



BUDGET COMMITTEE Agenda

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

MAY 21, 2026 – 6:00 PM

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 give public comment 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 21, 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 21, 2026 with your name and contact information. Once your information is received you will be sent instructions on how to speak virtually.

4. NEW BUSINESS

A. Review FY26-27 Proposed Budget

1) General Fund

- a) Cemetery Department (pg. 76)
- b) Economic Development (pg. 79)
- c) 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) Capital Improvement Plan (pg. 36)

Pg. 1

- h) Cemetery Perpetual Care Fund (pg. 109)
- i) 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)

5. COMMITTEE DISCUSSION

6. APPROVAL OF THE CITY OF CANBY FY2026-2027 BUDGET AND PROPERTY TAX RATES TO BE LEVIED

Motion to Approve Budget

“I move that the Budget Committee of the City of Canby approve the budget for the 2026-2027 fiscal year in the amount of \$90,310,878 and to levy property taxes for the 2026-2027 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.”

7. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to 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 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)

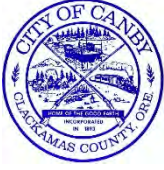
The CIP establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. While the CIP serves as a long-range plan, it is reviewed and revised annually.

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.

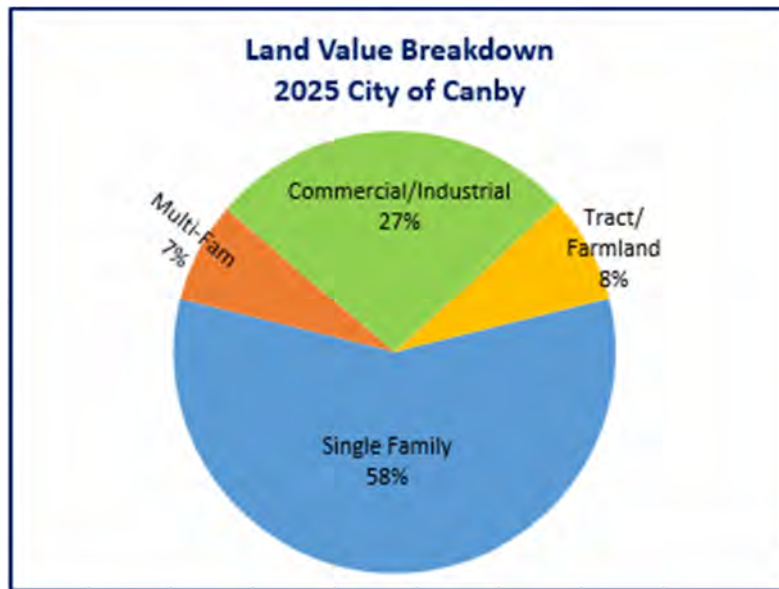
The local economy is diverse and well-balanced consisting of retail and commercial establishments, light industrial, manufacturing businesses, and a strong foundation in agriculture. Retail and commercial establishments further contribute to the city's economic vitality, providing essential goods, services,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



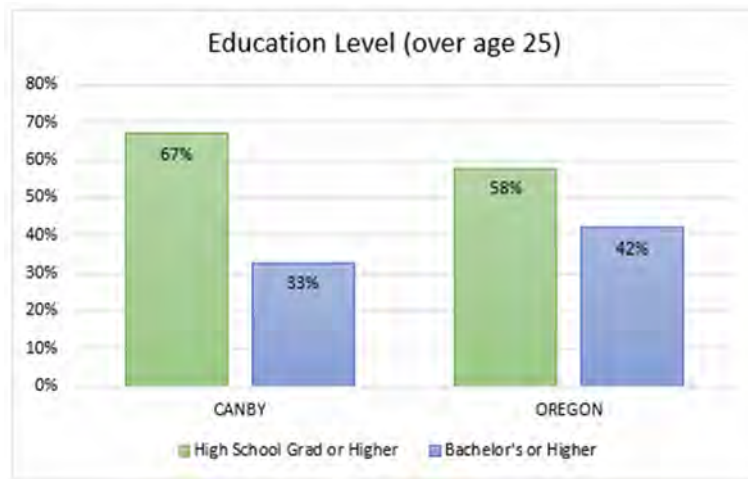
Source: Clackamas County Assessment & Taxation

Demographics

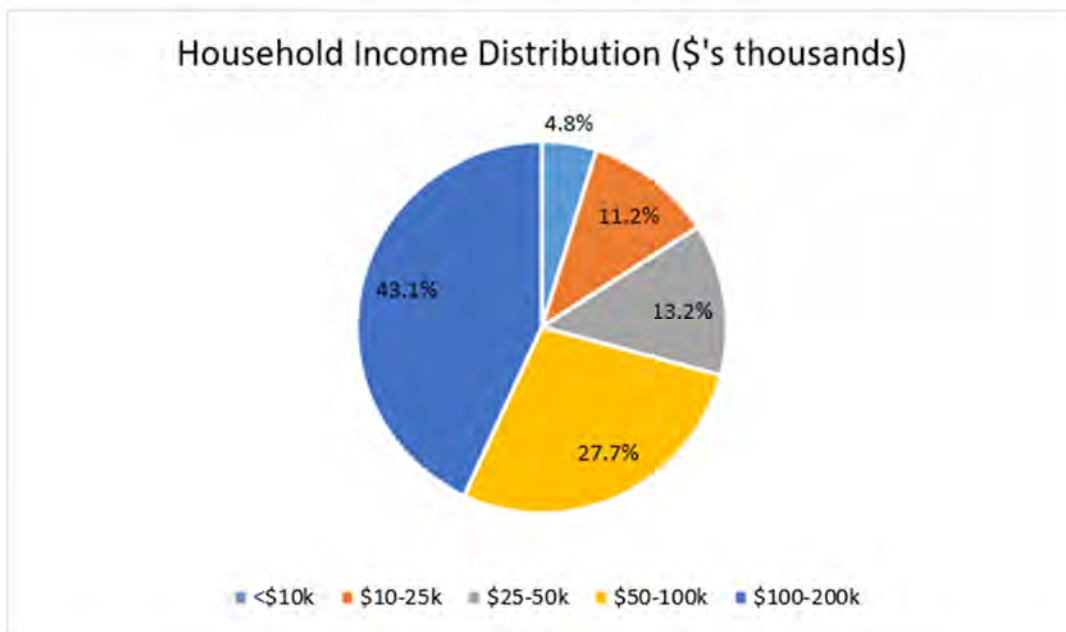
Over the last two and a half decades, Canby has grown rapidly. Between 1990 and 2025, the population has grown 115%. Canby has an average of 2.61 people per household as compared to 2.4 in Oregon as a whole. Canby’s population is 50.6% female, compared to Oregon at 50.2%.

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%



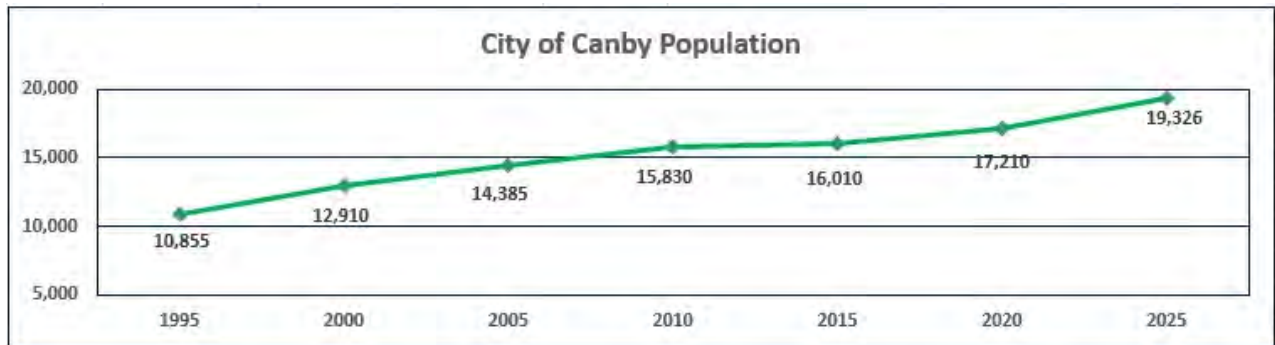
7.9% of Canby families are below the poverty level as compared to Oregon at 11.6%. While the unemployment rate in Canby is 3.5% and 4.9% in Oregon as a whole.



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%

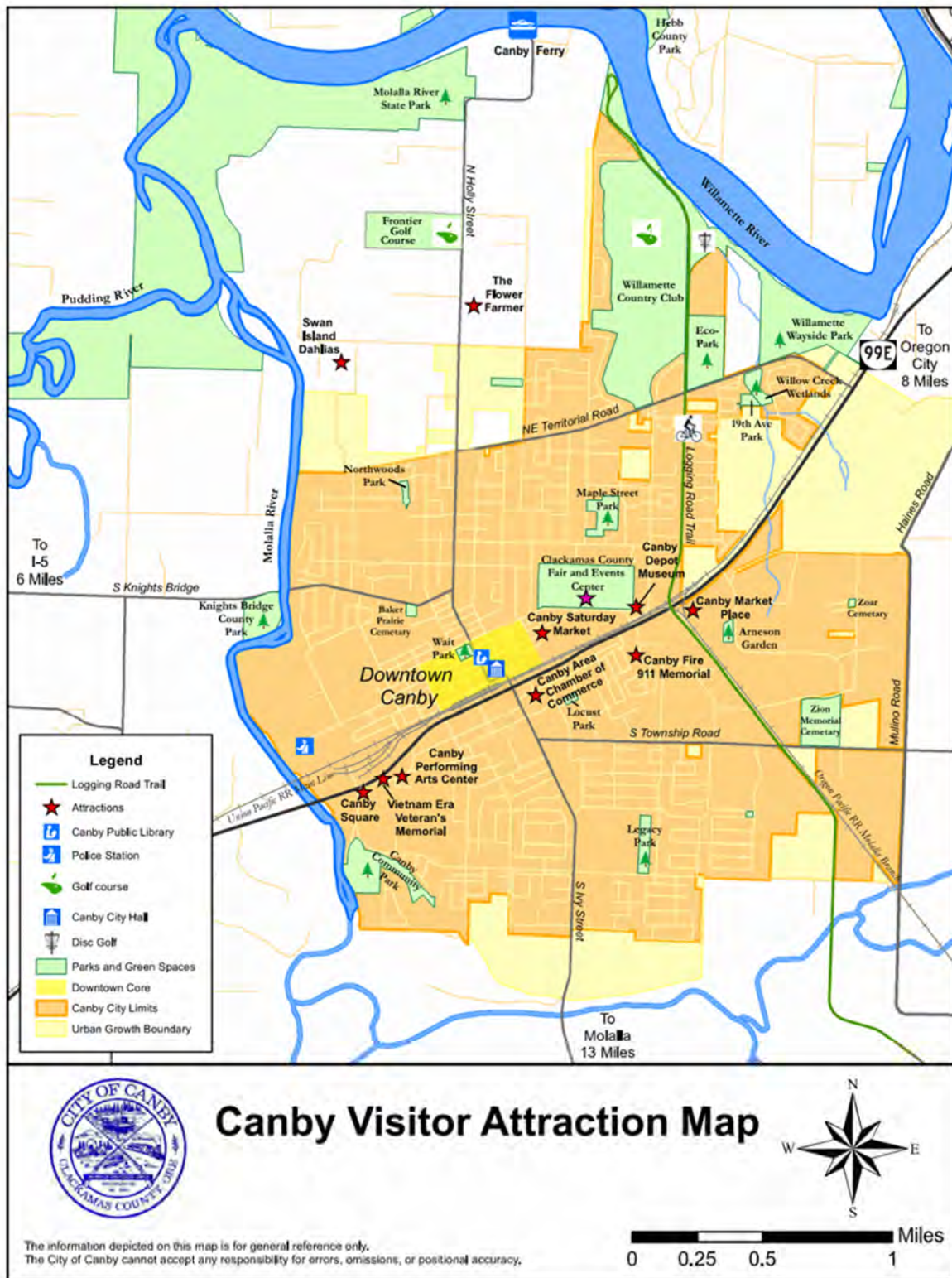
Source: Clackamas County Assessor's Office
 Sharyn Rowe

CITY OF CANBY, OREGON
 PRINCIPAL EMPLOYERS

CITY OF CANBY, OREGON
 PRINCIPAL EMPLOYERS

Employer	# of Employees	2024	
		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

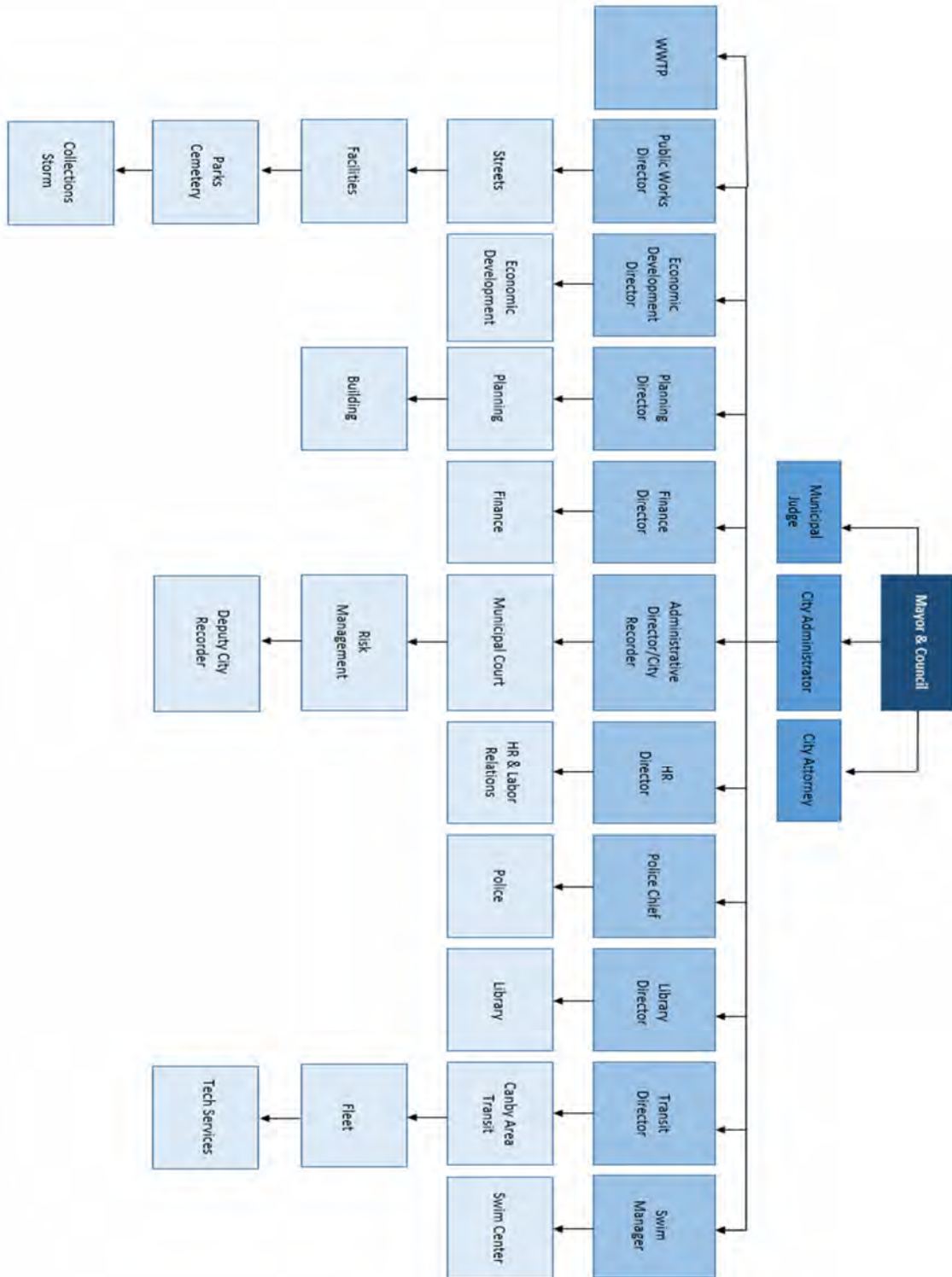
- Evaluate and Determine Funding Options for Parks and Recreation Projects
- Evaluate and Determine a Future Parks and Recreation Sustainable Management Structure

- Evaluate and Implement the Parks Master Plan Structure

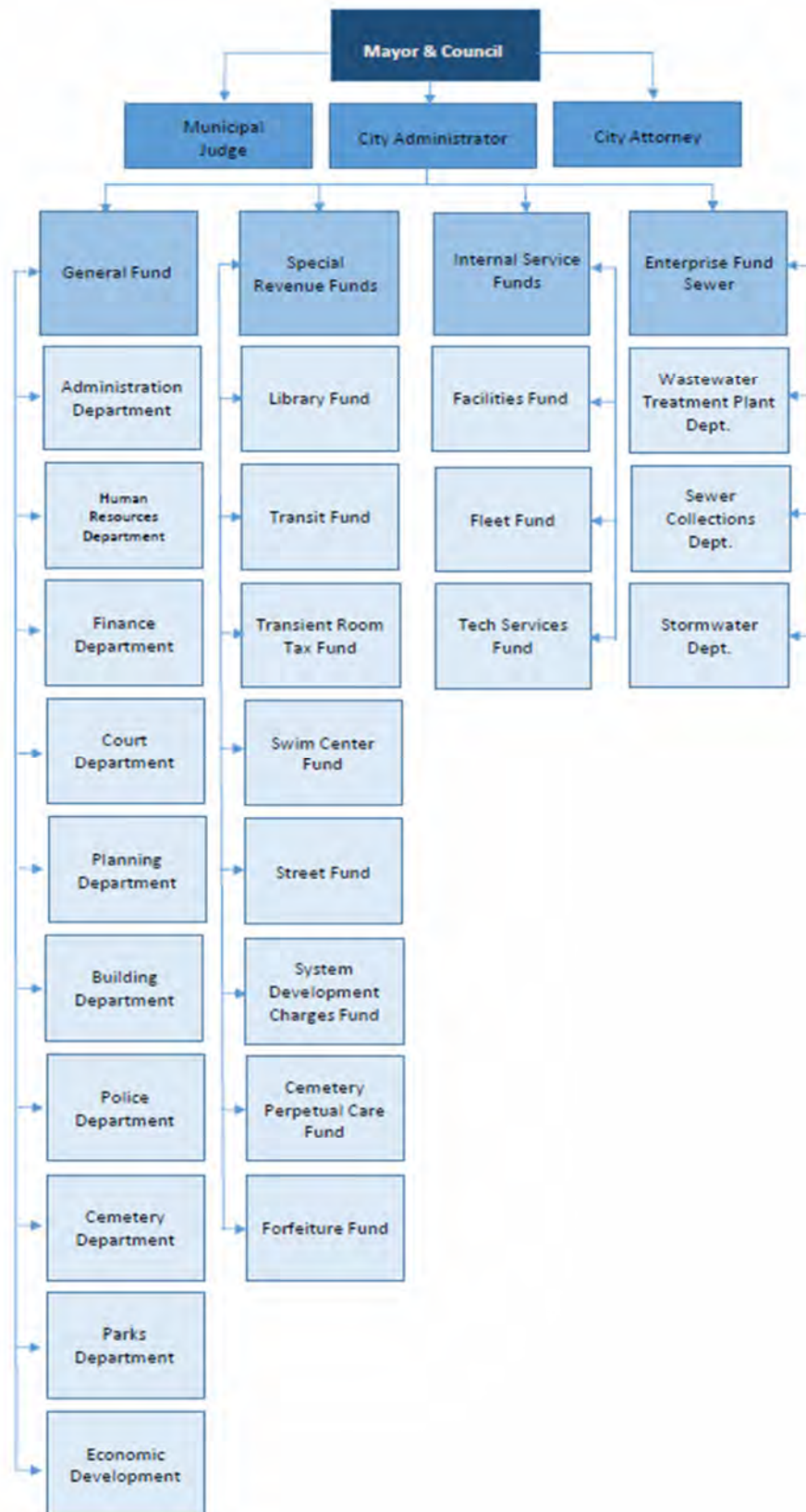
ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

- 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

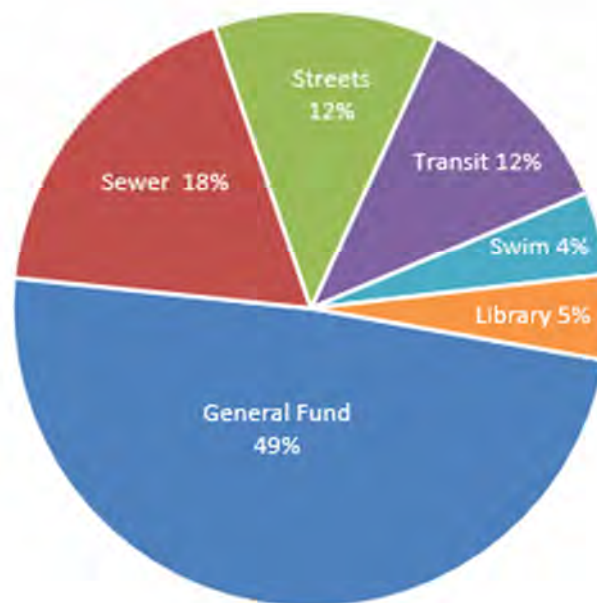
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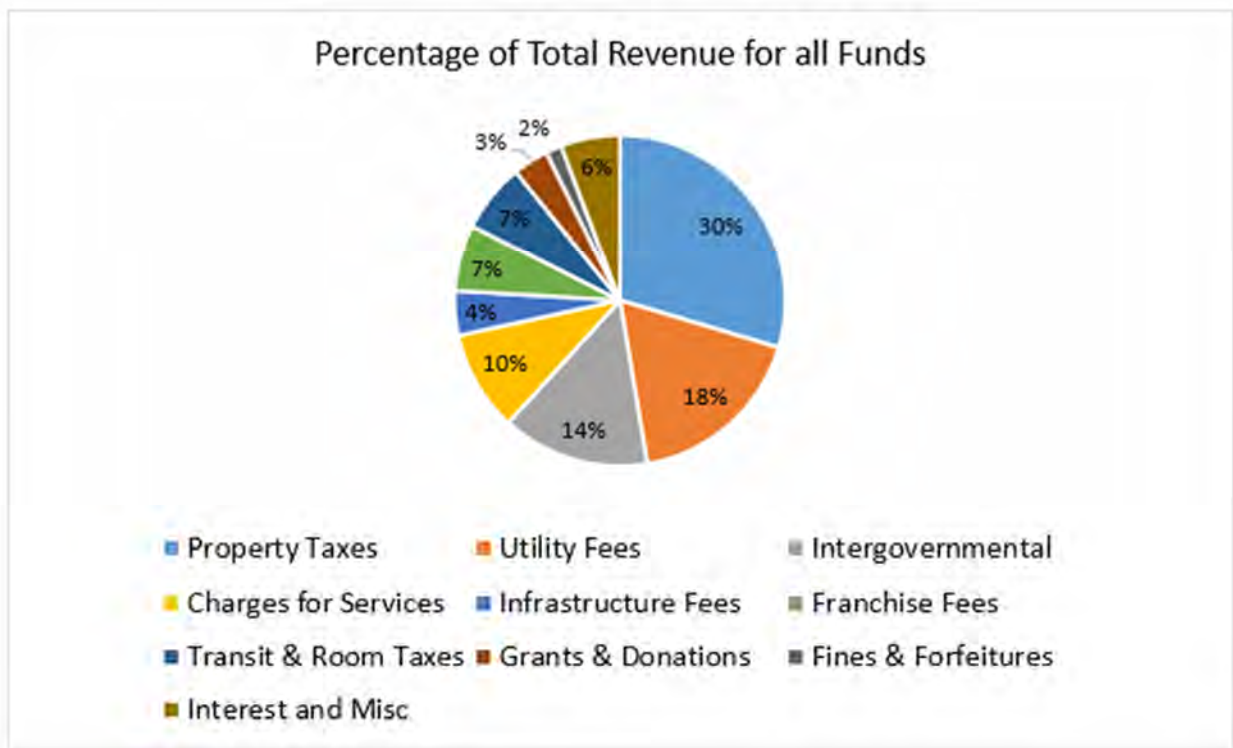
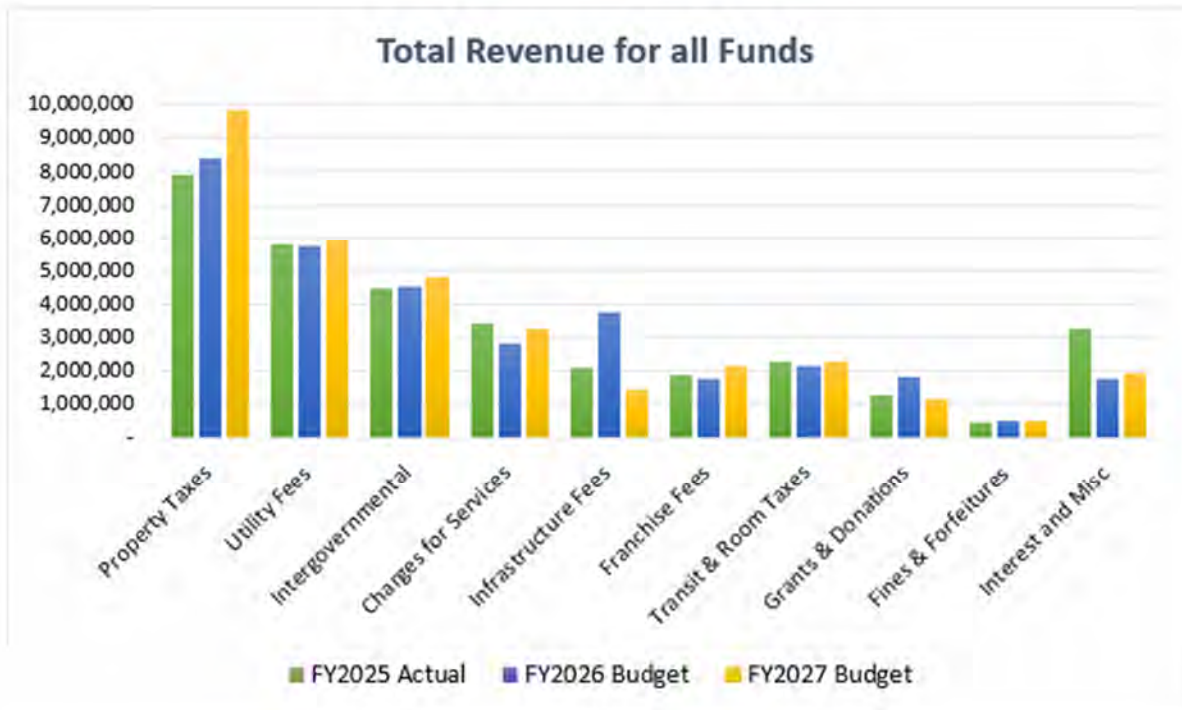
Revenue & Expenditures
Revenue Summary by Source

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:

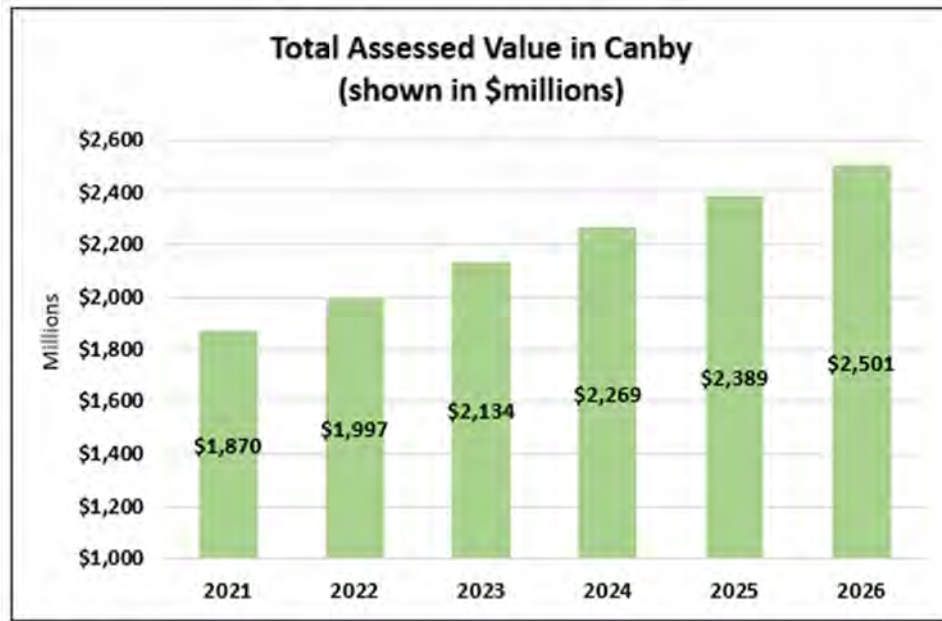
- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistently with rezoning

Limits and Compression

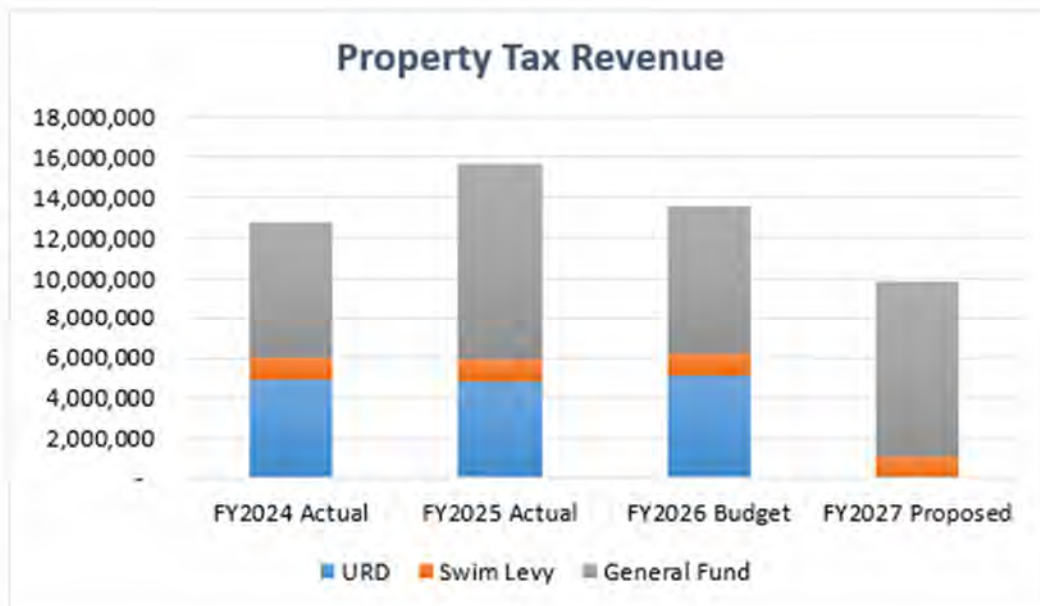
The total tax on a given piece of property is limited as follows:

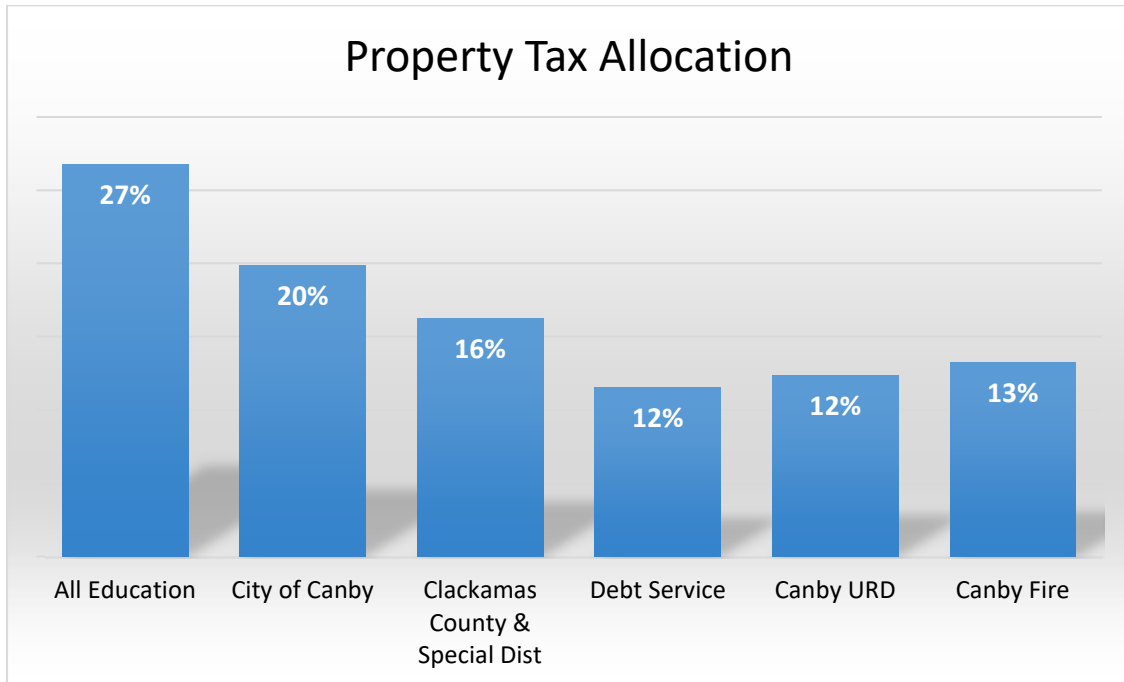
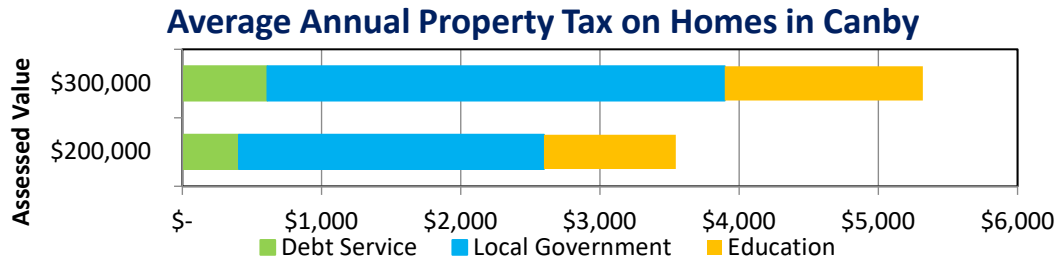
- General Government: \$10 per \$1,000 of RMV
- Education: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation.

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

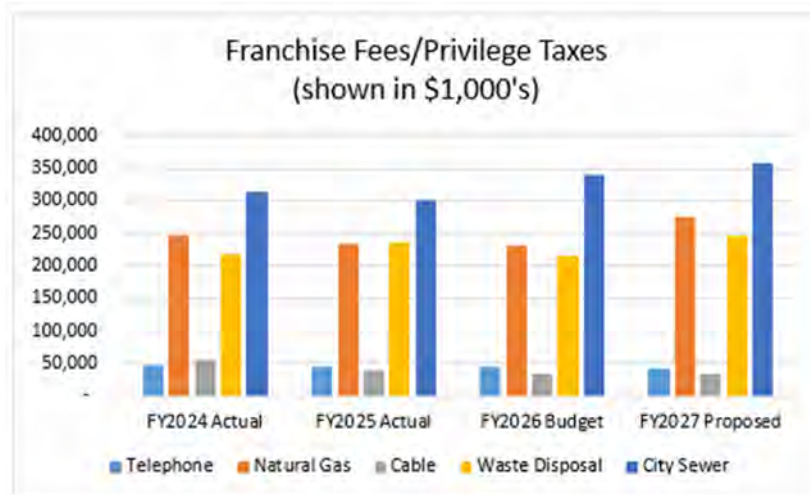
Starting July 1, 2018, the City of Canby instituted a transient room tax. The tax is 6% of lodging sales. Revenue estimates are based on the previous year’s actuals.

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

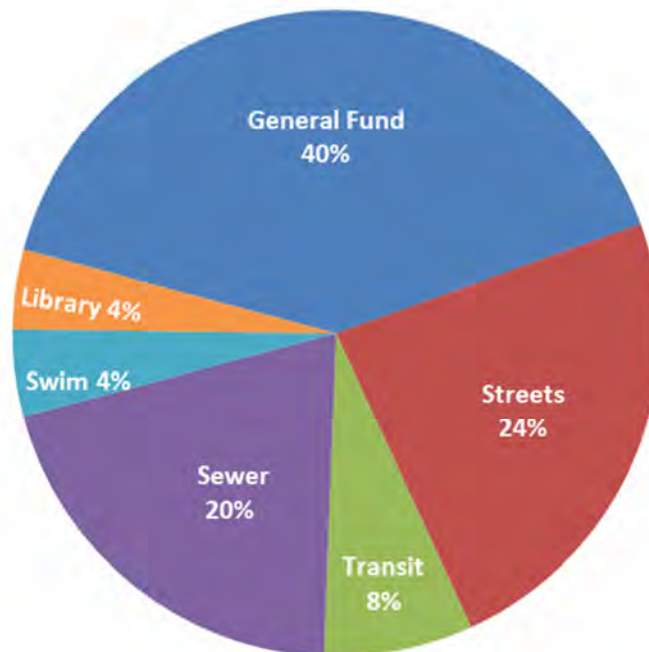
Expense Summary by Category

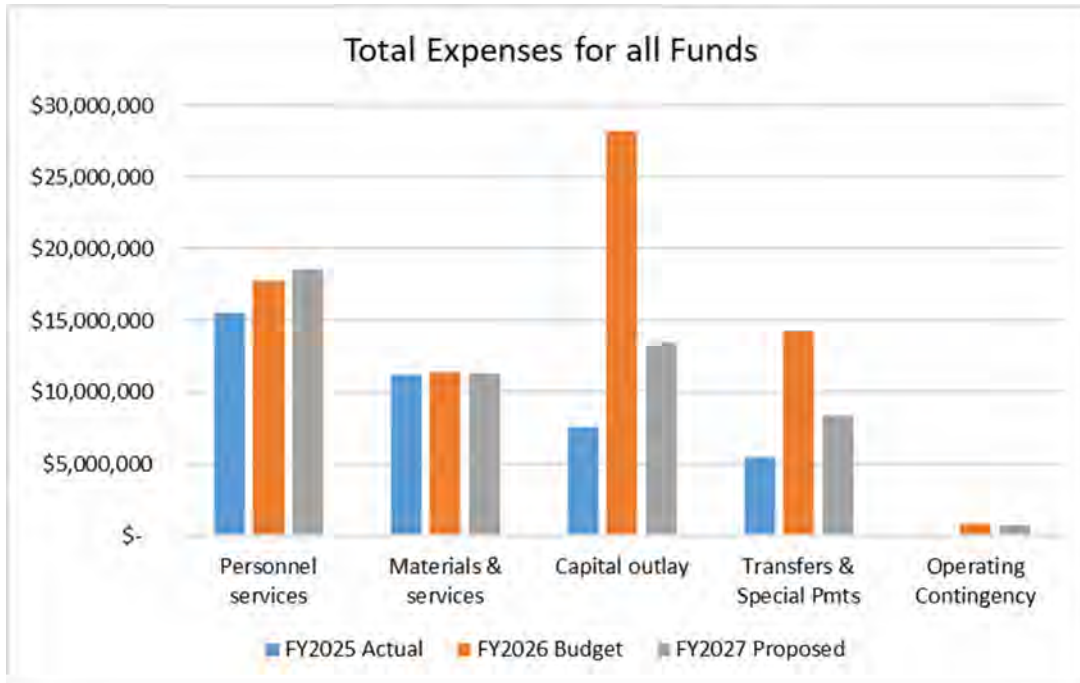
City-Wide Expenses by Category

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



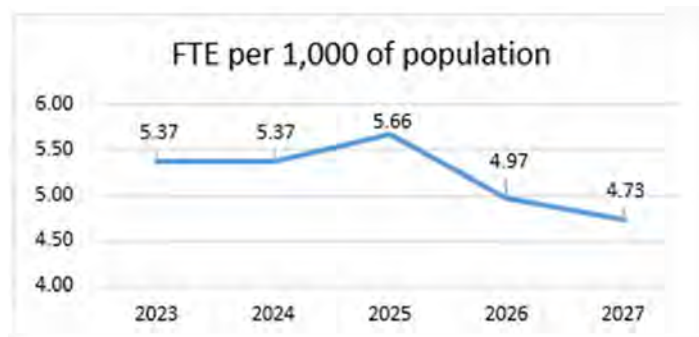


Overview of Major Categories of Expense

Personnel Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



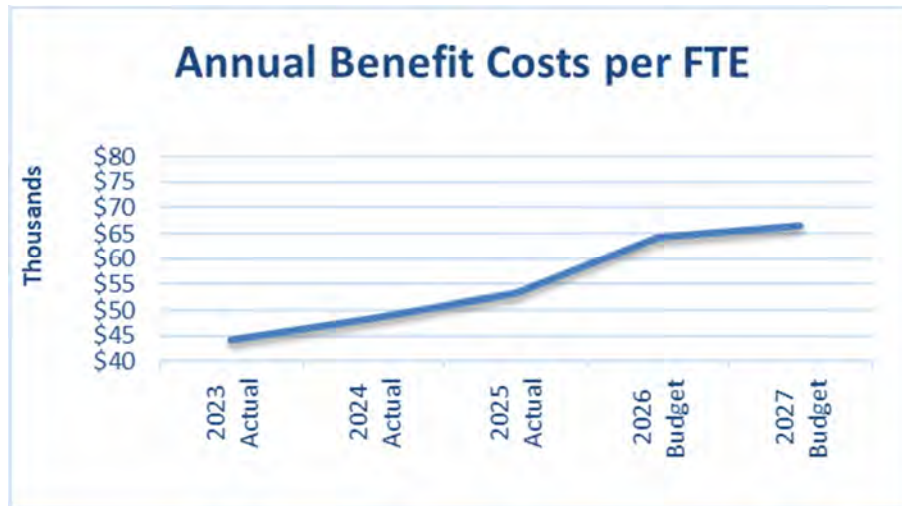
Position changes are described in the City Administrator’s Budget Message.

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%.



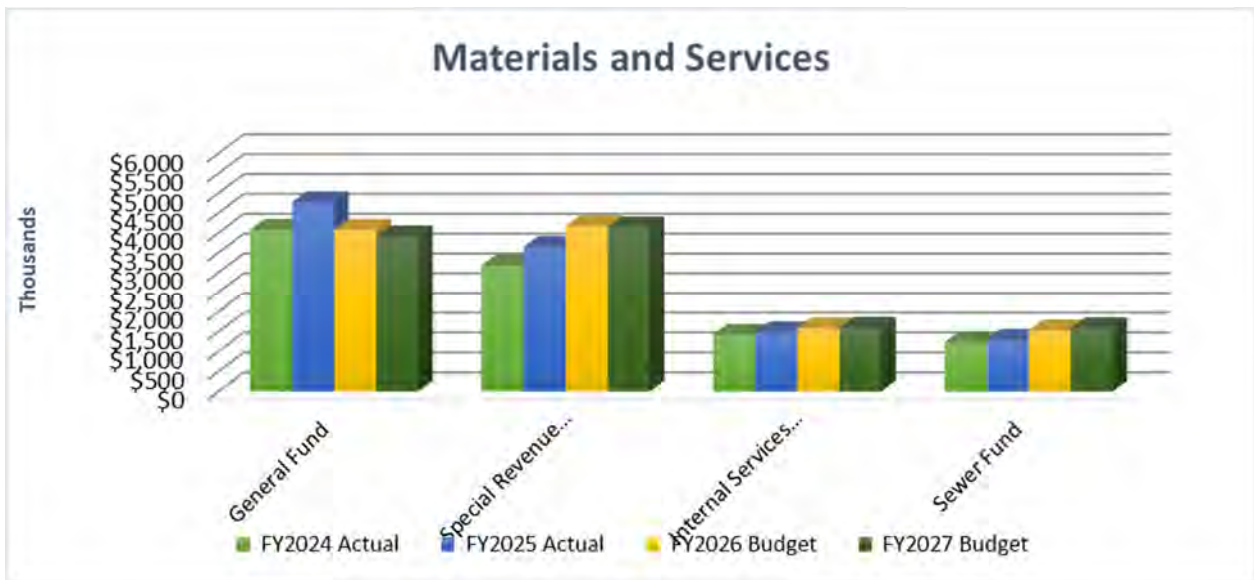
The most recent adopted PERS rates for the City of Canby and the prior year are:

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 Boundry 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

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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

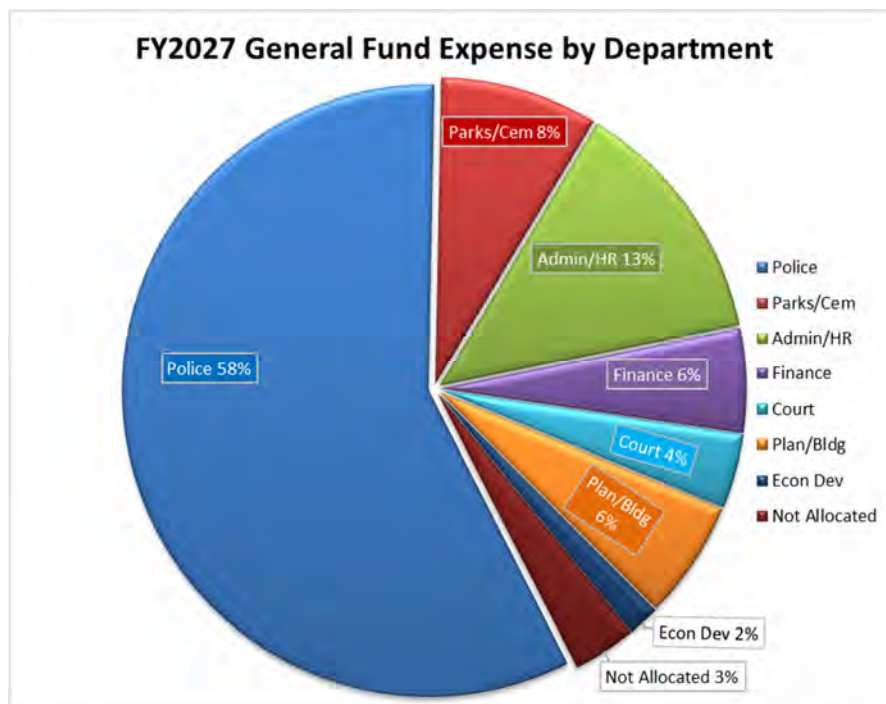
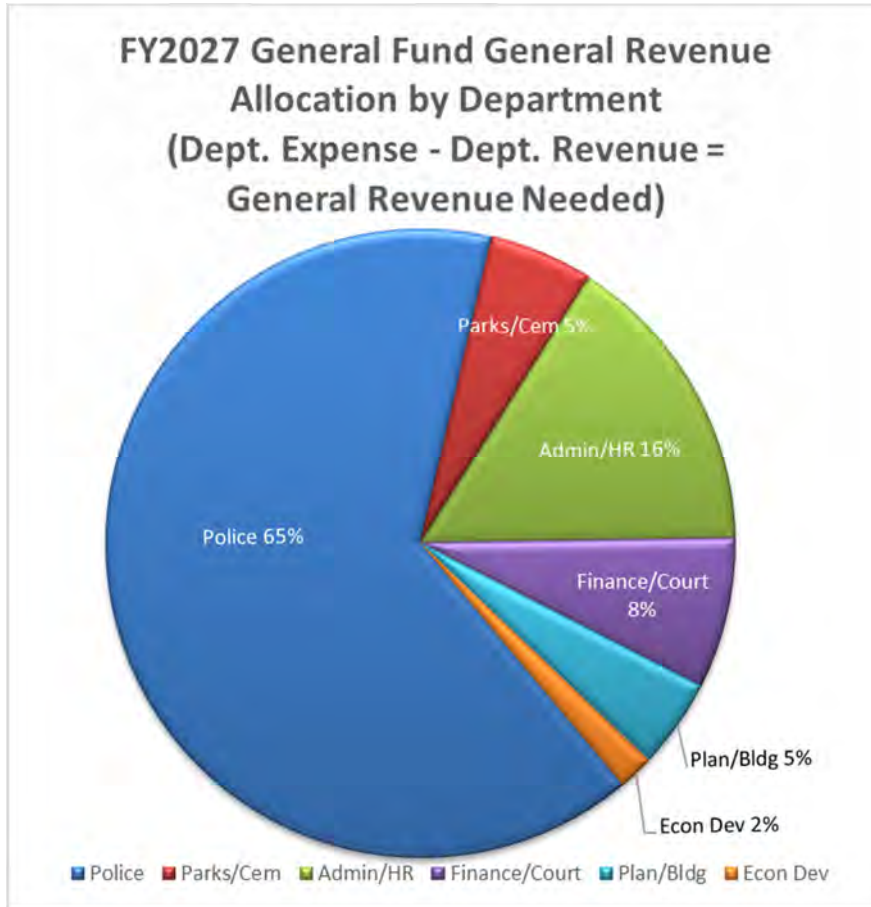
	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2026 Projected	FY2027 Proposed
Operating Revenue	\$ 12,001,535	\$ 11,826,181	\$ 12,194,290	\$ 12,303,976	\$ 14,119,819
20% of operating revenue	2,400,307	2,365,236	2,438,858	3,691,193	2,823,964
25% of operating revenue	3,000,384	2,956,545	3,048,573	4,921,590	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

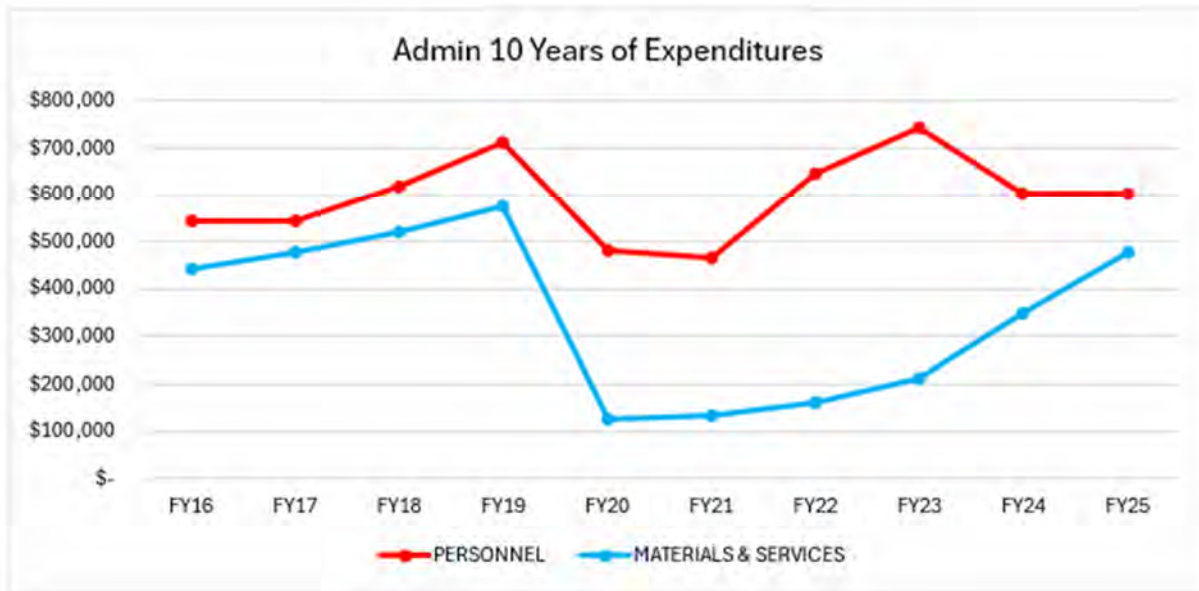
- Refreshed Status on Current City Council & Urban Renewal Agency Goals & Objectives
- Held 29 City Council Meetings & 11 Work Sessions
- Adopted 28 Resolutions & 23 Ordinances
- Updated Council Operating Policies & Guidelines
- Held Mid-Year Budget Review
- Hired two new Department Directors (Finance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

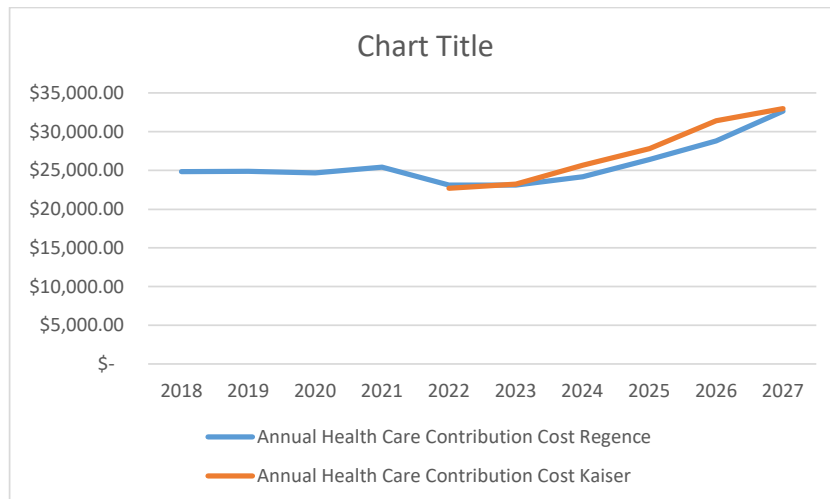
- Extension of Interim City Administrator Contract
- Recruitment of three Directors: Finance, Public Works, and Police Chief
- Promotion of two Supervisors: Swim & Wastewater Treatment Plant
- New Policies on Bloodborne Pathogen Response, Evaluations, Hiring Boards, AFSCME Reimbursement Procedures, Take 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)

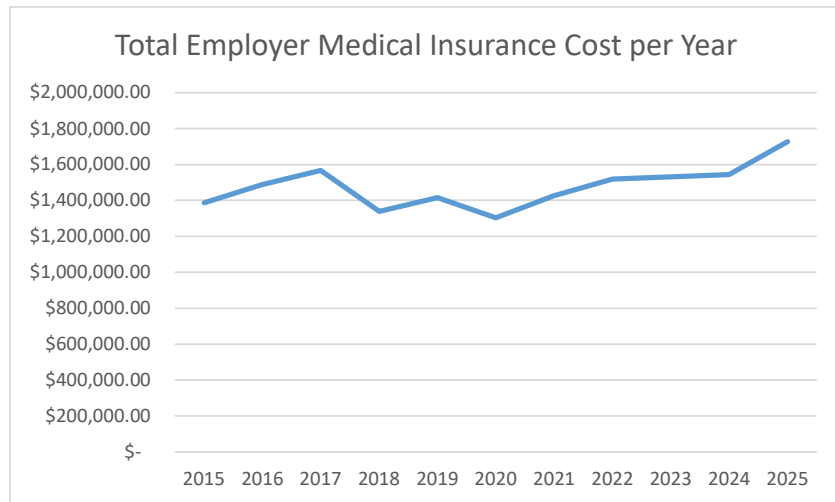
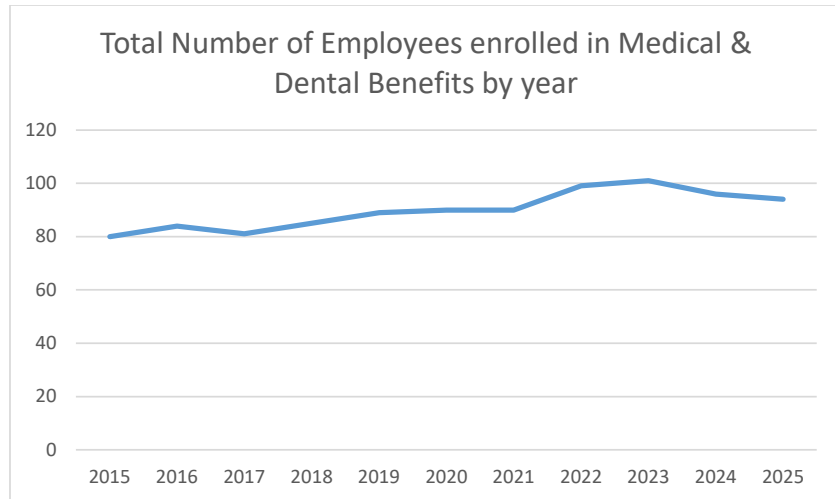
2026-27 Goals

- 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

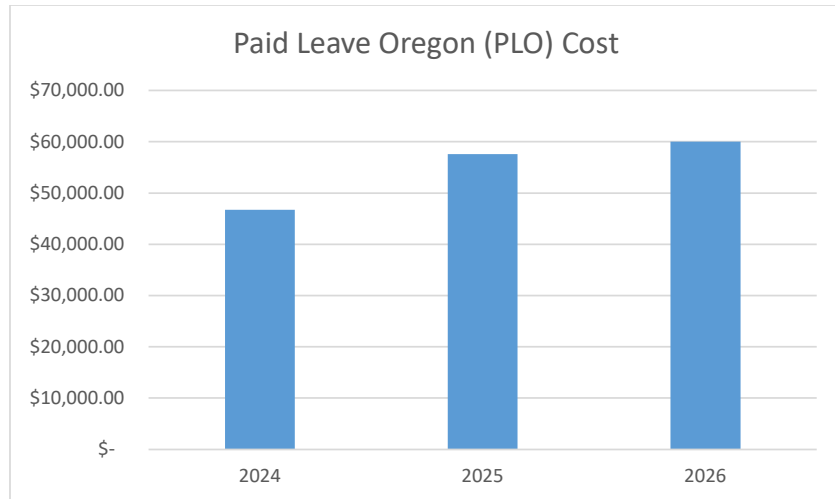
- Significant increase in Health Care costs. See enclosed graph; health care costs continue to rise in 2027:





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

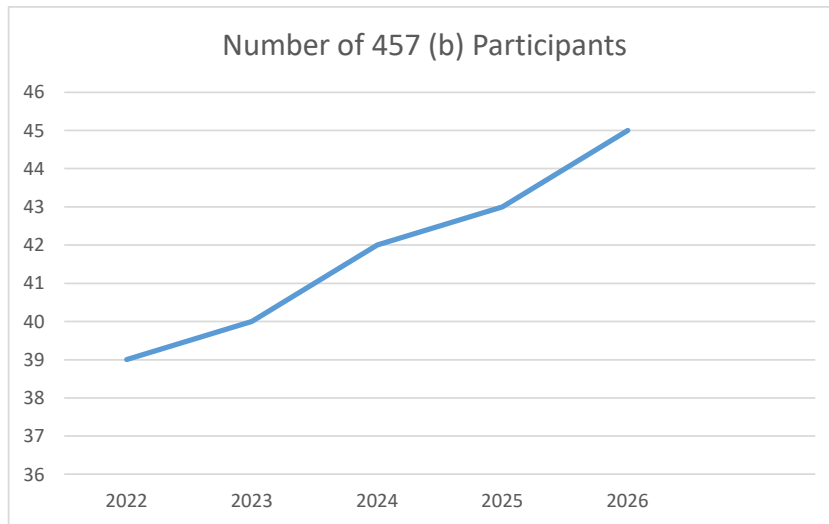
- **Paid Leave Oregon.** Paid Leave Oregon is calculated as a 1% tax on the employee’s salary. The City pays .6 of the one percent tax, and the employee pays .4 of the one percent tax. The one exception is the police union; in 2025 CPA collection bargaining agreement, the City agreed to pay the one percent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



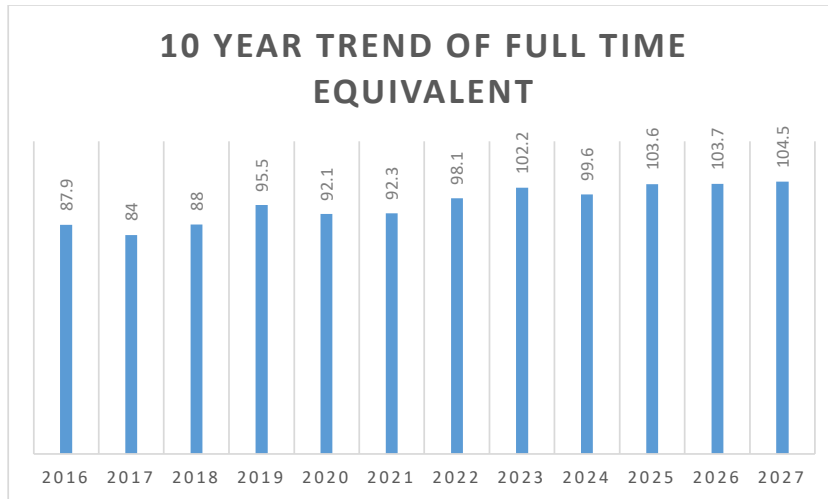
**Note. Paid Leave Oregon began in 2024 and covered only 9 months of the fiscal year. As of March 31, 2026, the City paid \$43,728.28 in Paid Leave Oregon and is estimated at approximately \$60,000.

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, OPPA, 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

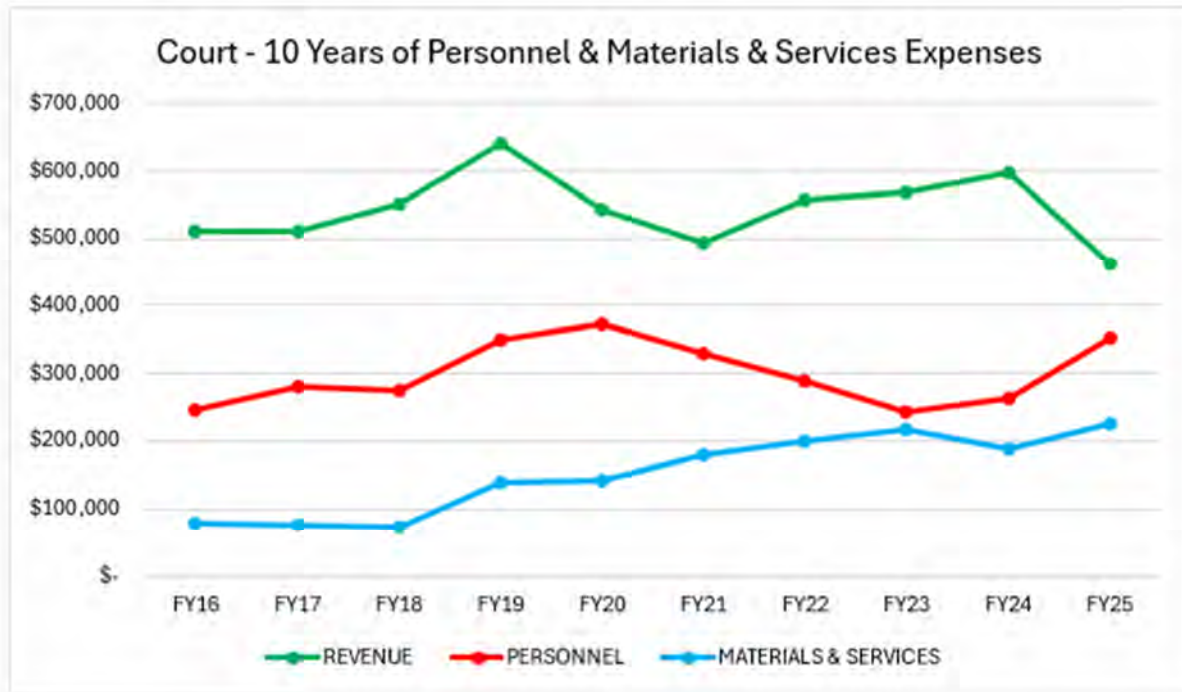
- The court partnered with the Canby Transit Department to create a program that allows court defendants in criminal court to complete ordered community service with the Canby Transit Department.
- The court averaged a 16% failure to appear rate over the 2025-2026 fiscal year, which is a record low for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

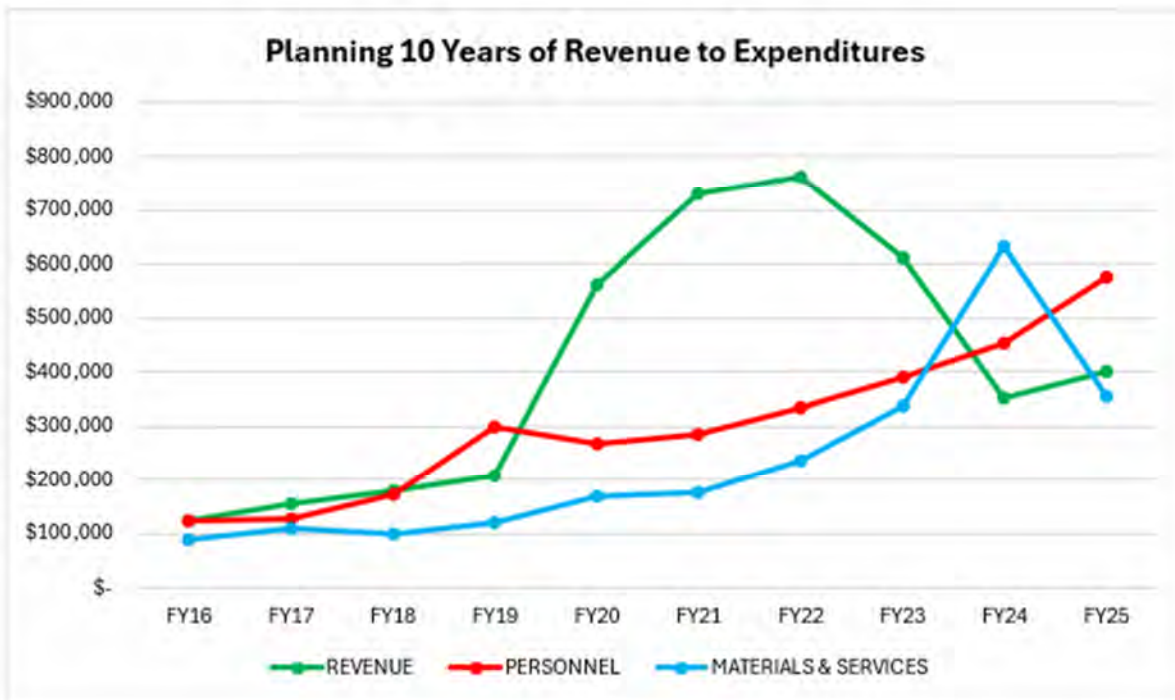
- Adopt Canby floodplain code update per FEMA requirements (anticipated summer 2026)
- Adopt System Development Charge update work (anticipated July 1, 2026)
- Submit urban growth boundary expansion initial application to DLCDC after city and county hearings (anticipated urban growth boundary application 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

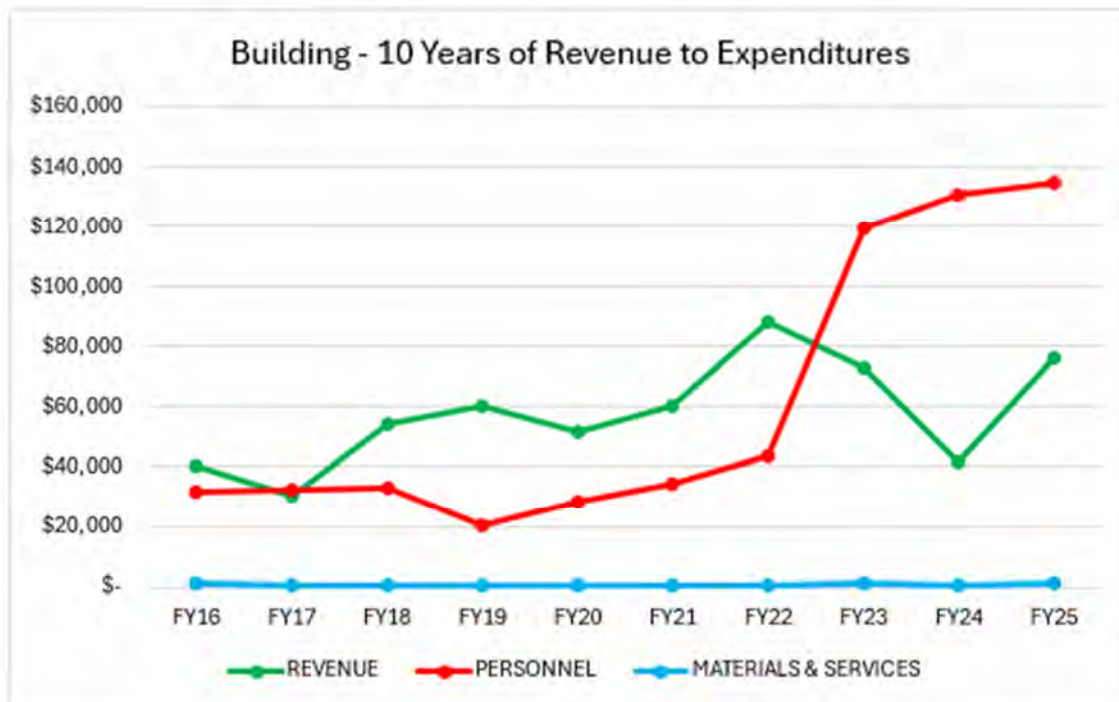
- Coordinate zoning conformance review and authorization release letters to County for all building permits involving new construction.
- Continue to work with Clackamas County on upgrades to their permit tracking system as this will benefit city permit tracking as the county system develops further.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

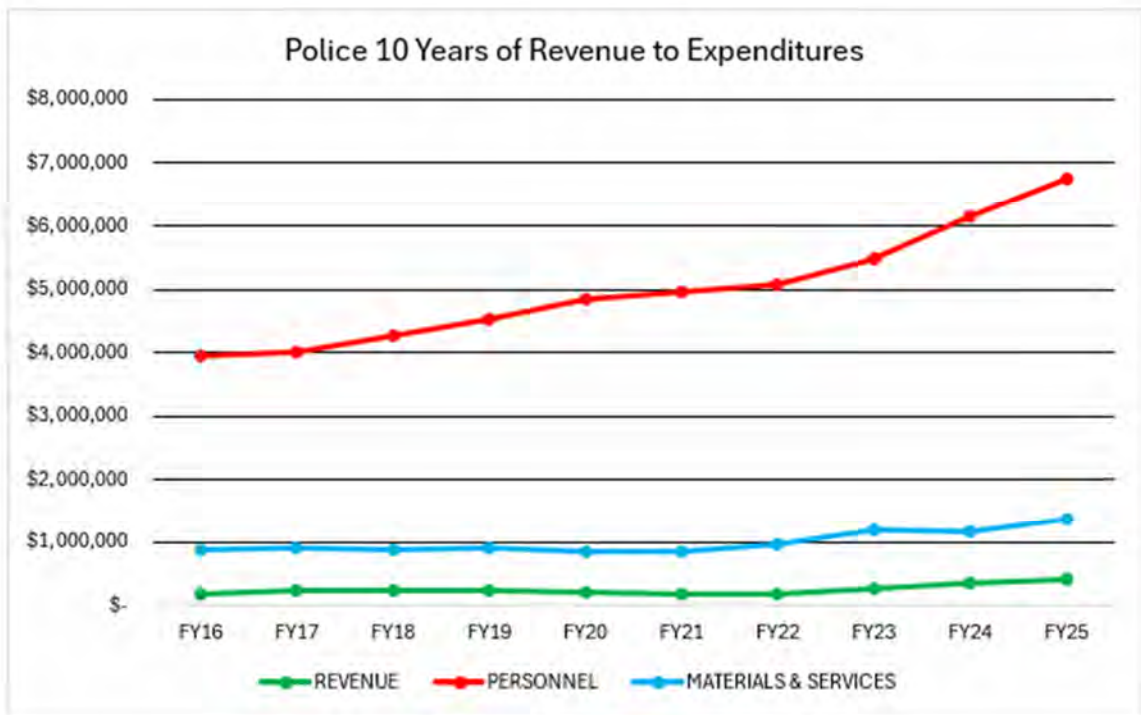
- Funding of School Resource Officer, Behavior Health Specialist and AXON Car and Body Cameras.
- Hiring and retention of police officers.
- Development of a staffing plan that allows for three officer minimum shift coverage and supervisory oversight that maintains public safety, addresses neighborhood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

Performance Measures (Staffing)

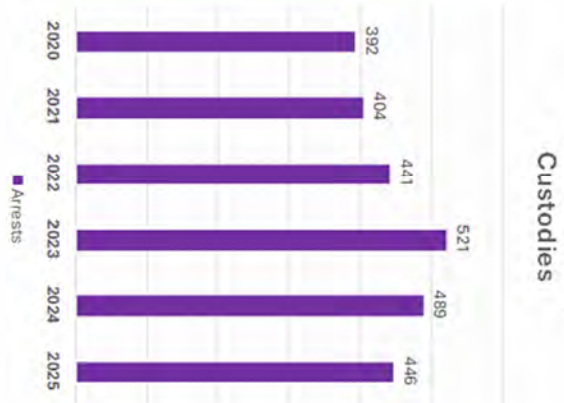
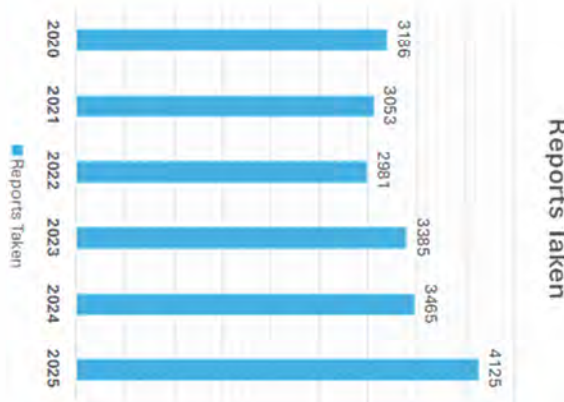
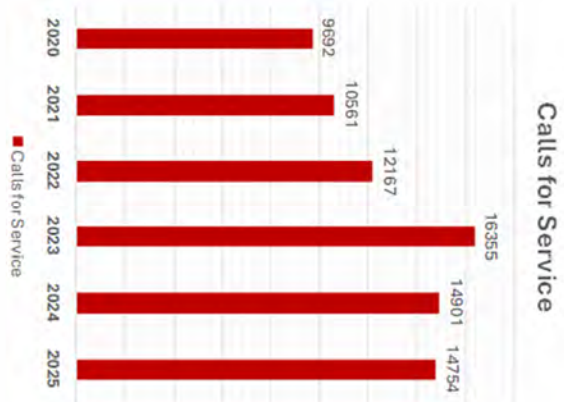
Strategies and Measures	2021	2022	2023	2024	2025	2026 Estimate 1% increase
Population (PSU Annual Report)	18,754	18,979	19,045	19,114	19,326	19,519
Number of Sworn Officers	26	27	28	29	29	29
Number of Sworn Officers per 1000 population	1.38	1.42	1.47	1.51	1.50	1.48

*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	
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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

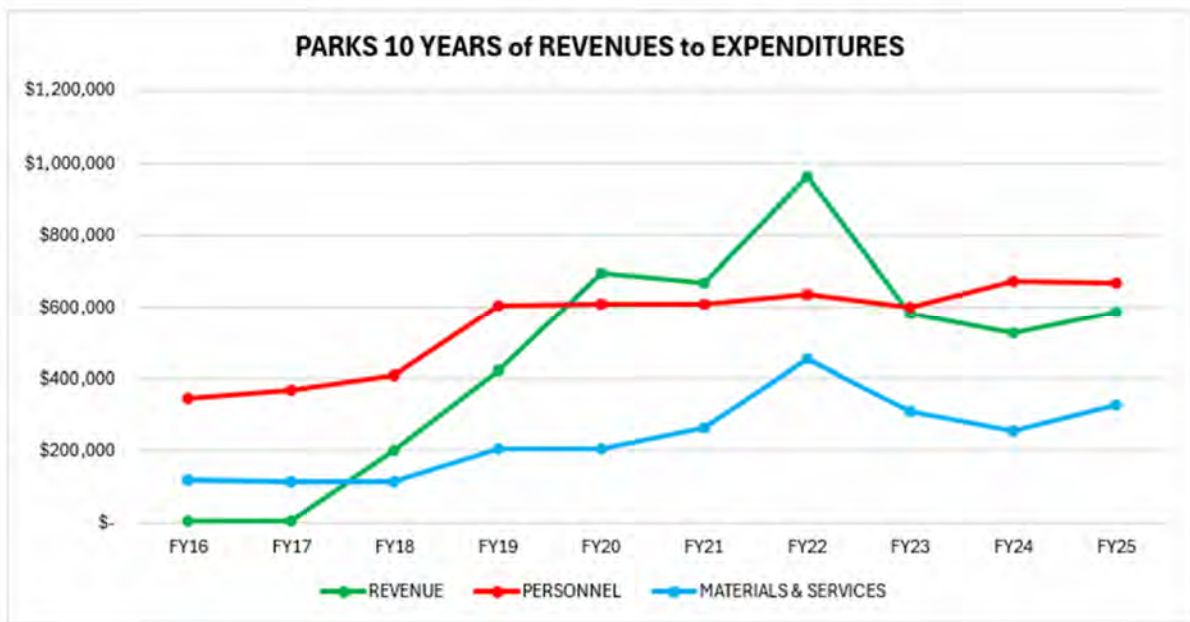
- New Park on NE Locust started construction.
- Maintained eight restroom buildings and cleaned the restrooms five times a week.
- Maintained ten playgrounds and one skate park weekly.
- Mowed turf areas every seven to ten days.
- Maintained 20 park areas and 15 city owned properties.
- Maintained 1 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

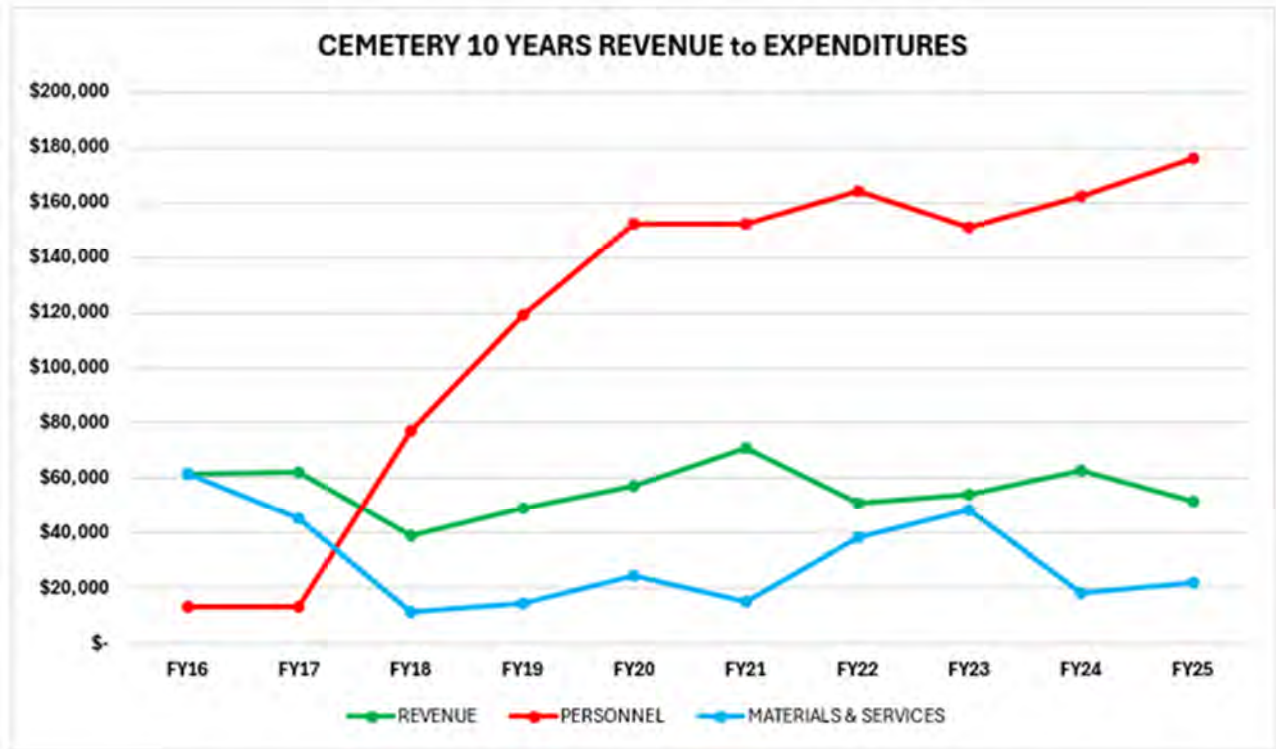
- Provided exceptional customer service to customers and visitors of the cemetery.
- Assisted the public with inquiries, administrative duties, internment services, and grounds maintenance.
- Provided a clean and appealing space for people to visit.
- Began looking into expansion to add more available 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						COMMENTS & DETAILS
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						COMMENTS & DETAILS
Equipment	(19,351)	-	-	-	-	
Total Cemetery Captial Outlay	(19,351)	-	-	-	-	
TOTAL CEMETERY REQUIREMENTS	161,241	197,921	256,350	6,243,466	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

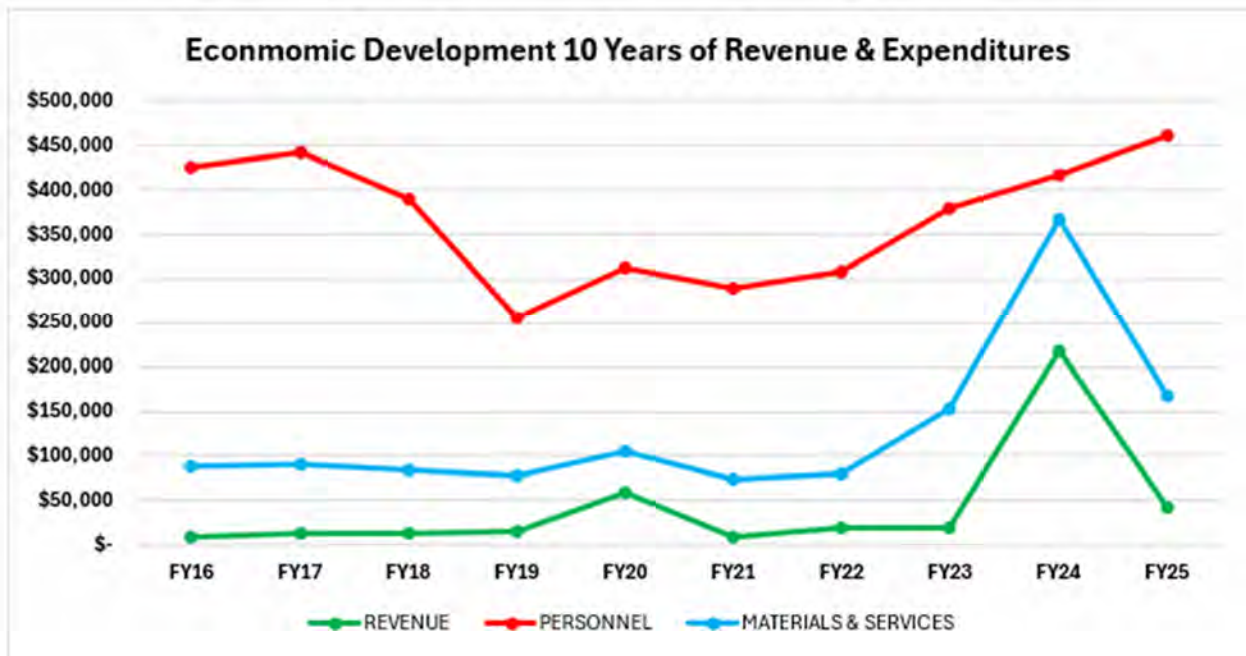
- Finalize N Fir Street and NW 2nd Avenue Redevelopment project – final Urban Renewal project.
- Apply for 2027 Certified Local Government grant for historic preservation efforts, programming, and projects with Heritage and Landmarks Commission.
- Continue comprehensive plan and urban growth boundary 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

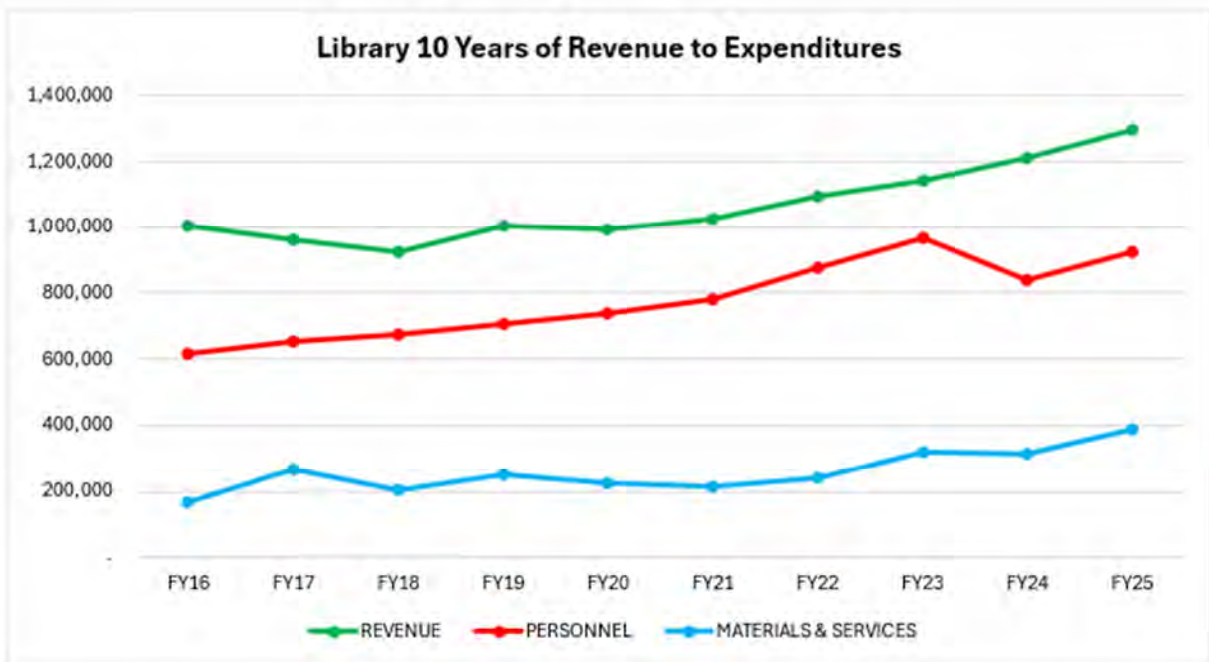
- Opened the grant-funded *Career Center*
- Continued building the *Canby Maker Lab* (for STEAM programs, funded by Canby Kiwanis), *Seed Library* (funded by Friends of the Canby Public Library), and *Library of Things* (funded in part by Friends of the Canby Public Library)
- Received and completed 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

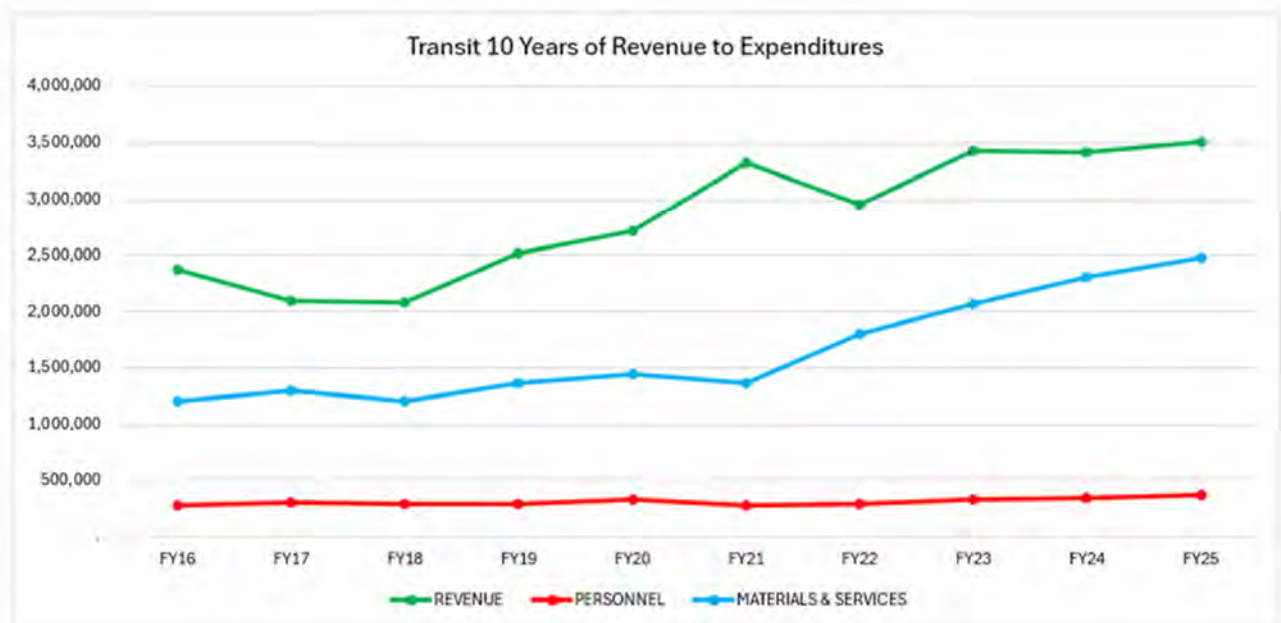
- Received \$470,078 in federal funds.
- Received \$600,000 in bus replacement funds.
- Purchased four new Dial-a-Ride Vans.
- Purchased one new cutaway fixed route bus.
- Received \$498,659 in Statewide Transportation Improvement Fund (STIF) revenue.
- Provided Canby businesses with a stable payroll 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

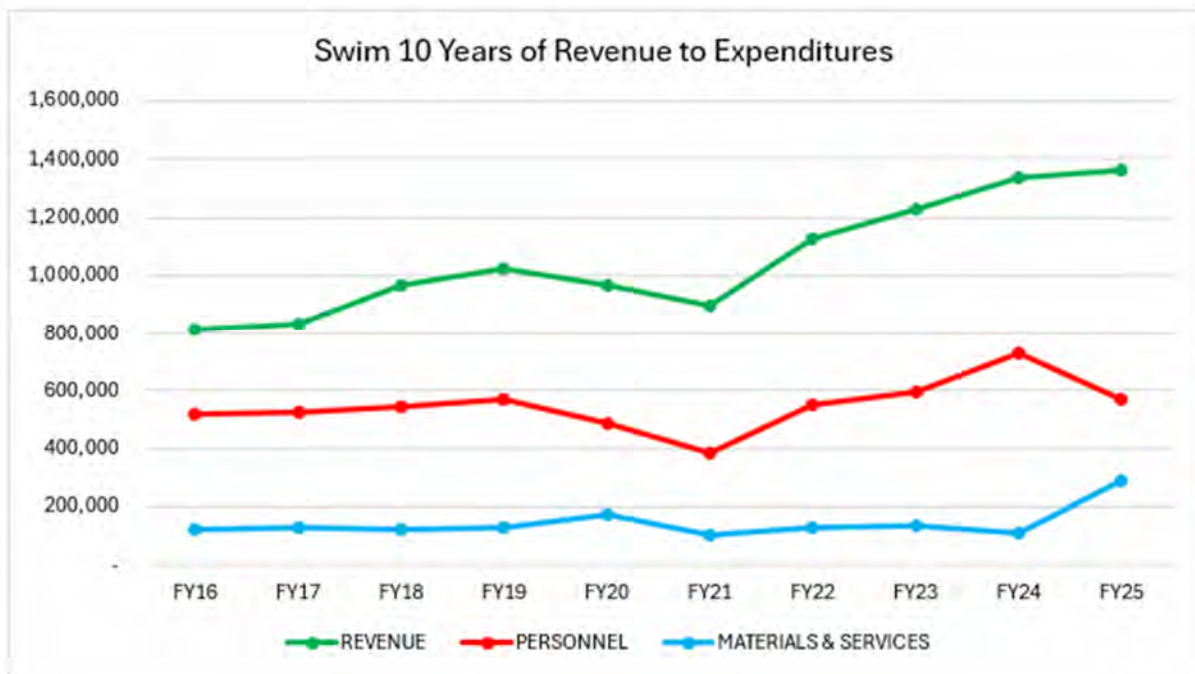
- Renew swim levy.
- Complete bidding and permitting for the Swim Center renovation project and begin construction in late summer.
- Continue providing swim lessons, recreational and fitness swimming opportunities, and school-based aquatic instruction.
- Maintain staffing levels necessary for safe facility 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	-	-	
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RESERVED FOR FUTURE EXPENDITURE

Restricted FB - Swim Center	2,174,395	2,487,472	-	-	-	
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TOTAL SWIM REQUIREMENTS

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

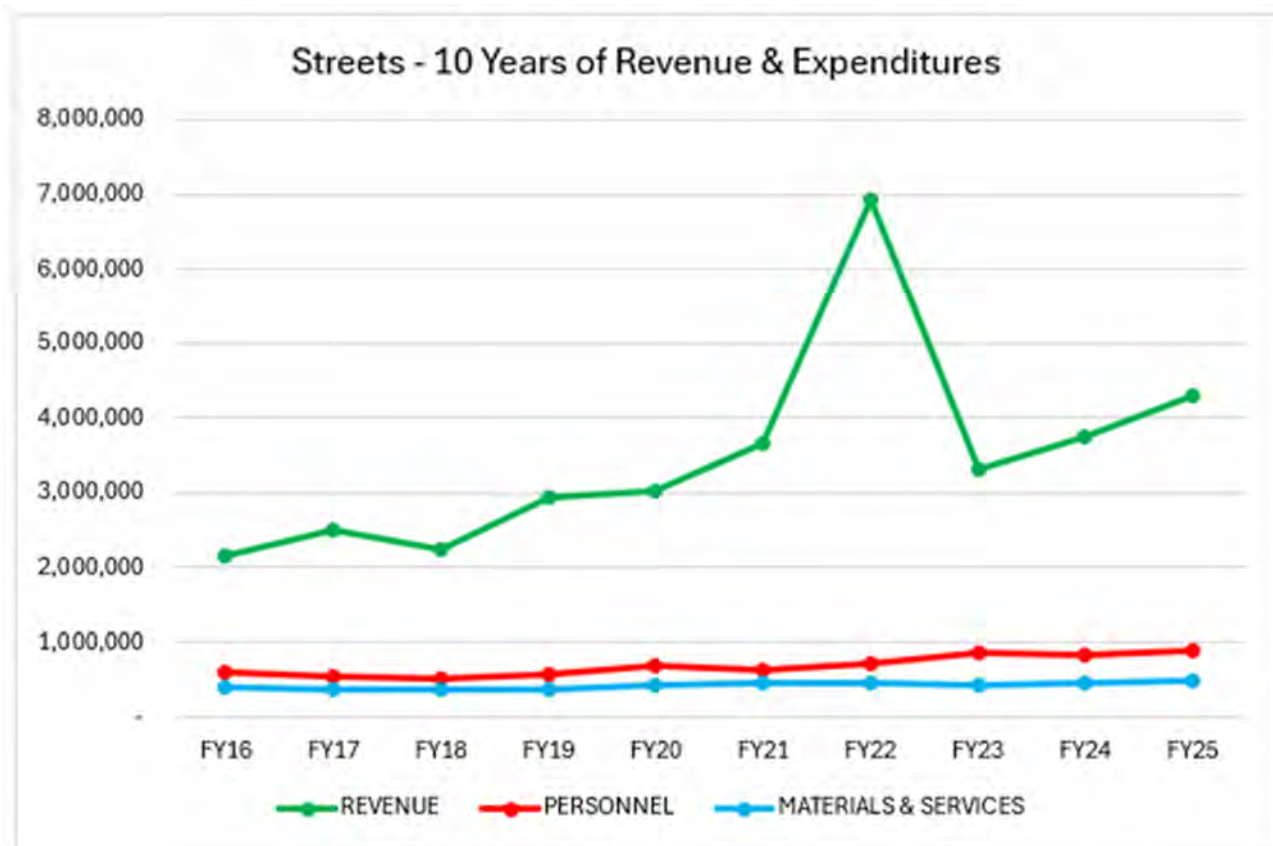
- Crack seal 5 miles of City streets (City-wide Goal – Promote Financial Stability)
- Maintain weekly sweeping schedule for approximately 65 miles of existing paved roads (City-wide Goal – Public Services)
- Construct Walnut Street extension to improve transportation infrastructure.
- Repaint approximately 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

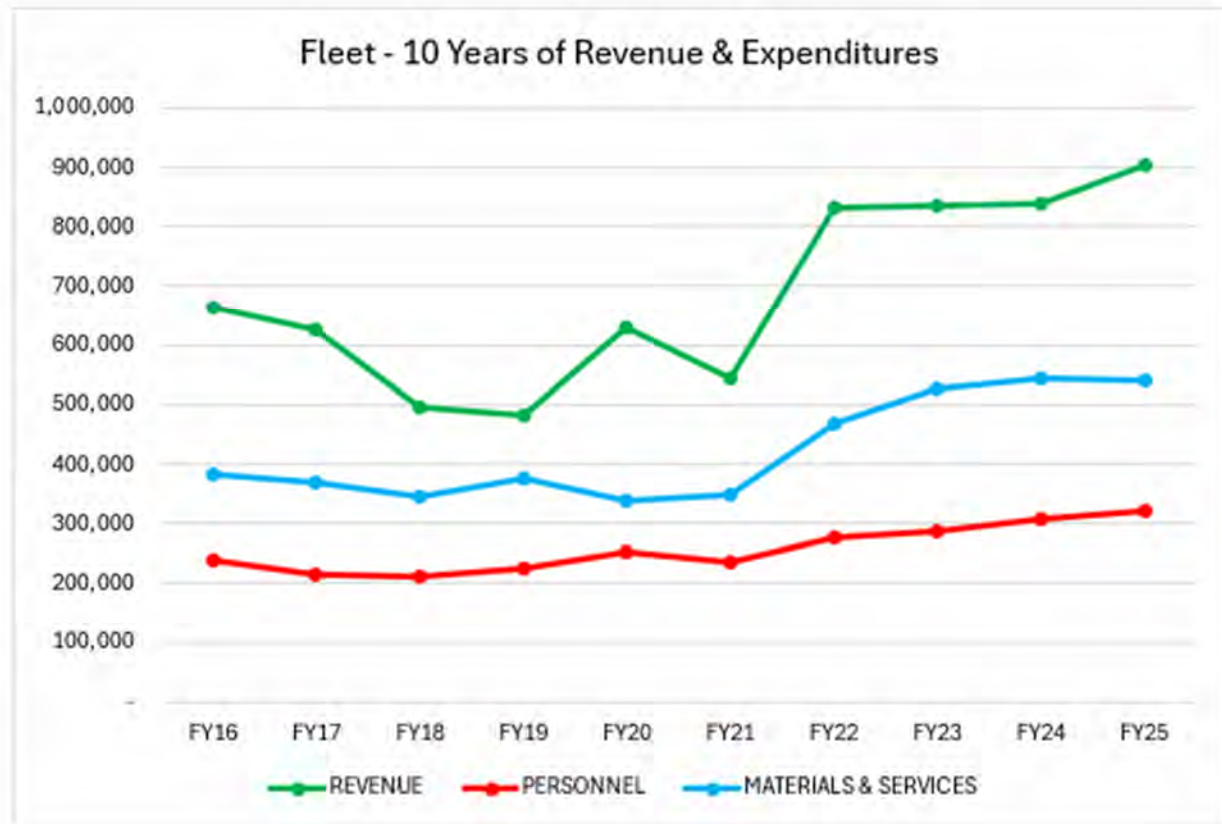
- Completed all DEQ testing for 2025
- Sent 5 vehicles and miscellaneous shop items to auction to help recuperate portions of original costs.
- Upgraded One new shop door.
- Kept total vehicles and equipment available for use above 92%.
- Maintained 94% on- time Preventative maintenance.
- Attended Ford 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	2FZHRJ83XA990091	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	1FDOX5GY2FEA89999	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	1FDOX5GY7GEB63600	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	1FT7X2BA5SED40326	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

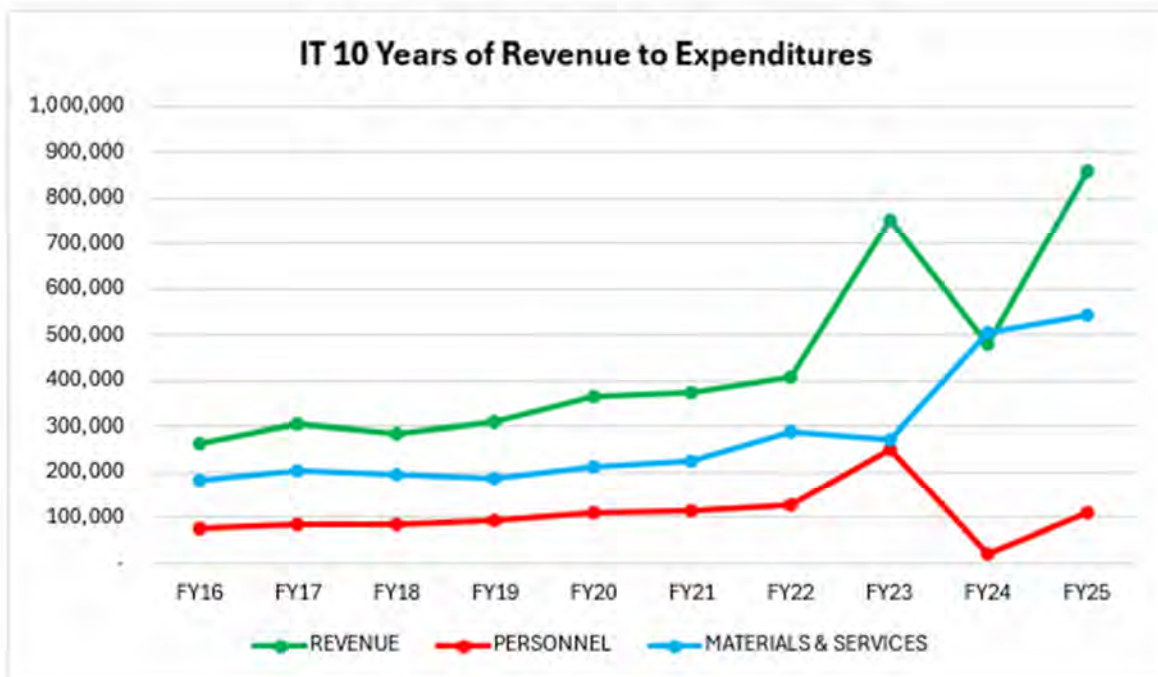
- Support city workstations and servers with 99% or greater up time.
- Replaced 24 PCs that are end of Life.
- Upgraded the police department WIFI
- Replaced failing or aged switches at PD to improve reliability.
- Updated city phone system and reduced costs.
- Re-evaluated Software by removing outdated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

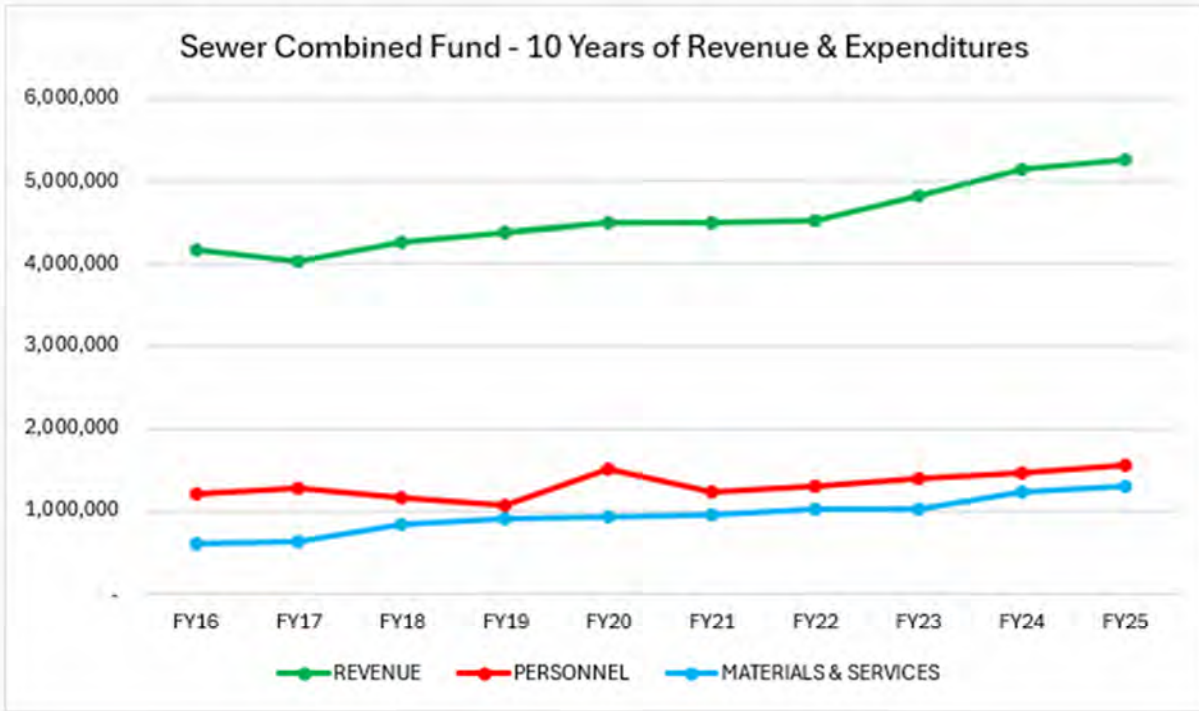
- **Achieve Full Staffing** – A small staff means every member plays a vital role in daily operations and permit compliance.
- **Maintain Regulatory Excellence** – Continue meeting all compliance standards to earn a **Gold Award for 100% NPDES Permit Compliance**.
- **UV Disinfection System Replacement** – 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

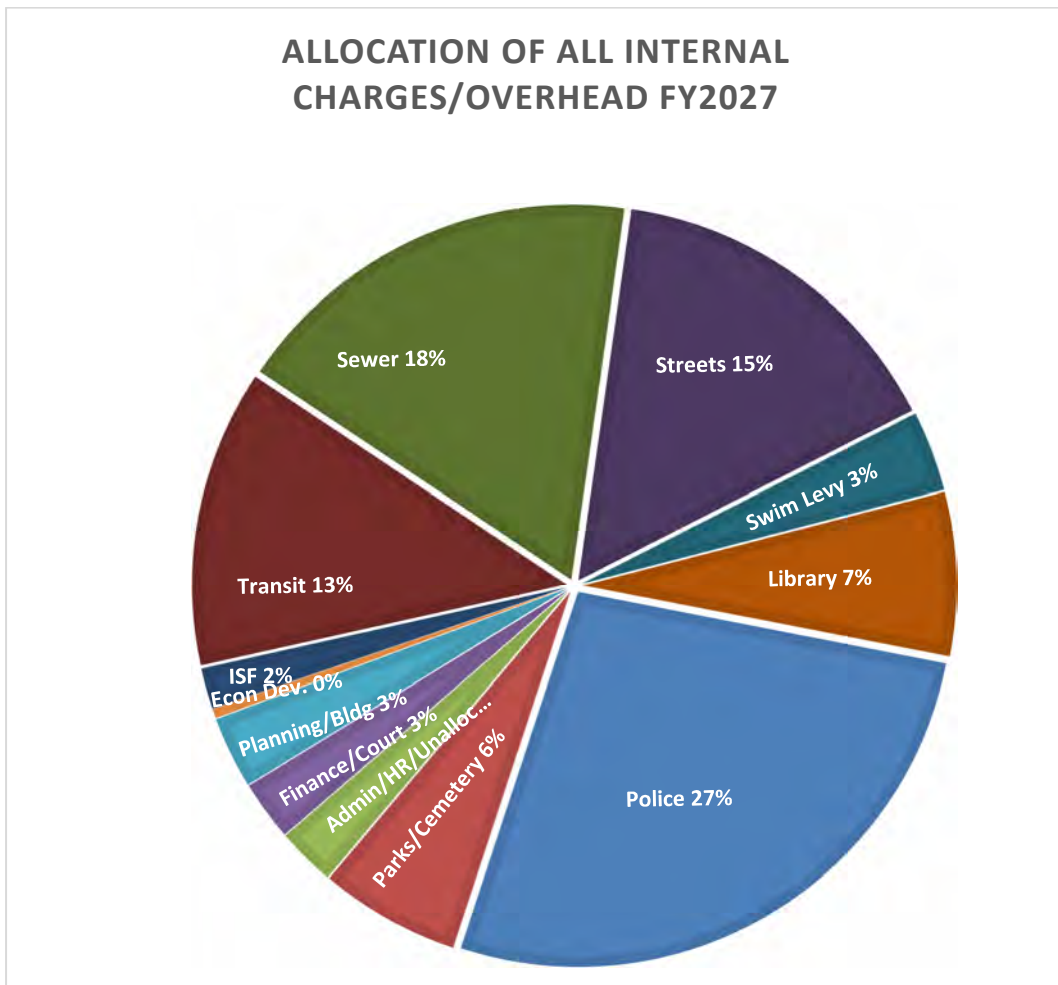
Combined Internal Charges and Overhead Summary FY2027							
	Facilities	Tech	Fleet	Admin Overhead	FY2027 Total	FY2026 Budget	Variance % YR over YR budget
Admin	\$ 18,436	\$ 24,451	\$ -	\$ -	\$ 42,887	\$ 48,338	-11.28%
HR	5,743	16,301	-	-	22,044	19,943	10.54%
Unallocated*	76,573	-	-	-	76,573	76,573	0.00%
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:

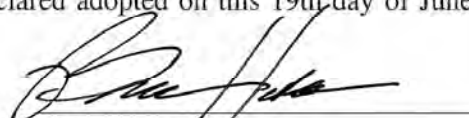
Total APPROPRIATIONS , General Funds less Planning & Building, Library, Transit, Swim, Transient Room Tax, SDC, Cemetery Perpetual Care, Forfeiture, Facilities, Fleet, Tech Services Funds	\$ 40,899,149
Unappropriated and Reserve Amounts, All Funds	\$ 31,586,010
TOTAL ADOPTED BUDGET	<u>\$ 72,485,159</u>

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

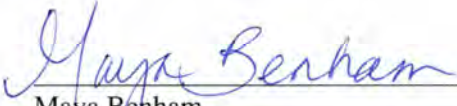
BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below are hereby appropriated:

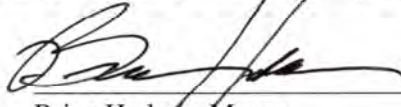
Total **APPROPRIATIONS**, General Fund (Planning and Building programs), Street Fund, and Sewer Fund in the amount of \$22,397,271.

<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.

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