserved for Storm SDC Admin	-	-	6,000	9,206	19,030
Total Reserves for Future Expenditure	-	-	5,679,351	13,706,402	6,679,056
ENDING FUND BALANCE (prior year's)					
Restricted for Street Improvem	6,128,986	6,484,291	-	-	-
Restricted for Street Reimb	31,083	99,211	-	-	-
Restricted for StreetSDC Admin	128,876	143,679	-	-	-
Restricted for Park Improveme	6,217,477	6,624,465	-	-	-
Restricted for Park SDC Admin	69,697	81,602	-	-	-
Restricted for Sewer Improveme	14,965	69	-	-	-
Restricted for Sewer Reimb	393,357	54,505	-	-	-
Restricted for Sewer SDC Admin	46,227	-	-	-	-
Restricted for Storm Improve	212,391	251,274	-	-	-
Restricted for Storm Reimb	3,916	9,983	-	-	-
Restricted for Storm SDC Admin	7,266	8,693	-	-	-
Total SDC Ending Fund Balance	13,261,021	13,757,771	-	-	-
TOTAL SDC REQUIREMENTS	15,232,613	15,005,937	13,979,351	15,888,120	17,771,056

Cemetery Perpetual Care Fund

The Cemetery Perpetual Care Fund exists to provide for the future care of the Zion Memorial Park Cemetery once operational revenues from sales and activities cease.

Sources of revenue for the fund are charges for perpetual care fees, which are collected when cemetery property is sold, and interest earnings. With Resolution 1109 in 2011, Council formalized the commitment of the fund balance to the purposes and uses for which the fund was established.

CEMETERY PERPETUAL CARE FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	1,151,668	1,217,595	1,287,095	1,307,941	1,382,941
REVENUE					
Perpetual Care: Current Sales	29,575	27,005	17,500	20,000	18,000
Interest Revenues	36,352	63,341	40,000	55,000	40,000
Total Cemetery Perpetual Care Revenue	65,927	90,346	57,500	75,000	58,000
TRANSFERS IN					
Interfund Loan Transfer pmt from Library	500,000	500,000	500,000	500,000	500,000
Total Cemetery Perpetual Care Transfers In	500,000	500,000	500,000	500,000	500,000
TOTAL RESOURCES	1,717,595	1,807,941	1,844,595	1,882,941	1,940,941
REQUIREMENTS FOR CEMETERY PERPETUAL CARE					
TRANSFERS OUT					
Interfund Loan Transfer to Library	500,000	500,000	500,000	500,000	500,000
Total Cemetery Perpetual Care Transfers Out	500,000	500,000	500,000	500,000	500,000
RESERVED FOR FUTURE EXPENDITURE	-	-	1,344,595	1,382,941	1,440,941
Committed FB - Cemetery Care	1,217,595	1,307,941	-	-	-
TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS	1,717,595	1,807,941	1,844,595	1,882,941	1,940,941

Forfeiture Fund

The Forfeiture Fund exists to accumulate and account for assets received by the Police Department because of federal and civil drug forfeitures.

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

FORFEITURE FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	19,485	21,164	21,854	21,945	29,195
REVENUE					
Forfeiture Funds-Federal	1,156	-	5,000	10,000	15,000
Forfeiture Funds-Civil	-	-	2,000	-	2,000
Interest Earned-federal	66	163	75	134	100
Interest Earned-Civil	456	886	400	689	750
Total Forfeiture Revenue	1,679	1,049	7,475	10,823	17,850
TOTAL FORFEITURE RESOURCES	21,164	22,213	29,329	32,768	47,045
REQUIREMENTS FOR FORFEITURE					
MATERIALS & SERVICES					
Supplies & Services-Federal	-	-	5,000	-	10,000
Supplies & Service-Civil	-	268	5,000	3,572	1,000
Total Forfeiture Materials & Services	-	268	10,000	3,572	11,000
RESERVED FOR FUTURE EXPENDITURE					
Reserve for Future Exp-Federal	-	-	16,251	26,358	31,458
Reserve for Future Exp-Civil	-	-	3,078	2,838	4,588
Total Reserves for Future Expenditure	-	-	19,329	29,195	36,045
ENDING FUND BALANCE (prior year's)					
Reserved FB - Fed Forfeiture	16,061	16,224	-	-	-
Restricted FB - Civil Forfeit.	5,103	5,721	-	-	-
Total Forfeiture Ending Fund Balance	21,164	21,945	-	-	-
TOTAL FORFEITURE REQUIREMENTS	21,164	22,213	29,329	32,768	47,045

Internal Service Funds

Facilities

The Facilities Fund provides for the maintenance and repair of all City-owned structures excluding the Parks, Swim Center, and the WWTP whose maintenance is provided by their respective departments. The costs of heating and cooling, utilities, cleaning, etc. are paid through the Facilities Fund and allocated proportionally based on square footage to applicable departments. Significant capital improvements are budgeted in the corresponding department budgets.

2024-25 Highlights

- Upgraded access control at the civic center.
- Installed commercial sized generator with transfer switch at Civic Center.
- Cleaned all windows at all City owned buildings.
- Shampooed carpets and upholstery in Library.

2025-26 Goals

- Spot painting in severed weather areas at City Hall/Library.
- Replace awnings at City Hall.
- Hire in-house custodial services.
- Shampoo carpets and upholstery in City Hall & Library.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2024 Projected	FY2026 Budget
Provide attractive, clean, safe, and well-maintained City facilities				
Number of facility inspections per month	2	2	2	2
Number of OSHA or safety violations reported	0	0	0	0
Number of work orders completed	250	340	365	322
Number of insurance claims involving City facilities	1	0	0	0

Budget Detail

Facilities Fund

FACILITIES FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	17,125	83,431	50,717	21,278	99,728
REVENUE					
Miscellaneous Revenues	-	136	-	1,100	-
Interest Revenues	1,921	3,953	2,000	4,000	3,000
Internal Revenue-Facilities	497,000	470,000	650,000	650,000	695,000
Total Facilities Revenue	498,922	474,089	652,000	655,100	698,000
TOTAL FACILITIES FUND RESOURCES	516,047	557,520	702,717	676,378	797,728
REQUIREMENTS FOR FACILITIES					
PERSONNEL SERVICES					
Regular Salaries and Wages	120,862	98,894	135,000	96,500	116,000
Overtime	4,564	5,901	10,000	5,000	5,000
Insurance Benefits	23,446	10,932	21,000	11,000	18,250
Taxes/Other	10,487	10,828	18,000	11,000	16,250
PERS Contributions	27,624	24,480	33,500	24,000	33,750
Clothing Allowance	800	400	1,200	400	400
Total Facilities Personnel Services	187,784	151,435	218,700	147,900	189,650
FTE	1.2	1.2	1.5	1.1	1.2
MATERIALS & SERVICES					
Contract Services	31,396	48,377	60,000	60,000	70,000
Janitorial Services & Supplies	63,622	151,166	200,000	200,000	225,000
Building Repairs & Maintenance	54,757	68,939	60,000	60,000	70,000
Copier Lease & Maintenance	201	212	250	250	250
Travel & Training	1,438	-	2,000	2,000	2,000
Internal Charge-Fleet	7,346	10,500	9,500	10,500	3,000
Supplies and Small Tools	4,191	4,656	6,000	6,000	6,000
Utilities	81,880	87,472	100,000	90,000	100,000
Total Facilities Materials & Services	244,832	371,322	437,750	428,750	476,250
CAPITAL OUTLAY					
Capital Exp - Shops Complex	-	-	-	-	42,000
Capital Equipment	-	13,484	-	-	-
Total Facilities Capital Outlay	-	13,484	-	-	42,000
OPERATING CONTINGENCY	-	-	32,823	-	33,295
RESERVED FOR FUTURE EXPENDITURE	-	-	13,444	99,728	56,533
Fund Balance	83,431	21,278	-	-	-
TOTAL FACILITIES REQUIREMENTS	516,047	557,520	702,717	676,378	797,728

Fleet Service

The Fleet Services Departments goal is to provide exceptional service and support to all City departments, keeping all city owned vehicles and equipment safe, reliable, and in good working condition. This allows City of Canby employees to focus on serving the citizens of Canby.

2024-25 Highlights

- Purchased a new parts washer.
- Sent 2 vehicles and miscellaneous shop items to auction to help recuperate portions of original costs.
- Upgraded One new shop door.
- Kept total vehicles and equipment available for use above 90%.
- Maintained 92% on time Preventative maintenance.
- Attended Ford vehicle training courses.

2025-26 Goals

- Purchase Ford Repair Software program.
- Continue equipment and vehicle repair training to keep up with the latest technology changes.
- Sell low use vehicles and equipment to help better utilize what we have if allowed.
- Replace shop door.
- Continue to maintain the City's fleet of vehicles and equipment at a high level of quality at minimal cost.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Maintain City's fleet of vehicles and equipment at a high level of quality with minimal cost				
Fleet vehicles and equipment in-service & on road	94%	94%	95%	95%
On-time preventative maintenance compliance	90%	92%	91%	92%
Scheduled vehicle & equipment maintenance work orders	886	820	877	850
Maximum unscheduled preventative breakdowns	50	40	44	35

FLEET SERVICES FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	73,199	94,024	87,864	73,102	127,619
REVENUE					
Canby Adult Center	5,772	6,136	4,000	6,000	3,500
Miscellaneous - Revenue	-	348	1,000	70	100
Interest Revenues	2,527	4,101	3,000	3,500	3,000
Internal Revenue-Fleet	826,063	828,550	905,000	905,000	850,000
Total Fleet Revenue	834,361	839,134	913,000	914,570	856,600
TOTAL FLEET FUND RESOURCES	907,560	933,158	1,000,864	987,672	984,219
REQUIREMENTS FOR FLEET					
PERSONNEL SERVICES					
Regular Salaries and Wages	179,049	187,514	188,000	183,000	198,000
Overtime	175	1,409	3,000	3,200	3,000
Insurance Benefits	54,398	55,408	67,500	58,000	70,750
Taxes/Other	14,315	18,419	22,000	19,500	23,000
PERS Contributions	38,826	43,312	43,500	45,500	55,500
Clothing Allowance	800	800	800	800	800
Tool Allowance	-	-	-	1,500	2,000
Total Fleet Personnel Services	287,563	306,863	324,800	311,500	353,050
FTE	2.1	2.1	2.1	2.1	2.1
MATERIALS & SERVICES					
Contract Services-Shop	7,812	34,619	18,000	19,000	16,000
Contract Services-Vehicles	17,728	16,545	23,000	16,000	16,000
CAT Contract Services	6,488	8,825	18,000	16,000	15,000
Copier Lease & Maint	344	369	400	350	400
Canby Area Transit Expenses	39,671	42,324	32,000	48,000	46,000
Communications	1,048	988	1,000	700	750
Travel & Training	-	-	500	500	750
Membership Dues & Fees	31	-	-	-	-
DEQ/DMV	616	2,298	1,200	800	2,400
Internal Charge-Facilities	54,837	50,256	69,503	69,503	74,315
Internal Charge-Tech Services	14,964	9,202	20,700	20,700	11,400
Supplies & Services	46,106	49,789	50,000	51,000	46,000
Tires	12,186	16,316	10,000	10,000	9,000
Tires-Transit	6,562	8,521	10,000	9,000	8,000
Misc Shop Supplies	3,597	4,131	4,000	5,000	5,000
Tools and Equipment	8,105	6,203	8,000	8,000	6,000
Gasoline/Fuel	299,559	286,374	310,000	265,000	290,000
Oil-General	2,611	3,247	4,000	4,500	4,000
Oil-Transit	3,310	4,022	4,000	4,000	4,000
Safety Equipment	400	42	500	500	500
Total Fleet Materials & Services	525,973	544,070	584,803	548,553	555,515
CAPITAL OUTLAY					
Equipment	-	9,124	-	-	-
Total Fleet Capital Outlay	-	9,124	-	-	-
OPERATING CONTINGENCY	-	-	45,480	-	45,428
RESERVED FOR FUTURE EXPENDITURE	-	-	45,781	127,619	30,225
Fund Balance	94,024	73,102	-	-	-
TOTAL FLEET FUND REQUIREMENTS	907,560	933,158	1,000,864	987,672	984,219

Tech Services

The computer system serves as the foundational infrastructure for all office operations, playing a critical role in ensuring the efficient performance of staff. The Tech Services department is responsible for supporting both hardware and software across the city, planning and implementing system upgrades in accordance with the age and support requirements of existing technologies and strategically addressing the technological needs for the future. The Tech Services Department operates on a cost-reimbursement model, with charges allocated to departments based on a prorated system that considers factors such as the number of computers, telephones, and the specific services utilized.

2024-25 Highlights

- Supported city workstations and servers with 99% or greater up time.
- Created an RFP for a Managed Service Provider (MSP).
- Hired a new MSP service provider.
- Hired a tech services coordinator to manage the MSP.
- Replaced a failing switch at Public Works.
- Upgraded all Library Staff PCs.
- Inventoried all City hardware and software.
- Re-Implemented Asset Tracking System.

2025-26 Goals

- Support city workstations and servers with 98% or greater up time.
- Replace 24 PCs that are end of Life.
- Upgrade servers that have reached their end of life.
- Improve System Redundancy.
- Replacing failing or aged switches to improve reliability.
- Update city phone system.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actual	FY2025 Projected	FY2026 Budget
Effectively maintain and support computer and informational systems throughout the city				
Workstations supported	210	192	193	190
Servers Supported	34	28	30	30
Network Supported	15	15	15	15
Help Desk Tickets Serviced	881	N/A	650	600

Budget Detail

Tech Services Fund

TECH SERVICES FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	48,139	174,484	2,565	88,894	176,780
REVENUE					
Miscellaneous-Income	1,648	-	-	-	-
Interest Revenues	3,944	9,016	3,500	7,500	4,000
Internal Revenue-Tech Services	748,000	470,000	850,000	850,000	700,000
Total Tech Services Revenue	753,592	479,016	853,500	857,500	704,000
TOTAL TECH SERVICES FUND RESOURCES	801,731	653,500	856,065	946,394	880,780
REQUIREMENTS FOR TECH SERVICES					
PERSONNEL SERVICES					
Regular Salaries and Wages	170,002	13,549	75,000	66,500	92,000
Insurance Benefits	37,179	2,304	35,500	10,500	15,500
Taxes/Other	13,209	1,194	6,500	6,500	7,500
PERS Contributions	28,156	2,706	17,000	15,500	25,500
Total Tech Services Personnel Services	248,546	19,754	134,000	99,000	140,500
FTE	2.2	0.1	1.1	0.9	1.1
MATERIALS & SERVICES					
Technical Consultant	27,795	23,069	325,000	340,000	325,000
Copier Lease & Usage	988	618	2,100	2,100	600
Communications	73,134	72,353	75,000	75,000	73,000
Web Page	6,210	6,878	7,500	300	5,000
Travel & Training	6,242	-	3,000	3,000	3,000
Fees & Dues	85,760	63,368	90,000	90,000	90,000
Internal Charge-Facilities	4,113	3,770	5,214	5,214	5,575
Internal Charge-Fleet	-	6,154	-	-	-
Supplies & Services	38,062	315,635	25,000	25,000	25,000
Computer Equipment	29,062	12,552	30,000	30,000	37,000
Total Tech Services Materials & Services	271,366	504,396	562,814	570,614	564,175
CAPITAL OUTLAY					
Equipment	36,730	-	-	-	-
Computer Equipment over \$5,000	70,605	40,456	100,000	100,000	100,000
Total Tech Services Capital Outlay	107,335	40,456	100,000	100,000	100,000
OPERATING CONTINGENCY	-	-	34,950	-	35,343
RESERVED FOR FUTURE EXPENDITURE	-	-	24,301	176,780	40,763
ENDING FUND BALANCE (prior year's)	174,484	88,894	-	-	-
TOTAL TECH SERVICES FUND REQUIREMENTS	801,731	653,500	856,065	946,394	880,780

Enterprise Fund

Sewer Combined Fund Budget Summary

The purpose of the Sewer Combined Fund is to facilitate protection of the environment and public health in the wastewater arena, through proper operation of the treatment facility, effective planning and design, community awareness, and public education. Additionally, staff provide excellent customer service and maximize operating efficiencies to maintain reasonable utility rates for customers.

SEWER COMBINED FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	9,632,122	10,954,156	11,601,294	12,359,179	11,577,532
REVENUE					
Sewer Tap Fees	15,800	6,300	5,000	4,800	5,000
Utility Charges for Service	4,496,139	4,522,201	4,600,000	4,520,000	4,600,000
Miscellaneous Revenue	32,023	70,019	20,000	5,000	10,000
Interest Revenues	279,833	534,290	320,000	575,000	400,000
Total Sewer Revenue	4,823,794	5,132,810	4,945,000	5,104,800	5,015,000
TRANSFERS IN					
Transfer from SDC Fund	633,224	676,750	617,000	22,328	-
Total Sewer Transfers In	633,224	676,750	617,000	22,328	-
TOTAL SEWER FUND RESOURCES	15,089,140	16,763,716	17,163,294	17,486,307	16,592,532
REQUIREMENTS FOR SEWER COMBINED FUND					
WWTP					
Personnel Services	903,670	789,732	1,168,800	936,300	1,318,400
Materials & Services	503,200	643,173	698,046	710,786	832,019
Capital Outlay	168,495	1,200,348	1,005,000	505,500	4,503,700
SEWER COLLECTIONS					
Personnel Services	326,379	442,649	543,200	368,000	481,200
Materials & Services	109,274	167,221	196,275	164,877	197,405
Capital Outlay	1,090,227	122,381	4,027,500	1,087,500	2,520,750
STORMWATER					
Personnel Services	146,644	198,473	226,900	198,000	284,650
Materials & Services	51,961	45,141	91,637	70,524	93,692
Capital Outlay	85,517	25,526	1,307,000	1,009,129	3,373,750
NON-DEPARTMENTAL					
Personnel Services	27,344	28,420	44,500	35,000	48,750
Materials & Services	355,779	380,343	353,000	375,000	575,000
Transfers Out	366,495	361,130	416,159	416,159	662,651
Operating Contingency	-	-	166,118	32,000	200,000
RESERVED FOR FUTURE EXPENSE	10,954,156	12,359,179	6,919,159	11,577,532	1,500,565
TOTAL SEWER FUND REQUIREMENTS	15,089,141	16,763,716	17,163,294	17,486,307	16,592,532

Waste Water Treatment Plant (WWTP)

The Wastewater Division is responsible for the effective treatment and management of the City of Canby's wastewater to ensure compliance with state and federal environmental regulations. Our focus remains on maintaining reliable operations, investing in critical infrastructure, and optimizing efficiency while meeting the increasing demands of a growing community.

2024-25 Highlights

- **NACWA Gold Award** – Achieved **100% compliance** with the National Pollutant Discharge Elimination System (NPDES) permit, earning national recognition from the **National Association of Clean Water Agencies (NACWA)**.
- **Local Limits Approval** – Successfully developed and implemented **new Local Limits**, approved by **Oregon DEQ** and formally adopted by **City Council** to protect wastewater treatment processes and water quality.
- **Safety Grant Award** – Secured a **\$2,500 CIS Shark Tank Safety Grant**, supporting workplace safety improvements and enhancing operational safety measures.
- **UV Disinfection Project Evaluation** – Conducted a comprehensive evaluation of the **UV Disinfection System replacement**, leading to a **revised project scope and procurement strategy** for a more cost-effective and efficient solution.
- **Operator Certification Achievement** – A **Plant Operator** successfully obtained **Oregon DEQ Wastewater Operator Level IV Certification**, demonstrating the department's commitment to professional development and operational excellence.

2025-26 Goals

- **Achieve Full Staffing** – Hire and onboard a **Lead Operator** to strengthen plant operations and leadership.
- **Maintain Regulatory Excellence** – Continue meeting all compliance standards to earn a **Gold Award for 100% NPDES Permit Compliance**.
- **Administration Building Compliance Upgrade** – Complete the **design phase** for necessary improvements to ensure regulatory and operational compliance.
- **UV Disinfection System Replacement** – Finalize **design** and initiate **construction** of the **new UV disinfection system** to replace the aging infrastructure.
- **Solids Dewatering System Upgrade** – Complete **design and begin installation** of a new **solids dewatering system** to improve efficiency and solids handling.
- **Pump Replacements** – Install new **Influent and Mixed Liquor Recycle Pumps** to enhance plant hydraulics and operational reliability.
- **WWTP Electrical Assessment** – Conduct a **comprehensive electrical condition assessment** of the wastewater treatment plant to identify and prioritize critical infrastructure upgrades.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
NPDES Permit Compliance Oregon DEQ Compliance Office	11 Months	12 Months	12 Months	12 Months
Wastewater Operator Training Oregon DEQ Compliance Office	100%	100%	100%	100%
Laboratory QA/QC Compliance DEQ Compliance Office	100%	100%	100%	100%
Safety Inspections Completed/Year Oregon OSHA Compliance Office	4	4	4	4

Budget Detail

Sewer Combined Fund - WWTP

SEWER COMBINED FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	9,632,122	10,954,156	11,601,294	12,359,179	11,577,532
REVENUE					
Sewer Tap Fees	15,800	6,300	5,000	4,800	5,000
Utility Charges for Service	4,496,139	4,522,201	4,600,000	4,520,000	4,600,000
Miscellaneous Revenue	32,023	70,019	20,000	5,000	10,000
Interest Revenues	279,833	534,290	320,000	575,000	400,000
Total Sewer Revenue	4,823,795	5,132,810	4,945,000	5,104,800	5,015,000
TRANSFERS IN					
Transfer from SDC Fund	633,224	676,750	617,000	22,328	-
Total Sewer Transfers In	633,224	676,750	617,000	22,328	-
TOTAL SEWER COMBINED FUND RESOURCES	15,089,141	16,763,716	17,163,294	17,486,307	16,592,532
SEWER COMBINED FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR WASTE WATER TREATMENT PLANT					
PERSONNEL SERVICES					
Regular Salaries and Wages	592,756	486,014	690,000	586,500	788,000
Overtime	7,283	25,348	15,000	31,500	40,000
Insurance Benefits	118,501	106,751	187,000	99,000	149,000
Taxes/Other	47,587	49,547	93,500	66,500	107,500
PERS Contributions	135,542	120,072	180,500	150,000	231,500
Clothing Allowance	2,000	2,000	2,800	2,800	2,400
Total WWTP Personnel Services	903,670	789,732	1,168,800	936,300	1,318,400
FTE	6.0	4.9	6.3	6.2	7.7
MATERIALS & SERVICES					
Professional Services	1,500	14,083	15,000	20,000	25,000
Disposal Services	161,218	181,561	225,000	208,000	225,000
Maintenance Operations	31,487	51,840	42,000	42,000	45,000
Pump and Motor Repair	14,731	24,426	25,000	20,000	30,000
Grounds Maint	1,901	2,192	2,200	2,000	2,500
Effluent Testing	25,068	14,397	28,000	27,000	32,000
Sludge Testing	1,926	1,974	3,900	3,700	4,000
Pretreatment Testing	1,303	12,847	7,500	7,500	8,200
Communications	212	1,403	1,000	2,500	3,000
Copier Lease & Maintenance	482	1,591	1,500	3,400	3,400
Travel & Training	2,237	1,844	6,000	5,500	7,500
Membership Dues & Fees	2,165	2,349	3,000	3,400	3,500
NPDES Permit Fees	24,924	25,061	28,000	28,000	30,000
Internal Charge-Fleet	12,096	21,652	13,493	13,493	13,411
Internal Charge-Facilities	1,878	16,236	22,453	22,453	24,008
Internal Charge-Tech Services	25,287	15,551	29,300	29,300	38,500
Supplies & Services	9,220	11,067	9,000	10,000	15,000
Safety Supplies	369	3,000	1,500	3,000	10,000
Tools & Equipment	-	584	700	1,040	5,000
Computer Supplies	4,647	50,961	14,500	11,000	15,000
Lab Equipment & Chemicals	14,665	14,357	13,000	15,000	18,000
Bulk Chemicals	6,094	7,150	13,500	20,000	25,000
Lime	52,397	55,953	60,000	80,000	100,000
Biosolids - Polymer	12,100	6,050	12,500	12,500	19,000
Utilities	95,293	105,043	120,000	120,000	130,000
Total WWTP Materials & Services	503,200	643,173	698,046	710,786	832,019
CAPITAL OUTLAY					
Building	1,350	-	11,000	11,000	-
Vehicles & Equipment	-	44,990	107,000	107,000	15,000
Improvements	167,145	1,133,101	-	-	-
UV and Emergency Power	-	20,718	450,000	150,000	1,500,000
Fuel Station	-	1,540	337,000	137,500	338,700
WWTP Building Compliance Upgrade	-	-	100,000	100,000	250,000
Solids Dewatering Equipment	-	-	-	-	1,350,000
Influent Pump & Recycle Pump Replacement	-	-	-	-	1,000,000
WWTP Electrical Condition Assessment	-	-	-	-	50,000
Total WWTP Capital Outlay	168,495	1,200,348	1,005,000	505,500	4,503,700
TOTAL WWTP REQUIREMENTS	1,575,364	2,633,253	2,871,846	2,152,586	6,654,119

Sewer Collections Department

The Sewer Collections Department is responsible for maintaining and meeting Oregon Department of Environmental Quality (DEQ) requirements for sewer collection systems. This includes underground main lines and pump stations transporting untreated sewage to the WWTP protecting public health and the local environment.

2024-25 Highlights

- Cleaned 9.58 miles of sanitary main lines.
- Completed annual inspections at Canby businesses to ensure Fat Oil and Grease (FOG) program compliance.
- Decommissioned Safeway Pump Station.
- Installed On-site backup Generator at 3rd and Baker Pump Station.
- Maintained a quarterly cleaning schedule for all Pump Stations.
- Repaired 22 Sewer Laterals.

2025-26 Goals

- Clean 30% of the Sewer System.
- Maintain and clean sewer lift stations monthly.
- Increase public awareness of FOG.
- No sanitary sewer overflows.
- Finish Mapping out existing Sewer System with GIS.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Maintain the sewer system to meet all DEQ requirements				
Total feet of sanitary lines	342,144	346,000	348,000	360,000
% of lines cleaned	20%	15%	7%	20%
% of lines video inspected	5%	5%	8%	10%
Number of overflows or backups	0	1	1	0
% of businesses inspected and in compliance w/ City's FOG Program	100%	100%	100%	100%
% of manholes inspected	50%	50%	70%	50%

Budget Detail

Sewer Combined Fund - Collections

SEWER COMBINED FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR SEWER COLLECTIONS					
PERSONNEL SERVICES					
Regular Salaries and Wages	215,519	289,395	340,000	244,000	289,500
Overtime	3,414	5,116	5,000	5,000	5,000
Insurance Benefits	40,480	48,374	66,000	34,000	56,500
Taxes/Other	18,643	31,826	50,000	27,500	46,000
PERS Contributions	47,922	67,539	81,000	56,300	83,000
Clothing Allowance	400	400	1,200	1,200	1,200
Total Collections Personnel Services	326,379	442,649	543,200	368,000	481,200
FTE	2.8	3.5	3.5	2.7	3.4
MATERIALS & SERVICES					
Consultant Engineer	4,360	110	12,000	5,000	12,000
Lateral Repair	11,879	22,358	12,000	2,000	12,000
Lift Station Maint	3,268	28,453	10,000	10,000	20,000
Lift Station Telemetry	4,075	4,378	13,000	10,000	13,000
Collection System Maint	5,372	18,709	30,000	25,000	30,000
Copier Lease & Maint	452	488	1,000	500	500
Communications	1,487	1,649	1,500	1,500	3,600
Travel & Training	5,325	1,200	6,000	6,500	8,000
Membership Dues & Fees	675	1,420	1,000	1,602	1,800
Internal Charge-Fleet	29,994	39,851	40,763	40,763	25,663
Internal Charge-Facilities	17,446	15,988	22,112	22,112	23,642
Internal Charge-Tech Services	4,510	2,773	14,100	14,100	14,400
Supplies & Services	4,512	12,851	9,000	5,000	9,000
Small Tools	5,393	5,360	10,000	7,000	7,000
Safety Supplies	1,855	2,081	1,800	1,800	1,800
Utilities-Lift Stations	8,672	9,551	12,000	12,000	15,000
Total Collections Materials & Services	109,274	167,221	196,275	164,877	197,405
CAPITAL OUTLAY					
Vehicles & Equipment	245,284	49,930	-	-	-
NE 10th Ave Sanitary Sewer	-	-	1,675,000	660,000	200,000
Safeway Pump Station Removal	587,185	1,409	140,000	90,000	-
Generator 3rd Baker Pumpstn	1,429	-	-	-	-
N Knott St Storm	70,409	500	-	-	-
N Maple Ln Sewer Line Replace	177,220	860	-	-	-
N Maple Ln Sewer Line Replace	3,315	-	-	-	-
N NW 10th & Birch Sewer Ext	5,385	49,650	-	-	-
Fuel Station	-	20,032	324,500	137,500	420,750
N Pine Street Realignment	-	-	1,400,000	-	350,000
Industrial Park Connection to 99E	-	-	488,000	200,000	1,550,000
Total Collections Capital Outlay	1,090,227	122,381	4,027,500	1,087,500	2,520,750
TOTAL COLLECTIONS REQUIREMENTS	1,525,881	732,251	4,766,975	1,620,377	3,199,355

Stormwater Department

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

2024-25 Highlights

- Installed storm catch basin in downtown alleyways.
- Installed 4 new drywells (Align Resources to Address Future Community Growth).
- Cleaned 5 drywells.
- Continue to eliminate all flooding throughout the City of Canby.
- No Property Damage due to stormwater.

2025-26 Goals

- Add new storm system on N.E. 10th Ave.
- Update the Stormwater Master Plan.
- Map out 50% of the City's Stormwater infrastructure.
- Increase the amount of time spent on preventative maintenance dedicated to the Stormwater system.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Projected	FY2026 Budget
Maintain the Stormwater system, meeting all DEQ requirements				
Ft. of new storm lines installed	8,455	9,500	12,000	9,000
% of system videoed	2%	2%	3%	5%
% of storm lines cleaned	2%	5%	6%	15%
Catch basins replaced	6	10	6	10
% of catch basins cleaned	11%	10%	20%	20%

Budget Detail

Sewer Combined Fund - Stormwater

SEWER COMBINED FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS FOR STORMWATER					
PERSONNEL SERVICES					
Regular Salaries and Wages	98,847	132,039	138,000	128,000	173,000
Overtime	366	1,322	1,000	2,000	2,250
Insurance Benefits	17,963	20,766	33,000	23,000	32,250
Taxes/Other	8,178	13,661	19,500	15,000	27,500
PERS Contributions	21,290	30,684	35,000	29,600	49,250
Clothing Allowance	-	-	400	400	400
Total Stormwater Personnel Services	146,644	198,473	226,900	198,000	284,650
FTE	1.3	1.7	1.6	1.7	2.2
MATERIALS & SERVICES					
Consultant Engineer	14,459	5,285	12,000	3,000	10,000
Catch Basin Repair	-	-	8,000	6,000	8,000
Storm System Maintenance	7,554	11,805	26,000	20,000	26,000
Copier Lease & Maint	299	324	325	300	350
Communications	974	1,037	1,000	800	1,000
Travel & Training	394	389	6,000	4,500	6,000
Membership Dues & Fees	4,691	3,992	2,000	4,112	4,500
Internal Charge-Facilities	17,446	15,988	22,112	22,112	23,642
Supplies & Services	4,019	4,134	7,500	5,000	7,500
Small Tools	2,109	434	5,000	3,000	5,000
Safety Supplies	16	1,753	1,700	1,700	1,700
Total Stormwater Materials & Services	51,961	45,141	91,637	70,524	93,692
CAPITAL OUTLAY					
Equipment	36,017	-	-	171,511	-
Drywells	49,500	25,526	-	118	-
Fuel Station	-	-	337,000	137,500	310,750
S Ivy Sidewalk/Overlay Project	-	-	300,000	300,000	1,508,000
Industrial Park Connection to 99E	-	-	210,000	-	1,240,000
N Pine Steet Realignment	-	-	60,000	-	-
NE 10th Ave, N Locust to N Pine Storm line	-	-	400,000	400,000	315,000
Total Stormwater Captial Outlay	85,517	25,526	1,307,000	1,009,129	3,373,750
TOTAL STORMWATER REQUIREMENTS	284,122	269,140	1,625,537	1,277,653	3,752,092

Sewer Not Allocated

SEWER COMBINED FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
REQUIREMENTS NOT ALLOCATED					
PERSONNEL SERVICES					
Regular Salaries and Wages	16,243	18,934	26,000	22,000	26,750
Insurance Benefits	6,564	3,487	10,000	5,000	11,750
Taxes/Other	1,096	1,704	2,500	2,500	2,750
PERS Contributions	3,441	4,295	6,000	5,500	7,500
Total Sewer Not Allocated Personnel Services	27,344	28,420	44,500	35,000	48,750
FTE	0.3	0.3	0.3	0.3	0.4
MATERIALS & SERVICES					
Rate Studies and Master Plans	169	-	-	-	-
Sewer Billing	51,095	65,343	53,000	75,000	75,000
Franchise Fee	304,310	315,000	300,000	300,000	500,000
Total Sewer Not Allocated Materials & Services	355,779	380,343	353,000	375,000	575,000
TRANSFERS OUT					
O/H Transfer to General Fund-WWTP	230,057	218,185	268,675	268,675	327,026
O/H Transfer to General Fund-Collections	85,765	94,871	102,195	102,195	162,119
O/H Transfer to General Fund-Stormwater	50,673	48,074	45,289	45,289	173,506
Total Sewer Not Allocated Transfers Out	366,495	361,130	416,159	416,159	662,651
OPERATING CONTINGENCY	-	-	166,118	32,000	200,000
TOTAL REQUIREMENTS NOT ALLOCATED	749,618	769,894	979,777	858,159	1,486,401
RESERVED FOR FUTURE EXPENDITURE	-	-	6,919,159	11,577,532	1,500,565
ENDING FUND BALANCE (prior year's)	10,954,156	12,359,179	-	-	-
TOTAL SEWER COMBINED FUND REQUIREMENTS	15,089,141	16,763,716	17,163,294	17,486,307	16,592,532

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Appendix

Personnel FTE Comparison to Prior Years

	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 Budget
Administration	3.3	3.3	4.4	4.4	3.3	2.9	3.4	2.9
HR & Risk Management	0.8	0.8	0.9	1.1	0.8	1.5	0.9	1.5
Finance	3.5	3.5	3.5	4.7	5.6	5.5	5.9	5.5
Court	2.8	2.8	2.7	1.8	1.8	2.8	2.7	2.8
Planning	2.3	2.3	3.1	3.3	3.4	4.3	4.1	4.3
Building	0.2	0.2	0.9	1.0	1.0	1.0	1.0	1.0
Police	29.3	29.3	30.0	30.8	32.8	34.9	34.6	35.8
Parks	6.3	6.3	6.3	6.2	6.1	6.2	6.2	5.2
Cemetery	1.7	1.7	2.2	1.6	1.5	2.0	1.5	1.7
Economic Development	2.5	2.5	2.5	2.5	2.6	2.6	2.6	2.6
General Fund Total	52.6	52.7	56.5	57.4	58.9	63.7	62.9	63.3
Library	8.7	8.7	8.8	9.8	8.4	9.9	9.2	9.0
Transit	2.7	2.7	2.9	2.7	2.7	2.9	2.6	2.9
Swim Center	7.4	7.4	8.6	8.2	9.8	9.0	6.4	5.0
Streets	6.4	6.4	6.5	7.4	6.0	7.5	7.5	5.5
Facilities	1.2	1.2	1.5	2.0	1.2	1.5	1.1	1.2
Fleet	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1
IT	1.1	1.1	1.2	2.2	0.1	1.1	0.9	1.1
WWTP	5.2	5.2	5.3	6.0	4.9	6.3	6.2	7.7
Sewer Collections	2.9	2.9	3.0	2.8	3.5	3.5	2.7	3.4
Sewer Stormwater	1.6	1.6	1.4	1.3	1.7	1.6	1.7	2.2
Unallocated (Sewer)	0.4	0.3	0.3	0.3	0.3	0.3	0.3	0.4
Sewer Fund Total	10.0	10.0	10.0	10.4	10.4	11.7	10.9	13.7
City-wide Total	92.1	92.3	98.1	102.2	99.6	109.4	103.6	103.7

FTE Allocations

Department	FTE	General	Street	Sewer	Tech	Transit	Swim	Library	Facility	Fleet
Administration/HR & Risk Mngmt										
City Administrator	1.00	100%								
HR Director	1.00	100%								
Administrative Director/City Recorder	1.00	100%								
Deputy City Recorder	1.00	100%								
HR Specialist	1.00	100%								
Finance										
Finance Director	1.00	100%								
Finance Analyst	1.00	100%								
Contracting & Payroll Specialist	1.00	100%								
Finance Technician III	1.00	40%	30%	30%						
Finance Technician II	1.00	100%								
Finance Technician II	1.00	50%				50%				
Finance Technician I	1.00	85%		5%		10%				
Court										
Municipal Judge	0.06	100%								
Court Supervisor	1.00	100%								
Municipal Court Clerk II	0.75	100%								
Municipal Court Clerk I	1.00	100%								
Planning/Building										
Planning Director	1.00	94%	2%	4%						
Planning Manager	1.00	94%	2%	4%						
Associate Planner	2.00	85%	5%	10%						
Office Specialist II	1.00	85%	5%	10%						
Planning Technician	1.00	85%	5%	10%						
Police										
Police Chief	1.00	100%								
Police Captain	2.00	100%								
Sergeant	6.00	100%								
Police Patrol	21.00	100%								
Code Enforcement	1.00	100%								
Behavioral Health Specialist	1.00	100%								
Property Evidence	1.00	100%								
Administrative Supervisor	1.00	100%								
Police Records Specialist I	1.00	100%								
Police Records Specialist II	1.00	100%								
Parks/Cemetery										
Cemetery Lead Maintenance Worker	1.00	95%	4%	1%						
Parks Lead Maintenance Worker	1.00	80%	17%				1%		2%	
Maintenance Worker III	1.00	96%	2%	1%					1%	
Maintenance Worker III	1.00	87%	10%	1%			1%		1%	
Maintenance Worker I	3.00	89%	7%	2%					2%	
Economic Development										
Economic Development Director	1.00	100%								
Econ Dev & Tourism Coordinator	1.00	100%								

Department	FTE	General	Street	Sewer	Tech	Transit	Swim	Library	Facility	Fleet
Library										
Library Director	1.00							100%		
Library Manager	1.00							100%		
Librarian	2.00							100%		
Office Specialist II	3.13							100%		
Office Specialist I	1.85							100%		
Transit										
Transit Director	1.00				10%	80%				10%
Office Specialist III	1.00					100%				
Office Specialist II	0.50					100%				
Swim										
Aquatics Program Manager	1.00						100%			
Swim Operator	1.00						100%			
Swim Program Coordinator	1.00						100%			
Head Lifeguard	2.00						100%			
Facilities										
Facilities Maintenance Lead	1.00	2%	4%	4%					90%	
Fleet										
Lead Mechanic	1.00									100%
Mechanic	1.00									100%
Tech Services										
IT Services Coordinator	1.00				100%					
Public Works										
Public Works Director	1.00	20%	20%	50%					10%	
Public Works Lead	1.00		79%	21%						
Office Specialist II	1.00	5%	45%	45%					5%	
Streets/Collections/Storm										
Public Works Supervisor	1.00		60%	40%						
Collection Lead Maintenance Worker	1.00		16%	84%						
Maintenance Worker III	1.00		63%	37%						
Maintenance Worker II	1.00		63%	37%						
Maintenance Worker II	1.00		5%	95%						
Maintenance Worker II	1.00		25%	75%						
Maintenance Worker II	1.00		50%	50%						
Maintenance Worker I	1.00		60%	40%						
WWTP										
Wastewater Treatment Plant Manager	1.00			100%						
Operator Lead	1.00			100%						
Environmental Services Coordinator	1.00			100%						
Wastewater Maintenance Technician	1.00			100%						
Operator III	1.49			100%						
Operator II	1.00			100%						
Total FTE for FY2026	103.78									

Salary Schedules

Attachment A

Non-Represented Salary Schedule (Management, Supervisory & Confidential)

Effective first full pay period after 7/1/2024

Includes a 3.6% COLA

Classification	Range	5% steps					3% steps		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Vacant	1	4,182	4,392	4,611	4,841	5,084	5,236	5,393	5,555
Vacant	2	4,769	5,007	5,258	5,521	5,796	5,970	6,150	6,334
Human Resources Specialist	3	5,436	5,707	5,993	6,293	6,608	6,805	7,010	7,220
Deputy City Recorder									
Administrative Supervisor	4	6,142	6,449	6,772	7,111	7,466	7,690	7,921	8,159
Aquatics Program Manager									
Municipal Court Supervisor									
Library Manager	5	6,757	7,095	7,450	7,822	8,213	8,459	8,713	8,975
PW Supervisor	6	7,365	7,733	8,120	8,526	8,952	9,220	9,497	9,782
WWTP Supervisor									
Network Administrator	7	7,587	7,966	8,365	8,782	9,221	9,498	9,783	10,077
Planning Manager									
Vacant	8	7,966	8,365	8,782	9,221	9,682	9,974	10,272	10,581
Economic Development Director	9	8,602	9,032	9,484	9,958	10,455	10,769	11,092	11,425
Planning Director									
Human Resources Director									
Library Director									
Administrative Director & City Recorder									
Transit Director									
Police Captain	10	9,205	9,665	10,149	10,655	11,189	11,524	11,869	12,226
Public Works Director									
Finance Director	11	10,050	10,553	11,080	11,634	12,217	12,582	12,960	13,349
Police Chief	12	10,652	11,185	11,744	12,332	12,948	13,336	13,736	14,149

Part-time, non-represented employees working <20 hours per week – July 1, 2024**Salary Schedule for Canby Public Library ******Effective July 1, 2024**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Hourly Rate							
Library Page	14.70	15.20	15.70	16.20	16.70	17.20	17.70

** Part time, non-represented employees working on call, < 20 hrs per work, or on a temp basis

Salary Schedule for Canby Swim Center**Effective the first full pay period after July 1, 2024****

		Rate per hour - Each step reflects a 5% increase						
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
A	Lifeguard I	15.69	16.47	17.29	18.16	19.07	20.02	21.02
	Instructor I							
B	Lifeguard II	16.80	17.64	18.53	19.45	20.43	21.45	22.52
	Instructor II							

Part time, non-represented employees working < 20 hrs per work and/or on a temp basis not to exceed 6 mths

Canby Police Association – July 1, 2024**Canby Police Association****Salary Schedule A**

Effective July 1, 2024

Includes 3.6% cost of living adjustment

Monthly Rate

Position	5% steps					3.5% step	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Police Patrol	\$6,740	\$7,077	\$7,431	\$7,803	\$8,193	\$8,480	
Sergeant	*	*	\$8,688	\$9,122	\$9,578	\$9,914	
Behavioral Health Specialist	\$7,419	\$7,790	\$8,179	\$8,588	\$9,018	\$9,333	
							3% between steps
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Property & Evidence Tech	\$4,963	\$5,212	\$5,472	\$5,746	\$6,033	\$6,214	\$6,401
Code Enforcement Officer	\$4,963	\$5,212	\$5,472	\$5,746	\$6,033	\$6,214	\$6,401
Police Records Specialist I	\$4,148	\$4,356	\$4,573	\$4,802	\$5,042	\$5,193	\$5,349
Police Records Specialist II	\$5,260	\$5,523	\$5,799	\$6,089	\$6,393	\$6,585	\$6,783

The base rate per pay period shall be the monthly rate multiplied by twelve (12) months and divided by the total number of pay periods.

* Sergeant pay starts at Step 3.

AFSCME Salary Schedule - ATTACHMENT A
 Effective the first full pay period following July 1, 2023
 Includes 4.0% COLA

Grade	Position	5% between steps					3% between steps	
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
T	Head Lifeguard	3072	3226	3387	3556	3734	3846	3961
A	Office Specialist I	3702	3887	4081	4286	4500	4635	4774
B	Accounts Payable & Transit Tax Tech Library Assistant II Municipal Court Assistant Municipal Court Clerk I Office Specialist II	3904	4099	4304	4519	4745	4888	5034
C	Mechanic Tech I Parks Maint Worker Swim Instructor/Program Coordinator Maintenance Worker I	4031	4233	4444	4666	4900	5047	5198
D	Maintenance Worker II	4342	4559	4787	5026	5278	5436	5599
E	Municipal Court Clerk II	4448	4670	4904	5149	5407	5569	5736
F	Planning Tech	4672	4906	5151	5408	5679	5849	6025
G	Maintenance Worker III	4711	4947	5194	5454	5726	5898	6075
H	Facilities Maintenance Technician Operator I Pre-Treatment Tech	4859	5102	5357	5625	5906	6083	6266
I	Office Specialist III	4950	5198	5457	5730	6017	6197	6383
J	User Service Tech.	5011	5262	5525	5801	6091	6274	6462
K	Econ Development & Tourism Coord Librarian Mechanic Purchasing & Accounting Specialist	5120	5376	5645	5927	6223	6410	6602
L	Swim Center Operator	5289	5553	5831	6123	6429	6622	6820
M	PC & Network Technician Operator II	5340	5607	5887	6182	6491	6686	6886
N	Facilities Maintenance Lead Lead Mechanic Parks Lead Public Works Lead	5601	5881	6175	6484	6808	7012	7223
O	Office Specialist IV	5797	6087	6391	6711	7046	7258	7475
P	Operator III Pre-Treatment Coord.	5842	6134	6441	6763	7101	7314	7533
Q	Associate Planner Project Planner	5897	6192	6501	6827	7168	7383	7604
R	Operator Lead	6106	6411	6732	7068	7422	7645	7874
S	Senior Planner	6444	6766	7105	7460	7833	8068	8310

Overhead and Internal Charges

Combined Internal Charges and Overhead Summary FY2026

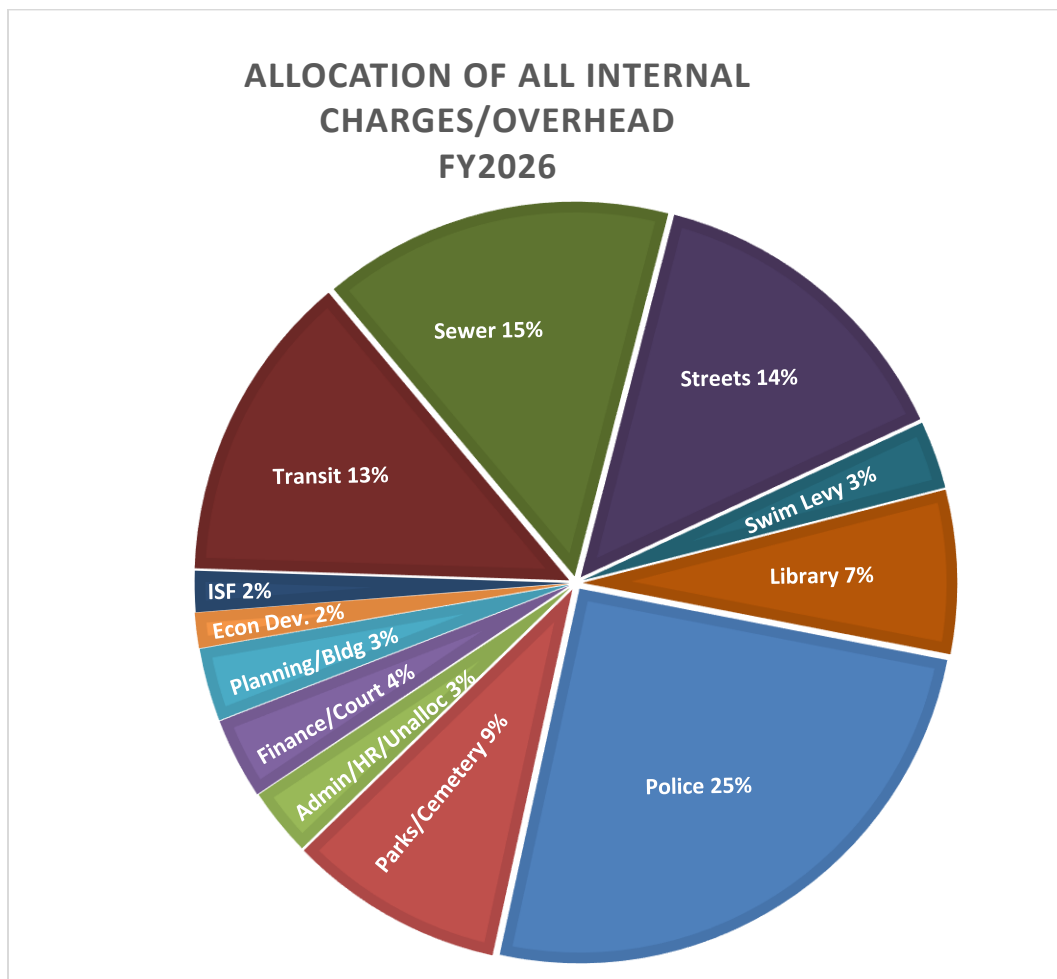
	Facilities	Tech	Fleet	Admin Overhead	FY2026 Total	FY2025 Budget	Variance % YR over YR budget
Admin	\$ 21,357	\$ 29,900	\$ -	\$ -	\$ 51,257	\$ 66,674	-23.12%
HR	6,652	14,200	-	-	20,852	54,022	-61.40%
Unallocated*	88,698	-	-	-	88,698	82,955	6.92%
Finance	10,127	67,500	-	-	77,627	80,871	-4.01%
Court	9,266	42,600	-	60,450	112,316	138,340	-18.81%
Planning	7,897	47,100	-	96,278	151,275	202,337	-25.24%
Building	929	-	-	19,020	19,949	24,410	-18.28%
Police	147,751	211,600	202,248	824,360	1,385,959	1,816,711	-23.71%
Parks	53,200	21,200	60,558	337,171	472,129	330,062	43.04%
Cemetery	-	4,300	-	32,323	36,623	49,658	-26.25%
Economic Dev	8,164	15,100	-	59,078	82,342	123,841	-33.51%
Library	123,879	84,000	-	177,855	385,734	401,804	-4.00%
Streets	53,510	26,100	88,556	599,204	767,370	422,735	81.53%
Fleet	74,315	11,400	-	-	85,715	95,703	-10.44%
Facilities	-	-	3,000	-	3,000	9,500	-68.42%
Tech Services	5,575	-	-	-	5,575	5,214	6.92%
Transit	12,388	53,800	446,564	219,034	731,786	813,211	-10.01%
Swim Levy	-	18,300	-	142,212	160,512	206,549	-22.29%
WWTP	24,008	38,500	13,411	327,026	402,945	333,921	20.67%
Collections	23,642	14,400	25,663	162,119	225,824	179,170	26.04%
Storm	23,642	-	-	173,506	197,148	67,401	192.50%
Total	\$ 695,000	\$ 700,000	\$ 840,000	\$ 3,229,636	\$ 5,464,636	\$ 5,505,089	-0.73%

General Admin Overhead costs are absorbed by the General Fund.

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

Internal Charges	Allocation Methodology	Costs Include
Facilities	Costs are allocated to departments/ funds on a per square foot basis	Utilities, alarm monitoring, janitorial services and supplies, pest control, and other repair and maintenance costs
Fleet	Costs are estimated based on previous actual amounts and allocated by department	Mechanic labor, contract services, oil, gas, parts, and other supplies and equipment
IT	Costs are allocated to departments/ funds on a per computer and work order basis	Contract IT services, internet and phone service, web hosting and maintenance, IT supplies and equipment, basic software licenses and computer replacement costs

Administrative Overhead	Allocation Methodology	Costs Include
Human Resources	Costs are allocated based on FTE (full time equivalent) count	Employee salaries and benefits, election costs, professional and technical services, costs to broadcast city council meetings, liability insurance, recruitment costs, travel and training for employees and City Council, accounting software licenses, audit fees, and other related supplies and services
Administration, City Attorney & Finance	Costs are allocated based on a % of budgeted operating expense (personnel services + materials and services; capital outlay is excluded to promote consistency from year to year)	



Financial Policies

Purpose

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

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

Goal

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

Responsibilities

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

Policy 1 - Funds

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

Policy 2 - Budgeting

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

Policy 3 - Revenue

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

Policy 4 - Expenditures**Controls**

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

Specific Expenditures

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

Policy 5 - Revenue Constraints and Fund Balance**Nature of Constraints**

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

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

Other Considerations

1. **Order of Use.** If multiple categories of fund balance are applicable to an expenditure, the City shall access funds in the following order: Restricted, Committed, Assigned, Unassigned.
2. **Purpose of Special Revenue Funds.** Special Revenue funds are general government funds created to track the use of dedicated revenues. The City legislation creating a special revenue fund will specify which specific revenues and other resources are authorized to be reported in the fund.
3. **Fund Balance.** Unrestricted fund balance is the sum of Committed, Assigned and Unassigned fund balance in any individual fund. In the General Fund, the City will strive to maintain an Unrestricted fund balance between 20% and 25% of annual operating revenue. If the fund balance falls below 30% of annual operating revenue a plan will be created outlining how and when the fund balance will be replenished.

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

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

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

City Responsibility

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

Debt

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

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

Rule 15c2-12 Disclosures

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

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

Policy 6 - Continuing Disclosure (continued)

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

Glossary & Acronyms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Capital Assets - Items which have a useful life of two or more years and a cost of \$5,000 or more. These include land, infrastructure, buildings, improvements other than buildings, vehicles, and certain furniture and equipment.

Capital Expenditure - Capital expenditures are the amounts spent to acquire or improve the City’s fixed assets with a useful life of at least one year.

Capital Improvement Plan (CIP) - A schedule of planned capital projects and their costs, for three or more years.

Capital Outlay - Expenditures for capital assets. Includes all purchased capital assets. Expenditures for constructed capital projects appear in capital outlay, materials and services, and reimbursements, depending on the nature of the expenditure.

Capital Projects – Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

COLA - Cost of living. A COLA increases all salaries at all classes and steps by the same percentage.

Comprehensive Annual Financial Report --the audited report of the City’s finances for the fiscal year. It is recommended that an acronym no longer be used for this report due to its resemblance to an ethnic slur.

Comprehensive Plan – This is an official statement of the goals, objectives and physical plan for the development of the City which contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of City development.

Contingency – An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget.

CPA – Canby Police Association, one of the union organizations representing the bargaining employees of the Police Department.

Debt Service - Principal and interest payments on long-term debt.

Ending Fund Balance – The residual funds after all revenue and expenditures are accounted for at the end of the fiscal year.

Enterprise Funds - A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting.

Fiscal Year - The twelve month period to which the operating budget applies. The City’s fiscal year is July 1 through June 30.

Franchise Fee – Fees charged to utilities for the use of public right-of-way.

FTE - Full-Time Equivalent - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

Fund - A fiscal and accounting entity, segregating resources for the purpose of carrying on specific activities in accordance with legal restrictions.

Fund Balance - The amount of available, financial resources in any given fund at a specified date.

GASB - The Governmental Accounting Standards Board, the body that defines generally accepted accounting principles for governments.

General Fund – The City’s primary operating fund. There are no restrictions as to the purpose in which the revenues in this fund can be used.

GFOA – Government Finance Officers Association.

Goal – A statement of direction, purpose or intent based on the needs of the community, generally to be completed in a specified amount of time.

Governmental Fund – Funds generally used to account for tax-supported activities.

Grant – A donation or contribution by one government unit or organization to another. This is usually made to aid a specified purpose.

Infrastructure - Infrastructure are assets that are immovable and of value only to the City. It includes roads, bridges, curbs and gutters, sidewalks, drainage systems, lighting systems, and water and sewer systems.

Intergovernmental Revenues – Levied by one government but shared on a predetermined basis with another government or class of governments.

Levy - The amount of property tax certified by the City Council.

Local Budget Law – Oregon Revised Statutes (ORS) Chapter 294 dictates local budgeting practices governed by Local Budget Law which regulates budget roles, authorities, and process.

Local Improvement District – Consists of a group property owners desiring improvements to their property. Bonds can be issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against affected properties to spread out the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Local Option Levy – Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 10 years for capital purposes or 5 years for operations. A local option levy must be approved by a majority of voters.

Materials and Services – Expendable items purchased for delivery of services. This includes supplies, repairs, maintenance and replacement parts that are not of capital nature.

Mission – Defines the primary purpose of the City.

Modified Accrual - A method of timing in the recognition of transactions and events. Please see Accrual basis for the alternative method. Modified accrual basis records revenue when earned, if they are collectible within the period or soon enough afterwards to be used to pay liabilities of the period. Expenditures are recorded when a liability is incurred except that debt service payments and other specific accrued liabilities are recognized only when payment is due.

Objective - What we want to accomplish. City-wide objectives are longer term than one year, cross departments, and/or are comprehensive in scope.

Operating Budget - Sources and uses necessary for day-to-day operations.

Ordinance – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

ORS - Oregon Revised Statutes, laws of the State of Oregon.

PEG - Public, Educational and Governmental Access Channel designations for cable television. Certain franchise fee revenue from cable providers is restricted to the costs of providing such access.

Performance Measure – Data collected to determine how effective or efficient a program is in achieving its objectives.

PERS - Public Employees Retirement System. A State of Oregon defined benefit pension plan to which both employees and employer contribute.

Personnel Services - Expenditures for payroll, payroll taxes, and employee benefits.

Property Tax Levy – Based upon the assessed value of property and is used as the source of monies to pay general obligation debts and to support the general fund.

Proprietary Funds - Report on activities financed primarily by revenues generated by the activities themselves, such as a municipal utility.

PSU - Portland State University. The University prepares population estimates each July 1 for all Oregon Municipalities.

Real Market Value (RMV) – The estimated value of property as if it were sold.

Reserved for Future Years – An amount budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years.

Resolution – An action by the governing body which requires less formality and has a lower legal status than an ordinance.

Resources - Financial resources that are or will be available for expenditure during the fiscal year.

Revenue – The gross receipts and receivables that the City receives such as: tax payments, licenses, fines and forfeitures, grants and interest income.

Supplemental Budget – Appropriations established to meet the needs not anticipated at the time the budget was adopted.

System Development Charges (SDC) - Fees charged upon issuance of building permits to offset the cost of infrastructure improvements that are or will be required to provide capacity to serve the development. SDC's are charged for parks, water, sanitary, storm, and streets.

Transfers - Amounts moved from one fund to finance activities in another fund, with no requirement of repayment.

TSP - Transportation System Plan. A long-range plan for transportation needs and facilities.

Unappropriated Ending Fund Balance – An amount set aside in the budget to be used as a cash carryover to the next year's budget; providing the local government with operating cash until tax money is received in November.

URA - The City of Canby Urban Renewal Agency. The Agency is a municipal corporation distinct from the City. The Canby City Council serves as the Board of Directors for the URA.

URD - The urban renewal district, the geographic area encompassed by the City of Canby Urban Renewal Agency.

Required Notices and Filings**Notices of Budget Committee Meetings****Notice of Budget Committee Meetings**

A public meeting of the Budget Committee of the City of Canby, Clackamas County, State of Oregon, to discuss the budget for the fiscal year July 1, 2025 to June 30, 2026, will be held at City of Canby Civic Center, 222 NE 2nd Avenue, Canby, Oregon, 97013 on May 15, 2025 at 6:00 pm, May 22, 2025 at 6:00 pm, and May 29, 2025 at 6:00pm.

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. Public comment will be heard at the first meeting on May 15, 2025.

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 14, 2025. If you wish to speak virtually, please contact the City Recorder at benhamm@canbyoregon.gov or call 503-266-0720 by 4:30 pm on May 14, 2025 with your name and contact information. Once your information is received you will be sent instructions on how to speak virtually.

A copy of the budget document may be inspected or obtained on or after May 13, 2025 on the city's website at www.canbyoregon.gov.

Notice of URD Budget Committee Meeting

A public meeting of the Budget Committee of the Canby Urban Renewal District, Clackamas County, State of Oregon, to discuss the budget for the fiscal year July 1, 2025 to June 30, 2026, will be held at City of Canby Civic Center, 222 NE 2nd Avenue, Canby, Oregon, 97013 on May 15, 2025 at 6:00 pm.

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. Public comment will be heard for the URA budget at the meeting on May 15, 2025 at 6:00 pm.

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 14, 2025. If you wish to speak virtually, please contact the City Recorder at benhamm@canbyoregon.gov or call 503-266-0720 by 4:30 pm on May 14, 2025 with your name and contact information. Once your information is received you will be sent instructions on how to speak virtually.

A copy of the budget document may be inspected or obtained on or after May 13, 2025 on the city's website at www.canbyoregon.gov.

**NOTICE OF PUBLIC HEARING
CITY OF CANBY FOR FY 2025-26 BUDGET YEAR**

A public meeting of the City Council of the City of Canby will be held on **Thursday, June 19,** 2025, at 5:00 pm via zoom. The zoom link will be posted under Meetings on the Agenda at <https://www.canbyoregon.gov/>. The purpose of this meeting is to declare the City's election to receive \$200,000 in state revenue sharing funds for the FY 2025-2026 budget year.

A copy of the budget document may be reviewed online at <https://www.canbyoregon.gov/> or is available at the Canby Civic Offices – 222 NE 2nd Avenue, Canby, Oregon, 97013 between the hours of 9:00 am and 4:00 pm.

Notice of Budget Hearing

FORM LB-1

NOTICE OF BUDGET HEARING

FY2024

A public meeting of the City of Canby City Council will be held on June 21, 2023 at 7:00 p.m and can be viewed on CTV Channel 5 or at <https://www.youtube.com/user/CityofCanby>. Any person may provide comment in written form, virtually or in person. For instructions on how to provide comments virtually, please contact the Deputy City Recorder at benhamm@canbyoregon.gov or call 503-266-0720 by 4:30 pm on June 21st.

The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the City of Canby Budget Committee.

A summary of the budget is presented below. A copy of the budget can be found on the City's website at www.canbyoregon.gov.

This budget is for an annual budget period and this budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Eric Kytola, Finance Director

Telephone: 503-266-0725

Email: kytolae@canbyoregon.gov

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount FY2022	Adopted Budget This Year FY2023	Approved Budget Next Year FY2024
Beginning Fund Balance/Net Working Capital	33,083,062	39,268,636	45,081,067
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	15,074,859	15,088,713	14,915,550
Federal, State and All Other Grants, Gifts, Allocations and Donations	10,868,435	9,966,342	5,499,499
Revenue from Bonds and Other Debt	0		
Interfund Transfers / Internal Service Reimbursements	3,764,695	7,052,832	11,768,732
All Other Resources Except Property Taxes	810,548	294,961	1,175,873
Property Taxes Estimated to be Received	6,829,809	7,018,300	7,527,978
Total Resources	70,431,408	78,689,784	85,968,699

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	12,275,419	14,977,346	16,350,758
Materials and Services	7,519,948	9,648,241	10,292,029
Capital Outlay	2,930,987	15,650,000	16,700,347
Debt Service			
Interfund Transfers	3,347,101	6,653,532	11,319,732
Contingencies		740,524	783,198
Special Payments	28,382	25,000	20,000
Unappropriated Ending Balance and Reserved for Future Expenditure	44,329,571	30,995,141	30,502,635
Total Requirements	70,431,408	78,689,784	85,968,699

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit FTE for that unit			
Administration	794,345	973,307	986,440
FTE	3.3	3.9	3.8
HR/Risk Management	521,988	971,405	1,024,072
FTE	0.8	1.7	1.7
Finance	579,417	745,047	912,051
FTE	3.5	4.8	5.8
Court	488,873	435,201	451,851
FTE	2.8	1.8	1.8
Planning	569,437	1,098,530	1,193,759
FTE	2.3	3.2	3.3
Building	44,196	130,276	131,777
FTE	0.2	1.0	1.0
Police	6,240,328	7,583,720	8,333,017
FTE	29.3	32.0	34.0
Parks	1,492,397	3,189,860	4,712,813
FTE	6.3	6.3	7.5
Cemetery	202,358	228,249	246,248
FTE	1.7	2.2	2.2
Economic Development	387,738	567,231	679,992
FTE	2.5	2.5	2.6
Library	1,115,931	1,244,179	1,269,791
FTE	8.7	8.9	8.9
Transit	2,264,479	4,762,065	4,752,650
FTE	2.7	2.9	2.9
Swim Center	686,531	2,335,447	920,052
FTE	7.4	8.5	9.0
Streets	2,937,901	8,048,456	9,572,870
FTE	6.4	7.3	8.0
Tourism Promotion	2,410	10,000	10,000
FTE	0.0	0.0	0.0
Tourism Enhancement	3,507	10,000	10,000
FTE	0.0	0.0	0.0
Forfeiture	6,390	10,185	10,185
FTE	0.0	0.0	0.0
Facilities	370,357	473,551	528,496
FTE	1.2	3.5	1.5
Fleet Services	765,434	887,434	863,937
FTE	2.1	2.1	2.1
Tech Services	425,761	790,637	604,770
FTE	1.1	2.5	2.2
Wastewater Treatment	1,419,689	2,484,194	3,649,142
FTE	5.2	5.8	5.8
Collections	653,949	1,950,543	898,526
FTE	2.9	3.6	4.0
Stormwater	215,820	606,645	828,116
FTE	1.6	2.0	2.0
Not Allocated to Organizational Unit	48,242,172	39,153,622	43,378,144
FTE	0.3	0.3	0.3
Total Requirements	70,431,408	78,689,784	85,968,699
Total FTE	92.3	106.8	110.4

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The FY2024 operating budget increases capital investment substantially due to two factors. The first factor is the ARPA funds the City received are being invested into capital projects. The second factor is that during FY2023 many of the capital projects weren't completed. There is also an increase of 3.6 FTE to allow many departments to better serve the community. This budget includes projections of a 1% increase in health insurance costs and a COLA for all staff.

PROPERTY TAX LEVIES

	Rate or Amount Approved	Rate or Amount Approved	Rate or Amount Approved
Permanent Rate Levy (rate limit 3.4886 per \$1,000)	3.4886	3.4886	3.4886
Local Option Levy	0.4900	0.4900	0.4900
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$12,038,691	\$0
Other Borrowings	\$0	\$0
Total	\$12,038,691	\$0

Resolution Adopting the Budget, Making Appropriations, Imposing and Categorizing Tax for FY2024

RESOLUTION NO. 1387**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES FOR THE 2024 FISCAL YEAR**

WHEREAS, a public hearing for the 2024 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 21, 2023; and

WHEREAS, the City Council of Canby proposes to levy the taxes provided for in the adopted budget at the permanent rate of 3.4886 per \$1,000 and a local option levy of 0.49 per \$1,000 of assessed property value and that these taxes be levied upon all taxable property within the district as of July 1, 2023; and

WHEREAS, the following allocation and categorization subject to the limits of section.11b, Article XI of the Oregon Constitution make up the above aggregate levy; now therefore:

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed and categorized for the tax year 2023-2024 upon the assessed value of all taxable property within the district:

General Government Limitation

- (1) At the rate of \$3.4886 per \$1,000 of assessed value for permanent rate tax;
- (2) At the rate of \$0.4900 per \$1,000 of assessed value for local option tax; and

Excluded from Limitation

- (3) In the amount of \$0 for debt service for general obligation bonds;

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Canby hereby adopts the budget for fiscal year 2024 in the total of \$84,888,019. This budget is now on file at City Hall, 222 NE 2nd Ave., Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2023, and for the purposes shown below are hereby appropriated:

Total APPROPRIATIONS, All Funds	\$55,464,578
Total Unappropriated and Reserve Amounts, All Funds	<u>\$29,423,441</u>
TOTAL ADOPTED BUDGET	\$84,888,019

**Resolution Adopting the Budget, Making Appropriations, Imposing and Categorizing Tax for FY2025
(continued)**

General Fund	
Administration	\$ 984,954
HR/Risk Mgmt.	1,024,072
Court	451,851
Finance	912,051
Planning	1,193,759
Building	151,851
Police	8,333,017
Parks	4,712,813
Cemetery	246,248
Economic Dev.	751,464
Not Allocated	
Personnel Services	88,513
Materials & Services	265,983
Special Payments	20,000
Transfers Out	375,000
Contingency	200,000
Total	\$ 19,711,576

Library Fund	
Library	\$ 1,269,791
Special Payments	0
Transfers Out	693,407
Contingency	63,490
Total	\$ 2,026,688

Transit Fund	
Transit	4,752,650
Transfers Out	260,890
Contingency	149,344
Total	\$ 5,162,884

Swim Levy Fund	
Swim	\$ 920,052
Transfers Out	158,308
Contingency	45,403
Total	\$ 1,123,763

Transient Room Tax Fund	
Tourism Promotion	\$ 10,000
Tourism Enhancement	10,000
Total	\$ 20,000

Streets Fund	
Streets	\$ 9,572,870
Transfers Out	193,333
Contingency	73,539
Total	\$ 9,839,742

SDC Fund	
Transfers Out	\$ 8,686,118

Cemetery Perpetual Care Fund	
Transfers Out	\$ 500,000

Forfeiture Fund	
Forfeiture	\$ 10,185


Facilities Fund	
Facilities	\$ 528,496
Contingency	26,425
Total	\$ 554,921

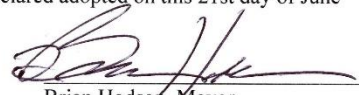
Fleet Fund	
Fleet	\$ 863,937
Contingency	42,650
Total	\$ 906,587

Tech Services Fund	
Tech Services	\$ 604,770
Contingency	27,739
Total	\$ 632,509

Sewer Fund	
WWTP	\$ 3,649,142
Collections	898,526
Stormwater	828,116
Not Allocated	
Personnel Services	32,083
Materials & Services	366,000
Transfers Out	361,130
Contingency	154,609
Total	\$ 6,289,606

The above resolution statements were approved and declared adopted on this 21st day of June 2023.


Maya Benham
City Recorder


Brian Hodson, Mayor

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property (LB-50)

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Clackamas County

FORM OR-LB-50
2023-2024

* Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

☐ Check here if this is
an amended form.

The City of Canby has the responsibility and authority to place the following property tax, fee, charge or assessment
on the tax roll of Clackamas County. The property tax, fee, charge or assessment is categorized as stated by this form.

PO Box 938 Canby OR 97013 8/29/2023
Mailing Address of District City State ZIP code Date

E. Kytola Finance Director 603.286.0636 kytolae@canbyoregon.gov
Contact Person Title Daytime Telephone Contact Person E-Mail

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	3.4886	
2. Local option operating tax	2	0.49	
3. Local option capital project tax	3		
4. City of Portland Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	3.4886
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
Swim Center (mixed purpose)	11.2.2021	2022	2026	\$0.49/\$1,000

PART IV: SPECIAL ASSESSMENTS, FEES AND CHARGES*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
Delinquent Sewer Charges	454.225		54,503.37

*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

**The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

150-504-250 (Rev. 11-19-21)

(see the back for worksheet for lines 5a, 5b, and 5c)

File with your assessor no later than JULY 15, unless granted an extension in writing.

RD 50 119

Resolution Declaring the City's Election to Receive State Revenue for FY2025

RESOLUTION NO. 1392

A RESOLUTION CERTIFYING THE CITY OF CANBY IS ELIGIBLE IN FISCAL YEAR 2024 TO RECEIVE STATE SHARED REVENUES (CIGARETTES, LIQUOR, 911, AND HIGHWAY GAS TAXES) BECAUSE IT PROVIDES FOUR OR MORE MUNICIPAL SERVICES.

WHEREAS, ORS 221.760 provides as follows:

Section 1: The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services: police protection; fire protection; street construction, maintenance, and lighting; sanitary sewer; storm sewers; planning, zoning, and subdivision control; one or more utility services.

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

NOW, THEREFORE, THE CITY OF CANBY RESOLVES AS FOLLOWS: The City of Canby hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

1. Police protection
2. Street construction, maintenance, and lighting
3. Sanitary sewer
4. Storm sewer
5. Planning, zoning, and subdivision control

This Resolution shall take effect on June 29, 2023.

ADOPTED this 29th day of June 2023 by the Canby City Council.


Brian Hodson
Mayor

ATTEST:


Maya Benham
City Recorder

City of Canby Urban Renewal Agency Proposed Annual Budget

For the Fiscal Year
July 1, 2025 - June 30, 2026



BOARD OF COMMISSIONERS

Traci Hensley, Commission Chair

Brian Hodson, Commission Vice Chair

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Jack Pendleton

Elizabeth Chapin

Kim Wiegand

Lee Wiegand

Shawn Varwig

(Vacant)

CITY STAFF

Eileen Stein, *Urban Renewal Agency Director*

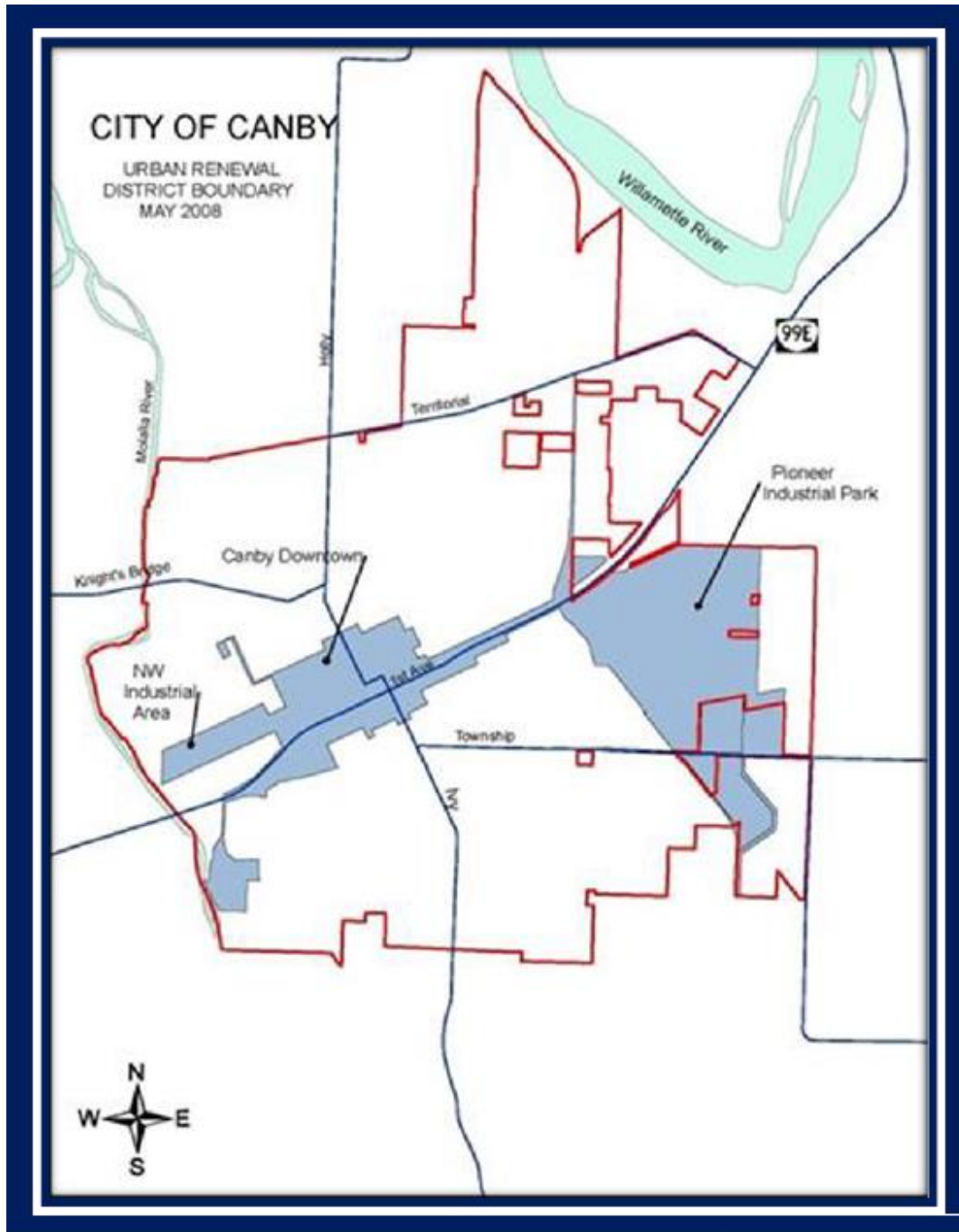
Scott Schlag, *Finance Director*

www.canbyoregon.gov

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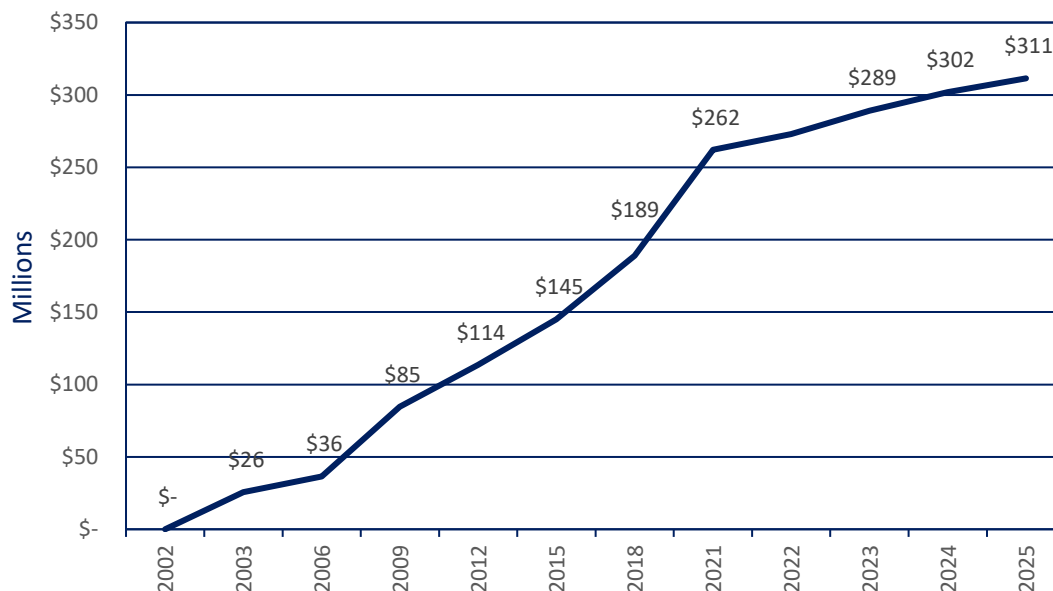
About the District

The City of Canby Urban Renewal Agency (URA) is a separate entity from the City. The Canby City Council serves as the Board of Commissioners for the URA and is financially accountable for its operations. In accordance with Oregon budget law, the URA prepares its own budget, and the Board of Commissioners approves its annual appropriations.

Urban renewal agencies are designed to borrow money and make expenditure for economic and community development projects included in the Urban Renewal Plan. When the Canby Urban Renewal Plan was adopted in 1999 property values were frozen. The taxes collected on that frozen value continues to flow to the taxing authorities (City, County, Schools, Fire, etc.). The taxes collected on increased property values that occur with NEW development generate incremental tax revenue. This tax increment is then used to repay the URA debt and implement the URA plan.

Urban Renewal Tax Collections are not an additional tax. Urban Renewal Tax Collections are used to initiate development that would not be financially feasible without infrastructure improvements made possible by urban renewal financing.

Urban Renewal District Incremental Assessed Value



May 19, 2025

Fiscal Year 2025-2026 District Administrator's Budget Message

The Honorable Chair, Urban Renewal Board, and Members of the Budget Committee

It is my pleasure to present the proposed Urban Renewal Agency budget for Fiscal Year 2026, in the amount of \$7,861,487.

The URA General Fund budget accounts for Agency administration costs, economic development activities within the Urban Renewal Area, construction projects, and property purchases. All the projects funded through the Urban Renewal Agency are transferred to City ownership upon completion.

The URA Debt Service Fund budget accounts for property tax revenue and the annual payments on outstanding debt. Transfers from the URA Debt Service Fund to the URA General Fund pay for the projects and expenditures captured there.

FY2026 Proposed Budget

- The final payment of debt in the amount of \$3,910,000, plus interest, will be made marking the beginning of the closure/inactive status of the Urban Renewal Agency.
- The URA Budget for FY 2025 continues funding transfers to the City's General Fund, supporting economic development initiatives. This transfer ensures that the City's strategic General Fund reserve remains at 15%, aligning with the goal of preventing layoffs in the General Fund during FY 2025.

Capital Projects

The recommended FY2026 capital projects are detailed below. The completion of these projects will be subject to fund availability after meeting our annual debt obligation. Funding will be entirely from tax increment generated within the Urban Renewal District – no additional debt financing is proposed. The projects include:

- Continuation of beautification and marketing projects.
- Continuation of funding to support the Façade Improvement Program for FY2025-2026.
- Logging Bridge Path.
- NW 2nd Ave. & Fir to Ivy street, sidewalk, and ADA ramp improvements.

This proposed budget represents the current goals and plans of the Urban Renewal Agency.

Respectfully Submitted,

Eileen Stein
Urban Renewal Agency Director

District-Wide Budget Summary

	FY2023	FY2024	FY2025	FY2025	FY2026
	Actual	Actual	Budget	Projected	Proposed
Beginning Fund Balance	\$ 1,045,947	\$ 1,158,448	\$ 1,027,404	\$ 1,263,737	\$ 1,094,505
Revenue					
Property Taxes	4,637,705	4,924,121	5,000,232	4,840,000	5,129,497
LID Revenue	17,125	-	-	-	-
Miscellaneous	93,707	58,520	-	1	-
Interest	103,839	147,475	122,000	116,500	115,000
Transfers In & Other Sources	935,638	1,015,000	1,680,000	1,680,000	1,522,485
Total URA Resources	<u>\$ 6,833,961</u>	<u>\$ 7,303,564</u>	<u>\$ 7,829,636</u>	<u>\$ 7,900,238</u>	<u>\$ 7,861,487</u>
URA General Fund					
Materials & Services	6,978	9,442	10,000	9,000	10,000
Capital Outlay	504,471	572,543	1,212,000	679,375	1,892,817
Transfers Out	383,141	425,000	425,000	425,000	425,000
URA Debt Service Fund					
Debt Service	3,845,284	4,017,842	4,012,358	4,012,358	4,011,185
Not-Allocated					
Transfers Out	935,638	1,015,000	1,680,000	1,680,000	1,522,485
Operating Contingency	-	-	35,000	-	-
Reserved for Future Expense	1,158,450	1,263,737	455,278	1,094,505	-
Total URA Requirements	<u>\$ 6,833,962</u>	<u>\$ 7,303,564</u>	<u>\$ 7,829,636</u>	<u>\$ 7,900,238</u>	<u>\$ 7,861,487</u>

General Fund Budget

URBAN RENEWAL GENERAL FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING URA GENERAL FUND BALANCE	628	136,325	-	207,206	790,332
REVENUE					
Miscellaneous-Income	93,707	58,520	-	1	-
Interest Revenue	943	4,347	2,000	16,500	15,000
Total URA GF Revenue	94,650	62,866	2,000	16,501	15,000
TRANSFERS IN & OTHER USES					
OP Transfer In from UR Debt	935,638	1,015,000	1,680,000	1,680,000	1,522,485
Total URA GF Transfers Out	935,638	1,015,000	1,680,000	1,680,000	1,522,485
TOTAL URA GF RESOURCES	1,030,916	1,214,191	1,682,000	1,903,707	2,327,817
REQUIREMENTS FOR URBAN RENEWAL					
MATERIALS & SERVICES					
Mat & Svc Contract	6,978	9,442	10,000	9,000	10,000
Total URA GF Materials & Services	6,978	9,442	10,000	9,000	10,000
CAPITAL OUTLAY					
Beautification & Marketing	637	10,064	25,000	15,000	25,000
Facade Improvement Program	37,657	-	40,000	37,000	40,000
URD Projects	-	-	1,147,000	627,375	1,827,817
Grant St Arch	11,890	-	-	-	-
Wait and Community Park	342,901	512,929	-	-	-
Railroad Quiet Zone	111,385	49,550	-	-	-
Total URA GF Capital Outlay	504,471	572,543	1,212,000	679,375	1,892,817
TRANSFERS OUT & OTHER USES					
Due to Economic Development	383,141	425,000	425,000	425,000	425,000
Total URA GF Transfers Out	383,141	425,000	425,000	425,000	425,000
OPERATING CONTINGENCY	-	-	35,000	-	-
RESERVED FOR FUTURE EXPENDITURE	136,325	207,206	-	790,332	-
ENDING FUND BALANCE (prior year's)	-	-	-	-	-
TOTAL URA GF REQUIREMENTS	1,030,916	1,214,191	1,682,000	1,903,707	2,327,817

Debt Service Fund Budget

URBAN RENEWAL DEBT SERVICE FUND	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Projected	FY2026 Proposed
RESOURCES					
BEGINNING URA DEBT SERVICE FUND BALANCE	1,045,318	1,022,123	1,027,404	1,056,531	304,173
REVENUE					
Tax Increment	4,589,104	4,859,541	4,952,232	4,780,000	5,081,497
Tax Increment - Prior	48,601	64,580	48,000	60,000	48,000
LID Walnut St Princ	7,099	-	-	-	-
Interest Revenues	102,897	143,129	120,000	100,000	100,000
LID Walnut St Int.	10,027	-	-	-	-
Total URA Debt Service Revenue	4,757,727	5,067,250	5,120,232	4,940,000	5,229,497
TOTAL URA DEBT SERVICE RESOURCES	5,803,045	6,089,373	6,147,636	5,996,531	5,533,670
REQUIREMENTS FOR URBAN RENEWAL DEBT SERVICE					
DEBT SERVICE					
Debt Pay-2021 Bond Principal	3,655,000	3,740,000	3,820,000	3,820,000	3,910,000
Debt Pay-2012 Bond Int	(164,206)	-	-	-	-
Debt Pay-2021 Bond Int	354,490	277,842	192,358	192,358	101,185
Total URA Debt Service	3,845,284	4,017,842	4,012,358	4,012,358	4,011,185
TRANSFERS OUT & OTHER USES					
OP Transfer to UR General	935,638	1,015,000	1,680,000	1,680,000	1,522,485
Total URA Debt Service Transfers Out	935,638	1,015,000	1,680,000	1,680,000	1,522,485
RESERVED FOR FUTURE EXPENDITURE	-	-	455,278	304,173	-
ENDING FUND BALANCE (prior year's)	1,022,123	1,056,531	-	-	-
TOTAL URA DEBT SERVICE REQUIREMENTS	5,803,045	6,089,373	6,147,636	5,996,531	5,533,670

Long-Term Debt

Moody's Investors Service has upgraded the City of Canby, Oregon's long-term issuer rating and outstanding full faith and credit obligations for the second time since 2018. In 2018 the City's rating went from an A1 to Aa3, and on June 7, 2021 Moody's increased the bond rating from Aa3 to Aa2. The current rating action affects approximately \$19 million in rated full faith and credit debt outstanding. The upgrade to Aa2 is driven by the city's strengthened reserves and liquidity, with consecutive years of strong financial performance supported by conservative fiscal management and stable revenue. The upgrade also reflects continued strong growth of the city's moderately sized tax base and improving socioeconomic indicators.

Fiscal Year Ending June 30,	Governmental Activities		
			Total
	Bonds - URA	Interest	Governmental Activities
2026	<u>\$ 3,910,000</u>	<u>\$ 101,185</u>	<u>\$ 4,011,185</u>

	Original Amount	6/30/2025 Balance	Reductions	6/30/2026 Balance
URA Governmental Activities				
Bonds URA:				
2021 Refunding of 2010, 2011, & 2012 (0.92%)	18,435,000	3,910,000	3,910,000	-
2021 Premium	995,165	335,036	335,036	-
Total URA Activities		<u>\$ 4,245,036</u>	<u>\$ 4,245,036</u>	<u>\$ -</u>