



## CITY COUNCIL Agenda

222 NE 2<sup>nd</sup> Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | [www.canbyoregon.gov](http://www.canbyoregon.gov)

**February 4, 2026**

The City Council meeting may be attended in person in the Council Chambers at  
222 NE 2<sup>nd</sup> Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

The public can register to speak at the meeting virtually by contacting the Deputy City Recorder;  
[ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or call 503-266-0637. No pre-registration is required to speak in person.

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

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### REGULAR MEETING – 7:00 PM

#### 1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance

#### 2. ROLL CALL

#### 3. STAFF INTRODUCTIONS

- a. Maxwell Taylor, Associate Planner

#### 4. CITIZEN INPUT, PUBLIC COMMENT ON NON-AGENDA ITEMS, & COMMUNITY ANNOUNCEMENTS:

This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. If you would like to speak virtually, please contact the Deputy City Recorder by 4:30 pm on February 4, 2026, with your name, the topic you'd like to speak on and contact information: [ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or call 503-266-0637.

#### 5. PROCLAMATIONS/ SPECIAL PRESENTATIONS

- a. Iwo Jima Remembrance Day

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#### 6. ITEMS REMOVED FROM THE CONSENT AGENDA

#### 7. CONSENT AGENDA

- a. Consider approval of the January 7, 2026, City Council Regular Meeting Minutes.

Pg. 2

## 8. APPOINTMENTS

- a. Approve the appointment of Member Ron Yarbrough to the Canby Utility Board with a term ending February 28, 2029, and approve the appointment of Member Ron leBlanc to the Canby Utility Board with a term ending February 28, 2027. Pg. 6

## 9. ORDINANCES & RESOLUTIONS

- a. Consider **Ordinance No. 1661**: An Ordinance Authorizing the Interim City Administrator to Amend the Personal Services Agreement with Curran-McLeod, Inc. Consulting Engineers for Design and Construction Phase Engineering Services for the Extension of Walnut Street to Highway 99E. (*Second Reading*) Pg. 11

## 10. PUBLIC HEARINGS

**You are welcome to speak in person. \*\*\*If you would like to speak virtually please email or call the Deputy City Recorder by 4:30 pm on February 4, 2026, with your name and contact information: [ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or call 503-266-0637. Once your information is received, you will be sent instructions to speak.**

- a. Consider Adopting **Order 26-01**: An Order Granting a Noise Variance Application to DeWitt Construction for Continuous Boring Work Under Union Pacific Railroad at 1852 Teakwood Circle for approximately 70-80 Continuous Hours February 23-27, 2026. Pg. 20

## 11. OTHER BUSINESS

- a. Mid-Year Budget Review with Budget Committee Pg. 26

## 12. MAYOR'S BUSINESS

## 13. COUNCILOR COMMENTS & LIAISON REPORTS

## 14. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORT

## 15. CITIZEN INPUT, PUBLIC COMMENT ON NON-AGENDA ITEMS, & COMMUNITY ANNOUNCEMENTS

## 16. ACTION REVIEW

## 17. ADJOURNMENT

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\*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](http://www.canbyoregon.gov).



## **IWO JIMA REMEMBRANCE DAY**

WHEREAS, on February 23, 1945, this country's Armed Forces were engaged in one of the most strategic and bloodiest battles of World War II – the battle for Iwo Jima; and

WHEREAS, the Canby–Aurora Veterans of Foreign Wars Post and Auxiliary 6057 of the United States have deemed it fitting to erect a flagpole at the Canby Adult Center in remembrance of those who took part in this great battle; and

WHEREAS, each year the members of the Canby–Aurora Veterans of Foreign Wars Post 6057, their Auxiliary, and their fellow veterans organizations and service organizations i.e. Lewis & Clark Young Marines, and Canby Adult Center, have conducted a ceremony to rededicate this memorial and replace the flags on the flagpole; and

WHEREAS, the flagpole located at the Canby Adult Center is the only memorial in the City of Canby dedicated to our veterans who made such significant personal sacrifices during World War II in defense of this great nation.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as the Mayor of the City of Canby, do hereby proclaim February 7, 2026, as Iwo Jima Remembrance Day.

I further call upon all members of this community to join in commemorating this great event and celebrate the end of World War II at the Canby Adult Center on on February 7th at 10:00 a.m.

Given unto my hand this 4th day of February 2026.

Brian Hodson  
Mayor

**CANBY CITY COUNCIL  
COUNCIL MEETING MINUTES  
January 7, 2026**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Paul Waterman, Daniel Stearns, Jason Padden (attended virtually), James Davis, and Herman Maldonado (arrived at 7:06 p.m.).

**STAFF PRESENT:** Randy Ealy, Interim City Administrator; Emily Guimont, City Attorney; Maya Benham, Administrative Director/ City Recorder; Jorge Tro, Police Chief; Peter Wood, Human Resources Director; Tyler Nizer, Economic Development and Tourism Coordinator; Denise LaRue, Finance Director; and Nathan Templeman, Aquatic Program Manager.

**CALL TO ORDER:** Mayor Hodson called the meeting to order at 7:04 p.m.

**ROLL CALL:** Councilor Waterman present; Councilor Stearns present; Councilor Davis present; Mayor Hodson present; Council President Hensley present; Councilor Maldonado not present at the time of roll call, and Councilor Padden present virtually.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:** None.

**NEW STAFF INTRODUCTIONS:** Nathan Templeman, Aquatics Program Manager, was recently promoted to this position. Denise LaRue, Finance Director, started her position on December 22, 2025.

**CONSENT AGENDA:** \*\* Council President Hensley moved to approve the Consent Agenda including approval of the November 19, 2025, City Council Work Session Minutes, December 3, 2025, City Council Regular Meeting Minutes, and the December 10, 2025, City Council Work Session Minutes. Motion was seconded by Councilor Davis and passed 6-0.

**PUBLIC HEARING:** Resolution 1450 regarding Setting Fees for Services and Repealing Resolution 1437 (Master Fee Schedule) –

Mayor Hodson opened the public hearing and read the hearing statement.

Tyler Nizer, Economic Development & Tourism Coordinator, presented the staff report. This was an update to the Master Fee Schedule specifically for City-sponsored events. The Budget Committee had expressed a desire to update the event fees and staff had done that analysis. He summarized the proposed changes including nominal fee increases, a new category for food vendors located outside of the City limits, adding a vendor fee for the wine and beer garden, and adding a commercial vendor category. Staff recommended waiving fees for local arts and crafts vendors at the First Thursday market.

There was no public testimony.

Mayor Hodson closed the hearing at 7:18 p.m.

There was discussion regarding setting up a reservation system for other parks besides Wait Park.

**\*\*Council President Hensley moved to adopt Resolution 1450, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, SETTING FEES FOR SERVICES; AND REPEALING RESOLUTION 1437. Motion was seconded by Councilor Maldonado and passed 6-0.**

## **ORDINANCES & RESOLUTIONS:**

Ordinance 1660 – Mr. Templeman discussed the need for this staffing contract. Pete Wood, Human Resources Director, said they would continue to offer job opportunities to high school students, and this contract would alleviate staff time used for onboarding and offboarding employees.

**\*\*Councilor Waterman moved to adopt ORDINANCE 1660, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH SUMMIT STAFFING IN THE AMOUNT OF \$250,000 AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Maldonado and passed 6-0 by roll call vote.**

## **OTHER BUSINESS:**

Committee Liaison Assignments – The Council confirmed their liaison assignments. Councilor Waterman would remain the liaison for the Bike and Pedestrian Committee and the Library Advisory Board. Councilor Stearns would remain the liaison for Canby Utility Board, Transit Advisory Committee, and Bridging Cultures and Council. Councilor Padden would remain the liaison for Heritage and Landmarks Commission, the Planning Commission, and Willamette Falls & Landings Heritage Area Coalition. Councilor Davis would remain the liaison for the Parks and Recreation Advisory Board and Canby Adult Center. Council President Hensley would remain the liaison for the Traffic Safety Commission, French Prairie Forum, Positive Aurora Airport Management, Aurora Airport Masterplan PAC, Canby School District, and the alternate to the Clackamas County Coordinating Committee as well becoming the new liaison for the Canby Fire District. Mayor Hodson would remain the liaison for Clackamas County Coordinating Committee, Clackamas County Coordinating Housing/Homeless Subcommittee, and Metro Mayors Consortium/Executive Board.

**MAYOR'S BUSINESS:** Council Goals – Mayor Hodson asked the Council if they wanted to hold a Work Session to go over the Council Goals with a facilitator or if they wanted more of a reevaluation and update.

There was consensus that it wasn't necessary to hire a facilitator this year. It would be beneficial to facilitate a Council Goal session in 2027 after the next election but facilitated by the City Administrator instead of hiring someone. An update of the current goals would be done in March.

The Mayor also covered ICE activity in Canby since there were emails and online statements circulating around the subject. He reiterated the inability of the Canby Police Department to

assist per direction from the Governor. He asked the community to allow ICE to do their job and allow the police and first responders to do their job.

### **COUNCILOR COMMENTS & LIAISON REPORTS:**

Councilor Padden suggested putting the Police Chief's statement about ICE on the City's website.

Councilor Waterman agreed with Councilor Padden.

Councilor Stearns said Canby Utility Board would be discussing the rate increase at their next meeting.

Councilor Davis said he, the City Administrator, and softball and baseball associations met to discuss the use of Maple Street Park fields.

Council President Hensley noted where the Police Chief's statement could go on the City's website.

Councilor Maldonado said wrestling season had started at the high school. He agreed about the statement.

**CITY ADMINISTRATOR'S BUSINESS:** Emily Guimont, City Attorney, asked for more clarification on how the Council wanted to educate the public on the ICE situation.

The Council thought there should be clear understanding about what Canby's Police Department's role was in regard to ICE enforcement actions and that calling 911 would not prompt an immigration referral. There should also be an understanding of what resources were available to people in the situation where they were without a breadwinner in their family and that an FAQ document should be created.

Randy Ealy, Interim City Administrator, said the new Finance Director had extended the City's audit. He was working with HR to fill the vacant Public Works Director position. The Citizens Academy would start tomorrow. He received a call from Senator Drazen's office regarding a Vietnamese Sister City relationship through Dragonberry Produce. He had a meeting with Bonneville Power and Canby Utility to go over projects and plans for growth. He was working on scheduling tours of the YMCA, pedal park in Sandy, and ballfields in Clackamas. They would also be discussing the Park Maintenance Fee allocation at a future meeting. He gave an update on the Street Maintenance Fee work and ribbon cutting for the Logging Road project.

There was discussion regarding verifying the noise variance was being followed for the construction site on Sequoia and if there had been any complaints from the neighborhood. There was a contract with the previous Finance Director to work on the audit. There was further discussion regarding staffing and advertising for open positions, especially with the two Economic Development positions coming over to the General Fund when the Urban Renewal District closed. A deeper dive needed to be done on how their time was allocated and use of the Transient Lodging Tax for part of the salaries. It was noted that the Public Works Director was an important role that needed to be filled and not left vacant for too long.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Ordinance 1660.
3. Approved Resolution 1450.
4. Selected Committee Liaison assignments.

Mayor Hodson adjourned the meeting at 8:28 p.m.

Maya Benham, CMC  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes – Susan Wood



## CITY COUNCIL Staff Report

**Meeting Date:** 2/4/2026  
**To:** The Honorable Mayor Hodson & City Council  
**Thru:** Randy Ealy, Interim City Administrator  
**From:** Maya Benham, Administrative Director/City Recorder  
**Agenda Item:** Appointments for Canby Utility Board

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### **Summary**

There are currently two vacancies on the Canby Utility Board. The vacancies have been advertised on the City's website.

### **Background**

The City has [11 various Boards, Commissions and Committees](#): Bike and Pedestrian Committee, Budget Committee, Canby Utility Board, Heritage and Landmark Commission, Library Board, Parks and Recreation Advisory Board, Planning Commission, Public Transit Advisory Committee, Traffic Safety Commission, Urban Renewal Agency and the Urban Renewal Budget Committee. Each Board, Commission and Committee has members that are appointed by the City Council and the term lengths are established through the Canby City Charter or the City Code.

### **Discussion**

Chair Melody Thompson, Mayor Brian Hodson, and Councilor Daniel Stearns recommend appointing Ron Yarbrough and Ron leBlanc to the Canby Utility Board.

### **Attachments**

Ron Yarbrough Application  
Ron leBlanc Application

### **Fiscal Impact**

None

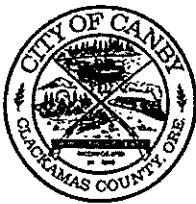
### **Recommendation**

1. Appoint Ron Yarbrough and Ron leBlanc to the Canby Utility Board.
2. Take no action.

### **Proposed Motion**

"I move to approve the appointment of Member Ron Yarbrough to the Canby Utility Board with a term ending February 28, 2029, and the appointment of Member Ron leBlanc to the Canby Utility Board with a term ending February 28, 2027."





**CITY OF CANBY  
COMMITTEE, BOARD, &  
COUNCIL APPOINTMENT APPLICATION**

Date: 10.27.25 Position Applying For: CANBY UTILITY BOARD  
Name: RON YARBROUGH Occupation: ARCH. DRAFTSMAN  
Home Address: [REDACTED] CANBY, OR 97013  
Employer: [REDACTED] Position: OWNER  
Daytime Phone: [REDACTED] Evening Phone: SAME  
E-Mail Address: [REDACTED]  
What are your community interests (committees, organizations, special activities)? CANBY ROTARY

What are your major interests or concerns in the City's programs? INTERESTS ARE ESSENTIAL SERVICES, THE BEAUTIFICATION OF THE CITY

Reason for your interest in this position: THE FUTURE IS GOING TO BE TOUGHT ON ESSENTIAL SVCS, I'D LIKE HELP WITH KEEP'G CANBY ONE OF THE BETTER CITIES IN OREGON.

Experience and educational background: 37 YRS FIRE SVC (RETIRED) DEGREE IN FIRE SCIENCE, EMERGENCY MANAGER FOR THE FIRE DIST., NATIONAL FIRE ACADEMY GRAD. IN EMERGENCY MANAGEMENT, ETC

List any other City or County positions on which you serve or have served: FIRE DIST. BOARD (4 YR)

Referred by (if applicable): \_\_\_\_\_

*Please return to:*

City of Canby - Attn: City Recorder  
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013  
Phone: 503.266.0720 Fax: 503.266.7961 Email: [benhamm@canbyoregon.gov](mailto:benhamm@canbyoregon.gov)

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 12/2021

Date Received: \_\_\_\_\_ Date Appointed: \_\_\_\_\_ Term Expires: \_\_\_\_\_  
Date Resigned: \_\_\_\_\_ Destruction Date: \_\_\_\_\_

# EMPLOYMENT APPLICATION



**CITY OF CANBY**  
222 NE 2nd Ave  
Canby, Oregon, 97013  
503-266-4021  
<http://www.canbyoregon.gov>

**leBlanc, Ron - Person ID: 57571315**  
**VOL - CUB - 2022 CANBY UTILITY BOARD MEMBER**

**Received:** 12/2/25, 1:59 PM

**For Official Use Only:**

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

☐ Experience

☐ Training

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

**POSITION TITLE:**

CANBY UTILITY BOARD MEMBER

**EXAM ID#:**

VOL - CUB - 2022

**NAME:** (Last, First, Middle)

leBlanc, Ron

**SOCIAL SECURITY NUMBER:**

XXX-XX-

**ADDRESS:** (Street, City, State/Province, Zip/Postal Code)

\_\_\_\_\_, Canby, Oregon, 97013

**EMAIL ADDRESS:**

\_\_\_\_\_

**HOME PHONE:**

\_\_\_\_\_

**NOTIFICATION PREFERENCE:**

Email

## PREFERENCES

Nothing Entered For This Section

## EDUCATION

Nothing Entered For This Section

## WORK EXPERIENCE

Nothing Entered For This Section

## CERTIFICATES AND LICENSES

Nothing Entered For This Section

## SKILLS

Nothing Entered For This Section

## ADDITIONAL INFORMATION

Nothing Entered For This Section

## REFERENCES

Nothing Entered For This Section

### Job Specific Supplemental Questions

**1. What are your community interests (committees, organizations, special activities)?**

I currently serve on the Canby Heritage and Landmarks Commission. I have never missed a meeting during my tenure and I have always volunteered to take on extra assignments. The HLC has provided an opportunity for me to learn a great deal about Canby's past and the importance of preserving its heritage.

**2. What are your major interests or concerns in the City's programs?**

The City of Canby is an attractive and livable community with a small town atmosphere. It is facing several challenges such as affordable housing, economic development opportunities, aging infrastructure and transportation issues. Its future success will depend on good planning and reliable infrastructure .

**3. Why are you interested in this volunteer position?**

As a retired City Manager with over 40 years in the profession, I feel that I have the experience and education to contribute to the success of Canby's future. The Canby Utility Board provides an opportunity for me to use my qualifications for the benefit of the entire community.

**4. Please share your experience and educational background.**

I earned a Master's in Public Administration from the University of Colorado and I have taught several classes at the graduate level. Perhaps my most relevant asset is the hands-on experience I have gained from 40+ years as a city manager. This includes serving as City Manager of Springfield OR. The Springfield Utility Board is similar in organization to the Canby Utility Board, so I have first hand experience with the dynamic between a city government and its utility board. I have managed construction of water and sewer plants, pump stations and pipelines. My experience with issuing and managing debt will come in handy. Rate setting, water rights, Tribal concerns, contract/consultant management are all familiar to me.

**5. Please list any other City or County positions on which you serve or have served.**

I completed the inaugural Canby Civic Engagement Academy. This provided insight into the workings of Canby government. This program included an in-depth presentation by Canby Utilities. I am currently serving on the Heritage and Landmarks Commission. In the past, I have served on municipal and regional utility organizations in other states. As a former City Manager, I have served in municipal, regional and state leadership positions.

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

**Additional Information for Employment Applications:**

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Canby to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc. either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false or misleading statement/answer/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Upon hire, I will provide proof as required on the US Government, I-9 form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that my employment will be terminated.

I have read and understand all of the provisions of this acknowledgement. By signing this application, I hold the City of Canby harmless for any result of the City questioning the references provided in this application. If I am selected for further consideration, I hereby authorize and release from liability all former employers, landlords, educational institutions, law enforcement agencies, and/or other government agencies to provide/release information regarding my employment, education, criminal conviction record, credit history, driver's license violations and motor vehicle records, which may be in their possession to the City of Canby and/or its agents. I understand that I will not receive and am not entitled to know the contents of confidential reports received, and I further understand that these reports may be privileged. An offer of employment is conditional upon a background investigation, and if relevant, a pre-employment medical exam and drug screen test (safety sensitive positions).

EQUAL EMPLOYMENT OPPORTUNITY: We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of

race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, or mental and/or physical disability.

**BACKGROUND:** Finalists for City jobs must successfully pass a background investigation and may be required to pass a pre-employment medical exam as a final condition of the job offer. Finalists for safety sensitive positions must also successfully pass a pre-employment drug-screening test.

**PROBATIONARY PERIOD:** New employees or employees changing job positions will be considered Trial service employees for at least six (6) months before attaining regular status.

**IMMIGRATION LAW:** In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility.

This application was submitted by Ron leBlanc on 12/2/25, 1:59 PM

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_



## CITY COUNCIL Staff Report

Meeting Date: 2/4/2026

To: The Honorable Mayor Hodson & City Council  
Thru: Randy Ealy, Interim City Administrator  
From: Curt McLeod, CURRAN-MCLEOD, Inc  
Agenda: Consider **Ordinance No. 1661**: An Ordinance Authorizing the Interim City Administrator to Amend the Personal Services Agreement with Curran-McLeod, Inc. Consulting Engineers for Design and Construction Phase Engineering Services for the Extension of Walnut Street to Highway 99E. (*Second Reading*)

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### Summary

The City is currently under construction with the first phase of improvements and currently working to secure all permits and regulatory approvals for the remaining construction of a new signalized intersection with Highway 99E and extension of Walnut Street from the Highway 99E to SE 1<sup>st</sup> Avenue. The design work began in June of 2022 and has been modified by the regulatory and permitting agencies multiple times since, resulting in increased engineering costs and delays. All design work is complete but has depleted the engineering budgets to complete the construction phase of the work. This amendment is to increase the engineering design budget by \$385,000 to cover the remaining construction phase efforts.

### Background

The City of Canby solicited proposals for engineering services for the design and construction of SE Walnut Street in early 2022. Curran-McLeod, Inc. with DKS Associates as a subconsultant, was selected to provide the engineering services. A personal services agreement was executed on June 7, 2022.

After completion of the preliminary design, ODOT required a scope modification to expand the highway to provide a dedicated right turn lane, expand Walnut Street to provide dual left turn lanes, and incorporate a 10-foot bike joint use bike and pedestrian path connection. Additionally, it was determined the City required and IGA with Clackamas County to construct the project prior to annexation.

Securing regulatory and permit approvals has resulted in depleting the remaining construction phase budgets and extending the completion timeline. The initial 2022 design budget was increased once prior in late 2024, but the remaining budgets for construction have been depleted.

### Attachments

Ordinance No. 1661  
Exhibit A – Personal Services Agreement Amendment

### Fiscal Impact

This amendment to the engineering contract will increase the engineering budget to a total of \$1,150,000 or approximately 11.8% of the construction cost estimates. The total construction costs were estimated at \$9.75 million in 2025. The project has been partially budgeted over the past two fiscal years and anticipated to be fully funded in the FY 2026-27 budget.

### **Options**

Approve Amendment Number 2 to the Personal Services Agreement with Curran-McLeod, Inc., or complete agency coordination, construction inspection, and contract administration with City Staff.

### **Recommendation**

It is recommended that City Council approve Amendment Number 2 as presented.

### **Proposed Motion**

"I move to adopt **Ordinance No. 1661**: An Ordinance Authorizing the Interim City Administrator to Amend the Personal Services Agreement with Curran-McLeod, Inc. Consulting Engineers for Design and Construction Phase Engineering Services for the Extension of Walnut Street to Highway 99E."

## **ORDINANCE NO. 1661**

**AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO AMEND THE PERSONAL SERVICES AGREEMENT WITH CURRAN-MCLEOD, INC. CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE EXTENSION OF WALNUT STREET TO HIGHWAY 99E.**

**WHEREAS**, the City of Canby on February 10, 2022, published a formal Request for Qualifications (RFQ) for professional services to complete the S. Walnut Street Extension to Highway 99E;

**WHEREAS**, a City review committee reviewed the qualifications submitted and recommended award of the engineering contract to Curran McLeod, Inc., Consulting Engineers, and executed a personal services agreement on June 7, 2022 (the “Agreement”); and

**WHEREAS**, the City and Curran-McLeod, Inc. desire to amend the Agreement to allow Curran-McLeod, Inc. to provide support services to the project through construction.

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

**Section 1.** Council hereby authorizes and directs the City Administrator to execute Amendment No. 2 to the Personal Services Agreement, attached to this Ordinance as Exhibit A. Amendment No. 2 will increase the Agreement not-to-exceed amount by \$385,000.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on January 21, 2026, ordered posted as required by the Canby City Charter; and scheduled for second reading on February 4, 2026, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor Canby, Oregon.

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Maya Benham, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 4<sup>th</sup> day of February, 2026, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

\_\_\_\_\_  
Brian Hodson  
Mayor

**ATTEST:**

\_\_\_\_\_  
Maya Benham, CMC  
City Recorder



December 26, 2025

CURRAN-McLEOD, INC.  
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210  
PORTLAND, OREGON 97223

Mr. Randy Ealy, City Administrator  
City of Canby  
222 NE 2<sup>nd</sup> Avenue  
Canby, OR 97013

**RE: CITY OF CANBY  
WALNUT STREET EXTENSION PROJECT**

*Corrected  
Copy*

Dear Randy & Jerry:

We are finally moving ahead with the Walnut Street Extension project with the bid opening for Phase 2 scheduled for January 22, 2026. The final phase for the highway signalization is anticipated to be advertised for bids in early 2026. The total construction costs of all three phases will be approximately \$9.25 million with engineering and contingencies; the total project costs are estimated at approximately \$11 to \$12 million.

It has been nearly four years since we originally established an engineering budget for the project, which was amended once in September 2024 to its current total of \$765,000. Plans and specifications for all three phases of the work have been completed since early this year. However, a large part of the past two years has been spent maneuvering through unlimited administrative challenges which were not apparent in the initial project scope. As a result, we have currently expended all our budget.

With this letter we are requesting an increase in the engineering budget to provide support services through construction. Our services were secured through a competitive proposal, so negotiating budgets complies with the professional services procurement statutes in ORS 279C.

As we have discussed, there are three phases of the work:

**1. TEAKWOOD SANITARY SEWER PROJECT**

This work is currently under construction and awaiting final approval from the Union Pacific Railroad for the second bore. The highway bore and connecting pipe are complete and we have submitted all the information requested by the railroad for final approval. The most recent interaction with the railroad was this week when they notified us the shoring detail submitted by the contractor did not meet UPRR requirements. We had originally secured this permit in 2022 but the UPRR required we reapply this year after securing a contractor.

One issue with the railroad bore is the requirement for a continuous bore operation 24/7 until the bore is complete. The bore is estimated to take 24 to 30 hours, so 24/7 operation would violate the City's noise ordinance. We have requested the City approve a variance from the noise ordinance for the short duration of the bore, which is scheduled for Council review on January 7.

## 2. WALNUT STREET EXTENSION

The Walnut Street plans have been essentially complete for many months and we are currently continuing to secure permit approvals. We were unable to secure DEQ or OHA approvals this year without a signed Land Use Compatibility Statement, which both the City and County refused to acknowledge. In November the City and County agreed to execute an IGA addressing Walnut Street and at that time the County sent an approved LUCS for submittal to DEQ and OHA. We have received the water system approvals, and anticipate receiving all remaining permits and approvals in the next few weeks.

We have advertised the Walnut Street Extension plans and have scheduled the bid opening for January 22, and submittal at the February 4<sup>th</sup> Council meeting.

## 3. ODOT HIGHWAY 99E SIGNALIZATION

DKS Associates have been working with ODOT for nearly two years providing requested plan changes. Currently we are awaiting approval of our fifth submittal in response to the over 200 comments in the four ODOT reviews that have occurred in the past two years. Once we have ODOT's approval, this plan set is ready to apply for final permits and solicit bids.

ODOT has modified the design many times over the past two years to require additional improvements and reports. Since execution of our engineering contract, ODOT has required widening the Highway road and right of way to provide a right turn lane, widening Walnut Street to provide dual left turn lanes, required a clean fill study on the highway widening section, and most recently required we present plans to the ODOT Mobility Advisory Board for another approval to construct what ODOT engineers have already directed us to do. We anticipate all approvals will be in place by early January for bids to be received in February.

The most recent construction estimates include:

Teakwood Sewer (as-bid)	\$ 850,000
Walnut St (Estimate)	6,850,000
ODOT Signal (Estimate)	1,500,000
Canby Utility Power (Estimate)	<u>550,000</u>
<b>March 2025 Total</b>	<b>\$9,750,000</b>



Mr. Randy Ealy  
December 26, 2024  
Page 3

We have consistently underestimated the work scope and engineering time required for this project. To be more in line with industry standards, the engineering budget should be 12 – 15% of the project cost, or \$1.2 to \$1.4 million. Our budget at \$765,000 is less than 8% of the construction costs.

The work tasks required to complete this work to solicit bids and administer all three phases of construction include:


Bid Solicitation and Award (2)	\$ 20,000
Construction Surveys	65,000
DKS Signal Coordination	75,000
Construction Inspection	140,000
Contract Administration	60,000
As-Builts & Survey Monumentation	<u>25,000</u>
<b>TOTAL \$ 385,000</b>	

We are asking to establish a bid and construction phase budget of \$385,000 for our project team, which is approximately 4% of the construction costs. All efforts in the bid and construction phase of the work are billed on a time and material basis as needed.

Our firm has always worked to support the City of Canby and keep our engineering costs low. Our personal services agreement was executed in June of 2022 and has long since exceeded the anticipated performance period. Attached is an amendment to our Personal Services Agreement with our current standard hourly rate schedule for your review and approval. Please let me know if you have questions or concerns.

Very truly yours,

**CURRAN-McLEOD, INC.**

  
Curt J. McLeod, P.E

Enclosure: Amendment No. 2 to the Personal Services Agreement  
With Current Standard Hourly Rate Schedule



**CITY OF CANBY**  
**WALNUT STREET EXTENSION AND**  
**HIGHWAY 99E SIGNALIZATION**

**AMENDMENT No. 2 TO THE PERSONAL SERVICES AGREEMENT**

The Personal Services Agreement approved on June 7, 2022, between the CITY OF CANBY and CURRAN-McLEOD, INC., Consulting Engineers shall be amended per the correspondence dated December 18, 2025, as follows:

Section 3. Compensation, Item A. shall be increased by \$385,000 to a total not-to-exceed price of \$1,150,000 without prior written approval from the City, to be billed on a time and material basis.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this AMENDMENT NO. 2 to the PERSONAL SERVICES AGREEMENT on the respective dates indicated below.

**OWNER:**  
**CITY OF CANBY**

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ENGINEER:**  
**CURRAN-McLEOD, INC.**

SIGNATURE: 

NAME: Curt McLeod, PE

TITLE: Principal

DATE: 12-26-25

# STANDARD HOURLY RATES

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Effective January 1, 2026

Senior Principal Engineer	\$ 200.00
Principal Engineer	190.00
Project Engineer/Manager	175.00
Design Engineer/Sr. Design Tech	145.00
Design Technician/Inspector	115.00
Graphics Technician	110.00
Word Processing	90.00
Sub-Consultants	At Cost

# REIMBURSABLE EXPENSES

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CURRAN-McLEOD, INC. does not routinely invoice any reimbursable expenses. Auto expenses, meals, travel, lodging, communication, publishing, and miscellaneous operating costs are all included in our established hourly rates and project budgets.

## **Teresa Ridgley**

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**From:** Canby OR <canby-or@municodeweb.com>  
**Sent:** Tuesday, December 9, 2025 6:18 PM  
**To:** Teresa Ridgley  
**Subject:** Form submission from: Noise Variance Request

Submitted on Tuesday, December 9, 2025 - 6:18pm

Submitted by anonymous user: [209.133.48.106](#)

Submitted values are:

### Applicant Information

Name Curt McLeod, PE, Project Engineer  
Address Curran-McLeod, Inc  
6655 NW Hampton, Ste 210  
Portland, OR 97223  
Phone (503) 475-0431

### Event Information

Address of Noise Variance Request 1852 N Teakwood Circle  
Canby, OR 97013

Name of Property/Business Owner Variance Request Work in Teakwood Circle roadway, City of Canby  
Type of Event

Operating mechanical equipment to bore 24" steel casing pipe for sanitary sewer construction under the  
Union Pacific Railroad

### Acoustical Nature of Sound to be Emitted

A muffled diesel Engine will continuously be powering boring equipment. Low frequency noise will also  
be generated by the large auger completing the bore.

Will you be continually present at this event? No

If no is selected, who is to be the contact should the need arise?

Rob Richardson, Project Manager

Dewitt Construction

Cell (360) 600-3446

Office (360) 839-20901

### Additional Comments/Information

This is the first phase of the South Walnut Street extension project to connect to sanitary sewer service,  
and is currently under construction. The Union Pacific Railroad has added a new requirement that the  
bore operation continue 24/7 once started. Our office has requested the UPRR waive this requirement,  
and we have initially been denied. We have submitted an appeal to the railroad to reconsider. To ensure  
we have a path to move forward for construction in January, we are concurrently requesting the City's  
approval of this noise waiver.

Please coordinate with me to collect payment of the fee.

### Date(s)/Time(s) of Event & Requested Hours of Variance

Date is dependent on the Union Pacific Railroad approval of the contractor's work plan but is anticipated  
to be in mid-January. The bore can be completed in approximately 30 to 40 hours and is required to

continue without stopping once started. The noise outside of the permitted hours should be one night but may extend into a second partial night.

Adjacent Property Owner List See attached uploaded document

Upload a Document [noise\\_permit\\_notification\\_properties.xlsx](#)

Today's Date & Time 12/09/2025 - 2:16pm

Signature Curt McLeod, Project Engineer

Acknowledgement I Accept

The results of this submission may be viewed at:

<https://www.canbyoregon.gov/node/22164/submission/4736>

**BEFORE THE CITY COUNCIL  
OF THE CITY OF CANBY**

In the Matter of the DeWitt Construction's  
Noise Variance Application, Submitted  
December 9, 2025

**ORDER GRANTING APPLICATION FOR  
NOISE VARIANCE**

WHEREAS, the Applicant, Curt McLeod on behalf of DeWitt Construction, submitted an application for a noise variance pursuant to Canby Municipal Code (CMC) 9.48.050 in order to operate mechanical equipment to bore 24' steel casing pipe for sanitary sewer construction under the Union Pacific Railroad at 1852 N. Teakwood Circle, Canby, OR 97013, that would otherwise be in violation of CMC 9.48; and

WHEREAS, the City Council, on February 4, 2026, conducted a duly-noticed public hearing on the Application in accordance with CMC 9.48.050.

NOW, THEREFORE, IT IS HEREBY ORDERED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. The Council GRANTS the Application for Noise Variance.

Section 2. In support of this Order, the City Council adopts the findings set forth the attached Exhibit A, which is incorporated herein by this reference.

SO ORDERED by the City Council this February 4, 2026, and signed by the Mayor and City Recorder in authentication of its passage.

**CITY OF CANBY, OREGON**

\_\_\_\_\_  
Brian Hodson, Mayor

**ATTEST:**

\_\_\_\_\_  
Maya Benham, CMC  
City Recorder



## EXHIBIT A

### FINDINGS IN SUPPORT OF ORDER GRANTING NOISE VARIANCE APPLICATION

#### 1. Factual Background.

On December 9, 2025, the Applicant, Curt McLeod on behalf of DeWitt Construction, submitted an application for a noise variance pursuant to Canby Municipal Code (CMC) 9.48.050 in order to operate mechanical equipment to bore 24” steel casing pipe for sanitary sewer construction under the Union Pacific Railroad at 1852 N. Teakwood Circle, Canby, OR 97013, that would otherwise be in violation of CMC 9.48.

On February 4, 2026, the City Council conducted a public hearing in which it received the staff report, testimony from the Applicant, and public testimony on the Application. This evidence comprises the record.

#### 1. Procedural Requirements.

CMC 9.48.030 and 9.48.040 regulate the types, amounts, levels, duration, and times of the emission of noises within the City. CMC 9.48.050 permits the granting of variances to the noise regulations and establishes the procedural and substantive criteria for the review of applications for noise variances.

##### a. Application Requirements.

CMC 9.48.050(B)(1) requires an application for a noise variance to be submitted to the City on the form prescribed by the City Recorder and shall contain all required information, fees, and a list of all property owners within 200 feet of the location of the variance. The Application meets these requirements.

##### b. Hearing Requirements.

CMC 9.48.050(B)(4) requires the City Council to conduct a public hearing before granting an application for a noise variance. Notice of the public hearing must be published in a newspaper at least 10 days prior to the public hearing. Notice of the public hearing must also be mailed to all property owners within 200 feet of the location for the variance at least 10 days prior to the public hearing. The public hearing meets these requirements.

#### 2. Findings.

The Council makes the following findings on the Application based on its consideration of the evidence in the record under the factors established by CMC 9.48.050(B)(2):

- The protection of health, safety and welfare of citizens as well as the feasibility and cost of noise abatement;

- The surrounding type of existing land use;
- The acoustical nature of the sound emitted; and
- Whether compliance with the provision would produce a benefit to the public.

- a. FINDING: Granting the Application will not be materially detrimental to other property within the same vicinity.

Under CMC 9.48.050(B)(5)(a), the Council shall not grant an application for a noise variance that will be materially detrimental to other property within the same vicinity.

The Council finds that granting the Application will not be materially detrimental to the other property within the same vicinity because the noise that the Applicant would emit would be of a one-time and limited duration, lasting for no more than eighty hours.

- b. FINDING: Strict compliance with the rule, regulations or order is inappropriate because of conditions beyond the control of the persons requesting the variance and because special circumstances render strict compliance unreasonable or impractical due to special physical conditions or cause.

CMC 9.48.050(B)(5)(a) permits, but does not require, the Council to grant an application for a noise variance if the Council finds any one of the following:

- Strict compliance with the rule, regulations or order is inappropriate because of conditions beyond the control of the persons requesting the variance; or
- Special circumstances render strict compliance unreasonable or impractical due to special physical conditions or cause; or
- Strict compliance would result in substantial curtailment or closing down of a business, plant or operation; or
- No other alternative facility or method of handling is yet available.

The Council finds that strict compliance with the rule, regulations or order is inappropriate because of conditions beyond the control of the persons requesting the variance; and that special circumstances render strict compliance unreasonable or impractical due to special physical conditions or cause for the following reasons:

The Applicant's bore operation will be conducted to connect sanitary sewer service under the Union Pacific Railroad. The sounds generated by the bore operation will be generated by a muffled diesel engine powering the boring equipment and will include a low-frequency noise generated by the auger completing the bore.

Union Pacific Railroad requires the Applicant's bore operation to continue until completed, without interruption. The Applicant's bore operation will take seventy to eighty continuous hours. CMC 9.48 does not allow the Applicant to emit sounds generated by its bore operation for seventy to eighty continuous hours. The Applicant has requested Union Pacific Railroad waive

this requirement and was denied. The Applicant appealed the denial, but is uncertain whether Union Pacific Railroad will grant the appeal.

Due to the Union Pacific Railroad's requirement, refusal to waive its requirement, and the length of time necessary for the Applicant to complete its bore operation that is essential for sanitary sewer service connection, the Council finds that strict compliance with CMC 9.48 would be unreasonable, impractical, and inappropriate due to conditions outside of the Applicant's control.

- c. FINDING: The variance requested by the Applicant is the minimum that will alleviate the Applicant's hardship.

CMC 9.48.050(B)(5)(a) requires that any variance granted shall be no more than the minimum that that will alleviate the Applicant's hardship. Based on the facts listed in finding (b), above, the Council finds that granting a noise variance as requested by the Applicant is the minimum to alleviate the Applicant's hardship described in finding (b), above.

### 3. Conclusion.

The Council GRANTS the Application.



# Mid Year Budget Review

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February 4, 2026

# Topics

- ▶ Finance has accumulated the financial data through the end of December 2025, halfway through the fiscal year.
- ▶ Budget review
  - ▶ Details of Budgetary Fund Structure
  - ▶ General Highlights – Cash, Personnel FTE's, Capital Projects
  - ▶ Estimated Ending Fund Balances
  - ▶ Budget Process and Schedule
  - ▶ Considerations Approaching the FY27 Budget Process
  - ▶ Questions

# General Fund Structure

- Administration
- Human Resources
- Finance
- Court
- Planning
- Building
- Police
- Cemetery
- Parks
- Economic Development

- Accounts for financial operations of the City that are not accounted for in any other fund.
- Costs of these departments are allocated to other funds for the services provided.
- 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 Fund Structure

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- Library Fund
  - Transit Fund
  - Transient Room Tax Fund
  - Swim Center Fund
  - Street Fund
  - System Development Charges Fund
  - Cemetery Perpetual Care Fund
  - Forfeiture Fund
- Funds that have specific designated revenue to support the services they provide. Two examples are:
  - The **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.

The **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 (ODOT).

# Internal Service Fund Structure

- Facilities Fund
- Fleet Fund
- Tech Services Fund

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



# Enterprise Fund Structure

- Wastewater Treatment Plant
  - Sewer Collections
  - Stormwater
- 
- 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.

# Cash Overview

<b>Cash Balances:</b>		<b>12/31/2023</b>		<b>12/31/2024</b>		<b>12/31/2025</b>
	US Bank - Accounts Payable	\$ 1,007,969		\$ 359,064		\$ 401,219
	Local Government Investment Pool (LGIP)	55,426,759		58,222,789		60,007,743
	US Bank - Utility	40,692		173,146		122,025
	Xpress Bill Pay Utility Cash Clearing	152,388		169,905		171,853
	US Bank - Payroll	255,674		369,932		564,025
	Misc Clearing Accounts/Petty Cash	91,371		(1,307)		4,442
	<b>Total Cash Balance</b>	<b>\$ 56,974,853</b>		<b>\$ 59,293,529</b>		<b>\$ 61,271,307</b>
<b>Cash Allocation:</b>						
	Major Funds:					
	General Fund	\$ 10,854,001		\$ 8,449,166		\$ 7,091,396
	Special Revenue Funds:					
	Transit Fund	3,696,727		3,674,731		3,650,287
	Street Fund	8,753,075		10,605,072		9,999,305
	Systems Development Fund (SDC's)	13,864,415		13,576,442		15,876,522
	Enterprise Fund - Sewer	10,665,273		13,007,164		11,975,838
	All Other Funds	9,141,362		9,980,954		12,677,959
	<b>Total Cash for all Funds</b>	<b>\$ 56,974,853</b>		<b>\$ 59,293,529</b>		<b>\$ 61,271,307</b>

# Personnel FTE Comparison (1 FTE= 2080 hours)

	FY20	FY21	FY22	FY23	FY24	FY25	FY26 Budget	Open Positions
Administration	3.3	3.3	4.4	4.4	3.3	3.0	2.9	
HR & Risk Management	0.8	0.8	0.9	1.1	0.8	2.0	1.5	
Finance	3.5	3.5	3.5	4.7	5.6	5.7	5.5	
Court	2.8	2.8	2.7	1.8	1.8	2.8	2.8	
Planning	2.3	2.3	3.1	3.3	3.4	4.3	4.3	
Building	0.2	0.2	0.9	1.0	1.0	1.0	1.0	
Police	29.3	29.3	30.0	30.8	32.8	35.0	35.8	1.0
Parks	6.3	6.3	6.3	6.2	6.1	6.0	5.2	
Cemetery	1.7	1.7	2.2	1.6	1.5	1.5	1.7	
Economic Development	2.5	2.5	2.5	2.5	2.6	2.5	2.6	
General Fund Total	52.6	52.7	56.5	57.4	58.9	63.8	63.3	1.0
Library	8.7	8.7	8.8	9.8	8.4	8.9	9.0	
Transit	2.7	2.7	2.9	2.7	2.7	2.7	2.9	0.5
Swim Center	7.4	7.4	8.6	8.2	9.8	5.1	5.0	2.0
Streets	6.4	6.4	6.5	7.4	6.0	6.0	5.5	1.0
Facilities	1.2	1.2	1.5	2.0	1.2	1.2	1.2	
Fleet	2.1	2.1	2.1	2.1	2.1	2.0	2.1	
IT	1.1	1.1	1.2	2.2	0.1	1.0	1.1	
Wastewater	10.1	10.0	10.0	10.4	10.4	11.7	13.7	2.0
All other Funds	39.7	39.6	41.6	44.8	40.7	38.6	40.5	5.5
City-wide Total	92.1	92.3	98.1	102.2	99.6	102.4	103.7	6.5

# FY26 Capital Project Summary

Streets	Budget	Projected % Completion	Notes
Equipment	\$ 350,000	100%	Will be spent this year
Street Maintenance Projects	\$ 250,000	100%	Looking to secure Crack Sealer and Bucket Truck
URA Projects (Nw 2nd Ave Fir to Ivy Sidewalk/Street ADA Improvements)	\$ 2,000,000	5%	Bid awarded to Kittleson
<b>IT</b>			
Computer Equipment	\$ 100,000	100%	Wifi at PD and switches at Public Works
<b>Parks</b>			
Auburn Farms Park Development	\$ 3,300,000	50%	Under construction; Summer 2026 opening day
South Canby Off Leash Dog Park	\$ 500,000	0%	Waiting for Walnut project design
Maple Street Park and Development (Playground & ADA Update)	\$ 1,000,000	0%	Working on blending of GF and Park SDC for playground; bathroom; parking maintenance upgrades
<b>Police</b>			
Vehicle	\$ 80,000	100%	New vehicle
Computer/Software	\$ 15,000	100%	Vehicle Computers
<b>Transit</b>			
Construct New Transit Office	\$ 500,000	0%	No progress due to no funding. Hired Federal lobbyist to assist
Buses	\$ 790,000	70%	4 Transit vans received, awaiting wraps. No progress on Cutaway
Transit Projects	\$ 50,000	50%	All fareboxes have been replaced. Remaining \$25K is for shed. No permit yet.
<b>Sanitary - Waste Water Treatment Plant</b>			
UV System Replacement	\$ 1,500,000	0%	Cancelling DB bid; rebid in February as bid-build
Solids Dewatering Equipment	\$ 1,350,000	0%	Rolling to next Fiscal Year
Administration Bldg Safety & Security Upgrade	\$ 250,000	0%	Rolling to next Fiscal Year
Influent Pump & Recycle Pump Replacement	\$ 1,000,000	0%	Rolling to next Fiscal Year
Laboratory Equipment Upgrade	\$ 15,000	100%	Will complete
WWTP Electrical Condition Assessment	\$ 50,000	0%	Rolling to next Fiscal Year
<b>Swim Center</b>			
Locker Room & Bathroom Updates	\$ 750,000	25%	90% design; Going out for construction bid in February
<b>Shared Capital Improvement Projects</b>			
Industrial Park Connection to 99E	\$ 9,824,000	10%	Bid award coming to Council; Canby Ex
S Ivy Street Project	\$ 3,000,000	95%	Final inspections
NE 10th Avenue, Locust to N Pine Street Project	\$ 1,728,800	95%	Final paving lift; March 2026
N Pine St Realignment	\$ 350,000	5%	Engineering bid awarded
Public Works Fuel Station	\$ 1,434,700	50%	Under construction
Asset Management Program	\$ 200,000	0%	Working on FTE position (existing position)
<b>Total FY26 Capital Project Budget</b>	<b>\$ 30,037,500</b>		

# Projected Ending Fund Balances for FY25, FY26, and FY27

	Actual 2023	Actual 2024	Projected 2025	Budget 2026	Projected 2026	Projected 2027
Operating Revenue	\$ 13,404,669	\$ 12,001,536	\$ 11,816,536	\$ 12,194,290	\$ 11,420,853	\$ 11,649,270
Ending Fund Balance	\$ 8,783,630	\$ 7,623,634	\$ 5,229,351	\$ 2,434,946	\$ 4,484,946	\$ 2,934,033
Ending Fund Balance/Operating Revenue	66%	64%	44%	20%	39%	25%

Total City Ending Fund Balance	\$ 48,693,946	\$ 50,315,422	\$ 48,232,380	\$ 22,915,773	\$ 43,915,773	\$ 23,915,773
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# FY26-27 Budget Schedule

February	Budget Kickoff Meeting Provide Budget Worksheets to Staff
March	Submission of: New Staffing Requests Capital Project Requests Departments to Submit Expense Worksheets
April	Complete Budget Public Notices
<b>May 7, 2026</b>	<b>Distribute Proposed Budget to Budget Committee/Council</b>
<b>May 14, 2026</b>	<b>1st Budget Committee Meeting</b>
<b>May 21, 2026</b>	<b>2nd Budget Committee Meeting</b>
<b>May 28, 2026</b>	<b>3rd Budget Committee Meeting (if needed)</b>
<b>June 17, 2026</b>	<b>Public Hearing and Adoption of Budget</b>
July 10, 2026	Complete Submissions to Clackamas County
July 15, 2026	Submit GFOA Budget Award Application

# Considerations Approaching the FY27 Budget Process

Fact: All costs will continue to increase.

Options:

- 1) Increase revenues. The League of Oregon Cities has a great document that lays out options to increase revenues, along with the pro's and con's of each.
- 2) Reduce costs. Consider service levels. What are the Must-Have's vs the Nice-to-Have's?
- 3) Capital Projects - Realistically look at the timing of projects along with internal capacity. What is in our control and what is not? What projects should be phased?

# Questions?