



BUDGET COMMITTEE Agenda

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

MAY 14, 2026 – 6:15 PM
(6:15pm or 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. PUBLIC COMMENT ON FY 2026-2027 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 13, 2026. 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 14, 2026 with your name and contact information. Once your information is received you will be sent instructions on how to speak virtually.

4. OLD BUSINESS

- A. Approve Minutes from the February 26, 2025, Mid Year Budget Review Meeting. Pg. 1
- B. Approve Minutes from the May 15, 2025 Budget Committee Meeting. Pg. 6
- C. Approve Minutes from the May 22, 2025 Budget Committee Meeting. Pg. 11
- D. Approve Minutes from the May 29, 2025 Budget Committee Meeting. Pg. 17

5. NEW BUSINESS

- A. Elect Budget Committee Chair for FY 26-27
- B. Elect Budget Committee Vice-Chair for FY 26-27
- C. Receive Budget Message
- D. Review FY26-27 Proposed Budget Pg. 21
 - 1) General Fund
 - a) Administration (pg. 44)

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|----|---------------------------------------|-----------|
| b) | HR/Risk Management | (pg. 48) |
| c) | Finance | (pg. 53) |
| d) | Municipal Court | (pg. 56) |
| e) | Planning | (pg. 59) |
| f) | Building | (pg. 62) |
| g) | Police | (pg. 65) |
| h) | Parks Department | (pg. 72) |
| i) | Cemetery Department | (pg. 76) |
| j) | Economic Development | (pg. 79) |
| k) | Not Allocated | (pg. 83) |
| 2) | Special Revenue Funds | (pg. 85) |
| a) | Library Fund | (pg. 85) |
| b) | Transit Fund | (pg. 91) |
| c) | Swim Center Fund | (pg. 96) |
| d) | Street Fund | (pg. 101) |
| e) | Transient Room Fund | (pg. 106) |
| f) | Systems Development Charge (SDC) Fund | (pg. 107) |
| g) | Cemetery Perpetual Care Fund | (pg. 109) |
| h) | Forfeiture Fund | (pg. 110) |
| 3) | Internal Service Funds | (pg. 111) |
| a) | Facilities Fund | (pg. 111) |
| b) | Fleet Services Fund | (pg. 114) |
| c) | Tech Services Fund | (pg. 120) |
| 4) | Enterprise Fund | (pg. 123) |
| a) | Sewer Combined Fund | (pg. 123) |
| b) | Waste Water Treatment Plant (WWTP) | (pg. 124) |
| c) | Sewer Collections Department | (pg. 129) |
| d) | Stormwater Department | (pg. 133) |
| e) | Sewer Not-Allocated | (pg. 138) |

6. COMMITTEE DISCUSSION

7. REVIEW ACTION ITEMS/QUESTIONS FOR STAFF FOLLOW-UP

8. RECESS TO FUTURE MEETING

*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
MID-YEAR BUDGET COMMITTEE &
URA BUDGET COMMITTEE
MEETING
February 26, 2025**

Committee Members Present: Brian Hodson, Traci Hensley, James Davis, Daniel Stearns, Jason Padden, Paul Waterman, Herman Maldonado, Kim Wiegand, Elizabeth Chapin (arrived virtually at 7:20 pm), Jack Pendleton, Shawn Varwig, Daro Powlison, and David Tate (attended virtually).

Staff Present: Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder, and Scott Schlag, Finance Director.

CALL TO ORDER: Chair Wiegand called the meeting to order at 7:00 p.m., followed by a roll call.

MID-YEAR BUDGET REVIEW:

a. FY 23-24 Audit Presentation - Scott Schlag, Finance Director, presented the audit report. He reported receiving the audit report took longer because he found a few things that needed adjustment based on his understanding. He stated the best audit the City could receive and did receive was an unmodified opinion. Additionally, there were no journal entries recommended from the auditors. The opinion was what matters the most since the Secretary of State would review any material misstatements, which there were none. The opinion was always based on government auditing standards, which required taking budgeted numbers (which do not have accounts receivable, accounts payable, or recording of fixed assets), called fund accounting, which was then translated into full GAAP accounting (Generally Accepted Accounting Principles). He stated the important thing to remember was the audit was an opinion on the numbers presented by the City not produced by the auditor. The Urban Renewal Agency Budget received the same audit report with no journal entries.

Mayor Hodson asked for clarification on why the audit took longer. Mr. Schlag responded he wanted to go through the numbers more closely since it was his first year doing an entire audit and wanted to be sure all the information was dialed in.

Member Daro Powlison asked about the audit information for the Canby Utility Board (CUB). Mr. Schlag recognized they were presented as a discretely presented component unit with their own audit firm and financial statements, and City had to incorporate their financials with ours to our auditors.

b. FY 24-25 Mid-Year Budget Review – Mr. Schlag stated data was collected through December 2024 for the Mid Year Budget Review. First presented were General Revenues, which come from property taxes, cable franchise fees, federal grants, . Property taxes were 94% received, and the LGIP interest was performing better than anticipated. There were some revenues which were lower; overall there was a 3% increase in revenues. SDC Revenues, a separate fund, were down and were reflective of growth of the City. They cannot be used and transferred unless projects were SDC

eligible (eligibility identified by City Engineers). Because SDCs are their own fund, money is transferred to the general fund when SDC eligible projects are expended.

Councilor Padden asked what the risk level of Local Government Investment Pool (LGIP) (i.e., straight interest or investments tied to the market). Mr. Schlag responded it's not a high risk investment but was based on what investments the Treasury Department uses, and many municipalities were a part of that pool. There are statutes that limit how governments invest because they cannot play constituents' money.

Mr. Schlag also presented the Expenses for each line item in the General Fund, explaining some that were over 50% and why. For example, a large expense paid earlier in the budget cycle could make it look like an expense was going to be over budget when in reality there won't be more expenditures in that line item. Another example would be a line item looking a lot lower than 50% because a lengthy project may not be fully spent yet.

Discussion regarding different funds occurred included unexpected items like the emergency K9 vet expense and a totaled Police vehicle, which caused overages. However, the Police budget was presented as a whole. To ensure there were no overages at the end of the fiscal year, the line items were monitored.

Mayor Hodson asked for an explanation how the transfer to the Library worked. Mr. Schlag responded there was a \$500,000 transfer at the beginning of the fiscal year from the Cemetery Perpetual Care Fund as a loan to the Library to cover their expenses until their money comes in from the County. The General Fund transfers \$335,000 to transfer to cover Library expenses for the remainder of the year. He also shared there was interest saved in the loan from Cemetery Perpetual Care Fund because the funds from the County came in earlier. However, that was not represented in this presentation due to that event happening after December 31, 2024, which was the end date of the mid year.

In regard to Transit Revenues and Expenses, the Mayor asked for an update on the rider services regarding the expanded areas in Transit. Councilor Waterman mentioned the information was provided in the packets for every Transit meeting. Ms. Stein mentioned the concern of payroll taxes trending downward and how that would affect Transit revenues. It was planned to discuss it more during Budget Committee meetings.

Swim Center Revenues and Expenditures saw changes between Personnel and Material & Services due to moving seasonal swim employees to a staffing service eliminating the administrative costs of onboarding.

Trends in capital expenditures reveal spending was much less than what was adopted in the budget. Finance produced report for averages of adopted vs actual for fiscal years 2020-2024 to provide history on capital spending. He mentioned the need to do a better job of honing in on capital projects, resulting in less discrepancies between budgeting and spending. With increases in labor and materials increasing, it's important to have accurate estimates when budgeting.

Councilor Padden inquired about having a contingency in the budget to cover unexpected things such as K9 dogs requiring expensive vet visits and replacement of Police vehicles involved in crashes. Mr. Schlag responded that contingencies were already in the budget.

Councilor Stearns asked if capital expenditures were being over budgeted to be sure there was no under budgeting (i.e., padding the budget). Mr. Schlag responded due to his inexperience with the capital projects being budgeted, he relied on the leadership team to know what was needed for those projects. He also mentioned the goal was to hone in better for the capital budget needs so funds were not being held hostage.

Councilor Padden mentioned projects getting budgeted and not done, making it look like there was more money available than there really was because it keeps carrying over for the budget and complicating the process. He thought having an overview of several years of budget vs actual helps to get things better in line.

Member Daro Powlison asked about the purpose of showing these items. Mr. Schlag responded it is a matter of knowing a project may cost \$3 million; but will it happen in one year, or is it going to be spread across a couple budget cycles. If it was spread across a couple budget cycles, then it should be properly budgeted instead of lumping the whole project cost in one budget cycle. Costs for engineering, the master plan, and excavation costs all needed to be quoted to appropriately budget when those events were happening instead of in one budget year when it's known they won't all be done.

Mr. Schlag mentioned some things were budgeted for a capital project such as funds set aside for the new transit office and bus shelters along Highway 99E. There had been delays not expending the money on the shelters until they were finished or being able to afford building a transit office.

Councilor Stearns asked if we knew a project was going to cost \$10 million but was uncertain when it would be expended, could we budgeted \$1 million each year to save for 10 years was acceptable. Ms. Stein responded she hadn't seen it in Canby but in other agencies where she's worked. It was also discussed it was done for the turf project. Also discussed was collecting interest in accounts we were using as reserve funds for things being paid in the future.

Mr. Schlag shared the City had only spent 47% of funds allocated for capital projects in the last five years. The gap between budgeting and spending needed to be closer and required better planning. It will also alleviate concern and provide more confidence with citizens when they see the City plans to spend money on projects and actually see them come to life. Education will make the process work better.

Member Daro Powlison asked about the downward trend with SDC revenues and how it affects the general fund along with Council's goals of keeping 22-25% Reserves. Mr. Schlag responded Council was looking to expand the urban growth boundary and increase SDC charges, which could only be used to improve or to expand. Councilor Padden explained SDCs, Reserves, and General Fund were separate funds. SDCs could only be used for new projects (i.e., a new road to the industrial park) but not to widen an

existing road. He also explained SDC revenues were driven by the number of houses being built and businesses going (new construction). The fact that we only have 7 years of buildable land when we should have 20 years' worth was what is driving the SDC revenue down. Another factor was Canby had the lowest SDCs in the area, and increasing those fees would help to acquire more SDC revenues. Multi-family homes had previously paid less SDCs than single-family homes and was identified as a strain on the system will be studied and changed appropriately.

[The committee took a 5-minute break.]

- c. Long-Range Financial Forecast Update – Mr. Schlag stated the FY25 adopted budget had an estimated beginning fund balance of \$10,756,427, which was inflated due to the ARPA Fund balance being included twice. The misinterpretation was due to a note in the spreadsheet stating the beginning fund balance of ARPA funds as of 7/1/2025 was \$2.65 million, which didn't clarify it was already included in the FY24 ending fund balance. The actual ending fund balance for FY 24 was \$7,668,974, which also becomes the beginning fund balance for FY25.

To avoid losing the ARPA funding which had to be obligated by 12/31/2024, it was reported to the federal government that those ARPA funds were expended for public safety wages, which was a legal use of ARPA funds and allowed the city to keep them instead of returning them.

Councilor Davis questioned the use of the ARPA funds and mentioned Council obligating the funds to fulfill contracts with other agencies. Mr. Schlag responded Council cannot obligate ARPA funds without a contract, and it's not just based on a decision by Council. He also stated all of the ARPA funds have been spent. Councilor Davis again stated the ARPA funds were obligated in a Work Session to other agencies which still need to be paid and cannot be changed without a policy decision of the Council. He wasn't sure how that was not communicated to the Finance Director. Ms. Stein stated all ARPA funds had been allocated to the agencies such as fairgrounds and Canby Adult Center. The only allocation not made was \$130,000 to Canby Utility Board and our own internal projects. Ms. Stein said the \$130,000 Canby Utility project is SDC eligible, and they are waiting to see if the developer is going to put that improvement in before the money is expended. Even though the ARPA money was allocated to public safety wages, the money for any obligations is still available in the General Fund to meet those obligations.

Council President Hensley asked how all of this affects their 20-25% Reserves. Mr. Schlag stated it's still there because the percentage of Reserves was based off revenue, not beginning fund balance. He also stated it was a budget number, not an actual number, and we would come in over that in actual because we always have. That's also why it looked like we were going off a cliff. Finance was required to go off the budget number of Revenue and Expenses. If we budget and expend everything we've budgeted, then our beginning fund balance would FY 25 would be just over \$400,000. Then in FY 26, if we don't bring in enough revenue to cover all the expenses, we would be in deficit spending. Based on the fact that we have never expended 100% of what we budget, we always range in the 47-50% amount expended. The cliff is budget numbers, not actual

numbers. He had recommendations on how to outlast FY 26 which would push the cliff out to FY 27, which would be hard decisions that not everyone would like.

Mr. Schlag suggested ways to avoid the cliff was to cut materials and services 10%, not transferring funds to the Library, or cut FTEs. He also stated 4 years ago the City was at a \$3 million budget fund balance. Currently the city was at almost \$8 million. He thought sight was lost on the City doing pretty well in past 4 years. ARPA funds were still there but just classified differently because the City didn't have a contract, and he didn't want to write the Federal Treasury a check for \$3 million.

Councilor Davis questioned what happened when the URD closed and the General Fund had to absorb the wages/benefits of those in Economic Development. Mr. Schlag estimated roughly \$1 million property tax revenue coming in once the URD closed. In question was the timing of when the City would the roughly pay \$1 million after the URD closed. The County had to do their calculation and fast check they could turn it around in November on the next tax roll. Further discussion regarding the requirement of paying off all debt and projects still was on the agenda for the URD in order to close the district. Mr. Schlag suggested speaking with the City Attorney to clarify all of those details.

It was suggested to hold another budget committee meeting to discuss how to handle the budget with the impending cliff for FY 27, get recommendations from city staff, and have a Council Work Session to go over services provided by the city to see which were more important and could be cut. Ms. Stein said her intention was to return with cost cutting measures in May after involving the leadership team. She mentioned the League of Oregon Cities drafted a revenue tool kit to help government agencies identify all possibilities with their budgets and for new revenues since this was a regional issue, not just a Canby issue. Ms. Stein stated she had been doing financial projections for various cities her entire career, and she had never seen a city hit that cliff.

ADJOURN: The meeting was adjourned at 10:00 p.m.

CITY OF CANBY
BUDGET COMMITTEE MEETING
May 15, 2025

Committee Members Present: Brian Hodson, Mayor; Kim Wiegand, Budget Committee Chair; Traci Hensley, City Council President; Paul Waterman, City Councilor; Jack Pendleton, Budget Committee Member; David Tate, Budget Committee Member; Shawn Varwig, Budget Committee Member; Daniel Stearns, City Councilor; James Davis, City Councilor; Jason Padden, City Councilor (attended virtually), and Herman Maldonado, City Councilor (attended virtually).

Committee Members Absent: Elizabeth Chapin

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

CALL TO ORDER: Chair Wiegand called the meeting to order at 7:05 p.m., followed by a roll call.

OLD BUSINESS:

1. Approve Minutes from the May 16, 2024 Budget Committee Meeting.
2. Approve Minutes from the May 23, 2024 Budget Committee Meeting.
3. Approve Minutes from the May 30, 2024 Budget Committee Meeting.

****Council President Hensley moved to approve the May 16, May 23, and May 30, 2024, Budget Committee meeting minutes. Motion was seconded by Councilor Waterman and passed unanimously.**

NEW BUSINESS:

- A. Elect Budget Committee Chair

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

- B. Elect Budget Committee Vice Chair

****Council President Hensley nominated Councilor Jason Padden as Budget Committee Vice Chair. Motion was seconded by Councilor Maldonado and passed unanimously.**

- C. Receive Budget Message

- 1) Eileen Stein, City Administrator, discussed that National, state, and local economic outlook in regard to inflation and cost of goods and services, demographics, capital projects, grant opportunities, goals, revenue assumptions, and labor assumptions drive the budget.

She mentioned the national, state, and local economic outlook with inflation coming down some, but there was still a lot of uncertainties going on at the federal level in regard to tariffs and price increases and the uncertainty of costs increasing and decreasing.

Shared were the five Council Goals for 2025-2027, revenue assumptions from FY 24-25 to FY 25-26, citywide expenses, and labor assumptions from FY 24-25 to FY 25-26.

Revenue assumptions shared were:

- 1) Property taxes going from \$7.955 to \$8.394
- 2) Utility charges going from \$5.730 to \$5.745
- 3) Intergovernmental going from \$4.436 to \$4.569
- 4) Infrastructure charges from \$4.183 to \$3.764
- 5) Charges for service from \$3.132 to \$2.870
- 6) Fund balance from \$50.300 to \$47.537

Next Shared were City Wide Expenses by Category totaling \$95,643,631

- 1) Personnel \$17,886,850
- 2) Materials and Services \$11,755,145
- 3) Capital Outlay \$28,514,500
- 4) Debt Service \$15,000
- 5) Special Payments \$25,000
- 6) Transfers Out \$14,296,053
- 7) Operating Contingency \$805,536
- 8) Reserved for Future/Fund Balance \$22,345,278

Labor Assumptions from FY 24-25 to FY 25-26

- 1) FTE Allocations Changes 109.3 to 103.7
- 2) Wages and benefits \$17.726 to \$17,886
- 3) COLAS 3.6% to 5%
- 4) Health Insurance 10% to 10%
- 5) PERS 5-8% to 15-22%

Ms. Stein mentioned that since it was a bridge year with the City expecting to benefit from the closure of the Urban Renewal District (receiving \$1 million in Urban Renewal next year), the decision to avoid layoffs or reductions in force, would intentionally lower the strategic reserve to 15%. A comprehensive discussion on what the committee's service priorities were needed to make further reductions. She mentioned considering the process of labor agreements which were outstanding. She wasn't confident cutting back a certain percentage over the whole budget would accomplish what the Council wanted. She felt more comfortable with the Council determining what they wanted to cut.

Councilor Stearns asked for the ending fund balance and the cause of the Reserve moving from 42% to 15%. Mr. Schlag responded it was based on the best guess from each Director of what they expected in expenses and revenues. Materials and services were outpacing even though they were seeking grant revenue and looking for more revenue to offset the cost of materials and services.

Councilor Davis mentioned there were reserves set by previous Councils when they were experiencing financial difficulties. He mentioned the budget presented increased 2 FTEs,

PERS rates increasing, and uncertainties regarding labor negotiations and projects that had already been cut and suggested to adjourn the meeting and direct the budget officer to prepare a budget without reducing the reserve account. He mentioned a \$3.1 million budget shortfall presented at the Mid-Year Budget Review and was not convinced there wasn't one. He suggested using the Reserve Account to support the shortfall.

****Councilor Davis motioned to remand the budget back to budget officer to prepare a budget without reducing the reserve account. Motion was seconded by Council President Hensley and was approved unanimously. Motion passed.**

Councilor Padden suggested having different options on how to fix the budget issues. He was concerned about further projection and having a strategic plan using previous budgets to project for the next several budgets to get the Reserve back to where it was.

Discussion included keeping the reserve at 20-25%. Councilor Waterman mentioned the national standard for healthy cities had a reserve at 16.7%. Mayor Hodson mentioned the URA money coming in had been thrown around but had not been decided. The question came up as to what the two new hires for the upcoming budget were. Mr. Schlag responded it was for a new police officer, which was fully reimbursable from Tri-Met. Chief Tro said it would bring in revenue and would explain it when the time came. It was believed the second one was moving a general fund Parks position to Wastewater. Mayor Hodson asked what the impact to the budget was to keep the Reserves. Mr. Schlag responded many variables that had not been determined, such as no updated collective bargaining agreement with unknown COLAs. The COLAs were estimated at 5% to cover what was determined in the bargaining agreement. To get to 20% Reserve, the general fund budget would need to be cut 15% completely, resulting in approximately \$678,000. Council President Hensley stated page 44 showed the projected for 2025 being \$11.4 million with a 42% fund balance, yet the adopted budget on page 39 was \$15.5 million with a 23% ending fund balance. Mr. Schlag responded there was a correction made from last year's budget, which had a cell that was not added in the Excel file, and the number in this year's budget was the correct. Last year's was not correct because of a police budget employee benefit not added into the Excel file. Mr. Schlag stated he made the correction this year. Council President Hensley stated the difference was \$4 million not \$30,000. Mr. Schlag also stated corrections were made because things were included into operating revenue were not considered operating revenue, and that was the reason for the caveat added to the bottom of the page stating operating revenue excluding beginning fund balances and transfers and other sources in accordance with the GFOA and Oregon accounting manual as a best practice. The \$15.5 million should actually be \$11.6 million because there were excluded amounts because it was not operating revenue. Mr. Schlag stated he corrected numbers to give the most accurate data this year.

Ms. Stein asked the Council and Budget Committee to ask the Directors questions about what things could be cut to determine the \$678,000 reduction. Councilor Padden suggested each Director identify 3 things in their department which could be reduced and what impact each reduction would have on services moving forward. He also suggested budget committee members provide their questions for the city to be prepared for the next meeting. He asked if the citizen budget committee members were comfortable with the Council working with the details with the city and bringing them back to the Budget Committee. There was no consensus.

****Councilor Davis motioned to remand the budget back to budget officer to prepare a budget without reducing the reserve account. Motion was seconded by Council President Hensley and was approved unanimously. Motion passed 10-2 (Member Tate and Councilor Padden voted no.).**

Member Tate asked about page 4 regarding the property taxes and which portions came from residential vs commercial vs industrial. Mr. Schlag responded he didn't have that information but Clackamas County would have that information. Member Tate said the reason he asked if 75% of the property taxes came from residential, maybe cuts should be determined to affect commercial or industrial properties.

Councilor Padden suggested Directors return with cuts representing 5%, 10%, and 15%. Prep work was needed to steer the conversation.

Further comments included returning with a better plan and allowing the Council to determine if the Reserve fund would be reduced. It was decided to cover budgets of non-General Fund accounts and return with a reworked budget to present to the Budget Committee.

D. Review FY25-26 Proposed Budget

Items 1-3 were skipped due to their connection with the General Fund.

4. Transit Fund – Member Pendleton asked what the result would be if the federal government decided to cut funding and how that would affect Transit dependent on federal grants. Todd Wood, Fleet/Transit/IT Director, responded that the smaller portion of the budget was funded by federal grants. He said according to ODOT, the federal government would fund the 5311 and 5310 for FY 26, but not yet for FY 27. He mentioned most of the funding was from payroll tax, \$2 million. \$1 million was from federal grants. Mr. Wood stated he had a good idea how to plan for transit services in the event of cuts. He also mentioned his concerns were with STIF funds from TriMet due to reduction of business in Portland which would affect the funding. The biggest increase in costs was with the contractor which included labor. Currently there were only three service providers willing to bid on small organizations. It's rare to get lower costs because of personnel costs and benefits from union negotiations. The contractor was dropped by CIS because the drivers were not city drivers, so they had to procure outside insurance which increased insurance costs. Mayor Hodson asked about the determination of the payroll tax. Mr. Wood responded it was the Council's decision to increase payroll tax. The increase had not occurred in the 22 years since transit was pulled out of TriMet. The rate was currently \$6 per \$1,000 payroll.
12. Fleet Services Fund – Mr. Wood stated costs were kept low. However, they were bound by rule prices. The budget came from activity of the police, transit and public works.
13. Tech Services Fund – Mr. Wood stated there were 80 PCs (costing \$90,000) at end of life but there was only a budget to replace 25 (costing \$30,000). The life cycle of computers was 5 years. Other costs such as software were difficult, increasing prices up to 5%.

5. Swim Center Fund – Eric Laitinen, Aquatic Program Manager, stated the budget was similar except the improvement included dressing rooms. The improvements would be a facelift instead of a larger renovation. The money came from their Reserves, still leaving money for unexpected items. Member Pendleton asked about the decrease in FTEs and contract service increase. Mr. Laitinen responded part-time staff, guards, and instructors had moved to a payroll service vs being city staff.
6. Street Fund – Spencer Polack, Public Works Supervisor, started with capital outlay stating they are trying to purchase a bucket truck. They were planning to purchase in August. The older truck was no longer able to have replacement parts. They also were asking for a crack sealer. The amount for Street Maintenance Fee projects was built up to get better pricing for larger projects. The Ivy sidewalk overlay project was \$1,492,000 set by the County for the next budget cycle. The project was on track to be completed in October. The Industrial Park to 99E Walnut Street Extension had gone out to bid, and the first reading was approved by Council last week. The 10th Avenue, Locust to Pine, was underway and there are amounts that would go into the next budget cycle. The fuel station was a Council Goal after the ice storm to have onsite fuel in case of another disaster. The last project was an asset management program to track the infrastructure on a management plan to determine service life.

Member Pendleton asked about the gas tax revenue cuts and if they were decreasing. Mr. Schlag responded looking from the last 10 years, it was more of an educated guess. Mr. Pendleton also asked why miscellaneous income jumped around. Mr. Schlag stated it was usually not counted on coming in. If it's larger, it should be its own line item. Ms. Joyner stated the increase was an additional 25% from the State for an ice storm because the City initially received 75% as well as receiving revenue from URD alleyway project because they were funding that project. Also received was a refund of \$7,700 for a dump truck hitch.

Councilor Padden asked for follow-up at the next meeting about the asset management program that could be used as a reminder of when things needed to be replaced on master plans and park master plans. Monica Stone, WWTP Supervisor, responded it did not have that ability.

ADJOURN: The meeting was recessed at 9:02 p.m.

CITY OF CANBY
BUDGET COMMITTEE MEETING
May 22, 2025

Committee Members Present: Brian Hodson, Mayor; Kim Wiegand, Budget Committee Chair; Traci Hensley, City Council President; Paul Waterman, City Councilor; Jack Pendleton, Budget Committee Member; David Tate, Budget Committee Member (left at 9:42 p.m.); Daniel Stearns, City Councilor; James Davis, City Councilor; and Jason Padden, City Councilor.

Committee Members Absent: Herman Maldonado, City Councilor, and Shawn Varwig, Budget Committee Member.

Staff Present: Eileen Stein, City Administrator; Scott Schlag, Finance Director; Katy Joyner, Financial Analyst; Jessica Roberts, Court Supervisor; Eric Laitinen, Aquatics Program Manager; Jorge Tro, Police Chief; Don Hardy, Planning Director; Monica Stone, Waste Water Treatment Supervisor; Marisa Ely, Library Director; Jamie Stickel, Economic Development Director/ Communications Specialist; Todd Wood, Transit & Fleet Director; Tyler Nizer, Economic Development and Tourism Coordinator; Spencer Polack, Public Works Supervisor; Ryan Potter, Planning Manager; Maya Benham, Administrative Director/ City Recorder; and Teresa Ridgley, Deputy City Recorder.

CALL TO ORDER: Chair Wiegand called the meeting to order at 6:00 p.m., followed by a roll call.

PUBLIC COMMENT: Chair Wiegand read an email from Kristi Smith, Library Board Member. Ms. Smith thought equal reductions across departments were not equitable cuts. The library served thousands and losing any library employees would impact the community by cutting hours and services.

NEW BUSINESS:

A. Review FY 25-26 Proposed Budget

Eileen Stein, City Administrator, said the Council decided to stay with the 20% capital reserve which resulted in additional cuts to the budget.

Non General Funds

1. Facilities Fund

Spencer Polack, Public Works Supervisor, said they had removed \$42,000 for capital projects from the fund. The projects were painting weathered areas at the Civic Center and replacing the weathered awnings and shampooing carpets and upholstery. There were slight increases to materials and services due to inflation.

There was discussion about the postponement affecting the useful life of the building. Mr. Polack thought the deferred maintenance would have an affect.

2. Library Fund

Marisa Ely, Library Director, gave highlights from 2024-25 including grants and donations, creation of the new Strategic Plan, and adding a Council goal to develop a plan to fund current

and expanded library services. Upcoming goals for the next fiscal year were to continue addressing the Strategic Plan priorities, to continue building the Maker Lab, and to unveil the new Career Center. She was asked to prepare a budget with a \$20,000 reduction of the General Fund contribution. These would be reductions in the on-call budget, travel and training, library collection, and volunteer budget. To make this happen, library hours would be reduced as well as reduced programs and library of things collection. They would go from two to one reference desk staff for certain hours of the day. There would be longer wait times for check-in, shelving, and holds. There would also be reduced partnerships and the ability to fill holes in other organizations, services, and offerings, especially the School District.

It was discussed that this was a relatively small cut but had a large impact. Ms. Ely noted any cut would affect all operations because they were already spread very thin.

The \$20,000 cut from the Library Fund was put on the bubble list to revisit.

3. Transient Room Rund

Jamie Stickel, Economic Development Director, explained there were two pieces to the tourism budget, one towards promotion and one towards enhancement. They hoped to continue cooperative marketing with regional tourism partners and active media, revamp newcomers and visitors guides with a potential interactive map that would be connected to the Visit Canby kiosks, ongoing video promotion and online marketing, and room night generator assessment for hotel incentives. They could also look into adding \$25,000 for architectural work for a hotel as a tourism enhancement line item.

****Councilor Padden moved to create a \$25,000 tourism enhancement line item for architectural work for envisioning a hotel in Canby. Motion was seconded by Councilor Davis and passed unanimously.**

4. Systems Development Charge (SDC) Fund

Don Hardy, Planning Director, said there were a number of projects in the pipeline that would increase this fund next fiscal year. The budget did not include the increase to the SDC fees that they were currently working on which would include parks, streets, sewer, and stormwater. These were restricted funds that could not be used for anything but adding capacity.

There was discussion regarding the importance of SDCs to the City's growth and how SDCs were calculated.

5. Cemetery Perpetual Care Fund

Mr. Polack said this was a savings account for the cemetery once all of the plots had been sold to maintain the grounds. A portion of the sales went into this fund.

Items added to the bubble list were: the average costs for a plot, increasing the percentage of the sale into the perpetual care fund, and not charging the library interest for the interfund loan the library took out every year.

6. Forfeiture Fund

Jorge Tro, Police Chief, said this fund came from money seized in drug related cases. The funds had restricted use.

7. Fleet Services Fund

Scott Schlag, Finance Director, said there would be some reduction in the internal charges due to the reduction in the facilities fund.

8. Sewer Combined Fund

a. Waste Water Treatment Plant

Monica Stone, Waste Water Treatment Supervisor, discussed the highlights from this year including 100% NPDES permit compliance, grant applications, and fully staffed treatment plant. There had been issues with security and janitorial services, and in the next fiscal year a Parks Maintenance position that had not been filled would be moved to Wastewater for the janitorial work for the plant and surrounding property. They were looking at increasing capital spending to replace old equipment and she explained the capital projects they were working on. She then discussed the increases to materials and services and training.

There was discussion regarding reasons for adding the Parks Maintenance position, asset management program, and how the capital projects would be paid for by sewer funds and SDCs, not debt financing.

b. Sanitary Collections

Mr. Polack said the collections had to do with any of the sewer that was not at the treatment plant, such as the pipes throughout town. The increase of the FTE was not a new position, it was the reallocation of current employees' time spent. There were not any changes to the materials and services and he reviewed the capital outlay projects.

c. Stormwater System

Mr. Polack said the increase in FTEs was a reallocation of employees' time spent. There were no changes to materials and services. He explained the projects in this fund.

d. Sewer Fund Non-Allocated

Mr. Schlag said the non-allocated was for specific items that could not be isolated to one fund, such as sewer billing, franchise fees, and overhead transfers.

There was clarification that the franchise fee was a fee the City charged itself and went into the General Fund.

General Fund

Mr. Schlag explained the operating revenue for the next fiscal year and ending fund balance with 20% in reserves.

There was discussion regarding researching other revenue sources, how there was not a budget shortfall like it was stated at the mid-year budget review, the proposed beginning fund balance and revenues were going down, and Maple Street Park turf replacement had been increased.

1. Administration

Eileen Stein, City Administrator, said election expenses had increased and money had been set aside for a Charter amendment election. Professional and technical services were reduced, attorney services had increased. She had reduced codification, Mayor travel and training, Admin travel and training, and supplies and services. This was done to get to the 20% reserve.

There was discussion regarding the Charter amendments.

2. HR/Risk Management

Ms. Stein said the liability insurance premium was going up substantially and she was not able to reduce as much of this budget. She did reduce professional services and employee recognition.

3. Finance

Mr. Schlag said there was a reduction in professional and technical services, auditing fees, copier lease and maintenance, printing and binding, training and travel, membership dues and fees, facilities, supplies and services, and miscellaneous office equipment. This was to get to the 20% reserve.

4. Municipal Court

Maya Benham, Administrative Director/ City Recorder, said in order to get to the 20%, they would have to cut contracted staff, which included eliminating the bailiff service that affected safety and liability and eliminating one public defender that affected the increased criminal docket.

Jessica Roberts, Court Supervisor, discussed further reductions to materials and services, Spanish interpreter services, and training, conferences, and memberships for staff and the judge.

The bailiff services, public defender, and Spanish interpreter were put on the bubble list.

Ms. Roberts noted there was a large amount of community service that had been ordered and it was currently being sent to the County. She would like to work with the Park Department to bring it back into town for park and cemetery maintenance.

Mr. Schlag stated to get to the 20% reserve, they had to reduce the General Fund by \$678,000. The budget included the 5% COLA in the employee contracts.

5. Planning

Mr. Hardy spoke about the Planning and Building funds together. He referred to the Council Goals and the projects related to planning that were in process. The only one that had not been started was the development code update and that was the one targeted for reduction. The code audit only would be done next fiscal year and they would seek grants as well for several of the

projects. He then explained the items they were targeting for revenue generation, especially grants and updating fees.

There was discussion regarding increasing land use application fees, how if their budget was reduced further there would be no code audit next year and that funding could be used elsewhere, and what was included in the miscellaneous revenue.

The code update was put on the bubble list.

6. Building

This fund was discussed above.

7. Police

Chief Tro said staffing had been left in tact which was 1.5 officers per 1,000 population. They had 1,000 more calls than last year and the long term goal was to have 3 officers per shift and full time supervision. To make that happen, they needed to hire three more officers. He discussed revenue that had increased this year. The costs for School Resource Officers were split 50/50 with the School District. The Behavioral Health Unit also served in Molalla for 25% of the time and they got a 30% cost reimbursement for that. They had also applied for grants. County Dispatch Fees had increased and after hours warrant checks and entry fees as well as radio fees and the taser contract had also increased. The proposed cuts to reach the 20% reserve were: cutting one replacement vehicle, cutting one replacement mobile data computer, cutting an IT tech position, reducing training, and eliminating special events. He gave a background on a possible Tri-Met officer position, which would add an officer at no extra cost and officers could learn new skills. There would also be \$40,000 to \$50,000 extra in revenue to the City in replacing the officer with a new officer whose salary would be less. It was a three year contract with stable funding.

There was discussion regarding the dispatch fees increase and looking at other services, sharing police vehicles, Code Enforcement position, and generating reports for what Code Enforcement was doing.

The special events and police vehicle were placed on the bubble list.

8. Parks/Cemetery

Mr. Polack said they had cut around \$51,000 out of materials and services, reducing contract services, parks grounds maintenance, no additional lights downtown for Light the Night but the Wait Park would still be lit, removing the Canby Kids grant, reducing internal charges to facilities, and reducing supplies and services. They would also not fill a vacant park position. Auburn Farms and Maple Street Park projects were still in the budget and SDC funds would be used for those projects. Part of the dog park project would be included in the budget as well.

There was discussion regarding the vacant park position and need for more parks maintenance, Park Maintenance Fee, reducing the dog park from \$500,000 to \$250,000, how the funds for the dog park would come from SDCs not General Fund, and questioning if eliminating lower cost positions really saved money in the long term.

The Canby Kids grant and turf replacement project were placed on the bubble list. Mr. Polack discussed the cemetery budget and reduction of \$6,000 in grounds maintenance, building maintenance, and tools and equipment.

9. Economic Development

Ms. Stickel said the items that were cut before the 20% reserve policy were community enhancement grants and business enhancement grants. The new cuts included professional development, cutting a local brochure for marketing purposes, cuts to events in ways the community would not notice, reduced or removed contingencies for events, and reducing the Shop Local Canby gift card promotion. They would continue to fundraise and keep as much as possible the same.

There was discussion regarding the revenues from the Independence Day event and raising fees and the Certified Local Government Grant which was a matching grant and could not be reduced.

10. Not Allocated

Mr. Schlag said these were revenues/expenditures that could not be directly associated with other funds, such as tax revenues, franchise fees, state revenue sharing, licensing, etc. Expenses had changed due to the internal service charge from facilities that was reduced, library reduction to not repay the interest on the interfund loan, and reduced operating contingency from \$150,000 to \$130,000.

There was discussion regarding the difference between the General Fund operating contingency and ending fund balance reserves.

Cutting the Mayor and Council's travel and training and pay was put on the bubble list.

PUBLIC COMMENTS: None

COMMITTEE DISCUSSION: This was postponed to the next meeting.

REVIEW ACTION ITEMS/QUESTIONS FOR STAFF FOLLOW-UP AT THE MAY 29TH MEETING

RECESS TO MAY 29, 2025, AT 6:00 P.M.

ADJOURN: The meeting was recessed at 9:52 p.m.

CITY OF CANBY
BUDGET COMMITTEE MEETING
May 29, 2025

Committee Members Present: Brian Hodson, Mayor; Kim Wiegand, Budget Committee Chair; Traci Hensley, City Council President; Paul Waterman, City Councilor; Jack Pendleton, Budget Committee Member; David Tate, Budget Committee Member; Daniel Stearns, City Councilor; James Davis, City Councilor; Jason Padden, City Councilor; Shawn Varwig, Budget Committee member (arrived at 6:15 p.m.)

Committee Members Absent: Herman Maldonado, City Councilor

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

CALL TO ORDER: Chair Wiegand called the meeting to order at 6:08 p.m., followed by a roll call.

Council President Hensley noted there was a Police Captain that had been on paid administrative leave for six months and she suggested not filling the position now he had resigned and use the funds for other items. Jose Gonzalez, Police Captain, said it was an important position for the Police Department and without it, their workload had increased substantially. It was especially detrimental to getting everything done for the accreditation process due in September. They would try to promote from within, both for captain and sergeant, and those people could start right away. There would be some savings as it would take time to hire a new police officer to replace the ones that were promoted. However, there might be overtime needed to make up for the vacancies. He thought the savings would be roughly \$44,000.

COMMITTEE DISCUSSION/"PARKING LOT" LIST:

There was discussion regarding what was included in the \$25,000 Mayor/City Council line. Scott Schlag, Finance Director, said it included consulting expenses for Council Goal Setting, attorney services for Council, mediation, etc.

Councilor Padden suggested reducing the line to \$10,000. Mr. Schlag said last year, they paid the the Council Goals facilitator around \$11,600.

Councilor Hensley cautioned against cutting the Council's training budget because the League of Oregon Cities Conference was a great resource.

Councilor Davis wanted to eliminate the Mayor and Council stipend. That was \$9,600. Councilor Padden suggested using the Council Stipend for training and eliminating the Council Travel and Training line item.

Council President Hensley suggested waiting on the Development Code Update and redistributing those funds to the library, court, parks, and Police Department community events.

Councilor Padden thought they should fund the court, supplies and services for the Finance Department, library, Canby Kids grant in Parks, and Police community events. They could forgo the \$15,000 library's repayment of interest to the Cemetery Perpetual Care Fund, take \$15,000 from the turf project, \$15,000 from the Mayor/Council line item, \$8,500 from Mayor/Council Travel & Training, and \$9,000 from Planning to make up the difference, but he wanted to keep the code update project in the budget.

Don Hardy, Planning Director, discussed plans if the code update was postponed for a year. The department did have a lot on their plate, but they would be in the same situation next year with the Urban Growth Boundary process. They had to hire a consultant to do the code update work as they did not have the staff to do it.

There was discussion regarding the timing and having the code updated around the same time as the Urban Growth Boundary expansion for new properties that would annex and develop. Mr. Hardy noted there were also several state mandates that needed to be added to the code.

There was more discussion regarding the \$44,000 from the Police Department, splitting the code update project over two budget periods, and areas of agreement.

Councilor Waterman discussed the 20% reserve policy and that it would only give the City two additional weeks of expenses past the two full months of operating costs at 16.7%. He thought the reserve policy should be reduced. Instead of cutting department budgets, they could cut a big event like the Independence Day Celebration.

Council President Hensley said the Council had voted on the reserve policy, and it was 20%. She thought this was a community that prided itself on events and she did not want to cancel the Independence Day Celebration. Her proposal kept everything in tact except one project that would be delayed for one year.

Councilor Waterman noted the bubble list was not the entire budget cut. The Council had given consensus but had not voted on the reserve policy.

Councilor Stearns thought they should take the \$44,000 from the Police Department and split the code update into two years. He thought it would be hard to make up if they went below the 20% reserves.

Mayor Hodson noted that a little over \$24,000 was freed up if they went from 20% to 19% in reserves.

A. Administration

1. Consider reducing or eliminating Mayor/City Council Travel & Training (\$8,500)
2. Council Stipend

These items were unchanged and would remain in the budget.

B. Library

1. Consider restoring the \$20,000 reduction in the transfer from the General Fund to the

Library

There was consensus to add the \$20,000 back into the budget.

2. Reconsider the interest payment made by the Library to the Cemetery Perpetual Care Fund

This item was unchanged, and the Library would be charged interest for the loan.

C. Court

1. Consider adding back in the following services totaling \$25,350
 - a. Bailiff Services
 - b. Public Defender (2nd position)
 - c. Interpreter Services

There was consensus to add the total of \$25,350 for Court back into the budget.

D. Planning

1. Development Code Update: Deferring or finding grants to pay for the code update will free up \$160,000 in the General Fund

This project would be done in two years, and \$50,000 was reallocated elsewhere in the budget.

E. Police

1. Discuss restoring the Grill & Chill and Bike Rodeo events for \$6,000

There was consensus to restore these events back into the budget.

2. Discuss reducing the Capital Vehicle purchase to zero for \$80,000
3. Consider adding back in the second vehicle for \$160,000

These items were not discussed, and would remain as presented in the budget.

F. Parks

1. Consider restoring the Canby Kids Grant of \$8,000

There was consensus to restore the \$8,000 grant back into the budget.

G. Economic Development

1. Revisit Independence Day Fee Schedule

This item was not discussed.

H. Non-Allocated General Fund

1. Consider reducing the Maple Park Turf reserve by \$15,000

There was consensus to retain the Maple Street Park Turf project at \$35,000.

There was also consensus to restore \$5,000 to Finance for office supplies. There was consensus NOT to restore the \$12,000 for lights in downtown for the Light the Night event and NOT to restore the \$7,000 for fertilizer.

The restored items would be funded by: taking \$4,350 of the \$44,000 from Police, taking \$50,000 from Planning, and reducing the \$25,000 to \$15,000 from the Mayor and Council line item.

Jorge Tro, Police Chief, explained the \$44,000 was a potential savings depending on when the positions were filled.

****Councilor Padded moved to adjust the budget as proposed by the following: adding \$25,350 to Court; adding \$5,000 to Finance for supplies and services; restoring \$20,000 to the Library; restoring \$8,000 to Parks for Canby Kids; restoring \$6,000 to Police for Grill & Chill and the Bike Rodeo events; and reducing the following: \$50,000 from Planning for the code update; \$10,000 from Mayor and Council tied to the facilitator for annual goal setting; \$4,350 from Police in savings from hiring a Police Officer. Motion was seconded by Council President Hensley. Motion passed 8-1-1 with Budget Committee Member Tate opposed and Councilor Davis abstaining.**

****Council President Hensley moved that the Budget Committee of the City of Canby approve the budget for the 2025-2026 fiscal year in the amount of \$95,582,000.111 and to levy property taxes for the 2025-2026 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. The motion was seconded by Budget Committee Member Varwig and passed 8-2 with Councilor Waterman and Budget Committee member Tate opposed.**

ADJOURN: The meeting was adjourned at 9:52 p.m.

City of Canby Proposed Annual Budget

For the Fiscal Year

July 1, 2026 - June 30, 2027



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
Melody Thompson
Scott Cantonwine
Shawn Varwig

CITY STAFF

Randy Ealy, Interim City Administrator
Denise LaRue, Finance Director
Don Hardy, Planning Director
Nathan Templeman, Aquatics Program Manager
Jamie Stickel, Economic Development Director/Communications Specialist
Vacant, Public Works Director
Jorge Tro, Police Chief
Pete Wood, HR Director
Marisa Ely, Library Director
Maya Benham, Administrative Director/City Recorder
Todd Wood, Transit/Fleet/Tech Services Director
Spencer Polack, Public Works Supervisor
Patrick Mahoney, WWTP Supervisor

www.canbyoregon.gov

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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: personnel services, materials and services, and capital outlay.

Capital Improvement Plan (CIP)

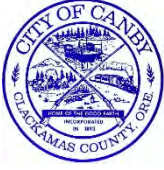
The CIP establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. While the CIP serves as a long-range plan, it is reviewed and revised annually.

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 definitions and acronyms, and required notices and filings.



City of Canby

Honorable Mayor Hodson, City Councilors,
Budget Committee Members
and Citizens of the City of Canby:

“Canby: A prosperous and safe place to live, thrive...healthy and happy growing closer together”

~Unknown

Enclosed please find the City of Canby proposed budget for Fiscal Year 2027 in the amount of \$90.3 million which includes \$38 million in reserves prepared in compliance with Oregon State Budget Law. As presented this budget is balanced and, in my opinion, the City’s total financial position is in a fiscally stable position at the time of this writing.

As your Interim City Administrator, it has been my absolute honor and privilege to serve the City of Canby and to present the FY27 City of Canby budget. The city’s budget is presented with no immediate structural deficits, thanks largely in part to the fiscal restraint of previous Canby City Councils, Budget Committees and the day-to-day fiscal management of the employees serving the City of Canby.

I have been challenged by the Mayor and City Council to approach this budget proposal with a clear-eyed approach to suggesting opportunities that perhaps have been discussed in years past, but scarcely pursued. I’d like to thank my leadership team for leaning into this particular budget proposal. Each has had to make sacrifices and have done an admirable job balancing requests for service level additionality and ideas for change.

This proposed overall budget presents itself, as of this writing, with a total of 47% of total funds in reserves. The \$20M General Fund is presented for your consideration with a 21% ending fund balance projected on June 30 of 2027. This represents a strong level of reserves when measured against neighboring Clackamas County area cities, reporting anywhere from 5-25% General Fund reserve policies.

There are four key themes I am anchoring on with this year’s budget proposal:

-
- **Focus on Reserves.** The overall health of the entire city budget and specifically, the General Fund pivot to allocations for specific Council priorities for future expenditures (e.g. Parks maintenance, Vehicle replacement, Property acquisition.) I am recommending the immediate commission of a “Blue Ribbon” stakeholder committee to evaluate services, choices and opportunities for the long-term sustainability of the city’s General Fund in service to the Canby community.
 - **Forecasting.** Rule of thumb - no surprises. As part of our proposal, we are looking ahead not only to FY27, but also FY28 and FY29 and budgeting against important fiscal indicators such as labor, PERS, interest rates, health insurance, inflation and CIS liability insurance against a backdrop of property tax receipts capped at 3% per annum.
 - **Right-Sizing Service Level Expectations.** While many of us are familiar with this term, it feels appropriate this year in particular as COVID related dollars (approximately \$4,000,000 for Canby) move off the balance sheets, and service level spending is being cross checked against projected budget shortfalls in more than several of our neighboring cities and counties - specifically General Fund related. In Canby’s case, we are able to present a balanced budget, but are our revenues today being deployed to meet the post-COVID Canby taxpayer expectations? What are must haves, versus nice to have in Canby? We look forward to community conversations around service level priorities with Canby residents and business owners in areas such as parks, library, public safety, and economic development as examples.
 - **Actions today - versus expenses tomorrow.** Both in this proposed budget, and immediately following during stakeholder and community conversations, we are proposing “housekeeping” adjustments that seek to prevent turbulent financial disruptions in Canby’s future. Already underway, we are auditing our seven plus franchise agreements that allow for conducting business in Canby’s right of way. While the Council has an unwritten policy against forced annexations, there could be an opportunity for “welcoming conversations” with the owners of 79 parcels (~200 acres) of property completely surrounded by the city and representing approximately \$30,000,000 in AV. The cities of Sandy, Estacada, Molalla and even our own Canby Utility are facing steep annual double digit utility rate increases in the face of infrastructure capacity projects. The City of Canby has not adjusted sewer and storm utility rates since 2016. Indexing Canby rates and fees against an inflationary type of index will be critical in meeting multi-million dollar infrastructure investment in the years ahead.

All this to say, in my 25+ years of public service to four Oregon cities I believe Canby to be in a truly remarkable position. I have been impressed by the immense amount of focus and energy the Mayor, City Council and planning staff have placed around future long-term Canby planning efforts. We count no less than twenty-four active long-term plans related to Canby’s future, many of which are being updated today from 10, 20, 30+ years ago. As

we see high volumes of commercial, industrial and residential construction under way in Canby today, and plans for Canby's Urban Growth Boundary expansion coming soon, I have appreciated the Mayor & Council's keen eye on real life impacts to transportation, housing costs and future-proofing Canby as a welcoming city in which you want to ensure your kids are able to live where they grew up.

Consistently rated as one of the safest cities in Oregon while retaining its' small-town charm, Canby has proved that investing in public safety does have results, reduces crime and consistently earns a community sentiment of pride. Leadership is a key factor, and this year we say goodbye to our retiring 30-year Canby Police Department Chief (5 of those years as Chief) Jorge Tro. Chief Tro's community-centric approach will be dearly missed and my number one priority at this time is to find Canby's next Police Chief - someone who embodies the same ethics, humility and transparency that Chief Tro brought to Canby on any given day.

Thank you to the Mayor, City Council, Citizen Budget Committee and Canby employees. I have valued our conversations and your individual perspectives in serving Canby. I hope you are equally as proud as I am of this year's proposed budget and look forward to bringing this budget to life.

Respectfully,

Randy Ealy

Interim 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 slightly over 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; development services including economic development, as well as 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 Herald-Pioneer publishes the local newspaper.

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.

Economy

Canby is a diverse, growth-oriented, and regionally connected city of approximately 19,000. While maintaining a distinct local economic base, Canby performs well relative to its size and continues to experience steady population and business growth.

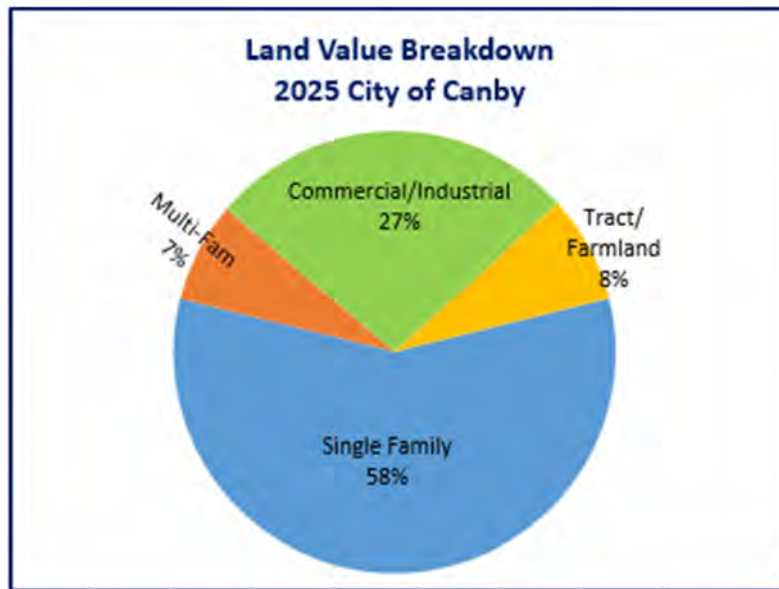
The local economy is diverse and well-balanced consisting of retail and commercial establishments, light industrial, manufacturing businesses, and a strong foundation in agriculture. Retail and commercial establishments further contribute to the city's economic vitality, providing essential goods, services, and local employment opportunities.

The downtown business district remains a central hub of economic and civic activity, home to a mix of commercial businesses, government buildings, financial institutions, and medical offices. It also features an eight-screen movie theater with adjacent public parking, along with a variety of shops and restaurants that serve both residents and visitors.

Established commercial areas have been improved along the HWY 99 corridor in Canby and serves as a key commercial spine, supporting a strong and diverse mix of businesses which provide essential goods, services, and employment opportunities. Its high visibility and accessibility make it an attractive location for retail, service-oriented businesses, and destination, oriented businesses, contributing significantly to the city's economic stability.

The Canby Pioneer Industrial Park has seen tremendous growth which complements the efforts in the downtown business district. Industries specializing in manufacturing, logistics, and wholesale trade bolster Canby's position as a competitive location for business growth and expansion within the broader region.

Overall, long-term planning initiatives aimed at enhancing the vitality and competitiveness of Canby as an attractive location for large and small businesses have been successful, including streetscape improvements, gateway signage, business recruitment and retention efforts, and strategic planning for future growth.



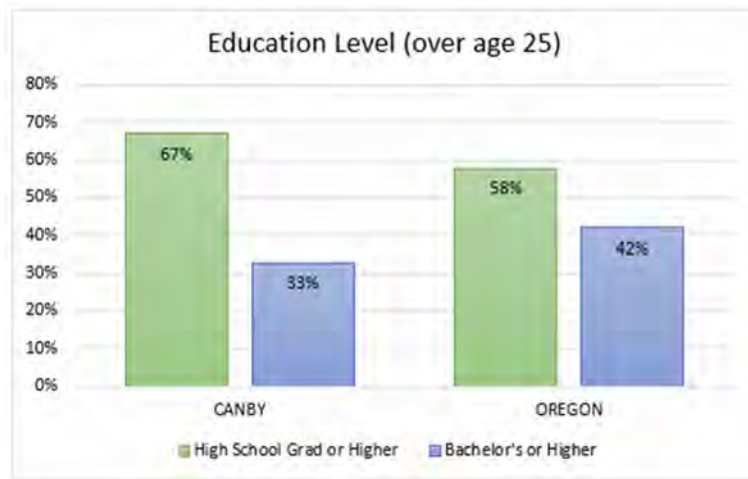
Source: Clackamas County Assessment & Taxation

Demographics

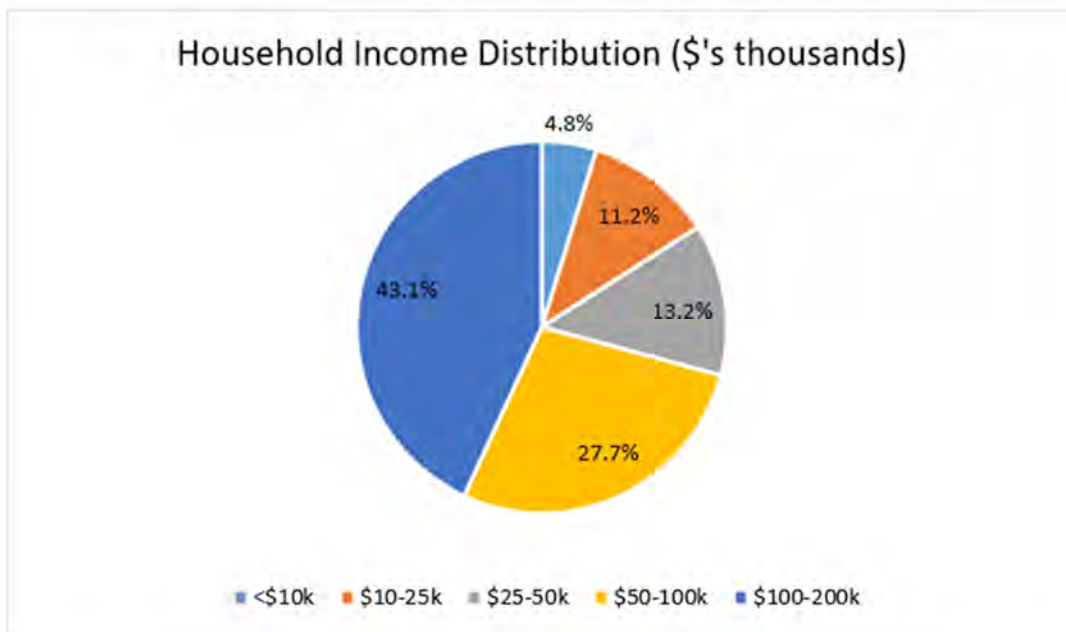
Over the last two and a half decades, Canby has grown rapidly. Between 1990 and 2025, the population has grown 115%. Canby has an average of 2.61 people per household as compared to 2.4 in Oregon as a whole. Canby’s population is 50.6% female, compared to Oregon at 50.2%.

5.3% of Canby’s population are veterans, almost equal to the state of Oregon’s veteran population for the 2025 calendar year.

| Age Distribution | | | |
|-------------------------|--------------------------|--------------|----------------|
| Age | Percentage of Population | Percent Male | Percent Female |
| 0-19 | 25% | 50% | 50% |
| 20-44 | 28% | 53% | 47% |
| 45-60 | 20% | 52% | 48% |
| 60+ | 28% | 43% | 57% |



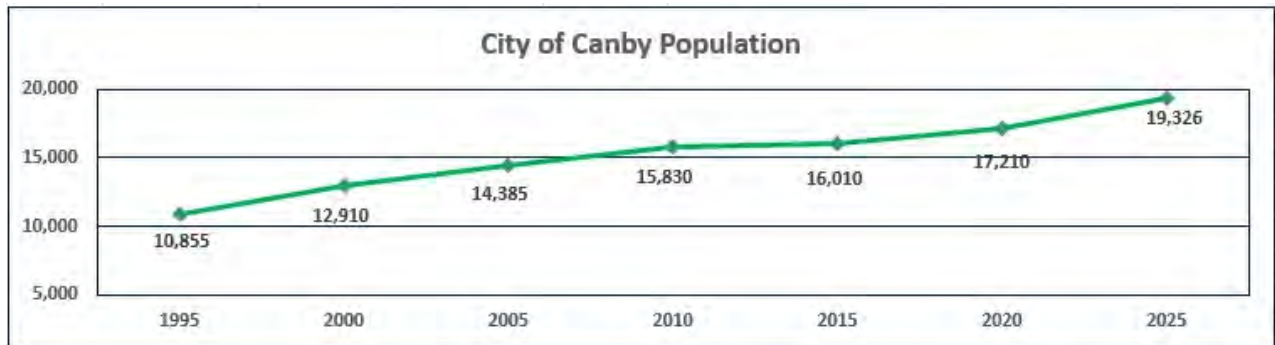
7.9% of Canby families are below the poverty level as compared to Oregon at 11.6%. While the unemployment rate in Canby is 3.5% and 4.9% in Oregon as a whole.



Oregon has 16% of the population living with a disability while Canby is at 13.5%.

Owner-occupied homes represent 72.8% of the community as opposed to 63.1% of Oregon as a whole.

13% of the Canby population speaks Spanish while Oregon as whole has 9.2% of the population that speaks Spanish.



Source for demographic information, excluding population (2024 estimates-most recent available): data.census.gov
Source for population data: Portland State University <https://www.pdx.edu/population-research/population-estimate-reports>

Principal Property Taxpayers & Employers

CITY OF CANBY, OREGON
 PRINCIPAL PROPERTY TAX PAYERS
 Current Year and Ten Years Ago

| Taxpayer | 2025 | | | 2016 | | |
|--|------------------|------|------------------------------|------------------|------|------------------------------|
| | Taxable Assessed | Rank | Percentage of | Taxable Assessed | Rank | Percentage of |
| | Value | | Total Taxable Assessed Value | Value | | Total Taxable Assessed Value |
| Hope Village Inc. | \$ 44,089,378 | 1 | 1.76% | \$ 20,459,759 | 1 | 1.47% |
| Canby Telephone Assn. | 36,061,618 | 2 | 1.11% | 17,636,900 | 3 | 1.27% |
| Fred Meyer Stores Inc. #651 | 27,682,551 | 3 | 1.05% | 19,805,882 | 2 | 1.42% |
| Canby East Associates LLC | 26,347,567 | 4 | 1.44% | | | |
| Sequoia Grove Apartments LLC | 23,333,360 | 5 | 0.93% | | | |
| American Steel Corporation | 19,484,000 | 6 | 0.78% | 15,377,958 | 4 | 1.11% |
| Shimadzu USA Manufacturing | 18,361,939 | 7 | 0.73% | 12,196,524 | 5 | 0.88% |
| Argo Canby LLC | 16,379,495 | 8 | 0.65% | 10,573,464 | 7 | 0.76% |
| Canby Market Center LLC | 13,918,663 | 9 | 0.56% | | | |
| Cascade Engineering Technologies | 13,689,444 | 10 | 0.55% | | | |
| Subtotal | 239,348,015 | | 9.56% | 96,050,487 | | 6.91% |
| Source for Principal Property Tax Payers - Clackamas County Assesment & Taxation | | | | | | |
| All Other | 2,261,976,486 | | 90.43% | 1,294,978,623 | | 93.09% |
| Totals | \$ 2,501,324,501 | | 100.0% | \$ 1,391,029,110 | | 100.0% |

Source: Clackamas County Assessor's Office
 Sharyn Rowe

CITY OF CANBY, OREGON
 PRINCIPAL EMPLOYERS

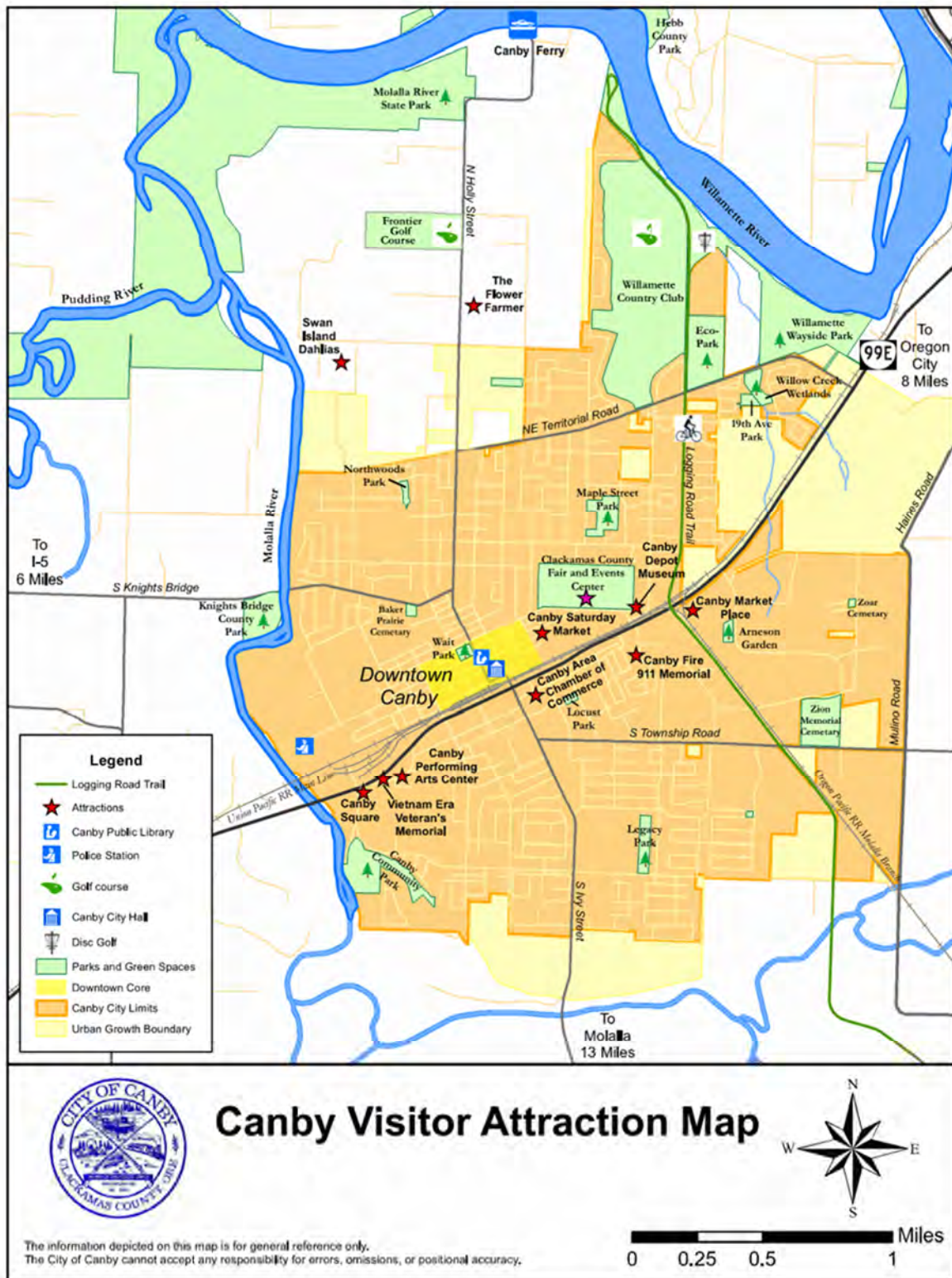
CITY OF CANBY, OREGON

PRINCIPAL EMPLOYERS

2024

| Employer | # of Employees | Rank | |
|------------------------------|----------------|------|----------------------------|
| | | Rank | % of Total City Employment |
| Canby School District | 560 | 1 | 5.86% |
| Pacific Furniture Industries | 301 | 2 | 3.15% |
| Fred Meyer Stores Inc. | 252 | 3 | 2.64% |
| Clarios | 214 | 4 | 2.24% |
| Columbia Distributing | 200 | 5 | 2.09% |
| Shimadzu USA Mfg. Inc. | 181 | 6 | 1.89% |
| Milwaukie Electronics | 178 | 7 | 1.86% |
| Kendal Floral LLC | 134 | 8 | 1.40% |
| ICC Inc. | 130 | 9 | 1.36% |
| City of Canby | 103 | 10 | 1.08% |

Maps





City Council Goals & Objectives 2025 - 2027



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 (SDCs)

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 Street 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 the Local Transportation System

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

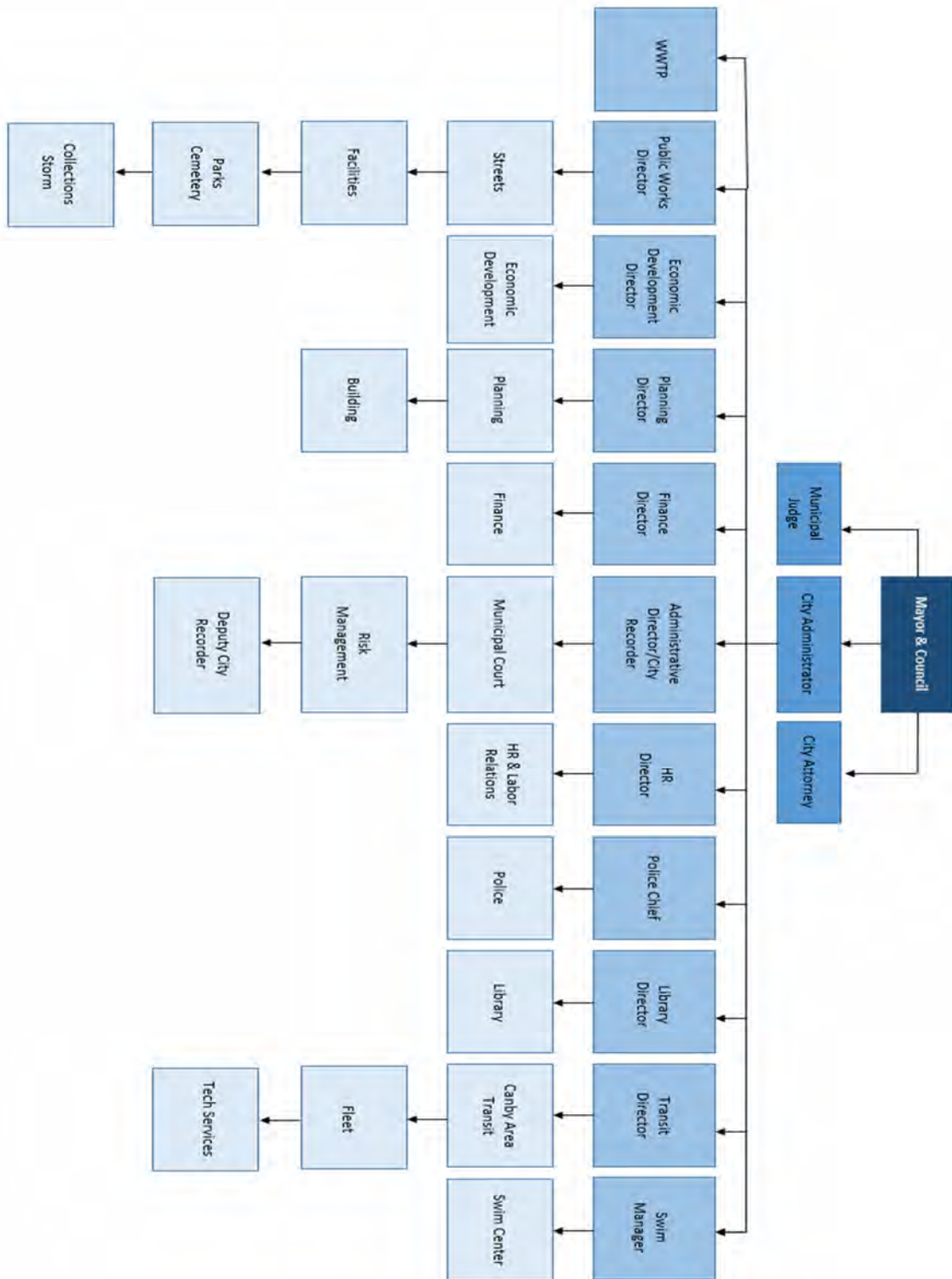
- Evaluate and Determine Funding Options for Parks and Recreation Projects
- Evaluate and Determine a Future Parks and Recreation Sustainable Management Structure

- Evaluate and Implement the Parks Master Plan Structure

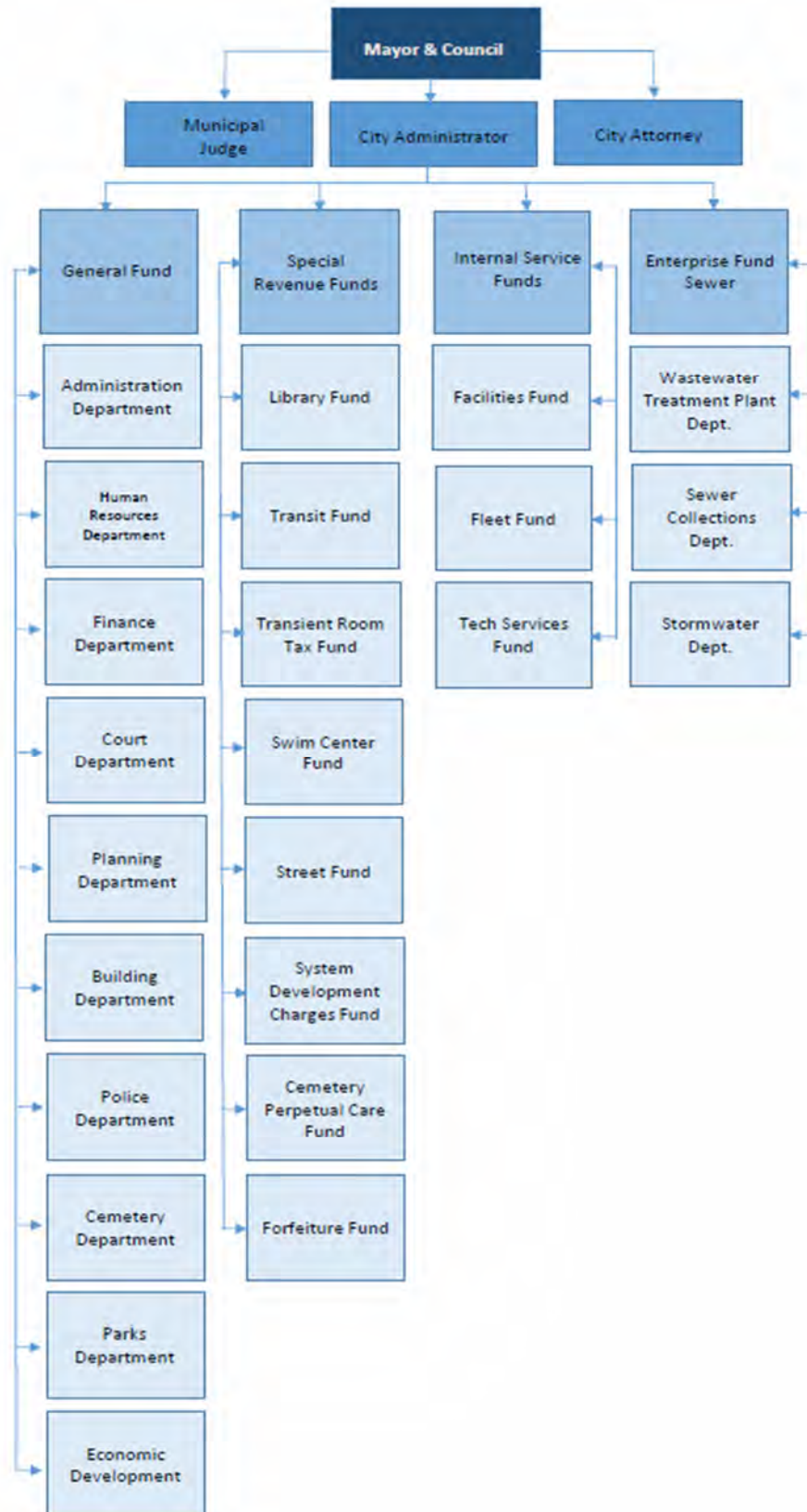
ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

- 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

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 the last portion of the fiscal year the City Council has a planning meeting to adopt or revise 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 is 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 a prorated share of IT services based upon FTE.

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 |

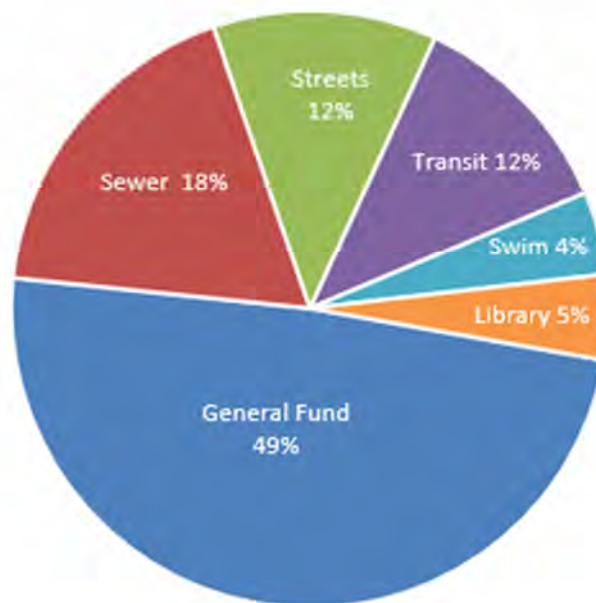
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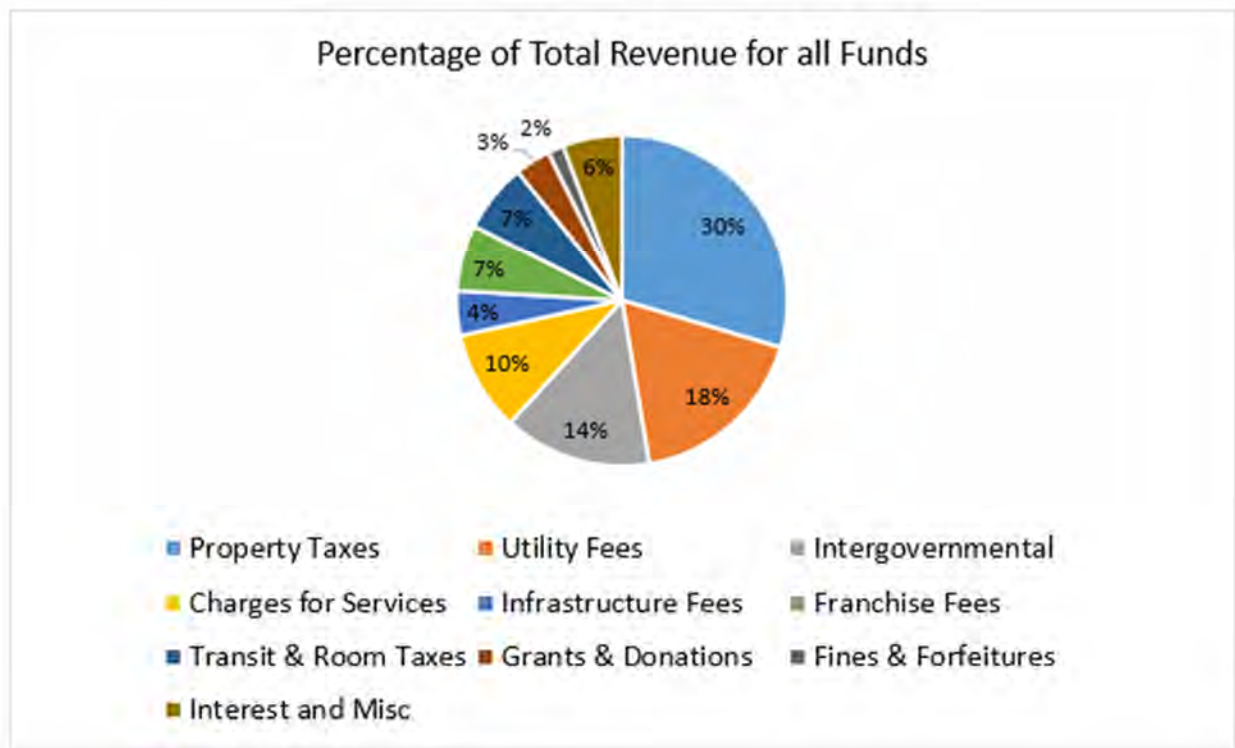
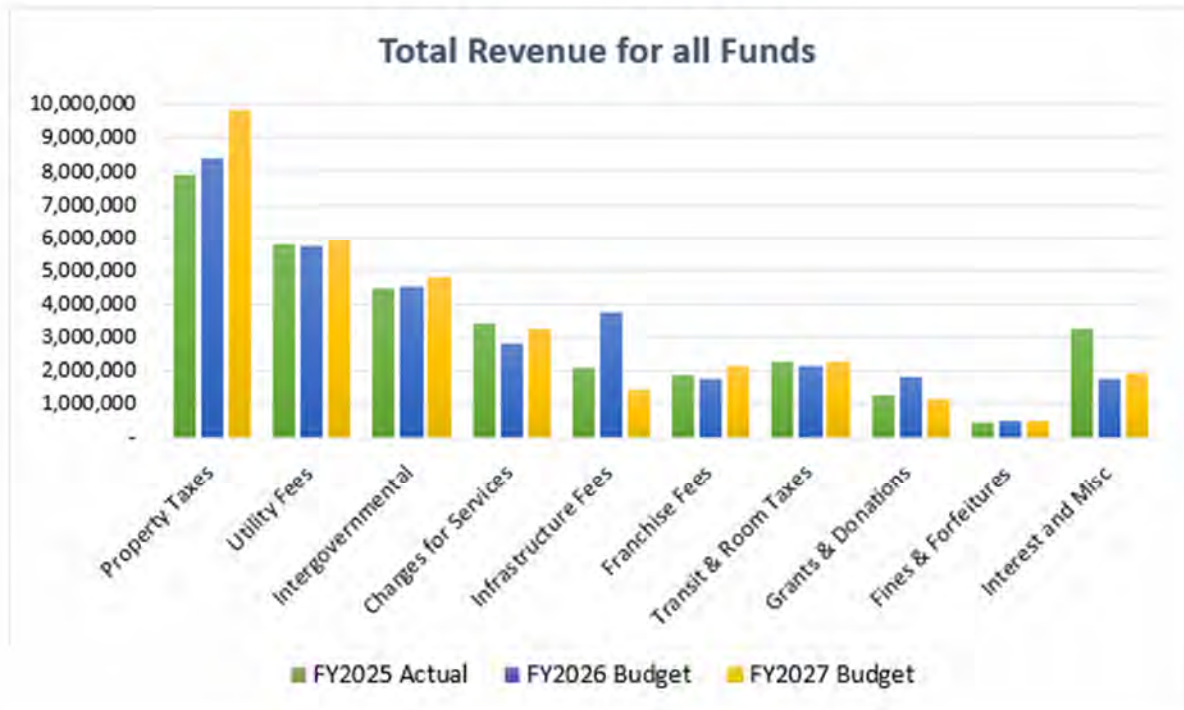
Revenue & Expenditures
Revenue Summary by Source

City-Wide Revenue Summary by Source

| Summary of Resources by Source | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Actual FY2024 | Actual FY2025 | Budget FY2026 | Projected FY2026 | Proposed FY2027 |
| Property Taxes | \$ 7,831,414 | \$ 7,863,615 | \$ 8,394,616 | \$ 8,348,112 | \$ 9,826,057 |
| Utility Fees | 5,658,834 | 5,811,926 | 5,745,000 | 5,745,000 | 6,065,000 |
| Intergovernmental | 4,134,272 | 4,442,305 | 4,542,904 | 4,364,843 | 4,786,442 |
| Infrastructure Fees | 1,242,474 | 2,099,042 | 3,764,654 | 3,214,907 | 3,081,500 |
| Charges for Services | 2,529,694 | 3,436,821 | 2,835,150 | 3,524,750 | 3,252,260 |
| Franchise Fees | 1,833,011 | 1,876,112 | 1,793,000 | 1,886,076 | 2,165,890 |
| Transit & Transient Room Taxes | 2,057,785 | 2,250,078 | 2,144,000 | 2,142,000 | 2,238,000 |
| Grants & Donations | 1,483,205 | 1,276,735 | 1,831,937 | 1,957,409 | 1,157,031 |
| Fines & Forfeitures | 597,281 | 467,105 | 511,000 | 444,437 | 511,000 |
| Interest and Misc Revenue | 3,137,783 | 3,250,463 | 1,760,976 | 2,760,972 | 1,873,950 |
| Transfers In/Other Sources | 4,306,779 | 5,824,001 | 14,721,053 | 5,629,053 | 8,281,643 |
| Total Current Resources | 34,812,533 | 38,598,203 | 48,044,290 | 40,017,559 | 43,238,773 |
| Beginning Fund Balance | 48,903,740 | 51,847,056 | 44,364,361 | 50,752,282 | 47,072,105 |
| Total Resources | \$83,716,273 | \$90,445,259 | \$92,408,651 | \$90,769,841 | \$90,310,878 |

FY2027 Total Proposed City Revenues for the Main Operation Funds





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, limited-time 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:

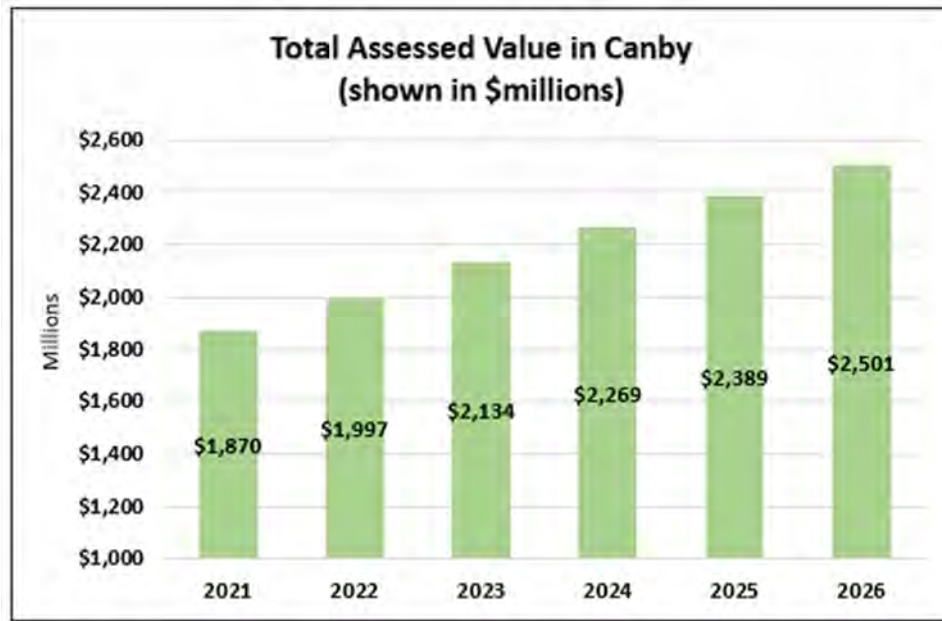
- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistently with rezoning

Limits and Compression

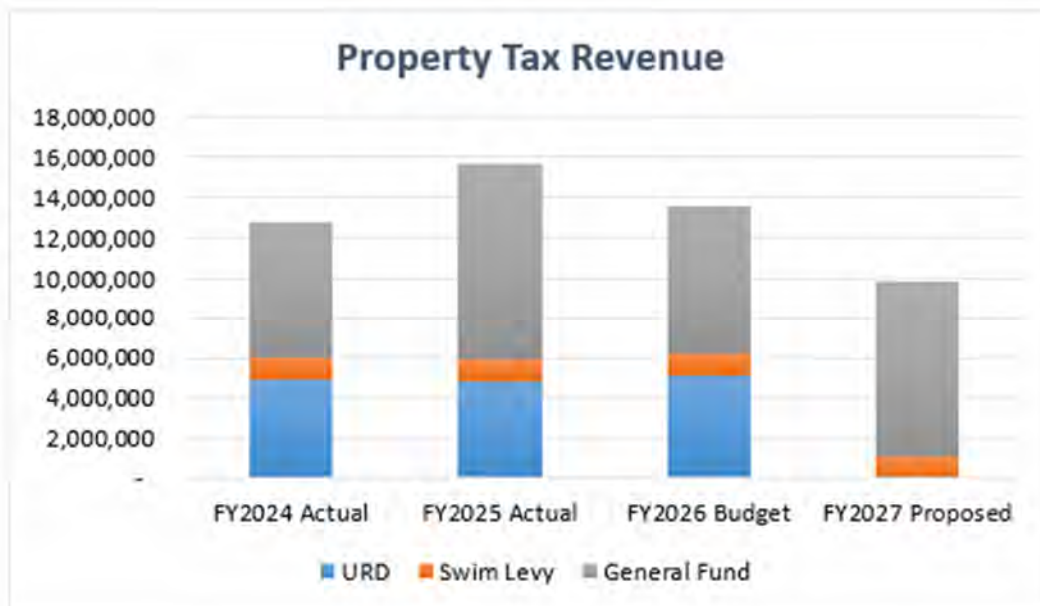
The total tax on a given piece of property is limited as follows:

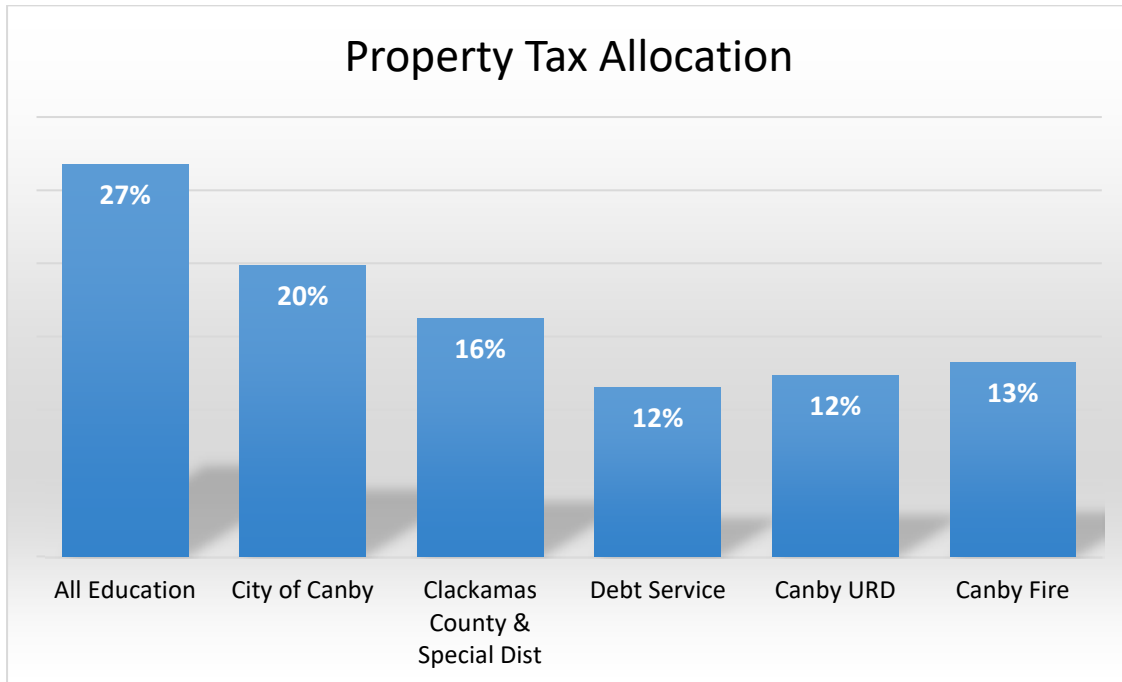
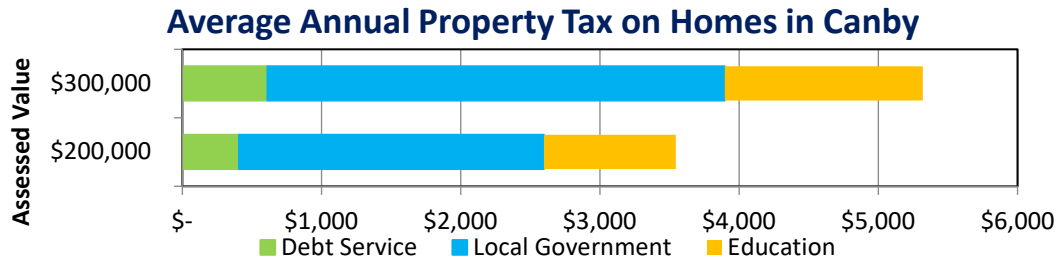
- General Government: \$10 per \$1,000 of RMV
- Education: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation.

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



Property taxes represent approximately 49% of General Fund revenue.





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

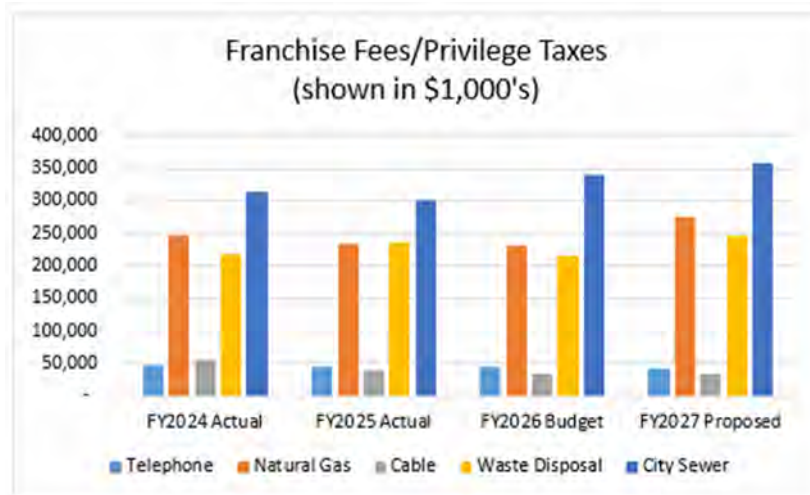
Starting July 1, 2018, the City of Canby instituted a transient room tax. The tax is 6% of lodging sales. Revenue estimates are based on the previous year’s actuals.

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 right 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
- Insurance reimbursements

Detail of Transfers between funds:

| <u>Transfer From:</u> | <u>Transfer To:</u> | | | |
|-----------------------|---------------------|--------------------|---------------------|----------------------|
| | <u>General Fund</u> | <u>Street Fund</u> | <u>Library Fund</u> | <u>Cemetery Fund</u> |
| Library Fund | \$ 217,951 | \$ - | \$ - | \$ - |
| Street Fund | 651,383 | - | - | - |
| Transit Fund | 183,597 | - | - | - |
| Swim Fund | 165,861 | - | - | - |
| Sewer Fund | 778,726 | - | - | - |
| General Fund | 36,406 | - | - | - |
| URA GF | - | - | - | - |
| SDC Fund | 120,000 | 4,764,369 | - | - |
| General Fund | - | - | 325,000 | - |
| Cemetery Fund | 38,350 | - | 500,000 | - |
| Library Fund | - | - | - | 500,000 |
| Total | <u>\$ 2,192,274</u> | <u>\$4,764,369</u> | <u>\$ 825,000</u> | <u>\$ 500,000</u> |

Purpose:

Overhead and Economic Development Reimbursement

Capital Project Funding

General fund contribution to the Library

Interfund loan until tax revenue is received and the corresponding loan payback

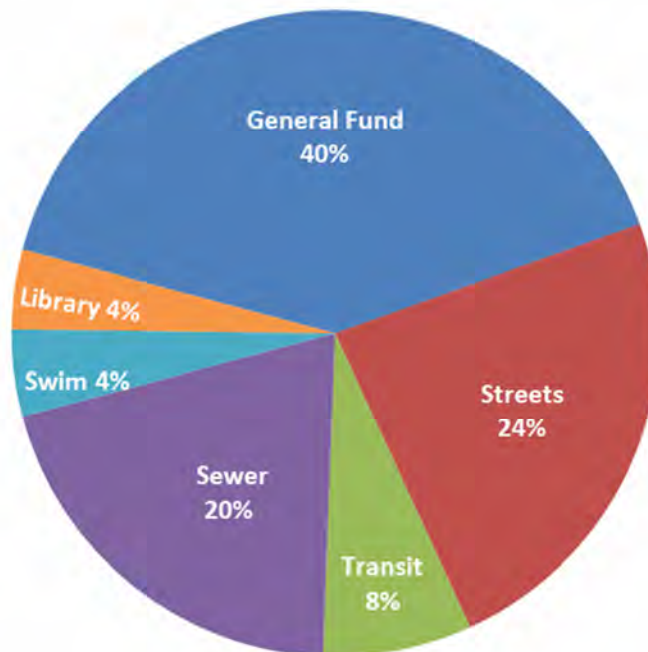
Expense Summary by Category

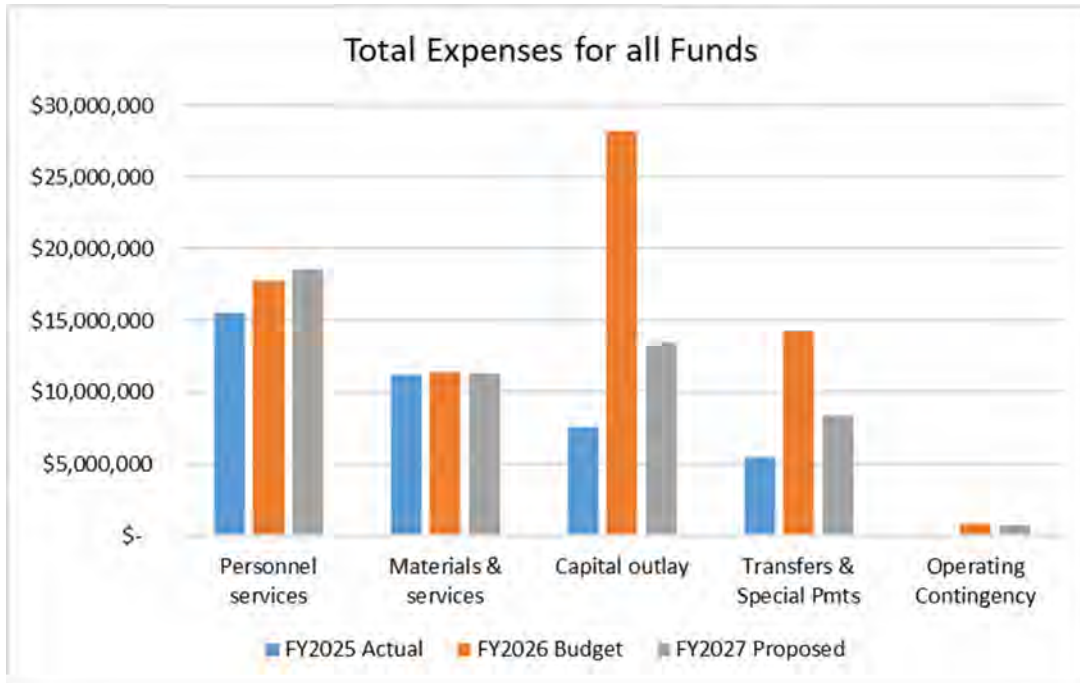
City-Wide Expenses by Category

Summary of Requirements by Category

| | Actual FY2024 | Actual FY2025 | Budget FY2026 | Projected FY2026 | Proposed FY2027 |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Personnel Services | \$ 14,425,712 | \$ 15,524,917 | \$ 17,790,350 | \$ 16,364,357 | \$ 18,581,412 |
| Materials & Services | 9,912,096 | 11,198,176 | 11,360,343 | 11,053,898 | 11,259,145 |
| Capital Outlay | 3,413,081 | 7,491,455 | 28,237,500 | 10,498,821 | 13,450,500 |
| Debt Service | 13,939 | 13,457 | 15,000 | 11,794 | - |
| Special Payments | 12,833 | 17,662 | 25,000 | 14,000 | 15,000 |
| Transfers Out | 3,881,779 | 5,399,001 | 14,296,053 | 5,804,053 | 8,325,201 |
| Operating Contingency | - | - | 792,092 | 22,000 | 686,940 |
| Total Current Requirements | 31,659,439 | 39,644,668 | 72,516,338 | 43,768,923 | 52,318,198 |
| Reserved for Future Years | - | - | 22,755,429 | 47,072,105 | 37,992,680 |
| Ending Fund Balance | 51,847,041 | 50,752,282 | - | - | - |
| Total Requirements | \$ 83,506,480 | \$ 90,396,949 | \$ 95,271,767 | \$ 90,841,028 | \$ 90,310,878 |

FY2027 Total Budgeted City Expenditures for the Main Operating Funds



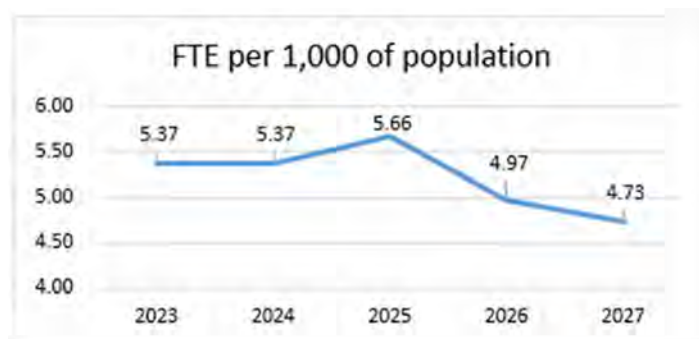


Overview of Major Categories of Expense

Personnel Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



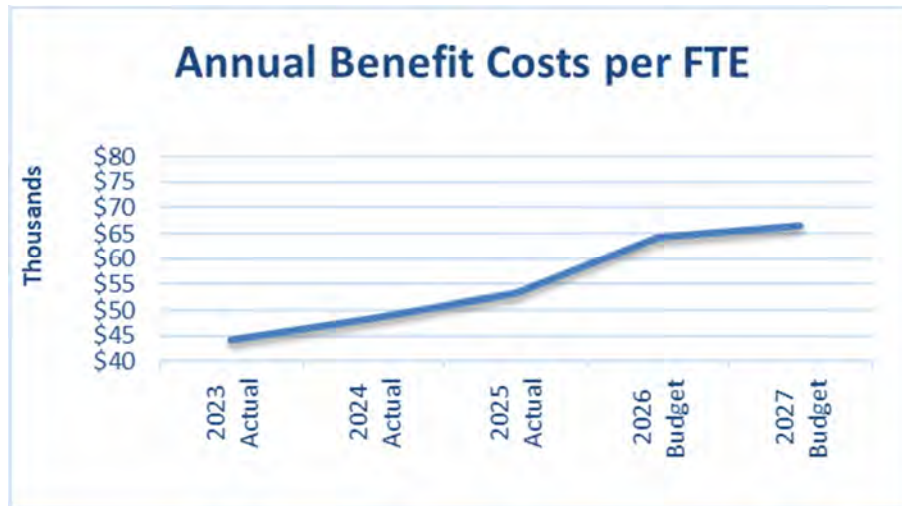
Position changes are described in the City Administrator’s Budget Message.

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 15% to 22%.



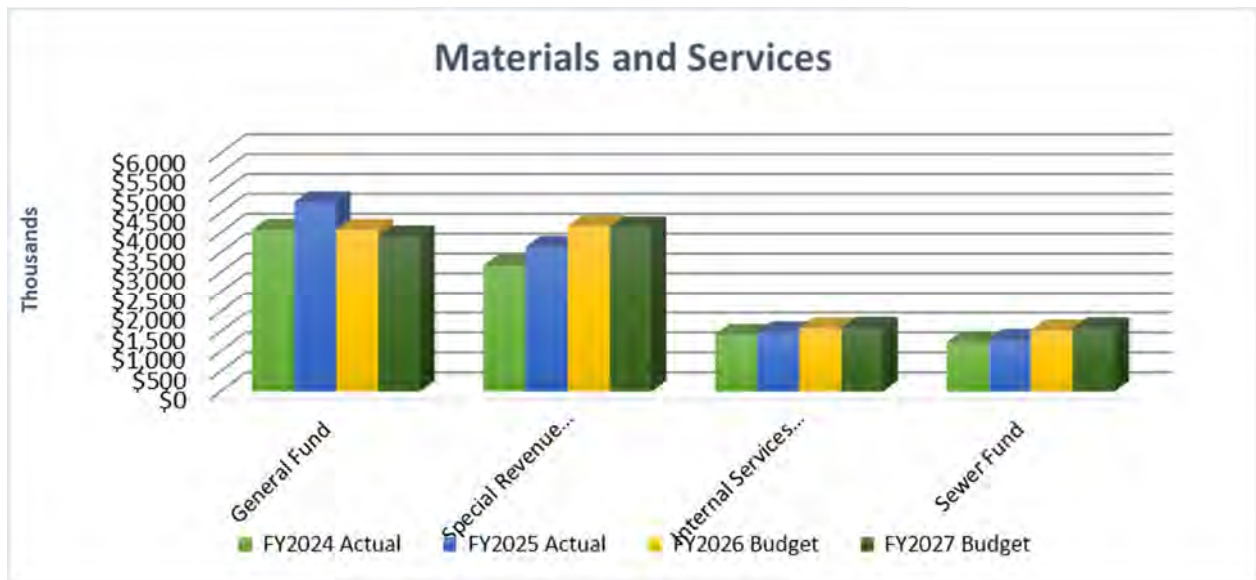
The most recent adopted PERS rates for the City of Canby and the prior year are:

| PERS Rate | FY2026 | FY2027 | FY2027 +/-(-) |
|--------------|--------|--------|---------------|
| Tier 1 & 2 | 26.87% | 26.87% | 0.00% |
| OPSRP | 21.65% | 21.65% | 0.00% |
| OPSRP Police | 26.92% | 26.92% | 0.00% |

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 39 & 40.

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

Beginning with the FY2026-27 fiscal year, the City has no long-term debt.

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 (FY27 Through FY31) | | | | | | |
|---|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Streets | Estimated Cost | FY27 | FY28 | FY29 | FY30 | FY31 |
| Industrial Park Connection to 99E | \$ 6,000,000 | \$ 6,000,000 | \$ - | \$ - | \$ - | \$ - |
| Maple Street NE 14th to NE Territorial | 950,000 | - | - | 950,000 | - | - |
| 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 | 2,400,000 | - | - | 250,000 | 2,150,000 | - |
| N Pine St Realignment | 2,840,000 | 350,000 | 1,000,000 | 1,490,000 | - | - |
| URA Projects (NW 2nd Ave Fir to Ivy Sidewalk/Street ADA Improvements) | 1,417,000 | 1,417,000 | - | - | - | - |
| Asset Management Program | 50,000 | 50,000 | - | - | - | - |
| | <u>\$ 19,157,000</u> | <u>\$ 9,267,000</u> | <u>\$ 2,750,000</u> | <u>\$ 3,490,000</u> | <u>\$ 2,850,000</u> | <u>\$ 800,000</u> |
| Parks | Estimated Cost | FY27 | FY28 | FY29 | FY30 | FY31 |
| South Canby Off Leash Dog Park | \$ 500,000 | \$ 100,000 | \$ 400,000 | \$ - | \$ - | \$ - |
| 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) | 600,000 | - | 600,000 | - | - | - |
| Ivy Ridge Park Plan | 300,000 | - | - | 300,000 | - | - |
| Initiate Trails Master Plan (Emerald Necklace) | 200,000 | - | - | 200,000 | - | - |
| ADA Evaluation for all Parks | 200,000 | - | 200,000 | - | - | - |
| | <u>\$ 7,800,000</u> | <u>\$ 100,000</u> | <u>\$ 1,200,000</u> | <u>\$ 500,000</u> | <u>\$ 3,000,000</u> | <u>\$ 3,000,000</u> |
| Transit | Estimated Cost | FY27 | FY28 | FY29 | FY30 | FY31 |
| Construct New Transit Office | \$ 9,500,000 | \$ - | \$ 3,000,000 | \$ 3,000,000 | \$ - | \$ 3,500,000 |
| Vehicles | \$ 3,200,000 | \$ - | \$ 1,700,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 |
| Transit Shed | 30,000 | 30,000 | - | - | - | - |
| | <u>\$ 12,730,000</u> | <u>\$ 30,000</u> | <u>\$ 4,700,000</u> | <u>\$ 3,500,000</u> | <u>\$ 500,000</u> | <u>\$ 4,000,000</u> |
| IT | Estimated Cost | FY27 | FY28 | FY29 | FY30 | FY31 |
| Servers | 200,000 | 100,000 | 100,000 | - | - | - |
| | <u>200,000</u> | <u>100,000</u> | <u>100,000</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Storm | Estimated Cost | FY27 | FY28 | FY29 | FY30 | FY31 |
| Knights Bridge Runoff Treatment | \$ 150,000 | \$ - | \$ - | \$ - | \$ 150,000 | \$ - |
| Drywells | 90,000 | 90,000 | - | - | - | - |
| Street Sweeper | 500,000 | - | 500,000 | - | - | - |
| Industrial Park Connection to 99E | 840,000 | 840,000 | - | - | - | - |
| N Pine St Realignment | 700,000 | - | 700,000 | - | - | - |
| Upsize NW 2nd Storm Line | 340,000 | - | - | 340,000 | - | - |
| Sewer Camera (shared cost w/ Collections) | 60,000 | 60,000 | - | - | - | - |
| Asset Management Program | 50,000 | 50,000 | - | - | - | - |
| | <u>\$ 2,730,000</u> | <u>\$ 1,040,000</u> | <u>\$ 1,200,000</u> | <u>\$ 340,000</u> | <u>\$ 150,000</u> | <u>\$ -</u> |
| Sanitary - Collections | Estimated Cost | FY27 | FY28 | FY29 | FY30 | FY31 |
| Lift Station - N Holly | \$ 2,000,000 | \$ 200,000 | \$ 1,800,000 | \$ - | \$ - | \$ - |
| Industrial Park Connection to 99E | 426,000 | 426,000 | - | - | - | - |
| N Pine St Realignment | 700,000 | - | 700,000 | - | - | - |
| Replace 34th Pump Station Pressure Line | 200,000 | - | - | 200,000 | - | - |
| Asset Management Program | 50,000 | 50,000 | - | - | - | - |
| Sewer Camera (shared cost w/ Storm) | 100,000 | 100,000 | - | - | - | - |
| Knights Bridge Pump Station Removal | 2,200,000 | - | 200,000 | 2,000,000 | - | - |
| | <u>\$ 5,676,000</u> | <u>\$ 776,000</u> | <u>\$ 2,700,000</u> | <u>\$ 2,200,000</u> | <u>\$ -</u> | <u>\$ -</u> |

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

| Sanitary - Waste Water Treatment Plant | Estimated Cost | FY27 | FY28 | FY29 | FY30 | FY31 |
|---|---------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| U.V. System Replacement | \$ 2,000,000 | \$ 2,000,000 | \$ - | \$ - | \$ - | \$ - |
| Primary Clarifier Refurbishment | 60,000 | 60,000 | - | - | - | - |
| Solids Dewatering Equipment | 2,350,000 | 750,000 | 1,600,000 | - | - | - |
| Administration Bldg. Safety & Security Upgrade | 1,550,000 | - | - | 250,000 | 1,300,000 | - |
| Influent Pump & Recycle Pump Replacement | 1,000,000 | 500,000 | 500,000 | - | - | - |
| 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 | 20,000 |
| Lime Silo Alternatives Analysis/Replacement | 650,000 | - | 50,000 | 600,000 | - | - |
| Asset Management Program | 50,000 | 50,000 | - | - | - | - |
| Outfall Repair | 50,000 | 50,000 | - | - | - | - |
| WWTP Electrical Condition Assessment | 50,000 | 50,000 | - | - | - | - |
| | <u>\$ 14,825,000</u> | <u>\$ 3,475,000</u> | <u>\$ 2,665,000</u> | <u>\$ 4,865,000</u> | <u>\$ 3,820,000</u> | <u>\$ 20,000</u> |
| Swim Center | Estimated Cost | FY27 | FY28 | FY29 | FY30 | FY31 |
| Locker Room & Bathroom Updates | \$ 750,000 | \$ 575,000 | \$ - | \$ - | \$ - | \$ - |
| Painting the Pool Tank | - | - | - | 29,000 | - | - |
| Roof Recoating | - | - | 25,000 | - | - | - |
| Boiler Replacement | - | - | 50,000 | - | - | - |
| Pipe Replacement | - | - | 70,000 | - | - | - |
| | <u>750,000</u> | <u>575,000</u> | <u>145,000</u> | <u>29,000</u> | <u>-</u> | <u>-</u> |
| Shared Capital Improvement Projects | Cumulative Estimated Cost | FY27 | FY28 | FY29 | FY30 | FY31 |
| Industrial Park Connection to 99E | \$ 7,266,000 | \$ 7,266,000 | \$ - | \$ - | \$ - | \$ - |
| Sewer Camera (\$100K Collections, \$60K Stormwater) | 160,000 | 160,000 | - | - | - | - |
| N Pine St Realignment | 4,240,000 | 350,000 | 2,400,000 | 1,490,000 | - | - |
| Asset Management Program | 200,000 | 200,000 | - | - | - | - |
| | <u>\$ 11,866,000</u> | <u>\$ 7,976,000</u> | <u>\$ 2,400,000</u> | <u>\$ 1,490,000</u> | <u>\$ -</u> | <u>\$ -</u> |
| Grand Total | \$ 63,868,000 | \$ 15,363,000 | \$ 15,460,000 | \$ 14,924,000 | \$ 10,320,000 | \$ 7,820,000 |

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 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.

Current Year Capital Projects

***Indicates Shared Capital Improvement Projects**

Street Maintenance Projects

Annual street maintenance projects includes paving streets within Canby. In addition to the paving, the City uses the gas tax to improve ADA accessibility where paving has occurred.

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.

URA Projects (NW 2nd Avenue, Fir to Ivy, Sidewalk, Street ADA Improvements)

The redevelopment on N Fir Street between NW 1st Avenue and NW 2nd Avenue, and NW 2nd Avenue from Fir to Elm is the final Urban Renewal District project. The improvements include new curb and sidewalks on both sides of Fir, the south side of 2nd, and the east side of Elm, and new curb extensions at the SE and SW corners of 2nd/Fir and the SE corner of 2nd/Elm. The project will improve safety and complete development in the downtown core.

Asset Management Program*

The Asset Management Program will be used to track, manage, and optimize physical and digital assets throughout their lifecycle, providing real-time visibility, automating maintenance, ensuring compliance, and reducing costs.

South Canby Off Leash Dog Park

The Park & Recreation Advisory Board recommended an off-leash dog park in the City. The project has been discussed for many years and staff intends to find a suitable spot on the South side of town. The development of this park will increase maintenance by 1,000 hours annually. Staff will engage a design and begin planning and permitting process in FY '27.

IT Servers

The IT department will take on the necessary replacement of IT Servers. Updating the servers will allow for increased system reliability, support growing needs, and ensure compatibility.

Drywells

Two locations in Canby have failed storm systems. The drywells will be replaced to help alleviate storm runoff in the system.

Sewer Camera*

The sewer camera replacement will bring a necessary upgrade to the storm and collections systems to improve inspection and maintenance of underground pipes.

Street Sweeper

The City will purchase a new street sweeper to continue its dedication to clean streets, free of debris. The street sweeper is deployed throughout Canby on a weekly basis and therefore sees wear and tear.

Lift Station – N Holly

With the continued expansion of housing developments to the north, the City needs to install a new sanitary lift station to serve the planned residential subdivisions in the future.

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.

Primary Clarifier Refurbishment

The refurbishment of the primary clarifier will improve the efficiency of removing solids, grease, and other contaminants before secondary treatment. This will extend the equipment's lifespan, reduce maintenance cost, and increase the plant's overall treatment capacity.

Solids Dewatering Equipment

This project will address the machinery used to remove water from sludge or biosolids, which reduces the materials volume and weight before disposal or further processing.

Influent Pump & Recycle Pump Replacement

The replacement of the influent pump and recycle pump will improve flow reliability, energy efficiency, and overall treatment performance to address capacity demands.

Swim Center Locker Room & Bathroom Updates

The Canby Swim Center is undergoing necessary updates to renovate locker rooms and bathrooms and make them more accessible and user-friendly. Additionally, updates to the front lobby and office will enhance staff's ability to serve swim center users.

Capital Projects (Continued)**Construction of a new Transit Office Building**

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 Boundy and future City Limits.

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.

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

URA Projects (NW 2nd Avenue, Fir to Ivy, Sidewalk, Street ADA Improvements)

The redevelopment on N Fir Street between NW 1st Avenue and NW 2nd Avenue, and NW 2nd Avenue from Fir to Elm is the final Urban Renewal District project. The improvements include new curb and sidewalks on both sides of Fir, the south side of 2nd, and the east side of Elm, and new curb extensions at the SE and SW corners of 2nd/Fir and the SE corner of 2nd/Elm. The project will improve safety and complete development in the downtown core.

Asset Management Program*

The Asset Management Program will be used to track, manage, and optimize physical and digital assets throughout their lifecycle, providing real-time visibility, automating maintenance, ensuring compliance, and reducing costs.

Budget Detail

Budget Summary by Fund

FY2027 Proposed Budget

| | General Fund | Library Fund | Transit Fund | Swim Fund | 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 | \$ 3,753,150 | \$ 315,239 | \$ 4,032,495 | \$ 2,581,845 | \$ 148,977 | \$ 8,463,364 | \$ 14,940,904 | \$ 1,471,870 | \$ 52,052 | \$ 166,689 | \$ 77,854 | \$ 170,184 | \$ 10,897,480 | \$ 47,072,105 |
| Revenue | 14,119,819 | 1,330,165 | 3,396,136 | 1,315,500 | 38,500 | 3,502,060 | 3,531,500 | 63,000 | 5,850 | 604,500 | 972,100 | 828,000 | 5,240,000 | 34,947,130 |
| Transfers In | 2,192,274 | 825,000 | - | - | - | 4,764,369 | - | 500,000 | - | - | - | - | - | 8,281,643 |
| Other Sources | - | 10,000 | - | - | - | - | - | - | - | - | - | - | - | 10,000 |
| Total Resources | \$ 20,065,243 | \$ 2,480,404 | \$ 7,428,631 | \$ 3,897,345 | \$ 187,477 | \$ 16,729,793 | \$ 18,472,404 | \$ 2,034,870 | \$ 57,902 | \$ 771,189 | \$ 1,049,954 | \$ 998,184 | \$ 16,137,480 | \$ 90,310,878 |
| Requirements | | | | | | | | | | | | | | |
| Personnel Services | \$ 12,287,691 | \$ 1,224,841 | \$ 416,333 | \$ 561,294 | \$ 13,728 | \$ 1,112,959 | \$ - | \$ - | \$ - | \$ 190,663 | \$ 368,858 | \$ 146,676 | \$ 2,258,369 | \$ 18,581,412 |
| Materials & Services | 3,929,375 | 384,195 | 2,602,116 | 435,326 | 12,500 | 691,880 | - | - | 12,000 | 462,750 | 581,973 | 562,413 | 1,584,617 | 11,259,145 |
| Capital Outlay | 287,000 | - | 30,000 | 725,000 | - | 7,850,000 | - | - | - | 17,500 | - | 100,000 | 4,441,000 | 13,450,500 |
| Debt Service | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Special Payments | 5,000 | 10,000 | - | - | - | - | - | - | - | - | - | - | - | 15,000 |
| Transfers Out | 404,964 | 717,951 | 183,597 | 165,861 | - | 651,383 | 4,884,369 | 538,350 | - | - | - | - | 778,726 | 8,325,201 |
| Contingency | 130,000 | - | 150,922 | - | - | 90,242 | - | - | - | 32,671 | 47,542 | 35,563 | 200,000 | 686,940 |
| Reserve for Future Exp | 3,021,213 | 143,417 | 4,045,663 | 2,009,864 | 161,249 | 6,333,329 | 13,588,035 | 1,496,520 | 45,902 | 67,606 | 51,582 | 153,532 | 6,874,768 | 37,992,680 |
| Total Requirements | \$ 20,065,243 | \$ 2,480,404 | \$ 7,428,631 | \$ 3,897,345 | \$ 187,477 | \$ 16,729,793 | \$ 18,472,404 | \$ 2,034,870 | \$ 57,902 | \$ 771,189 | \$ 1,049,954 | \$ 998,184 | \$ 16,137,480 | \$ 90,310,878 |

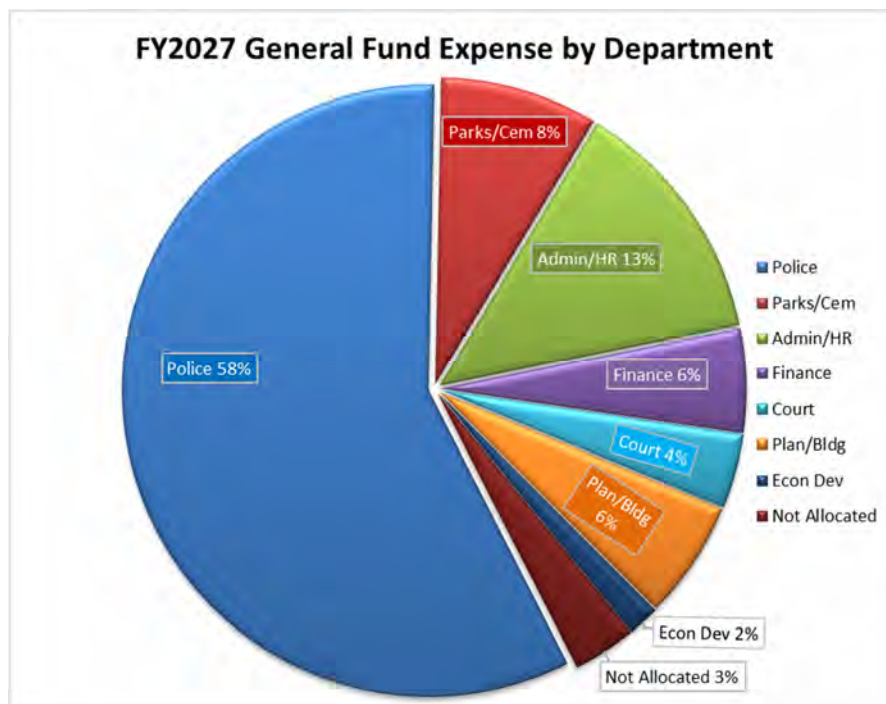
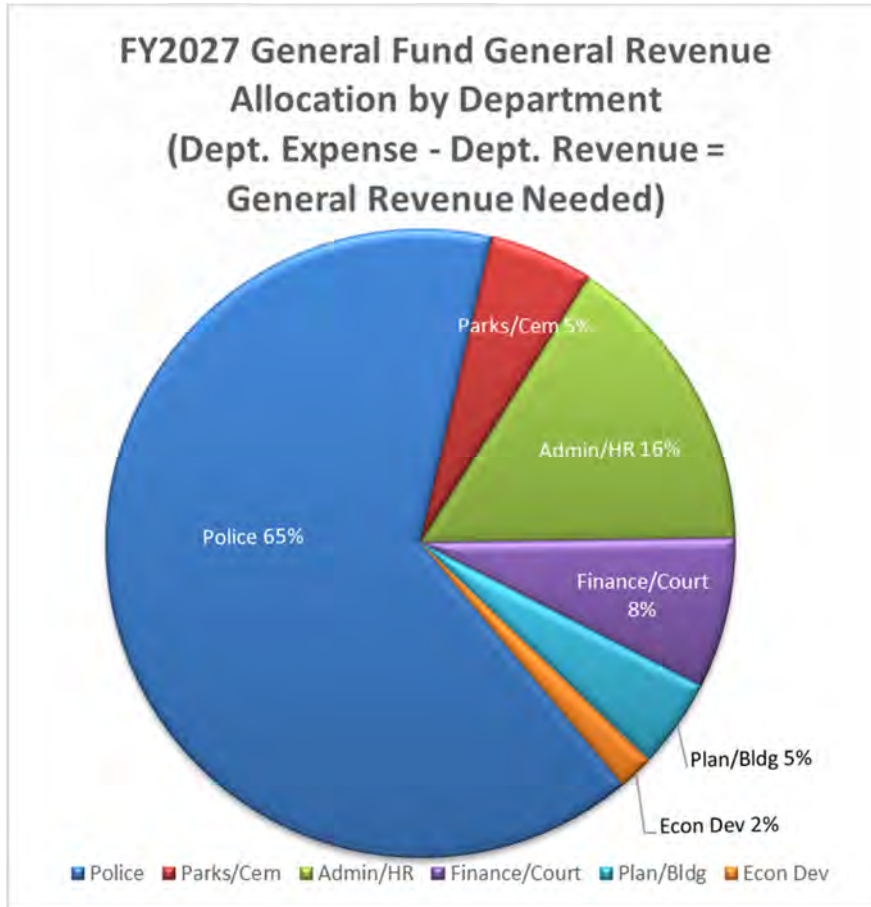
| | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|----------------------------|---------------|---------------|---------------|------------------|-----------------|
| Operating Revenue | \$ 12,001,535 | \$ 11,826,181 | \$ 12,194,290 | \$ 12,303,976 | \$ 14,119,819 |
| 20% of operating revenue | 2,400,307 | 2,365,236 | 2,438,858 | 3,691,193 | 2,823,964 |
| 25% of operating revenue | 3,000,384 | 2,956,545 | 3,048,573 | 4,921,590 | 3,529,955 |
| Ending Fund Balance | 7,623,634 | 5,221,496 | 2,434,946 | 3,624,359 | 2,996,686 |
| EFB % of operating revenue | 64% | 44% | 20% | 29% | 21% |

*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.

Budget Detail

General Fund

| | FY2024 | FY2025 | FY2026 | FY2026 | FY2027 |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| | Actual | Actual | Budget | Projected | Proposed |
| Beginning Fund Balance | \$ 8,818,206 | \$ 7,668,974 | \$ 4,805,737 | \$ 5,269,061 | \$ 3,753,150 |
| Revenue | | | | | |
| Non-Departmental | 9,849,181 | 9,803,388 | 9,998,640 | 10,347,566 | 11,911,047 |
| Court | 597,281 | 461,739 | 494,000 | 437,000 | 506,000 |
| Planning | 350,416 | 401,488 | 345,100 | 391,050 | 268,100 |
| Building | 41,779 | 75,940 | 60,000 | 75,000 | 145,000 |
| Police | 354,080 | 402,641 | 638,400 | 384,210 | 615,772 |
| Parks | 528,714 | 587,119 | 571,150 | 571,150 | 586,200 |
| Cemetery | 62,875 | 51,370 | 54,000 | 61,000 | 62,200 |
| Economic Dev | 217,210 | 42,496 | 33,000 | 37,000 | 25,500 |
| Transfers In & Other Sources | <u>1,993,650</u> | <u>3,595,925</u> | <u>7,104,053</u> | <u>4,304,053</u> | <u>2,192,274</u> |
| Total General Fund Resources | <u>\$ 22,813,391</u> | <u>\$ 23,091,080</u> | <u>\$ 24,104,080</u> | <u>\$ 21,877,090</u> | <u>\$ 20,065,243</u> |
| Administration | | | | | |
| Personnel Services | 600,496 | 603,605 | 589,750 | 640,576 | 672,894 |
| Materials & Services | 349,305 | 478,552 | 456,238 | 404,538 | 432,587 |
| HR & Risk Management | | | | | |
| Personnel Services | 140,010 | 128,933 | 272,500 | 169,036 | 401,364 |
| Materials & Services | 619,106 | 664,494 | 802,943 | 727,677 | 747,208 |
| Finance | | | | | |
| Personnel Services | 666,143 | 726,638 | 759,000 | 652,500 | 742,649 |
| Materials & Services | 189,494 | 225,822 | 199,643 | 226,326 | 202,949 |
| Court | | | | | |
| Personnel Services | 264,189 | 353,101 | 409,500 | 398,752 | 438,410 |
| Materials & Services | 186,557 | 226,127 | 246,555 | 242,255 | 227,482 |
| Planning | | | | | |
| Personnel Services | 452,500 | 574,990 | 662,000 | 609,806 | 715,501 |
| Materials & Services | 633,632 | 354,770 | 343,158 | 254,125 | 198,599 |
| Building | | | | | |
| Personnel Services | 131,047 | 134,412 | 154,000 | 135,786 | 132,986 |
| Materials & Services | 740 | 982 | 972 | 927 | 927 |
| Transfers Out | 20,074 | 23,544 | 19,020 | 19,020 | 19,565 |
| Police | | | | | |
| Personnel Services | 6,148,143 | 6,744,190 | 7,771,900 | 6,959,798 | 8,157,283 |
| Materials & Services | 1,161,627 | 1,369,825 | 1,457,595 | 1,351,047 | 1,540,734 |
| Capital Outlay | 541,330 | 238,606 | 95,000 | 97,775 | 167,000 |
| Parks | | | | | |
| Personnel Services | 673,856 | 667,586 | 693,050 | 745,848 | 676,297 |
| Materials & Services | 256,926 | 326,603 | 319,984 | 279,184 | 325,513 |
| Capital Outlay | 295,205 | 1,692,143 | 4,800,000 | 2,625,000 | 120,000 |
| Cemetery | | | | | |
| Personnel Services | 162,556 | 175,982 | 227,250 | 216,416 | 230,077 |
| Materials & Services | 18,036 | 21,939 | 29,100 | 27,050 | 38,350 |
| Capital Outlay | 19,351 | - | - | - | - |
| Economic Development | | | | | |
| Personnel Services | 416,966 | 461,045 | 490,500 | 520,189 | 120,230 |
| Materials & Services | 367,710 | 168,110 | 137,941 | 130,658 | 103,453 |
| Transfers Out | 71,472 | 94,512 | 59,078 | 59,078 | 60,399 |
| Non-Departmental | | | | | |
| Personnel Services | 88,513 | 90,000 | 85,000 | - | - |
| Materials & Services | 294,430 | 935,051 | 82,573 | 300,573 | 111,573 |
| Special Payments | - | 5,456 | 5,000 | 5,000 | 5,000 |
| Transfers Out | 375,000 | 335,000 | 325,000 | 325,000 | 325,000 |
| Operating Contingency | - | - | 130,000 | - | 130,000 |
| Reserved for Future Expense | | | | | |
| PEG - Restricted | 45,340 | 47,568 | 44,884 | 51,127 | 24,527 |
| Workers Compensation | 14,977 | 14,977 | 14,977 | - | - |
| Maple Park Turf Replacement - Committed | - | - | 35,000 | 35,000 | 70,000 |
| Property Acquisition - Assigned | - | - | - | - | 500,000 |
| Fleet Replacement - Assigned | - | - | - | - | 250,000 |
| Parks Reserve - Assigned | - | - | - | 77,664 | 193,549 |
| Unrestricted | <u>7,608,657</u> | <u>5,206,519</u> | <u>2,384,969</u> | <u>3,589,359</u> | <u>1,983,137</u> |
| Total General Fund Requirements | <u>\$ 22,813,391</u> | <u>\$ 23,091,080</u> | <u>\$ 24,104,080</u> | <u>\$ 21,877,090</u> | <u>\$ 20,065,243</u> |



Administration

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

2025-2026 Highlights

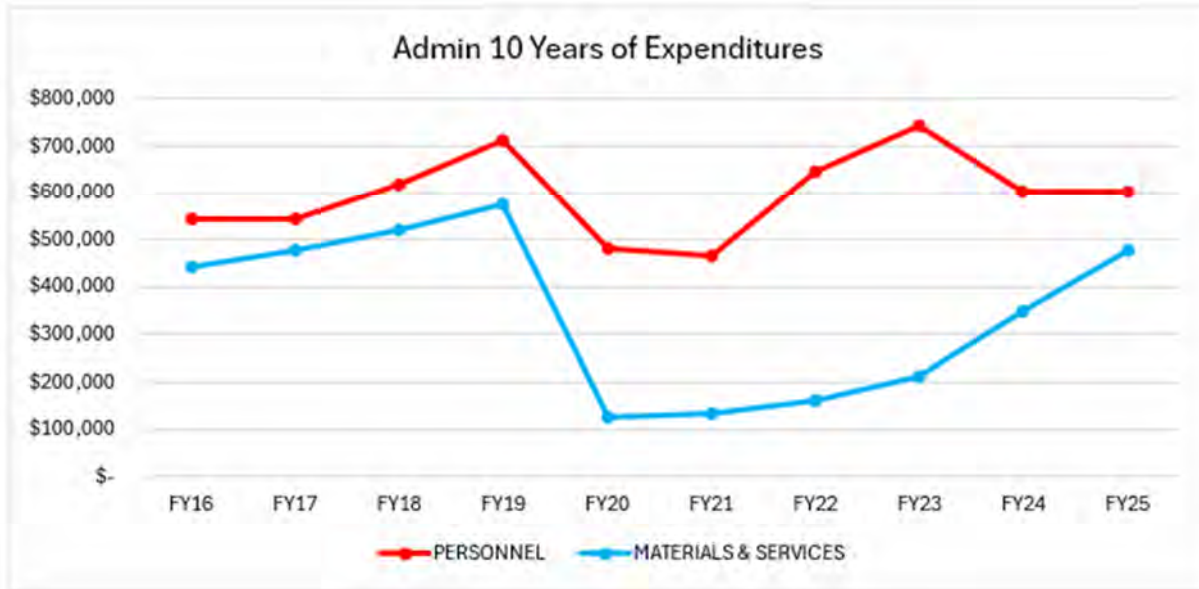
- Refreshed Status on Current City Council & Urban Renewal Agency Goals & Objectives
- Held 29 City Council Meetings & 11 Work Sessions
- Adopted 28 Resolutions & 23 Ordinances
- Updated Council Operating Policies & Guidelines
- Held Mid-Year Budget Review
- Hired two new Department Directors (Finance & Public Works)

2026-2027 Goals

- Hire a Permanent City Administrator
- Implement Clerkbases Online Program for Committees, Commissions, & Boards
- Present Revenue Options to City Council, "right size" service levels w/community expectations
- Complete Long-Term Planning Updates
- Terminate Canby Urban Renewal Agency, consider new locations for CURA 2.0
- Update Street & Parks Maintenance Fee Rates
- Renew Swim Center Levy
- Audit all Franchise Agreements

Hire Police Chief and Public Works Director





Budget Detail

General Fund

| GENERAL FUND - ADMINISTRATION | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|------------------|------------------|------------------|---------------------|--------------------|---|
| REQUIREMENTS FOR ADMINISTRATION | | | | | | COMMENTS & DETAILS |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 402,941 | 393,524 | 372,500 | 394,268 | 429,120 | |
| Overtime | 121 | 443 | 1,000 | 2,446 | 1,000 | FY26 due to employee coverage |
| Employee Benefits | 74,992 | 79,615 | 76,500 | 84,530 | 81,100 | |
| Taxes/Other | 37,809 | 33,361 | 32,250 | 40,888 | 35,237 | |
| PERS Contributions | 84,634 | 96,662 | 107,500 | 118,444 | 126,437 | 136% increase in last 10 years |
| Total Admin Personnel Services | 600,496 | 603,605 | 589,750 | 640,576 | 672,894 | |
| FTE | 4.4 | 3.3 | 2.9 | 3.4 | 3.0 | |
| MATERIALS & SERVICES | | | | | | |
| Election | - | 359 | 18,000 | - | - | No election cost during non-presidenetial elections |
| Prof/Tech Services | 176,348 | 15,082 | 50,000 | 30,000 | 50,000 | For Chaves Consulting (ORMS) City's electronic records system, minute transcription, and Federal lobbying Contract with CFM BEH Legal Services (Going forward project costs will be charged to the project) |
| Attorney Services | - | 267,168 | 215,000 | 215,000 | 215,000 | Willamette Falls Studios - Broadcasting for City Council & URA meetings |
| WFM Professional Services | 43,417 | 45,169 | 48,000 | 48,000 | 50,000 | |
| Codification | 1,921 | 550 | 2,000 | 2,000 | 1,500 | |
| Copier Lease & Maint | 3,558 | 2,991 | 5,000 | 5,000 | 4,700 | |
| Mayor & City Council | 25,762 | 24,054 | 15,000 | 7,000 | 15,000 | ClerkBase Program \$9,815 for 3 yrs, Meeting Notices, Misc Meals, community mtgs |
| Mayor & CC Travel & Training | 5,821 | 3,961 | 8,500 | 5,000 | 5,000 | Mileage and Conference Registrations |
| Mayor & CC Membership Dues | 3,975 | 4,580 | 5,000 | 5,000 | 5,000 | Primarily League of Oregon Cities |
| Admin Staff Travel & Training | 5,079 | 10,831 | 6,400 | 6,200 | 6,500 | City Administrator and City Recorder |
| Admin Membership Dues & Fees | 25,828 | 28,530 | 29,000 | 29,000 | 29,000 | Canby Chamber of Commerce, FlashAlert, League of Oregon Cities, OCCMA, Government Ethics Commission, OAMR, IIMC, & Archive Social |
| Internal Charge-Facilities | 14,443 | 19,980 | 18,438 | 18,438 | 18,436 | |
| Internal Charge-Tech Services | 32,925 | 46,704 | 29,900 | 29,900 | 24,451 | |
| Supplies & Services | 5,599 | 8,591 | 6,000 | 4,000 | 5,000 | Office supplies for City Administrator; City Recorder & Deputy City Recorder |
| Recognition | 4,629 | - | - | - | 3,000 | To recognize boards and commissions-annual lunch or dinner |
| Total Admin Materials & Services | 349,305 | 478,552 | 456,238 | 404,538 | 432,587 | |
| TOTAL ADMIN REQUIREMENTS | 949,802 | 1,082,157 | 1,045,988 | 1,045,114 | 1,105,481 | |

Human Resources & Risk Management

Human Resources

The City of Canby’s Human Resources Department continues to advance the long-term goals and objectives of the City and Council through effective HR management.

2025-26 Highlights

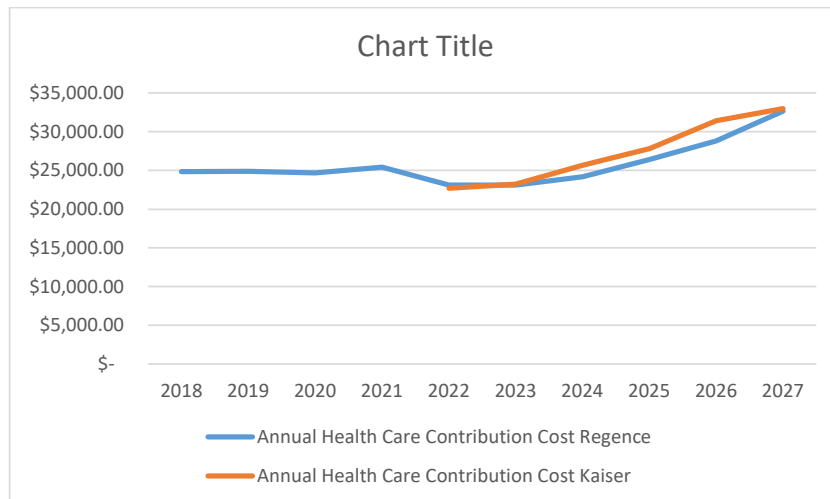
- Extension of Interim City Administrator Contract
- Recruitment of three Directors: Finance, Public Works, and Police Chief
- Promotion of two Supervisors: Swim & Wastewater Treatment Plant
- New Policies on Bloodborne Pathogen Response, Evaluations, Hiring Boards, AFSCME Reimbursement Procedures, Take Home Vehicle Policy
- Updated Swim Center Staffing Contract
- Developed the City’s 2026 OSHA and CIS Training Plan
- Assisted with the AFSCME Collective Bargaining Agreement (thru 2028)

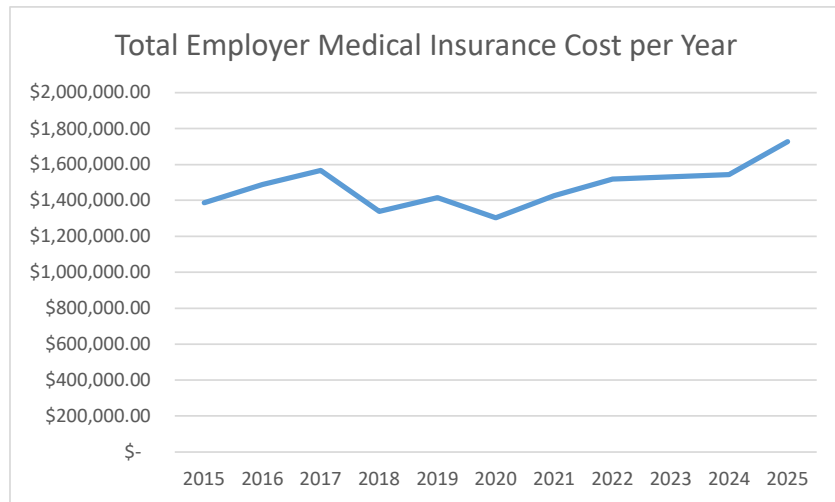
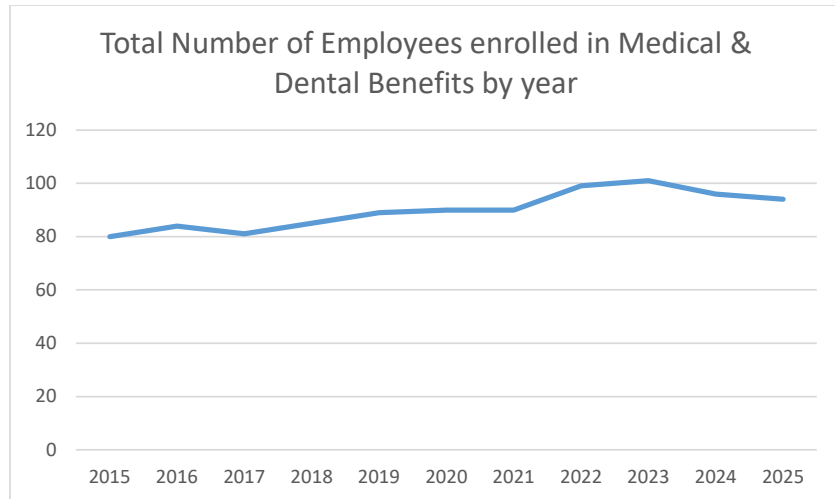
2026-27 Goals

- Publish updated Personnel Policy & Employee Handbook
- Executive Coaching and Teambuilding for Directors
- Develop a strategy with Police Department for the retention of police officers.
- Develop a strategy with the Finance Department to modernize and align HR and Finance systems
- Assist with the City’s Emergency Manager on refining the City Hall emergency procedures.
- Lead City Administrator, Police Chief, and Public Works Director searches.
- Develop a more formal award and employee recognition policy & program

2027-28 Challenges

- Significant increase in Health Care costs. See enclosed graph; health care costs continue to rise in 2027:





****Note.** The City added Kaiser Dental in 2025.

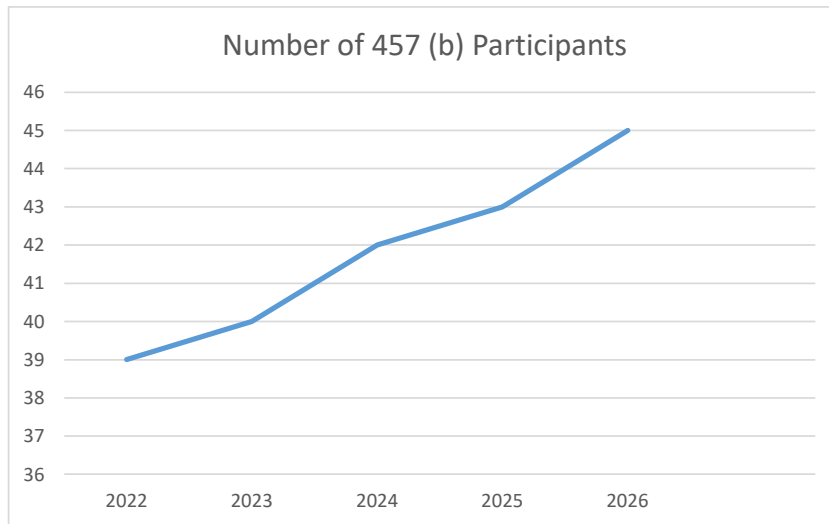
- **Paid Leave Oregon.** Paid Leave Oregon is calculated as a 1% tax on the employee’s salary. The City pays .6 of the one percent tax, and the employee pays .4 of the one percent tax. The one exception is the police union; in 2025 CPA collection bargaining agreement, the City agreed to pay the one percent for paid leave Oregon.



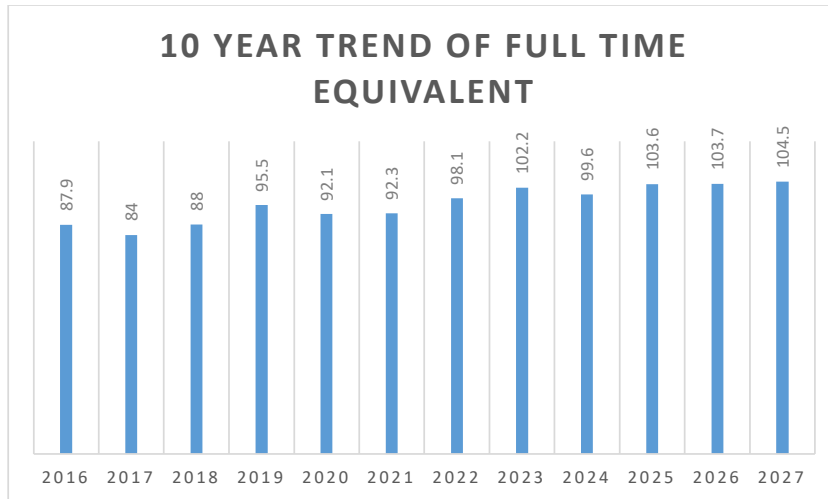
**Note. Paid Leave Oregon began in 2024 and covered only 9 months of the fiscal year. As of March 31, 2026, the City paid \$43,728.28 in Paid Leave Oregon and is estimated at approximately \$60,000.

Human Resources Trends

- Employee participation in 457 (b) plans is increasing: Positive trend as more employees participate in retirement planning.



- 10-year Trend of the City of Canby Full Time Equivalent (FTE).



*Increase in 2027 is due to the Library increasing part-time staff by a total of 33 hours per week, which correlates to a .8 FTE.

2027 Key Specific Budget Recommendations

- Professional Services. 10K to cover HR Professional Services. Key initiatives is on executive coaching.
- Expect CIS insurance to increase by 5% from our FY 2026 estimate of \$624,680 (\$31,234 increase); recommend total amount for 2027 is \$655,914, plus the addition of more cyber coverage: total 657,469 for FY 2027.
- SAIF is increasing rates for 2027, the most impact for the City of Canby is the employment of police officers. The premium rate for Police Officers will be increasing from \$2.74 per \$100 in payroll to \$3.06 per \$100 in payroll – a 12% increase). The rates for other classes of employees have all remained flat or decreased slightly. Police officers make up 76% of the overall Worker’s Compensation premium. Prior primate was \$135,000; recommendation is to increase by 15% to \$155,250 for 2027.
- Labor negotiations. Anticipate a decrease in the need for labor negotiations for 2027; current CBAs for police and AFSCME run through 2028; recommend \$5,000 to cover labor disputes and any grievances.
- Supplies & Services. Slight increase for 2027 to due to increase cost of supplies.
- Employee Recognition. Increase in employee recognition in 2027; plan to develop a more formal award program and recognition employees; build morale and recognition key contributions of employees. (Breakdown: Holiday & Employee Recognition Event 3K, Summer BBQ 1.5K, and Awards and Employee Recognition 1.5K).

Budget Detail

General Fund – Human Resources

| GENERAL FUND - HR & RISK MGMT | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|--|------------------|------------------|------------------|---------------------|--------------------|--|
| REQUIREMENTS FOR HR & RISK MGMT | | | | | | COMMENTS & DETAILS |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 99,015 | 92,266 | 162,000 | 115,634 | 241,514 | |
| Insurance Benefits | 11,415 | 9,294 | 51,500 | 29,881 | 72,692 | |
| Taxes/Other | 9,045 | 8,060 | 14,000 | 9,590 | 20,379 | |
| PERS Contributions | 20,536 | 19,313 | 45,000 | 13,931 | 66,779 | 136% increase in last 10 years |
| Total HR & Risk Mgmt Personnel Services | 140,010 | 128,933 | 272,500 | 169,036 | 401,364 | Change in allocation - HR is now charged 100% HR, plus prior vacancies |
| FTE | 1.1 | 0.8 | 1.5 | 0.9 | 2.0 | |
| MATERIALS & SERVICES | | | | | | COMMENTS & DETAILS |
| Professional Services | 56,431 | - | 32,000 | 2,500 | 10,000 | Coaching for HR Director |
| Legal/Labor Negotiations | 893 | 606 | 15,000 | 15,000 | 1,000 | Small budget for grievances/MOU's in non-negotiation year. |
| Recruit/Employ Testing | 27,320 | 16,391 | 20,000 | 10,000 | 10,000 | |
| Software | 15,475 | 20,617 | 29,000 | 29,000 | 30,000 | NEOGOV and STIIRA (protected leave tracking) |
| Liability Insurance | 477,721 | 551,501 | 650,000 | 632,734 | 655,914 | CIS Rates have increased by 105% since 2016 |
| Non-Insurance Claims | - | - | 10,000 | - | - | |
| Liab Ins Deductible Accrued | - | 10,283 | 10,000 | 8,500 | 5,000 | |
| Travel & Training | 7,383 | 2,844 | 5,000 | 200 | 2,500 | HR Training |
| Membership Dues & Fees | 931 | 735 | 1,000 | - | 750 | |
| Internal Charge-Facilities | 4,499 | 6,228 | 5,743 | 5,743 | 5,743 | |
| Internal Charge-Tech Services | 23,687 | 47,796 | 14,200 | 14,200 | 16,301 | |
| Supplies & Services | 2,147 | 1,845 | 3,000 | 3,600 | 3,500 | |
| Employee Recognition | - | 5,650 | 5,000 | 5,000 | 5,000 | Holiday Party, Summer BBQ |
| Risk Mgmt/Safety Committee | 2,620 | - | 3,000 | 1,200 | 1,500 | Safety Awards/Safety Committee |
| Total HR & Risk Mgmt Materials & Services | 619,106 | 664,494 | 802,943 | 727,677 | 747,208 | |
| TOTAL HR & RISK MGMT REQUIREMENTS | 759,116 | 793,427 | 1,075,443 | 896,713 | 1,148,572 | |

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, utility billing, as well as ongoing financial analysis and debt management. The department prepares the annual budget and the Annual Comprehensive Financial Report (ACFR).

2025-26 Highlights

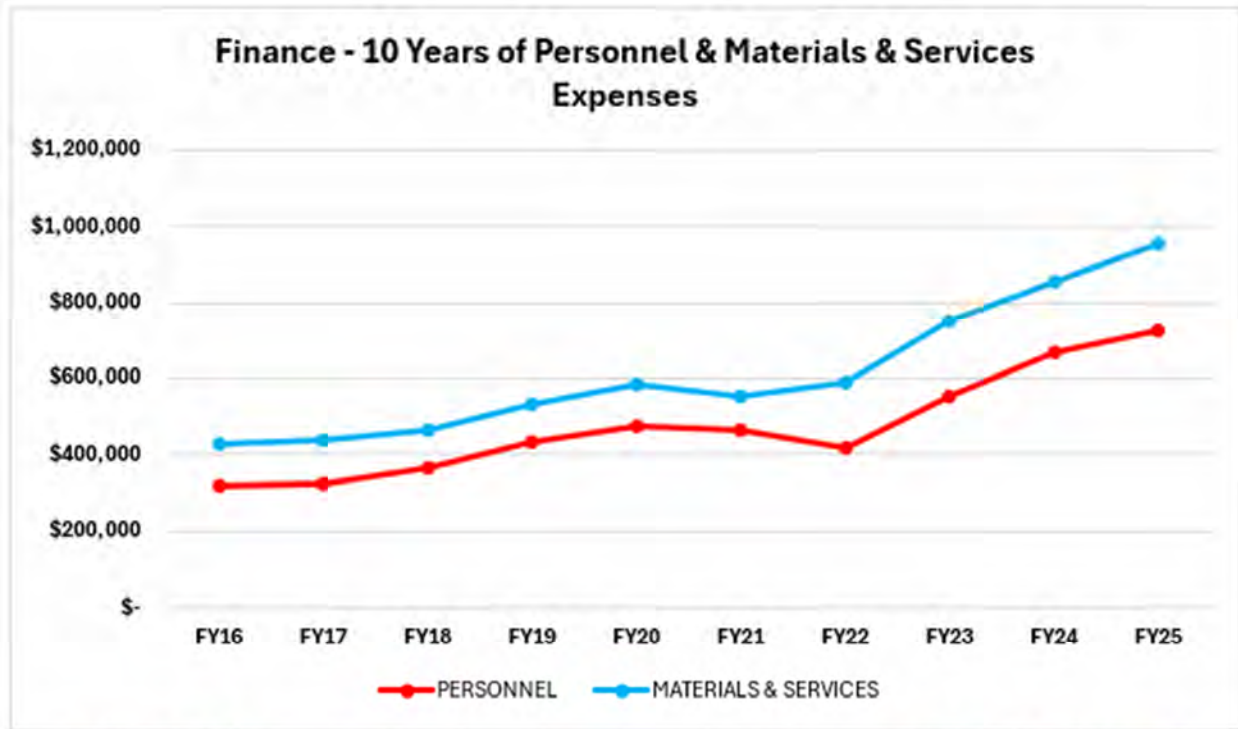
- Completed creation of process manuals for each position’s daily tasks and duties.
- Completed the FY24/25 audit by the extended deadline with the Secretary of State.
- Focus on great customer service for internal departments and citizens with timely responses.
- Continued strict internal control processes.
- Initiated an ACH Payment system for vendors.

2026-27 Goals - (Citywide Value – Fiscal Responsibility)

- 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.
- Continue to focus on great customer service for internal departments and citizens with timely responses.
- Complete the FY25/26 audit before the end of December 2026.
- Submit for both the GFOA ACFR and Budget Awards.

Performance Measures

| Strategies and Measures | FY24 Actuals | FY25 Actuals | FY26 Projected | FY27 Budget |
|---|-----------------|-----------------|-----------------|-----------------|
| Maintain a high level of financial integrity | | | | |
| Independent auditor opinion | Unqualified | Unqualified | Unqualified | Unqualified |
| Receive GFOA CAFR Award | Not Applied For | Not Applied For | Intend to Apply | Intend to Apply |
| Receive GFOA Budget Award | Not Applied For | Received | Not Applied For | Intend to Apply |
| Deliver efficient, effective financial services | | | | |
| Credit rating | A1 | A1 | A1 | A1 |
| Cost to deliver financial services | \$856,000 | \$952,000 | \$879,000 | \$956,000 |
| Cost to deliver financial services as a % of the total City budget | 2.29% | 2.37% | 2.01% | 2.15% |



Budget Detail

General Fund - Finance

| GENERAL FUND - FINANCE | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|------------------|------------------|------------------|---------------------|--------------------|--|
| REQUIREMENTS FOR FINANCE | | | | | | COMMENTS & DETAILS |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 428,326 | 475,902 | 475,500 | 379,007 | 470,745 | |
| Overtime | 3,571 | 1,502 | 3,000 | 5,323 | 5,000 | |
| Insurance Benefits | 94,814 | 99,497 | 106,000 | 115,150 | 97,007 | |
| Taxes/Other | 39,473 | 40,790 | 42,000 | 41,062 | 39,736 | |
| PERS Contributions | 99,959 | 108,947 | 132,500 | 111,958 | 130,161 | 136% increase in last 10 years |
| Total Finance Personnel Services | 666,143 | 726,638 | 759,000 | 652,500 | 742,649 | |
| FTE | 4.7 | 5.6 | 5.5 | 5.9 | 4.8 | |
| MATERIALS & SERVICES | | | | | | COMMENTS & DETAILS |
| Prof/Tech Services | 599 | 2,995 | 2,000 | 3,544 | 2,000 | Previous years: SAM Renewal and Eric Kytola Fees |
| Prof SrvTitle Lien Search Cost | 3,540 | 3,840 | 3,500 | 3,500 | 3,600 | electronic lien search fees |
| Auditing | 71,902 | 69,527 | 58,750 | 72,923 | 74,875 | FY26 Increase: Price Increase and Statement Drafting |
| Software Maintenance | 33,837 | 34,959 | 37,500 | 40,119 | 43,820 | Caselle Maintenance Fees |
| Copier Lease & Maint | 4,901 | 4,749 | 3,500 | 6,758 | 7,000 | Increase due to not outsourcing large print jobs |
| Printing & Binding | 570 | 1,242 | 1,200 | - | - | |
| Training/Conf/Travel | 4,846 | 4,565 | - | 1,090 | 1,000 | |
| Membership Dues & Fees | 1,645 | 1,769 | 1,800 | 1,204 | 1,120 | NIGP, OPPIA, GFOA , OGFOA (2) |
| Internal Charge-Facilities | 6,849 | 9,468 | 8,743 | 8,743 | 8,743 | |
| Internal Charge-Tech Services | 39,821 | 71,400 | 67,500 | 67,500 | 37,491 | |
| Supplies & Service | 7,860 | 9,209 | 5,000 | 7,800 | 8,300 | postage, office supplies, copier supplies, cell phone Moving to ACH processing for vendors, which increases bank fees but is offset by savings in processing paper checks, envelopes, and postage |
| Bank Charges | 9,093 | 11,906 | 10,000 | 13,150 | 15,000 | |
| Cash Over & Short | 36 | 162 | 100 | (5) | - | |
| Citywide Pending VISA Charges | (15) | 31 | 50 | - | - | |
| Misc Office Equipment | 4,012 | - | - | - | - | |
| Total Finance Materials & Services | 189,494 | 225,822 | 199,643 | 226,326 | 202,949 | |
| TOTAL FINANCE REQUIREMENTS | 855,638 | 952,460 | 958,643 | 878,826 | 945,598 | - |

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 process traffic and misdemeanor citations, 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.

2025-2026 Highlights

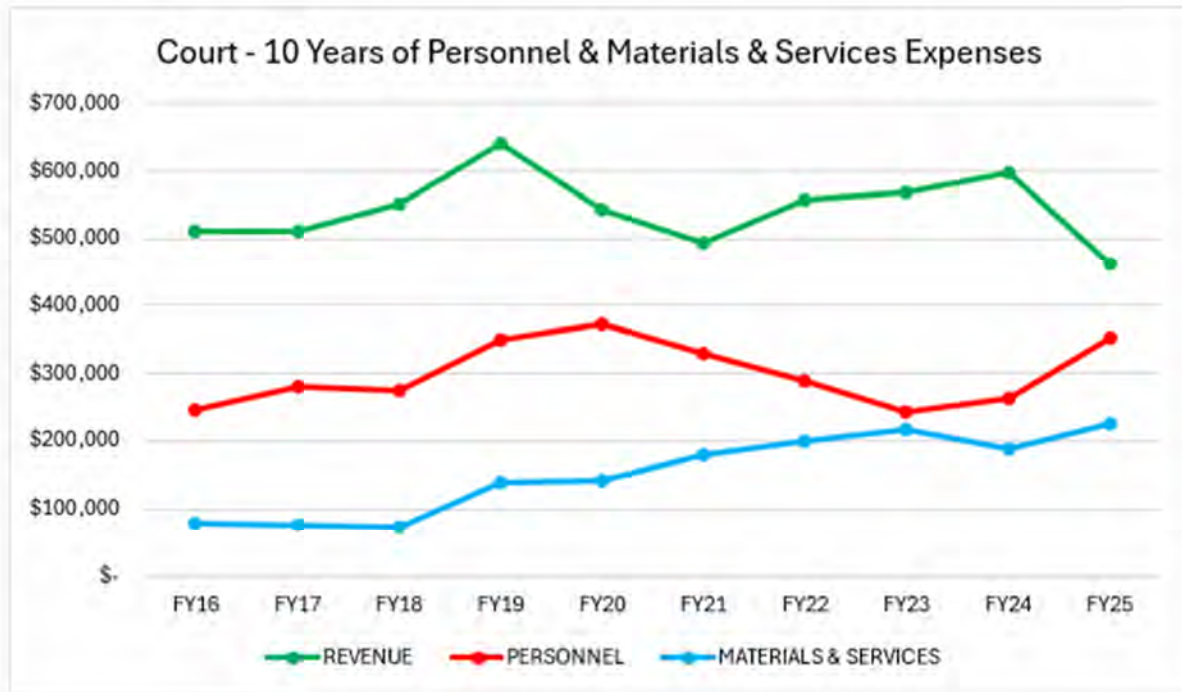
- The court partnered with the Canby Transit Department to create a program that allows court defendants in criminal court to complete ordered community service with the Canby Transit Department.
- The court averaged a 16% failure to appear rate over the 2025-2026 fiscal year, which is a record low for the Municipal Court. The criminal dockets were full throughout the year and operated smoothly.

2026-2027 Goals

- The court would like to extend the community service program to the Canby Parks Department to allow defendants to complete their community service obligation in city parks.
- The court plans to run an amnesty program in 2026-2027 fiscal year to increase revenue from accounts placed with court’s collection agency. The court last ran an amnesty program in 2018.

Performance Measures

| Strategies and Measures | FY 2024 Actuals | FY 2025 Actuals | FY 2026 Projected | FY 2027 Budget |
|---|----------------------------|----------------------------|------------------------------|---------------------------|
| Traffic Violations | 2,363 | 1,900 | 2,000 | 2,100 |
| Criminal Charges | 0 | 176 | 250 | 275 |
| Parking/Ordinance/non-traffic Violations | 90 | 78 | 75 | 75 |
| Total Processed | 2,453 | 2,154 | 2,325 | 2,450 |
| Court Clerk FTE | 1.75 | 2.75 | 2.75 | 2.75 |
| Violations processed by each Clerk | 1,402 | 784 | 845 | 891 |
| Operating expenses | \$450,746 | \$579,228 | \$641,007 | \$665,891 |
| Operating expenses per processed violation | \$184 | \$269 | \$276 | \$271 |



Budget Detail

General Fund - Court

| GENERAL FUND - COURT | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|------------------|------------------|------------------|---------------------|--------------------|---|
| RESOURCES | | | | | | |
| REVENUE | | | | | | COMMENTS & DETAILS |
| Fines and Bail | 485,162 | 379,171 | 425,000 | 350,000 | 425,000 | |
| Fines / Justice Court | 69,095 | 45,270 | 30,000 | 35,000 | 30,000 | Justice Ct pays Muni Ct 50% of funds collected from Canby PD cites, after payment of state and county assessments |
| Miscellaneous Fees | 757 | 680 | 500 | 2,000 | 1,000 | |
| Attorney Reimbursements | 1,590 | 3,815 | 3,500 | 15,000 | 15,000 | |
| Court Collections Interest | 40,676 | 32,803 | 35,000 | 35,000 | 35,000 | Interest Received from Western |
| Total Court Revenue | 597,281 | 461,739 | 494,000 | 437,000 | 506,000 | |
| REQUIREMENTS FOR COURT | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 186,112 | 251,276 | 270,750 | 267,496 | 290,467 | |
| Overtime | - | 356 | - | - | - | |
| Insurance Benefits | 26,470 | 36,706 | 46,750 | 40,553 | 49,646 | |
| Taxes/Other | 17,589 | 21,503 | 23,500 | 23,784 | 24,490 | |
| PERS Contributions | 34,018 | 43,261 | 68,500 | 66,919 | 73,806 | 136% increase in last 10 years |
| Total Court Personnel Services | 264,189 | 353,101 | 409,500 | 398,752 | 438,409 | |
| FTE | 1.8 | 1.8 | 2.8 | 2.7 | 2.8 | |
| MATERIALS & SERVICES | | | | | | |
| Interpreter | 4,215 | 4,661 | 9,500 | 9,500 | 12,500 | Courtroom Interpreters |
| Attorney Services | 77,400 | 95,400 | 106,100 | 106,100 | 107,975 | \$64,275/year prosecutor, \$43,200/year for two defense attorneys, \$500/year for pro tem judges |
| Contract Services | - | - | 8,300 | 9,000 | 8,500 | \$49.95/hr x 16 hours per month + trials |
| Copier Lease and Usage | 1,741 | 2,360 | 3,000 | 3,000 | 2,600 | |
| Training/Conf/Travel | 2,151 | 2,462 | - | - | - | |
| Membership & Dues | 254 | 537 | - | - | - | |
| Jury Fees | (10) | (10) | 300 | 300 | 300 | |
| Witness Fees | - | - | 105 | 105 | 105 | |
| Internal Charge-Facilities | 6,266 | 8,664 | 8,000 | 8,000 | 8,000 | |
| Internal Charge-Tech Services | 26,526 | 44,700 | 42,600 | 42,600 | 22,902 | |
| Supplies & Services | 7,290 | 15,918 | 6,300 | 6,300 | 7,000 | |
| Discovery Expense | - | - | 100 | 100 | 100 | |
| Bank Charges | 7,557 | 6,327 | 7,000 | 7,000 | 7,250 | |
| Court Collection Costs | 52,947 | 44,864 | 55,000 | 50,000 | 50,000 | Court pays Western their commission and 50% of interest |
| Helmets | 220 | 243 | 250 | 250 | 250 | |
| Total Court Materials & Services | 186,557 | 226,127 | 246,555 | 242,255 | 227,482 | |
| TOTAL COURT REQUIREMENTS | 450,746 | 579,228 | 656,055 | 641,007 | 665,891 | |

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. The Planning Department has many long-range planning activities underway including comprehensive plan, transportation system plan, urban growth boundary expansion, urban growth boundary concept planning, system development charge update, code audit and floodplain ordinance update. These processes will result in more available land for Canby for employment and housing which will benefit the city through additional jobs and increased tax base which is necessary for the city to maintain operations and level of service.

We received a \$75,000 DLCDC Grant and a \$250,000 ODOT Grant for FY26 to FY27 with both grants focused on the Canby urban growth boundary and some funding for the Canby code audit, so less professional and technical consulting budget is needed in FY26/27. Without these grants, the urban growth boundary process would have been stalled until city funding could be provided.

Planning staff will continue to seek other grants to advance needed long-range planning work.

2025 -26 Highlights

- Adopted Housing Production Strategy without appeal
- Anticipated adoption of comprehensive plan and transportation system plan by April 2026.
- Completed draft of urban growth boundary expansion Goal 14 study
- Received \$250,000 grant from ODOT for concept planning related to the urban growth boundary expansion process which started February 2026.
- Received \$75,000 DLCDC grant in March 2026 associated with Canby urban growth planning and code audit
- Adopted the fence code update
- Completed draft system development charge methodology report
- Complete draft 100-year floodplain code update

2026 -27 Goals

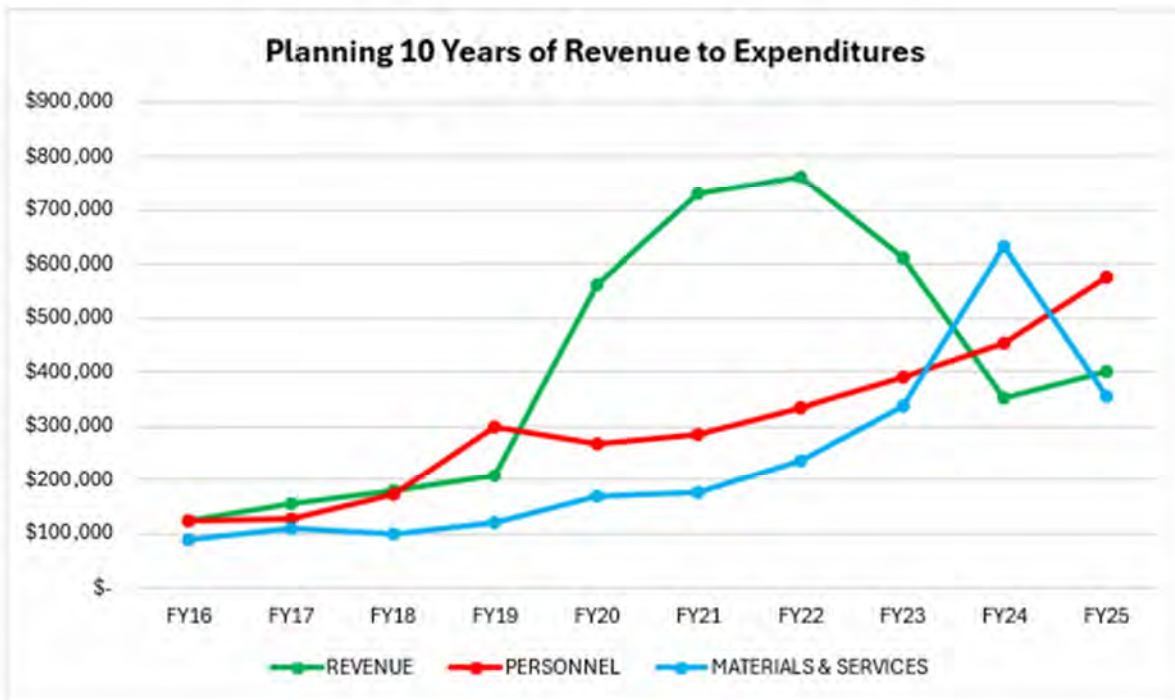
- Adopt Canby floodplain code update per FEMA requirements (anticipated summer 2026)
- Adopt System Development Charge update work (anticipated July 1, 2026)
- Submit urban growth boundary expansion initial application to DLCDC after city and county hearings (anticipated urban growth boundary application submittal fall/winter 2026)
- Start development code update, starting with code audit (April 2026)

2026-27 Challenges

- Managing multiple long range plans project is very challenging and maintaining planning staff to complete this work is essential or this work will take far longer and the city council goals will not be achieved. The role of the planning department in city governance increases each year, so having planning staff to keep up with the increasing work is important.

Performance Measures

| Strategies and Measures | FY 24-25 Actual | FY25-26 Projected | FY 25-26 Actual | FY 26-27 Projected |
|---|-----------------|-------------------|-----------------|--------------------|
| 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 | 225 | 315 | 187 | 190 |
| Land use decisions by Planning Commission | 25 | 6 | 5 | 5 |
| Land use decisions made by City Council | 3 | 3 | 4 | 2 |
| Number of land use appeals | 0 | 0 | 0 | 0 |
| % of staff recommendations upheld on appeal | 100% | 100% | 100% | 100% |
| Major planning study | 3 | 6 | 5 | 4 |
| Plan amendments | 0 | 2 | 4 | 0 |
| Substantive code amendment | 1 | 1 | 2 | 1 |
| Routine code update/refinement | 1 | 0 | 1 | 1 |



Budget Detail

General Fund - Planning

| GENERAL FUND - PLANNING | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | COMMENTS & DETAILS |
|--|------------------|------------------|------------------|---------------------|--------------------|--|
| RESOURCES | | | | | | |
| REVENUE | | | | | | |
| Land Use Applications | 19,745 | 90,023 | 85,000 | 85,000 | 85,000 | |
| Miscellaneous Fees | 47 | - | 100 | 50 | 100 | |
| Traffic Studies | 14,260 | 17,989 | 30,000 | 45,000 | 35,000 | |
| Plan Reviews | 98,174 | 44,928 | 30,000 | 48,000 | 45,000 | |
| Engineering Plan Review Fees | 55,293 | 88,814 | 25,000 | 28,000 | 28,000 | |
| Construction Excise Tax | 162,897 | 159,734 | 100,000 | 110,000 | - | Moved to Building |
| Grant Revenue - Planning | - | - | 75,000 | 75,000 | 75,000 | DLCD grant |
| Total Planning Revenue | 350,416 | 401,488 | 345,100 | 391,050 | 268,100 | |
| TOTAL PLANNING RESOURCES | 350,416 | 401,488 | 345,100 | 391,050 | 268,100 | |
| REQUIREMENTS FOR PLANNING | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 315,838 | 398,485 | 440,500 | 409,331 | 477,359 | |
| Overtime | 81 | 209 | 500 | 423 | 500 | |
| Employee Benefits | 126 | 2 | - | - | - | |
| Insurance Benefits | 35,251 | 47,880 | 60,000 | 49,475 | 65,286 | |
| Taxes/Other | 29,603 | 37,212 | 38,500 | 38,797 | 40,308 | |
| PERS Contributions | 71,601 | 91,203 | 122,500 | 111,780 | 132,048 | 136% increase in last 10 years |
| Total Planning Personnel Services | 452,500 | 574,990 | 662,000 | 609,806 | 715,501 | |
| FTE | 3.3 | 3.4 | 4.3 | 4.1 | 4.4 | |
| MATERIALS & SERVICES | | | | | | COMMENTS & DETAILS |
| Prof/Tech Services | 547,038 | 254,882 | 246,090 | 163,000 | 111,000 | 3J \$73K rollover and \$10K for FCS SDC's, City Eng of Rec \$40K, \$8K Floodplain Code, Less Prof/Tech Services required by grants |
| Copier Lease and Usage | 2,781 | 1,913 | 3,500 | 3,500 | 3,500 | |
| Communications | 112 | 118 | 150 | 120 | 120 | |
| Mapping | 433 | 445 | 500 | 100 | 100 | |
| Planning Commiss. Expenses | 353 | 623 | 1,000 | 250 | 250 | |
| Travel & Training | 1,579 | 1,102 | 2,500 | 500 | 1,500 | |
| Fees & Dues | 633 | 548 | 1,000 | 237 | 1,000 | |
| Internal Charge-Facilities | 5,341 | 7,392 | 6,818 | 6,818 | 6,818 | |
| Internal Charge-Tech Services | 38,418 | 57,300 | 47,100 | 47,100 | 41,811 | |
| Supplies & Services | 5,774 | 3,633 | 4,500 | 2,500 | 2,500 | |
| Traffic Study | 31,169 | 26,814 | 30,000 | 30,000 | 30,000 | |
| Total Planning Materials & Services | 633,632 | 354,770 | 343,158 | 254,125 | 198,599 | |
| TOTAL PLANNING REQUIREMENTS | 1,086,132 | 929,760 | 1,005,158 | 863,931 | 914,100 | |

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 inter fund transfer costs.

2025 -26 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, resulting in improved customer service.

2026- 27 Goals

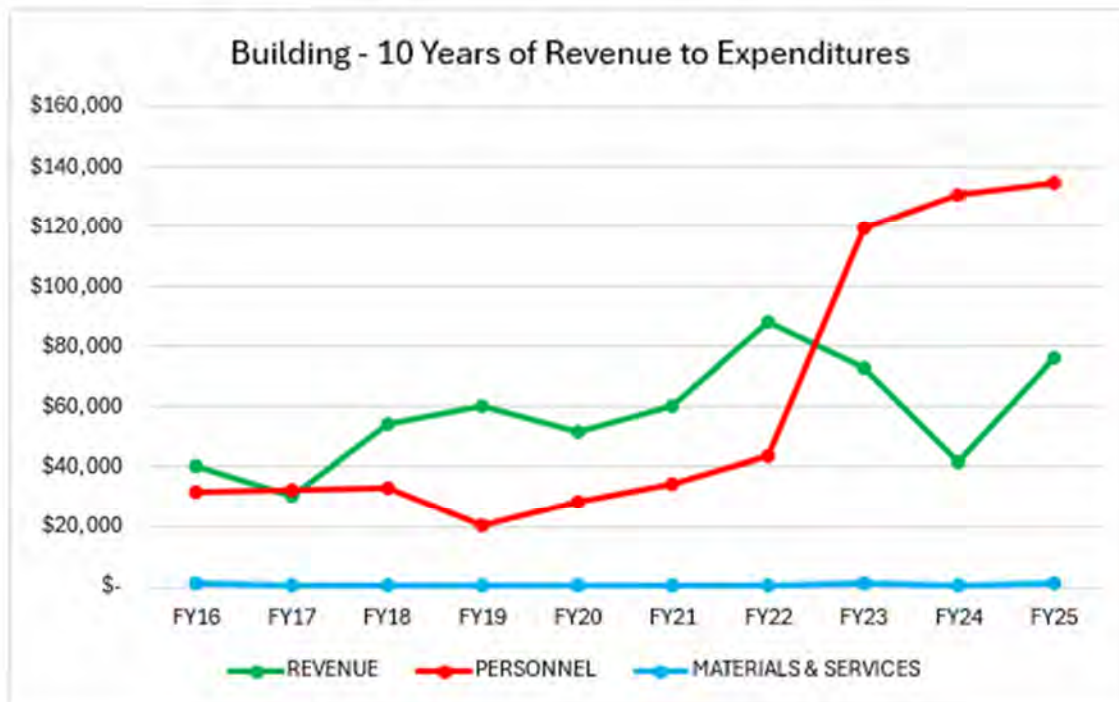
- Coordinate zoning conformance review and authorization release letters to County for all building permits involving new construction.
- Continue to work with Clackamas County on upgrades to their permit tracking system as this will benefit city permit tracking as the county system develops further.
- Continue with high level of customer service through coordination with the Clackamas County Building Department.

2026-27 Challenges

- Clackamas County reviews and approves on-site storm drainage for residential, commercial and industrial projects and it's not always clear how this is completed for residential development during the building permit process, so further coordination will occur between Canby and Clackamas County next fiscal year.

Performance Measure

| Strategies and Measures | FY 24-25 Actual | FY25-26 Projected | FY25-26 Actual | FY26-27 Projected |
|--|-----------------|-------------------|----------------|-------------------|
| Sign permits reviewed & authorized | 16 | 12 | 14 | 14 |
| Single-family home permits | 148 | 82 | 90 | 75 |
| Misc. residential permits authorized | 31 | 31 | 33 | 33 |
| Commercial/Industrial new building permits | 4 | 4 | 5 | 3 |
| Misc. Commercial/Industrial permits | 25 | 12 | 14 | 14 |



Budget Detail

General Fund - Building

| GENERAL FUND - BUILDING | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|--|------------------|------------------|------------------|---------------------|--------------------|---|
| RESOURCES | | | | | | |
| REVENUE | | | | | | COMMENTS & DETAILS |
| Building Permits | 41,779 | 75,940 | 60,000 | 75,000 | 145,000 | Currently negotiating 88/12 split with County |
| Construction Excise Tax | - | - | - | - | 75,000 | \$1/square foot (previously recorded in Planning) |
| Total Building Revenue | 41,779 | 75,940 | 60,000 | 75,000 | 145,000 | |
| REQUIREMENTS FOR BUILDING | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 91,199 | 92,333 | 99,500 | 88,949 | 86,331 | |
| Overtime | 19 | 33 | 500 | 130 | 200 | |
| Insurance Benefits | 10,352 | 13,089 | 16,750 | 13,397 | 15,533 | |
| Taxes/Other | 8,629 | 8,301 | 9,250 | 8,546 | 7,235 | |
| PERS Contributions | 20,848 | 20,655 | 28,000 | 24,764 | 23,687 | 136% increase in last 10 years |
| Total Building Personnel Services | 131,047 | 134,412 | 154,000 | 135,786 | 132,986 | |
| FTE | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | |
| MATERIALS & SERVICES | | | | | | |
| Communications | 112 | 118 | 120 | 100 | 100 | |
| Internal Charge-Facilities | 628 | 864 | 802 | 802 | 802 | |
| Internal Charge-Tech Services | - | - | - | - | - | |
| Supplies & Service | - | - | 50 | 25 | 25 | |
| Total Building Materials & Services | 740 | 982 | 972 | 927 | 927 | |
| TRANSFERS OUT & OTHER USES | | | | | | |
| O/H Transfer to General Fund | 20,074 | 23,544 | 19,020 | 19,020 | 19,565 | |
| Total Building Transfers Out | 20,074 | 23,544 | 19,020 | 19,020 | 19,565 | |
| TOTAL BUILDING REQUIREMENTS | 151,861 | 158,938 | 173,992 | 155,733 | 153,478 | |

Police

The Canby Police Department demonstrates a commitment to the philosophy of community policing, which is building strong relationships outside the Police Department with the intent to organize resources for the purpose of having the most positive impact on and with the community. The Department promotes innovation, with the belief that progress is achieved by those who venture beyond their comfort zone and who are willing to challenge themselves. Each member of the Department is encouraged to look for new ways to handle old tasks and fresh approaches to new problems.

The Canby Police Department includes the positions of Chief, Captains, Sergeants, Detectives, and Patrol Officers. In all, the Department consists of twenty-eight (29) sworn and six (6) non-sworn authorized positions. The Department has an established Records Division, Detective Division, K-9 Program, Traffic Safety Program, School Resource Officers, Code Enforcement, Property Evidence Unit and Behavioral Health Unit. In addition, members participate in various multi-agency task force teams. Uniform officers are scheduled to work patrol twenty-four (24) hours / seven (7) days a week, providing a service to a city size of approximately four (4) square miles with a population of approximately 19,300.

2025-26 Highlights

- City of Canby is rated the 3rd safest city in Oregon (Safewise 2025).
- Launched Online Crime and Code Enforcement Reporting System.
- 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.
- Events - Grill and Chill/National Night, Touch-A-Truck, Shop with a Cop, Bike Rodeo.
- Kept up with vacant positions by hiring two new officers and one lateral officer.
- Secured over \$150,000 in traffic safety grants.
- Added comfort/support K9.
- Conducted Emergency Operation Exercise with City Partners.
- Secured \$96,000 in funding from the Clackamas County Homelessness Initiative Grant.
- Re-Accreditation with NW Accreditation Alliance.
- 12,903 total Calls for Service in 2025.

2026-27 Goals

- Continue emergency operation exercises with city partners.
- Develop a strategy with Human Resources for retention of police officers.
- Enhance traffic safety program with the addition of a 2nd traffic safety officer.
- Partnership with Tri-Met for transit officer.
- Continue to enhance officer wellness program for police staff.
- Continued development and mentorship of our young staff.
- Recruitment and Hiring of a new Police Chief.
- Purchase two replacement patrol vehicles totaling \$145,000.

2027-28 Challenges

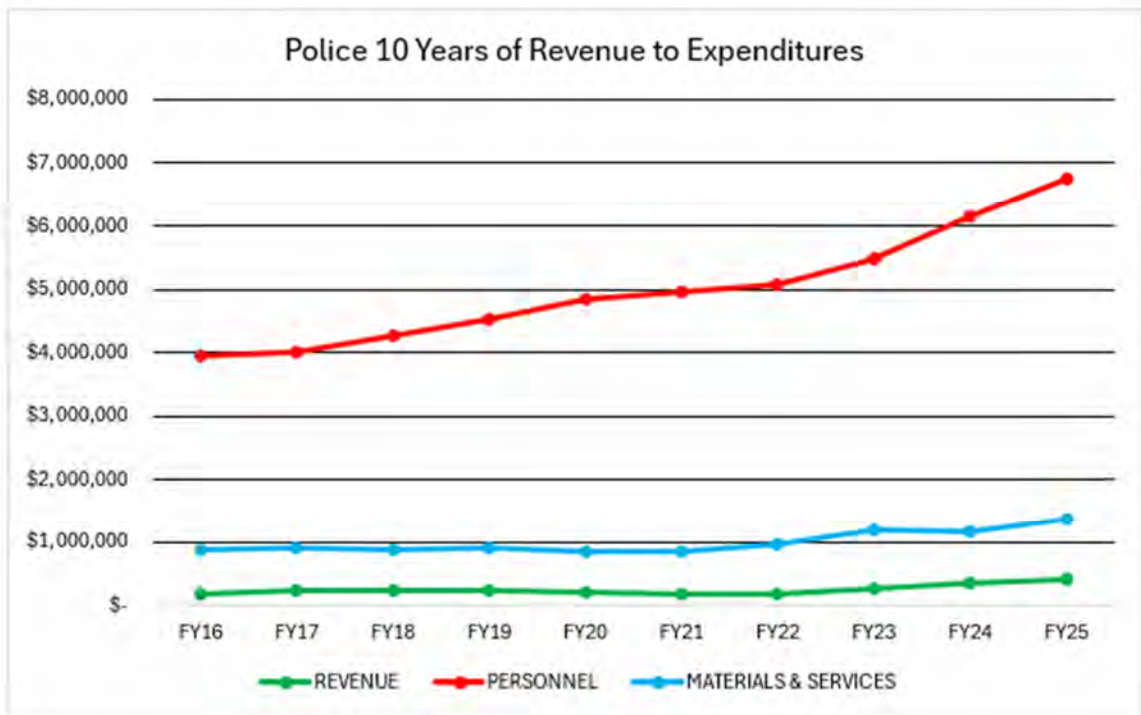
- Funding of School Resource Officer, Behavior Health Specialist and AXON Car and Body Cameras.
- Hiring and retention of police officers.
- Development of a staffing plan that allows for three officer minimum shift coverage and supervisory oversight that maintains public safety, addresses neighborhood livability and emergency response for a 24/7 operations.

Performance Measures (Staffing)

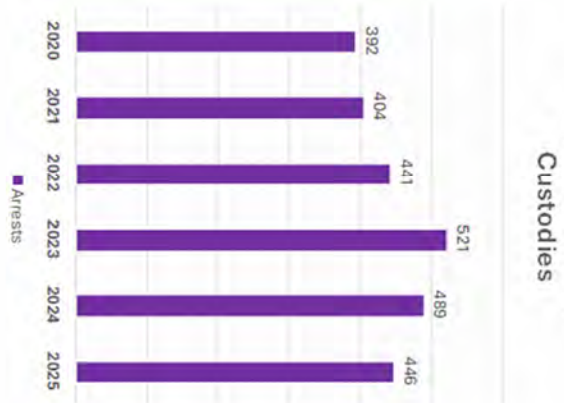
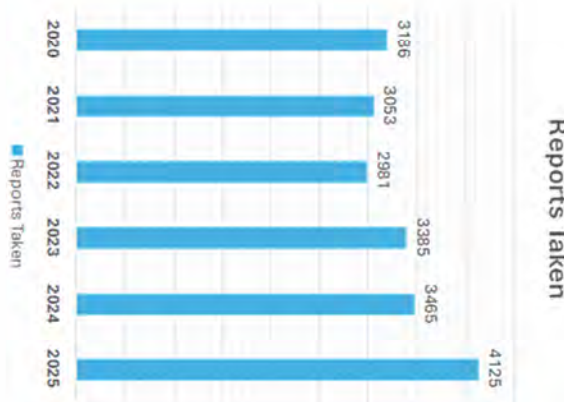
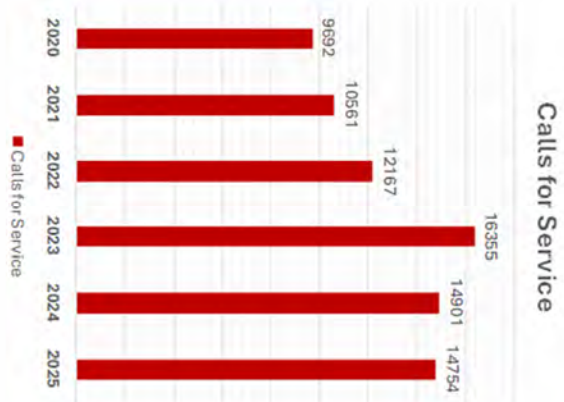
| Strategies and Measures | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 Estimate 1% increase |
|--|--------|--------|--------|--------|--------|------------------------------------|
| Population (PSU Annual Report) | 18,754 | 18,979 | 19,045 | 19,114 | 19,326 | 19,519 |
| Number of Sworn Officers | 26 | 27 | 28 | 29 | 29 | 29 |
| Number of Sworn Officers per 1000 population | 1.38 | 1.42 | 1.47 | 1.51 | 1.50 | 1.48 |

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





Canby Police Department
2020 – 2025 Stats



Budget Detail

General Fund - Police

| GENERAL FUND - POLICE | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|--------------------------------|------------------|------------------|------------------|---------------------|--------------------|---|
| RESOURCES | | | | | | |
| REVENUE | | | | | | COMMENTS & DETAILS |
| Grants - DUII | 13,471 | 7,853 | 15,000 | 10,000 | 15,000 | |
| Grant - Distracted Driving | 17,476 | 11,742 | 20,000 | 12,000 | 15,000 | |
| Grant - Seatbelt | 5,326 | 6,092 | 7,500 | 7,500 | 5,000 | |
| Grant - Speed Enforcement | 1,508 | 2,446 | 5,000 | 4,000 | 5,000 | |
| Grant - Pedestrian Safety | 867 | 2,775 | 5,000 | 2,000 | 3,000 | |
| Grant - HIDTA | 26,680 | 22,121 | 22,150 | 16,000 | 22,150 | |
| Grant - OJP Vest Program | - | - | 5,000 | 5,000 | 5,000 | |
| Grant - ODOT Construction | 12,960 | 27,990 | - | - | - | |
| Homelessness Initiative Grant | - | - | 96,200 | 46,000 | 50,000 | |
| Vehicle Release/Tow Fees | 14,700 | 18,160 | 16,000 | 18,000 | 18,000 | |
| Miscellaneous Fees | 2,711 | 2,876 | 400 | 200 | 400 | |
| Alarm Permit Fees | 7,325 | 6,930 | 5,000 | 10,000 | 8,000 | |
| Temporary Liquor License | 840 | 805 | 500 | 800 | 700 | |
| Subpoena Fees | 230 | 216 | 150 | 200 | 200 | |
| Finger Printing Fees | - | 1,310 | 1,500 | 1,000 | 1,500 | |
| Reports Revenue | 1,780 | 2,690 | 2,500 | 2,500 | 2,500 | |
| Miscellaneous Revenue - Police | 125,941 | 87,301 | 2,000 | 46,000 | 2,000 | Mainly Opiod Revenue, unknown re FY27 |
| CSD- 2 Shared SRO Reimburseme | 120,496 | 141,084 | 143,000 | 143,000 | 166,822 | |
| MPD-Shared BHU Remibursemer | - | 60,000 | 60,000 | 60,000 | 60,000 | |
| Tri-Met Reimbursement (105%) | - | - | 231,000 | - | 235,000 | Hoping Tri-Met and Canby engage in FY27 |
| Donations-Police | 1,750 | 250 | 500 | 10 | 500 | |
| Total Police Revenue | 354,061 | 402,641 | 638,400 | 384,210 | 615,772 | |

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 | 3,564,166 | 3,887,097 | 4,350,500 | 3,813,534 | 4,675,409 | |
| Overtime | 95,242 | 97,775 | 100,000 | 106,325 | 100,000 | |
| Court Overtime | 36,795 | 31,170 | 54,000 | 35,097 | 36,000 | |
| Holiday Overtime | 54,774 | 63,838 | 63,000 | 59,977 | 60,000 | |
| SIU Overtime | 22,154 | 32,814 | 35,000 | 31,165 | 31,000 | |
| Training Overtime | 26,390 | 34,756 | 45,000 | 35,036 | 35,000 | |
| TET Training OT | - | - | - | - | - | |
| Special Events Overtime | 6,994 | 12,282 | 6,000 | 14,191 | 12,000 | |
| Tactical/SWAT OT | 12,324 | 12,750 | 30,000 | 18,070 | 18,000 | |
| Supervision Overtime | 5,279 | 15,219 | 15,000 | 8,431 | 10,000 | |
| Grant - DUII Wages Exp | 10,623 | 8,148 | 15,000 | 1,428 | 15,000 | |
| Grant - Distracted Driving Wage | 12,018 | 10,263 | 20,000 | 2,284 | 5,000 | |
| Grant - Seatbelt Wages Exp | 4,676 | 3,236 | 7,500 | 3,810 | 3,000 | |
| Grant - Speed Enforcement Wage | 2,182 | 1,252 | 5,000 | - | 22,150 | |
| Grant - Pedestrian Wages Exp | 620 | 1,945 | 5,000 | - | - | |
| Grant - HIDTA OT | 20,949 | 15,501 | 22,150 | - | - | |
| Grant - OCDEF OT | 885 | - | - | 19,001 | 15,000 | |
| Grant - IPC OT | - | - | - | 3,651 | 5,000 | |
| Grant - ODOT Wrk Zn | 20,518 | 29,595 | - | 3,651 | 5,000 | |
| Grant - MPD OT | - | 611 | 1,000 | 1,878 | 2,000 | |
| Employee Benefits | 26,430 | 27,813 | 30,000 | 37,840 | 36,080 | |
| Insurance Benefits | 743,324 | 817,453 | 963,000 | 832,786 | 1,044,457 | |
| Taxes/Other | 400,937 | 445,368 | 528,750 | 466,863 | 498,476 | |
| PERS Contributions | 1,058,014 | 1,170,987 | 1,422,500 | 1,439,152 | 1,501,161 | 136% increase in last 10 years |
| Uniform Cleaning Allowance | 14,450 | 15,050 | 17,000 | 17,541 | 16,800 | |
| Clothing Allowance | 2,400 | 2,515 | 4,000 | 2,506 | 2,400 | |
| Footwear Allowance | 6,000 | 6,750 | 7,500 | 9,232 | 7,500 | |
| Fringe Benefits | 22,850 | 24,315 | 28,500 | 29,279 | 26,700 | |
| Total Police Personnel Services | 6,148,143 | 6,744,190 | 7,771,900 | 6,959,798 | 8,157,283 | 1.5 sworn officers per 1,000 residents (approx 19,000) |
| FTE | 30.8 | 32.8 | 34.9 | 34.6 | 36.0 | |

Budget Detail

General Fund - Police

REQUIREMENTS FOR POLICE CONTINUED

MATERIALS & SERVICES

| | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|--------------------------------|
| Professional Services | 3,933 | 29,113 | 8,000 | 6,000 | 8,000 | |
| Copier Lease and Usage | 7,864 | 7,710 | 8,500 | 8,000 | 8,500 | |
| Investigation & Info | 340 | - | 1,000 | 1,000 | 1,000 | |
| Prisoners Board & Medical | 7,057 | 1,400 | 7,000 | 1,000 | 5,000 | |
| Crime Prevention | 587 | 2,034 | 2,500 | 2,691 | 2,500 | |
| Communications | 32,170 | 39,581 | 44,000 | 35,000 | 45,000 | |
| County Dispatch Fees | 256,709 | 275,613 | 313,067 | 313,067 | 330,874 | |
| Training & Travel | 50,903 | 44,313 | 60,000 | 55,000 | 55,000 | |
| Firearms & Less Letal Equip | 48,596 | 54,294 | 63,000 | 63,000 | 63,000 | |
| Tactical Entry Team Equipment | 14,505 | 14,265 | 13,000 | 11,000 | 13,000 | |
| Vests | 8,868 | 4,908 | 9,000 | 11,411 | 9,000 | |
| EOC | - | 366 | 1,000 | - | 1,000 | |
| Detective Equipment | 20,307 | 19,606 | 22,000 | 15,000 | 22,000 | |
| Membership Fees & Dues | 7,335 | 2,244 | 3,500 | 3,000 | 3,000 | |
| Information System Services | 45,350 | 69,645 | 77,000 | 80,000 | 80,000 | |
| Internal Charge-Fleet | 202,867 | 221,520 | 202,248 | 202,248 | 230,036 | |
| Internal Charge-Facilities | 99,918 | 138,180 | 127,555 | 127,555 | 127,555 | |
| Internal Charge-Tech Services | 159,918 | 307,404 | 211,600 | 211,600 | 291,372 | |
| Supplies & Services | 36,200 | 20,915 | 45,000 | 30,000 | 40,000 | |
| Opioid Settlement Expenditures | - | 13,125 | 7,000 | 7,350 | 20,000 | \$10k for new drug incinerator |
| Homelessness Initiative Grant E | - | - | 96,200 | 46,200 | 50,000 | |
| Uniforms & Patrol Equipment | 39,729 | 26,122 | 39,000 | 37,000 | 40,000 | |
| Radio Repair | 3,506 | 5,341 | 9,000 | 6,000 | 8,000 | |
| 800 Radio Operating Fee | 86,558 | 46,116 | 54,400 | 54,400 | 58,872 | |
| Canine Expenses | 1,002 | 7,507 | 10,000 | 5,000 | 9,000 | |
| Traffic Safety Equipment | 23,061 | 14,976 | 19,000 | 15,000 | 15,000 | |
| Donations-Police/Canine Exp | - | - | - | - | - | |
| Donations-Police | 821 | - | 500 | - | 500 | |
| Accreditation | 3,525 | 3,525 | 3,525 | 3,525 | 3,525 | |
| Total Police Materials & Services | 1,161,627 | 1,369,825 | 1,457,595 | 1,351,047 | 1,540,734 | |

CAPITAL OUTLAY

| | | | | | | |
|------------------------------------|----------------|----------------|---------------|---------------|----------------|-------------------|
| Vehicles | 133,958 | 161,438 | 80,000 | 77,000 | 145,000 | 2 patrol vehicles |
| Police K-9's | - | 19,646 | - | 750 | - | |
| Equip - Computer/Software | 407,372 | 57,522 | 15,000 | 20,025 | 22,000 | |
| Total Police Capital Outlay | 541,330 | 238,606 | 95,000 | 97,775 | 167,000 | |

| | | | | | | |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|--|
| TOTAL POLICE REQUIREMENTS | 7,851,101 | 8,352,621 | 9,324,495 | 8,408,620 | 9,865,017 | |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|--|

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 35 sites that total over 215 acres.

2025-26 Highlights

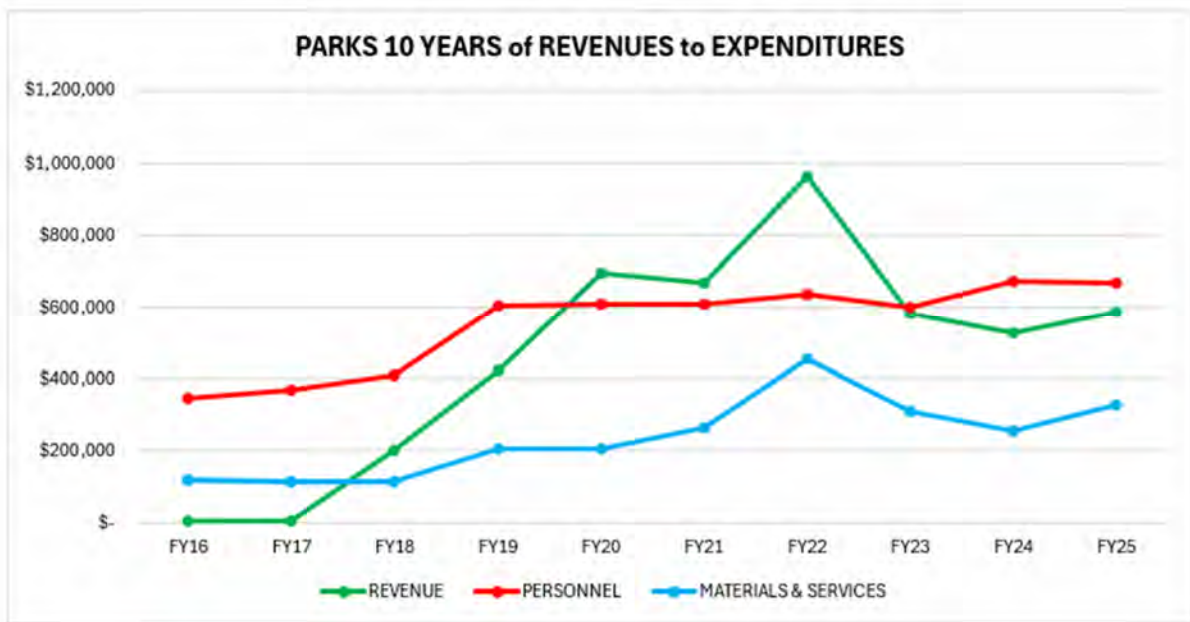
- New Park on NE Locust started construction.
- Maintained eight restroom buildings and cleaned the restrooms five times a week.
- Maintained ten playgrounds and one skate park weekly.
- Mowed turf areas every seven to ten days.
- Maintained 20 park areas and 15 city owned properties.
- Maintained 1 water feature (Klohe Fountain).
- Tracked actual park maintenance hours for all sites.

2026-27 Goals

- Continue to look for ways to increase FTE’s as the population grows, so does usage in our Parks.
- Continue to maintain all City park assets in the most cost effective, efficient manner possible while addressing customers concerns in a timely manner. (City-wide Value – Exceptional Service)
- Continue to work with all City departments to provide lateral support and make the best use of all City equipment and personnel. (City-wide Values - Fiscal Responsibility)
- Continue to utilize volunteer groups to help maintain City properties and nurture community support. (City-wide Values – Inclusive Community)
- Continue to track all park maintenance hours and work on the list of deferred maintenance tasks. (City-wide Values – Livability and City-wide Goal – Public service)
- Upgrade restrooms, playgrounds and landscaping to provide a safe and accessible park system for the citizens of Canby. (City-wide Values – Livability)
- 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 Actuals | FY2026 Actuals | FY2027 Budget |
|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------|
| Support and maintain parks, recreation land, and natural areas | | | | | |
| Park acres maintained | 162 | 162 | 162 | 162 | 165 |
| Restrooms cleaning | Daily | Daily | Daily | Daily | Daily |
| Number of Wait Park reservations | 33 | 33 | 25 | 25-30 | 25-30 |
| Mow turf areas every 7-10 days | 32 | 32 | 32 | 32 | 33 |
| Playgrounds maintained weekly | 10 | 10 | 10 | 10 | 11 |
| Track park maintenance actual hours | Daily | Daily | Daily | Daily | Daily |



Budget Detail

General Fund - Parks

| GENERAL FUND - PARKS | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|---|------------------|------------------|------------------|---------------------|--------------------|
| RESOURCES | | | | | |
| REVENUE | | | | | |
| Park Rentals | 1,235 | 450 | 1,150 | 1,150 | 1,200 |
| Park Maintenance Fee | 526,951 | 561,913 | 570,000 | 570,000 | 585,000 |
| Miscellaneous Revenue - Parks | 528 | 24,755 | - | - | - |
| Total Park Revenue | 528,714 | 587,119 | 571,150 | 571,150 | 586,200 |
| TRANSFERS IN & OTHER SOURCES | | | | | |
| Transfer from Streets | - | - | - | - | - |
| Transfer from SDC Fund | 310,037 | 1,678,797 | 4,800,000 | 2,000,000 | 120,000 |
| Total Parks Transfers In | 310,037 | 1,678,797 | 4,800,000 | 2,000,000 | 120,000 |
| TOTAL PARK RESOURCES | 838,750 | 2,265,916 | 5,371,150 | 2,571,150 | 706,200 |
| REQUIREMENTS FOR PARKS | | | | | |
| PERSONNEL SERVICES | | | | | |
| Regular Salaries and Wages | 415,799 | 409,454 | 407,000 | 455,381 | 402,746 |
| Seasonal/Temp Wages | 9,366 | 14,404 | - | - | - |
| Overtime | 8,674 | 7,401 | 6,000 | 4,248 | 5,000 |
| Insurance Benefits | 86,880 | 86,470 | 104,000 | 97,413 | 104,460 |
| Taxes/Other | 45,971 | 47,570 | 53,750 | 53,505 | 44,804 |
| PERS Contributions | 104,366 | 102,288 | 119,500 | 133,202 | 116,488 |
| Clothing Allowance | 2,800 | - | 2,800 | 2,099 | 2,800 |
| Total Park Personnel Services | 673,856 | 667,586 | 693,050 | 745,848 | 676,298 |
| FTE | 6.2 | 6.1 | 6.2 | 6.2 | 6.2 |

136% increase in last 10 years

Budget Detail

General Fund - Parks

| MATERIALS & SERVICES | | | | | | COMMENTS & DETAILS |
|--|------------------|------------------|------------------|------------------|------------------|---|
| Contract Services | 10,742 | 16,649 | 19,000 | 28,000 | 19,000 | Hazardous tree removal |
| Parks Ground Maintenance | 9,064 | 18,869 | 13,000 | 5,000 | 10,000 | Fertilizer, weed control, barkdust, plants, trees, misc. needs |
| Park Bldg Maintenance | 5,869 | 455 | 10,000 | 2,500 | 5,000 | Plumbing/electrical, building maintenance supplies, rental equipment, asset improvements/Maple park netting |
| Streetscape Landscaping | 7,870 | 19,388 | 5,000 | 2,500 | 5,000 | Bark dust on non Park areas, Christmas lights |
| Vandalism Repair | 5,086 | 598 | 3,000 | 1,000 | 2,500 | Materials, paint, brushes etc. |
| Copier Lease & Maint | 1,180 | 1,075 | 1,500 | 1,500 | 1,500 | |
| Parks Maint Fee Billing | 36,810 | 41,273 | 40,000 | 40,000 | 15,000 | Reduction due to change in allocation of billing costs - now allocating as a % of total bill rather than equal split |
| Canby Kids | - | 10,421 | 8,000 | 8,000 | 8,000 | |
| Communications | 2,884 | 1,798 | 2,800 | 2,000 | 2,500 | |
| Training/Conf/Travel | 2,694 | 3,396 | 3,000 | 1,000 | 1,500 | Chainsaw classes, applicators license, playground certification |
| Internal Charge-Fleet | 63,434 | 63,840 | 60,558 | 60,558 | 68,878 | |
| Internal Charge-Facilities | 35,977 | 49,752 | 45,926 | 45,926 | 45,928 | |
| Internal Charge-Tech Services | 3,766 | 22,896 | 21,200 | 21,200 | 42,707 | |
| Supplies & Services | 30,538 | 24,864 | 32,000 | 15,000 | 33,000 | Restroom supplies, pro-pet distributors, PPE, office supplies, park portable restrooms, Wait Park Christmas lights |
| Park Equipment | 11,651 | 16,383 | 20,000 | 10,000 | 35,000 | Playground EWF (safety surfacing), misc. tools and equipment, irrigation repair/replace, playground equipment repair, Parking Kiosk \$15K |
| Utilities | 29,363 | 34,945 | 35,000 | 35,000 | 30,000 | Electric and water (excluding office) |
| Total Park Materials & Services | 256,926 | 326,603 | 319,984 | 279,184 | 325,513 | |
| CAPITAL OUTLAY | | | | | | COMMENTS & DETAILS |
| Fuel Station | 1,540 | 160 | - | - | - | |
| Legacy Park | 210,249 | 51,260 | - | - | - | Reserves parked in General Fund |
| Maple Park Renovation | 55,815 | 1,500,804 | 1,000,000 | 25,000 | - | Reserves parked in General Fund |
| Auburn Farms Park Development | 27,601 | 139,919 | 3,300,000 | 2,600,000 | 20,000 | SDC Eligible |
| South Canby Off Leash Dog Park | - | - | 500,000 | - | 100,000 | SDC Eligible - For Design |
| Total Parks Capital Outlay | 295,205 | 1,692,143 | 4,800,000 | 2,625,000 | 120,000 | |
| TOTAL PARK REQUIREMENTS | 1,225,987 | 2,686,331 | 5,813,034 | 3,650,032 | 1,121,811 | |

Cemetery Department

The Cemetery Department is responsible for maintenance, plot sales, and recordkeeping for the Zion Memorial Cemetery. There are approximately 900 spots open at Zion (about 15 years of capacity) until we will need to open areas V, Q, L, and G.

Per City Code 12.28.090, an amount of Perpetual Care Fund is being transferred for maintenance.

2025-26 Highlights

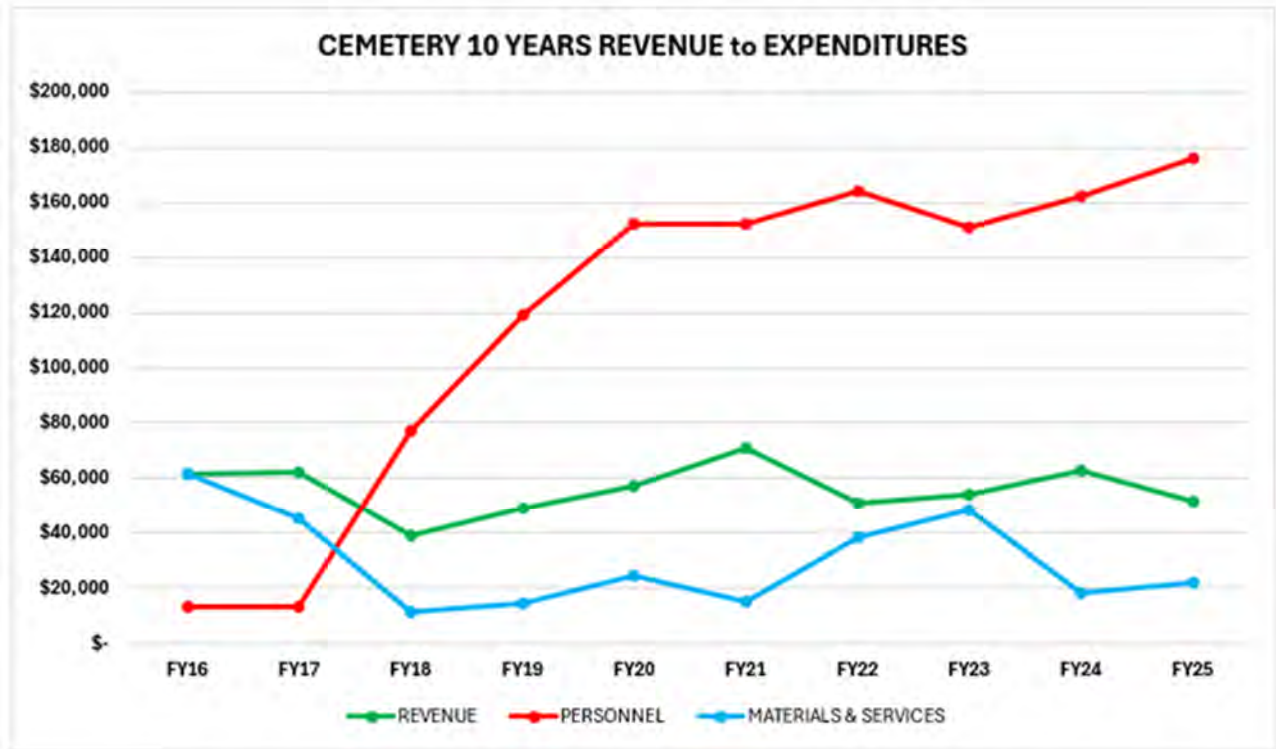
- Provided exceptional customer service to customers and visitors of the cemetery.
- Assisted the public with inquiries, administrative duties, internment services, and grounds maintenance.
- Provided a clean and appealing space for people to visit.
- Began looking into expansion to add more available plots for purchase.

2026-27 Goals

- Continue to provide exceptional customer service.
- Continue tracking actual hours for grounds maintenance/beautification and hours spent on internment services.
- Look into expanding sections V, Q, L & G for additional plots.
- Maintain necessary building structures.
- Install water line to office for year-round bathroom access.
- Inquire about replacement cost of vinyl fencing on Township Road and Sequoia Parkway.

Performance Measures

| Strategies and Measures | FY2023 Actuals | FY2024 Actuals | FY2025 Actuals | FY2026 Actuals | FY2027 Budget |
|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------|
| Maintain an attractive, clean, and safe cemetery | | | | | |
| Landscaping & Maintenance Hours | 2243 | 2443 | 1522 | 1874 | 2450 |
| Customer Service/Admin Support Hours | 706 | 706 | 902 | 826 | 800 |
| Plot Sales | 64 | 64 | 50 | 48 | 55 |
| Burials | 51 | 50 | 61 | 60 | 60 |



Budget Detail

General Fund - Cemetery

| GENERAL FUND - CEMETERY | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|--|------------------|------------------|------------------|---------------------|--------------------|---|
| RESOURCES | | | | | | COMMENTS & DETAILS |
| REVENUE | | | | | | |
| Grave Sales | 18,600 | 16,890 | 20,000 | 17,000 | 20,000 | In ground plots. |
| Grave Open & Close | 8,600 | 12,050 | 9,000 | 10,000 | 11,700 | |
| Mausoleum Name Bars | 5,230 | 3,550 | 5,000 | 7,000 | 6,500 | For crypt and niches. |
| Mausoleum Sales | 25,395 | 13,130 | 14,000 | 20,000 | 17,000 | Crypts and niches. |
| Mausoleum Open & Close | 1,100 | - | 1,000 | 2,000 | 2,000 | |
| Miscellaneous Fees | 3,950 | 5,750 | 5,000 | 5,000 | 5,000 | Marking fees Etc. |
| Total Cemetery Revenue | 62,875 | 51,370 | 54,000 | 61,000 | 62,200 | |
| TRANSFERS IN & OTHER SOURCES | | | | | | |
| Transfer from CEM Perpetual Care Fund | - | - | - | - | 38,350 | Transfer from Perpetual Care Fund for Materials and Services per city code 12.28.090 |
| Total Cemetery Transfers In | - | - | - | - | 38,350 | |
| REQUIREMENTS FOR CEMETERY | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 105,377 | 111,433 | 132,000 | 145,859 | 138,200 | |
| Seasonal/Temp Wages | - | 1,471 | - | - | - | |
| Overtime | 796 | 2,025 | 2,000 | 168 | 500 | |
| Insurance Benefits | 21,615 | 24,237 | 34,500 | 25,584 | 36,073 | |
| Taxes/Other | 11,306 | 12,794 | 19,500 | 12,991 | 15,896 | |
| PERS Contributions | 23,462 | 24,023 | 39,250 | 31,814 | 39,408 | 136% increase in last 10 years |
| Total Cemetery Personnel Services | 162,556 | 175,982 | 227,250 | 216,416 | 230,077 | |
| FTE | 1.6 | 1.5 | 2.0 | 1.5 | 1.7 | |
| MATERIALS & SERVICES | | | | | | |
| Grounds Maintenance | 1,800 | 6,981 | 4,000 | 2,500 | 4,000 | Seed, Sod, Fertilizer and Weed spray. |
| Building Maintenance | 3,388 | 346 | 3,200 | 2,500 | 3,500 | Paint, Wood, Plumbing, Electrical and other items for maintaining cemetery stuctures. |
| Copier Lease and Usage | 208 | 187 | 250 | 250 | 250 | |
| Refunds | 1,450 | 900 | 2,000 | 6,500 | 4,000 | Sellback of plots, niches and crypts. |
| Internal Charge-Tech Services | 786 | - | 4,300 | 4,300 | 14,100 | Allocation changed to FTE basis |
| Supplies - Records | 265 | 827 | 1,350 | 500 | 1,000 | |
| Tools & Equipment | 3,259 | 6,569 | 6,000 | 3,000 | 3,000 | |
| Utilities | 3,268 | 3,134 | 3,500 | 2,500 | 3,500 | |
| Name Bars | 3,611 | 2,995 | 4,500 | 5,000 | 5,000 | |
| Total Cemetery Materials & Services | 18,036 | 21,939 | 29,100 | 27,050 | 38,350 | |
| CAPITAL OUTLAY | | | | | | |
| Equipment | (19,351) | - | - | - | - | |
| Total Cemetery Captial Outlay | (19,351) | - | - | - | - | |
| TOTAL CEMETERY REQUIREMENTS | 161,241 | 197,921 | 256,350 | 624,466 | 306,777 | |

Economic Development

The Canby Economic Development Department (Canby Business) – a department consisting of the Director and one Coordinator – 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.

2025-26 Highlights

- Led the 2nd annual Canby Civic Engagement Academy with 24 participants.
- Shop Local Canby entered its 3rd year with extended “Share the Love” campaign, a partnership with Canby Area Chamber of Commerce.
- Furthered recruitment efforts of hotel development with the completion of a Hotel Room Night Generator study with Johnson Economics and development of Canby Hotel design concepts with Scott Edwards Architecture.
- Oversaw the Street Maintenance Fee update with Kittelson & Associates.
- Ceased collection of tax increment revenue (Urban Renewal) and successfully transition Economic Development department to General Fund.
- Enhanced marketing and tourism efforts with local businesses and community partners – including the development of a community calendar.
- 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.

2026-27 Goals

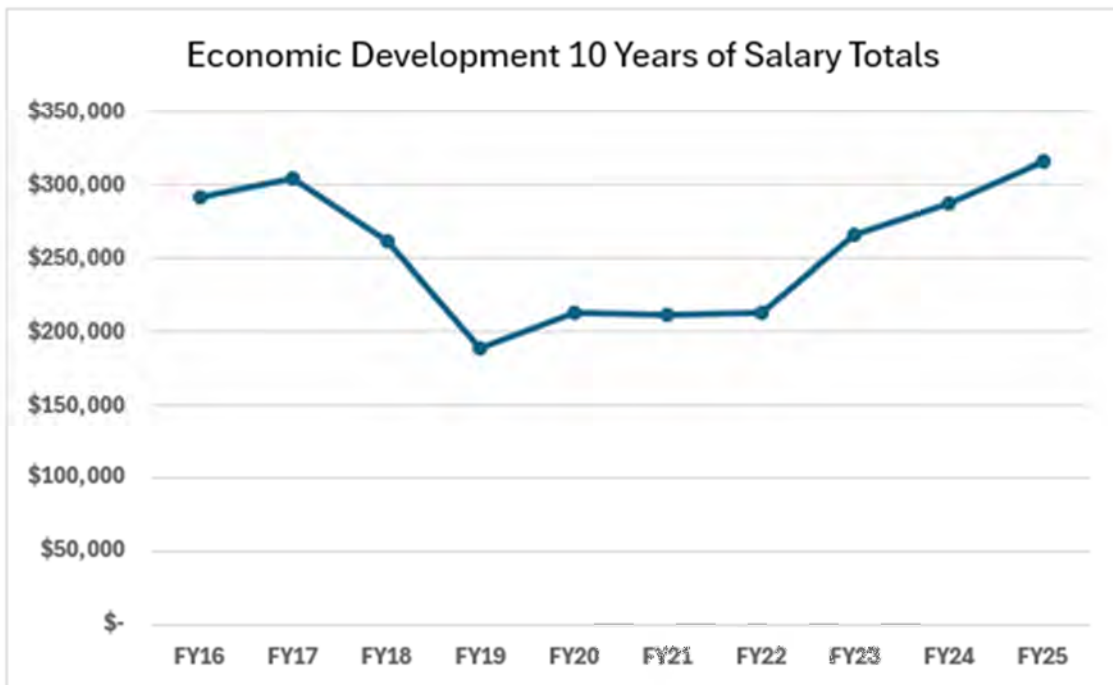
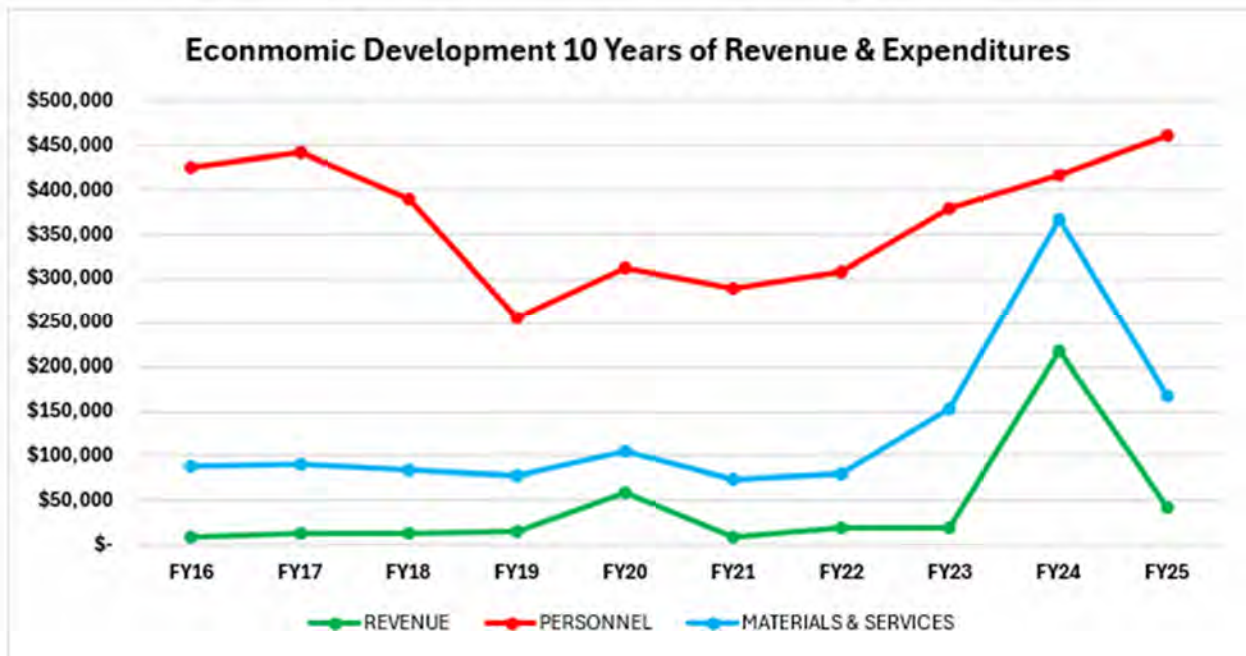
- Finalize N Fir Street and NW 2nd Avenue Redevelopment project – final Urban Renewal project.
- Apply for 2027 Certified Local Government grant for historic preservation efforts, programming, and projects with Heritage and Landmarks Commission.
- Continue comprehensive plan and urban growth boundary expansion work with Planning.
- Enhanced collaboration with community partners and businesses for the promotion and marketing of Canby to businesses, visitors, and developers.
- Utilize tools completed in FY26 to market Canby as an attractive location for hotel development and continue to enhance tourism opportunities and partnerships for Canby.

2026-2027 Challenges

- Sponsorship declines due to uncertainty with economy.
- Infrastructure considerations as Urban Growth Boundary expands.

Performance Measures

| Strategies and Measures | FY2025 Actuals | FY2026 Projected | 2027 Budget |
|---|----------------|------------------|-------------|
| Volunteer hours per year | 350 | 350 | 375 |
| Sponsorships | \$11,950 | \$13,500 | \$7,000 |
| Newsletters, news releases, and articles | 60 | 50 | 55 |
| Outreach and assistance to local manufacturers | 15 | 10 | 15 |





Budget Detail

General Fund - Economic Development

| GENERAL FUND - ECONOMIC DEV. | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|------------------|------------------|------------------|---------------------|--------------------|--|
| RESOURCES | | | | | | |
| REVENUE | | | | | | COMMENTS & DETAILS |
| Event Revenue | 5,150 | 7,297 | 7,000 | 11,000 | 8,500 | FY27 Assumes Sponsorship Decreases |
| Econ Dev City Grant Revenue | 200,000 | 7,999 | 15,000 | 15,000 | 5,000 | Anticipated CLG Grant in FY27 |
| Independence Day Revenue | 12,060 | 27,201 | 11,000 | 11,000 | 12,000 | New Fees Implemented Jan 2026 |
| Total Economic Dev. Revenue | 217,210 | 42,496 | 33,000 | 37,000 | 25,500 | |
| TRANSFERS IN & OTHER SOURCES | | | | | | |
| Transfer from UR | 425,000 | 425,000 | 425,000 | 425,000 | - | |
| Total Economic Dev. Transfers In | 425,000 | 425,000 | 425,000 | 425,000 | - | |
| TOTAL ECONOMIC DEV. RESOURCES | 642,210 | 467,496 | 458,000 | 462,000 | 25,500 | |
| REQUIREMENTS FOR ECONOMIC DEVELOPMENT | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 287,068 | 315,807 | 317,750 | 341,355 | 78,248 | |
| Overtime | 560 | 752 | 750 | 1,500 | 605 | |
| Employee Benefits | 1,422 | 2,732 | 2,750 | 3,486 | 315 | |
| Insurance Benefits | 34,789 | 40,723 | 50,000 | 43,802 | 12,826 | |
| Taxes/Other | 25,794 | 26,728 | 27,750 | 32,216 | 6,600 | |
| PERS Contributions | 67,334 | 74,304 | 91,500 | 97,830 | 21,636 | 136% increase in last 10 years |
| Total Economic Dev. Personnel Services | 416,966 | 461,045 | 490,500 | 520,189 | 120,230 | Labor allocated to departments served. |
| FTE | 2.5 | 2.6 | 2.6 | 2.6 | 0.5 | |
| MATERIALS & SERVICES | | | | | | |
| Copier Lease & Maint | 1,391 | 957 | 1,500 | 1,500 | 1,500 | |
| Internal Charge-Facilities | 5,521 | 7,632 | 7,048 | 7,048 | 7,048 | |
| Internal Charge-Tech Services | 9,831 | 21,696 | 15,100 | 15,100 | 4,075 | |
| Supplies & Services | 10,405 | 16,646 | 11,183 | 5,000 | 9,500 | |
| Main Street (General Fund) | 26,848 | 30,396 | 35,010 | 35,010 | 35,830 | Add UR Allowable to this line item for FY27 |
| Independence Day Expenses | 23,577 | 24,097 | 26,000 | 26,000 | 24,000 | Shortened 7/4 beer garden hours, only 2 bands needed |
| Flower Program | 5,975 | 5,904 | 6,000 | 6,000 | 6,000 | |
| Community Small Grants | 48,000 | - | - | - | - | |
| Business Small Grants | 22,000 | 17,000 | - | - | - | |
| Main Street (UR Allowable) | 14,163 | 9,425 | 6,100 | 5,000 | 5,500 | |
| EconDev City Grant Expended | 200,000 | 9,000 | 30,000 | 30,000 | 10,000 | CLG Grant Anticipated - one to one match |
| Downtown Parking Update | - | 25,357 | - | - | - | |
| Total Economic Dev. Materials & Services | 367,710 | 168,110 | 137,941 | 130,658 | 103,453 | |
| TRANSFERS OUT & OTHER USES | | | | | | |
| O/H Transfer to General Fund | 71,472 | 94,512 | 59,078 | 59,078 | 60,399 | |
| Total Economic Dev. Transfers Out | 71,472 | 94,512 | 59,078 | 59,078 | 60,399 | |
| TOTAL ECONOMIC DEV. REQUIREMENTS | 856,147 | 723,667 | 687,519 | 709,925 | 284,082 | |

Budget Detail

General Fund - Not Allocated

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 | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|---|-------------------|-------------------|-------------------|---------------------|--------------------|
| RESOURCES | | | | | |
| REVENUE | | | | | |
| Property Tax Current | 6,675,950 | 6,724,505 | 7,198,964 | 7,167,120 | 8,653,805 |
| Property Tax Prior | 88,510 | 64,122 | 69,000 | 68,992 | 71,752 |
| Cable Franchise Fee | 53,822 | 38,422 | 34,000 | 35,000 | 35,000 |
| Telephone Franchise Fee | 46,485 | 45,063 | 44,000 | 45,000 | 42,000 |
| Solid Waste Franchise Fee | 218,790 | 236,796 | 215,000 | 239,128 | 246,000 |
| Natural Gas Franchise Fee | 245,783 | 234,638 | 230,000 | 270,448 | 275,000 |
| City Sewer Franchise Fee | 315,000 | 300,000 | 340,000 | 340,000 | 357,000 |
| Cigarette Tax | 12,477 | 10,746 | 10,000 | 12,692 | 13,500 |
| Liquor Revenue | 357,827 | 297,175 | 350,000 | 322,336 | 330,000 |
| State Revenue Sharing | 236,530 | 200,842 | 200,000 | 210,000 | 215,000 |
| Clack. Co IGA Canby Center Pass Thru Gran | - | - | - | 218,000 | - |
| CU In Lieu of Taxes | 942,367 | 1,013,509 | 925,000 | 950,000 | 1,203,390 |
| Business Licenses | 75,040 | 76,390 | 72,500 | 138,000 | 142,000 |
| Liquor Licenses | 1,925 | 1,690 | 2,250 | 2,050 | 2,500 |
| Miscellaneous Fees | 180 | 552 | 300 | 3,300 | 3,600 |
| Title Lien Search Fees | 5,670 | 7,680 | 6,000 | 10,000 | 11,000 |
| PEG Access Fees | 10,764 | 7,684 | 5,000 | 6,500 | 7,500 |
| Miscellaneous-Income | 151,414 | 168,926 | 10,000 | 118,000 | 127,000 |
| Lease receipts (Adult Center) | 5,500 | 6,000 | 6,000 | 6,000 | 5,000 |
| Interest Revenues | 405,146 | 302,904 | 250,000 | 185,000 | 170,000 |
| Retirement/Separation Reserve | - | 65,744 | 30,626 | - | - |
| Total Not Allocated Revenue | 9,849,181 | 9,803,388 | 9,998,640 | 10,565,566 | 11,911,047 |
| TRANSFERS IN & OTHER SOURCES | | | | | |
| O/H from Building | 20,074 | 23,544 | 19,020 | 19,020 | 24,271 |
| O/H from Economic Develop | 71,472 | 94,512 | 59,078 | 59,078 | 12,135 |
| O/H from Library Fund | 193,407 | 233,244 | 177,855 | 177,855 | 217,951 |
| O/H from Street | 193,333 | 230,316 | 599,204 | 599,204 | 651,383 |
| O/H from Transit | 260,890 | 311,304 | 219,034 | 219,034 | 183,597 |
| O/H from Swim Levy | 158,308 | 183,048 | 142,211 | 142,211 | 165,861 |
| O/H from WWTP | 218,185 | 268,680 | 327,026 | 327,026 | 449,258 |
| O/H from Collections | 94,871 | 102,192 | 162,119 | 162,119 | 164,083 |
| O/H from Stormwater | 48,074 | 45,288 | 173,506 | 173,506 | 165,385 |
| Total Not Allocated Transfers In | 1,258,613 | 1,492,128 | 1,879,053 | 1,879,053 | 2,033,924 |
| TOTAL NOT ALLOCATED RESOURCES | 11,107,794 | 11,295,516 | 11,877,693 | 12,444,619 | 13,944,971 |

Budget Detail

General Fund - Not Allocated

| REQUIREMENTS NOT ALLOCATED | | | | | |
|---|----------------|------------------|----------------|----------------|----------------|
| PERSONNEL SERVICES | | | | | |
| Retirement & Separation Payout | 88,513 | 90,000 | 85,000 | - | - |
| Total Not Allocated Personnel Services | 88,513 | 90,000 | 85,000 | - | - |
| MATERIALS & SERVICES | | | | | |
| Ground Lease (Adult Center) | 6,000 | 6,000 | 6,000 | 6,000 | 5,000 |
| Other miscellaneous project expenses | 156,793 | 846,095 | - | - | - |
| Equipment | 71,655 | - | - | - | 30,000 |
| Clack. Co IGA Canby Center Pass Thru Gran | - | - | - | 218,000 | - |
| Internal Charge-Facilities | 59,981 | 82,956 | 76,573 | 76,573 | 76,573 |
| Total Not Allocated Materials & Services | 294,429 | 935,051 | 82,573 | 300,573 | 111,573 |
| TRANSFERS & SPECIAL PAYMENTS | | | | | |
| Transfers to Library Fund | 375,000 | 335,000 | 325,000 | 325,000 | 325,000 |
| Special Payments-PEG Access | - | 5,456 | 5,000 | 5,000 | 5,000 |
| Total Not Allocated Special Payments | 375,000 | 340,456 | 330,000 | 330,000 | 330,000 |
| General Fund Operating Contingency | - | - | 130,000 | - | 130,000 |
| TOTAL NOT ALLOCATED REQUIREMENTS | 757,942 | 1,365,507 | 627,573 | 630,573 | 571,573 |

Tricaster for Council Chambers

Special Revenue Funds

Library

The Canby Public Library, a division of the City of Canby and one of thirteen member libraries in the Libraries in Clackamas County (LINCC) consortium, provides comprehensive public library services to Canby area residents and welcomes visitors from across the Portland metropolitan region, ensuring broad and equitable access to information, educational resources, and community space. Library operations are funded primarily through the Clackamas County Library District, supported by a permanent tax rate of \$0.3974 per \$1,000 of assessed property value, with additional revenue from the City of Canby's General Fund, fines and fees, grants, and private donations. Through participation in LINCC, the Library leverages shared collections, technology infrastructure, and cooperative purchasing to maximize public funds and expand access to materials and services. The Library is committed to responsible stewardship of public funds, data-informed decision making, and strategic investment aligned with the City's goals, the Library's 2024–2027 Strategic Plan, and the LINCC Strategic Plan. In alignment with its mission, the Library invests public resources in programs, collections, technology access, and community partnerships that strengthen literacy, lifelong learning, civic engagement, and economic development throughout Canby.

2025-2026 Highlights

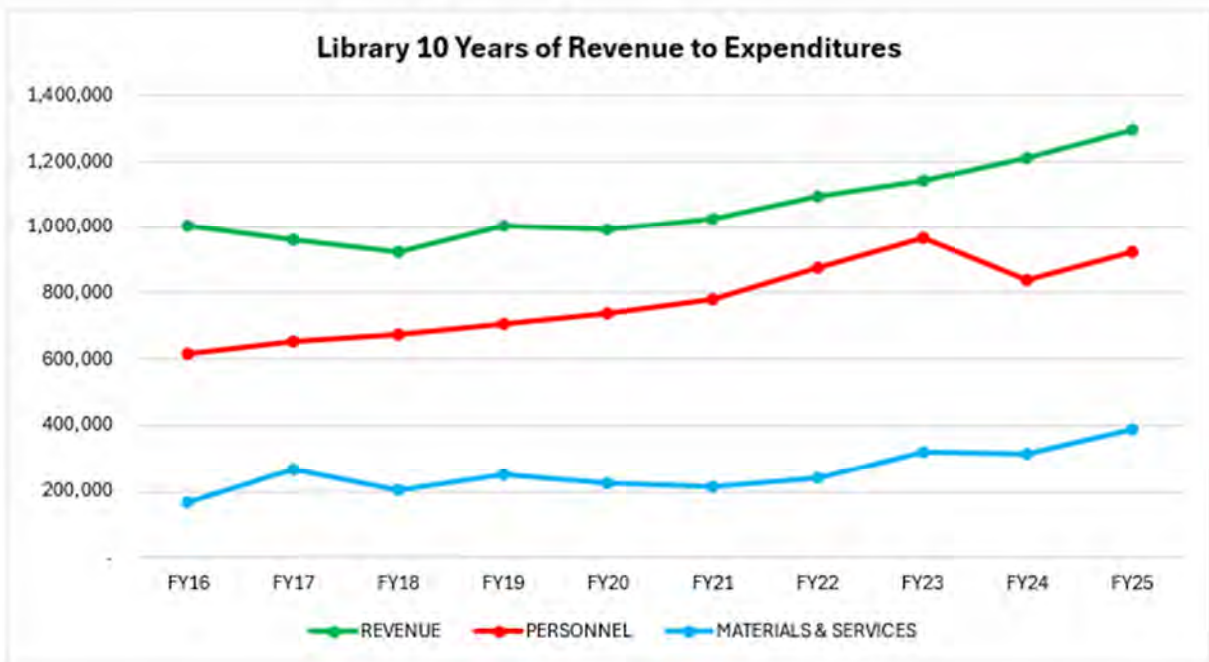
- Opened the grant-funded *Career Center*
- Continued building the *Canby Maker Lab* (for STEAM programs, funded by Canby Kiwanis), *Seed Library* (funded by Friends of the Canby Public Library), and *Library of Things* (funded in part by Friends of the Canby Public Library)
- Received and completed several grant projects for Ready to Read Grant, Teen Internship Grant, Mini Grants for Rural Libraries, ALA Transforming Communities Grant, Clackamas County Homelessness Initiative Grant

2026-2027 Goals & Challenges

- In FY 2011-2012, the Library operated approx. 2,600 annual open hours, with staffing levels ranging from 9.2 FTE (actual) to 10.3 FTE (budgeted) in an 11,000 sq ft facility. Today, the library operates 2,600 hours with 8.9 FTE in a 23,500 sq ft facility—more than double the size—while providing significantly expanded services. This shift highlights a growing gap between service expectations and staffing capacity. To address this gap, the Library will focus on the following priorities:
 - Achieve full compliance with *Essential* Oregon Library Association (OLA) public library standards
 - Evaluate options for increasing staffing levels, including bilingual (in Spanish) staff, in order to support sustainable expansion of library services and hours
 - Improve language accessibility: With over 20% of Canby residents identifying as Hispanic, the library currently lacks bilingual staff, despite OLA recommendations to provide language-appropriate staff when more than 10% of residents speak another language

Performance Measures

| Library Dashboard | | | | | |
|--|-------------------|-------------------|-------------------|--------------------|-------------------|
| Strategies & Measures | FY 22-23 Actual | FY 23-24 Actual | FY 24-25 Actual | FY 25-26 Projected | FY 26-27 Budget |
| Total number of visits | 89,084 | 96,010 | 101,445 | 103,000 | 104,330 |
| Total circulation of physical materials / eMaterials | 214,519 35,003 | 237,289 45,869 | 246,959 54,077 | 249,300 57,100 | 252,500 60,000 |
| Total number of programs | 155 | 382 | 429 | 400 | 375 |
| Total number of reference questions | 11,417 | 12,207 | 18,640 | 18,875 | 18,910 |
| Total meeting room reservations | 842 | 1,136 | 1,501 | 1,515 | 1,525 |







Budget Detail

Library Fund

| LIBRARY FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|---|------------------|------------------|------------------|---------------------|--------------------|
| RESOURCES | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 39,330 | 249,045 | 208,811 | 307,425 | 315,239 |
| REVENUE | | | | | |
| CC Library District | 1,122,566 | 1,177,729 | 1,223,904 | 1,223,904 | 1,270,920 |
| Grants-Library | 8,257 | 27,903 | 24,000 | 4,942 | 4,245 |
| Library Fines & Fees | 14,535 | 12,364 | 10,000 | 10,000 | 10,000 |
| FOL Pass Thru Revenue | 12,833 | 12,206 | 20,000 | 9,000 | 10,000 |
| Miscellaneous Income | 942 | - | - | - | - |
| Interest Revenues | 17,171 | 20,676 | 5,000 | 19,000 | 5,000 |
| Donations-Library | 6,676 | 15,015 | 10,100 | 10,470 | 10,000 |
| Donations-FOL (Programming) | 28,523 | 28,440 | 30,000 | 30,000 | 30,000 |
| Total Library Revenue | 1,211,503 | 1,294,334 | 1,323,004 | 1,307,316 | 1,340,165 |
| TRANSFERS IN & OTHER SOURCES | | | | | |
| Interfund Loan Transfer from CPC | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| Transfer from General Fund | 375,000 | 335,000 | 325,000 | 325,000 | 325,000 |
| Total Library Transfers In & Other Sources | 875,000 | 835,000 | 825,000 | 825,000 | 825,000 |
| TOTAL LIBRARY RESOURCES | 2,125,833 | 2,378,378 | 2,356,815 | 2,439,741 | 2,480,404 |

COMMENTS & DETAILS

Ready 2 Read Grant

None

Interest rates have decreased

Kiwanis \$10K

| LIBRARY FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|---|------------------|------------------|------------------|---------------------|--------------------|
| REQUIREMENTS FOR LIBRARY | | | | | |
| PERSONNEL SERVICES | | | | | |
| Regular Salaries and Wages | 524,826 | 579,019 | 623,000 | 595,227 | 722,100 |
| On Call | 48,961 | 51,996 | 39,000 | 53,135 | 54,386 |
| Library Page/Seasonal | 300 | 2,790 | - | 1,985 | 5,531 |
| Insurance Benefits | 87,396 | 100,882 | 151,500 | 126,615 | 163,346 |
| Taxes/Other | 52,965 | 53,629 | 58,500 | 57,955 | 65,596 |
| PERS Contributions | 127,545 | 134,939 | 184,250 | 179,437 | 213,883 |
| Total Library Personnel Services | 841,993 | 923,254 | 1,056,250 | 1,014,354 | 1,224,841 |
| FTE | 9.8 | 8.4 | 8.9 | 9.2 | 9.7 |

COMMENTS & DETAILS

Additional 33 hours per week (3 pt employees working more hours)

teen intern

136% increase in last 10 years

Add 33 hours listed above. This is the only FTE increase in the budget

Budget Detail

Library Fund

MATERIALS & SERVICES

| | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|--|
| Computer Hardware/Software | 624 | 1,293 | 1,000 | 1,200 | 4,050 | LibCal, W2W, Canva, Volgistics, FootFall Cam, Business Prime, MISC & Translate Live ILA |
| LINCC Consortium | 34,396 | 37,374 | 39,400 | 39,400 | 39,000 | Databases, eMaterials, RFID maintenance, text notifications, MobilePrint, LINCC email addresses, replacement tech, shared supplies |
| Copier Lease & Maint | 8,359 | 8,640 | 8,900 | 8,900 | 7,580 | |
| Travel & Training | 4,407 | 4,870 | 3,000 | 3,000 | 4,000 | |
| Internal Charge-Facilities | 83,775 | 115,860 | 106,946 | 106,946 | 106,946 | |
| Internal Charge-Tech Services | 40,231 | 52,704 | 84,000 | 84,000 | 73,190 | |
| Supplies & Services | 22,031 | 28,820 | 15,000 | 11,000 | 15,000 | Processing & office supplies, holds tape, two cell phones, iPad wireless plan, translation services, publicity & displays, postage, overages, MISC |
| Cash Over & Short | (162) | (100) | - | - | - | |
| Library Collection | 92,544 | 89,132 | 87,000 | 87,000 | 90,000 | Adding books to the Library's collection of books |
| Lost Books Refunds | 46 | 40 | 100 | 100 | 100 | |
| Volunteer Recognition | 660 | 1,234 | 1,500 | 1,600 | 1,600 | |
| Grants-Library Expended | 4,019 | 4,994 | 45,783 | 28,353 | 2,259 | Ready to Read |
| Donations-Library Expended | - | - | - | - | 470 | Foundation donation contribution for LibCal from FY 25-26 |
| Donations Expended FOL | 23,686 | 28,988 | 30,000 | 30,000 | 30,000 | includes cultural passes |
| Donations - Kiwanis | - | 14,943 | 10,000 | 10,000 | 10,000 | |
| Total Library Materials & Services | 314,617 | 388,792 | 432,629 | 411,499 | 384,195 | |
| DEBT SERVICE | | | | | | |
| Interest Expense | 13,939 | 13,457 | 15,000 | 11,794 | - | |
| Total Library Debt Service | 13,939 | 13,457 | 15,000 | 11,794 | - | |
| SPECIAL PAYMENTS | | | | | | |
| Special Payments-FOL Pass Thru | 12,833 | 12,206 | 20,000 | 9,000 | 10,000 | |
| Total Library Special Payments | 12,833 | 12,206 | 20,000 | 9,000 | 10,000 | |
| TRANSFERS OUT | | | | | | |
| O/H to General Fund | 193,407 | 233,244 | 177,855 | 177,855 | 217,951 | |
| Interfund loan pmt transfer to CPC | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | |
| Total Library Transfers Out | 693,407 | 733,244 | 677,855 | 677,855 | 717,951 | |
| OPERATING CONTINGENCY | - | - | 74,444 | - | - | |
| RESERVED FOR FUTURE EXPENDITURE | | | | | | |
| Restricted FB - Library | 249,045 | 307,425 | - | - | - | |
| TOTAL LIBRARY REQUIREMENTS | 2,125,832 | 2,378,378 | 2,356,815 | 2,439,741 | 2,480,404 | |

Transit Fund (Canby Area Transit - CAT)

The Transit Department provides leadership and oversight for public transportation services serving the City of Canby and its connections to surrounding communities. The department ensures that transit services are delivered safely, efficiently, and in compliance with all applicable regulations while maintaining a strong focus on customer service and reliability.

Key responsibilities include managing the contracted transit service provider, overseeing service planning and system performance, and ensuring the effective procurement of vehicles, equipment, and related services. The department also engages with the community and regional partners to support coordinated transportation initiatives and improved mobility.

In addition, the Transit Department actively pursues grant funding and manages financial resources to sustain and enhance transit operations. Through strategic planning and responsible stewardship of public funds, the department works to provide a dependable and responsive transit system that meets the evolving transportation needs of the community.

2025-26 Highlights

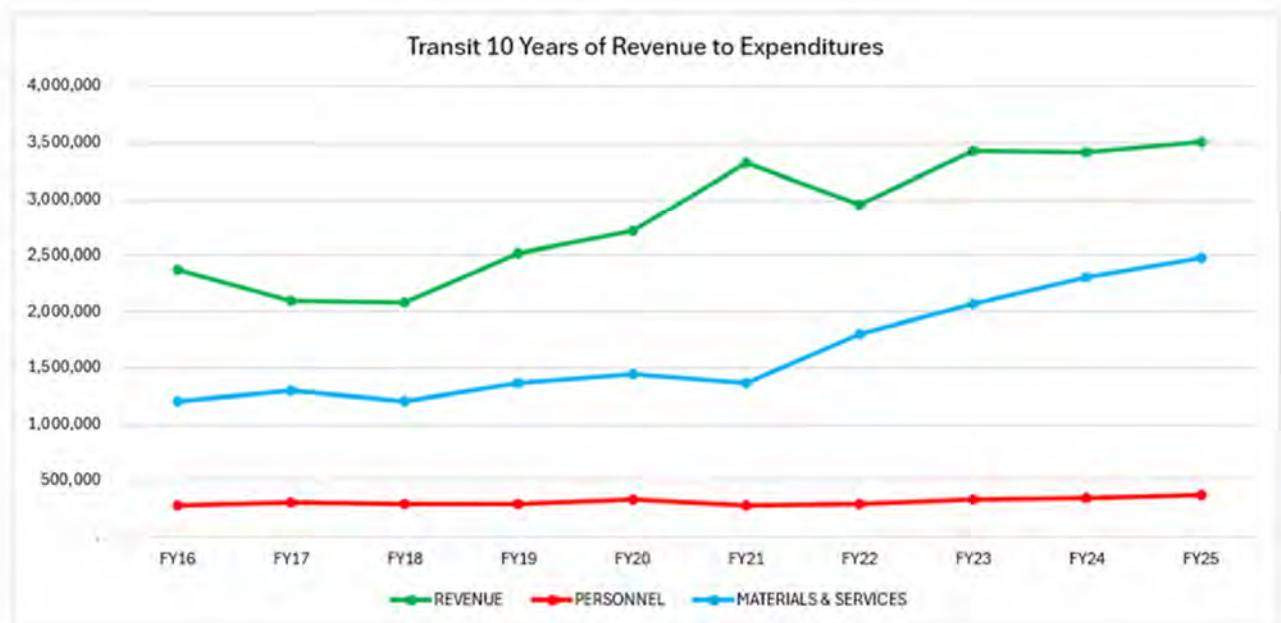
- Received \$470,078 in federal funds.
- Received \$600,000 in bus replacement funds.
- Purchased four new Dial-a-Ride Vans.
- Purchased one new cutaway fixed route bus.
- Received \$498,659 in Statewide Transportation Improvement Fund (STIF) revenue.
- Provided Canby businesses with a stable payroll tax rate about 27% lower than the rate in most of the TriMet service district.
- Increased Ridership by approximately 4.3%.

2026-27 Goals (*City-wide Goals – Public Services*)

- Receive \$470,078 in federal funds.
- Receive \$517,058 in Statewide Transportation Improvement Fund (STIF) revenue.
- Seek additional funding for building.
- Conduct an RFP to obtain a new service contract for transit services.
- Re-align 99x to better fit ridership patterns based on the Transit Master Plan.

Performance Measures

| Strategies and Measures | FY2024 Actuals | FY2025 Actuals | FY2026 Projected | FY2027 Goals |
|---|----------------|----------------|------------------|--------------|
| Provide Fixed-Route Transit Service (Route 99X / Canby Loop) | | | | |
| One-way trips provided | 81,875 | 87,332 | 92,500 | 95,000 |
| Service hours provided | 14,225 | 14,157 | 14,260 | 15,000 |
| Service miles provided | 300,819 | 312,085 | 324,865 | 325,000 |
| Provide Demand Response Transit Service (Dial-A-Ride) | | | | |
| One-way trips provided | 11,789 | 11,919 | 11,000 | 12,000 |
| Service hours provided | 5,095 | 5,026 | 5,000 | 5,000 |
| Service miles provided | 53,792 | 59,590 | 60,550 | 60,000 |





Budget Detail

Transit Fund

| TRANSIT FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|------------------|------------------|------------------|---------------------|--------------------|---|
| RESOURCES | | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 3,784,084 | 3,985,835 | 3,909,364 | 4,110,251 | 4,032,495 | |
| REVENUE | | | | | | COMMENTS & DETAILS |
| Grant - 5311 | 333,864 | 333,865 | 372,578 | 372,578 | 372,578 | Allocated per biennium by the state. Rural Grant |
| Grant - Capital | 67,607 | 54,911 | 607,750 | 607,750 | - | Bus purchases in FY26 |
| Grant - Operating | 90,161 | 90,161 | 97,500 | 97,500 | 97,500 | Allocated per biennium by the state. Elderly & Disabled - Dial A Ride |
| STIF Discretionary Funds | - | 62,754 | - | - | - | |
| STIF Formula Funds | 668,053 | 574,363 | 371,856 | 371,856 | 390,255 | Population based on actual payroll |
| STIF Demand Response | - | - | 126,803 | 126,803 | 126,803 | Based on application amount |
| County IGA - STIF Formula Fund | - | 55 | - | - | - | |
| Transit ER Payroll Tax | 1,988,511 | 2,135,724 | 2,100,000 | 2,100,000 | 2,200,000 | Based on approx \$350M payroll |
| Payroll Tax Penalties & Int | 30,192 | 24,604 | 6,000 | 12,000 | 6,000 | |
| Fares | 54,871 | 53,431 | 45,000 | 46,000 | 46,000 | Based on prior year actuals - \$1 per ride on 99X & Dial A Ride on weekdays |
| Miscellaneous-Income | 3,465 | 1,940 | 2,000 | 3,000 | 3,000 | Vehicle sales - sold at auction |
| Interest Revenues | 153,872 | 156,024 | 100,000 | 150,000 | 150,000 | |
| STIF Interest | 21,385 | 21,035 | 10,000 | 8,000 | 4,000 | Expect to reduce STIF reserves next year. |
| Donations-Transit | 25 | - | - | - | - | |
| Total Transit Revenue | 3,412,006 | 3,508,867 | 3,839,487 | 3,895,487 | 3,396,136 | |
| TOTAL TRANSIT RESOURCES | 7,196,090 | 7,494,702 | 7,748,851 | 8,005,738 | 7,428,631 | |
| REQUIREMENTS FOR TRANSIT | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 231,622 | 252,514 | 276,750 | 255,401 | 262,278 | |
| Overtime | 6,961 | 722 | - | - | - | |
| Insurance Benefits | 34,541 | 38,380 | 57,500 | 38,280 | 60,115 | |
| Taxes/Other | 22,416 | 21,848 | 23,500 | 21,142 | 21,976 | |
| PERS Contributions | 53,903 | 55,834 | 77,750 | 67,827 | 71,963 | 136% increase in last 10 years |
| Total Transit Personnel Services | 349,443 | 369,300 | 435,500 | 382,650 | 416,333 | |
| FTE | 2.7 | 2.7 | 2.9 | 2.6 | 3.2 | |

Budget Detail

Transit Fund

| TRANSIT FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|------------------|------------------|------------------|---------------------|--------------------|---|
| REQUIREMENTS FOR TRANSIT | | | | | | |
| MATERIALS & SERVICES | | | | | | |
| Prof/Tech Services | 160,112 | 79,794 | 37,000 | 30,000 | 32,000 | STIF Financial Audit, UMO fare collection. |
| Contract Services | 1,602,740 | 1,773,156 | 2,026,000 | 1,900,000 | 1,900,000 | |
| Transit Facilities Maintenance | 20,914 | 15,189 | 17,000 | 12,000 | 15,500 | Maintaining the transit center, yard, gate, signs and shelters including utilities. |
| Space Lease | 43,266 | 44,568 | 50,000 | 50,000 | 50,000 | Rent + Triple net (also known as our share of the facility maintenance not included in rent) |
| Vehicle Maintenance | 1,331 | 809 | 1,500 | 500 | 500 | Transit Specific vehicle repairs that do not require fleet. |
| Vehicle (Non-Ins) Repair | 51 | - | - | - | - | |
| Copier Lease & Maint | 1,622 | 3,008 | 3,500 | 3,500 | 3,500 | |
| Communications | 5,768 | 6,504 | 10,785 | 7,000 | 7,000 | Translation services & Radios |
| Marketing | 10,170 | 7,621 | 12,000 | 1,000 | 7,000 | Promotional materials & Advertising |
| Printing | 3,437 | 1,701 | 4,600 | 1,000 | 3,000 | Pass printing, punch card printing |
| Travel & Training | 25 | 2,776 | 4,500 | 3,000 | 3,000 | Annual OTA conference plus training classes |
| Membership Dues & Fees | 23,611 | 24,269 | 25,725 | 24,500 | 27,625 | Passio, CTS, Fleet Maintenance pro software for transit. Chamber and Oregon Transit Association Membership. |
| Internal Charge-Fleet | 381,760 | 432,312 | 446,564 | 446,564 | 507,920 | |
| Internal Charge-Facilities | 8,377 | 11,592 | 10,695 | 10,695 | 10,695 | |
| Internal Charge-Tech Services | 30,863 | 57,996 | 53,800 | 53,800 | 20,376 | |
| Supplies & Services | 8,050 | 9,137 | 12,500 | 7,000 | 7,000 | |
| Tax Collection Services & Supp | 5,854 | 6,480 | 6,000 | 6,000 | 7,000 | Finance charge for materials for tax collection |
| Total Transit Materials & Services | 2,307,951 | 2,476,912 | 2,722,169 | 2,556,559 | 2,602,116 | |
| CAPITAL OUTLAY | | | | | | |
| Transit Projects | 122,082 | 17,873 | 50,000 | 25,000 | 30,000 | Storage shed for materials, and repairs. |
| Vehicles | - | 8,000 | 790,000 | 790,000 | - | 5 vehicles purchased in FY26 |
| Bus Shelters | 2,585 | 21,349 | - | - | - | |
| New Transit Office | 167,307 | 179,715 | 500,000 | - | - | |
| Total Transit Capital Outlay | 291,974 | 226,936 | 1,340,000 | 815,000 | 30,000 | |
| TRANSFERS OUT | | | | | | |
| O/H to General Fund | 260,890 | 311,304 | 219,034 | 219,034 | 183,597 | |
| Total Transit Transfers Out | 260,890 | 311,304 | 219,034 | 219,034 | 183,597 | |
| OPERATING CONTINGENCY | | | | | | |
| | - | - | 157,883 | - | 150,922 | |
| RESERVED FOR FUTURE EXPENDITURE | | | | | | |
| | - | - | 2,874,265 | 4,032,495 | 4,045,663 | |
| ENDING FUND BALANCE (prior year's) | | | | | | |
| Restricted FB - STIF | 539,031 | 565,283 | - | - | - | |
| Committed FB - Transit | 3,245,053 | 3,420,552 | - | - | - | |
| Total Transit Ending Fund Balance | 3,985,835 | 4,110,251 | - | - | - | |
| TOTAL TRANSIT REQUIREMENTS | 7,196,091 | 7,494,703 | 7,748,851 | 8,005,738 | 7,428,631 | |

Swim Center

The Canby Swim Center provides year-round aquatic recreation, instruction, and competitive swimming opportunities for Canby and surrounding communities. The Swim Center promotes water safety, fitness, and community engagement through partnerships with the Canby School District, local swim teams, and regional aquatic organizations.

Originally constructed in 1969, the facility is a six-lane, 25-yard indoor pool serving a wide range of users through swim lessons, lap swimming, public recreation swims, school programs, and competitive team training. The facility also hosts regional swim meets and community events and provides shower access for individuals in need. Operations are supported in part by the voter-approved pool levy funding the Swim Center from 2022–2027.

2025–26 Highlights

- Continued strong participation in swim lessons, lap swimming, and public recreation programming.
- Provided swimming instruction to all local elementary schools
- Supported competitive swimming through partnerships with Canby Swim Club and Canby High School.
- Maintained safe operations while managing increasing maintenance needs associated with a 50+ year-old facility.
- Advanced planning and design work for renovation of locker rooms, lobby, and administrative areas.

2026–27 Goals

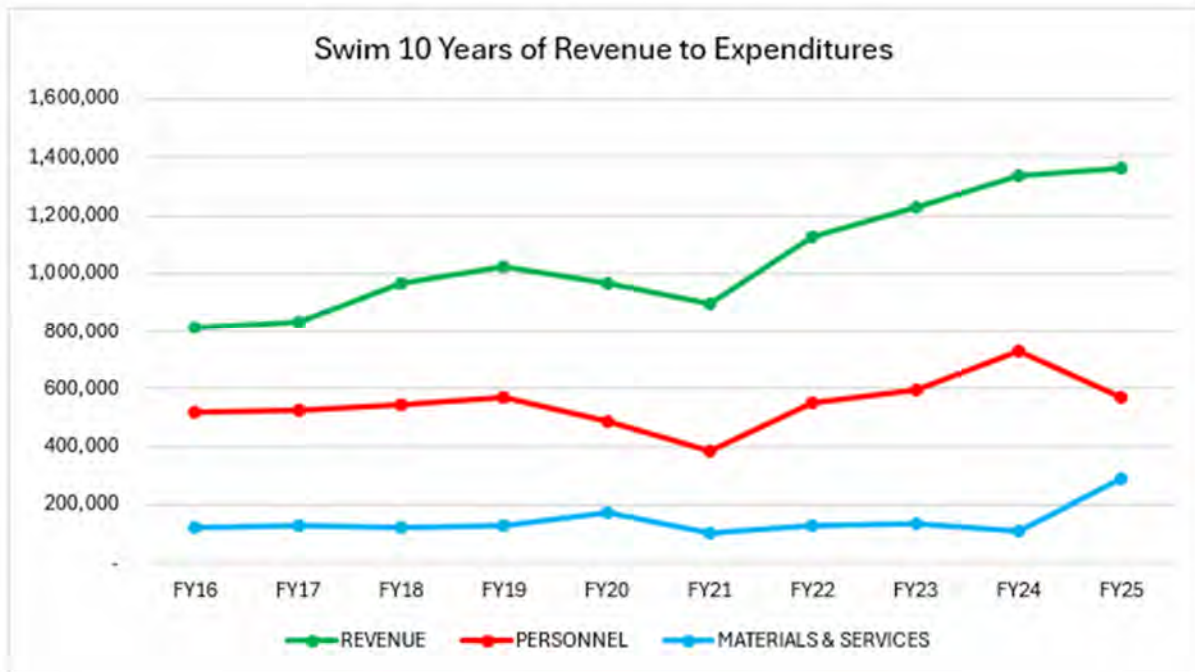
- Renew swim levy.
- Complete bidding and permitting for the Swim Center renovation project and begin construction in late summer.
- Continue providing swim lessons, recreational and fitness swimming opportunities, and school-based aquatic instruction.
- Maintain staffing levels necessary for safe facility operations.
- Address routine maintenance needs during the annual closure and throughout the year.

2027–28 Challenges

- Aging facility infrastructure requires increasing maintenance and capital investment.
- Balancing growing program demand with the limits of a single six-lane facility.
- Recruiting and retaining qualified lifeguards and swim instructors.
- Planning for long-term facility improvements or replacement.

Performance Measures

| Strategies and Measures | FY2024 Actuals | FY2025 Actuals | FY2026 Projected | FY2027 Projected |
|---|-------------------|-------------------|---------------------|---------------------|
| Public Lessons Taught (& Penguin club) | 19144 | 19999 | 18000 | 19,000 |
| School lessons taught | 3003 | 2886 | 2,850 | 2,850 |
| Public use hours per week | 80 | 80 | 80 | 80 |
| Private use rental hours per week | 2+ | 2+ | 2 | 2 |
| Usage from Canby citizens | 50% | 50% | 50% | 50% |
| Usage from outside Canby citizens | 50% | 50% | 50% | 50% |





Budget Detail

Swim Center

| SWIM LEVY FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|------------------|---------------------|------------------|----------------------|---------------------|--|
| RESOURCES | | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 1,857,596 | 2,174,395 | 2,068,858 | 2,487,472 | 2,581,845 | |
| REVENUE | | | | | | COMMENTS & DETAILS |
| Property Tax Levy | 1,053,102 | 1,064,952 | 1,116,652 | 1,100,000 | 1,090,000 | |
| Property Tax - Prior | 13,853 | 10,036 | 10,000 | 12,000 | 10,500 | |
| Pool Revenue | 167,398 | 174,637 | 160,000 | 165,000 | 135,000 | Remodel Impact, staff will review pool fees for possible updates |
| Miscellaneous Income | 1,459 | 18 | - | - | - | |
| Interest Revenues | 99,954 | 116,490 | 55,000 | 95,000 | 80,000 | |
| Total Swim Revenue | 1,335,765 | 1,366,133 | 1,341,652 | 1,372,000 | 1,315,500 | |
| TOTAL SWIM RESOURCES | 3,193,361 | 3,540,527.56 | 3,410,510 | 3,859,472 | 3,897,345 | |
| SWIM LEVY FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | 2016-17 Projected | 2017-18 Proposed | |
| REQUIREMENTS FOR SWIM | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 483,225 | 373,268 | 361,500 | 349,856 | 329,738 | |
| Overtime | 2,611 | 2,583 | 3,500 | 3,808 | 3,000 | |
| Insurance Benefits | 94,234 | 74,832 | 87,750 | 65,283 | 93,998 | |
| Taxes/Other | 51,713 | 38,696 | 44,250 | 36,473 | 35,360 | |
| PERS Contributions | 90,761 | 79,910 | 109,750 | 97,059 | 99,197 | 136% increase in last 10 years |
| Total Swim Personnel Services | 729,533 | 569,289 | 606,750 | 552,479 | 561,294 | |
| FTE | 8.2 | 9.8 | 9.0 | 6.4 | 5.0 | Most employees are now contractors |

Budget Detail

Swim Center

MATERIALS & SERVICES

| | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|---|
| Contract Services | - | - | 188,000 | 245,000 | 260,000 | Employee contract costs. |
| Bldg Maintenance | 1,939 | 8,512 | 15,000 | 15,000 | 20,000 | |
| Ground Lease | 14,000 | 14,000 | 14,000 | 14,000 | 20,000 | |
| Copier Lease & Maintenance | 221 | 502 | 600 | 600 | 800 | |
| Advertising & Marketing | 1,564 | 2,833 | 3,500 | 3,500 | 3,500 | |
| Training & Travel | 5,839 | 3,582 | 6,500 | 6,000 | 6,000 | starfish license, red cross card fees, operator certification |
| Internal Charge - Tech Services | 10,742 | 23,496 | 18,300 | 18,300 | 28,526 | |
| Supplies & Services | 10,223 | 164,679 | 12,000 | 12,000 | 12,000 | In FY25, this is where seasonal employees resided. |
| Bank Charges | 6,455 | 7,012 | 8,000 | 8,000 | 8,000 | |
| Cash Over & Short | 121 | 26 | - | 37 | - | |
| Pool Chemicals | 8,104 | 13,835 | 15,000 | 12,000 | 15,000 | |
| Janitorial Supplies | 4,895 | 3,588 | 6,500 | 6,500 | 7,000 | |
| Pool Concession Purchases | 837 | 1,366 | 3,000 | 2,000 | 2,000 | |
| Utility - Gas | 30,344 | 27,377 | 36,000 | 28,000 | 30,000 | |
| Utility - Water | 3,970 | 4,196 | 6,500 | 6,000 | 6,000 | |
| Utility - Electric | 12,674 | 13,414 | 18,500 | 16,000 | 16,500 | |
| Total Swim Materials & Services | 111,927 | 288,417 | 351,400 | 392,937 | 435,326 | |

CAPITAL OUTLAY

| | | | | | | |
|----------------------------------|---------------|---------------|----------------|----------------|----------------|---|
| Bldg Improvements >\$5k | 19,202 | 6,632 | 750,000 | 190,000 | 700,000 | Remodel bidding in process |
| New Pool Facility | | | | | 19,000 | SEA design for new pool facility, \$350/square foot |
| Pool Improvements >\$5k | - | - | - | - | - | |
| Furniture & Fixtures >\$5k | - | - | - | - | 6,000 | Funds to outfit remodeled space |
| Equipment >\$5k | - | 5,670 | - | - | - | |
| Total Swim Capital Outlay | 19,202 | 12,302 | 750,000 | 190,000 | 725,000 | |

TRANSFERS OUT

| | | | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|--|
| O/H to General Fund | 158,308 | 183,048 | 142,211 | 142,211 | 165,861 | |
| Total Swim Transfers Out | 158,308 | 183,048 | 142,211 | 142,211 | 165,861 | |

OPERATING CONTINGENCY

| | | | | | | |
|--|---|---|--------|---|---|--|
| | - | - | 47,907 | - | - | |
|--|---|---|--------|---|---|--|

RESERVED FOR FUTURE EXPENDITURE

| | | | | | | |
|--|---|---|-----------|-----------|-----------|--|
| | - | - | 1,846,100 | 2,581,845 | 2,009,864 | |
|--|---|---|-----------|-----------|-----------|--|

Restricted FB - Swim Center

| | | | | | | |
|--|-----------|-----------|---|---|---|--|
| | 2,174,395 | 2,487,472 | - | - | - | |
|--|-----------|-----------|---|---|---|--|

TOTAL SWIM REQUIREMENTS

| | | | | | | |
|--|------------------|---------------------|------------------|------------------|------------------|--|
| | 3,193,364 | 3,540,527.93 | 3,744,368 | 3,859,472 | 3,897,345 | |
|--|------------------|---------------------|------------------|------------------|------------------|--|

Street Fund

The Street Fund is dedicated to the construction, preservation, and comprehensive stewardship of the City's transportation infrastructure, including public streets, alleys, and rights-of-way. Its responsibilities encompass a wide range of essential activities designed to ensure the safety, functionality, and longevity of the roadway system. These activities include paving, surface oiling, overlay applications, routine street sweeping, pavement patching, and the striping of traffic lanes and crosswalks.

In addition, the Street Fund supports the landscaping and vegetation management of rights-of-way, the fabrication, installation, and repair of street signage, the maintenance of municipal parking facilities, and the ongoing upkeep of street lighting systems throughout the City.

2025-26 Highlights

- Completed South Ivy reconstruction and overlay projects, including installation of new sidewalks, improving roadway conditions, pedestrian safety, and overall accessibility while extending the lifespan of the street infrastructure
- Crack sealed 3.5 center line miles to preserve pavement condition.
- Construct S Walnut Street industrial road in front of OLCC facility.
- Acquired Right-of-Ways for Walnut Street extension to support future roadway development.
- Complete the Public Works fuel station at the Public Works facility, providing on-site fueling for City vehicles and equipment. This improves efficiency, reduces staff travel time, lowers fuel costs through bulk purchasing, and supports faster response during daily operations and emergencies.

2026-27 Goals

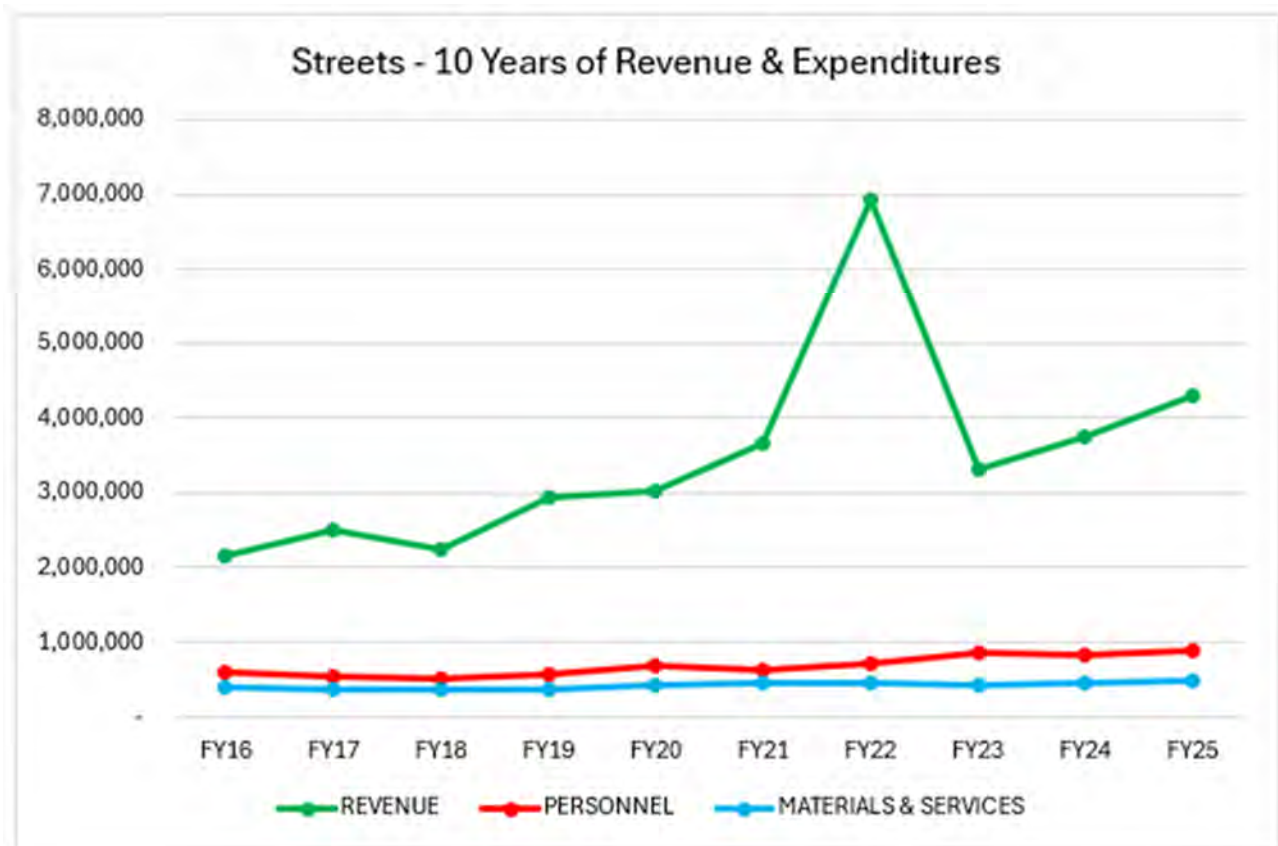
- Crack seal 5 miles of City streets (City-wide Goal – Promote Financial Stability)
- Maintain weekly sweeping schedule for approximately 65 miles of existing paved roads (City-wide Goal – Public Services)
- Construct Walnut Street extension to improve transportation infrastructure.
- Repaint approximately 38 miles of roadway striping to enhance visibility, safety, and roadway maintenance.
- Complete Public Works parking lot improvements around the new fuel station, improving vehicle access, site organization, drainage, and overall operational efficiency for City staff and equipment.

2026-27 Challenges

- High costs for street and alley maintenance (paving, overlays, patching)
- Rising prices for asphalt, oil, striping paint, and other materials
- Limited funds for preventative maintenance versus major repairs
- Wide range of responsibilities funded by the Street Fund
- Ongoing street lighting maintenance
- Rising costs for fabrication, installation, and replacement of street signage
- Equipment, fuel, and maintenance costs for street operations

Performance Measures

| Strategies and Measures | FY2023 Actuals | FY2024 Actuals | FY2025 Actuals | FY2026 Actuals | FY2027 Projected |
|--|-------------------|-------------------|-------------------|-------------------|---------------------|
| Maintain roads and right-of-way to the highest quality standard | | | | | |
| Streets Overlaid | 4 | 6 | 3 | 1.2 | 4 |
| Signs Replaced | 100 | 130 | 180 | 115 | 135 |
| Line Miles Restriped | 31.5 | 32.5 | 32 | 32 | 38 |
| Thermo-plastic Legends Installed/Replaced | 30 | 15 | 26 | 30 | 36 |
| Weekly Street Sweeping Completed | 100% | 100% | 100% | 84% | 100% |





Budget Detail

Street Fund

| STREET FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|-------------------|-------------------|-------------------|---------------------|--------------------|---|
| RESOURCES | | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 8,514,146 | 10,015,395 | 10,655,114 | 10,087,775 | 8,463,364 | |
| REVENUE | | | | | | COMMENTS & DETAILS |
| State Highway Fund | 1,406,049 | 1,548,834 | 1,485,000 | 1,485,000 | 1,500,000 | will continue to monitor fuel prices |
| Local Gas Tax | 387,630 | 419,660 | 415,000 | 350,000 | 430,000 | 3 cents per gallon |
| County Vehicle Registration Fee | 350,966 | 350,053 | 320,000 | 320,000 | 325,000 | |
| Federal Fund Exchange | 129,466 | 236,058 | 100,000 | 237,811 | 240,000 | Passthrough funding from ODOT |
| Miscellaneous Fees | 250 | 550 | 300 | 200 | 500 | |
| Street Maintenance Fee | 609,683 | 619,458 | 575,000 | 575,000 | 650,000 | Implementing new rates effective Sept 2026 |
| Erosion Control Fees | 22,072 | 30,327 | 23,000 | 20,000 | 21,360 | |
| Driveway/Curb/Sidewalk Inspect | 7,100 | 8,500 | 7,000 | 7,000 | 7,000 | |
| Street Excavation/Opening Fee | 1,175 | 925 | 1,000 | 800 | 1,000 | |
| Urban Forestry Program Revenue | 10,264 | 125 | 5,000 | 100 | 200 | |
| Street Sign Program Revenue | 2,590 | - | 2,000 | - | 2,000 | |
| Traffic In Lieu Fees | 30,693 | 204,400 | - | 547,500 | - | Large industrial park fees |
| | | | | | | Rec'd FY26-Clackamas County Road Transfer - N Pine St. \$513k - |
| Miscellaneous-Income | 350,557 | 397,325 | 10,000 | 520,000 | - | Restitution for Street Light damage |
| Damaged Property Claim Revenue | 569 | - | - | - | - | |
| Interest Revenues | 430,584 | 484,457 | 320,000 | 360,000 | 325,000 | Interest rate decrease |
| Total Street Revenue | 3,739,648 | 4,300,672 | 3,263,300 | 4,423,411 | 3,502,060 | |
| TRANSFERS IN | | | | | | |
| Transfer from SDC | 261,379 | 870,748 | 6,292,000 | - | 4,764,369 | See CIP List |
| Total Street Transfers In | 261,379 | 870,748 | 6,292,000 | - | 4,764,369 | |
| TOTAL STREET RESOURCES | 12,515,173 | 15,186,815 | 20,210,414 | 14,511,186 | 16,729,793 | |
| REQUIREMENTS FOR STREETS | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 525,589 | 541,210 | 451,500 | 585,288 | 703,196 | |
| Seasonal/Temp Wages | 7,695 | 37,854 | - | - | - | |
| Overtime | 12,433 | 17,848 | 20,000 | 20,151 | 20,000 | |
| Employee Benefits | - | - | - | - | - | |
| Insurance Benefits | 91,101 | 89,108 | 92,500 | 99,814 | 117,482 | |
| Taxes/Other | 56,931 | 66,354 | 67,750 | 62,281 | 74,328 | |
| PERS Contributions | 127,649 | 124,962 | 128,250 | 156,501 | 196,753 | 136% increase in last 10 years |
| Clothing Allowance | 1,600 | - | 1,200 | 527 | 1,200 | |
| Total Street Personnel Services | 822,997 | 877,336 | 761,200 | 924,562 | 1,112,959 | |
| FTE | 7.4 | 6.0 | 7.5 | 7.5 | 7.9 | |

Budget Detail

Street Fund

| STREET FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|-------------------|-------------------|-------------------|---------------------|--------------------|--|
| REQUIREMENTS FOR STREETS (Continued) | | | | | | |
| MATERIALS & SERVICES | | | | | | COMMENTS & DETAILS |
| Consultant Engineer | 14,330 | 10,450 | 15,000 | 4,200 | 15,000 | |
| Professional Services | 8,524 | 5,791 | 6,000 | 115,000 | 10,000 | Legal fees in FY26 |
| UP/ODOT/Quiet Zone Inspections | - | - | 94,000 | 94,000 | 94,000 | |
| Curb/Sidewalk Repair | 6,384 | 1,201 | 10,000 | 10,000 | 12,000 | Just paved sidewalks in Ivy Ridge |
| Street Lighting & Maint | 103,672 | 88,223 | 105,000 | 89,000 | 110,000 | Maintenance and repair of street lights, poles, and related infrastructure. |
| Street Maintenance | 20,282 | 41,983 | 60,000 | 25,000 | 75,000 | General roadway maintenance including pothole repair and surface upkeep. |
| Copier Lease & Maint | 1,135 | 1,037 | 1,500 | 1,500 | 1,500 | |
| Street Maint Billing | 36,809 | 41,273 | 42,500 | 42,500 | 28,000 | |
| Street Signing | 15,762 | 28,440 | 22,000 | 18,000 | 22,000 | |
| Street Marking & Striping | 16,564 | 18,801 | 20,000 | 20,000 | 25,000 | Pavement markings including lane striping, crosswalks, and traffic markings. |
| Damaged Property Claim Expense | 8,737 | 9,520 | 10,000 | - | 10,000 | Costs related to claims for damage involving City infrastructure o |
| Communications | 3,643 | 3,537 | 2,700 | 2,700 | 3,200 | |
| Travel & Training | - | 6,121 | 8,000 | 6,900 | 8,000 | |
| Membership Dues & Fees | - | 40 | 1,000 | 950 | 1,000 | |
| Internal Charge-Fleet | 102,332 | 110,580 | 88,556 | 88,556 | 100,723 | |
| Internal Charge-Facilities | 36,186 | 50,040 | 46,195 | 46,195 | 46,195 | |
| Internal Charge-Tech Services | 24,960 | 31,800 | 26,100 | 26,100 | 66,262 | |
| Supplies & Services | 13,619 | 12,810 | 12,000 | 12,000 | 12,000 | |
| Small Tools | 4,877 | 2,264 | 7,000 | 5,000 | 7,000 | |
| Safety Supplies | 1,752 | 594 | 1,500 | 1,500 | 2,000 | |
| Urban Forestry Program | 14,861 | 16,194 | 20,000 | 25,000 | 35,000 | Tree planting, maintenance, and urban tree management. |
| Utilities | 6,060 | 6,095 | 6,500 | 8,000 | 8,000 | |
| Total Street Materials & Services | 440,490 | 486,792 | 605,551 | 642,101 | 691,880 | |
| CAPITAL OUTLAY | | | | | | COMMENTS & DETAILS |
| Equipment | 290,100 | 53,741 | 350,000 | 150,000 | 250,000 | Bucket Truck (\$250k) |
| Street Maint Fee Projects | 63,544 | 1,129,370 | 250,000 | 50,000 | 1,200,000 | Ivy St project and 19th Loop project |
| S Ivy Sidewalk/Overlay Project | 121,383 | 1,800,891 | 1,492,000 | 1,000,000 | - | |
| Industrial Park to 99E | 194,981 | 223,295 | 7,034,000 | 1,000,000 | 6,000,000 | \$1.58 million in ARPA ODOT to spend before 12/31/26 then SDC's |
| N Locust NE 4th-NE 10th Improv | 34,955 | - | - | - | - | |
| NE Territorial/Redwood Improve | 8,464 | - | - | - | - | |
| N Pine St Realignment | 37,020 | 4,200 | - | - | 350,000 | SDC Eligible surveying and engineering |
| NE 10th Ave Locust to Pine | 80,573 | 231,336 | 1,213,000 | 1,450,000 | - | |
| Fuel Station | 2,140 | 61,765 | 364,500 | 296,000 | - | |
| Asset Management Program | - | - | 50,000 | - | 50,000 | |
| Total Street Capital Outlay | 833,159 | 3,504,598 | 10,703,500 | 3,946,000 | 7,850,000 | |
| TRANSFERS OUT | | | | | | |
| O/H Transfer To General Fund | 193,333 | 230,316 | 599,204 | 599,204 | 651,383 | |
| Total Street Transfers Out | 193,333 | 230,316 | 599,204 | 599,204 | 651,383 | |
| OPERATING CONTINGENCY | - | - | 68,338 | - | 90,242 | |
| RESERVED FOR FUTURE EXPENDITURE | | | | | | |
| Restricted for Future St Maint | - | - | 988,971 | 1,258,275 | 1,110,275 | |
| Reserve for Future Expenditure | - | - | 4,888,453 | 7,205,089 | 5,223,054 | |
| Total Reserves for Furture Expenditure | - | - | 5,877,424 | 8,463,364 | 6,333,329 | |
| ENDING FUND BALANCE (prior year's) | | | | | | |
| Reserved FB - St. Maint. Prog. | 558,971 | 425,775 | - | - | - | |
| Committed FB - Streets | 9,456,424 | 9,661,998 | - | - | - | |
| Total Street Ending Fund Balance | 10,015,395 | 10,087,775 | 1,595,100 | 1,595,100 | 1,595,100 | |
| TOTAL STREET REQUIREMENTS | 12,305,373 | 15,186,817 | 20,210,414 | 14,575,231 | 16,729,793 | |

Budget Detail

Transient Room Tax Fund

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 | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|------------------|------------------|------------------|---------------------|--------------------|--|
| RESOURCES | | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 84,509 | 123,308 | 109,308 | 159,978 | 148,977 | |
| REVENUE | | | | | | |
| Room Tax Restricted (70%) | 27,356 | 22,771 | 26,000 | 20,000 | 22,000 | Restricted for Marketing/Promotion |
| Interest-Restricted | 3,409 | 4,592 | 3,200 | 4,000 | 4,000 | |
| Room Tax Unrestricted (30%) | 11,725 | 9,759 | 12,000 | 10,000 | 10,000 | Unrestricted for wages |
| Interest-Unrestricted | 1,460 | 1,968 | 1,200 | 2,500 | 2,500 | |
| Total Transient Room Tax Revenue | 43,951 | 39,091 | 42,400 | 36,500 | 38,500 | |
| TOTAL TRANSIENT ROOM TAX RESOURCES | 128,460 | 162,399 | 151,708 | 196,478 | 187,477 | |
| REQUIREMENTS FOR TOURISM PROMOTION | | | | | | |
| MATERIALS & SERVICES | | | | | | |
| Services & Supplies | 4,200 | 300 | 12,500 | 12,500 | 12,500 | |
| TOTAL TOURISM PROMOTION REQUIREMENTS | 4,200 | 300 | 12,500 | 12,500 | 12,500 | |
| REQUIREMENTS FOR TOURISM ENHANCEMENT | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | - | - | - | - | 9,137 | |
| Insurance Benefits | - | - | - | - | 1,293 | |
| Taxes/Other | - | - | - | - | 772 | |
| PERS Contributions | - | - | - | - | 2,526 | |
| Total Tourism Enhancement Personnel Services | - | - | - | - | 13,728 | |
| FTE | - | - | - | - | 0.1 | Partial FTE for Marketing outside of city limits |
| MATERIALS & SERVICES | | | | | | |
| Services & Supplies | 956 | 2,120 | 35,000 | 35,000 | - | |
| TOTAL TOURISM ENHANCEMENT REQUIREMENTS | 956 | 2,120 | 35,000 | 35,000 | 13,728 | |
| REQUIREMENTS NOT ALLOCATED | | | | | | |
| RESERVED FOR FUTURE EXPENDITURE | | | | | | |
| Reserved for Tourism Promotion | - | - | 122,896 | 127,309 | 140,809 | Savings for Broader Marketing Campaign |
| Reserved for Tourism Enhancement | - | - | 19,360 | 21,668 | 20,440 | |
| Total Reserves for Future Expenditure | - | - | 142,256 | 148,977 | 161,249 | |
| ENDING FUND BALANCE (prior year's) | | | | | | |
| Committed FB - Tour Promo/Fac | 99,550 | 115,809 | - | - | - | |
| Committed FB - Tourism Enh. | 39,190 | 44,168 | - | - | - | |
| Total Transient Room Tax Ending Fund Balance | 123,308 | 159,978 | (38,048) | 1.08 | - | |
| TOTAL TRANSIENT ROOM TAX REQUIREMENTS | 128,464 | 162,398 | 151,708 | 196,478 | 187,477 | |

Budget Detail

System Development Charges Fund

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 | FY2024 Actual | FY2025 Actual | FY2026 Budget | YTD 6/30/26 | % of Budget Expended | FY2026 Projected | FY2027 Proposed | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------------|---------------------|--------------------|--|
| RESOURCES | | | | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 13,261,021 | 13,757,770 | 9,556,151 | 13,785,225 | 144.3% | 13,785,225 | 14,940,904 | |
| REVENUE | | | | | | | | |
| Street Improvement SDC's | 303,076 | 899,628 | 1,374,321 | 1,731,584 | 126.0% | 1,721,033 | 1,500,000 | |
| Street Reimbursement SDC's | 64,348 | 174,382 | 360,419 | 337,859 | 93.7% | 335,800 | 400,000 | |
| Street SDC Compliance Cost Fee | 8,018 | 21,798 | 43,474 | 42,232 | 97.1% | 42,140 | 50,000 | |
| Parks Improvement SDC's | 400,712 | 442,529 | 918,487 | 410,975 | 44.7% | 418,604 | 550,000 | |
| Parks SDC Compliance Cost Fee | 8,178 | 9,031 | 18,745 | 8,387 | 44.7% | 8,543 | 15,000 | |
| Sewer Improvement SDC's | 44,422 | 59,391 | 106,246 | 78,449 | 73.8% | 78,449 | 65,000 | |
| Sewer Reimbursement SDC's | 211,550 | 246,943 | 441,760 | 323,166 | 73.2% | 323,166 | 335,000 | |
| Sewer SDC Compliance Cost Fee | 5,309 | 6,252 | 11,184 | 11,272 | 100.8% | 11,272 | 12,000 | |
| Storm Improvement SDC's | 27,257 | 63,595 | 317,232 | 133,059 | 41.9% | 133,060 | 125,000 | |
| Storm Reimbursement SDC's | 5,680 | 13,395 | 63,550 | 27,906 | 43.9% | 27,906 | 25,000 | |
| Storm SDC Compliance Cost Fee | 1,027 | 2,364 | 9,236 | 4,935 | 53.4% | 4,934 | 4,500 | |
| Interest Revenues | 665,339 | 660,020 | 400,000 | 507,470 | 126.9% | 650,772 | 450,000 | |
| Total SDC Revenue | 1,744,915 | 2,599,328 | 4,064,654 | 3,617,296 | 89.0% | 3,755,679 | 3,531,500 | |
| TOTAL SDC RESOURCES | 15,005,936 | 16,357,098 | 13,620,805 | 17,402,521 | 127.8% | 17,540,904 | 18,472,404 | |
| REQUIREMENTS FOR SDC'S | | | | | | | | |
| TRANSFERS OUT & OTHER USES | | | | | | | | |
| Transfer to Parks | 310,037 | 1,678,797 | 4,800,000 | 1,745,408 | 36.4% | 2,600,000 | 120,000 | \$5.7 mil available for FY27 |
| Transfer to Streets | 261,379 | 870,748 | 6,292,000 | - | 0.0% | - | 4,764,369 | \$7 mil available for FY27 |
| Transfer to Sewer | 676,750 | 22,328 | - | - | 0.0% | - | - | Letting Sewer Fund build up before using in future years |
| Transfer to Storm | - | - | - | - | 0.0% | - | - | Letting Sewer Fund build up before using in future years |
| Total SDC Transfers Out | 1,248,166 | 2,571,873 | 11,092,000 | 1,745,408 | 15.7% | 2,600,000 | 4,884,369 | |

Budget Detail

System Development Charges Fund

System Development Charges Fund (continued)

| | | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|--------------|-------------------|-------------------|
| RESERVED FOR FUTURE EXPENDITURE | | | | | | | |
| Reserved for Street Improve | - | - | 2,303,020 | 8,563,864 | 371.9% | 8,942,830 | 5,854,910 |
| Reserved for Street Reimb | - | - | 679,735 | 620,605 | 91.3% | 646,715 | 1,074,541 |
| Reserved for Street SDC Admin | - | - | 194,670 | 215,299 | 110.6% | 225,007 | 284,129 |
| Reserved for Parks Improvement | - | - | 1,703,057 | 4,348,694 | 255.3% | 3,661,200 | 4,255,804 |
| Reserved for Parks SDC Admin | - | - | 108,051 | 103,249 | 95.6% | 108,114 | 127,874 |
| Reserved for Sewer Improve | - | - | 164,263 | 139,370 | 84.8% | 145,717 | 218,891 |
| Reserved for Sewer Reimb | - | - | 718,653 | 610,477 | 84.9% | 638,278 | 1,008,529 |
| Reserved for Sewer SDC Admin | - | - | 16,191 | 17,678 | 109.2% | 18,482 | 31,465 |
| Reserved for Stormwater Imp | - | - | 680,547 | 461,829 | 67.9% | 482,861 | 627,666 |
| Reserved for Stormwater Reimb | - | - | 91,839 | 52,103 | 56.7% | 54,475 | 81,798 |
| Reserved for Storm SDC Admin | - | - | 19,030 | 16,477 | 86.6% | 17,226 | 22,431 |
| Total Reserves for Furture Expenditure | - | - | 6,679,056 | 15,149,644 | 227% | 14,940,904 | 13,588,035 |
| ENDING FUND BALANCE (prior year's) | | | | | | | |
| Restricted for Street Improvem | 6,484,291 | 6,832,280 | - | - | - | - | - |
| Restricted for Street Reimb | 99,211 | 282,746 | - | - | - | - | - |
| Restricted for StreetSDC Admin | 143,679 | 173,067 | - | - | - | - | - |
| Restricted for Park Improveme | 6,624,465 | 5,683,127 | - | - | - | - | - |
| Restricted for Park SDC Admin | 81,602 | 94,862 | - | - | - | - | - |
| Restricted for Sewer Improveme | 69 | 60,921 | - | - | - | - | - |
| Restricted for Sewer Reimb | 54,505 | 287,310 | - | - | - | - | - |
| Restricted for Sewer SDC Admin | - | 6,405 | - | - | - | - | - |
| Restricted for Storm Improve | 251,274 | 328,769 | - | - | - | - | - |
| Restricted for Storm Reimb | 9,983 | 24,196 | - | - | - | - | - |
| Restricted for Storm SDC Admin | 8,693 | 11,542 | - | - | - | - | - |
| Total SDC Ending Fund Balance | 13,757,770 | 13,785,225 | - | - | - | - | - |
| TOTAL SDC REQUIREMENTS | 15,005,936 | 16,357,098 | 17,771,056 | 16,895,052 | 95.1% | 17,540,904 | 18,472,404 |

Budget Detail

Cemetery Perpetual Care Fund

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 | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|--|------------------|------------------|------------------|---------------------|--------------------|---|
| RESOURCES | | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 1,217,595 | 1,307,942 | 1,287,095 | 1,398,870 | 1,471,870 | |
| REVENUE | | | | | | |
| Perpetual Care: Current Sales | 27,005 | 20,780 | 18,000 | 18,000 | 23,000 | |
| Interest Revenues | 63,341 | 70,148 | 40,000 | 55,000 | 40,000 | |
| Total Cemetery Perpetual Care Revenue | 90,346 | 90,928 | 58,000 | 73,000 | 63,000 | |
| 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 | 1,807,941 | 1,898,870 | 1,845,095 | 1,971,870 | 2,034,870 | |
| REQUIREMENTS FOR CEMETERY PERPETUAL CARE | | | | | | |
| TRANSFERS OUT | | | | | | COMMENTS & DETAILS |
| Interfund Loan Transfer to Library | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | |
| Transfer to Cemetery | - | - | - | - | 38,350 | Transfer to cover Cemetery Materials & Services per City Code |
| Total Cemetery Perpetual Care Transfers Out | 500,000 | 500,000 | 500,000 | 500,000 | 538,350 | |
| RESERVED FOR FUTURE EXPENDITURE | - | - | 1,345,095 | 1,471,870 | 1,496,520 | |
| Committed FB - Cemetery Care | 1,307,942 | 1,398,870 | - | - | - | |
| TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS | 1,807,942 | 1,898,870 | 1,845,095 | 1,971,870 | 2,034,870 | |

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 | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|--|------------------|------------------|------------------|---------------------|--------------------|
| RESOURCES | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 21,164 | 21,945 | 21,854 | 35,871 | 52,052 |
| REVENUE | | | | | |
| Forfeiture Funds-Federal | - | 3,476 | 15,000 | 7,000 | 5,000 |
| Forfeiture Funds-Civil | - | 12,712 | 2,000 | 437 | - |
| Interest Earned-federal | 163 | 219 | 100 | 300 | 100 |
| Interest Earned-Civil | 886 | 1,091 | 750 | 1,300 | 750 |
| Total Forfeiture Revenue | 1,049 | 17,498 | 17,850 | 9,037 | 5,850 |
| TOTAL FORFEITURE RESOURCES | 22,213 | 39,444 | 39,704 | 44,908 | 57,902 |
| REQUIREMENTS FOR FORFEITURE | | | | | |
| MATERIALS & SERVICES | | | | | |
| Supplies & Services-Federal | - | - | 10,000 | - | 10,000 |
| Supplies & Service-Civil | 268 | 3,572 | 1,000 | - | 2,000 |
| Total Forfeiture Materials & Services | 268 | 3,572 | 11,000 | - | 12,000 |
| RESERVED FOR FUTURE EXPENDITURE | | | | | |
| Reserve for Future Exp-Federal | - | - | 16,251 | 27,219 | 22,319 |
| Reserve for Future Exp-Civil | - | - | 3,078 | 24,833 | 23,583 |
| Total Reserves for Furture Expenditur | - | - | 19,329 | 52,052 | 45,902 |
| ENDING FUND BALANCE (prior year's) | | | | | |
| Reserved FB - Fed Forfeiture | 16,224 | 19,919 | - | - | - |
| Restricted FB - Civil Forfeit. | 5,721 | 23,096 | - | - | - |
| Total Forfeiture Ending Fund Balance | 21,945 | 35,871 | - | - | - |
| TOTAL FORFEITURE REQUIREMENTS | 22,214 | 39,444 | 30,329 | 52,052 | 57,902 |

Facilities

The Facilities Fund supports the ongoing maintenance, repair, and operational stewardship of all City-owned structures, apart from facilities managed by the Parks Department, the Swim Center, and the Wastewater Treatment Plant (WWTP), whose maintenance responsibilities reside within their respective departments. The Facilities Department is responsible for the maintenance and operational oversight of key municipal buildings, including the Public Works Building, City Hall, the Library, the Police Department and Transit Facilities. Operating expenditures associated with building functionality—including heating and cooling, utilities, custodial services, and related facility costs—are administered through the Facilities Fund and equitably allocated to applicable departments on a proportional basis according to occupied square footage. Major capital improvements and large-scale facility upgrades are budgeted within the respective departmental budgets responsible for those facilities.

2025-26 Highlights

- Enhanced security infrastructure by upgrading panic button systems at the Civic Center.
- Successfully installed a new air compressor at the Police Department, ensuring operational efficiency and compliance with safety standards.
- Installed an automatic door closer to the Willamette Room/Library to enhance accessibility and security.
- Executed comprehensive carpet and upholstery cleaning throughout the library, ensuring a hygienic and well-maintained environment.
- Achieved full OSHA and fire safety compliance, with zero safety violations during the year.

2026-27 Goals

- Undertake the replacement of existing awnings at City Hall and the Library facilities.
- Maintain contracted custodial services.
- Achieve 100% compliance with safety inspections and regulatory requirements (e.g., fire, OSHA, building codes).
- Achieve >90% on-time completion of scheduled maintenance tasks.
- Maintain 90–95% customer satisfaction with facilities services.

Budget Detail

Facilities Fund

Performance Measures

| Strategies and Measures | FY2023 Actuals | FY2024 Actuals | FY2025 Actuals | FY2026 Actuals | FY2027 Projected |
|---|-------------------|-------------------|-------------------|-------------------|---------------------|
| Provide attractive, clean, safe, and well-maintained City facilities | | | | | |
| Number of facility inspections per month | 2 | 2 | 2 | 2 | 2 |
| Number of OSHA or safety violations reported | 0 | 0 | 0 | 0 | 0 |
| Number of work orders completed | 250 | 340 | 365 | 350 | 360 |
| Number of insurance claims involving City facilities | 1 | 1 | 0 | 0 | 0 |

| FACILITIES FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|--|------------------|------------------|------------------|---------------------|--------------------|
| RESOURCES | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 83,431 | 21,277 | 50,717 | 130,239 | 166,689 |
| REVENUE | | | | | |
| Miscellaneous Revenues | 136 | 1,100 | - | - | - |
| Interest Revenues | 3,953 | 4,558 | 3,000 | 6,200 | 4,500 |
| Internal Revenue-Facilities | 470,000 | 650,004 | 600,000 | 600,000 | 600,000 |
| Total Facilities Revenue | 474,089 | 655,663 | 603,000 | 606,200 | 604,500 |
| TOTAL FACILITIES FUND RESOURCES | 557,520 | 676,939 | 653,717 | 736,439 | 771,189 |

O/H transfer from other city funds

| | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|
| REQUIREMENTS FOR FACILITIES | | | | | |
| PERSONNEL SERVICES | | | | | |
| Regular Salaries and Wages | 98,894 | 101,608 | 116,000 | 113,941 | 121,674 |
| Overtime | 5,901 | 2,688 | 5,000 | 1,383 | 2,000 |
| Insurance Benefits | 10,932 | 11,103 | 18,250 | 11,762 | 18,656 |
| Taxes/Other | 10,828 | 10,619 | 16,250 | 11,374 | 13,330 |
| PERS Contributions | 24,480 | 23,532 | 33,750 | 30,762 | 34,603 |
| Clothing Allowance | 400 | - | 400 | 528 | 400 |
| Total Facilities Personnel Services | 151,435 | 149,550 | 189,650 | 169,750 | 190,663 |
| FTE | 1.2 | 1.2 | 1.5 | 1.1 | 1.2 |

136% increase in last 10 years

Budget Detail

Facilities Fund

| MATERIALS & SERVICES | | | | | | COMMENTS & DETAILS |
|--|----------------|----------------|-----------------|----------------|----------------|---|
| Contract Services | 48,377 | 49,089 | 70,000 | 65,500 | 75,000 | Generators, HVAC's, Elevator's, Security, etc. |
| Janitorial Services & Supplies | 151,166 | 166,916 | 225,000 | 168,800 | 200,000 | Cleaning services and supplies to maintain facility sanitation. |
| Building Repairs & Maintenance | 68,939 | 78,448 | 70,000 | 65,500 | 75,000 | Routine and preventative (Mechanical, Plumbing, Electrical, etc.) |
| Copier Lease & Maintenance | 212 | 188 | 250 | 200 | 250 | |
| Travel & Training | - | - | 2,000 | - | 2,000 | |
| Internal Charge-Fleet | 10,500 | 9,504 | 3,000 | 3,000 | 3,000 | |
| Supplies and Small Tools | 4,656 | 3,583 | 6,000 | 6,000 | 7,500 | |
| Utilities | 87,472 | 89,422 | 100,000 | 91,000 | 100,000 | Electricity, water, gas, and other facility utility costs. |
| Total Facilities Materials & Services | 371,322 | 397,150 | 476,250 | 400,000 | 462,750 | |
| CAPITAL OUTLAY | | | | | | |
| Capital Equipment | 13,484 | - | - | - | 17,500 | Awnings at City Hall |
| Total Facilities Capital Outlay | 13,484 | - | - | - | 17,500 | |
| OPERATING CONTINGENCY | - | - | 33,295 | - | 32,671 | |
| RESERVED FOR FUTURE EXPENDITURE | - | - | 13,444 | 166,689 | 67,606 | |
| Fund Balance | 21,277 | 130,239 | (58,922) | - | - | |
| TOTAL FACILITIES REQUIREMENTS | 557,518 | 676,939 | 653,717 | 736,439 | 771,189 | |

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.

2025- 26 Highlights

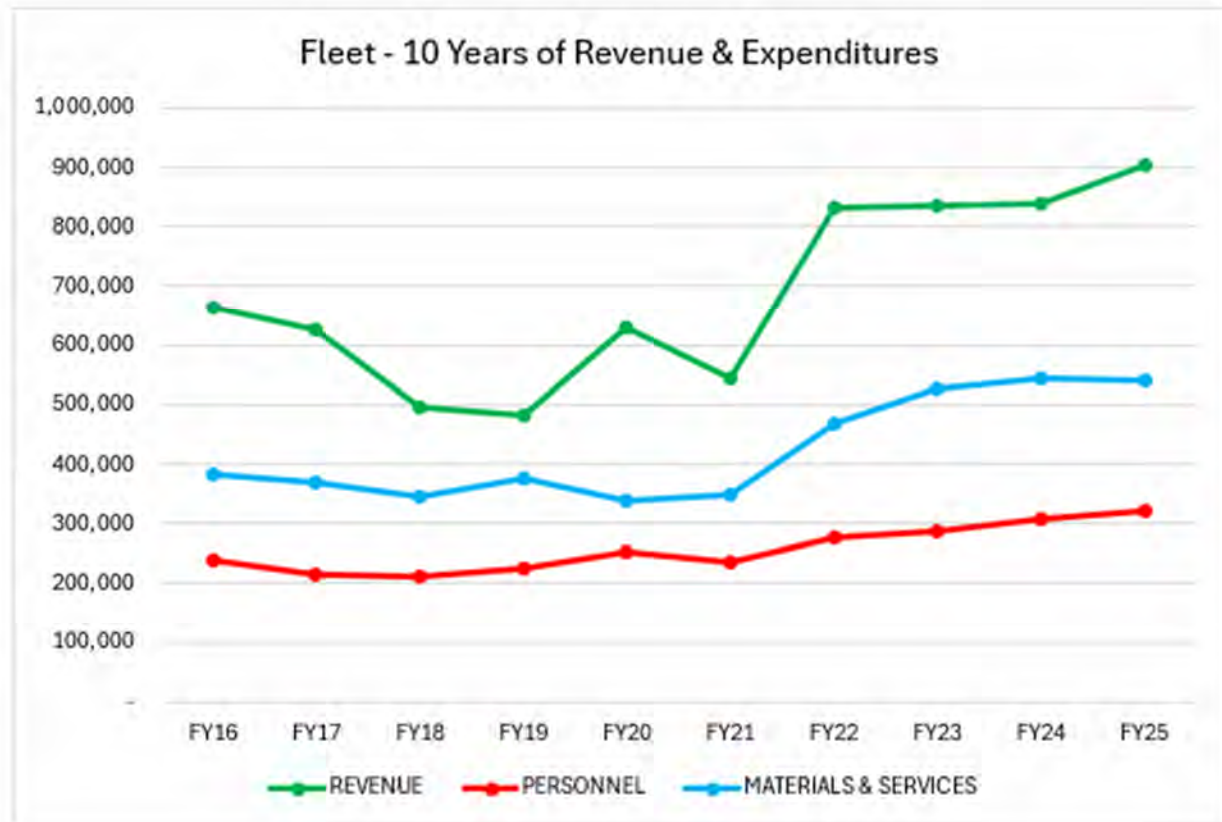
- Completed all DEQ testing for 2025
- Sent 5 vehicles and miscellaneous shop items to auction to help recuperate portions of original costs.
- Upgraded One new shop door.
- Kept total vehicles and equipment available for use above 92%.
- Maintained 94% on- time Preventative maintenance.
- Attended Ford vehicle training courses

2026-27 Goals

- Continue to maintain the City’s fleet of vehicles and equipment at a high level of quality at minimal cost.
- Continue equipment and vehicle repair training to keep up with the latest technology changes (City-wide Value – Exceptional Service)
- Help Replace outdated equipment
- Replace shop doors
- Establish a Fleet Reserve Fund to keep City Fleet running efficiently

Performance Measures

| Strategies and Measures | FY23-24 Actuals | FY24-25 Projected | FY24-25 Actuals | FY25-26 Projected |
|---|--------------------|----------------------|--------------------|----------------------|
| Maintain City’s fleet of vehicles and equipment at a high level of quality at minimal cost | | | | |
| Fleet vehicles and equipment that are in-service and on the road. | 94% | 95% | 92% | 95% |
| On-time preventative maintenance compliance | 90% | 92% | 91% | 94% |
| Scheduled vehicle & equipment maintenance work orders | 815 | 850 | 877 | 840 |
| Maximum unscheduled preventative breakdowns | 35 | 35 | 44 | 35 |



Fleet Inventory – Future Fleet Reserve Fund

| Location | Unit # | Equipment | Year | Make | Model | Vehicle Identification | Equipment Type | Description | Odometer |
|----------------------|--------|-------------------------------|------|-----------|-----------------|------------------------|----------------|--------------|----------|
| Facilities | | | | | | | | | |
| Facilities | 5002 | 5002 2005 Chevrolet Astro | 2005 | Chevrolet | Astro | 1GCDL19X25B120067 | Van | | 86,114 |
| Fleet Service | | | | | | | | | |
| Fleet | 1031 | 1031 2005 Chevrolet Impala | 2005 | Chevrolet | Impala | 2G1WF52E659169797 | Car | | 57,600 |
| Fleet | 7040 | 7040 2011 Chevrolet Tahoe | 2011 | Chevrolet | Tahoe | 1GNSC4E07BR169695 | Sport Utility | | 151,828 |
| Fleet | 8034 | 8034 2005 Ford F150 | 2005 | Ford | F150 | 1FTRX12W65FA22227 | Pickup | | 68,126 |
| Police | | | | | | | | | |
| Police | 7039 | 7039 2008 Honda Odyssey LX | 2008 | Honda | Odyssey LX Van | 5FNRL38238B081479 | Van | | 119,425 |
| Police | 7041 | 7041 2014 Dodge Journey | 2014 | Dodge | Journey | 3C4PDCBG1ET171168 | Van | | 111,666 |
| Police | 7068 | 7068 2014 Chevrolet Tahoe | 2014 | Chevrolet | Tahoe | 1GNLC2E05ER205879 | SUV | | 138,588 |
| Police | 7076 | 7076 2017 Ford Explorer | 2017 | Ford | Explorer | 1FM5K8AR7HGB34143 | SUV | | 78,907 |
| Police | 7077 | 7077 2017 Ford Explorer | 2017 | Ford | Explorer | 1FM5K8AR6HGC26201 | SUV | | 105,254 |
| Police | 7079 | 7079 2017 Dodge Durango | 2017 | Dodge | Durango | 1C4RDJAG6HC661104 | SUV | | 55,700 |
| Police | 7080 | 7080 2018 Dodge Charger | 2018 | Dodge | Charger | 2C3CDXKT3JH170789 | Car | | 93,311 |
| Police | 7082 | 7082 2018 Chevrolet Silverado | 2018 | Chevrolet | Silverado | 1GCRNCE7JZ319942 | Pickup | | 76,381 |
| Police | 7083 | 7083 2019 Dodge Charger | 2019 | Dodge | Charger | 2C3CDXKT0KH535706 | Car | | 60,494 |
| Police | 7084 | 7084 2019 Dodge Charger | 2019 | Dodge | Charger | 2C3CDXKT9KH515003 | Car | | 57,296 |
| Police | 7085 | 7085 2019 Ford Explorer | 2019 | Ford | Explorer | 1FM5K8AR9KGA20040 | SUV | | 93,968 |
| Police | 7086 | 7086 2006 Ford E 250 | 2006 | Ford | E 250 | 1FTNE24L86DB19682 | Van | | 99,088 |
| Police | 7087 | 7087 2019 Dodge Charger | 2019 | Dodge | Charger | 2C3CDXKT2KH535707 | Car | | 87,051 |
| Police | 7088 | 7088 2008 Chevrolet Silverado | 2008 | Chevrolet | Silverado | 1GCEC19078Z231443 | Pickup | | 81,611 |
| Police | 7089 | 7089 2019 Chevrolet Traverse | 2019 | Chevrolet | Traverse | 1GNEVFKW5KJ300911 | SUV | | 51,492 |
| Police | 7090 | 7090 2020 Chevrolet Tahoe | 2020 | Chevrolet | Tahoe | 1GNSKFEC4LR170135 | SUV | | 85,016 |
| Police | 7091 | 7091 2019 Dodge Charger | 2019 | Dodge | Charger | 2C3CDXKT2KH749645 | Car | | 77,911 |
| Police | 7092 | 7092 2021 Ford Explorer | 2021 | Ford | Explorer | 1FM5K8AC8MNA04955 | SUV | | 46,337 |
| Police | 7093 | 7093 2021 Dodge Durango | 2021 | Dodge | Durango Pursuit | 1C4SDJFT6MC642182 | SUV | | 33,653 |
| Police | 7095 | 7095 2021 Dodge Durango | 2021 | Dodge | Durango | 1C4SDJFT0MC825786 | SUV | | 47,219 |
| Police | 7096 | 7096 2022 Chevrolet Traverse | 2022 | Chevrolet | Traverse | 1GNEVFKW0NJ118490 | SUV | | 26,573 |
| Police | 7097 | 7097 2022 Chevrolet Colorado | 2022 | Chevrolet | Colorado | 1GCGTBN2N1232915 | Pickup | | 34,327 |
| Police | 7098 | 7098 2022 Dodge Durango | 2022 | Dodge | Durango | 1C4SDJFT4NC198768 | | | 29,331 |
| Police | 7100 | 7100 2023 Ford F150 | 2023 | Ford | F150 | 1FTFW1P82PKD74571 | Pickup | | 28,573 |
| Police | 7101 | 7101 2024 Dodge Durango | 2024 | Dodge | Durango | 1C4SDJFT3RC134579 | SUV | | 15,520 |
| Police | 7102 | 7102 2024 Dodge Durango | 2024 | Dodge | Durango | 1C4SDJFT1RC134578 | | | 25,753 |
| Police | 7103 | 7103 2025 Ford Explorer | 2025 | Ford | Explorer | 1FM5K8AC2SGA30789 | | | 15,650 |
| Police | 7104 | 7104 2025 Ford Explorer | 2025 | Ford | Explorer | 1FM5K8AC7SGA30822 | SUV | | 8,211 |
| Police | 7105 | 7105 2023 Dodge Charger | 2023 | Dodge | Charger | 2C3CDXKG6PH705254 | Car | | 6,698 |
| Police | 7106 | 7106 Explorer PPV 2026 FORD | 2026 | FORD | Explorer | 1FM5K8AC4TGA19780 | SUV | Explorer PPV | 392 |

Budget Detail

Fleet Fund

| Collections | | | | | | | | | |
|-------------|--------|------------------------------------|------|--------------|---------------|---------------------|-------------------|--|----------|
| Collections | 10039 | 10039 2000 GMC K3500 | 2000 | GMC | K3500 | 1GTHK39R1YF502458 | Pickup | | 32,834 |
| Collections | 4062 | 4062 2016 Freightliner Sprinter | 2016 | Freightliner | Sprinter | WDYPE7CD5GP295352 | Van | | 10,886 |
| Collections | 4072 | 4072 1999 Sterling L8501 | 1999 | Sterling | L8501 | 2FZHRJ883XA990091 | Heavy Truck | | 6,265 |
| Collections | 4074 | 4074 2015 Kenworth T4 | 2015 | Kenworth | T4 | 1NKBLJ0XXFJ442188 | Heavy Truck | | 3,755 |
| Collections | 4075 | 4075 2024 Ford F550 | 2024 | Ford | F550 | 1FDUF5GN2RDA13462 | Light Truck | | 1,001 |
| Parks | | | | | | | | | |
| Parks | 6031 | 6031 1989 Ford F450 | 1989 | Ford | F450 | 2FDLF47G8KCB34154 | Light Truck | | 51,272 |
| Parks | 6032 | 6032 2001 Ford F350 | 2001 | Ford | F350 | 1FDSF34L71EB18608 | Pickup | | 77,897 |
| Parks | 6034 | 6034 2011 Ford F250 | 2011 | Ford | F250 | 1FT7X2A648EB05848 | Pickup | | 51,988 |
| Parks | 6036 | 6036 2005 Chevrolet C2500 | 2005 | Chevrolet | C2500 | 1GCHC24U95E206169 | Pickup | | 88,466 |
| Parks | 6038 | 6038 2011 Ford F450 | 2011 | Ford | F450 | 1FDUF4GYXBEB15919 | Light Truck | | 33,014 |
| Parks | 6039 | 6039 2018 Ford F350 Crew Cab | 2018 | Ford | F350 Crew Cab | 1FT8W3B62JEB31911 | Pickup | | 45,447 |
| Parks | 6041 | 6041 2019 Ford F350 Crew Cab | 2019 | Ford | F350 Crew Cab | 1FT8W3B67KEE54627 | Pickup | | 20,342 |
| Parks | 6056 | 6056 1980 Chevrolet C70 | 1980 | Chevrolet | C70 | C17DBAV114664 | Medium Duty Truck | | 3,000.10 |
| Parks | 6707 | 6707 2018 John Deere 4x2TX | 2018 | John Deere | 4x2TX Gator | 1M04Y2XDKJM131474 | | | 829.1 |
| Streets | | | | | | | | | |
| Streets | 10041 | 10041 2006 Ford F150 | 2006 | Ford | F150 | 1FTRX12W76FA0916 | Pickup | | 30,971 |
| Streets | 10052 | 10052 1975 Ford F350 | 1975 | Ford | F350 | F37BRX01643 | Light Truck | | 84,573 |
| Streets | 7099 | 7099 1999 Chevrolet 3500 | 1999 | Chevrolet | 3500 | 1GBHG31R4X1101354 | Van | | 11,087 |
| Streets | 7814 | 7814 2003 Cargolight / Silverlight | 2003 | Cargolight / | Trailer | 1S9JP14293S609685 | Trailer | | 0 |
| Streets | 9029 | 9029 1990 Ford F250 | 1990 | Ford | F250 | 1FTHF25Y6LKA51863 | Pickup | | 118,879 |
| Streets | 9044 | 9044 2006 Ford F250 | 2006 | Ford | F250 | 1FTNF20536EB70392 | Pickup | | 89,976 |
| Streets | 9045 | 9045 2008 Ford Escape | 2008 | Ford | Escape | 1FMCU92Z08KD23347 | SUV | | 54,374 |
| Streets | 9046 | 9046 2017 Ford F350 Crew Cab | 2017 | Ford | F350 Crew Cab | 1FT8W3B67HED45058 | Pickup | | 32,180 |
| Streets | 9047 | 9047 2018 Ford F350 | 2018 | Ford | F350 | 1FDBF3A64JEB31654 | Light Truck | | 29,509 |
| Streets | 9048 | 9048 2020 Ford Range r | 2020 | Ford | Ranger | 1FTR4FH2LLA59621 | Pickup | | 26,514 |
| Streets | 9049 | 9049 2022 Ford F350 | 2022 | Ford | F350 | 1FTRF3AN4NEG16165 | Flat Bed | | 13,325 |
| Streets | 9051 | 9051 2024 Ford F-150 | 2024 | Ford | F-150 | 1FTFW1L52RKE10905 | Pickup | | 4,351 |
| Streets | 9052 | 9052 1975 Ford F350 | 1975 | Ford | F350 | F37BRX01643-T | Light Truck | | 85,268 |
| Streets | 9054 | 9054 2015 Ford F550 | 2015 | Ford | F550 | 1FD0X5GY2FEA89999 | Light Truck | | 33,361 |
| Streets | 9057 | 9057 1990 Chevrolet Top Kick 70 | 1990 | Chevrolet | Top Kick 70 | 1GDM7H1M6LJ610542 | Medium Duty Truck | | 2,245 |
| Streets | 9059 | 9059 2005 Sterling Acterra | 2005 | Sterling | Acterra | 2FZCHBS25AU06562 | Heavy Truck | | 4,161 |
| Streets | 9060 | 9060 2024 Kenworth T880 | 2024 | Kenworth | T880 | 1NKZL40X4RJ381540 | Dump Truck | | 171 |
| Streets | 9085 | 9085 2010 Elgin Crosswind J | 2010 | Elgin | Crosswind J | J3237D (ELGIN # FOR | Street Sweeper | | 5,656 |
| Streets | 9085A | 9085A 2009 Nissan UD 3300 | 2009 | Nissan | UD 3300 | JNAPC81L89AF75084 | Medium Duty Truck | | 43,992 |
| Streets | 9086 | 9086 2016 Ford F550 | 2016 | Ford | F550 | 1FD0X5GY7GEB63600 | Bucket Truck | | 3,836 |
| Streets | 9090-S | 9090-S 2020 Elgin Crosswind | 2020 | Elgin | Crosswind | JS41583 | Street Sweeper | | 1,552 |

Budget Detail

Fleet Fund

| Transit | | | | | | | | | |
|-----------------------------|-------|---|------|-----------------|-----------------------|-------------------|---------------|---------------------------|-----------|
| Transit | 1029 | 1029 2004 Chevrolet Impala | 2004 | Chevrolet | Impala | 2G1WF52EX49234326 | Car | | 38,931 |
| Transit | 20018 | 20018 2010 Chevrolet G4500 | 2010 | Chevrolet | G4500 | 1G89G5A68A1121989 | Cutaway Bus | | 193,036 |
| Transit | 20028 | 20028 2013 Gillig G27B102N4 | 2013 | Gillig | G27B102N4 | 15GGB2719D1182065 | Passenger Bus | | 337,123 |
| Transit | 20029 | 20029 2013 Gillig G27B102N4 | 2013 | Gillig | G27B102N4 | 15GGB2710D1182066 | Passenger Bus | | 498,245 |
| Transit | 20030 | 20030 2014 Dodge Grand | 2014 | Dodge | Grand Caravan | 2C4RDGCG8ER187479 | Van | | 26,645 |
| Transit | 20032 | 20032 2015 Chevrolet/Arboc | 2015 | Chevrolet/Arboc | CG33803 | 1G86G58GXF1245781 | Cutaway Bus | | 211,986 |
| Transit | 20033 | 20033 2015 Chevrolet/Arboc | 2015 | Chevrolet/Arboc | G4500 | 1G86G58G0F1248530 | Cutaway Bus | | 210,590 |
| Transit | 20035 | 20035 2018 Chevrolet/Arboc | 2018 | Chevrolet/Arboc | G4500 | 1HA6GU8B1JN008040 | Cutaway Bus | | 206,866 |
| Transit | 20036 | 20036 2018 Chevrolet/Arboc | 2018 | Chevrolet/Arboc | G4500 | 1HA6GUBB0JN008000 | Cutaway Bus | | 114,840 |
| Transit | 20037 | 20037 2018 Chevrolet/Arboc | 2018 | Chevrolet/Arboc | G4500 | 1HA6GUBB6JN008082 | Cutaway Bus | | 106,461 |
| Transit | 20038 | 20038 2019 Chevrolet/Arboc | 2019 | Chevrolet/Arboc | G4500 | 1HA6GU8G1KN002509 | Cutaway Bus | | 172,255 |
| Transit | 20039 | 20039 2019 Chevrolet/Arboc | 2019 | Chevrolet/Arboc | G4500 | 1HA6GUBG8KN002779 | Cutaway Bus | | 167,116 |
| Transit | 20040 | 20040 2021 Chevrolet/Arboc | 2021 | Chevrolet/Arboc | G4500 | 1HA6GU875MN013242 | Cutaway Bus | | 134,703 |
| Transit | 20041 | 20041 2021 Chevrolet/Arboc | 2021 | Chevrolet/Arboc | G4500 | 1HA6GU876MN013203 | Cutaway Bus | | 122,407 |
| Transit | 20042 | 20042 2021 Gillig G27B Low floor | 2021 | Gillig | G27B Low floor | 15GGB2711M3195333 | Passenger Bus | | 242,721 |
| Transit | 20043 | 20043 2022 Ford Transit 350 Wagon DRW | 2022 | Ford | Transit 350 Wagon DRW | 1FDVU4X88NKA06892 | | | 67,213 |
| Transit | 20044 | 20044 Transit Rear lift Cutaway 2025 FORD Transit | 2025 | FORD | Transit | 1FDVU4X85SKA88947 | Cutaway Bus | Transit Rear lift Cutaway | 2,461 |
| Transit | 20045 | 20045 Transit Rear lift Cutaway 2025 FORD Transit | 2025 | FORD | Transit | 1FDVU4X83SKA89014 | Cutaway Bus | Transit Rear lift Cutaway | 2,098 |
| Transit | 20046 | 20046 Transit Rear lift Cutaway 2025 FORD Transit | 2025 | FORD | Transit | 1FDVU4X89SKA89728 | Cutaway Bus | Transit Rear lift Cutaway | 1,303 |
| Transit | 20047 | 20047 Transit Rear lift Cutaway 2025 FORD Transit | 2025 | FORD | Transit | 1FDVU4X8XSKA89933 | Cutaway Bus | Transit Rear lift Cutaway | 1,206 |
| Transit | 20049 | 20049 Pickup with a service box 2025 FORD F-250 | 2025 | FORD | F-250 | 1FT7X2B85SED40326 | Pickup | Pickup with a service box | 1,447 |
| Transit | 3001 | 3001 2020 Honda Pilot EX-L | 2020 | Honda | Pilot EX-L | 5FNYP6H55L8014230 | SUV | | 41,596 |
| Waste Water Treatment Plant | | | | | | | | | |
| Waste Water | 10040 | 10040 2003 Ford F150 | 2003 | Ford | F150 | 2FTRX17283CA60248 | Pickup | | 40,060 |
| Waste Water | 10042 | 10042 2024 Ford Ranger Supercrew 4x4 | 2024 | Ford | Ranger Supercrew 4x4 | 1FTER4PH7RLE37049 | | | 3,939 |
| Waste Water | 4034 | 4034 1995 Ford F450 | 1995 | Ford | F450 | 1FDLF47G05EA55961 | Light Truck | | 65,789.30 |

Budget Detail

Fleet Fund

| FLEET SERVICES FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|---|------------------|------------------|------------------|---------------------|--------------------|
| RESOURCES | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 94,024 | 73,102 | 87,864 | 114,126 | 77,854 |
| REVENUE | | | | | |
| Canby Adult Center | 6,136 | 7,670 | 3,500 | 3,500 | 4,000 |
| Miscellaneous - Revenue | 348 | 70 | 100 | 4,400 | 100 |
| Interest Revenues | 4,101 | 4,693 | 3,000 | 4,000 | 3,000 |
| Internal Revenue-Fleet | 828,550 | 892,008 | 850,000 | 850,000 | 965,000 |
| Total Fleet Revenue | 839,134 | 904,441 | 856,600 | 861,900 | 972,100 |
| TOTAL FLEET FUND RESOURCES | 933,158 | 977,542 | 944,464 | 976,026 | 1,049,954 |
| REQUIREMENTS FOR FLEET | | | | | |
| PERSONNEL SERVICES | | | | | |
| Regular Salaries and Wages | 187,514 | 194,169 | 198,000 | 195,618 | 208,593 |
| Overtime | 1,409 | 2,749 | 3,000 | 1,437 | 2,000 |
| Insurance Benefits | 55,408 | 59,248 | 70,750 | 63,056 | 76,253 |
| Taxes/Other | 18,419 | 18,842 | 23,000 | 19,961 | 21,205 |
| PERS Contributions | 43,312 | 44,778 | 55,500 | 57,602 | 58,007 |
| Clothing Allowance | 800 | - | 800 | 541 | 800 |
| Tool Allowance | - | 1,500 | 2,000 | - | 2,000 |
| Total Fleet Personnel Services | 306,863 | 321,286 | 353,050 | 338,215 | 368,858 |
| FTE | 2.1 | 2.1 | 2.1 | 2.1 | 2.1 |
| MATERIALS & SERVICES | | | | | |
| Contract Services-Shop | 34,619 | 14,598 | 16,000 | 16,000 | 16,000 |
| Contract Services-Vehicles | 16,545 | 13,378 | 16,000 | 17,000 | 19,000 |
| CAT Contract Services | 8,825 | 9,004 | 15,000 | 17,000 | 20,000 |
| Copier Lease & Maint | 369 | 335 | 400 | 400 | 400 |
| Canby Area Transit Expenses | 42,324 | 48,065 | 46,000 | 36,000 | 38,000 |
| Communications | 988 | 856 | 750 | 800 | 800 |
| Travel & Training | - | 210 | 750 | 400 | 500 |
| DEQ/DMV | 2,298 | 963 | 2,400 | 1,300 | 1,000 |
| Internal Charge-Facilities | 50,256 | 69,504 | 64,157 | 64,157 | 64,157 |
| Internal Charge-Tech Services | 9,202 | 20,700 | 11,400 | 11,400 | 17,116 |
| Supplies & Services | 49,789 | 56,554 | 46,000 | 49,000 | 47,000 |
| Tires | 16,316 | 10,139 | 9,000 | 8,000 | 8,000 |
| Tires-Transit | 8,521 | 9,132 | 8,000 | 7,000 | 7,000 |
| Misc Shop Supplies | 4,131 | 4,797 | 5,000 | 5,000 | 5,000 |
| Tools and Equipment | 6,203 | 7,937 | 6,000 | 5,000 | 5,000 |
| Gasoline/Fuel | 286,374 | 266,391 | 290,000 | 315,000 | 325,000 |
| Oil-General | 3,247 | 4,966 | 4,000 | 2,500 | 3,500 |
| Oil-Transit | 4,022 | 3,371 | 4,000 | 3,500 | 4,000 |
| Safety Equipment | 42 | 229 | 500 | 500 | 500 |
| Total Fleet Materials & Services | 544,070 | 541,128 | 545,357 | 559,957 | 581,973 |
| CAPITAL OUTLAY | | | | | |
| Equipment | 9,124 | - | - | - | - |
| Total Fleet Capital Outlay | 9,124 | - | - | - | - |
| OPERATING CONTINGENCY | - | - | 44,920 | - | 47,542 |
| RESERVED FOR FUTURE EXPENDITURE | - | - | 1,137 | 77,854 | 51,582 |
| Fund Balance | 73,102 | 114,126 | - | - | - |
| TOTAL FLEET FUND REQUIREMENTS | 933,158 | 976,540 | 944,464 | 976,026 | 1,049,954 |

136% increase in last 10 years

Repairs specific to CAT

Parts

Monitoring fuel prices carefully

Tech Services

The Tech Services Department provides the technology infrastructure and support necessary to sustain the City's daily operations and ensure staff can perform their work efficiently and securely. The department is responsible for managing and maintaining the City's hardware, software, network systems, and communication technologies.

Core responsibilities include supporting citywide technology systems, maintaining reliable and secure operations, and planning for timely upgrades and replacements based on equipment lifecycle, vendor support timelines, and evolving operational needs. The department also works to identify and implement technology solutions that enhance efficiency and support the City's long-term technology strategy.

Tech Services operates on a cost-reimbursement model, allocating expenses to departments through a prorated structure that reflects system usage, including factors such as the number of computers, telephones, and the specific technology services utilized. This approach ensures equitable distribution of technology costs while maintaining the resources necessary to support citywide systems.

2025-26 Highlights

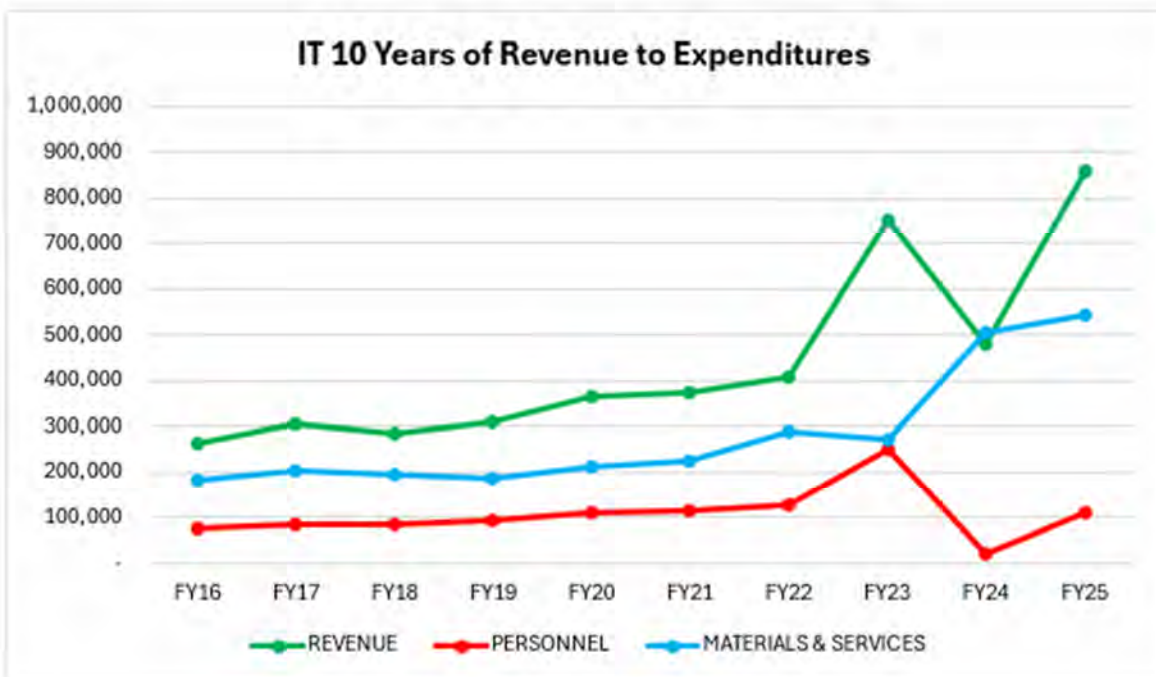
- Support city workstations and servers with 99% or greater up time.
- Replaced 24 PCs that are end of Life.
- Upgraded the police department WIFI
- Replaced failing or aged switches at PD to improve reliability.
- Updated city phone system and reduced costs.
- Re-evaluated Software by removing outdated or unused systems.
- Implemented KnowBe4 training for system security training.

2026-27 Goals

- Maintain 99% or greater uptime for City workstations, servers, and network infrastructure to ensure reliable access to critical systems and services.
- Continue the scheduled replacement of end-of-life workstations to maintain security, compatibility, and system performance.
- Implement lifecycle management planning for servers and core infrastructure, ensuring timely upgrades and minimizing service disruptions.
- Strengthen cybersecurity protections through regular system updates, monitoring, and security best practices to safeguard City data and systems.
- Expand network reliability and redundancy by upgrading aging network equipment and improving backup connectivity where feasible.
- Provide ongoing technical support and training to City staff to promote effective use of technology and improve operational efficiency.
- Evaluate and implement technology solutions that improve collaboration, communication, and service delivery across City departments.

Performance Measures

| Strategies and Measures | FY22-23 Actuals | FY23-24 Approx | FY24-25 Approx | FY25-26 Projected | FY26-27 Projected |
|--|--------------------|-------------------|-------------------|----------------------|----------------------|
| Effectively maintain and support computer and informational systems throughout the city | | | | | |
| Workstations supported | 210 | 192 | 192 | 180 | 185 |
| Servers Supported | 34 | 28 | 28 | 21 | 21 |
| Networks Supported | 15 | 15 | 15 | 15 | 15 |
| Help Desk Tickets Serviced | 881 | N/A | 886 | 1000 | 1000 |



Budget Detail

Tech Services Fund

| TECH SERVICES FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|---|------------------|------------------|------------------|---------------------|--------------------|---|
| RESOURCES | | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 174,484 | 88,894 | 2,565 | 231,680 | 170,184 | |
| REVENUE | | | | | | |
| Miscellaneous-Income | - | - | - | - | - | |
| Interest Revenues | 9,016 | 9,407 | 4,000 | 8,500 | 8,000 | |
| Internal Revenue-Tech Services | 470,000 | 849,996 | 700,000 | 700,000 | 820,000 | O/H Transfer from other city funds |
| Total Tech Services Revenue | 479,016 | 859,403 | 704,000 | 708,500 | 828,000 | |
| TOTAL TECH SERVICES FUND RESOURCES | 653,500 | 948,297 | 706,565 | 940,180 | 998,184 | |
| REQUIREMENTS FOR TECH SERVICES | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 13,549 | 74,035 | 92,000 | 85,563 | 95,849 | |
| Overtime | - | - | - | 18 | - | |
| Employee Benefits | - | - | - | - | - | |
| Insurance Benefits | 2,304 | 11,063 | 15,500 | 13,802 | 16,495 | |
| Taxes/Other | 1,194 | 6,158 | 7,500 | 7,893 | 8,033 | |
| PERS Contributions | 2,706 | 16,208 | 25,500 | 25,307 | 26,299 | 136% increase in last 10 years |
| Total Tech Services Personnel Services | 19,754 | 107,464 | 140,500 | 132,583 | 146,676 | |
| FTE | 2.2 | 0.1 | 1.1 | 0.9 | 1.1 | |
| MATERIALS & SERVICES | | | | | | |
| Technical Consultant | 23,069 | 325,707 | 325,000 | 325,000 | 325,000 | |
| Copier Lease & Usage | 618 | 425 | 600 | 600 | 600 | |
| Communications | 72,353 | 70,463 | 73,000 | 72,000 | 70,000 | DirectLink City of Canby Website - FY26 includes 2 years of Civic Plus fee, FY27 includes bringing website in compliance with ADA requirements |
| Web Page | 6,878 | 300 | 5,000 | 16,000 | 12,000 | |
| Travel & Training | - | 13 | 3,000 | 1,000 | 3,000 | |
| Fees & Dues | 63,368 | 90,013 | 90,000 | 76,000 | 90,000 | Software/Licenses and Warranty Renewals: Office 365, Adobe, VPN, etc |
| Internal Charge-Facilities | 3,770 | 5,220 | 4,813 | 4,813 | 4,813 | |
| Internal Charge-Fleet | 6,154 | - | - | - | - | |
| Supplies & Services | 315,635 | 21,231 | 25,000 | 5,000 | 20,000 | cellphones, misc computer parts, office supplies, etc |
| Computer Equipment | 12,552 | 32,538 | 37,000 | 37,000 | 37,000 | PC replacements |
| Total Tech Services Materials & Services | 504,396 | 545,909 | 563,413 | 537,413 | 562,413 | |
| CAPITAL OUTLAY | | | | | | |
| Equipment | - | - | - | - | - | |
| Computer Equipment over \$5,000 | 40,456 | 63,245 | 100,000 | 100,000 | 100,000 | Servers, switches, etc - Polar will complete assessment to prioritize the needs |
| Total Tech Services Captial Outlay | 40,456 | 63,245 | 100,000 | 100,000 | 100,000 | |
| OPERATING CONTINGENCY | - | - | 35,305 | - | 35,563 | |
| RESERVED FOR FUTURE EXPENDITURE | - | - | (132,653) | 170,184 | 153,532 | |
| ENDING FUND BALANCE (prior year's) | 88,894 | 231,680 | - | - | - | |
| TOTAL TECH SERVICES FUND REQUIREMENTS | 653,500 | 948,298 | 706,565 | 940,180 | 998,184 | |

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 | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|---|-------------------|-------------------|-------------------|---------------------|--------------------|
| RESOURCES | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 10,954,155 | 12,359,177 | 11,601,294 | 12,634,306 | 10,897,480 |
| REVENUE | | | | | |
| Sewer Tap Fees | 6,300 | 7,900 | 5,000 | 5,500 | 5,000 |
| Utility Charges for Service | 4,522,201 | 4,631,203 | 4,600,000 | 4,600,000 | 4,830,000 |
| Miscellaneous Revenue | 70,019 | 13,987 | 10,000 | 30,000 | 25,000 |
| Interest Revenues | 534,290 | 612,805 | 400,000 | 400,000 | 380,000 |
| Total Sewer Revenue | 5,132,808 | 5,265,895 | 5,015,000 | 5,035,500 | 5,240,000 |
| TRANSFERS IN | | | | | |
| Transfer from SDC Fund | 676,750 | 22,328 | - | - | - |
| Total Sewer Transfers In | 676,750 | 22,328 | - | - | - |
| TOTAL SEWER FUND RESOURCES | 16,763,713 | 17,647,400 | 16,616,294 | 17,669,806 | 16,137,480 |
| REQUIREMENTS FOR SEWER COMBINED FUND | | | | | |
| WWTP | | | | | |
| Personnel Services | 789,732 | 956,408 | 1,318,400 | 1,060,177 | 1,342,206 |
| Materials & Services | 643,173 | 697,104 | 828,737 | 871,637 | 820,682 |
| Capital Outlay | 1,200,348 | 298,066 | 4,553,700 | 609,046 | 1,925,000 |
| SEWER COLLECTIONS | | | | | |
| Personnel Services | 442,649 | 374,666 | 481,200 | 439,588 | 498,846 |
| Materials & Services | 167,221 | 160,008 | 194,174 | 169,974 | 209,474 |
| Capital Outlay | 122,381 | 749,800 | 2,520,750 | 1,420,000 | 1,126,000 |
| STORMWATER | | | | | |
| Personnel Services | 198,473 | 186,474 | 284,650 | 266,853 | 389,195 |
| Materials & Services | 45,141 | 65,824 | 90,461 | 79,961 | 89,461 |
| Capital Outlay | 27,066 | 705,760 | 3,374,550 | 696,000 | 1,390,000 |
| NON-DEPARTMENTAL | | | | | |
| Personnel Services | 28,420 | 29,409 | 48,750 | 34,439 | 28,122 |
| Materials & Services | 378,802 | 371,873 | 415,000 | 440,000 | 465,000 |
| Transfers Out | 361,130 | 416,160 | 662,651 | 662,651 | 778,726 |
| Operating Contingency | - | - | 200,000 | 22,000 | 200,000 |
| RESERVED FOR FUTURE EXPENSE | 12,359,177 | 12,634,306 | 1,529,509 | 10,897,480 | 5,374,768 |
| TOTAL SEWER FUND REQUIREMENTS | 16,763,714 | 17,645,859 | 16,502,532 | 17,669,806 | 14,637,480 |

Wastewater Treatment Plant

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.

2025-26 Accomplishments

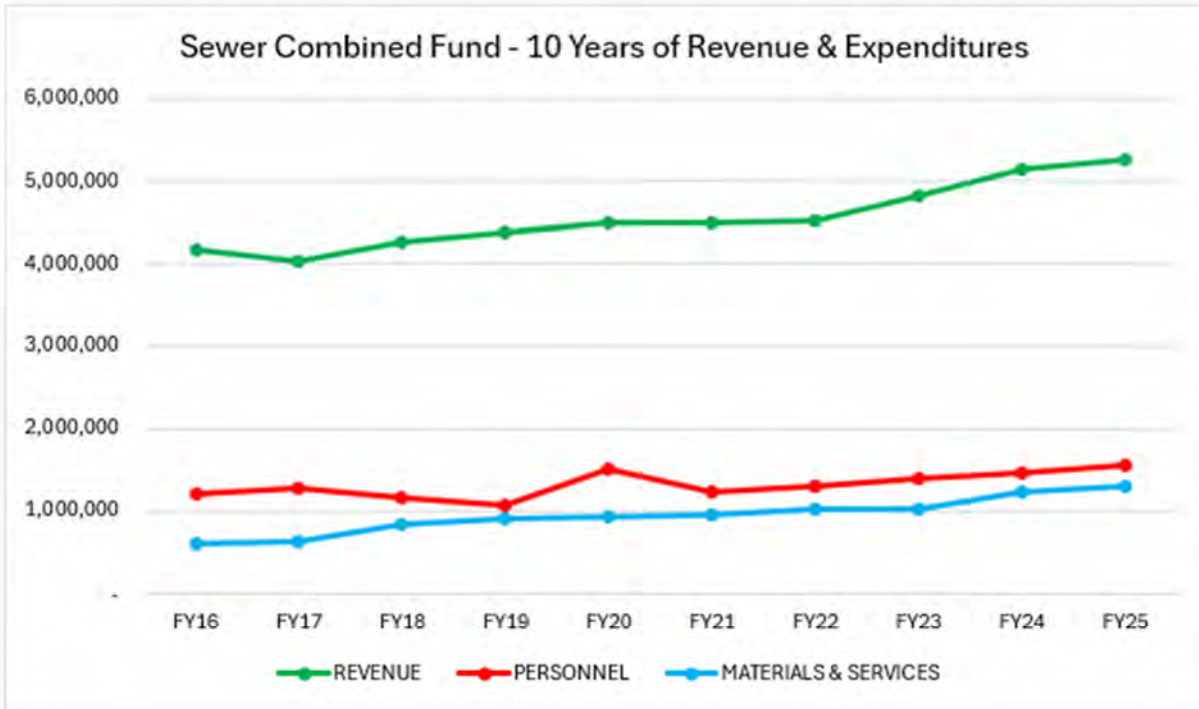
- **Achieve Full Staffing** – A small staff means every member plays a vital role in daily operations and permit compliance.
- **Maintain Regulatory Excellence** – Continue meeting all compliance standards to earn a **Gold Award for 100% NPDES Permit Compliance**.
- **UV Disinfection System Replacement** – Finalize **design** and award contractors.
- **Pump Replacements** – Install new **RAW Influent** to enhance plant hydraulics and operational reliability. New diesel backup pump trailer for emergencies.
-

2026-27 Goals

- **Maintain Regulatory Excellence** – Continue meeting all compliance standards to earn a **Gold Award for 100% NPDES Permit Compliance**.
- **UV Disinfection System Replacement** – Initiate **construction** of the **new UV disinfection system** to replace the aging infrastructure.
- **Solids Dewatering Equipment Replacement** – Design and begin replacement and construction of new solids dewatering equipment.
- **WWTP Outfall to Willamette River** – Repair the aging WWTP outfall that is in the Willamette River, then submit completion of work to DEQ.
- **North Primary Clarifier** – The WWTP has two primary clarifiers. The newest was built in 2020 and the older was built in the late 80’s. Replacement of the drive motor, gears and bearing.

Performance Measures

| Strategies and Measures | FY2024 Actuals | FY2025 Actuals | FY2026 Projected | FY2027 Budget |
|--|----------------|----------------|------------------|---------------|
| NPDES Permit Compliance Oregon DEQ Compliance Office | 12 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 Resources

| SEWER COMBINED FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|--|-------------------|-------------------|-------------------|---------------------|--------------------|
| RESOURCES | | | | | |
| BEGINNING BALANCE (Cash Carryover) | 10,954,155 | 12,359,177 | 11,601,294 | 12,634,306 | 10,897,480 |
| REVENUE | | | | | |
| Sewer Tap Fees | 6,300 | 7,900 | 5,000 | 5,500 | 5,000 |
| Utility Charges for Service | 4,522,201 | 4,631,203 | 4,600,000 | 4,600,000 | 4,830,000 |
| Miscellaneous Revenue | 70,019 | 13,987 | 10,000 | 30,000 | 25,000 |
| Interest Revenues | 534,290 | 612,805 | 400,000 | 400,000 | 380,000 |
| Total Sewer Revenue | 5,132,809 | 5,265,895 | 5,015,000 | 5,035,500 | 5,240,000 |
| TRANSFERS IN | | | | | |
| Transfer from SDC Fund | 676,750 | 22,328 | - | - | - |
| Total Sewer Transfers In | 676,750 | 22,328 | - | - | - |
| TOTAL SEWER COMBINED FUND RESOURCES | 16,763,714 | 17,647,400 | 16,616,294 | 17,669,806 | 16,137,480 |

COMMENTS & DETAILS

Propose sewer rate increase by 5% - \$48.50 for future plant expansion
FOG

| SEWER COMBINED FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|---|------------------|------------------|------------------|---------------------|--------------------|
| REQUIREMENTS FOR WASTE WATER TREATMENT PLANT | | | | | |
| PERSONNEL SERVICES | | | | | |
| Regular Salaries and Wages | 486,014 | 607,543 | 788,000 | 649,360 | 816,714 |
| Overtime | 25,348 | 30,751 | 40,000 | 36,665 | 40,000 |
| Insurance Benefits | 106,751 | 104,376 | 149,000 | 111,443 | 147,490 |
| Taxes/Other | 49,547 | 64,559 | 107,500 | 67,637 | 99,344 |
| PERS Contributions | 120,072 | 147,570 | 231,500 | 194,088 | 236,258 |
| Clothing Allowance | 2,000 | 1,609 | 2,400 | 984 | 2,400 |
| Total WWTP Personnel Services | 789,732 | 956,408 | 1,318,400 | 1,060,177 | 1,342,206 |
| FTE | 6.0 | 4.9 | 6.3 | 6.2 | 6.5 |

Budget Detail

Sewer Combined Fund Resources

| REQUIREMENTS FOR WASTE WATER TREATMENT PLANT | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|--|
| MATERIALS & SERVICES | | | | | | COMMENTS & DETAILS |
| Professional Services | 14,083 | 18,000 | 25,000 | 122,000 | 25,000 | Legal fees in FY26 |
| Disposal Services | 181,561 | 216,619 | 225,000 | 220,000 | 225,000 | Heard Farms in Roseburg |
| Maintenance Operations | 51,840 | 51,844 | 45,000 | 45,000 | 45,000 | |
| Pump and Motor Repair | 24,426 | 31,233 | 30,000 | 39,000 | 40,000 | 2 large generator repairs in FY26 |
| Grounds Maint | 2,192 | 2,023 | 2,500 | 2,500 | 2,500 | |
| Effluent Testing | 14,397 | 22,965 | 32,000 | 30,000 | 32,000 | DEQ required tests our lab can't do |
| Sludge Testing | 1,974 | 765 | 4,000 | - | - | |
| Pretreatment Testing | 12,847 | 7,194 | 8,200 | - | 500 | |
| Communications | 1,403 | 1,619 | 3,000 | 1,800 | 2,200 | |
| Copier Lease & Maintenance | 1,591 | 3,492 | 3,400 | 3,400 | 3,400 | |
| Travel & Training | 1,844 | 6,870 | 7,500 | 2,000 | 5,000 | |
| Membership Dues & Fees | 2,349 | 3,517 | 3,500 | 3,500 | 3,500 | |
| NPDES Permit Fees | 25,061 | 27,604 | 30,000 | 30,000 | 30,000 | |
| Internal Charge-Fleet | 21,652 | 13,488 | 13,411 | 13,411 | 15,253 | |
| Internal Charge-Facilities | 16,236 | 22,440 | 20,726 | 20,726 | 20,726 | |
| Internal Charge-Tech Services | 15,551 | 29,304 | 38,500 | 38,500 | 69,603 | |
| Supplies & Services | 11,067 | 7,476 | 15,000 | 25,000 | 12,000 | Pest control, printing, office supplies, drinking water, etc |
| Safety Supplies | 3,000 | 2,958 | 10,000 | 6,800 | 7,000 | |
| Tools & Equipment | 584 | 1,040 | 5,000 | 6,000 | 6,000 | |
| Computer Supplies | 50,961 | 10,665 | 15,000 | 15,000 | 15,000 | |
| Lab Equipment & Chemicals | 14,357 | 13,403 | 18,000 | 20,000 | 20,000 | |
| Bulk Chemicals | 7,150 | 17,950 | 25,000 | 2,000 | 5,000 | |
| Lime | 55,953 | 56,685 | 100,000 | 85,000 | 90,000 | |
| Biosolids - Polymer | 6,050 | 9,470 | 19,000 | 10,000 | 11,000 | |
| Utilities | 105,043 | 118,480 | 130,000 | 130,000 | 135,000 | |
| Total WWTP Materials & Services | 643,173 | 697,104 | 828,737 | 871,637 | 820,682 | |
| CAPITAL OUTLAY | | | | | | |
| Vehicles & Equipment | 44,990 | 96,169 | 15,000 | 12,000 | 25,000 | Lab Equipment & Potential Outfall cost |
| Improvements | 1,133,101 | - | - | - | - | |
| UV and Emergency Power | 20,718 | 41,285 | 1,500,000 | 100,000 | 1,500,000 | |
| Fuel Station | 1,540 | 54,407 | 338,700 | 296,000 | - | |
| WWTP Building Compliance Upgrade | - | 106,205 | 250,000 | 1,046 | - | |
| Solids Dewatering Equipment | - | - | 1,350,000 | 50,000 | 100,000 | engineering |
| Influent Pump & Recycle Pump Replacement | - | - | 1,000,000 | 150,000 | 100,000 | \$100k re-coating |
| WWTP Electrical Condition Assessment | - | - | 50,000 | - | 50,000 | |
| Asset Management Program | - | - | 50,000 | - | 50,000 | |
| Primary Clarifier | - | - | - | - | 60,000 | |
| Outfall Repair | - | - | - | - | 40,000 | |
| Total WWTP Capital Outlay | 1,200,348 | 298,066 | 4,553,700 | 609,046 | 1,925,000 | |
| TOTAL WWTP REQUIREMENTS | 2,633,253 | 1,951,578 | 6,700,837 | 2,540,860 | 4,087,888 | |

Sewer Collections Department

The Sewer Collections Department is responsible for the operation and maintenance of the City’s sewer collection system and for ensuring compliance with regulations established by the Oregon Department of Environmental Quality (DEQ). The system includes underground sewer mainlines and pump stations that convey untreated wastewater to the Wastewater Treatment Plant (WWTP) for treatment. Through routine maintenance, monitoring, and timely repairs, the department helps ensure reliable system performance while protecting public health and the local environment.

2025-26 Highlights

- Cleaned 26.32 miles of sanitary main lines.
- Completed annual inspections at Canby businesses to ensure Fat Oil and Grease (FOG) program compliance.
- Installed On-site backup Generator at 3rd and Baker Pump Station
- Maintained a quarterly cleaning schedule for all Pump Stations

2026-27 Goals

- Clean 30% of the Sewer System
- Maintain and clean sewer lift stations quarterly (City-wide Goal – Public Services)
- Increase public awareness of FOG (City-wide Goal – Public Services)
- No sanitary sewer overflows (City-wide Goal – Public Services)
- Continue Mapping out existing Sewer System with GIS (City-wide Value – Fiscal Responsibility)
- Update SCADA Communication for Pump Station.

Performance Measures

| Strategies and Measures | FY2023 Actuals | FY2024 Actuals | FY2025 Actuals | FY2026 Actuals | FY2027 Projected |
|--|-------------------|-------------------|-------------------|-------------------|---------------------|
| Maintain the sewer system to meet all DEQ requirements | | | | | |
| Total feet of sanitary lines | 342,144 | 346,000 | 348,000 | 351,542 | 365,000 |
| Percentage of lines cleaned | 20% | 15% | 7% | 28.5% | 30% |
| Percentage of lines video inspected | 5% | 5% | 8% | 5% | 15% |
| Number of overflows or backups | 0 | 1 | 1 | 0 | 0 |
| Percentage of businesses inspected and in compliance with city’s FOG Program | 100% | 100% | 100% | 100% | 100% |
| Percentage of manholes inspected | 50% | 50% | 70% | 48% | 50% |



Budget Detail

Sewer Combined Fund - Collections

| SEWER COMBINED FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|---|------------------|------------------|------------------|---------------------|--------------------|
| REQUIREMENTS FOR SEWER COLLECTIONS | | | | | |
| PERSONNEL SERVICES | | | | | |
| Regular Salaries and Wages | 289,395 | 251,270 | 289,500 | 290,258 | 308,560 |
| Overtime | 5,116 | 4,701 | 5,000 | 5,024 | 5,000 |
| Employee Benefits | - | - | - | - | - |
| Insurance Benefits | 48,374 | 37,645 | 56,500 | 45,511 | 60,109 |
| Taxes/Other | 31,826 | 27,131 | 46,000 | 27,414 | 36,402 |
| PERS Contributions | 67,539 | 53,920 | 83,000 | 70,405 | 87,576 |
| Clothing Allowance | 400 | - | 1,200 | 976 | 1,200 |
| Total Collections Personnel Services | 442,649 | 374,666 | 481,200 | 439,588 | 498,846 |
| FTE | 2.8 | 3.5 | 3.5 | 2.7 | 2.8 |
| MATERIALS & SERVICES | | | | | |
| Consultant Engineer | 110 | 4,194 | 12,000 | 5,000 | 10,000 |
| Lateral Repair | 22,358 | 7,088 | 12,000 | 10,000 | 12,000 |
| Lift Station Maint | 28,453 | 11,149 | 20,000 | 15,000 | 20,000 |
| Lift Station Telemetry | 4,378 | 9,441 | 13,000 | 18,000 | 10,000 |
| Collection System Maint | 18,709 | 15,672 | 30,000 | 20,000 | 30,000 |
| Copier Lease & Maint | 488 | 445 | 500 | 500 | 500 |
| Communications | 1,649 | 1,631 | 3,600 | 2,000 | 2,000 |
| Travel & Training | 1,200 | 6,314 | 8,000 | 8,000 | 10,000 |
| Membership Dues & Fees | 1,420 | 1,776 | 1,800 | 3,000 | 2,000 |
| Internal Charge-Fleet | 39,851 | 40,764 | 25,663 | 25,663 | 29,189 |
| Internal Charge-Facilities | 15,988 | 22,116 | 20,411 | 20,411 | 20,411 |
| Internal Charge-Tech Services | 2,773 | 14,100 | 14,400 | 14,400 | 27,874 |
| Supplies & Services | 12,851 | 6,186 | 9,000 | 9,000 | 10,000 |
| Small Tools | 5,360 | 6,017 | 7,000 | 5,000 | 8,000 |
| Safety Supplies | 2,081 | 1,491 | 1,800 | 3,000 | 2,500 |
| Utilities-Lift Stations | 9,551 | 11,624 | 15,000 | 11,000 | 15,000 |
| Total Collections Materials & Services | 167,221 | 160,008 | 194,174 | 169,974 | 209,474 |

Budget Detail

Sewer Combined Fund - Collections

| CAPITAL OUTLAY | | | | | | |
|---|----------------|------------------|------------------|------------------|------------------|---|
| Vehicles & Equipment | 49,930 | - | - | - | 100,000 | Sewer Camera replacement to evaluate infrastructure of the city |
| NE 10th Ave Sanitary Sewer | - | 624,394 | 200,000 | - | - | |
| Safeway Pump Station Removal | 1,409 | 66,558 | - | - | - | |
| N Knott St Storm | 500 | - | - | - | - | |
| N Maple Ln Sewer Line Replace | 860 | - | - | - | - | |
| N NW 10th & Birch Sewer Ext | 49,650 | - | - | - | - | |
| Fuel Station | 20,032 | 58,665 | 420,750 | 296,000 | - | |
| N Pine Street Realignment | - | - | 350,000 | - | 350,000 | |
| Industrial Park Connection to 99E | - | 184 | 1,550,000 | 1,124,000 | 426,000 | |
| Asset Management Program | - | - | 50,000 | - | 50,000 | |
| Lift Station - N Holly | - | - | - | - | 200,000 | SDC Eligible |
| Total Collections Capital Outlay | 122,381 | 749,800 | 2,520,750 | 1,420,000 | 1,126,000 | |
| TOTAL COLLECTIONS REQUIREMENTS | 732,251 | 1,284,475 | 3,196,124 | 2,029,562 | 1,834,320 | |

Stormwater Department

The Stormwater Department safely and efficiently maintains the City's stormwater management system to protect public infrastructure, water quality, and environmental health. Operations are conducted in compliance with regulatory requirements established by the Oregon Department of Environmental Quality (DEQ).

2025-26 Highlights

- Installed 6 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 during record storm event.
- Installed new storm system on NE 10th Ave.

2026-27 Goals

- Update the Stormwater infrastructure asset list (Promote Financial Stability).
- Map out 50% of the City's Stormwater infrastructure (Promote Financial Stability).
- Increase the amount of time spent on preventative maintenance dedicated to the Stormwater system (Align Resources to Address Future Community Growth).
- To maintain a street sweeping schedule to protect storm catch basins.

Challenges

- Old machinery that needs replacement
- Stormwater lacks on set maintenance schedule and needs to be implemented
- Stormwater productivity is high due to lack of personnel

Performance Measures

| Strategies and Measures | FY2023 Actuals | FY2024 Actuals | FY2025 Actuals | FY2026 Actuals | FY2027 Projected |
|---|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| Maintain the Stormwater system, meeting all DEQ requirements | | | | | |
| Feet of new storm lines installed | 6,655 | 8,455 | 9,500 | 12,000 | 9,000 |
| Percentage of system videoed | 1% | 2% | 2% | 3% | 5% |
| Percentage of storm lines cleaned | 2% | 2% | 5% | 6% | 15% |
| Catch basins replaced | 10 | 6 | 10 | 6 | 10 |
| Percentage of catch basins cleaned | 10% | 11% | 10% | 20% | 20% |



Budget Detail

Sewer Combined Fund - Stormwater

| SEWER COMBINED FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed | |
|--|------------------|------------------|------------------|---------------------|--------------------|--------------------------------|
| REQUIREMENTS FOR STORMWATER | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| Regular Salaries and Wages | 132,039 | 122,929 | 173,000 | 179,280 | 239,559 | |
| Overtime | 1,322 | 1,958 | 2,250 | 3,370 | 4,000 | |
| Insurance Benefits | 20,766 | 21,082 | 32,250 | 24,206 | 46,944 | |
| Taxes/Other | 13,661 | 12,973 | 27,500 | 16,949 | 28,155 | |
| PERS Contributions | 30,684 | 27,532 | 49,250 | 42,520 | 70,137 | 136% increase in last 10 years |
| Clothing Allowance | - | - | 400 | 528 | 400 | |
| Total Stormwater Personnel Services | 198,473 | 186,474 | 284,650 | 266,853 | 389,195 | |
| FTE | 1.3 | 1.7 | 1.6 | 1.7 | 1.9 | |
| MATERIALS & SERVICES | | | | | | |
| Consultant Engineer | 5,285 | 2,829 | 10,000 | 5,000 | 8,000 | |
| Catch Basin Repair | - | 5,012 | 8,000 | 8,000 | 8,000 | |
| Storm System Maintenance | 11,805 | 18,346 | 26,000 | 20,000 | 26,000 | |
| Copier Lease & Maint | 324 | 296 | 350 | 350 | 350 | |
| Communications | 1,037 | 953 | 1,000 | 1,000 | 1,000 | |
| Travel & Training | 389 | 4,123 | 6,000 | 4,000 | 6,000 | |
| Membership Dues & Fees | 3,992 | 4,111 | 4,500 | 7,000 | 5,000 | |
| Internal Charge-Facilities | 15,988 | 22,116 | 20,411 | 20,411 | 20,411 | |
| Supplies & Services | 4,134 | 4,673 | 7,500 | 7,500 | 7,700 | |
| Small Tools | 434 | 2,930 | 5,000 | 5,000 | 5,000 | |
| Safety Supplies | 1,753 | 437 | 1,700 | 1,700 | 2,000 | |
| Total Stormwater Materials & Services | 45,141 | 65,824 | 90,461 | 79,961 | 89,461 | |

Budget Detail

Sewer Combined Fund - Stormwater

CAPITAL OUTLAY

| | | | | | | |
|--|---------------|----------------|------------------|----------------|------------------|---|
| Equipment | - | 171,511 | - | - | 60,000 | Sewer Camera replacement to evaluate infrastructure of the city |
| Drywells | 25,526 | 118 | - | - | 90,000 | |
| Fuel Station | 1,540 | 52,867 | 310,750 | 296,000 | - | |
| S Ivy Sidewalk/Overlay Project | - | 344,675 | 1,508,000 | - | - | |
| Industrial Park Connection to 99E | - | - | 1,240,000 | 400,000 | 840,000 | |
| N Pine Steet Realignment | - | - | - | - | 350,000 | |
| NE 10th Ave, N Locust to N Pine Storm line | - | 136,589 | 315,800 | - | - | |
| Asset Management Program | - | - | 50,000 | - | 50,000 | |
| Total Stormwater Captial Outlay | 27,066 | 705,760 | 3,374,550 | 696,000 | 1,390,000 | |

Budget Detail

Sewer Combined Fund – Not Allocated

Sewer Not Allocated

| SEWER COMBINED FUND | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Projected | FY2027 Proposed |
|---|-------------------|-------------------|-------------------|---------------------|--------------------|
| REQUIREMENTS NOT ALLOCATED | | | | | |
| PERSONNEL SERVICES | | | | | |
| Office Specialist II | - | - | - | - | - |
| Office Specialist III | - | - | - | - | - |
| Regular Salaries and Wages | 18,934 | 19,068 | 26,750 | 16,917 | 17,892 |
| Insurance Benefits | 3,487 | 4,527 | 11,750 | 8,886 | 3,820 |
| Taxes/Other | 1,704 | 1,573 | 2,750 | 1,902 | 1,502 |
| PERS Contributions | 4,295 | 4,241 | 7,500 | 6,734 | 4,909 |
| Total Sewer Not Allocated Personnel Services | 28,420 | 29,409 | 48,750 | 34,439 | 28,122 |
| FTE | 0.3 | 0.3 | 0.3 | 0.3 | 0.4 |
| MATERIALS & SERVICES | | | | | |
| Rate Studies and Master Plans | (206) | - | - | - | - |
| Sewer Billing | 63,803 | 71,873 | 75,000 | 100,000 | 115,000 |
| Franchise Fee | 315,000 | 300,000 | 340,000 | 340,000 | 350,000 |
| Total Sewer Not Allocated Materials & Services | 378,802 | 371,873 | 415,000 | 440,000 | 465,000 |
| TRANSFERS OUT | | | | | |
| O/H Transfer to General Fund-WWTP | 218,185 | 268,680 | 327,026 | 327,026 | 449,258 |
| O/H Transfer to General Fund-Collections | 94,871 | 102,192 | 162,119 | 162,119 | 164,083 |
| O/H Transfer to General Fund-Stormwater | 48,074 | 45,288 | 173,506 | 173,506 | 165,385 |
| Total Sewer Not Allocated Transfers Out | 361,130 | 416,160 | 662,651 | 662,651 | 778,726 |
| OPERATING CONTINGENCY | - | - | 200,000 | 22,000 | 200,000 |
| TOTAL REQUIREMENTS NOT ALLOCATED | 768,353 | 817,442 | 1,326,401 | 1,159,090 | 1,471,848 |
| RESERVED FOR FUTURE EXPENDITURE | - | - | 1,529,509 | 10,897,480 | 5,374,768 |
| RESERVED FOR FUTURE EXPANSION | - | - | - | - | 1,500,000 |
| TOTAL RESERVE | - | - | - | - | 6,874,768 |
| ENDING FUND BALANCE (prior year's) | 12,359,177 | 12,634,306 | 113,762 | - | - |
| TOTAL SEWER COMBINED FUND REQUIREMENTS | 16,763,714 | 17,645,859 | 16,616,294 | 17,669,806 | 16,137,480 |

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**Appendix
Personnel FTE Comparison to Prior Years**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Actual | 2025 Actual | 2026 Budget | 2027 Budget |
|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Administration | 3.3 | 4.4 | 4.4 | 3.3 | 3.4 | 2.9 | 3.0 |
| HR & Risk Management | 0.8 | 0.9 | 1.1 | 0.8 | 0.9 | 1.5 | 2.0 |
| Finance | 3.5 | 3.5 | 4.7 | 5.6 | 5.9 | 5.5 | 4.8 |
| Court | 2.8 | 2.7 | 1.8 | 1.8 | 2.7 | 2.8 | 2.8 |
| Planning | 2.3 | 3.1 | 3.3 | 3.4 | 4.1 | 4.3 | 4.4 |
| Building | 0.2 | 0.9 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Police | 29.3 | 30.0 | 30.8 | 32.8 | 34.6 | 35.8 | 36.0 |
| Parks | 6.3 | 6.3 | 6.2 | 6.1 | 6.2 | 5.2 | 6.2 |
| Cemetery | 1.7 | 2.2 | 1.6 | 1.5 | 1.5 | 1.7 | 1.7 |
| Economic Development | 2.5 | 2.5 | 2.5 | 2.6 | 2.6 | 2.6 | 0.5 |
| General Fund Total | 52.7 | 56.5 | 57.4 | 58.9 | 62.9 | 63.3 | 62.4 |
| Library | 8.7 | 8.8 | 9.8 | 8.4 | 9.2 | 9.0 | 9.8 |
| Transient Room Tax | - | - | - | - | - | - | 0.1 |
| Transit | 2.7 | 2.9 | 2.7 | 2.7 | 2.6 | 2.9 | 3.2 |
| Swim Center | 7.4 | 8.6 | 8.2 | 9.8 | 6.4 | 5.0 | 5.0 |
| Streets | 6.4 | 6.5 | 7.4 | 6.0 | 7.5 | 5.5 | 7.9 |
| Facilities | 1.2 | 1.5 | 2.0 | 1.2 | 1.1 | 1.2 | 1.2 |
| Fleet | 2.1 | 2.1 | 2.1 | 2.1 | 2.1 | 2.1 | 2.1 |
| IT | 1.1 | 1.2 | 2.2 | 0.1 | 0.9 | 1.1 | 1.1 |
| WWTP | 5.2 | 5.3 | 6.0 | 4.9 | 6.2 | 7.7 | 6.5 |
| Sewer Collections | 2.9 | 3.0 | 2.8 | 3.5 | 2.7 | 3.4 | 2.8 |
| Sewer Stormwater | 1.6 | 1.4 | 1.3 | 1.7 | 1.7 | 2.2 | 1.9 |
| Unallocated (Sewer) | 0.3 | 0.3 | 0.3 | 0.3 | 0.3 | 0.4 | 0.4 |
| Sewer Fund Total | 10.0 | 10.0 | 10.4 | 10.4 | 10.9 | 13.7 | 11.6 |
| City-wide Total | 92.3 | 98.1 | 102.2 | 99.6 | 103.6 | 103.7 | 104.4 |

FTE Allocations

| Department | FTE | General | Street | Sewer | Tech | Transit | Swim | Library | Facility | Fleet | TRT |
|---|------|---------|--------|-------|------|---------|------|---------|----------|-------|-----|
| 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 | | 100% | | | | | | | | |
| Finance Technician II | 1.00 | 100% | | | | | | | | | |
| Finance Technician II | 1.00 | 40% | | | | 60% | | | | | |
| Finance Technician II | 1.00 | 40% | 30% | 30% | | | | | | | |
| Court | | | | | | | | | | | |
| Municipal Judge | 0.05 | 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% | | | | | | | |

Appendix

FTE Allocations

| | | | | | | | | | | | |
|----------------------------------|-------|------|-----|----|--|--|----|--|----|--|-----|
| 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 | 50% | 50% | | | | | | | | |
| Econ Dev & Tourism Coordinator | 1.00 | | 90% | | | | | | | | 10% |

Appendix

FTE Allocations

| Department | FTE | General | Street | Sewer | Tech | Transit | Swim | Library | Facility | Fleet | TRT |
|-----------------------------|------|---------|--------|-------|------|---------|------|---------|----------|-------|-----|
| Library | | | | | | | | | | | |
| Library Director | 1.00 | | | | | | | 100% | | | |
| Library Manager | 1.00 | | | | | | | 100% | | | |
| Librarian | 2.00 | | | | | | | 100% | | | |
| Office Specialist II | 4.70 | | | | | | | 100% | | | |
| Office Specialist I | 1.00 | | | | | | | 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% | | | | | | |

Appendix

FTE Allocations

| | | | | | | | | | | | |
|------------------------------------|---------------|-----|------|------|--|--|--|--|-----|--|--|
| 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 III | 1.00 | | 5% | 95% | | | | | | | |
| Maintenance Worker II | 1.00 | | 63% | 37% | | | | | | | |
| Maintenance Worker II | 1.00 | | 25% | 75% | | | | | | | |
| Maintenance Worker II | 1.00 | | 0% | 0% | | | | | | | |
| Maintenance Worker I | 1.00 | | 100% | | | | | | | | |
| 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 | 1.50 | | | 100% | | | | | | | |
| Operator II | 1.00 | | | 100% | | | | | | | |
| Total FTE for FY2026 | 104.40 | | | | | | | | | | |

Salary Schedules

| Attachment A | | | | | | | | | |
|---|-------|----------|---------|---------|---------|---------|----------|---------|---------|
| Non-Represented Salary Schedule (Management, Supervisory & Confidential) | | | | | | | | | |
| Effective first full pay period after 7/1/2026 | | | | | | | | | |
| Includes a 3.5% 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 | \$4,480 | \$4,704 | \$4,940 | \$5,186 | \$5,446 | \$5,609 | \$5,778 | \$5,951 |
| Vacant | 2 | 5,108 | 5,364 | 5,632 | 5,914 | 6,209 | 6,396 | 6,588 | 6,785 |
| Human Resources Specialist Deputy City Recorder | 3 | 5,823 | 6,114 | 6,420 | 6,741 | 7,078 | 7,290 | 7,509 | 7,734 |
| Administrative Supervisor Aquatics Program Manager Municipal Court Supervisor Transit Operations Manager | 4 | 6,580 | 6,908 | 7,255 | 7,618 | 7,998 | 8,238 | 8,485 | 8,740 |
| Library Manager | 5 | 7,238 | 7,600 | 7,980 | 8,379 | 8,798 | 9,061 | 9,333 | 9,614 |
| PW Supervisor WWTP Supervisor | 6 | 7,889 | 8,283 | 8,699 | 9,134 | 9,590 | 9,877 | 10,173 | 10,479 |
| Network Administrator Planning Manager | 7 | 8,127 | 8,533 | 8,960 | 9,408 | 9,878 | 10,175 | 10,480 | 10,795 |
| Vacant | 8 | 8,533 | 8,960 | 9,408 | 9,878 | 10,372 | 10,684 | 11,004 | 11,334 |
| Economic Development Director Planning Director Human Resources Director Library Director Administrative Director & City Recorder Transit Director | 9 | 9,215 | 9,675 | 10,159 | 10,667 | 11,200 | 11,536 | 11,883 | 12,239 |
| Police Captain | 10 | 9,860 | 10,353 | 10,871 | 11,414 | 11,986 | 12,345 | 12,715 | 13,097 |
| Finance Director Public Works Director | 11 | 10,766 | 11,304 | 11,869 | 12,463 | 13,087 | 13,478 | 13,883 | 14,300 |
| Police Chief | 12 | 11,411 | 11,981 | 12,581 | 13,210 | 13,870 | 14,286 | 14,715 | 15,156 |

Part-time, non-represented employees working <20 hours per week – July 1, 2026

Salary Schedule for Canby Public Library **

Effective July 1, 2026

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|--------------|--------|--------|--------|--------|--------|--------|--------|
| Hourly Rate | | | | | | | |
| Library Page | 15.55 | 16.05 | 16.55 | 17.05 | 17.55 | 18.05 | 18.55 |

** 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, 2026*

| | | 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 Instructor I | \$ 17.06 | \$ 17.92 | \$ 18.82 | \$ 19.76 | \$ 20.75 | \$ 21.79 | \$ 22.87 |
| B | Lifeguard II Instructor II | 18.27 | 19.19 | 20.15 | 21.16 | 22.22 | 23.32 | 24.49 |

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, 2026

| Canby Police Association - Salary Schedule A | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|--------|
| Effective 7/1/2026 | | | | | | | |
| Includes a 3.5% COLA | | | | | | | |
| Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| Police Patrol | \$7,220 | \$7,581 | \$7,960 | \$8,358 | \$8,776 | \$9,215 | |
| Sergeant | * | * | 9,642 | 10,124 | 10,630 | 11,162 | |
| Behavioral Health Specialist | 7,947 | 8,344 | 8,761 | 9,199 | 9,659 | 10,142 | |
| Property & Evidence Tech/Code Enforcement Officer | 5,317 | 5,583 | 5,862 | 6,155 | 6,463 | 6,786 | 7,125 |
| Police Records Specialist I | 4,443 | 4,665 | 4,899 | 5,144 | 5,401 | 5,671 | 5,954 |
| Police Records Specialist II | 5,634 | 5,916 | 6,212 | 6,522 | 6,848 | 7,191 | 7,550 |

AFSCME Salary Schedule - ATTACHMENT A
 Effective the first full pay period following July 1, 2026
 Includes 3.5% COLA

| Grade | Position | 5% between steps | | | | | | |
|-------|--|------------------|----------|----------|----------|----------|----------|----------|
| | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| T | Head Lifeguard | \$ 3,409 | \$ 3,580 | \$ 3,759 | \$ 3,947 | \$ 4,144 | \$ 4,351 | \$ 4,569 |
| A | Office Specialist I | 4,109 | 4,314 | 4,530 | 4,757 | 4,994 | 5,244 | 5,506 |
| | Finance Tech I Library Assistant II Municipal Court Assistant Municipal Court Clerk I Office Specialist II | 4,333 | 4,549 | 4,777 | 5,016 | 5,267 | 5,530 | 5,806 |
| C | Mechanic Tech I Parks Maint Worker Swim Instructor/Program Coordinator Maintenance Worker I | 4,474 | 4,697 | 4,932 | 5,179 | 5,438 | 5,710 | 5,995 |
| D | Finance Tech II Maintenance Worker II | 4,819 | 5,060 | 5,313 | 5,578 | 5,857 | 6,150 | 6,458 |
| E | Municipal Court Clerk II | 4,936 | 5,183 | 5,442 | 5,715 | 6,000 | 6,300 | 6,615 |
| F | Planning Technician | 5,185 | 5,444 | 5,716 | 6,002 | 6,302 | 6,617 | 6,948 |
| G | Maintenance Worker III | 5,228 | 5,490 | 5,764 | 6,053 | 6,355 | 6,673 | 7,007 |
| H | Facilities Maintenance Technician Operator I Pre-Treatment Technician | 5,392 | 5,662 | 5,945 | 6,242 | 6,554 | 6,882 | 7,226 |
| I | IT Services Coordinator Office Specialist III | 5,494 | 5,769 | 6,057 | 6,360 | 6,678 | 7,012 | 7,362 |
| J | User Service Technician | 5,561 | 5,839 | 6,131 | 6,437 | 6,759 | 7,097 | 7,452 |
| K | Econ Development & Tourism Coord Librarian Mechanic | 5,682 | 5,966 | 6,264 | 6,578 | 6,907 | 7,252 | 7,614 |
| L | Cemetery Sexton Swim Center Operator | 5,870 | 6,164 | 6,472 | 6,795 | 7,135 | 7,492 | 7,867 |
| M | Contracting & Payroll Specialist PC & Network Technician Operator II | 5,927 | 6,223 | 6,534 | 6,861 | 7,204 | 7,564 | 7,942 |
| N | Facilities Maintenance Lead Lead Mechanic Parks Lead Public Works Lead | 6,216 | 6,527 | 6,854 | 7,196 | 7,556 | 7,934 | 8,331 |
| O | Office Specialist IV | 6,433 | 6,755 | 7,093 | 7,447 | 7,820 | 8,211 | 8,621 |
| P | Operator III Pre-Treatment Coordinator | 6,483 | 6,807 | 7,148 | 7,505 | 7,880 | 8,274 | 8,688 |
| Q | Associate Planner Project Planner | 6,544 | 6,871 | 7,215 | 7,576 | 7,955 | 8,352 | 8,770 |
| R | Operator Lead | 6,677 | 7,011 | 7,361 | 7,729 | 8,116 | 8,522 | 8,948 |
| S | Senior Planner | 7,151 | 7,509 | 7,884 | 8,279 | 8,692 | 9,127 | 9,583 |

Overhead and Internal Charges

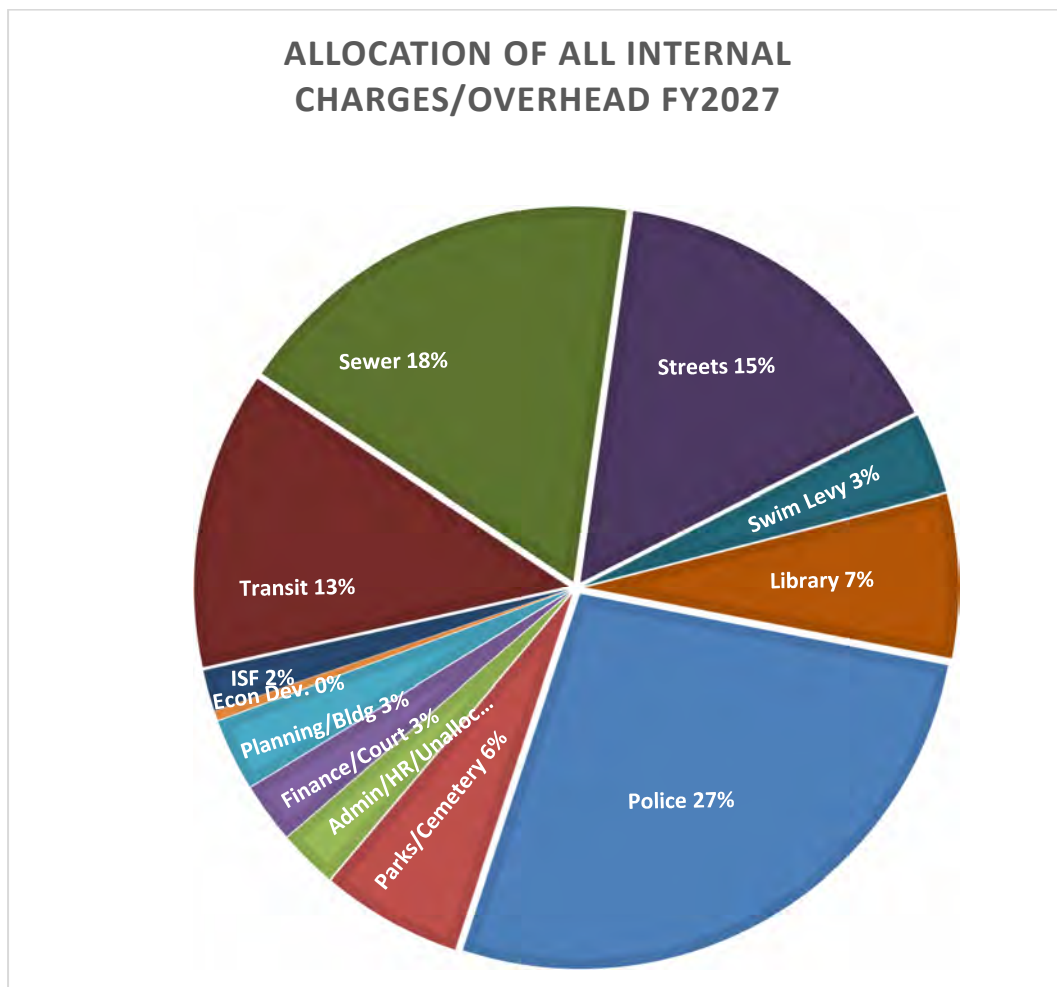
| Combined Internal Charges and Overhead Summary FY2027 | | | | | | | |
|---|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|------------------------------|
| | Facilities | Tech | Fleet | Admin Overhead | FY2027 Total | FY2026 Budget | Variance % YR over YR budget |
| Admin | \$ 18,436 | \$ 24,451 | \$ - | \$ - | \$ 42,887 | \$ 48,338 | -11.28% |
| HR | 5,743 | 16,301 | - | - | 22,044 | 19,943 | 10.54% |
| Unallocated* | 76,573 | - | - | - | 76,573 | 76,573 | 0.00% |
| Finance | 8,743 | 37,491 | - | - | 46,234 | 76,243 | -39.36% |
| Court | 8,000 | 22,902 | - | 68,201 | 99,103 | 111,050 | -10.76% |
| Planning | 6,818 | 33,661 | - | 100,238 | 140,717 | 150,196 | -6.31% |
| Building | 802 | 8,150 | - | 24,271 | 33,223 | 19,822 | 67.61% |
| Police | 127,555 | 291,372 | 230,036 | 867,678 | 1,516,642 | 1,365,763 | 11.05% |
| Parks | 45,928 | 42,707 | 68,878 | 127,179 | 284,692 | 464,855 | -38.76% |
| Cemetery | - | 14,100 | - | 41,988 | 56,088 | 36,623 | 53.15% |
| Economic Dev | 7,048 | 4,075 | - | 12,135 | 23,258 | 81,226 | -71.37% |
| Library | 106,946 | 73,190 | - | 217,951 | 398,087 | 368,801 | 7.94% |
| Streets | 46,195 | 56,889 | 100,723 | 651,383 | 855,190 | 760,055 | 12.52% |
| Fleet | 64,157 | 17,116 | - | - | 81,273 | 75,557 | 7.57% |
| Facilities | - | 9,373 | 3,000 | - | 12,373 | 3,000 | 312.43% |
| Tech Services | 4,813 | - | - | - | 4,813 | 4,813 | 0.00% |
| Transit | 10,695 | 20,376 | 507,920 | 183,597 | 722,589 | 730,093 | -1.03% |
| Swim Levy | - | 28,526 | - | 165,861 | 194,387 | 160,512 | 21.10% |
| WWTP | 20,726 | 69,603 | 15,253 | 449,258 | 554,840 | 399,663 | 38.83% |
| Collections | 20,411 | 27,874 | 29,189 | 164,083 | 241,557 | 222,593 | 8.52% |
| Storm | 20,411 | 21,843 | - | 165,385 | 207,639 | 193,917 | 7.08% |
| Total | \$ 600,000 | \$ 820,000 | \$ 954,999 | \$ 3,239,208 | \$ 5,614,211 | \$ 5,369,636 | 4.55% |

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 fte 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.

Annual Comprehensive Financial Report --the audited report of the City's finances for the fiscal year. (ACFR)

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 Clackamas 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 Administrator which is required by Oregon Local Budget Law, ORS 294.

Budget Officer - The person appointed by the City Council to prepare the proposed budget, in this case the City Administrator. 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 adjustment. A COLA increases all salaries at all classes and steps by the same percentage.

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 Officer’s 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 of 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.

Notice of Canby Urban Renewal District 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, 2026 to June 30, 2027, will be held at City of Canby Civic Offices, 222 NE 2nd Avenue, Canby, Oregon, 97013 on May 14, 2026, 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 on May 14, 2026.

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 13, 2026. 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 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 proposed budget document may be inspected or obtained on or after May 7, 2026 online at www.canbyoregon.gov. Notices can also be found at www.canbyoregon.gov/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, 2026 to June 30, 2027, will be held at City of Canby Civic Offices, 222 NE 2nd Avenue, Canby, Oregon, 97013 on May 14, 2026, at 6:15 pm or *after* the Canby Urban Renewal District Budget Committee Meeting. There will be additional budget meetings on May 21, 2026, and May 28, 2026, at 6:00 pm. May 28, 2026 meeting will held if needed.

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 14, 2026.

Any person may provide comment in written form, in person, or virtually. Written comments must be received by 4:30 pm on May 13, 2026. 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 14, 2026 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 proposed budget document may be inspected or obtained on or after May 7, 2026 online at www.canbyoregon.gov. Notices can also be found at www.canbyoregon.gov/meetings.

**NOTICE OF PUBLIC HEARING
CITY OF CANBY FOR FY 2026-27 BUDGET YEAR**

A public meeting of the City Council of the City of Canby will be held on Wednesday, June 17, 2026, at 6:00 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 \$215,000 in state revenue sharing funds for the FY 2026-2027 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

FY2025

A public meeting of the City of Canby City Council will be held on June 19, 2024 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 19th. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 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: Scott Schlag, Finance Director Telephone: 503-266-0725 Email: schlags@canbyoregon.gov

| FINANCIAL SUMMARY - RESOURCES | | | |
|---|-------------------------|------------------------------------|-------------------------------------|
| TOTAL OF ALL FUNDS | Actual Amount FY2023 | Adopted Budget This Year FY2024 | Approved Budget Next Year FY2025 |
| Beginning Fund Balance/Net Working Capital | 44,319,620 | 45,089,821 | 50,315,422 |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges | 15,392,613 | 14,915,550 | 17,455,650 |
| Federal, State and All Other Grants, Gifts, Allocations and Donations | 7,374,273 | 5,499,499 | 5,946,046 |
| Revenue from Bonds and Other Debt | 0 | 0 | 0 |
| Interfund Transfers / Internal Service Reimbursements | 5,005,125 | 11,768,732 | 11,552,126 |
| All Other Resources Except Property Taxes | 1,966,930 | 1,175,873 | 1,657,375 |
| Property Taxes Estimated to be Received | 7,461,226 | 7,527,978 | 7,955,811 |
| Total Resources | 81,519,787 | 85,977,453 | 94,882,430 |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION | | | |
|---|-------------------|-------------------|-------------------|
| Personnel Services | 13,851,759 | 16,350,758 | 17,630,400 |
| Materials and Services | 8,443,227 | 10,290,543 | 12,761,366 |
| Capital Outlay | 5,841,852 | 16,700,347 | 20,931,349 |
| Debt Service | 6,645 | 0 | 15,000 |
| Interfund Transfers | 4,655,125 | 11,319,732 | 11,127,126 |
| Contingencies | 0 | 783,198 | 796,179 |
| Special Payments | 27,235 | 20,000 | 35,000 |
| Unappropriated Ending Balance and Reserved for Future Expenditure | 48,693,944 | 30,512,875 | 31,586,010 |
| Total Requirements | 81,519,787 | 85,977,453 | 94,882,430 |

| FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM | | | |
|--|-------------------|-------------------|-------------------|
| Name of Organizational Unit | | | |
| FTE for that unit | | | |
| Administration | 951,986 | 984,954 | 1,101,674 |
| FTE | 4.4 | 3.8 | 2.9 |
| HR/Risk Management | 809,909 | 1,024,072 | 1,044,022 |
| FTE | 1.1 | 1.7 | 1.5 |
| Finance | 751,111 | 912,051 | 961,921 |
| FTE | 4.7 | 5.8 | 5.5 |
| Court | 459,260 | 451,851 | 624,416 |
| FTE | 1.8 | 1.8 | 2.8 |
| Planning | 727,879 | 1,193,759 | 1,059,686 |
| FTE | 3.3 | 3.3 | 4.3 |
| Building | 142,610 | 151,851 | 162,060 |
| FTE | 1.0 | 1.0 | 1.0 |
| Police | 6,972,576 | 8,333,017 | 9,090,643 |
| FTE | 30.8 | 34.0 | 34.9 |
| Parks | 1,102,543 | 4,712,813 | 5,929,691 |
| FTE | 6.2 | 7.5 | 6.2 |
| Cemetery | 199,894 | 246,248 | 320,750 |
| FTE | 1.6 | 2.2 | 2.0 |
| Economic Development | 599,763 | 751,464 | 865,641 |
| FTE | 2.5 | 2.6 | 2.6 |
| Library | 2,050,299 | 2,030,888 | 2,290,419 |
| FTE | 9.8 | 8.9 | 9.9 |
| Transit | 7,018,871 | 7,044,839 | 7,393,002 |
| FTE | 2.7 | 2.9 | 2.9 |
| Swim Center | 2,823,180 | 2,993,208 | 3,355,922 |
| FTE | 8.2 | 9.0 | 9.0 |
| Streets | 13,096,192 | 14,715,191 | 19,807,414 |
| FTE | 7.4 | 8.0 | 7.5 |
| Tourism Promotion | 66,632 | 80,042 | 107,279 |
| FTE | 0.0 | 0.0 | 0.0 |
| Tourism Enhancement | 33,501 | 32,278 | 40,429 |
| FTE | 0.0 | 0.0 | 0.0 |
| SDC | 15,232,614 | 15,476,829 | 13,979,351 |
| FTE | 0.0 | 0.0 | 0.0 |
| Cemetery Perpetual Care | 1,717,595 | 1,736,968 | 1,844,595 |
| FTE | 0.0 | 0.0 | 0.0 |
| Forfeiture | 21,164 | 30,466 | 29,329 |
| FTE | 0.0 | 0.0 | 0.0 |
| Facilities | 516,047 | 558,012 | 702,717 |
| FTE | 2.0 | 1.5 | 1.4 |
| Fleet Services | 907,561 | 909,192 | 1,000,864 |
| FTE | 2.1 | 2.1 | 2.1 |
| Tech Services | 801,731 | 636,435 | 856,065 |
| FTE | 2.2 | 2.2 | 1.1 |
| Wastewater Treatment | 1,575,364 | 3,649,142 | 2,871,846 |
| FTE | 6.0 | 5.8 | 6.3 |
| Collections | 1,525,881 | 898,526 | 4,766,975 |
| FTE | 2.8 | 4.0 | 3.5 |
| Stormwater | 284,122 | 828,116 | 1,625,537 |
| FTE | 1.3 | 2.0 | 1.6 |
| Not Allocated to Organizational Unit | 21,131,502 | 15,595,241 | 13,050,182 |
| FTE | 0.3 | 0.3 | 0.3 |
| Total Requirements | 81,519,787 | 85,977,453 | 94,882,430 |
| Total FTE | 102.2 | 110.4 | 109.3 |

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

Factors contributing to the increase in the FY2025 operating budget:

Health Insurance Costs: The budget includes projections of a 10% increase in health insurance costs. As healthcare expenses continue to rise, allocating additional funds for employee health coverage is essential.

Cost of Living Adjustment (COLA): To maintain competitive compensation and retain skilled staff, the budget allocates a 4% COLA for all employees. This adjustment helps account for inflation and ensures that salaries keep pace with the rising cost of living.

Uncompleted Capital Projects: During FY24, several capital projects were not started or completed as planned. These unfinished projects carry over into FY2025, necessitating additional funding to complete them.

Overall, these factors contribute to the increase in the proposed FY2025 operating budget compared to the estimated year-end FY2024 spending. It's crucial for the city to balance these needs while considering the impact on citizens and other competing priorities.

| 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 | \$8,021,542 | \$0 |
| Other Borrowings | \$0 | \$0 |
| Total | \$8,021,542 | \$0 |

Resolution Adopting the Budget, Making Appropriations, Imposing and Categorizing Tax for FY2025

RESOLUTION NO. 1411

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES FOR THE 2025 FISCAL YEAR

WHEREAS, a public hearing for the 2025 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 19, 2024; 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, 2024; 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 2024-2025 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 2025 in the total amount of \$72,485,159. 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, 2024, and for the purposes shown below are hereby appropriated:

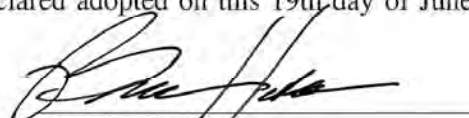
| | |
|--|-----------------------------|
| Total APPROPRIATIONS , General Funds less Planning & Building, Library, Transit, Swim, Transient Room Tax, SDC, Cemetery Perpetual Care, Forfeiture, Facilities, Fleet, Tech Services Funds | \$ 40,899,149 |
| Unappropriated and Reserve Amounts, All Funds | \$ 31,586,010 |
| TOTAL ADOPTED BUDGET | <u>\$ 72,485,159</u> |

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

| | | | |
|-----------------------|----------------------|-------------------------------------|-------------------|
| General Fund | | Transient Room Tax Fund | |
| Administration | \$ 1,101,674 | Tourism Promotion | \$ 9,950 |
| HR/Risk Mgmt | 1,044,022 | Tourism Enhancement | 5,000 |
| Court | 624,416 | TOTAL | \$ 14,950 |
| Finance | 961,921 | | |
| Police | 9,090,643 | SDC Fund | |
| Parks | 5,929,691 | Transfers Out | \$ 8,300,000 |
| Cemetery | 320,750 | | |
| Economic Dev. | 865,641 | Cemetery Perpetual Care Fund | |
| Not Allocated | | Transfers Out | \$ 500,000 |
| Personnel Services | 90,000 | | |
| Materials & Services | 1,048,955 | Forfeiture Fund | |
| Special Payments | 20,000 | Forfeiture | \$ 10,000 |
| Transfers Out | 335,000 | | |
| Contingency | 150,000 | Facilities Fund | |
| TOTAL | \$ 21,582,713 | Facilities | \$ 656,450 |
| | | Contingency | 32,823 |
| | | TOTAL | \$ 689,273 |
| | | | |
| Library Fund | | Fleet Fund | |
| Library | \$ 1,439,258 | Fleet | \$ 909,603 |
| Debt Service | 15,000 | Contingency | 45,480 |
| Special Payments | 15,000 | TOTAL | \$ 955,083 |
| Transfers Out | 733,246 | | |
| Contingency | 71,963 | Tech Services Fund | |
| TOTAL | \$ 2,274,467 | Tech Services | \$ 796,814 |
| | | Contingency | 34,950 |
| | | TOTAL | \$ 831,764 |
| | | | |
| Transit Fund | | | |
| Transit | \$ 3,988,302 | | |
| Transfers Out | 311,309 | | |
| Contingency | 161,315 | | |
| TOTAL | \$ 4,460,926 | | |
| | | | |
| Swim Levy Fund | | | |
| Swim | \$ 1,048,500 | | |
| Transfers Out | 183,049 | | |
| Contingency | 48,425 | | |
| TOTAL | \$ 1,279,974 | | |

The above resolution statements were approved and declared adopted on this 19th day of June 2024.


Maya Benham
City Recorder


Brian Hodson, Mayor

RESOLUTION NO. 1411a

A RESOLUTION MAKING APPROPRIATIONS FOR THE 2025 FISCAL YEAR IN THE GENERAL FUND (PLANNING AND BUILDING PROGRAMS), THE STREET FUND, AND THE SEWER FUND

WHEREAS, a public hearing for the 2025 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 19, 2024; and

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Canby hereby adopts the budget for fiscal year 2025 in the total of \$22,397,271. 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, 2024, and for the purposes shown below are hereby appropriated:

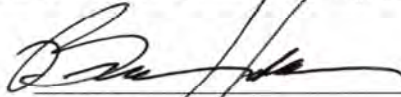
Total **APPROPRIATIONS**, General Fund (Planning and Building programs), Street Fund, and Sewer Fund in the amount of \$22,397,271.

| <u>General Fund</u> | | <u>Sewer Fund</u> | |
|---------------------|---------------------|----------------------|----------------------|
| Planning | \$ 1,059,686 | WWTP | \$ 2,871,846 |
| Building | 162,060 | Collections | 4,766,975 |
| TOTAL | <u>\$ 1,221,746</u> | Stormwater | 1,625,537 |
| | | Not Allocated | |
| | | Personnel Services | 44,500 |
| | | Materials & Services | 353,000 |
| | | Transfers Out | 416,159 |
| | | Contingency | 166,118 |
| | | TOTAL | <u>\$ 10,244,135</u> |

| <u>Streets Fund</u> | |
|---------------------|----------------------|
| Streets | \$ 10,615,968 |
| Transfers Out | 230,316 |
| Contingency | 85,106 |
| TOTAL | <u>\$ 10,931,390</u> |

The above resolution statements were approved and declared adopted on this 19th day of June 2024.


 Maya Benham
 City Recorder


 Brian Hodson, Mayor

RESOLUTION NO. 1410

A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2025.

WHEREAS, public hearings, giving citizens an opportunity to comment on the use of state revenue sharing funds were held before the Budget Committee on May 16, 2024, May 23, 2024 and again on May 30, 2024 and before City Council on June 19, 2024.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby as follows:

Section 1 Pursuant to ORS 221.770, the City of Canby hereby elects to receive state revenues for fiscal year 2025.

This Resolution 1410 shall be effective on June 19, 2024.

ADOPTED this 19th day of June, 2024 by the Canby City Council.

ATTEST:



Brian Hodson
Mayor



Maya Benham, CMC
City Recorder

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
2024-2025

• 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 930 Canby OR 97013 6/25/2024
Mailing Address of District City State ZIP code Date

Scott Schlag Finance Director 503.266.0725 schlagsc@canby.oregon.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 | |
|--|-----|--|---|
| 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 | | Excluded from Measure 5 Limits Dollar Amount of Bond Levy |
| 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 | | 62,375.16 |

*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.

190-504-050 (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.

40130 119