



City of

Canby
the garden spot



City of Canby

Approved Budget 2026-2027



City of Canby Approved 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 Pendleton
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

Table of Contents

Table of Contents.....	iii
Reader's Guide	1
Fiscal Year 2026-27 City Administrator’s Budget Message.....	2
About Canby.....	5
Maps	11
City of Canby City Council Values and Goals.....	13
City of Canby Organizational Chart.....	15
City of Canby Organizational Chart by Fund	16
Budget Process.....	17
Budget Calendar.....	18
Basis of Budgeting.....	19
Fund Structure and Description.....	20
Fund Structure, Appropriation Level, and Major/Non-Major Fund Designation	22
Revenue & Expenditures.....	23
Revenue Summary by Source	23
Overview of Major Revenue Sources.....	25
Expense Summary by Category.....	30
Overview of Major Categories of Expense.....	30
Debt Service	35
Overview of Long-Term Debt.....	35
Capital Improvement Plan Overview of Five-Year CIP.....	36
Budget Detail	41
Budget Summary by Fund.....	41
General Fund Budget Summary.....	42
Administration	44
Human Resources & Risk Management.....	48
Finance	53
Municipal Court.....	56
Planning.....	59
Building	62
Police.....	65
Parks Department	71
Cemetery Department	74
Economic Development	77

Not Allocated	81
Special Revenue Funds.....	82
Library	82
Transit Fund (Canby Area Transit - CAT)	87
Swim Center.....	91
Street Fund.....	95
Transient Room Tax Fund	100
System Development Charges Fund	101
Cemetery Perpetual Care Fund.....	102
Forfeiture Fund	103
Internal Service Funds.....	104
Facilities.....	104
Fleet Service	106
Tech Services.....	112
Enterprise Fund.....	115
Sewer Combined Fund Budget Summary	115
Waste Water Treatment Plant (WWTP)	116
Sewer Collections Department	120
Stormwater Department.....	123
Sewer Not Allocated	126
Personnel FTE Comparison to Prior Years	127
FTE Allocations	128
Salary Schedules.....	132
Overhead and Internal Charges	135
Financial Policies	137
Glossary & Acronyms	145
Required Notices and Filings.....	150

This Page Intentionally Left Blank

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.

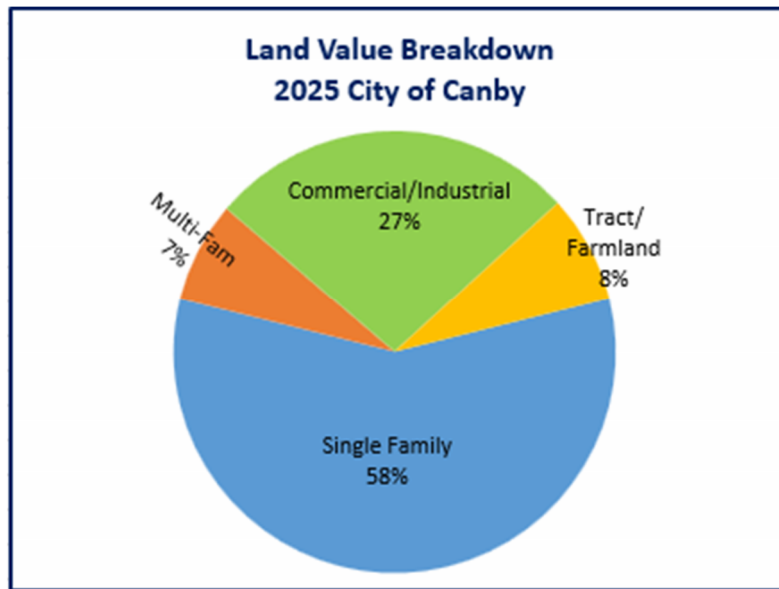
The local economy is diverse and well-balanced consisting of retail and commercial establishments, light industrial, manufacturing businesses, and a strong foundation in agriculture. Retail and commercial establishments further contribute to the city's economic vitality, providing essential goods, services,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



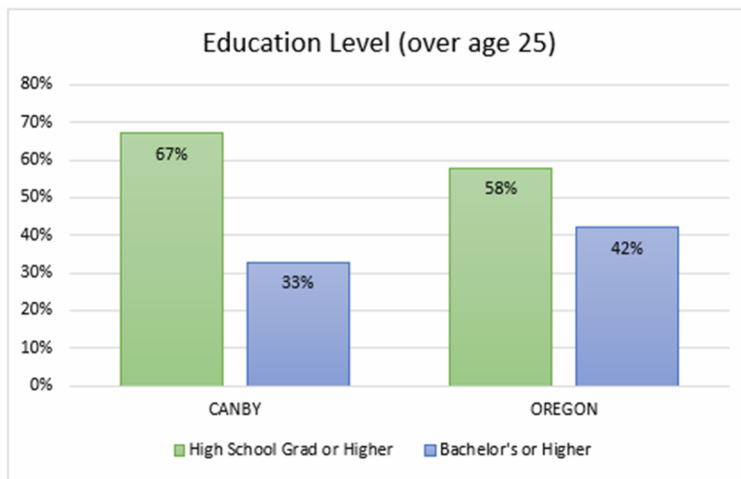
Source: Clackamas County Assessment & Taxation

Demographics

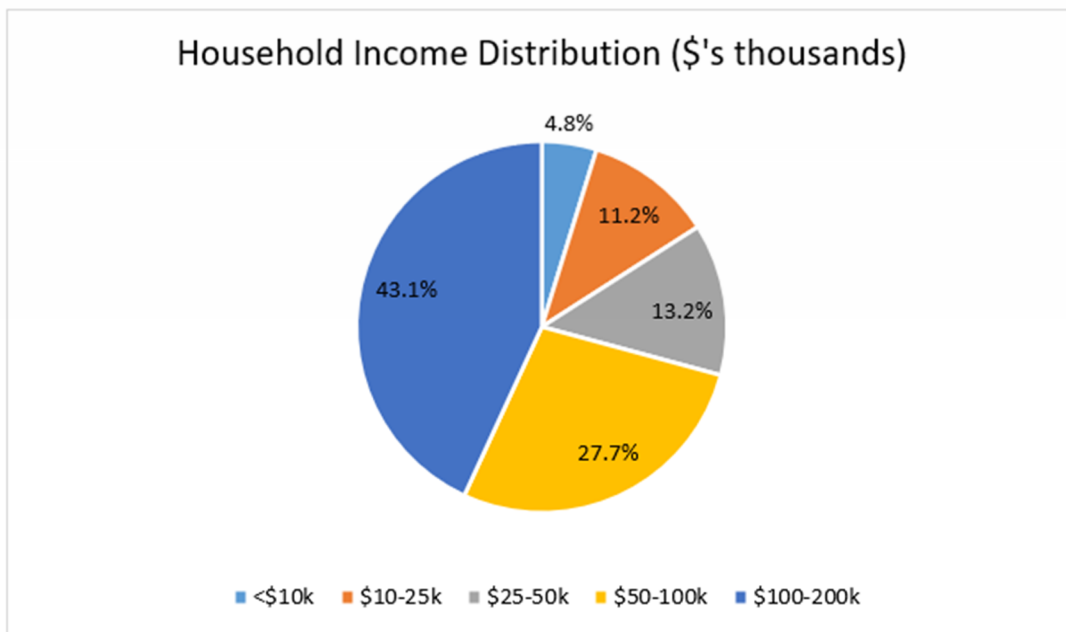
Over the last two and a half decades, Canby has grown rapidly. Between 1990 and 2025, the population has grown 115%. Canby has an average of 2.61 people per household as compared to 2.4 in Oregon as a whole. Canby’s population is 50.6% female, compared to Oregon at 50.2%.

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%



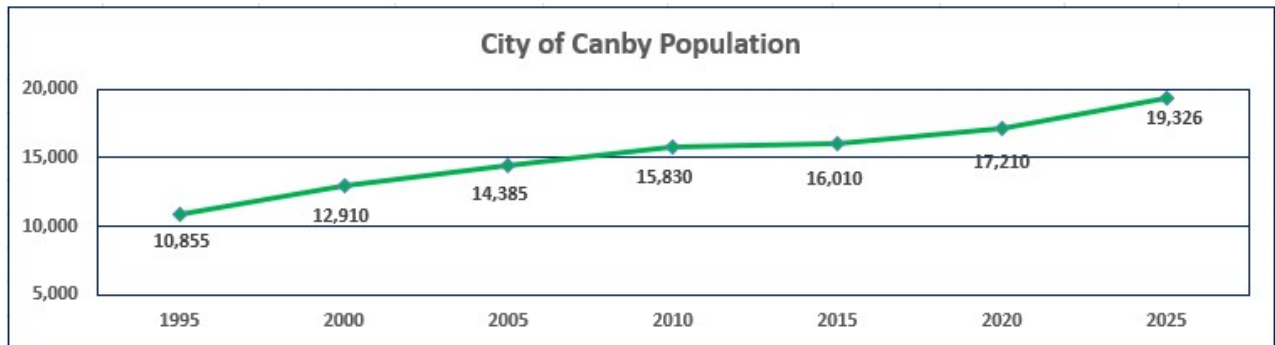
7.9% of Canby families are below the poverty level as compared to Oregon at 11.6%. While the unemployment rate in Canby is 3.5% and 4.9% in Oregon as a whole.



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	Taxable Assessed		Rank
	Value	Percentage of Total Taxable Assessed Value		Value	Percentage of Total Taxable Assessed Value	
Hope Village Inc.	\$ 44,089,378	1.76%	1	\$ 20,459,759	1.47%	1
Canby Telephone Assn.	36,061,618	1.11%	2	17,636,900	1.27%	3
Fred Meyer Stores Inc. #651	27,682,551	1.05%	3	19,805,882	1.42%	2
Canby East Associates LLC	26,347,567	1.44%	4			
Sequoia Grove Apartments LLC	23,333,360	0.93%	5			
American Steel Corporation	19,484,000	0.78%	6	15,377,958	1.11%	4
Shimadzu USA Manufacturing	18,361,939	0.73%	7	12,196,524	0.88%	5
Argo Canby LLC	16,379,495	0.65%	8	10,573,464	0.76%	7
Canby Market Center LLC	13,918,663	0.56%	9			
Cascade Engineering Technologies	13,689,444	0.55%	10			
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

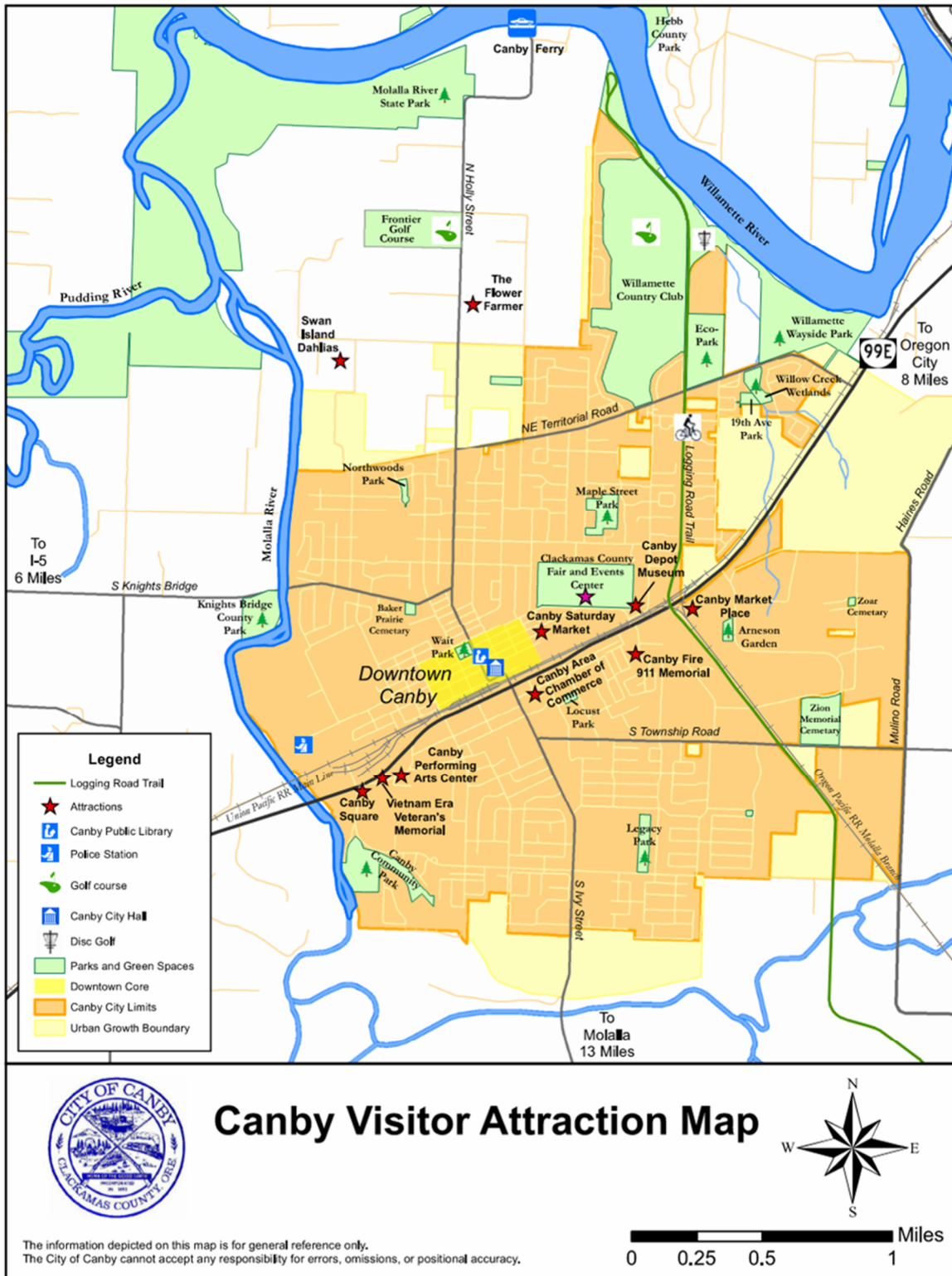
CITY OF CANBY, OREGON

PRINCIPAL EMPLOYERS

Employer	2025			2016		
	# of	Rank	% of Total	Rank	# of	% of Total
	Employees		City Employment		Employees	City Employment
Canby School District	522	1	5.46%	1	429	3.58%
Pacific Furniture Industries	298	2	3.12%	2		0.00%
*Fred Meyer Stores Inc.	241	3	2.52%	3	195	1.63%
Columbia Distributing	229	4	2.40%	4		0.00%
Clarios	209	5	2.19%	5	220	1.83%
Milwaukee Electronics	179	6	1.87%	6	130	1.08%
Marquis Care @ Hope Village	169	7	1.77%	7	60	0.50%
Shimadzu USA Mfg. Inc.	156	8	1.63%	8	113	0.94%
Kendal Floral LLC	137	9	1.43%	9	206	1.72%
City of Canby	104	10	1.09%	10	87	0.73%
Total	2,244		23.48%		1,440	12.01%

*denotes prior FY count

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

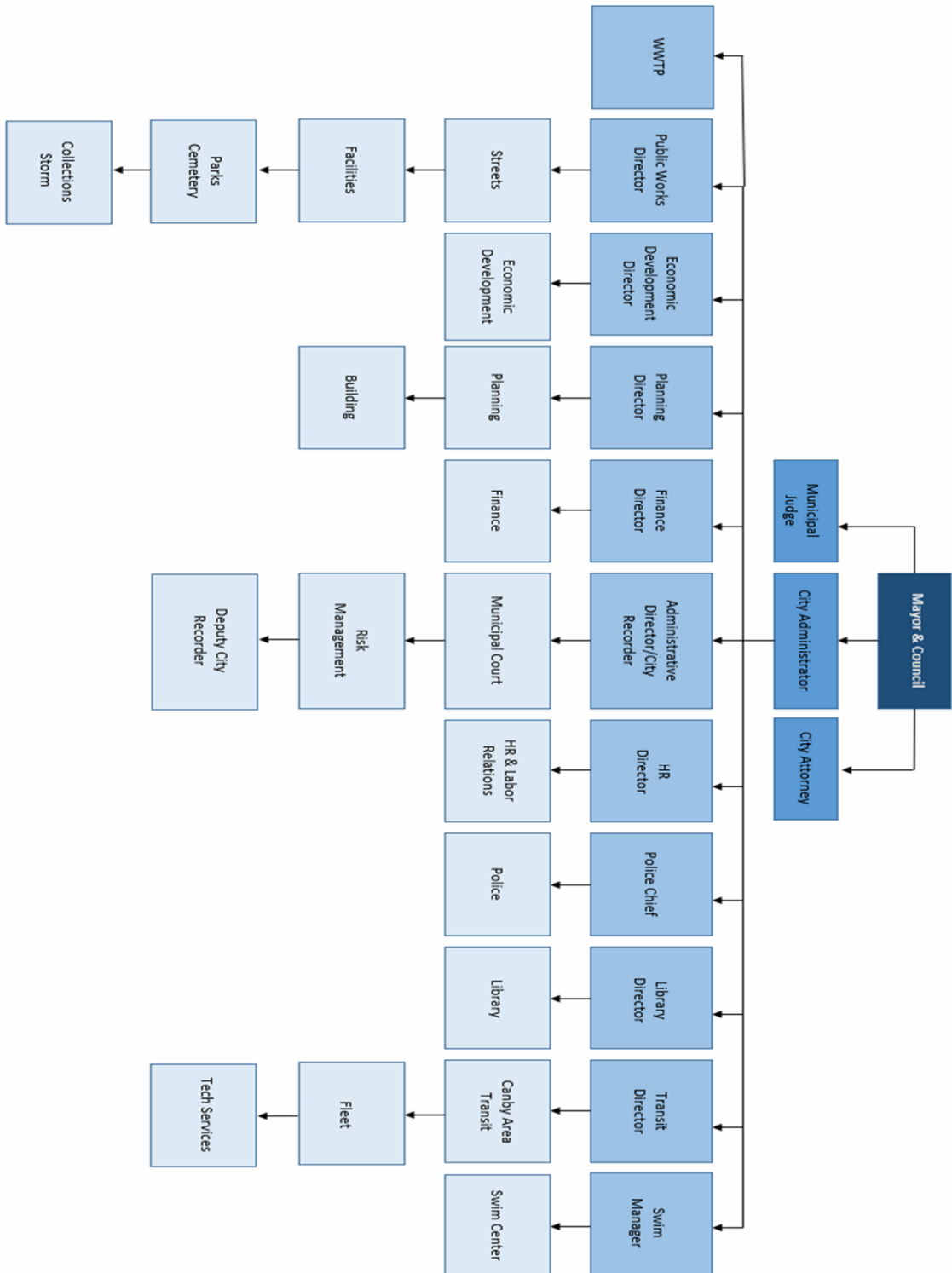
- Evaluate and Determine Funding Options for Parks and Recreation Projects
- Evaluate and Determine a Future Parks and Recreation Sustainable Management Structure

- Evaluate and Implement the Parks Master Plan Structure

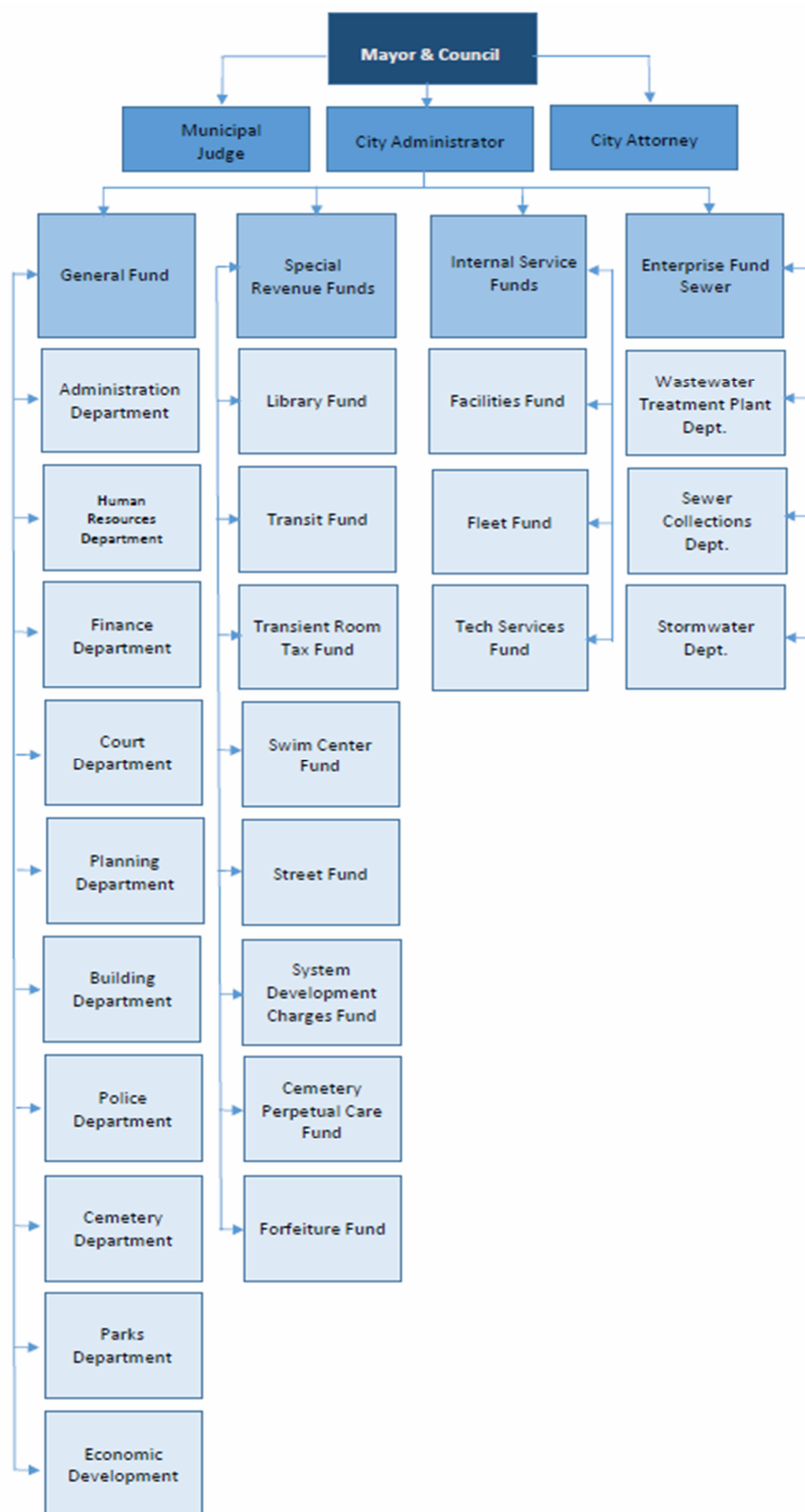
ENHANCE ENGAGEMENT AND COMMUNICATIONS THAT REPRESENTS BROAD PERSPECTIVES

- 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 and usage.

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

This Page Intentionally Left Blank

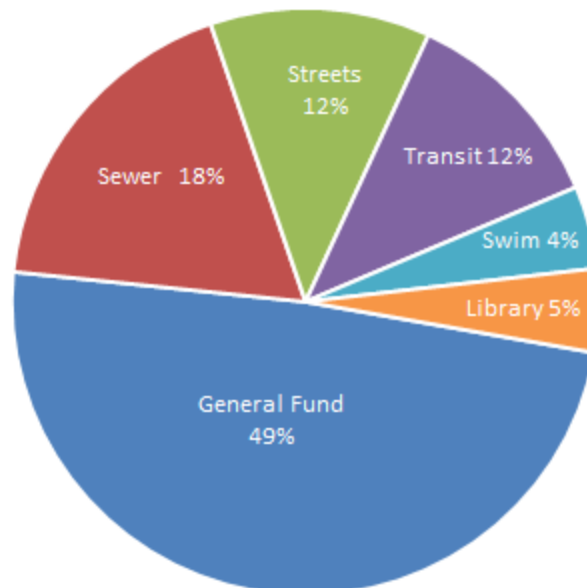
**Revenue & Expenditures
Revenue Summary by Source**

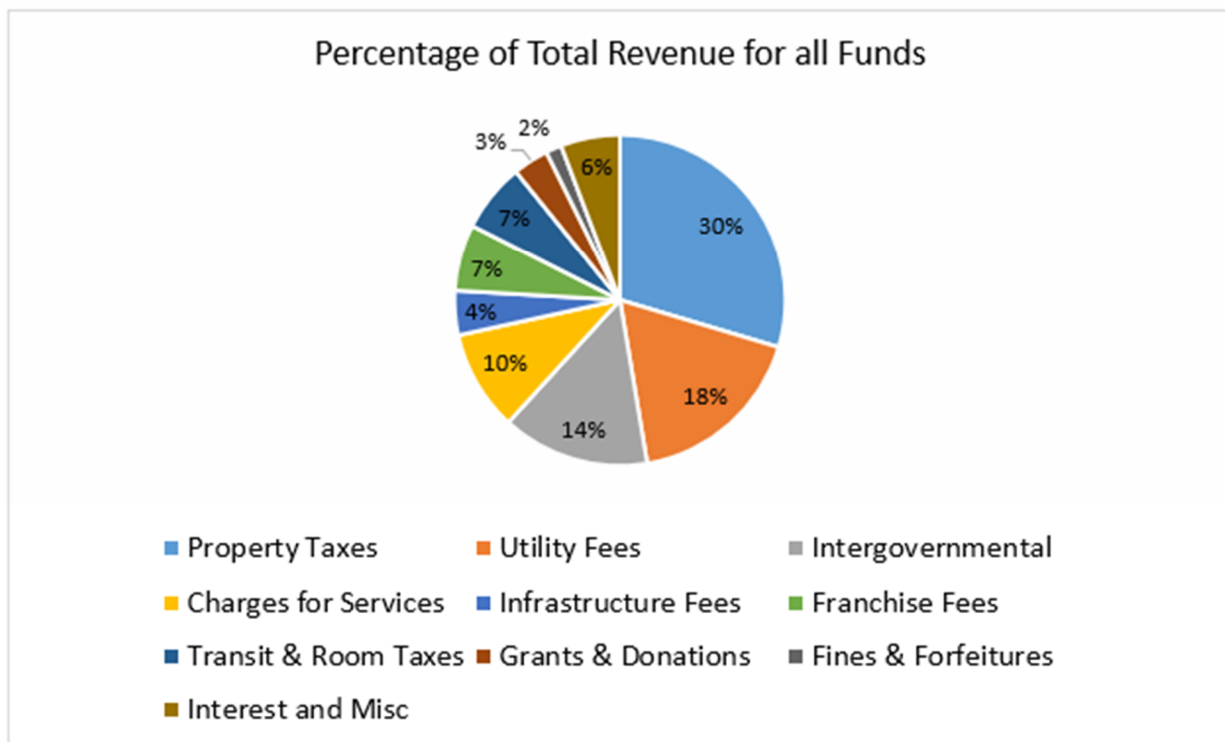
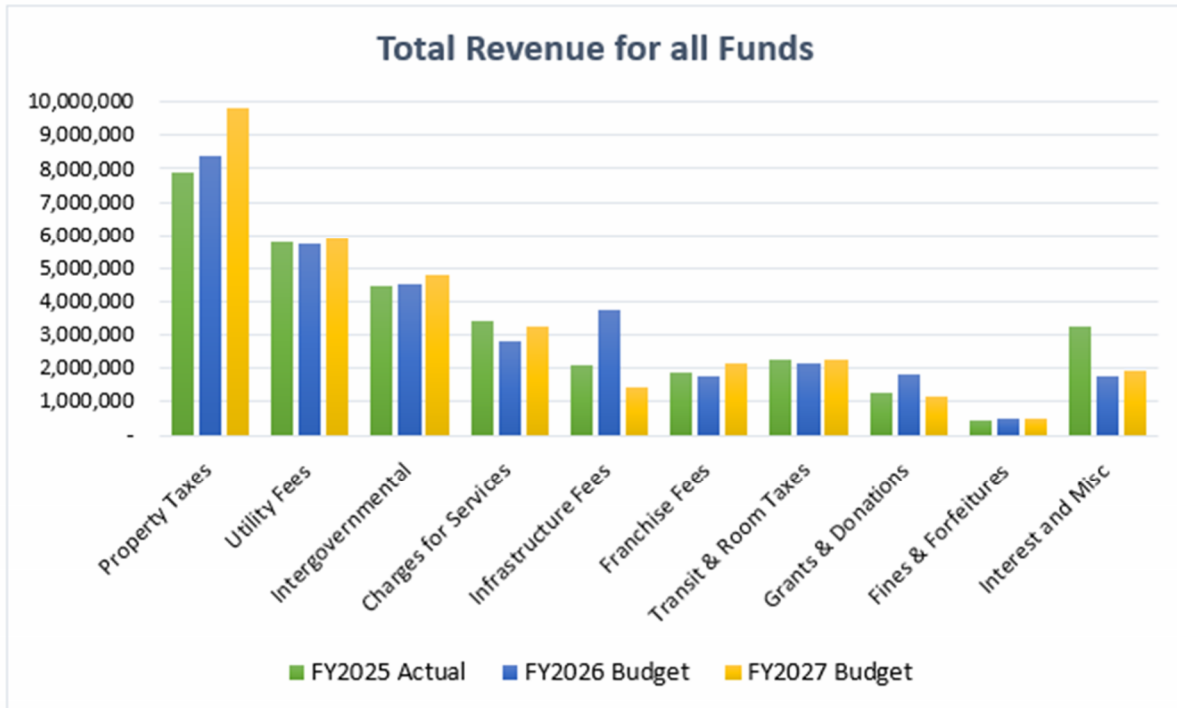
City-Wide Revenue Summary by Source

Summary of Resources by Source

	Actual FY2024	Actual FY2025	Budget FY2026	Proposed FY2027	Approved FY2027
Property Taxes	\$ 7,831,414	\$ 7,863,615	\$ 8,394,616	\$ 9,826,057	\$ 9,826,057
Utility Fees	5,658,834	5,812,574	5,745,000	6,065,000	6,065,000
Intergovernmental	4,134,272	4,442,305	4,542,904	4,786,442	4,786,442
Infrastructure Fees	1,242,474	2,099,042	3,764,654	3,081,500	3,081,500
Charges for Services	2,529,694	3,436,802	2,835,150	3,252,260	3,252,260
Franchise Fees	1,833,011	1,876,112	1,793,000	2,165,890	2,165,890
Transit & Transient Room Taxes	2,057,785	2,192,858	2,144,000	2,238,000	2,238,000
Grants & Donations	1,483,205	1,276,735	1,831,937	1,157,031	1,157,031
Fines & Forfeitures	597,281	477,927	511,000	511,000	511,000
Interest and Misc Revenue	3,137,783	3,247,923	1,760,977	1,873,950	1,873,950
Transfers In/Other Sources	4,306,779	5,824,001	14,721,053	8,351,173	8,351,173
Total Current Resources	34,812,533	38,549,894	48,044,291	43,308,303	43,308,303
Beginning Fund Balance	48,693,964	51,847,056	47,537,820	47,072,105	47,072,105
Total Resources	\$ 83,506,497	\$ 90,396,950	\$ 95,582,111	\$ 90,380,408	\$ 90,380,408

FY2027 Total Approved 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:

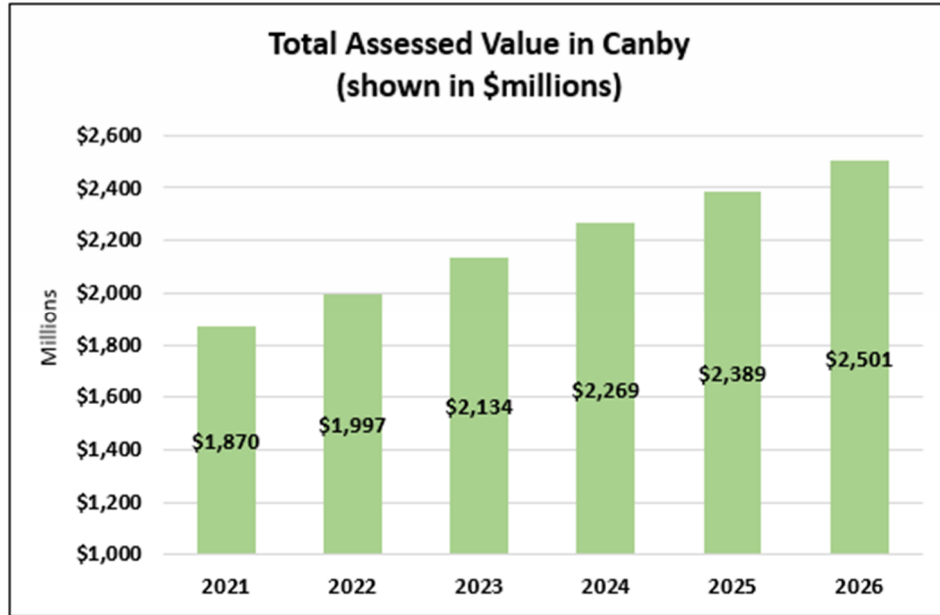
- There is new construction or improvements
- The property is partitioned or subdivided
- Rezoning occurs and the property is used consistently with rezoning

Limits and Compression

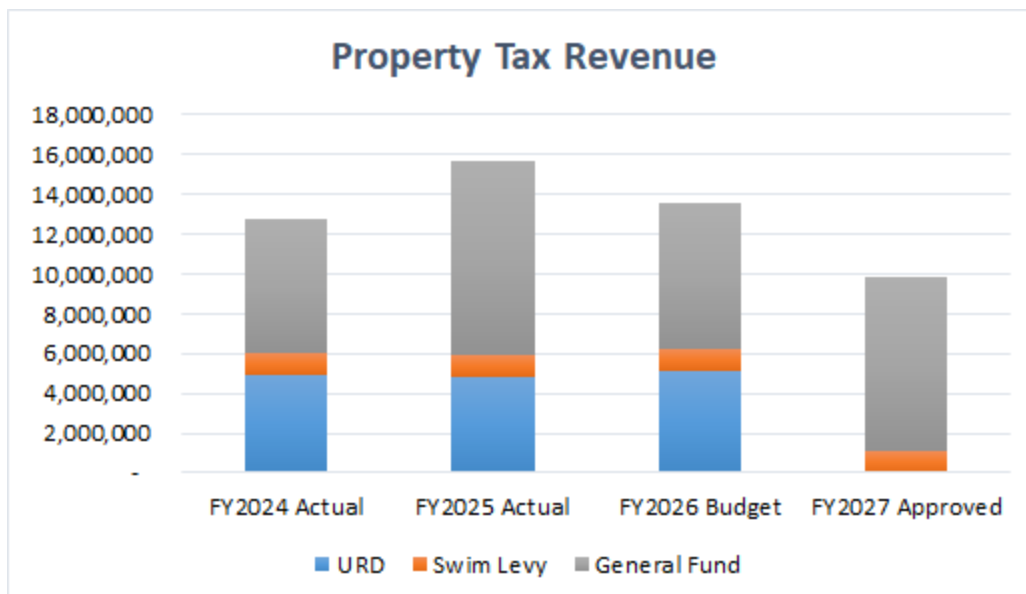
The total tax on a given piece of property is limited as follows:

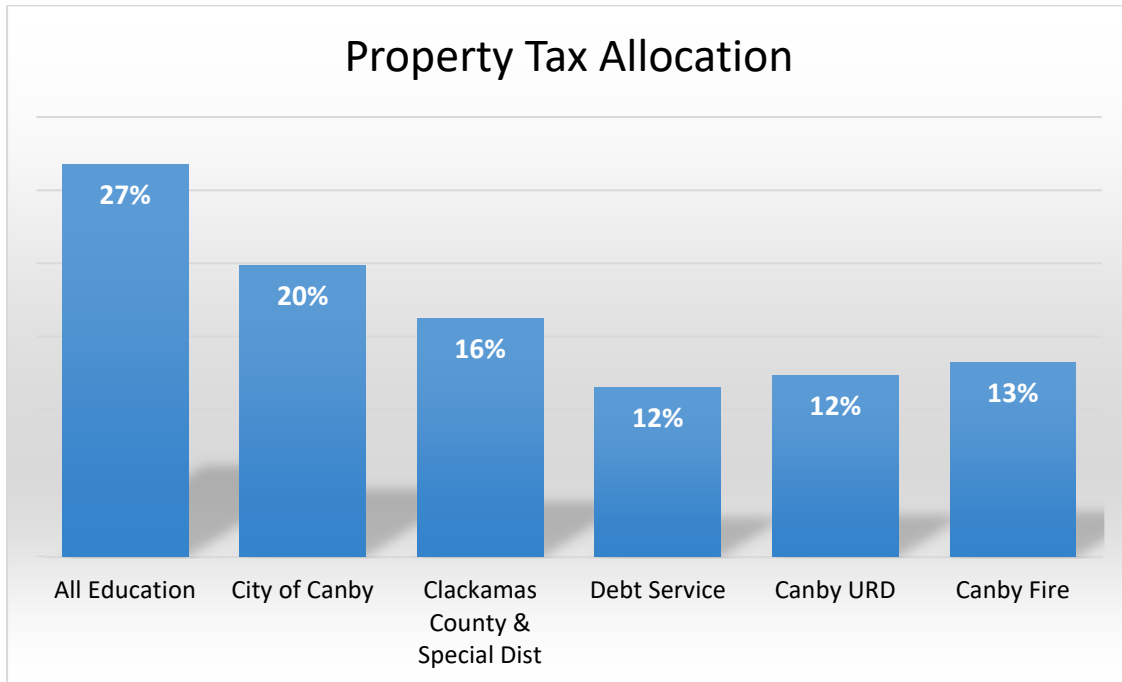
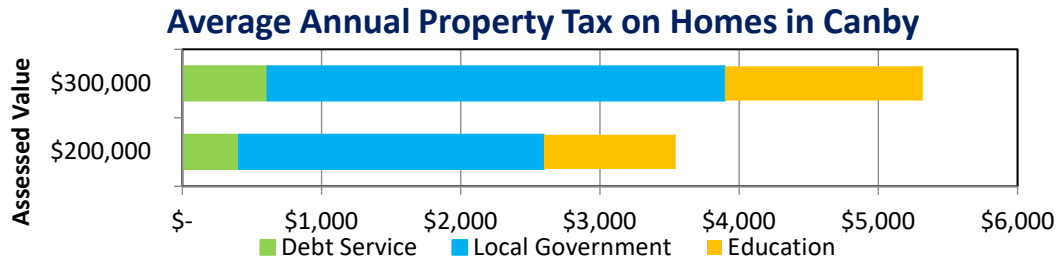
- General Government: \$10 per \$1,000 of RMV
- Education: \$5 per \$1,000 of RMV
- Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation.

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



Property taxes represent approximately 63% 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

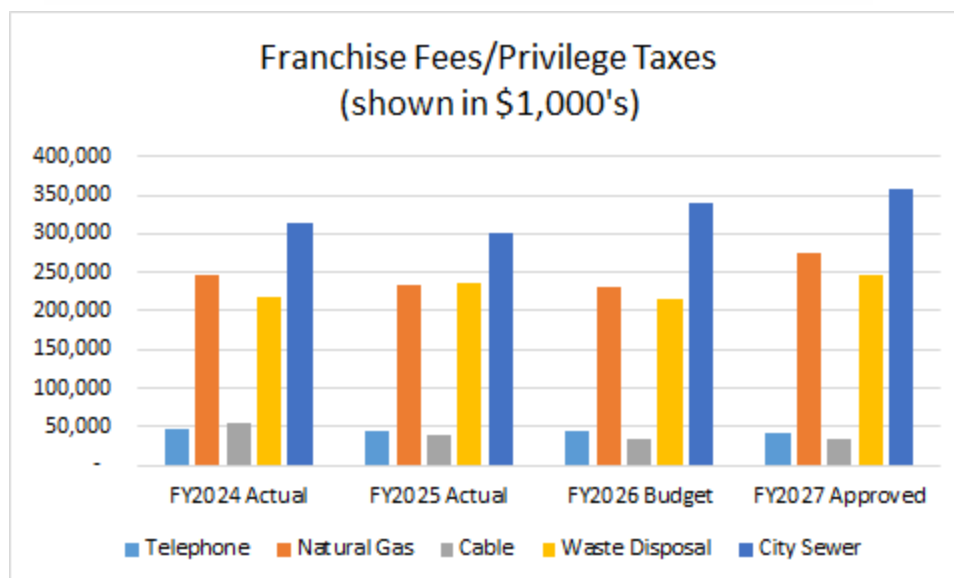
Starting July 1, 2018, the City of Canby instituted a transient room tax. The tax is 6% of lodging sales. Revenue estimates are based on the previous year’s actuals.

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	\$ 216,851	\$ -	\$ -	\$ -
Street Fund	678,790	-	-	-
Transit Fund	180,631	-	-	-
Swim Fund	174,748	-	-	-
Sewer Fund	766,212	-	-	-
General Fund	36,222	-	-	-
URA GF	-	-	-	-
SDC Fund	120,000	4,764,369	-	-
General Fund	-	-	375,000	-
Cemetery Fund	-	-	500,000	-
Library Fund	-	-	-	500,000
Total	\$ 2,173,454	\$4,764,369	\$ 875,000	\$ 500,000

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

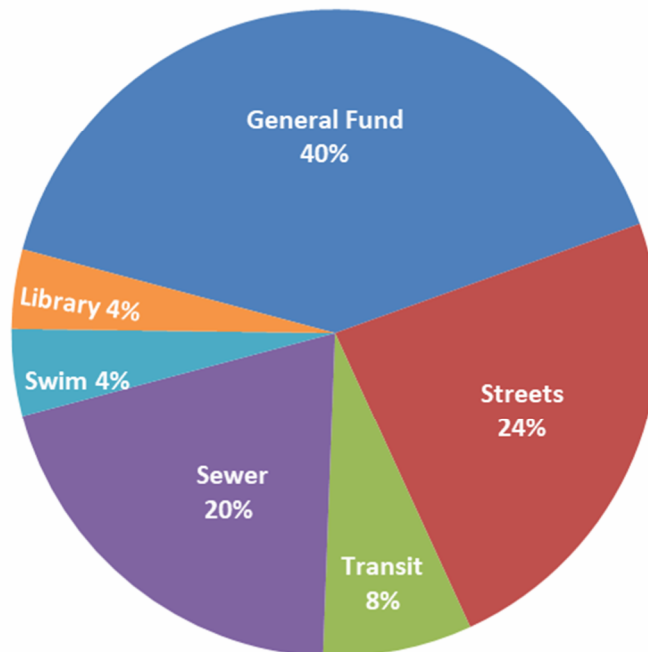
Expense Summary by Category

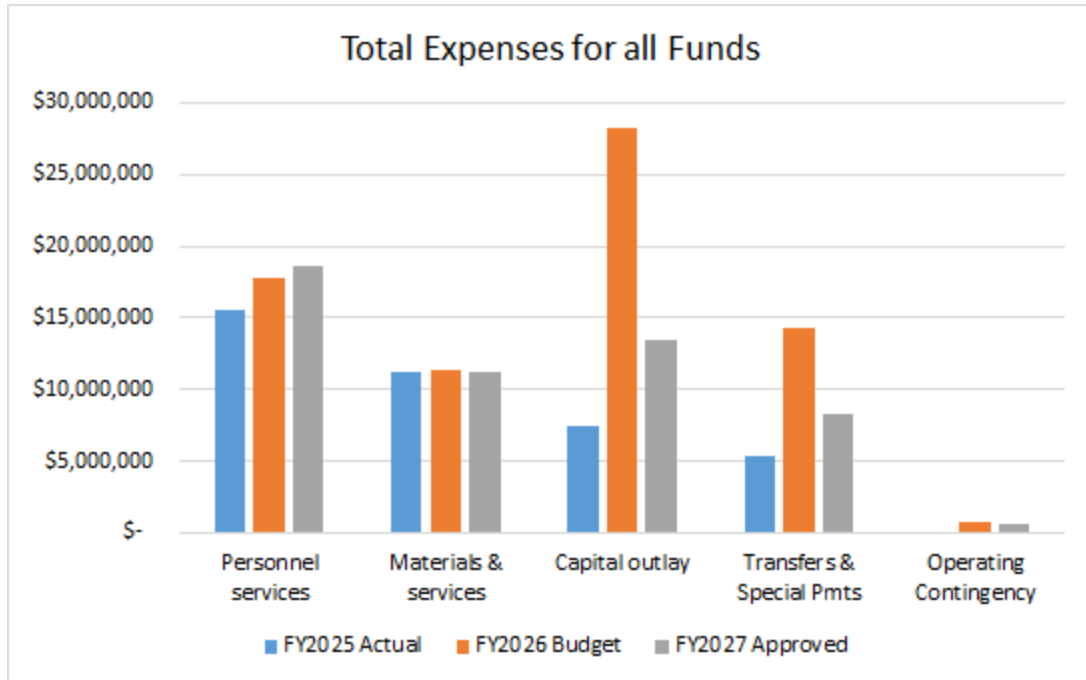
City-Wide Expenses by Category

Summary of Requirements by Category

	Actual FY2024	Actual FY2025	Budget FY2026	Proposed FY2027	Approved FY2027
Personnel Services	\$14,425,712	\$15,524,917	\$17,790,350	\$18,711,412	\$18,711,412
Materials & Services	9,912,096	11,198,177	11,360,343	11,326,988	11,326,988
Capital Outlay	3,413,081	7,491,455	28,387,500	13,809,633	13,809,633
Debt Service	13,939	13,457	15,000	-	-
Special Payments	12,833	17,662	25,000	15,000	15,000
Transfers Out	3,881,779	5,399,001	14,296,053	8,312,823	8,312,823
Operating Contingency	-	-	792,092	686,940	686,940
Total Current Requirements	31,659,439	39,644,669	72,666,338	52,862,796	52,862,796
Reserved for Future Years	-	-	22,915,773	37,517,612	37,517,612
Ending Fund Balance	51,847,058	50,752,282	-	-	-
Total Requirements	\$83,506,497	\$90,396,950	\$95,582,111	\$90,380,408	\$90,380,408

FY2027 Total Budgeted City Expenditures for the Main Operating Funds



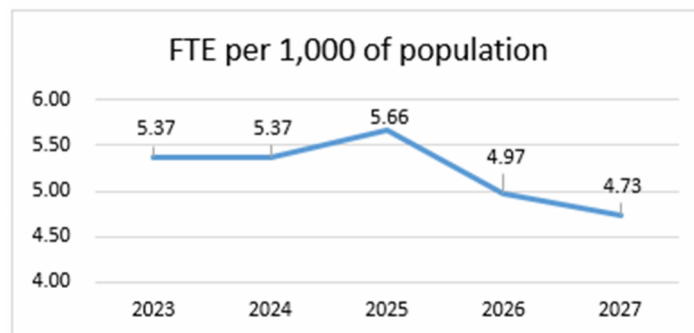


Overview of Major Categories of Expense

Personnel Services

Full-Time Equivalent (FTE)

The following compares City staffing to population growth.



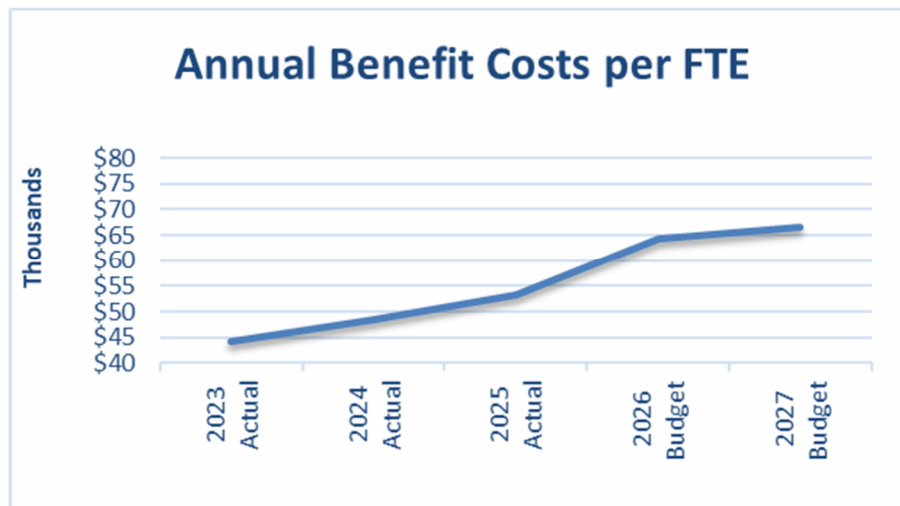
Position changes are described in the City Administrator’s Budget Message.

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 hold steady at 22%.



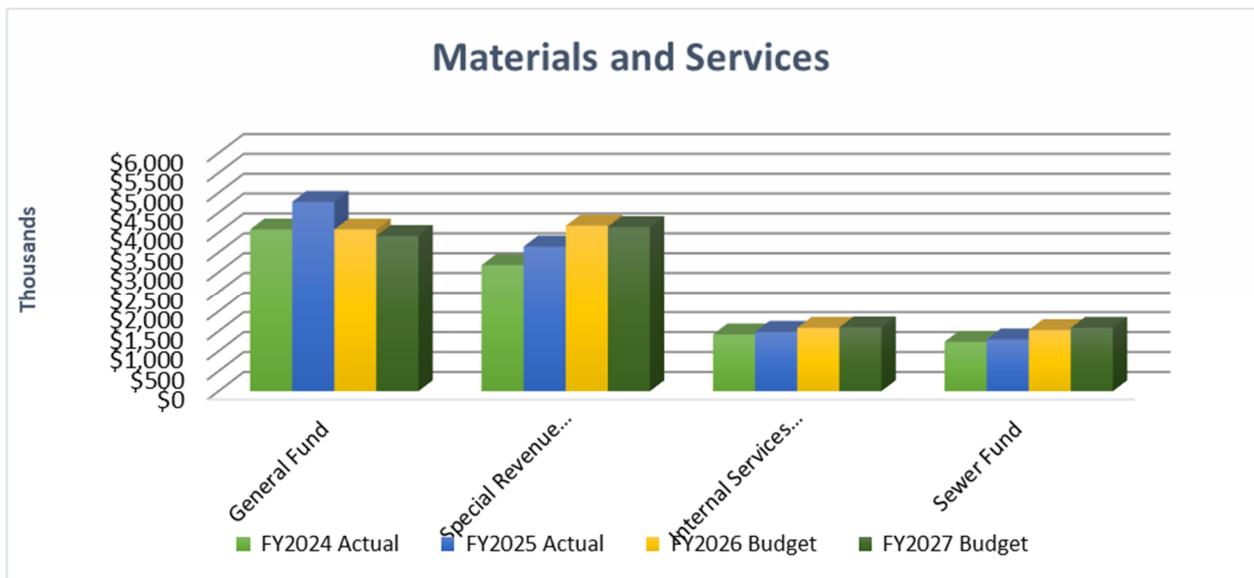
The most recent adopted PERS rates for the City of Canby and the prior year are:

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 36 - 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
Street Maintenance Projects	\$ 4,438,055	\$ 1,238,055	\$ 900,000	\$ 800,000	\$ 700,000	\$ 800,000
Maple Street NE 14th to NE Territorial	950,000	-	-	950,000	-	-
Bucket Truck	250,000	250,000	-	-	-	-
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	-
Facilities - Awnings	17,500	17,500	-	-	-	-
URA Projects (NW 2nd Ave Fir to Ivy Sidewalk/Street ADA Improvements)	1,417,000	1,417,000	-	-	-	-
	\$ 10,322,555	\$ 2,922,555	\$ 1,750,000	\$ 2,000,000	\$ 2,850,000	\$ 800,000
Parks	Estimated Cost	FY27	FY28	FY29	FY30	FY31
South Canby Off Leash Dog Park	\$ 502,638	\$ 102,638	\$ 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	-	-
Auburn Farms Park Development	20,000	20,000	-	-	-	-
ADA Evaluation for all Parks	200,000	-	200,000	-	-	-
	\$ 7,822,638	\$ 122,638	\$ 1,200,000	\$ 500,000	\$ 3,000,000	\$ 3,000,000
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	30,791	30,791	-	-	-	-
	\$ 12,730,791	\$ 30,791	\$ 4,700,000	\$ 3,500,000	\$ 500,000	\$ 4,000,000
IT	Estimated Cost	FY27	FY28	FY29	FY30	FY31
Servers	\$ 202,638	\$ 102,638	\$ 100,000	\$ -	\$ -	\$ -
	\$ 202,638	\$ 102,638	\$ 100,000	\$ -	\$ -	\$ -
Police Department	Estimated Cost	FY27	FY28	FY29	FY30	FY31
2 vehicles	\$ 167,000	\$ 167,000	\$ -	\$ -	\$ -	\$ -
	\$ 167,000	\$ 167,000	\$ -	\$ -	\$ -	\$ -
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	-	-	-
Upsize NW 2nd Storm Line	340,000	-	-	340,000	-	-
	\$ 1,080,000	\$ 90,000	\$ 500,000	\$ 340,000	\$ 150,000	\$ -

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

Sanitary - Collections	Estimated Cost	FY27	FY28	FY29	FY30	FY31
Lift Station - N Holly	\$ 2,004,094	\$ 204,094	\$ 1,800,000	\$ -	\$ -	\$ -
Replace 34th Pump Station Pressure Line	200,000	-	-	200,000	-	-
Knights Bridge Pump Station Removal	2,200,000	-	200,000	2,000,000	-	-
	\$ 4,404,094	\$ 204,094	\$ 2,000,000	\$ 2,200,000	\$ -	\$ -
Sanitary - Waste Water Treatment Plant	Estimated Cost	FY27	FY28	FY29	FY30	FY31
U.V. System Replacement	\$ 1,549,722	\$ 1,549,722	\$ -	\$ -	\$ -	\$ -
Primary Clarifier Refurbishment	60,000	60,000	-	-	-	-
Solids Dewatering Equipment	2,350,000	100,000	2,250,000	-	-	-
Administration Bldg. Safety & Security Upgrade	1,550,000	-	-	250,000	1,300,000	-
Influent Pump & Recycle Pump Replacement	1,000,000	100,000	500,000	400,000	-	-
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	95,000	25,000	15,000	15,000	20,000	20,000
Lime Silo Alternatives Analysis/Replacement	650,000	-	50,000	600,000	-	-
Outfall Repair	40,000	40,000	-	-	-	-
WWTP Electrical Condition Assessment	50,000	50,000	-	-	-	-
	\$ 14,344,722	\$ 1,924,722	\$ 3,315,000	\$ 5,265,000	\$ 3,820,000	\$ 20,000
Swim Center	Estimated Cost	FY27	FY28	FY29	FY30	FY31
Locker Room & Bathroom Updates	\$ 718,463	\$ 718,463	\$ -	\$ -	\$ -	\$ -
Painting the Pool Tank	29,000	-	-	29,000	-	-
Roof Recoating	25,000	-	25,000	-	-	-
Boiler Replacement	50,000	-	50,000	-	-	-
New Pool Facility	19,000	19,000	-	-	-	-
Furniture and Fixtures for Remodeled Space	6,000	6,000	-	-	-	-
Pipe Replacement	70,000	-	70,000	-	-	-
	\$ 917,463	\$ 743,463	\$ 145,000	\$ 29,000	\$ -	\$ -
Shared Capital Improvement Projects	Cumulative Estimated Cost	FY27	FY28	FY29	FY30	FY31
Industrial Park Connection to 99E	\$ 7,482,381	\$ 7,482,381	\$ -	\$ -	\$ -	\$ -
Sewer Camera (\$100K Collections, \$60K Stormwater)	160,000	160,000	-	-	-	-
N Pine St Realignment	4,966,351	1,076,351	2,400,000	1,490,000	-	-
Asset Management Program	200,000	200,000	-	-	-	-
	\$ 12,808,732	\$ 8,918,732	\$ 2,400,000	\$ 1,490,000	\$ -	\$ -
Grand Total	\$ 64,800,633	\$ 15,226,633	\$ 16,110,000	\$ 15,324,000	\$ 10,320,000	\$ 7,820,000

Current Year Capital Projects

*Indicates Shared Capital Improvement 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.

Current Year Capital Projects

*Indicates Shared Capital Improvement Projects

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.

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 performing 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.

Current Year Capital Projects

*Indicates Shared Capital Improvement Projects

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 Boundary and future City Limits.

N Pine Street Realignment

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

UV System Upgrade

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

Budget Detail

Budget Summary by Fund

FY2027 Approved Budget

	General Fund	Library Fund	Transit Fund	Swim Fund	Transient Room Tax Fund	Streets Fund	SDC Fund	Cemetery Fund	Forfeiture Fund	Facilities Fund	Fleet Fund	Tech Fund	Sewer Fund	Total of all Funds
Resources														
Beginning Fund Balance	\$ 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	2,211,804	875,000	-	-	-	4,764,369	-	500,000	-	-	-	-	-	8,351,173
Other Sources	-	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
Total Resources	\$ 20,084,773	\$ 2,530,404	\$ 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	\$ 90,380,408
Requirements														
Personnel Services	\$ 12,417,691	\$ 1,224,841	\$ 416,333	\$ 561,294	\$ 13,728	\$ 1,112,959	\$ -	\$ -	\$ -	\$ 190,663	\$ 368,858	\$ 146,676	\$ 2,258,369	\$ 18,711,412
Materials & Services	3,975,375	384,195	2,602,116	435,326	12,500	691,880	-	-	12,000	462,750	581,973	562,413	1,606,460	11,326,988
Capital Outlay	289,638	-	30,791	743,463	-	8,086,979	-	-	-	17,500	-	102,638	4,538,624	13,809,633
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Payments	5,000	10,000	-	-	-	-	-	-	-	-	-	-	-	15,000
Transfers Out	411,222	716,851	180,631	174,748	-	678,790	4,884,369	500,000	-	-	-	-	766,212	8,312,823
Contingency	130,000	-	150,922	-	-	90,242	-	-	-	32,671	47,542	35,563	200,000	686,940
Reserve for Future Exp	2,855,847	194,517	4,047,838	1,982,514	161,249	6,068,943	13,588,035	1,534,870	45,902	67,606	51,582	150,894	6,767,815	37,517,612
Total Requirements	\$ 20,084,773	\$ 2,530,404	\$ 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	\$ 90,380,408

	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2026 Approved
Operating Revenue	\$ 12,001,535	\$ 11,826,181	\$ 12,194,290	\$ 14,119,819	\$ 14,119,819
20% of operating revenue	2,400,307	2,365,236	2,438,858	2,823,964	2,823,964
25% of operating revenue	3,000,384	2,956,545	3,048,573	3,529,955	3,529,955
Ending Fund Balance	7,623,634	5,221,496	2,434,946	2,831,320	2,831,320
EFB % of operating revenue	64%	44%	20%	20%	20%

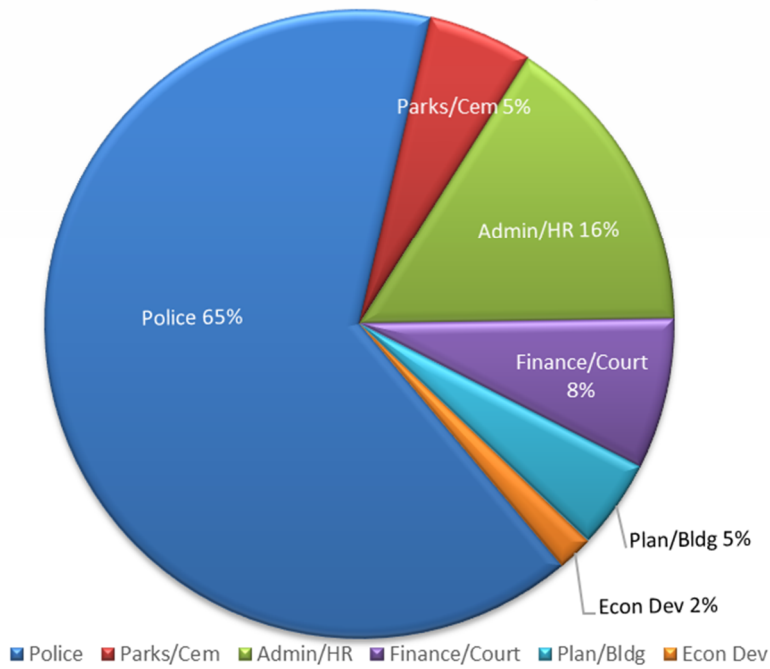
*Operating revenues exclude Beginning Fund Balance, Transfers & Other Sources in accordance with the Government Finance Officers Association & the Oregon Accounting Manual as best practice.

Budget Detail

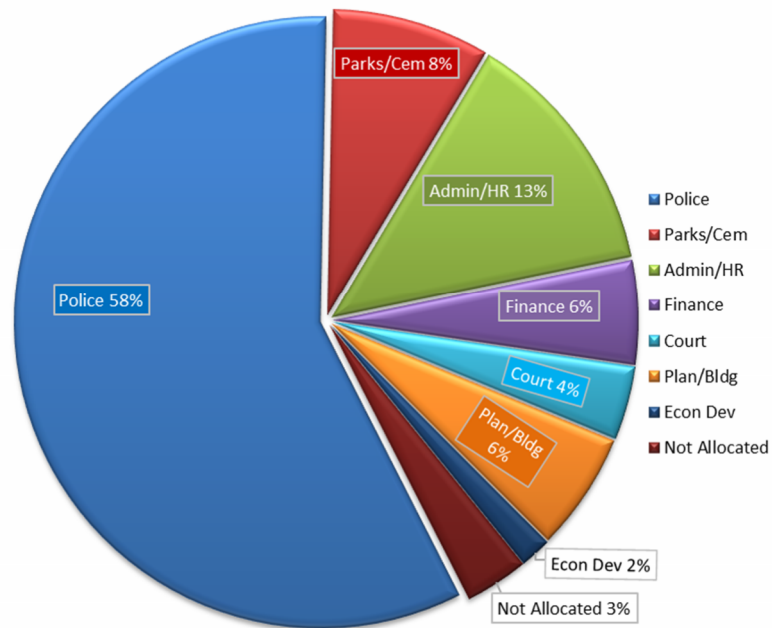
General Fund

	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
Beginning Fund Balance	\$ 8,818,206	\$ 7,668,974	\$ 4,806,108	\$ 3,753,150	\$ 3,753,150
Revenue					
Non-Departmental	9,849,181	9,803,388	9,998,640	11,911,047	11,911,047
Court	597,281	461,739	494,000	506,000	506,000
Planning	350,416	401,488	345,100	268,100	268,100
Building	41,779	75,940	60,000	145,000	145,000
Police	354,080	402,641	638,400	615,772	615,772
Parks	528,714	587,119	571,150	586,200	586,200
Cemetery	62,875	51,370	54,000	62,200	62,200
Economic Dev	217,210	42,496	33,000	25,500	25,500
Transfers In & Other Sources	1,993,650	3,595,925	7,104,053	2,211,804	2,211,804
Total General Fund Resources	<u>\$ 22,813,391</u>	<u>\$ 23,091,080</u>	<u>\$ 24,104,451</u>	<u>\$ 20,084,773</u>	<u>\$ 20,084,773</u>
Administration					
Personnel Services	600,496	603,605	589,750	712,894	712,894
Materials & Services	349,305	478,552	456,238	432,587	432,587
HR & Risk Management					
Personnel Services	140,010	128,933	272,500	401,364	401,364
Materials & Services	619,106	664,494	802,943	757,208	757,208
Finance					
Personnel Services	666,143	726,638	759,000	742,649	742,649
Materials & Services	189,494	225,822	199,643	205,949	205,949
Court					
Personnel Services	264,189	353,101	409,500	438,410	438,410
Materials & Services	186,557	226,127	246,555	230,482	230,482
Planning					
Personnel Services	452,500	574,990	662,000	715,501	715,501
Materials & Services	633,632	354,770	343,158	223,599	223,599
Building					
Personnel Services	131,047	134,412	154,000	132,986	132,986
Materials & Services	740	982	972	927	927
Transfers Out	20,074	23,544	19,020	24,148	24,148
Police					
Personnel Services	6,148,143	6,744,190	7,771,900	8,167,283	8,167,283
Materials & Services	1,161,627	1,369,825	1,457,595	1,545,734	1,545,734
Capital Outlay	541,330	238,606	95,000	167,000	167,000
Parks					
Personnel Services	673,856	667,586	693,050	756,297	756,297
Materials & Services	256,926	326,603	319,984	325,513	325,513
Capital Outlay	295,205	1,692,143	4,800,000	122,638	122,638
Cemetery					
Personnel Services	162,556	175,982	227,250	230,077	230,077
Materials & Services	18,036	21,939	29,100	38,350	38,350
Capital Outlay	19,351	-	-	-	-
Economic Development					
Personnel Services	416,966	461,045	490,500	120,230	120,230
Materials & Services	367,710	168,110	137,941	103,453	103,453
Transfers Out	71,472	94,512	59,078	12,074	12,074
Non-Departmental					
Personnel Services	88,513	90,000	85,000	-	-
Materials & Services	294,430	935,051	82,573	111,573	111,573
Special Payments	-	5,456	5,000	5,000	5,000
Transfers Out	375,000	335,000	325,000	375,000	375,000
Operating Contingency	-	-	130,000	130,000	130,000
Reserved for Future Expense					
PEG - Restricted	45,340	47,568	44,884	24,527	24,527
Workers Compensation	14,977	14,977	14,977	-	-
Maple Park Turf Replacement - Committed	-	-	35,000	70,000	70,000
Property Acquisition - Assigned	-	-	-	500,000	500,000
Fleet Replacement - Assigned	-	-	-	250,000	250,000
Parks Reserve - Assigned	-	-	-	193,549	193,549
Unrestricted	7,608,657	5,206,519	2,384,969	1,817,771	1,817,771
Total General Fund Requirements	<u>\$ 22,813,391</u>	<u>\$ 23,091,080</u>	<u>\$ 24,104,080</u>	<u>\$ 20,084,773</u>	<u>\$ 20,084,773</u>

FY2027 General Fund General Revenue Allocation by Department
 (Dept. Expense - Dept. Revenue = General Revenue Needed)



FY2027 General Fund Expense by Department



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.

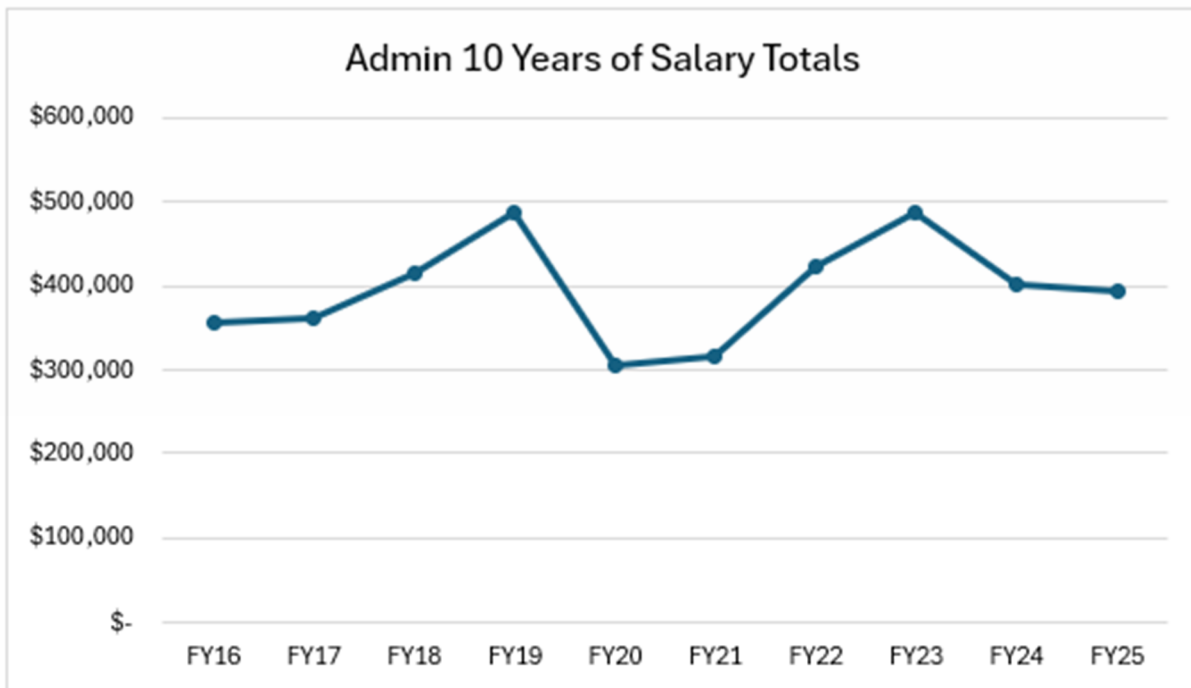
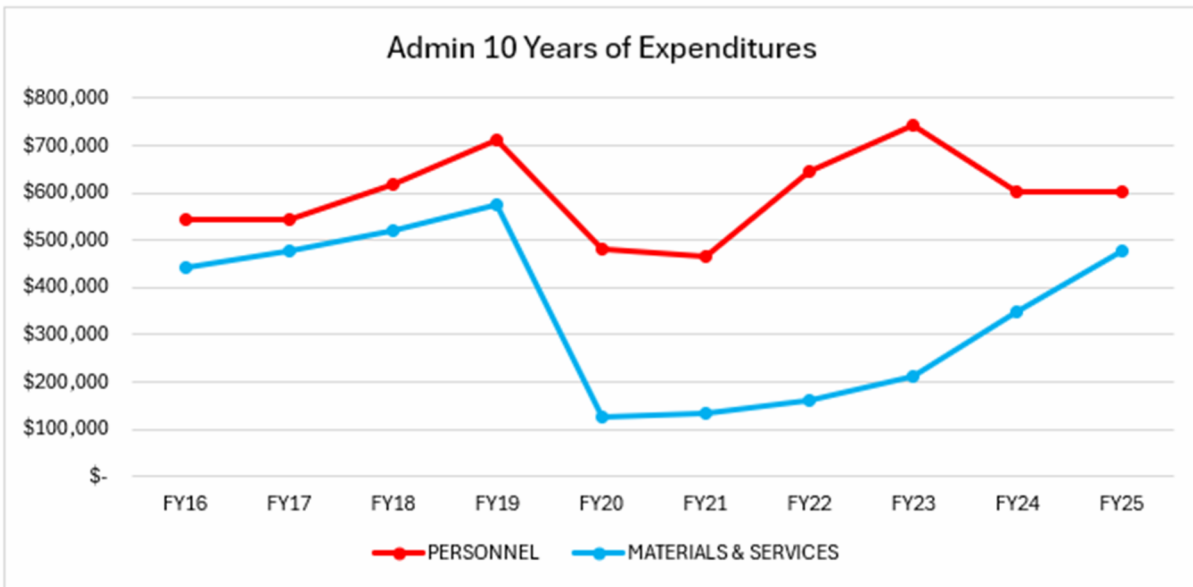
2025-2026 Highlights

- 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 one new Department Director (Finance)

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





GENERAL FUND - ADMINISTRATION	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
REQUIREMENTS FOR ADMINISTRATION					
PERSONNEL SERVICES					
Regular Salaries and Wages	402,941	393,524	372,500	454,720	454,720
Overtime	121	443	1,000	1,000	1,000
Employee Benefits	74,992	79,615	76,500	85,900	
Taxes/Other	37,809	33,361	32,250	37,237	37,237
PERS Contributions	84,634	96,662	107,500	134,037	134,037
Total Admin Personnel Services	600,496	603,605	589,750	712,894	712,894
FTE	3.3	3.4	2.9	3.0	3.0
MATERIALS & SERVICES					
Election	-	359	18,000	-	-
Prof/Tech Services	176,348	15,082	50,000	50,000	50,000
Attorney Services	-	267,168	215,000	215,000	215,000
WFM Professional Services	43,417	45,169	48,000	50,000	50,000
Codification	1,921	550	2,000	1,500	1,500
Copier Lease & Maint	3,558	2,991	5,000	4,700	4,700
Mayor & City Council	25,762	24,054	15,000	15,000	15,000
Mayor & CC Travel & Training	5,821	3,961	8,500	5,000	5,000
Mayor & CC Membership Dues	3,975	4,580	5,000	5,000	5,000
Admin Staff Travel & Training	5,079	10,831	6,400	6,500	6,500
Admin Membership Dues & Fees	25,828	28,530	29,000	29,000	29,000
Internal Charge-Facilities	14,443	19,980	18,438	18,436	18,436
Internal Charge-Tech Services	32,925	46,704	29,900	24,451	24,451
Supplies & Services	5,599	8,591	6,000	5,000	5,000
Recognition	4,629	-	-	3,000	3,000
Total Admin Materials & Services	349,305	478,552	456,238	432,587	432,587
TOTAL ADMIN REQUIREMENTS	949,802	1,082,157	1,045,988	1,145,481	1,145,481

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

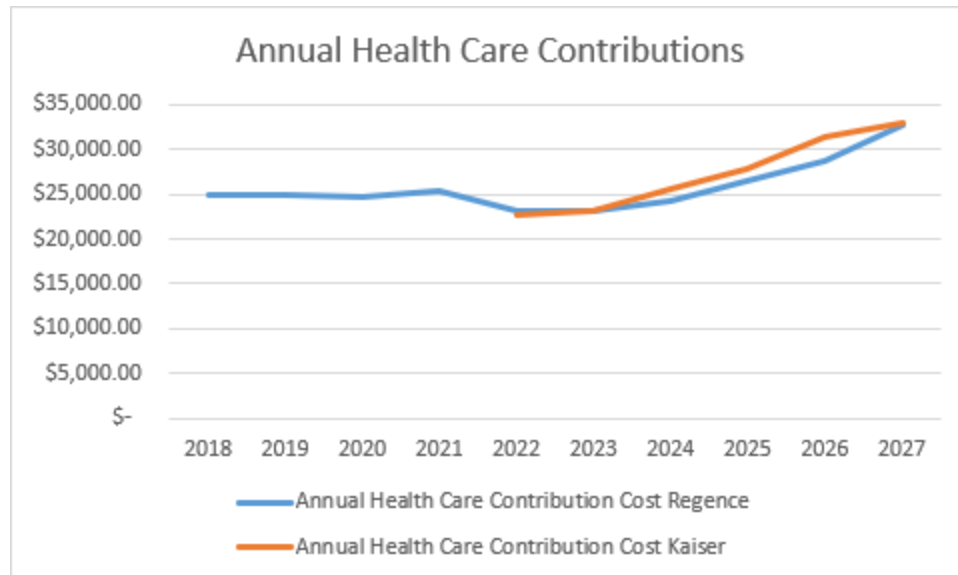
- Extension of Interim City Administrator Contract
- Recruitment of three Directors: Finance, Public Works, and Police Chief
- Promotion of two Supervisors: Swim & Wastewater Treatment Plant
- New Policies on Bloodborne Pathogen Response, Evaluations, Hiring Boards, AFSCME Reimbursement Procedures, Take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

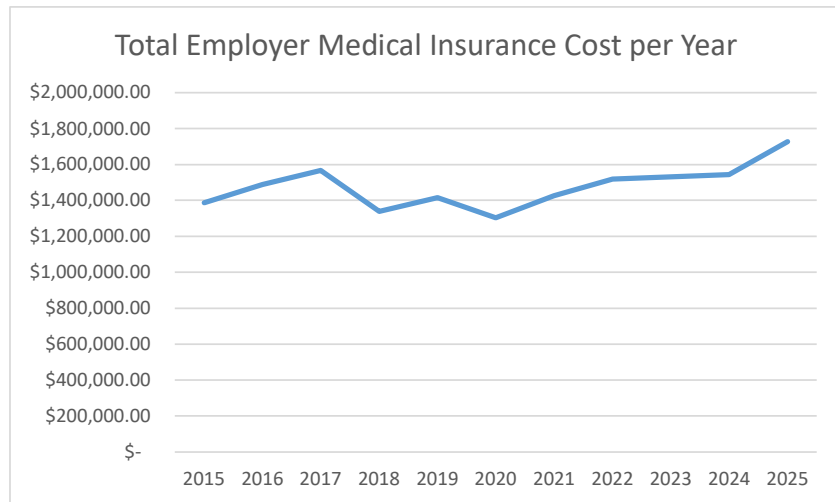
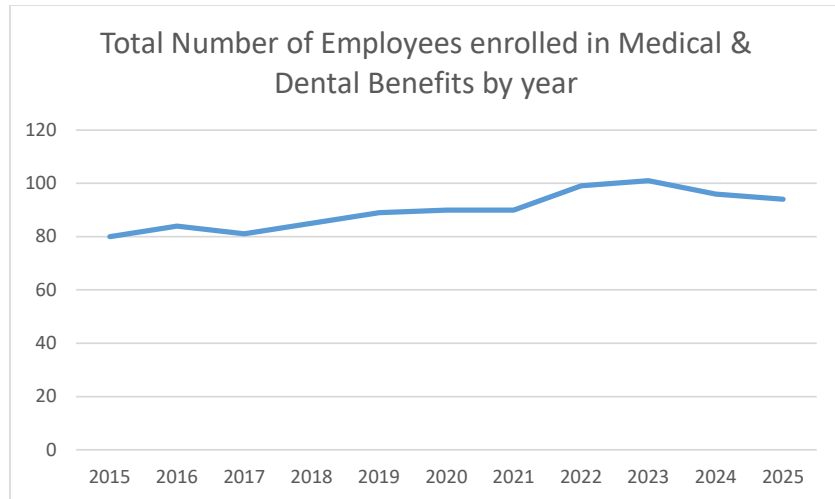
2026-27 Goals

- 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.

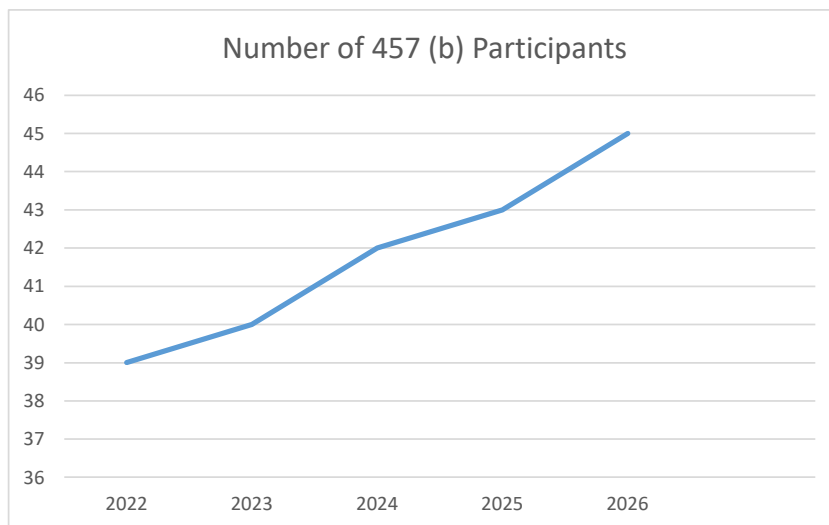
•Paid Leave Oregon. Paid Leave Oregon is calculated as a 1% tax on the employee’s salary. The City pays .4 of the one percent tax, and the employee pays .6 of the one percent tax. The one exception is the police union; in 2025 CPA collection bargaining agreement, the City agreed to pay the one percent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



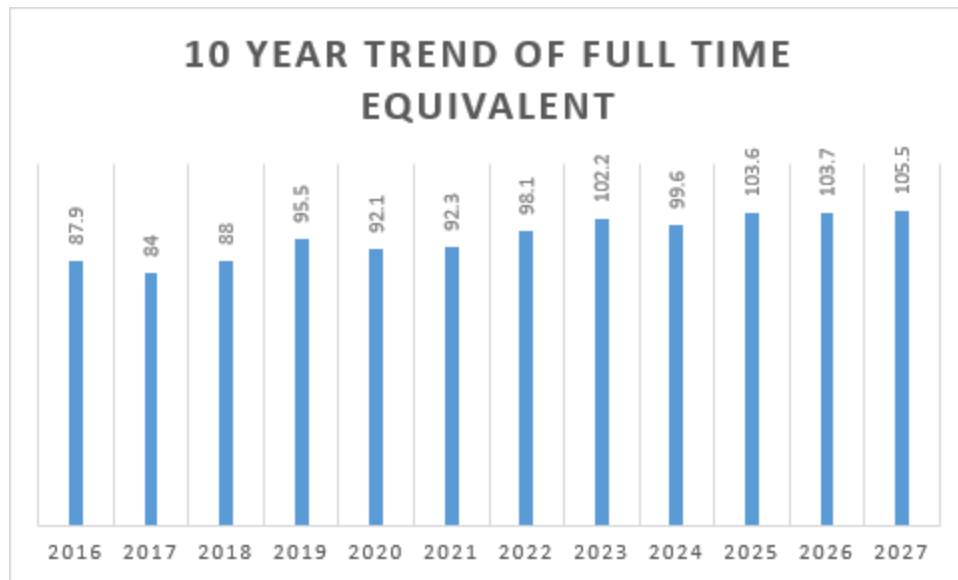
**Note. Paid Leave Oregon began in 2024 and covered only 9 months of the fiscal year. As of March 31, 2026, the City paid \$43,728 in Paid Leave Oregon and is estimated at approximately \$60,000.

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. Plus 1 FTE for Project Manager.

2027 Key Specific Budget Recommendations

- Professional Services. 20K 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 premium 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).

GENERAL FUND - HR & RISK MGMT	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
REQUIREMENTS FOR HR & RISK MGMT					
PERSONNEL SERVICES					
Regular Salaries and Wages	99,015	92,266	162,000	241,514	241,514
Insurance Benefits	11,415	9,294	51,500	72,692	72,692
Taxes/Other	9,045	8,060	14,000	20,379	20,379
PERS Contributions	20,536	19,313	45,000	66,779	66,779
Total HR & Risk Mgmt Personnel Services	140,010	128,933	272,500	401,364	401,364
FTE	0.8	0.9	1.5	2.0	2.0
MATERIALS & SERVICES					
Professional Services	56,431	-	32,000	20,000	20,000
Legal/Labor Negotiations	893	606	15,000	1,000	1,000
Recruit/Employ Testing	27,320	16,391	20,000	10,000	10,000
Software	15,475	20,617	29,000	30,000	30,000
Liability Insurance	477,721	551,501	650,000	655,914	655,914
Non-Insurance Claims	-	-	10,000	-	-
Liab Ins Deductible Accrued	-	10,283	10,000	5,000	5,000
Travel & Training	7,383	2,844	5,000	2,500	2,500
Membership Dues & Fees	931	735	1,000	750	750
Internal Charge-Facilities	4,499	6,228	5,743	5,743	5,743
Internal Charge-Tech Services	23,687	47,796	14,200	16,301	16,301
Supplies & Services	2,147	1,845	3,000	3,500	3,500
Employee Recognition	-	5,650	5,000	5,000	5,000
Risk Mgmt/Safety Committee	2,620	-	3,000	1,500	1,500
Total HR & Risk Mgmt Materials & Services	619,106	664,494	802,943	757,208	757,208
TOTAL HR & RISK MGMT REQUIREMENTS	759,116	793,427	1,075,443	1,158,572	1,158,572

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

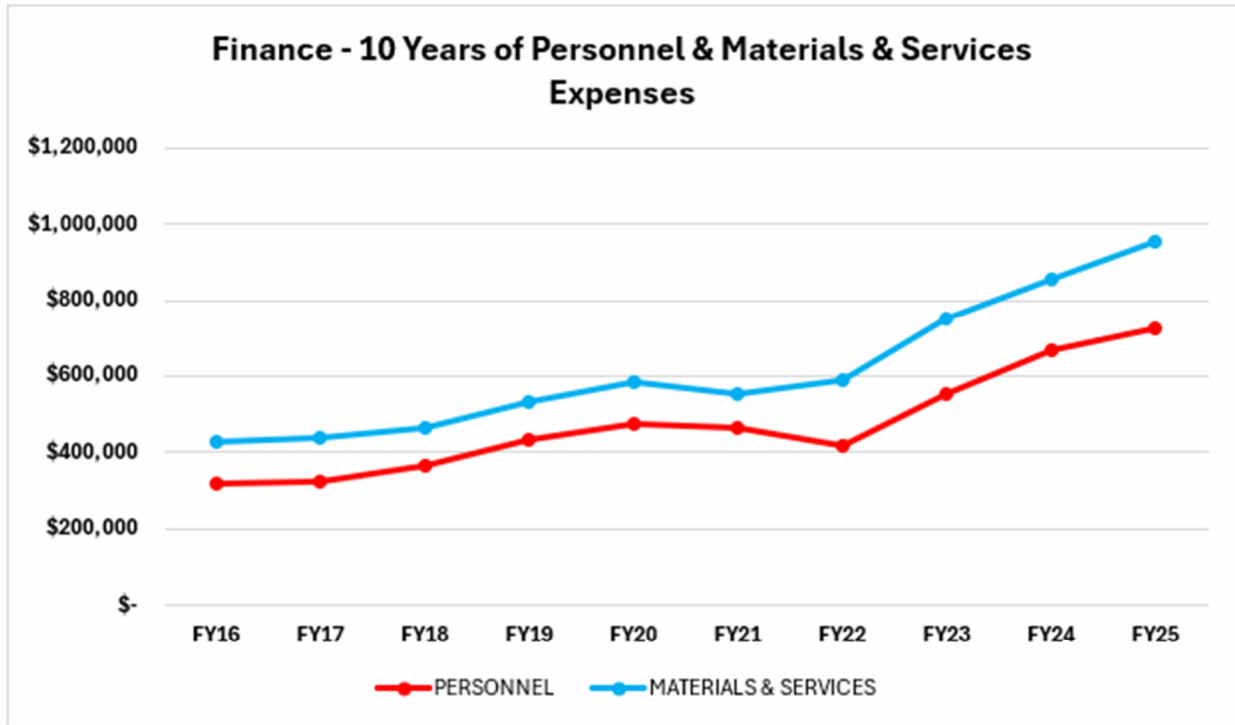
- Completed creation of process manuals for each position’s daily tasks and duties.
- Completed the FY24/25 audit by the extended deadline with the Secretary of State.
- Focus on great customer service for internal departments and citizens with timely responses.
- Continued strict internal control processes.
- 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
<u>Receive</u> GFOA CAFR Award	Not Applied For	Not Applied For	Intend to Apply	Intend to Apply
<u>Receive</u> 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%



GENERAL FUND - FINANCE	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
REQUIREMENTS FOR FINANCE					
PERSONNEL SERVICES					
Regular Salaries and Wages	428,326	475,902	475,500	470,745	470,745
Overtime	3,571	1,502	3,000	5,000	5,000
Insurance Benefits	94,814	99,497	106,000	97,007	97,007
Taxes/Other	39,473	40,790	42,000	39,736	39,736
PERS Contributions	99,959	108,947	132,500	130,161	130,161
Total Finance Personnel Services	666,143	726,638	759,000	742,649	742,649
FTE	5.6	5.9	5.5	4.8	4.8
MATERIALS & SERVICES					
Prof/Tech Services	599	2,995	2,000	2,000	2,000
Prof SrvTitle Lien Search Cost	3,540	3,840	3,500	3,600	3,600
Auditing	71,902	69,527	58,750	74,875	74,875
Software Maintenance	33,837	34,959	37,500	43,820	43,820
Copier Lease & Maint	4,901	4,749	3,500	7,000	7,000
Printing & Binding	570	1,242	1,200	-	-
Training/Conf/Travel	4,846	4,565	-	4,000	4,000
Membership Dues & Fees	1,645	1,769	1,800	1,120	1,120
Internal Charge-Facilities	6,849	9,468	8,743	8,743	8,743
Internal Charge-Tech Services	39,821	71,400	67,500	37,491	37,491
Supplies & Service	7,860	9,209	5,000	8,300	8,300
Bank Charges	9,093	11,906	10,000	15,000	15,000
Cash Over & Short	36	162	100	-	-
Citywide Pending VISA Charges	(15)	31	50	-	-
Misc Office Equipment	4,012	-	-	-	-
Total Finance Materials & Services	189,494	225,822	199,643	205,949	205,949
TOTAL FINANCE REQUIREMENTS	855,638	952,460	958,643	948,598	948,598

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

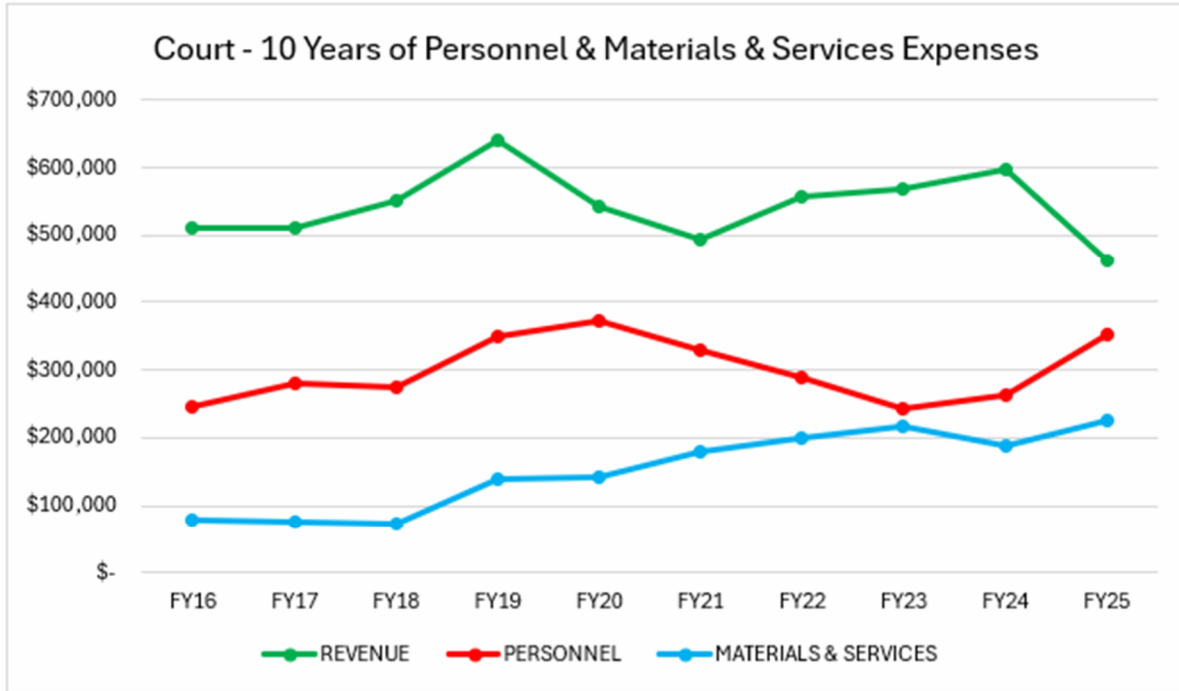
- The court partnered with the Canby Transit Department to create a program that allows court defendants in criminal court to complete ordered community service with the Canby Transit Department.
- The court averaged a 16% failure to appear rate over the 2025-2026 fiscal year, which is a record low for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



GENERAL FUND - COURT	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
RESOURCES					
REVENUE					
Fines and Bail	485,162	379,171	425,000	425,000	425,000
Fines / Justice Court	69,095	45,270	30,000	30,000	30,000
Miscellaneous Fees	757	680	500	1,000	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
Total Court Revenue	597,281	461,739	494,000	506,000	506,000
REQUIREMENTS FOR COURT					
PERSONNEL SERVICES					
Regular Salaries and Wages	186,112	251,276	270,750	290,467	290,467
Overtime	-	356	-	-	-
Insurance Benefits	26,470	36,706	46,750	49,646	49,646
Taxes/Other	17,589	21,503	23,500	24,490	24,490
PERS Contributions	34,018	43,261	68,500	73,806	73,806
Total Court Personnel Services	264,189	353,101	409,500	438,409	438,409
FTE	1.8	2.7	2.8	2.8	2.8
MATERIALS & SERVICES					
Interpreter	4,215	4,661	9,500	12,500	12,500
Attorney Services	77,400	95,400	106,100	107,975	107,975
Contract Services	-	-	8,300	8,500	8,500
Copier Lease and Usage	1,741	2,360	3,000	2,600	2,600
Training/Conf/Travel	2,151	2,462	-	3,000	3,000
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	22,902	22,902
Supplies & Services	7,290	15,918	6,300	7,000	7,000
Discovery Expense	-	-	100	100	100
Bank Charges	7,557	6,327	7,000	7,250	7,250
Court Collection Costs	52,947	44,864	55,000	50,000	50,000
Helmets	220	243	250	250	250
Total Court Materials & Services	186,557	226,127	246,555	230,482	230,482
TOTAL COURT REQUIREMENTS	450,746	579,228	656,055	668,891	668,891

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 DLCD 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 DLCD 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

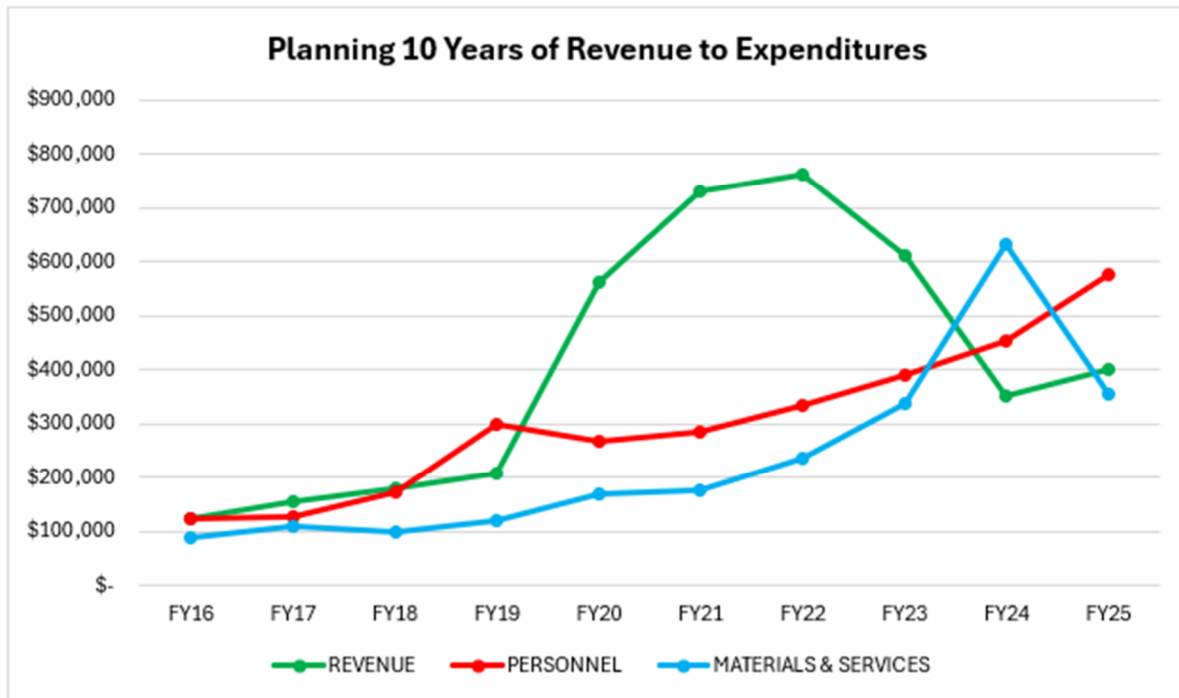
- Adopt Canby floodplain code update per FEMA requirements (anticipated summer 2026)
- Adopt System Development Charge update work (anticipated July 1, 2026)
- Submit urban growth boundary expansion initial application to DLCD after city and county hearings (anticipated urban growth boundary application 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 Approved
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	FY2027 Proposed	FY2027 Approved
RESOURCES					
REVENUE					
Land Use Applications	19,745	90,023	85,000	85,000	85,000
Miscellaneous Fees	47	-	100	100	100
Traffic Studies	14,260	17,989	30,000	35,000	35,000
Plan Reviews	98,174	44,928	30,000	45,000	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	-	-
Grant Revenue - Planning	-	-	75,000	75,000	75,000
Total Planning Revenue	350,416	401,488	345,100	268,100	268,100
TOTAL PLANNING RESOURCES	350,416	401,488	345,100	268,100	268,100
REQUIREMENTS FOR PLANNING					
PERSONNEL SERVICES					
Regular Salaries and Wages	315,838	398,485	440,500	477,359	477,359
Overtime	81	209	500	500	500
Employee Benefits	126	2	-	-	-
Insurance Benefits	35,251	47,880	60,000	65,286	65,286
Taxes/Other	29,603	37,212	38,500	40,308	40,308
PERS Contributions	71,601	91,203	122,500	132,048	132,048
Total Planning Personnel Services	452,500	574,990	662,000	715,501	715,501
FTE	3.4	4.1	4.3	4.4	4.4
MATERIALS & SERVICES					
Prof/Tech Services	547,038	254,882	246,090	136,000	136,000
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	1,500	1,500
Fees & Dues	633	548	1,000	1,000	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	41,811	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	223,599	223,599
TOTAL PLANNING REQUIREMENTS	1,086,132	929,760	1,005,158	939,100	939,100

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

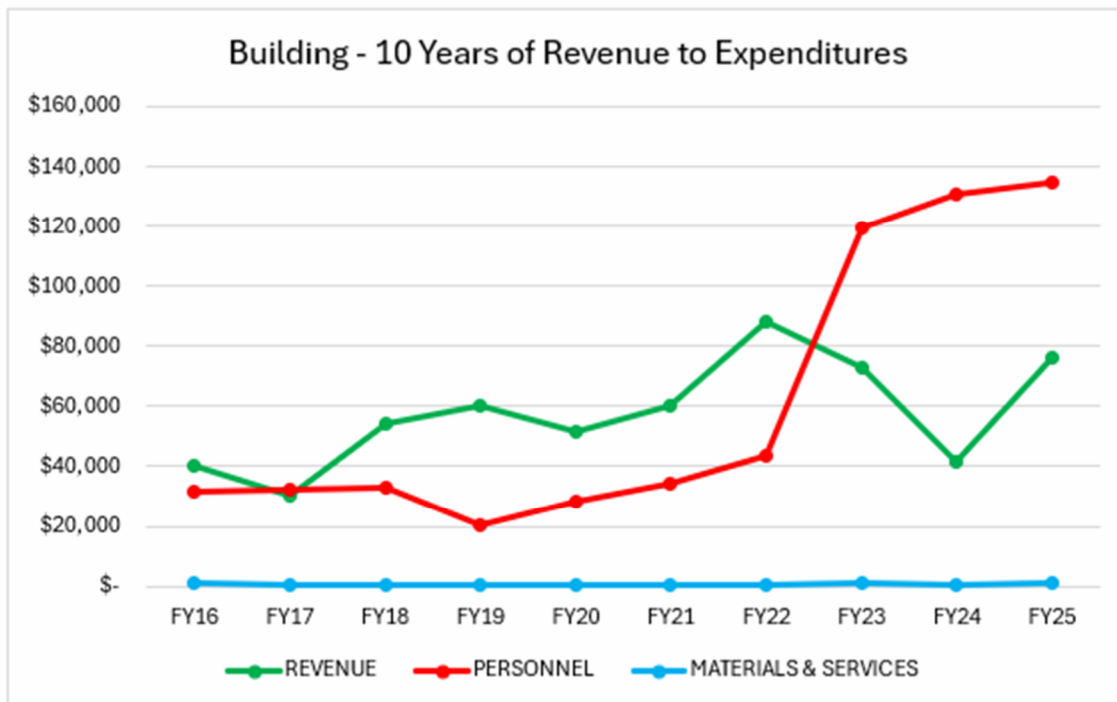
- Coordinate zoning conformance review and authorization release letters to County for all building permits involving new construction.
- Continue to work with Clackamas County on upgrades to their permit tracking system as this will benefit city permit tracking as the county system develops further.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



GENERAL FUND - BUILDING	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
RESOURCES					
REVENUE					
Building Permits	41,779	75,940	60,000	145,000	145,000
Construction Excise Tax	-	-	-	75,000	75,000
Total Building Revenue	41,779	75,940	60,000	220,000	220,000
REQUIREMENTS FOR BUILDING					
PERSONNEL SERVICES					
Regular Salaries and Wages	91,199	92,333	99,500	86,331	86,331
Overtime	19	33	500	200	200
Insurance Benefits	10,352	13,089	16,750	15,533	15,533
Taxes/Other	8,629	8,301	9,250	7,235	7,235
PERS Contributions	20,848	20,655	28,000	23,687	23,687
Total Building Personnel Services	131,047	134,412	154,000	132,986	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	24,148	24,148
Total Building Transfers Out	20,074	23,544	19,020	24,148	24,148
TOTAL BUILDING REQUIREMENTS	151,861	158,938	173,992	158,061	158,061

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

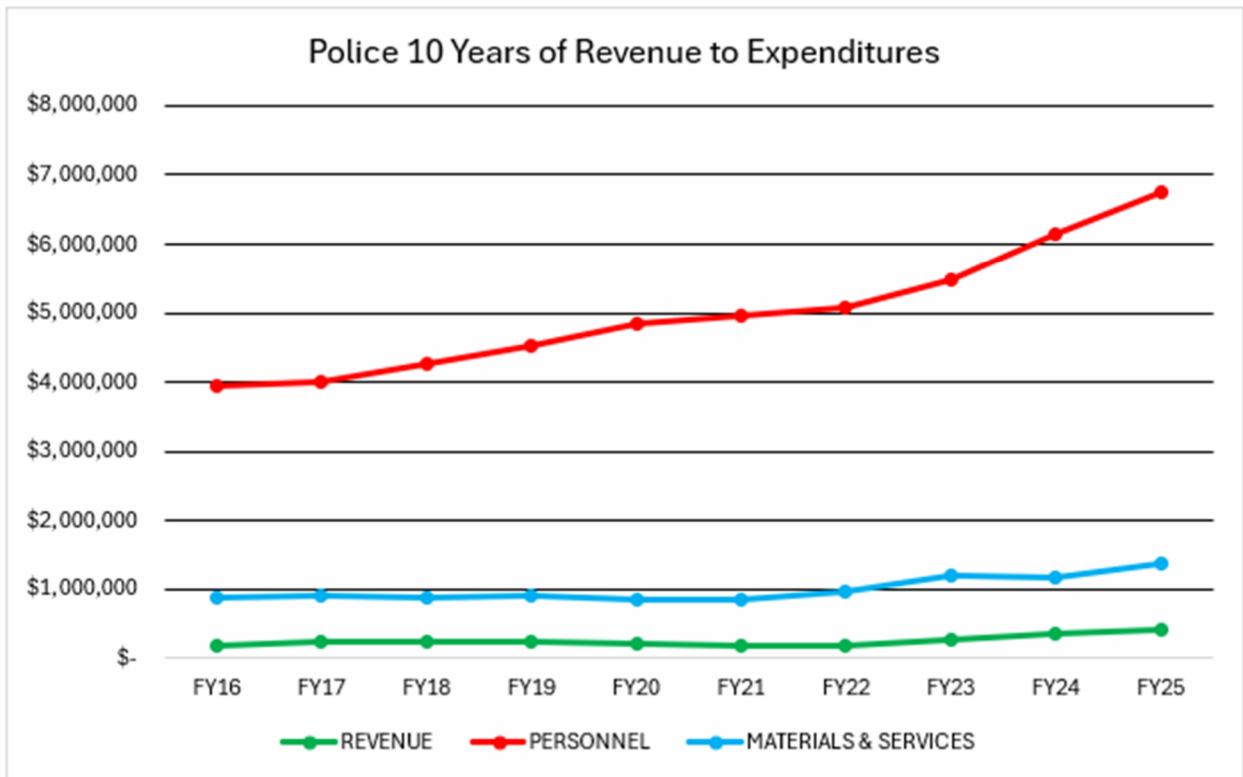
- Funding of School Resource Officer, Behavior Health Specialist and AXON Car and Body Cameras.
- Hiring and retention of police officers.
- Development of a staffing plan that allows for three officer minimum shift coverage and supervisory oversight that maintains public safety, addresses neighborhood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

Performance Measures (Staffing)

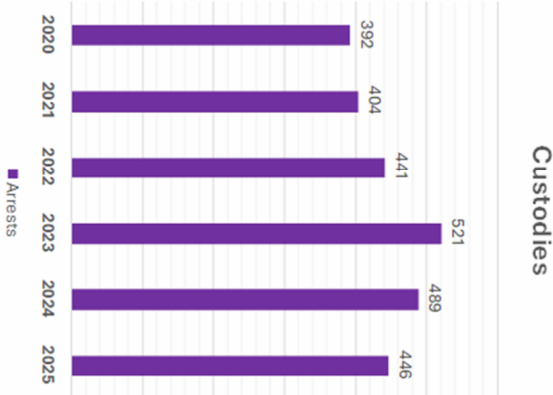
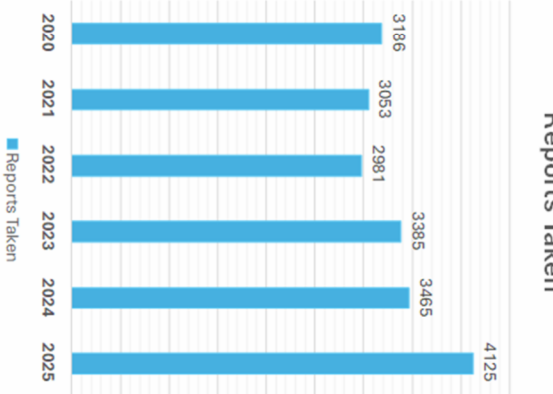
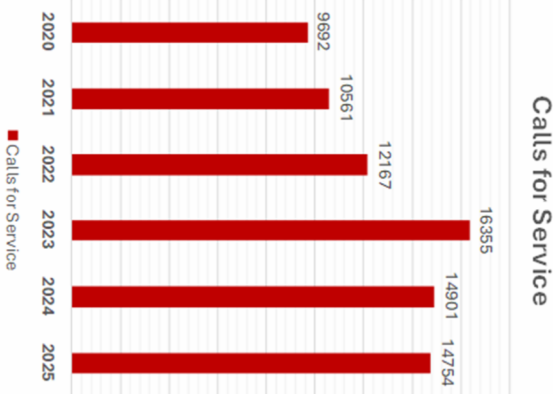
Strategies and Measures	2021	2022	2023	2024	2025	2026 Estimate 1% increase
Population (PSU Annual Report)	18,754	18,979	19,045	19,114	19,326	19,519
Number of Sworn Officers	26	27	28	29	29	29
Number of Sworn Officers per 1000 population	1.38	1.42	1.47	1.51	1.50	1.48

*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	FY2027 Proposed	FY2027 Approved
RESOURCES					
REVENUE					
Grants - DUII	13,471	7,853	15,000	15,000	15,000
Grant - Distracted Driving	17,476	11,742	20,000	15,000	15,000
Grant - Seatbelt	5,326	6,092	7,500	5,000	5,000
Grant - Speed Enforcement	1,508	2,446	5,000	5,000	5,000
Grant - Pedestrian Safety	867	2,775	5,000	3,000	3,000
Grant - HIDTA	26,680	22,121	22,150	22,150	22,150
Grant - OJP Vest Program	-	-	5,000	5,000	5,000
Grant - ODOT Construction	12,960	27,990	-	-	-
Homelessness Initiative Grant	-	-	96,200	50,000	50,000
Vehicle Release/Tow Fees	14,700	18,160	16,000	18,000	18,000
Miscellaneous Fees	2,711	2,876	400	400	400
Alarm Permit Fees	7,325	6,930	5,000	8,000	8,000
Temporary Liquor License	840	805	500	700	700
Subpoena Fees	230	216	150	200	200
Finger Printing Fees	-	1,310	1,500	1,500	1,500
Reports Revenue	1,780	2,690	2,500	2,500	2,500
Miscellaneous Revenue - Police	125,941	87,301	2,000	2,000	2,000
CSD- 2 Shared SRO Reimbursement	120,496	141,084	143,000	166,822	166,822
MPD-Shared BHU Rembursement	-	60,000	60,000	60,000	60,000
Tri-Met Reimbursement (105%)	-	-	231,000	235,000	235,000
Donations-Police	1,750	250	500	500	500
Total Police Revenue	354,061	402,641	638,400	615,772	615,772
REQUIREMENTS FOR POLICE					
PERSONNEL SERVICES					
Regular Salaries and Wages	3,564,166	3,887,097	4,350,500	4,675,409	4,675,409
Overtime	95,242	97,775	100,000	100,000	100,000
Court Overtime	36,795	31,170	54,000	36,000	36,000
Holiday Overtime	54,774	63,838	63,000	60,000	60,000
SIU Overtime	22,154	32,814	35,000	31,000	31,000
Training Overtime	26,390	34,756	45,000	45,000	45,000
TET Training OT	-	-	-	-	-
Special Events Overtime	6,994	12,282	6,000	12,000	12,000
Tactical/SWAT OT	12,324	12,750	30,000	18,000	18,000
Supervision Overtime	5,279	15,219	15,000	10,000	10,000
Grant - DUII Wages Exp	10,623	8,148	15,000	15,000	15,000
Grant - Distracted Driving Wages Exp	12,018	10,263	20,000	5,000	5,000
Grant - Seatbelt Wages Exp	4,676	3,236	7,500	3,000	3,000
Grant - Speed Enforcement Wages Exp	2,182	1,252	5,000	22,150	22,150
Grant - Pedestrian Wages Exp	620	1,945	5,000	-	-
Grant - HIDTA OT	20,949	15,501	22,150	-	-
Grant - OCDETF OT	885	-	-	15,000	15,000
Grant - IPC OT	-	-	-	5,000	5,000
Grant - ODOT Wrk Zn	20,518	29,595	-	5,000	5,000
Grant - MPD OT	-	611	1,000	2,000	2,000
Employee Benefits	26,430	27,813	30,000	36,080	36,080
Insurance Benefits	743,324	817,453	963,000	1,044,457	1,044,457
Taxes/Other	400,937	445,368	528,750	498,476	498,476
PERS Contributions	1,058,014	1,170,987	1,422,500	1,501,161	1,501,161
Uniform Cleaning Allowance	14,450	15,050	17,000	16,800	16,800
Clothing Allowance	2,400	2,515	4,000	2,400	2,400
Footwear Allowance	6,000	6,750	7,500	7,500	7,500
Fringe Benefits	22,850	24,315	28,500	26,700	26,700
Total Police Personnel Services	6,148,143	6,744,190	7,771,900	8,167,283	8,167,283
FTE	32.8	34.6	35.8	36.0	36.0

	FY2024	FY2025	FY2026	FY2027	FY2027
	Actual	Actual	Budget	Proposed	Approved
REQUIREMENTS FOR POLICE CONTINUED					
MATERIALS & SERVICES					
Professional Services	3,933	29,113	8,000	8,000	8,000
Copier Lease and Usage	7,864	7,710	8,500	8,500	8,500
Investigation & Info	340	-	1,000	1,000	1,000
Prisoners Board & Medical	7,057	1,400	7,000	5,000	5,000
Crime Prevention	587	2,034	2,500	2,500	2,500
Communications	32,170	39,581	44,000	45,000	45,000
County Dispatch Fees	256,709	275,613	313,067	330,874	330,874
Training & Travel	50,903	44,313	60,000	60,000	60,000
Firearms & Less Letal Equip	48,596	54,294	63,000	63,000	63,000
Tactical Entry Team Equipment	14,505	14,265	13,000	13,000	13,000
Vests	8,868	4,908	9,000	9,000	9,000
EOC	-	366	1,000	1,000	1,000
Detective Equipment	20,307	19,606	22,000	22,000	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	230,036	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	291,372	291,372
Supplies & Services	36,200	20,915	45,000	40,000	40,000
Opioid Settlement Expenditures	-	13,125	7,000	20,000	20,000
Homelessness Initiative Grant Expendi	-	-	96,200	50,000	50,000
Uniforms & Patrol Equipment	39,729	26,122	39,000	40,000	40,000
Radio Repair	3,506	5,341	9,000	8,000	8,000
800 Radio Operating Fee	86,558	46,116	54,400	58,872	58,872
Canine Expenses	1,002	7,507	10,000	9,000	9,000
Traffic Safety Equipment	23,061	14,976	19,000	15,000	15,000
Donations-Police/Canine Exp	-	-	-	-	-
Donations-Police	821	-	500	500	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	1,545,734	1,545,734
CAPITAL OUTLAY					
Vehicles	133,958	161,438	80,000	145,000	145,000
Police K-9's	-	19,646	-	-	-
Equip - Computer/Software	407,372	57,522	15,000	22,000	22,000
Total Police Capital Outlay	541,330	238,606	95,000	167,000	167,000
TOTAL POLICE REQUIREMENTS	7,851,101	8,352,621	9,324,495	9,880,017	9,880,017

Parks Department

The purpose of the Park Department is to provide safe, clean, well-maintained recreational facilities that serve the community-wide recreational and leisure activity needs for all ages. Currently the department maintains the property and existing facilities at 35 sites that total over 215 acres.

2025-26 Highlights

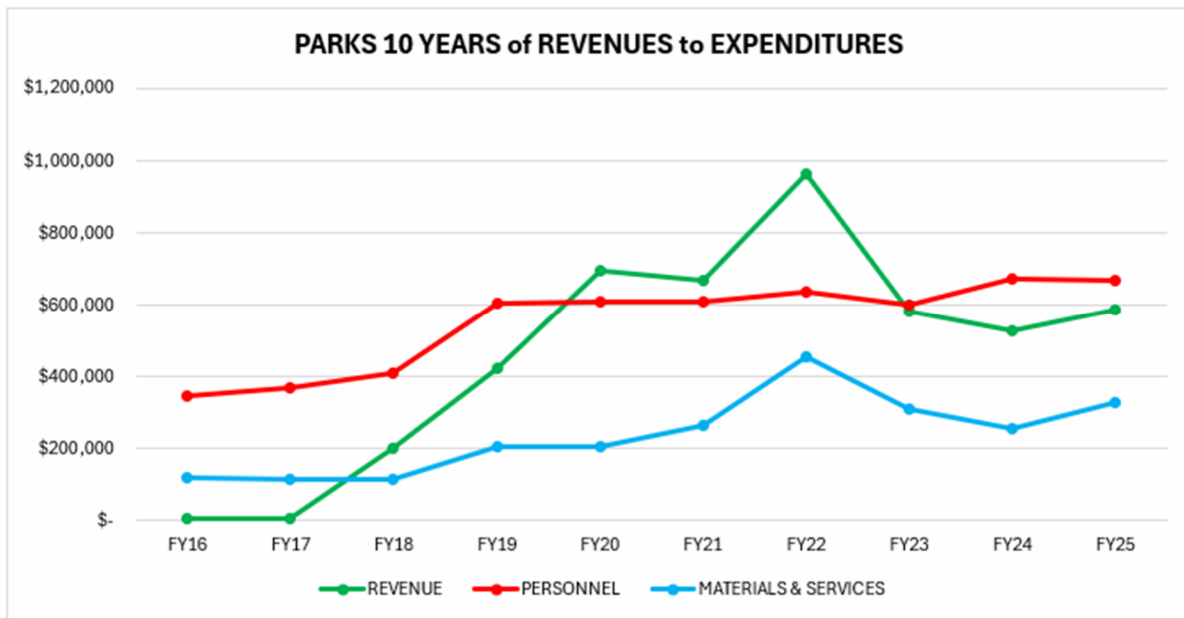
- New Park on NE Locust started construction.
- Maintained eight restroom buildings and cleaned the restrooms five times a week.
- Maintained ten playgrounds and one skate park weekly.
- Mowed turf areas every seven to ten days.
- Maintained 20 park areas and 15 city owned properties.
- Maintained 1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

2026-27 Goals

- Continue to look for ways to increase FTE’s as the population grows, so does usage in our Parks.
- Continue to maintain all City park assets in the most cost effective, efficient manner possible while addressing customers concerns in a timely manner. (City-wide Value – Exceptional Service)
- Continue to work with all City departments to provide lateral support and make the best use of all City equipment and personnel. (City-wide Values - Fiscal Responsibility)
- Continue to utilize volunteer groups to help maintain City properties and nurture community support. (City-wide Values – Inclusive Community)
- Continue to track all park maintenance hours and work on the list of deferred maintenance tasks. (City-wide Values – Livability and City-wide Goal – Public service)
- Upgrade restrooms, playgrounds and landscaping to provide a safe and accessible park system for the citizens of Canby. (City-wide Values – Livability)
- Develop and maintain an annual Park Maintenance Program schedule.
- Finish and adopt masterplan SDC methodology.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Actuals	FY2026 Projected	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	FY2027 Proposed	FY2027 Approved
RESOURCES					
REVENUE					
Park Rentals	1,235	450	1,150	1,200	1,200
Park Maintenance Fee	526,951	561,913	570,000	585,000	585,000
Miscellaneous Revenue - Parks	528	24,755	-	-	-
Total Park Revenue	528,714	587,119	571,150	586,200	586,200
TRANSFERS IN & OTHER SOURCES					
Transfer from Streets	-	-	-	-	-
Transfer from SDC Fund	310,037	1,678,797	4,800,000	120,000	120,000
Total Parks Transfers In	310,037	1,678,797	4,800,000	120,000	120,000
TOTAL PARK RESOURCES	838,750	2,265,916	5,371,150	706,200	706,200
REQUIREMENTS FOR PARKS					
PERSONNEL SERVICES					
Regular Salaries and Wages	415,799	409,454	407,000	450,746	450,746
Seasonal/Temp Wages	9,366	14,404	-	-	-
Overtime	8,674	7,401	6,000	5,000	5,000
Insurance Benefits	86,880	86,470	104,000	117,260	117,260
Taxes/Other	45,971	47,570	53,750	50,404	50,404
PERS Contributions	104,366	102,288	119,500	130,088	130,088
Clothing Allowance	2,800	-	2,800	2,800	2,800
Total Park Personnel Services	673,856	667,586	693,050	756,298	756,298
FTE	6.1	6.2	5.2	6.2	6.2
MATERIALS & SERVICES					
Contract Services	10,742	16,649	19,000	19,000	19,000
Parks Ground Maintenance	9,064	18,869	13,000	10,000	10,000
Park Bldg Maintenance	5,869	455	10,000	5,000	5,000
Streetscape Landscaping	7,870	19,388	5,000	5,000	5,000
Vandalism Repair	5,086	598	3,000	2,500	2,500
Copier Lease & Maint	1,180	1,075	1,500	1,500	1,500
Parks Maint Fee Billing	36,810	41,273	40,000	15,000	15,000
Canby Kids	-	10,421	8,000	8,000	8,000
Communications	2,884	1,798	2,800	2,500	2,500
Training/Conf/Travel	2,694	3,396	3,000	1,500	1,500
Internal Charge-Fleet	63,434	63,840	60,558	68,878	68,878
Internal Charge-Facilities	35,977	49,752	45,926	45,928	45,928
Internal Charge-Tech Services	3,766	22,896	21,200	42,707	42,707
Supplies & Services	30,538	24,864	32,000	33,000	33,000
Park Equipment	11,651	16,383	20,000	35,000	35,000
Utilities	29,363	34,945	35,000	30,000	30,000
Total Park Materials & Services	256,926	326,603	319,984	325,513	325,513
CAPITAL OUTLAY					
Fuel Station	1,540	160	-	-	-
Legacy Park	210,249	51,260	-	-	-
Maple Park Renovation	55,815	1,500,804	1,000,000	-	-
Auburn Farms Park Development	27,601	139,919	3,300,000	20,000	20,000
South Canby Off Leash Dog Park	-	-	500,000	102,638	102,638
Total Parks Capital Outlay	295,205	1,692,143	4,800,000	122,638	122,638
TOTAL PARK REQUIREMENTS	1,225,987	2,686,331	5,813,034	1,204,449	1,204,449

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

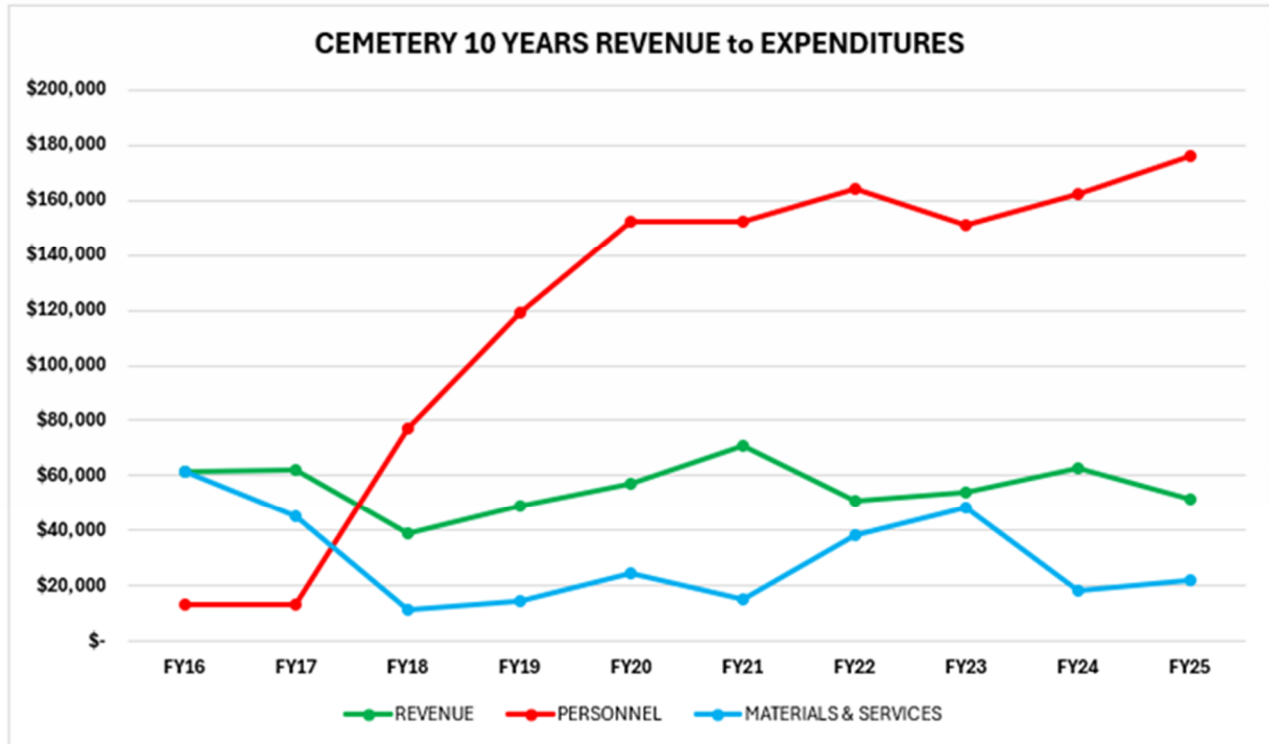
- Provided exceptional customer service to customers and visitors of the cemetery.
- Assisted the public with inquiries, administrative duties, internment services, and grounds maintenance.
- Provided a clean and appealing space for people to visit.
- Began looking into expansion to add more available 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 Projected	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	FY2027 Proposed	FY2027 Approved
RESOURCES					
REVENUE					
Grave Sales	18,600	16,890	20,000	20,000	20,000
Grave Open & Close	8,600	12,050	9,000	11,700	11,700
Mausoleum Name Bars	5,230	3,550	5,000	6,500	6,500
Mausoleum Sales	25,395	13,130	14,000	17,000	17,000
Mausoleum Open & Close	1,100	-	1,000	2,000	2,000
Miscellaneous Fees	3,950	5,750	5,000	5,000	5,000
Total Cemetery Revenue	62,875	51,370	54,000	62,200	62,200
TRANSFERS IN & OTHER SOURCES					
Transfer from CEM Perpetual Care Fund	-	-	-	38,350	38,350
Total Cemetery Transfers In	-	-	-	38,350	38,350
REQUIREMENTS FOR CEMETERY					
PERSONNEL SERVICES					
Regular Salaries and Wages	105,377	111,433	132,000	138,200	138,200
Seasonal/Temp Wages	-	1,471	-	-	-
Overtime	796	2,025	2,000	500	500
Insurance Benefits	21,615	24,237	34,500	36,073	36,073
Taxes/Other	11,306	12,794	19,500	15,896	15,896
PERS Contributions	23,462	24,023	39,250	39,408	39,408
Total Cemetery Personnel Services	162,556	175,982	227,250	230,077	230,077
FTE	1.5	1.5	1.7	1.7	1.7
MATERIALS & SERVICES					
Grounds Maintenance	1,800	6,981	4,000	4,000	4,000
Building Maintenance	3,388	346	3,200	3,500	3,500
Copier Lease and Usage	208	187	250	250	250
Refunds	1,450	900	2,000	4,000	4,000
Internal Charge-Tech Services	786	-	4,300	14,100	14,100
Supplies - Records	265	827	1,350	1,000	1,000
Tools & Equipment	3,259	6,569	6,000	3,000	3,000
Utilities	3,268	3,134	3,500	3,500	3,500
Name Bars	3,611	2,995	4,500	5,000	5,000
Total Cemetery Materials & Services	18,036	21,939	29,100	38,350	38,350
CAPITAL OUTLAY					
Equipment	(19,351)	-	-	-	-
Total Cemetery Capital Outlay	(19,351)	-	-	-	-
TOTAL CEMETERY REQUIREMENTS	161,241	197,921	256,350	306,777	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 transitioned 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

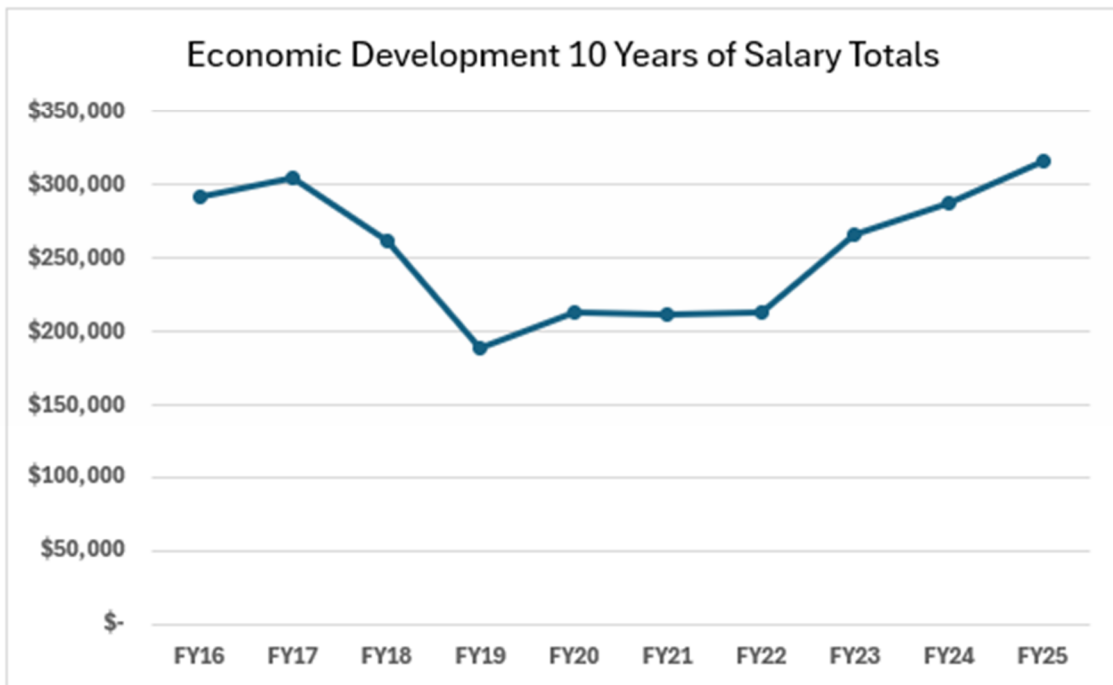
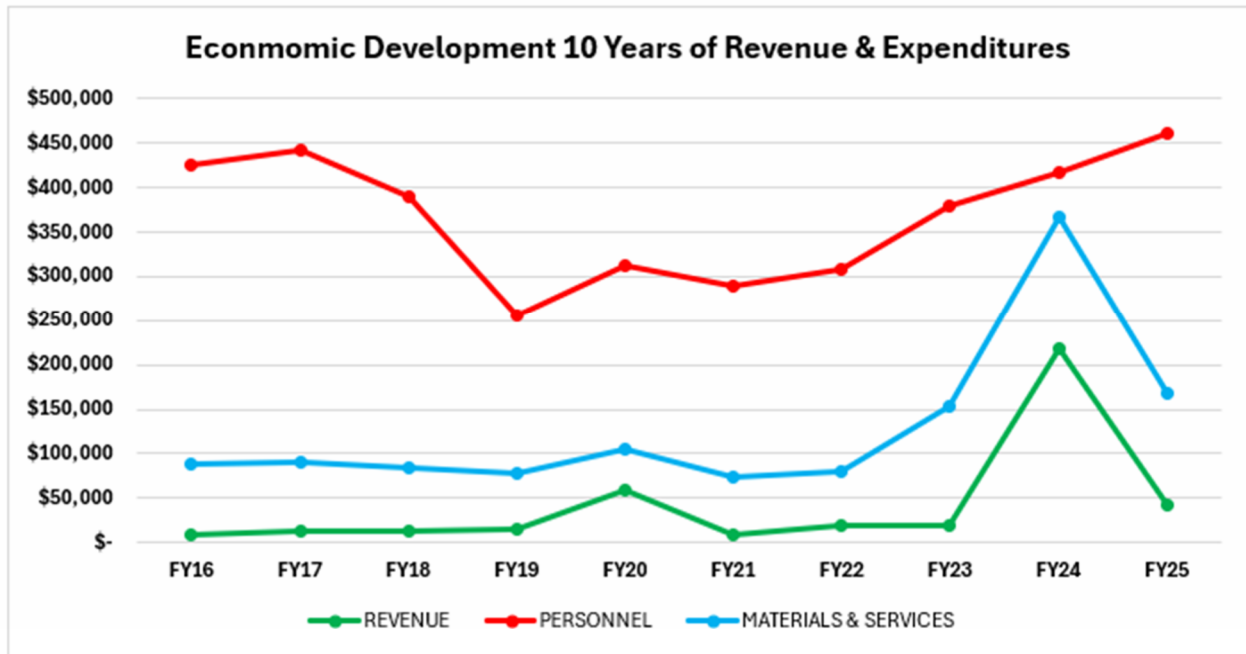
- Finalize N Fir Street and NW 2nd Avenue Redevelopment project – final Urban Renewal project.
- Apply for 2027 Certified Local Government grant for historic preservation efforts, programming, and projects with Heritage and Landmarks Commission.
- Continue comprehensive plan and urban growth boundary 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	FY2027 Proposed	FY2027 Approved
RESOURCES					
REVENUE					
Event Revenue	5,150	7,297	7,000	8,500	8,500
Econ Dev City Grant Revenue	200,000	7,999	15,000	5,000	5,000
Independence Day Revenue	12,060	27,201	11,000	12,000	12,000
Total Economic Dev. Revenue	217,210	42,496	33,000	25,500	25,500
TRANSFERS IN & OTHER SOURCES					
Transfer from UR	425,000	425,000	425,000	-	-
Total Economic Dev. Transfers In	425,000	425,000	425,000	-	-
TOTAL ECONOMIC DEV. RESOURCES	642,210	467,496	458,000	25,500	25,500
REQUIREMENTS FOR ECONOMIC DEVELOPMENT					
PERSONNEL SERVICES					
Regular Salaries and Wages	287,068	315,807	317,750	78,248	78,248
Overtime	560	752	750	605	605
Employee Benefits	1,422	2,732	2,750	315	315
Insurance Benefits	34,789	40,723	50,000	12,826	12,826
Taxes/Other	25,794	26,728	27,750	6,600	6,600
PERS Contributions	67,334	74,304	91,500	21,636	21,636
Total Economic Dev. Personnel Services	416,966	461,045	490,500	120,230	120,230
FTE	2.6	2.6	2.6	0.5	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	4,075	4,075
Supplies & Services	10,405	16,646	11,183	9,500	9,500
Main Street (General Fund)	26,848	30,396	35,010	35,830	35,830
Independence Day Expenses	23,577	24,097	26,000	24,000	24,000
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	5,500	5,500
EconDev City Grant Expended	200,000	9,000	30,000	10,000	10,000
Downtown Parking Update	-	25,357	-	-	-
Total Economic Dev. Materials & Services	367,710	168,110	137,941	103,453	103,453
TRANSFERS OUT & OTHER USES					
O/H Transfer to General Fund	71,472	94,512	59,078	12,074	12,074
Total Economic Dev. Transfers Out	71,472	94,512	59,078	12,074	12,074
TOTAL ECONOMIC DEV. REQUIREMENTS	856,147	723,667	687,519	235,757	235,757

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	FY2027 Proposed	FY2027 Approved
RESOURCES					
REVENUE					
Property Tax Current	6,675,950	6,724,505	7,198,964	8,653,805	8,653,805
Property Tax Prior	88,510	64,122	69,000	71,752	71,752
Cable Franchise Fee	53,822	38,422	34,000	35,000	35,000
Telephone Franchise Fee	46,485	45,063	44,000	42,000	42,000
Solid Waste Franchise Fee	218,790	236,796	215,000	246,000	246,000
Natural Gas Franchise Fee	245,783	234,638	230,000	275,000	275,000
City Sewer Franchise Fee	315,000	300,000	340,000	357,000	357,000
Cigarette Tax	12,477	10,746	10,000	13,500	13,500
Liquor Revenue	357,827	297,175	350,000	330,000	330,000
State Revenue Sharing	236,530	200,842	200,000	215,000	215,000
Clack. Co IGA Canby Center Pass Thru Gran	-	-	-	-	-
CU In Lieu of Taxes	942,367	1,013,509	925,000	1,203,390	1,203,390
Business Licenses	75,040	76,390	72,500	142,000	142,000
Liquor Licenses	1,925	1,690	2,250	2,500	2,500
Miscellaneous Fees	180	552	300	3,600	3,600
Title Lien Search Fees	5,670	7,680	6,000	11,000	11,000
PEG Access Fees	10,764	7,684	5,000	7,500	7,500
Miscellaneous-Income	151,414	168,926	10,000	127,000	127,000
Lease receipts (Adult Center)	5,500	6,000	6,000	5,000	5,000
Interest Revenues	405,146	302,904	250,000	170,000	170,000
Retirement/Separation Reserve	-	65,744	30,626	-	-
Total Not Allocated Revenue	9,849,181	9,803,388	9,998,640	11,911,047	11,911,047
TRANSFERS IN & OTHER SOURCES					
O/H from Building	20,074	23,544	19,020	24,148	24,148
O/H from Economic Develop	71,472	94,512	59,078	12,074	12,074
O/H from Library Fund	193,407	233,244	177,855	216,851	216,851
O/H from Street	193,333	230,316	599,204	678,790	678,790
O/H from Transit	260,890	311,304	219,034	180,631	180,631
O/H from Swim Levy	158,308	183,048	142,211	174,748	174,748
O/H from WWTP	218,185	268,680	327,026	426,330	426,330
O/H from Collections	94,871	102,192	162,119	176,283	176,283
O/H from Stormwater	48,074	45,288	173,506	163,599	163,599
Total Not Allocated Transfers In	1,258,613	1,492,128	1,879,053	2,053,454	2,053,454
TOTAL NOT ALLOCATED RESOURCES	11,107,794	11,295,516	11,877,693	13,964,501	13,964,501
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	5,000	5,000
Other miscellaneous project expenses	156,793	846,095	-	-	-
Equipment	71,655	-	-	30,000	30,000
Clack. Co IGA Canby Center Pass Thru Gran	-	-	-	-	-
Internal Charge-Facilities	59,981	82,956	76,573	76,573	76,573
Total Not Allocated Materials & Services	294,429	935,051	82,573	111,573	111,573
TRANSFERS & SPECIAL PAYMENTS					
Transfers to Library Fund	375,000	335,000	325,000	375,000	375,000
Special Payments-PEG Access	-	5,456	5,000	5,000	5,000
Total Not Allocated Special Payments	375,000	340,456	330,000	380,000	380,000
General Fund Operating Contingency	-	-	130,000	130,000	130,000
TOTAL NOT ALLOCATED REQUIREMENTS	757,942	1,365,507	627,573	621,573	621,573

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

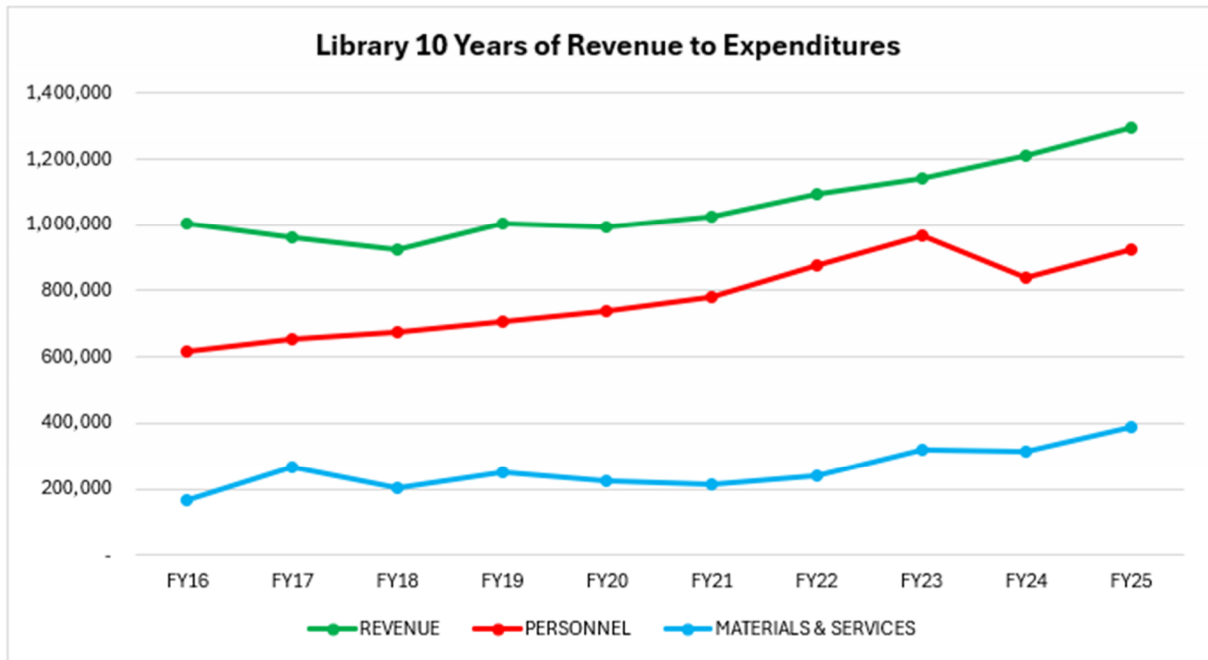
- Opened the grant-funded *Career Center*
- Continued building the *Canby Maker Lab* (for STEAM programs, funded by Canby Kiwanis), *Seed Library* (funded by Friends of the Canby Public Library), and *Library of Things* (funded in part by Friends of the Canby Public Library)
- Received and completed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







LIBRARY FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	39,330	249,045	314,930	315,239	315,239
REVENUE					
CC Library District	1,122,566	1,177,729	1,223,904	1,270,920	1,270,920
Grants-Library	8,257	27,903	24,000	4,245	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	10,000	10,000
Miscellaneous Income	942	-	-	-	-
Interest Revenues	17,171	20,676	5,000	5,000	5,000
Donations-Library	6,676	15,015	10,100	10,000	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	1,340,165	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	375,000	375,000
Total Library Transfers In & Other Sources	875,000	835,000	825,000	875,000	875,000
TOTAL LIBRARY RESOURCES	2,125,833	2,378,378	2,462,934	2,530,404	2,530,404
LIBRARY FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
REQUIREMENTS FOR LIBRARY					
PERSONNEL SERVICES					
Regular Salaries and Wages	524,826	579,019	623,000	722,100	722,100
On Call	48,961	51,996	39,000	54,386	54,386
Library Page/Seasonal	300	2,790	-	5,531	5,531
Insurance Benefits	87,396	100,882	151,500	163,346	163,346
Taxes/Other	52,965	53,629	58,500	65,596	65,596
PERS Contributions	127,545	134,939	184,250	213,883	213,883
Total Library Personnel Services	841,993	923,254	1,056,250	1,224,841	1,224,841
FTE	8.4	9.2	9.0	9.8	9.8
MATERIALS & SERVICES					
Computer Hardware/Software	624	1,293	1,000	4,050	4,050
LINCC Consortium	34,396	37,374	39,400	39,000	39,000
Copier Lease & Maint	8,359	8,640	8,900	7,580	7,580
Travel & Training	4,407	4,870	3,000	4,000	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	73,190	73,190
Supplies & Services	22,031	28,820	15,000	15,000	15,000
Cash Over & Short	(162)	(100)	-	-	-
Library Collection	92,544	89,132	87,000	90,000	90,000
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	2,259	2,259
Donations-Library Expended	-	-	-	470	470
Donations Expended FOL	23,686	28,988	30,000	30,000	30,000
Donations - Kiwanis	-	14,943	10,000	10,000	10,000
Total Library Materials & Services	314,617	388,792	432,629	384,195	384,195
DEBT SERVICE					
Interest Expense	13,939	13,457	15,000	-	-
Total Library Debt Service	13,939	13,457	15,000	-	-
SPECIAL PAYMENTS					
Special Payments-FOL Pass Thru	12,833	12,206	20,000	10,000	10,000
Total Library Special Payments	12,833	12,206	20,000	10,000	10,000
TRANSFERS OUT					
O/H to General Fund	193,407	233,244	177,855	216,851	216,851
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	716,851	716,851
OPERATING CONTINGENCY	-	-	74,444	-	-
RESERVED FOR FUTURE EXPENDITURE	-	-	186,756	194,517	194,517
Restricted FB - Library	249,045	307,425	-	-	-
TOTAL LIBRARY REQUIREMENTS	2,125,832	2,378,378	2,462,934	2,530,404	2,530,404

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

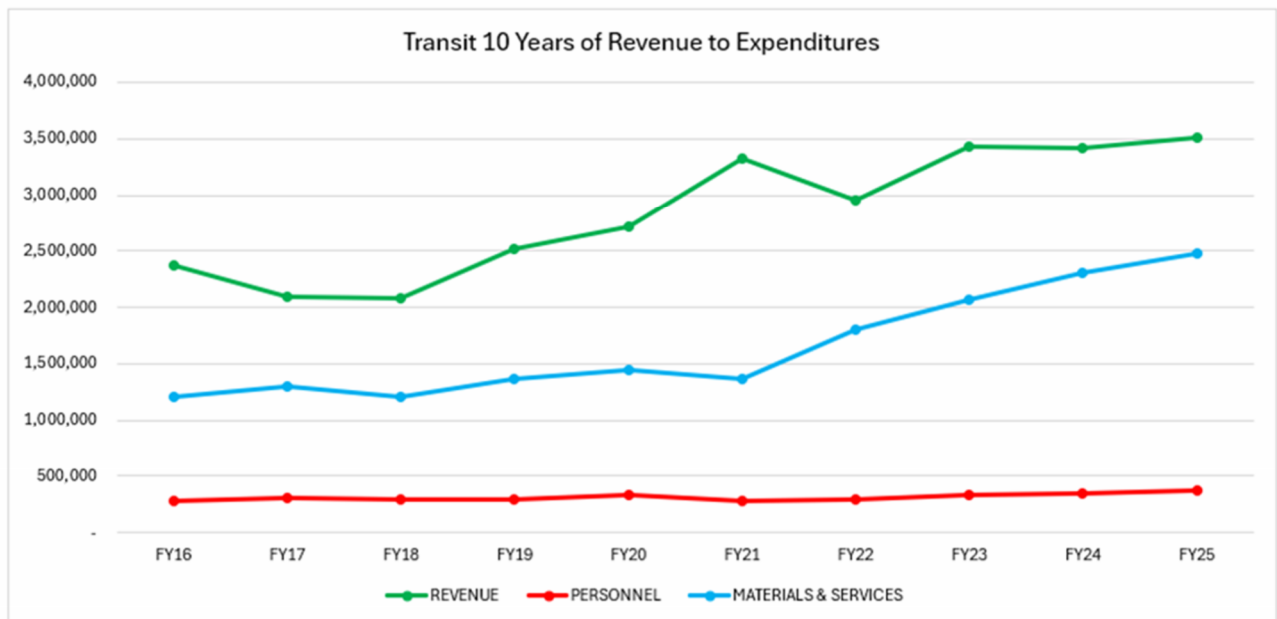
- Received \$470,078 in federal funds.
- Received \$600,000 in bus replacement funds.
- Purchased four new Dial-a-Ride Vans.
- Purchased one new cutaway fixed route bus.
- Received \$498,659 in Statewide Transportation Improvement Fund (STIF) revenue.
- Provided Canby businesses with a stable payroll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





TRANSIT FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	3,784,084	3,985,835	3,646,967	4,032,495	4,032,495
REVENUE					
Grant - 5311	333,864	333,865	372,578	372,578	372,578
Grant - Capital	67,607	54,911	607,750	-	-
Grant - Operating	90,161	90,161	97,500	97,500	97,500
STIF Discretionary Funds	-	62,754	-	-	-
STIF Formula Funds	668,053	574,363	371,856	390,255	390,255
STIF Demand Response	-	-	126,803	126,803	126,803
County IGA - STIF Formula Fund	-	55	-	-	-
Transit ER Payroll Tax	1,988,511	2,135,724	2,100,000	2,200,000	2,200,000
Payroll Tax Penalties & Int	30,192	24,604	6,000	6,000	6,000
Fares	54,871	53,431	45,000	46,000	46,000
Miscellaneous-Income	3,465	1,940	2,000	3,000	3,000
Interest Revenues	153,872	156,024	100,000	150,000	150,000
STIF Interest	21,385	21,035	10,000	4,000	4,000
Donations-Transit	25	-	-	-	-
Total Transit Revenue	3,412,006	3,508,867	3,839,487	3,396,136	3,396,136
TOTAL TRANSIT RESOURCES	7,196,090	7,494,702	7,486,454	7,428,631	7,428,631
TRANSIT FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
REQUIREMENTS FOR TRANSIT					
PERSONNEL SERVICES					
Regular Salaries and Wages	231,622	252,514	276,750	262,278	262,278
Overtime	6,961	722	-	-	-
Insurance Benefits	34,541	38,380	57,500	60,115	60,115
Taxes/Other	22,416	21,848	23,500	21,976	21,976
PERS Contributions	53,903	55,834	77,750	71,963	71,963
Total Transit Personnel Services	349,443	369,300	435,500	416,333	416,333
FTE	2.7	2.6	2.9	3.2	3.2
MATERIALS & SERVICES					
Prof/Tech Services	160,112	79,794	37,000	32,000	32,000
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	15,500	15,500
Space Lease	43,266	44,568	50,000	50,000	50,000
Vehicle Maintenance	1,331	809	1,500	500	500
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
Marketing	10,170	7,621	12,000	7,000	7,000
Printing	3,437	1,701	4,600	3,000	3,000
Travel & Training	25	2,776	4,500	3,000	3,000
Membership Dues & Fees	23,611	24,269	25,725	27,625	27,625
Internal Charge-Fleet	381,760	432,312	446,564	507,920	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	20,376	20,376
Supplies & Services	8,050	9,137	12,500	7,000	7,000
Tax Collection Services & Supp	5,854	6,480	6,000	7,000	7,000
Total Transit Materials & Services	2,307,951	2,476,912	2,722,169	2,602,116	2,602,116
CAPITAL OUTLAY					
Transit Projects	122,082	17,873	50,000	30,791	30,791
Vehicles	-	8,000	790,000	-	-
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	30,791	30,791
TRANSFERS OUT					
O/H to General Fund	260,890	311,304	219,034	180,631	180,631
Total Transit Transfers Out	260,890	311,304	219,034	180,631	180,631
OPERATING CONTINGENCY					
RESERVED FOR FUTURE EXPENDITURE	-	-	157,883	150,922	150,922
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	7,486,454	7,428,631	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

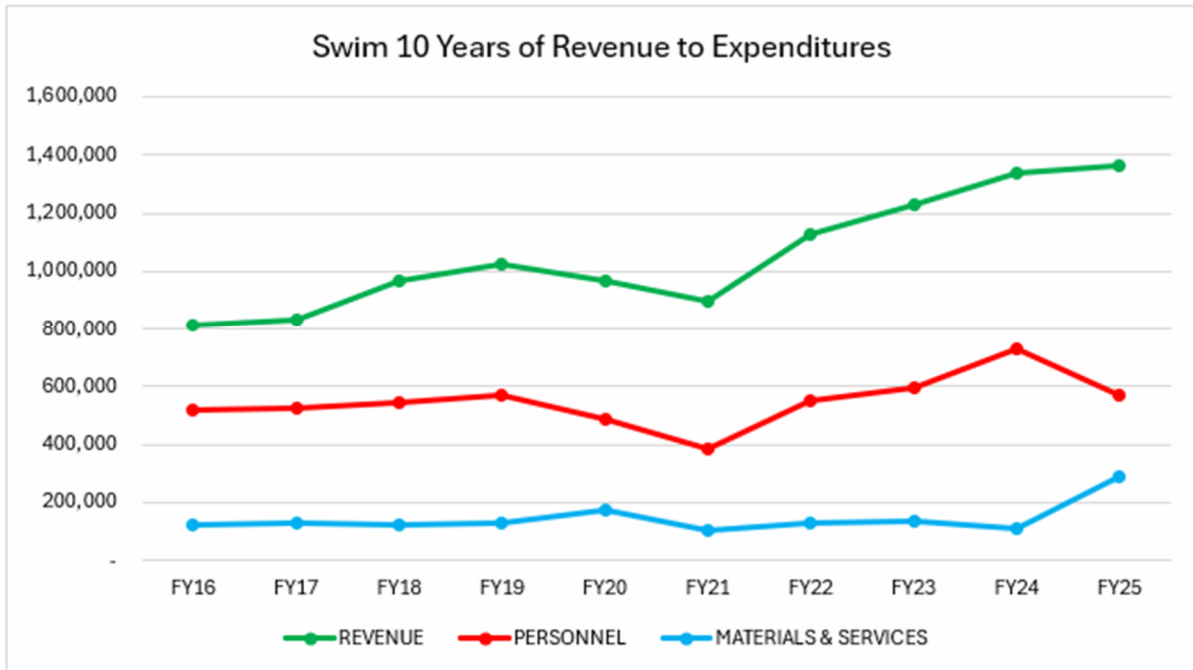
- Renew swim levy.
- Complete bidding and permitting for the Swim Center renovation project and begin construction in late summer.
- Continue providing swim lessons, recreational and fitness swimming opportunities, and school-based aquatic instruction.
- Maintain staffing levels necessary for safe facility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





SWIM LEVY FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	1,857,596	2,174,395	2,402,716	2,581,845	2,581,845
REVENUE					
Property Tax Levy	1,053,102	1,064,952	1,116,652	1,090,000	1,090,000
Property Tax - Prior	13,853	10,036	10,000	10,500	10,500
Pool Revenue	167,398	174,637	160,000	135,000	135,000
Miscellaneous Income	1,459	18	-	-	-
Interest Revenues	99,954	116,490	55,000	80,000	80,000
Total Swim Revenue	1,335,765	1,366,133	1,341,652	1,315,500	1,315,500
TOTAL SWIM RESOURCES	3,193,361	3,540,527.56	3,744,368	3,897,345	3,897,345
REQUIREMENTS FOR SWIM					
PERSONNEL SERVICES					
Regular Salaries and Wages	483,225	373,268	361,500	329,738	329,738
Overtime	2,611	2,583	3,500	3,000	3,000
Insurance Benefits	94,234	74,832	87,750	93,998	93,998
Taxes/Other	51,713	38,696	44,250	35,360	35,360
PERS Contributions	90,761	79,910	109,750	99,197	99,197
Total Swim Personnel Services	729,533	569,289	606,750	561,294	561,294
FTE	9.8	6.4	5.0	5.0	5.0
MATERIALS & SERVICES					
Contract Services	-	-	188,000	260,000	260,000
Bldg Maintenance	1,939	8,512	15,000	20,000	20,000
Ground Lease	14,000	14,000	14,000	20,000	20,000
Copier Lease & Maintenance	221	502	600	800	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
Internal Charge - Tech Services	10,742	23,496	18,300	28,526	28,526
Supplies & Services	10,223	164,679	12,000	12,000	12,000
Bank Charges	6,455	7,012	8,000	8,000	8,000
Cash Over & Short	121	26	-	-	-
Pool Chemicals	8,104	13,835	15,000	15,000	15,000
Janitorial Supplies	4,895	3,588	6,500	7,000	7,000
Pool Concession Purchases	837	1,366	3,000	2,000	2,000
Utility - Gas	30,344	27,377	36,000	30,000	30,000
Utility - Water	3,970	4,196	6,500	6,000	6,000
Utility - Electric	12,674	13,414	18,500	16,500	16,500
Total Swim Materials & Services	111,927	288,417	351,400	435,326	435,326
CAPITAL OUTLAY					
Bldg Improvements >\$5k	19,202	6,632	750,000	718,463	718,463
New Pool Facility	-	-	-	19,000	19,000
Pool Improvements >\$5k	-	-	-	-	-
Furniture & Fixtures >\$5k	-	-	-	6,000	6,000
Equipment >\$5k	-	5,670	-	-	-
Total Swim Capital Outlay	19,202	12,302	750,000	743,463	743,463
TRANSFERS OUT					
O/H to General Fund	158,308	183,048	142,211	174,748	174,748
Total Swim Transfers Out	158,308	183,048	142,211	174,748	174,748
OPERATING CONTINGENCY	-	-	47,907	-	-
RESERVED FOR FUTURE EXPENDITURE					
Restricted FB - Swim Center	2,174,395	2,487,472	-	-	-
TOTAL SWIM REQUIREMENTS	3,193,364	3,540,527.93	3,744,368	3,897,345	3,897,345

Street Fund

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

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

2025-26 Highlights

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

2026-27 Goals

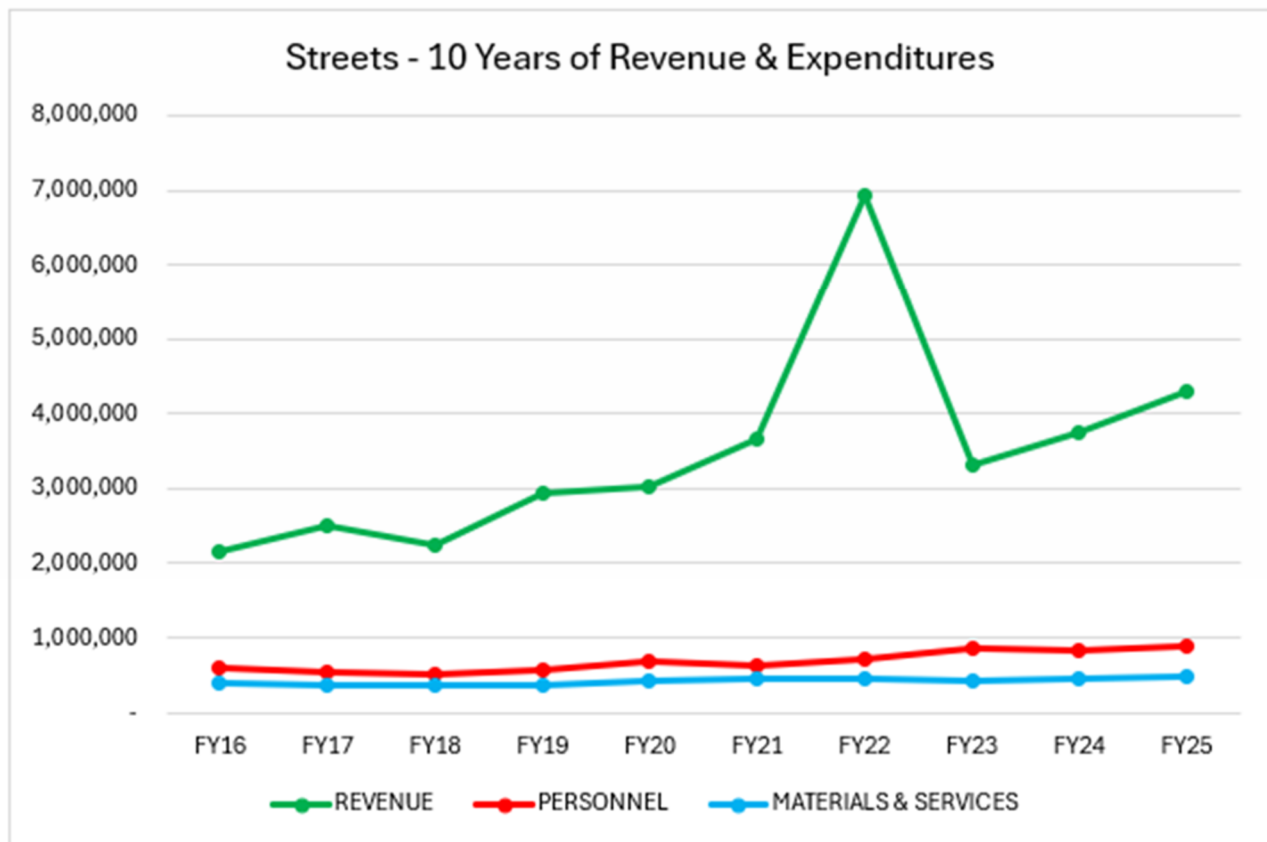
- Crack seal 5 miles of City streets (City-wide Goal – Promote Financial Stability)
- Maintain weekly sweeping schedule for approximately 65 miles of existing paved roads (City-wide Goal – Public Services)
- Construct Walnut Street extension to improve transportation infrastructure.
- Repaint approximately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

2026-27 Challenges

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

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Actuals	FY2026 Projected	FY2027 Budget
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%	100%	100%





Budget Detail

Street Fund

STREET FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	8,304,346	10,015,395	9,109,917	8,463,364	8,463,364
REVENUE					
State Highway Fund	1,406,049	1,548,834	1,485,000	1,500,000	1,500,000
Local Gas Tax	387,630	419,660	415,000	430,000	430,000
County Vehicle Registration Fee	350,966	350,053	320,000	325,000	325,000
Federal Fund Exchange	129,466	236,058	100,000	240,000	240,000
Miscellaneous Fees	250	550	300	500	500
Street Maintenance Fee	609,683	619,458	575,000	650,000	650,000
Erosion Control Fees	22,072	30,327	23,000	21,360	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	1,000	1,000
Urban Forestry Program Revenue	10,264	125	5,000	200	200
Street Sign Program Revenue	2,590	-	2,000	2,000	2,000
Traffic In Lieu Fees	30,693	204,400	-	-	-
Miscellaneous-Income	350,557	397,325	10,000	-	-
Damaged Property Claim Revenue	569	-	-	-	-
Interest Revenues	430,584	484,457	320,000	325,000	325,000
Total Street Revenue	3,739,648	4,300,672	3,263,300	3,502,060	3,502,060
TRANSFERS IN					
Transfer from SDC	261,379	870,748	6,292,000	4,764,369	4,764,369
Total Street Transfers In	261,379	870,748	6,292,000	4,764,369	4,764,369
TOTAL STREET RESOURCES	12,305,373	15,186,815	18,665,217	16,729,793	16,729,793
REQUIREMENTS FOR STREETS					
PERSONNEL SERVICES					
Regular Salaries and Wages	525,589	541,210	451,500	703,196	703,196
Seasonal/Temp Wages	7,695	37,854	-	-	-
Overtime	12,433	17,848	20,000	20,000	20,000
Employee Benefits	-	-	-	-	-
Insurance Benefits	91,101	89,108	92,500	117,482	117,482
Taxes/Other	56,931	66,354	67,750	74,328	74,328
PERS Contributions	127,649	124,962	128,250	196,753	196,753
Clothing Allowance	1,600	-	1,200	1,200	1,200
Total Street Personnel Services	822,997	877,336	761,200	1,112,959	1,112,959
FTE	6.0	7.5	5.5	7.9	7.9

STREET FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
REQUIREMENTS FOR STREETS (Continued)					
MATERIALS & SERVICES					
Consultant Engineer	14,330	10,450	15,000	15,000	15,000
Professional Services	8,524	5,791	6,000	10,000	10,000
UP/ODOT/Quiet Zone Inspections	-	-	94,000	94,000	94,000
Curb/Sidewalk Repair	6,384	1,201	10,000	12,000	12,000
Street Lighting & Maint	103,672	88,223	105,000	110,000	110,000
Street Maintenance	20,282	41,983	60,000	75,000	75,000
Copier Lease & Maint	1,135	1,037	1,500	1,500	1,500
Street Maint Billing	36,809	41,273	42,500	28,000	28,000
Street Signing	15,762	28,440	22,000	22,000	22,000
Street Marking & Striping	16,564	18,801	20,000	25,000	25,000
Damaged Property Claim Expense	8,737	9,520	10,000	10,000	10,000
Communications	3,643	3,537	2,700	3,200	3,200
Travel & Training	-	6,121	8,000	8,000	8,000
Membership Dues & Fees	-	40	1,000	1,000	1,000
Internal Charge-Fleet	102,332	110,580	88,556	100,723	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	66,262	66,262
Supplies & Services	13,619	12,810	12,000	12,000	12,000
Small Tools	4,877	2,264	7,000	7,000	7,000
Safety Supplies	1,752	594	1,500	2,000	2,000
Urban Forestry Program	14,861	16,194	20,000	35,000	35,000
Utilities	6,060	6,095	6,500	8,000	8,000
Total Street Materials & Services	440,490	486,792	605,551	691,880	691,880
CAPITAL OUTLAY					
Equipment	290,100	53,741	350,000	250,000	250,000
Street Maint Fee Projects	63,544	1,129,370	250,000	1,238,055	1,238,055
S Ivy Sidewalk/Overlay Project	121,383	1,800,891	1,492,000	-	-
Industrial Park to 99E	194,981	223,295	7,034,000	6,187,898	6,187,898
N Locust NE 4th-NE 10th Improv	34,955	-	-	-	-
NE Territorial/Redwood Improve	8,464	-	-	-	-
N Pine St Realignment	37,020	4,200	-	361,026	361,026
NE 10th Ave Locust to Pine	80,573	231,336	1,213,000	-	-
Fuel Station	2,140	61,765	364,500	-	-
Asset Management Program	-	-	50,000	50,000	50,000
Total Street Capital Outlay	833,159	3,504,598	10,753,500	8,086,979	8,086,979
TRANSFERS OUT					
O/H Transfer To General Fund	193,333	230,316	599,204	678,790	678,790
Total Street Transfers Out	193,333	230,316	599,204	678,790	678,790
OPERATING CONTINGENCY	-	-	68,338	90,242	90,242
RESERVED FOR FUTURE EXPENDITURE					
Restricted for Future St Maint	-	-	988,971	1,072,220	1,072,220
Reserve for Future Expenditure	-	-	4,888,453	4,996,723	4,996,723
Total Reserves for Furture Expenditure	-	-	5,877,424	6,068,943	6,068,943
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	-	-	-
TOTAL STREET REQUIREMENTS	12,305,373	15,186,817	18,665,217	16,729,793	16,729,793

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	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	84,509	123,308	147,356	148,977	148,977
REVENUE					
Room Tax Restricted (70%)	27,356	22,771	26,000	22,000	22,000
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
Interest-Unrestricted	1,460	1,968	1,200	2,500	2,500
Total Transient Room Tax Revenue	43,951	39,091	42,400	38,500	38,500
TOTAL TRANSIENT ROOM TAX RESOURCES	128,460	162,399	189,756	187,477	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	9,137
Insurance Benefits	-	-	-	1,293	1,293
Taxes/Other	-	-	-	772	772
PERS Contributions	-	-	-	2,526	2,526
Total Tourism Enhancement Personnel Services	-	-	-	13,728	13,728
FTE	-	-	-	0.1	0.1
MATERIALS & SERVICES					
Services & Supplies	956	2,120	35,000	-	-
TOTAL TOURISM ENHANCEMENT REQUIREMENTS	956	2,120	35,000	13,728	13,728
REQUIREMENTS NOT ALLOCATED					
RESERVED FOR FUTURE EXPENDITURE					
Reserved for Tourism Promotion	-	-	122,896	140,809	140,809
Reserved for Tourism Enhancement	-	-	19,360	20,440	20,440
Total Reserves for Furture Expenditure	-	-	142,256	161,249	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	-	-	-
TOTAL TRANSIENT ROOM TAX REQUIREMENTS	128,464	162,398	189,756	187,477	187,477

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	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	13,261,021	13,757,770	13,706,402	14,940,904	14,940,904
REVENUE					
Street Improvement SDC's	303,076	899,628	1,374,321	1,500,000	1,500,000
Street Reimbursement SDC's	64,348	174,382	360,419	400,000	400,000
Street SDC Compliance Cost Fee	8,018	21,798	43,474	50,000	50,000
Parks Improvement SDC's	400,712	442,529	918,487	550,000	550,000
Parks SDC Compliance Cost Fee	8,178	9,031	18,745	15,000	15,000
Sewer Improvement SDC's	44,422	59,391	106,246	65,000	65,000
Sewer Reimbursement SDC's	211,550	246,943	441,760	335,000	335,000
Sewer SDC Compliance Cost Fee	5,309	6,252	11,184	12,000	12,000
Storm Improvement SDC's	27,257	63,595	317,232	125,000	125,000
Storm Reimbursement SDC's	5,680	13,395	63,550	25,000	25,000
Storm SDC Compliance Cost Fee	1,027	2,364	9,236	4,500	4,500
Interest Revenues	665,339	660,020	400,000	450,000	450,000
Total SDC Revenue	1,744,915	2,599,328	4,064,654	3,531,500	3,531,500
TOTAL SDC RESOURCES	15,005,936	16,357,098	17,771,056	18,472,404	18,472,404
REQUIREMENTS FOR SDC'S					
TRANSFERS OUT & OTHER USES					
Transfer to Parks	310,037	1,678,797	4,800,000	120,000	120,000
Transfer to Streets	261,379	870,748	6,292,000	4,764,369	4,764,369
Transfer to Sewer	676,750	22,328	-	-	-
Transfer to Storm	-	-	-	-	-
Total SDC Transfers Out	1,248,166	2,571,873	11,092,000	4,884,369	4,884,369
RESERVED FOR FUTURE EXPENDITURE					
Reserved for Street Improve	-	-	2,303,020	5,854,910	5,854,910
Reserved for Street Reimb	-	-	679,735	1,074,541	1,074,541
Reserved for Street SDC Admin	-	-	194,670	284,129	284,129
Reserved for Parks Improvement	-	-	1,703,057	4,255,804	4,255,804
Reserved for Parks SDC Admin	-	-	108,051	127,874	127,874
Reserved for Sewer Improve	-	-	164,263	218,891	218,891
Reserved for Sewer Reimb	-	-	718,653	1,008,529	1,008,529
Reserved for Sewer SDC Admin	-	-	16,191	31,465	31,465
Reserved for Stormwater Imp	-	-	680,547	627,666	627,666
Reserved for Stormwater Reimb	-	-	91,839	81,798	81,798
Reserved for Storm SDC Admin	-	-	19,030	22,431	22,431
Total Reserves for Furture Expenditure	-	-	6,679,056	13,588,035	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	18,472,404	18,472,404

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	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	1,217,595	1,307,942	1,382,941	1,471,870	1,471,870
REVENUE					
Perpetual Care: Current Sales	27,005	20,780	18,000	23,000	23,000
Interest Revenues	63,341	70,148	40,000	40,000	40,000
Total Cemetery Perpetual Care Revenue	90,346	90,928	58,000	63,000	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	1,940,941	2,034,870	2,034,870
REQUIREMENTS FOR CEMETERY PERPETUAL CARE					
TRANSFERS OUT					
Interfund Loan Transfer to Library	500,000	500,000	500,000	500,000	500,000
Transfer to Cemetery	-	-	-	38,350	38,350
Total Cemetery Perpetual Care Transfers Out	500,000	500,000	500,000	500,000	500,000
RESERVED FOR FUTURE EXPENDITURE	-	-	1,440,941	1,534,870	1,534,870
Committed FB - Cemetery Care	1,307,942	1,398,870	-	-	-
TOTAL CEMETERY PERPETUAL CARE REQUIREMENTS	1,807,942	1,898,870	1,940,941	2,034,870	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	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	21,164	21,945	29,195	52,052	52,052
REVENUE					
Forfeiture Funds-Federal	-	3,476	15,000	5,000	5,000
Forfeiture Funds-Civil	-	12,712	2,000	-	-
Interest Earned-federal	163	219	100	100	100
Interest Earned-Civil	886	1,091	750	750	750
Total Forfeiture Revenue	1,049	17,498	17,850	5,850	5,850
TOTAL FORFEITURE RESOURCES	22,213	39,444	47,045	57,902	57,902
REQUIREMENTS FOR FORFEITURE					
MATERIALS & SERVICES					
Supplies & Services-Federal	-	-	10,000	10,000	10,000
Supplies & Service-Civil	268	3,572	1,000	2,000	2,000
Total Forfeiture Materials & Services	268	3,572	11,000	12,000	12,000
RESERVED FOR FUTURE EXPENDITURE					
Reserve for Future Exp-Federal	-	-	31,458	22,319	22,319
Reserve for Future Exp-Civil	-	-	4,588	23,583	23,583
Total Reserves for Furture Expenditure	-	-	36,046	45,902	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	47,046	57,902	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.

Performance Measures

Strategies and Measures	FY2023 Actuals	FY2024 Actuals	FY2025 Actuals	FY2026 Projected	FY2027 Budget
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	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	83,431	21,277	99,728	166,689	166,689
REVENUE					
Miscellaneous Revenues	136	1,100	-	-	-
Interest Revenues	3,953	4,558	3,000	4,500	4,500
Internal Revenue-Facilities	470,000	650,004	600,000	600,000	600,000
Total Facilities Revenue	474,089	655,663	603,000	604,500	604,500
TOTAL FACILITIES FUND RESOURCES	557,520	676,939	702,728	771,189	771,189
REQUIREMENTS FOR FACILITIES					
PERSONNEL SERVICES					
Regular Salaries and Wages	98,894	101,608	116,000	121,674	121,674
Overtime	5,901	2,688	5,000	2,000	2,000
Insurance Benefits	10,932	11,103	18,250	18,656	18,656
Taxes/Other	10,828	10,619	16,250	13,330	13,330
PERS Contributions	24,480	23,532	33,750	34,603	34,603
Clothing Allowance	400	-	400	400	400
Total Facilities Personnel Services	151,435	149,550	189,650	190,663	190,663
FTE	1.2	1.1	1.2	1.2	1.2
MATERIALS & SERVICES					
Contract Services	48,377	49,089	70,000	75,000	75,000
Janitorial Services & Supplies	151,166	166,916	225,000	200,000	200,000
Building Repairs & Maintenance	68,939	78,448	70,000	75,000	75,000
Copier Lease & Maintenance	212	188	250	250	250
Travel & Training	-	-	2,000	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	7,500	7,500
Utilities	87,472	89,422	100,000	100,000	100,000
Total Facilities Materials & Services	371,322	397,150	476,250	462,750	462,750
CAPITAL OUTLAY					
Capital Equipment	13,484	-	-	17,500	17,500
Total Facilities Capital Outlay	13,484	-	-	17,500	17,500
OPERATING CONTINGENCY	-	-	33,295	32,671	32,671
RESERVED FOR FUTURE EXPENDITURE	-	-	3,533	67,606	67,606
Fund Balance	21,277	130,239	-	-	-
TOTAL FACILITIES REQUIREMENTS	557,518	676,939	702,728	771,189	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

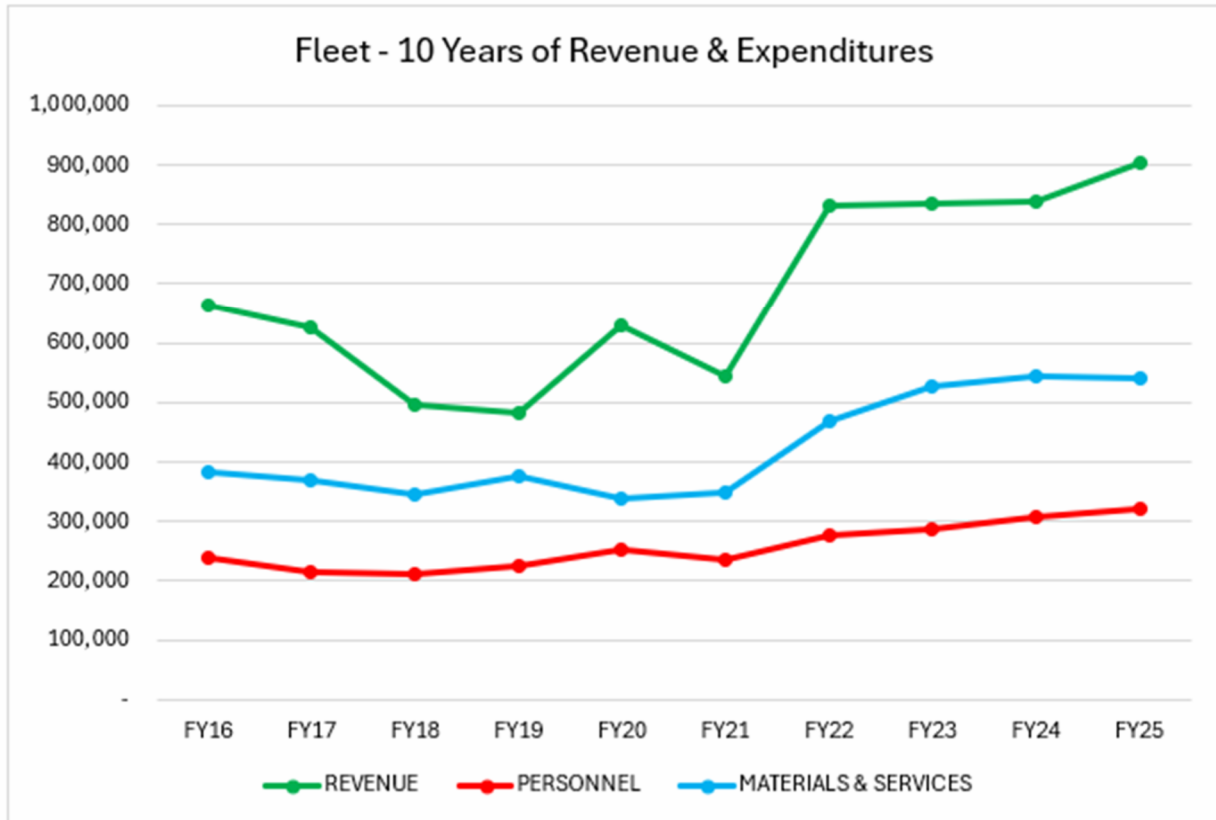
- Completed all DEQ testing for 2025
- Sent 5 vehicles and miscellaneous shop items to auction to help recuperate portions of original costs.
- Upgraded One new shop door.
- Kept total vehicles and equipment available for use above 92%.
- Maintained 94% on- time Preventative maintenance.
- Attended Ford 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 Actuals	FY25-26 Projected	FY26-27 Budget
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	1GCRNEC7J2319942	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	2FZHRJBB3XA990091	Heavy Truck		6,265
Collections	4074	4074 2015 Kenworth T4	2015	Kenworth	T4	1NKBJ0XXFJ442188	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	2FDLF47G8KC834154	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	1FDUF4GY8EB15919	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	1M04X2XDKJM131474			829.1
Streets									
Streets	10041	10041 2006 Ford F150	2006	Ford	F150	1FTRX12W76FA0916	Pickup		30,971
Streets	10052	10052 1975 Ford F350	1975	Ford	F350	F37BRX01643	Light Truck		84,573
Streets	7099	7099 1999 Chevrolet 3500	1999	Chevrolet	3500	1GBHG31R4X1101354	Van		11,087
Streets	7814	7814 2003 Cargolight / Silverlight	2003	Cargolight /	Trailer	1S9JP14293S609685	Trailer		0
Streets	9029	9029 1990 Ford F250	1990	Ford	F250	1FTHF25Y6LKA51863	Pickup		118,879
Streets	9044	9044 2006 Ford F250	2006	Ford	F250	1FTNF20536EB70392	Pickup		89,976
Streets	9045	9045 2008 Ford Escape	2008	Ford	Escape	1FMCU92Z08KD23347	SUV		54,374
Streets	9046	9046 2017 Ford F350 Crew Cab	2017	Ford	F350 Crew Cab	1FT8W3B67HED45058	Pickup		32,180
Streets	9047	9047 2018 Ford F350	2018	Ford	F350	1FDBF3A64JEB31654	Light Truck		29,509
Streets	9048	9048 2020 Ford Range r	2020	Ford	Ranger	1FTR4FH2LLA59621	Pickup		26,514
Streets	9049	9049 2022 Ford F350	2022	Ford	F350	1FTRF3AN4NEG16165	Flat Bed		13,325
Streets	9051	9051 2024 Ford F-150	2024	Ford	F-150	1FTFW1L52RKE10905	Pickup		4,351
Streets	9052	9052 1975 Ford F350	1975	Ford	F350	F37BRX01643-T	Light Truck		85,268
Streets	9054	9054 2015 Ford F550	2015	Ford	F550	1FD0X5GY2FEA89999	Light Truck		33,361
Streets	9057	9057 1990 Chevrolet Top Kick 70	1990	Chevrolet	Top Kick 70	1GDM7H1M6LJ610542	Medium Duty Truck		2,245
Streets	9059	9059 2005 Sterling Acterra	2005	Sterling	Acterra	2FZCHBS25AU06562	Heavy Truck		4,161
Streets	9060	9060 2024 Kenworth T880	2024	Kenworth	T880	1NKZL40X4RJ381540	Dump Truck		171
Streets	9085	9085 2010 Elgin Crosswind J	2010	Elgin	Crosswind J	J3237D (ELGIN # FOR	Street Sweeper		5,656
Streets	9085A	9085A 2009 Nissan UD 3300	2009	Nissan	UD 3300	JNAPC81L89AF75084	Medium Duty Truck		43,992
Streets	9086	9086 2016 Ford F550	2016	Ford	F550	1FD0X5GY7GEB63600	Bucket Truck		3,836
Streets	9090-S	9090-S 2020 Elgin Crosswind	2020	Elgin	Crosswind	JS41583	Street Sweeper		1,552

Budget Detail

Fleet Fund

Transit									
Transit	1029	1029 2004 Chevrolet Impala	2004	Chevrolet	Impala	2G1WF52EX49234326	Car		38,931
Transit	20018	20018 2010 Chevrolet G4500	2010	Chevrolet	G4500	1GB9G5A68A1121989	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		493,245
Transit	20030	20030 2014 Dodge Grand	2014	Dodge	Grand Caravan	2C4RDGCG8ER187479	Van		26,645
Transit	20032	20032 2015 Chevrolet/Arboc	2015	Chevrolet/Arboc	CG33803	1GB6G58GXF1245781	Cutaway Bus		211,986
Transit	20033	20033 2015 Chevrolet/Arboc	2015	Chevrolet/Arboc	G4500	1GB6G58G0F1248530	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	1HA6GU8B0JN008000	Cutaway Bus		114,840
Transit	20037	20037 2018 Chevrolet/Arboc	2018	Chevrolet/Arboc	G4500	1HA6GU8B6JN008082	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	1HA6GU8G8KN002779	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	1FDVU4X88NK A06892			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	5FNYP6H55LB014230	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	1FTE4PH7RLE37049			3,939
Waste Water	4034	4034 1995 Ford F450	1995	Ford	F450	1FDLF47G0SEA55961	Light Truck		65,789.80

FLEET SERVICES FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	94,024	73,102	127,619	77,854	77,854
REVENUE					
Canby Adult Center	6,136	7,670	3,500	4,000	4,000
Miscellaneous - Revenue	348	70	100	100	100
Interest Revenues	4,101	4,693	3,000	3,000	3,000
Internal Revenue-Fleet	828,550	892,008	850,000	965,000	965,000
Total Fleet Revenue	839,134	904,441	856,600	972,100	972,100
TOTAL FLEET FUND RESOURCES	933,158	977,542	984,219	1,049,954	1,049,954
REQUIREMENTS FOR FLEET					
PERSONNEL SERVICES					
Regular Salaries and Wages	187,514	194,169	198,000	208,593	208,593
Overtime	1,409	2,749	3,000	2,000	2,000
Insurance Benefits	55,408	59,248	70,750	76,253	76,253
Taxes/Other	18,419	18,842	23,000	21,205	21,205
PERS Contributions	43,312	44,778	55,500	58,007	58,007
Clothing Allowance	800	-	800	800	800
Tool Allowance	-	1,500	2,000	2,000	2,000
Total Fleet Personnel Services	306,863	321,286	353,050	368,858	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	19,000	19,000
CAT Contract Services	8,825	9,004	15,000	20,000	20,000
Copier Lease & Maint	369	335	400	400	400
Canby Area Transit Expenses	42,324	48,065	46,000	38,000	38,000
Communications	988	856	750	800	800
Travel & Training	-	210	750	500	500
DEQ/DMV	2,298	963	2,400	1,000	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	17,116	17,116
Supplies & Services	49,789	56,554	46,000	47,000	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	325,000	325,000
Oil-General	3,247	4,966	4,000	3,500	3,500
Oil-Transit	4,022	3,371	4,000	4,000	4,000
Safety Equipment	42	229	500	500	500
Total Fleet Materials & Services	544,070	541,128	545,357	581,973	581,973
CAPITAL OUTLAY					
Equipment	9,124	-	-	-	-
Total Fleet Capital Outlay	9,124	-	-	-	-
OPERATING CONTINGENCY	-	-	44,920	47,542	47,542
RESERVED FOR FUTURE EXPENDITURE	-	-	40,892	51,582	51,582
Fund Balance	73,102	114,126	-	-	-
TOTAL FLEET FUND REQUIREMENTS	933,158	976,540	984,219	1,049,954	1,049,954

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

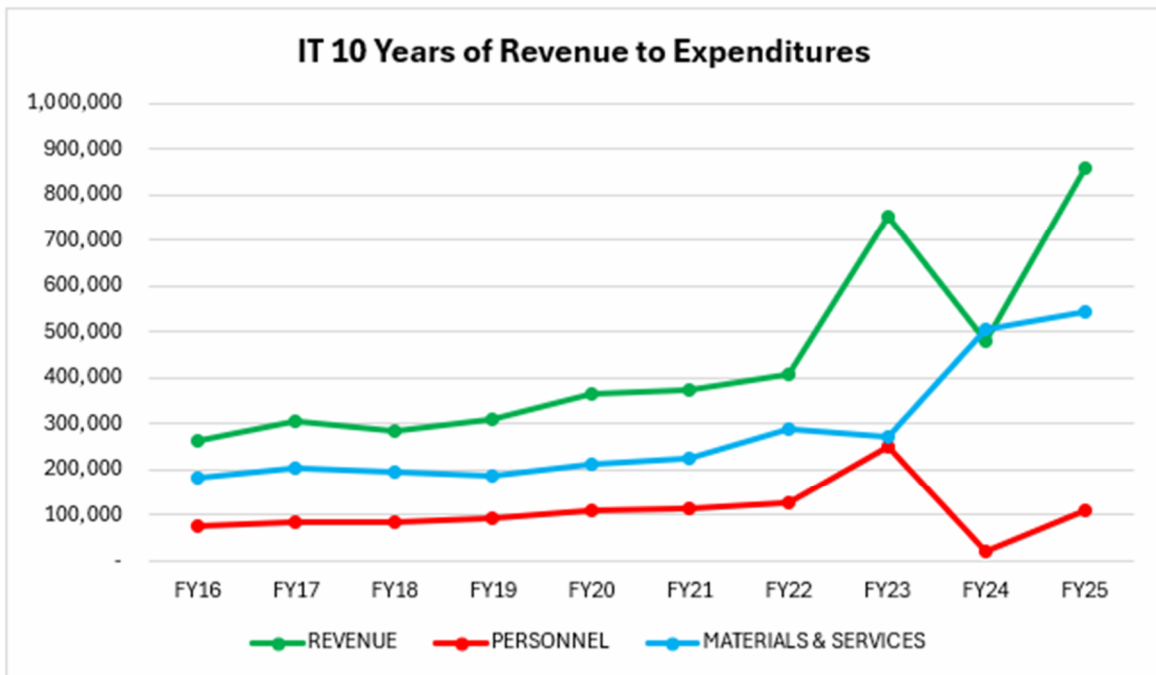
- Support city workstations and servers with 99% or greater up time.
- Replaced 24 PCs that are end of Life.
- Upgraded the police department WIFI
- Replaced failing or aged switches at PD to improve reliability.
- Updated city phone system and reduced costs.
- Re-evaluated Software by removing outdated 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	FY23-24 Actuals	FY24-25 Actuals	FY25-26 Projected	FY26-27 Budget
Workstations supported	192	192	180	185
Servers Supported	28	28	21	21
Networks Supported	15	15	15	15
Help Desk Tickets Serviced	N/A	886	1000	1000



TECH SERVICES FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	174,484	88,894	176,780	170,184	170,184
REVENUE					
Miscellaneous-Income	-	-	-	-	-
Interest Revenues	9,016	9,407	4,000	8,000	8,000
Internal Revenue-Tech Services	470,000	849,996	700,000	820,000	820,000
Total Tech Services Revenue	479,016	859,403	704,000	828,000	828,000
TOTAL TECH SERVICES FUND RESOURCES	653,500	948,297	880,780	998,184	998,184
REQUIREMENTS FOR TECH SERVICES					
PERSONNEL SERVICES					
Regular Salaries and Wages	13,549	74,035	92,000	95,849	95,849
Overtime	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Insurance Benefits	2,304	11,063	15,500	16,495	16,495
Taxes/Other	1,194	6,158	7,500	8,033	8,033
PERS Contributions	2,706	16,208	25,500	26,299	26,299
Total Tech Services Personnel Services	19,754	107,464	140,500	146,676	146,676
FTE	0.1	0.9	1.1	1.1	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	70,000	70,000
Web Page	6,878	300	5,000	12,000	12,000
Travel & Training	-	13	3,000	3,000	3,000
Fees & Dues	63,368	90,013	90,000	90,000	90,000
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	20,000	20,000
Computer Equipment	12,552	32,538	37,000	37,000	37,000
Total Tech Services Materials & Services	504,396	545,909	563,413	562,413	562,413
CAPITAL OUTLAY					
Equipment	-	-	-	-	-
Computer Equipment over \$5,000	40,456	63,245	100,000	102,638	102,638
Total Tech Services Capital Outlay	40,456	63,245	100,000	102,638	102,638
OPERATING CONTINGENCY	-	-	35,305	35,563	35,563
RESERVED FOR FUTURE EXPENDITURE	-	-	41,562	150,894	150,894
ENDING FUND BALANCE (prior year's)	88,894	231,680	-	-	-
TOTAL TECH SERVICES FUND REQUIREMENTS	653,500	948,298	880,780	998,184	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	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING BALANCE (Cash Carryover)	10,954,155	12,359,177	11,587,532	10,897,480	10,897,480
REVENUE					
Sewer Tap Fees	6,300	7,900	5,000	5,000	5,000
Utility Charges for Service	4,522,201	4,631,203	4,600,000	4,830,000	4,830,000
Miscellaneous Revenue	70,019	13,987	10,000	25,000	25,000
Interest Revenues	534,290	612,805	400,000	380,000	380,000
Total Sewer Revenue	5,132,808	5,265,895	5,015,000	5,240,000	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	16,602,532	16,137,480	16,137,480
REQUIREMENTS FOR SEWER COMBINED FUND					
WWTP					
Personnel Services	789,732	956,408	1,318,400	1,342,206	1,342,206
Materials & Services	643,173	697,104	828,737	820,682	820,682
Capital Outlay	1,200,348	298,066	4,553,700	1,974,722	1,974,722
SEWER COLLECTIONS					
Personnel Services	442,649	374,666	481,200	498,846	498,846
Materials & Services	167,221	160,008	194,174	209,474	209,474
Capital Outlay	122,381	749,800	2,570,750	1,146,469	1,146,469
STORMWATER					
Personnel Services	198,473	186,474	284,650	389,195	389,195
Materials & Services	45,141	65,824	90,461	111,304	111,304
Capital Outlay	27,066	705,760	3,424,550	1,417,433	1,417,433
NON-DEPARTMENTAL					
Personnel Services	28,420	29,409	48,750	28,122	28,122
Materials & Services	378,802	371,873	415,000	465,000	465,000
Transfers Out	361,130	416,160	662,651	766,212	766,212
Operating Contingency	-	-	200,000	200,000	200,000
RESERVED FOR FUTURE EXPENSE	12,359,177	12,634,306	1,529,509	6,767,815	6,767,815
TOTAL SEWER FUND REQUIREMENTS	16,763,714	17,645,859	16,602,532	16,137,480	16,137,480

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

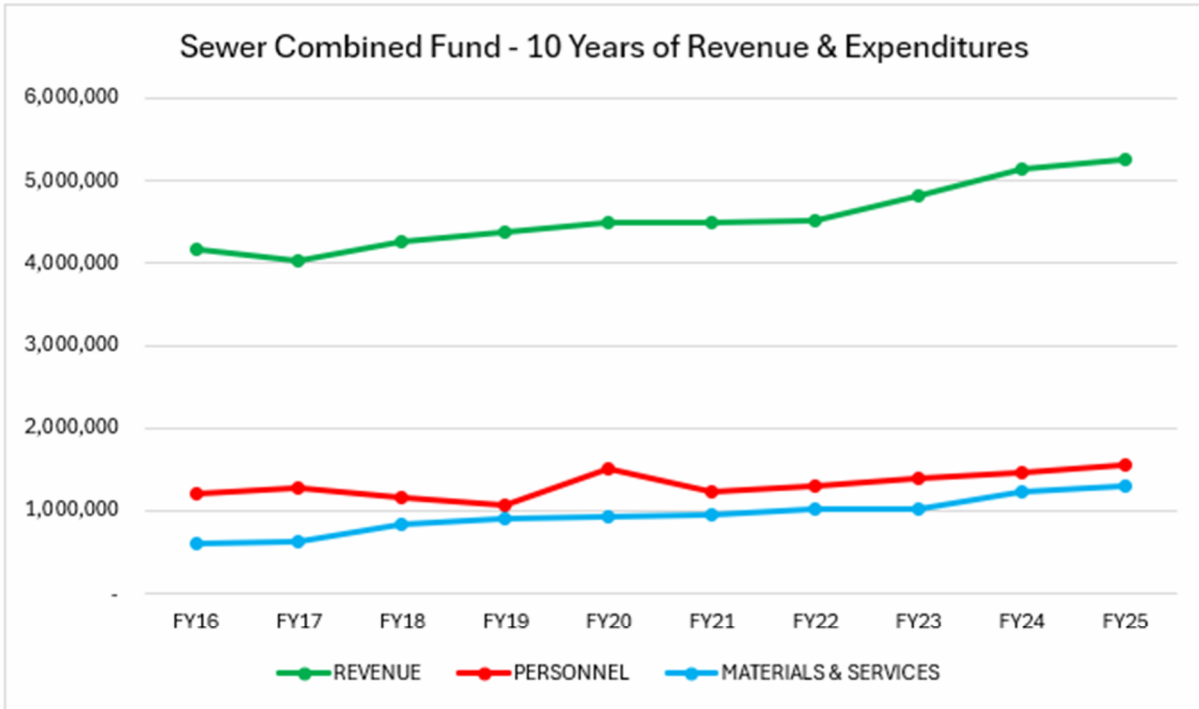
- **Achieve Full Staffing** – A small staff means every member plays a vital role in daily operations and permit compliance.
- **Maintain Regulatory Excellence** – Continue meeting all compliance standards to earn a **Gold Award for 100% NPDES Permit Compliance**.
- **UV Disinfection System Replacement**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

SEWER COMBINED FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
REQUIREMENTS FOR WASTE WATER TREATMENT PLANT					
PERSONNEL SERVICES					
Regular Salaries and Wages	486,014	607,543	788,000	816,714	816,714
Overtime	25,348	30,751	40,000	40,000	40,000
Insurance Benefits	106,751	104,376	149,000	147,490	147,490
Taxes/Other	49,547	64,559	107,500	99,344	99,344
PERS Contributions	120,072	147,570	231,500	236,258	236,258
Clothing Allowance	2,000	1,609	2,400	2,400	2,400
Total WWTP Personnel Services	789,732	956,408	1,318,400	1,342,206	1,342,206
FTE	4.9	6.2	7.7	6.5	6.5
REQUIREMENTS FOR WASTE WATER TREATMENT PLANT					
MATERIALS & SERVICES					
Professional Services	14,083	18,000	25,000	25,000	25,000
Disposal Services	181,561	216,619	225,000	225,000	225,000
Maintenance Operations	51,840	51,844	45,000	45,000	45,000
Pump and Motor Repair	24,426	31,233	30,000	40,000	40,000
Grounds Maint	2,192	2,023	2,500	2,500	2,500
Effluent Testing	14,397	22,965	32,000	32,000	32,000
Sludge Testing	1,974	765	4,000	-	-
Pretreatment Testing	12,847	7,194	8,200	500	500
Communications	1,403	1,619	3,000	2,200	2,200
Copier Lease & Maintenance	1,591	3,492	3,400	3,400	3,400
Travel & Training	1,844	6,870	7,500	5,000	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	15,253	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	69,603	69,603
Supplies & Services	11,067	7,476	15,000	12,000	12,000
Safety Supplies	3,000	2,958	10,000	7,000	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	5,000	5,000
Lime	55,953	56,685	100,000	90,000	90,000
Biosolids - Polymer	6,050	9,470	19,000	11,000	11,000
Utilities	105,043	118,480	130,000	135,000	135,000
Total WWTP Materials & Services	643,173	697,104	828,737	820,682	820,682
CAPITAL OUTLAY					
Vehicles & Equipment	44,990	96,169	15,000	25,000	25,000
Improvements	1,133,101	-	-	-	-
UV and Emergency Power	20,718	41,285	1,500,000	1,549,722	1,549,722
Fuel Station	1,540	54,407	338,700	-	-
WWTP Building Compliance Upgrade	-	106,205	250,000	-	-
Solids Dewatering Equipment	-	-	1,350,000	100,000	100,000
Influent Pump & Recycle Pump Replacement	-	-	1,000,000	100,000	100,000
WWTP Electrical Condition Assessment	-	-	50,000	50,000	50,000
Asset Management Program	-	-	50,000	50,000	50,000
Primary Clarifier	-	-	-	60,000	60,000
Outfall Repair	-	-	-	40,000	40,000
Total WWTP Capital Outlay	1,200,348	298,066	4,553,700	1,974,722	1,974,722
TOTAL WWTP REQUIREMENTS	2,633,253	1,951,578	6,700,837	4,137,610	4,137,610

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



Budget Detail

Sewer Combined Fund - Collections

SEWER COMBINED FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
REQUIREMENTS FOR SEWER COLLECTIONS					
PERSONNEL SERVICES					
Regular Salaries and Wages	289,395	251,270	289,500	308,560	308,560
Overtime	5,116	4,701	5,000	5,000	5,000
Employee Benefits	-	-	-	-	-
Insurance Benefits	48,374	37,645	56,500	60,109	60,109
Taxes/Other	31,826	27,131	46,000	36,402	36,402
PERS Contributions	67,539	53,920	83,000	87,576	87,576
Clothing Allowance	400	-	1,200	1,200	1,200
Total Collections Personnel Services	442,649	374,666	481,200	498,846	498,846
FTE	3.5	2.7	3.4	2.8	2.8
MATERIALS & SERVICES					
Consultant Engineer	110	4,194	12,000	10,000	10,000
Lateral Repair	22,358	7,088	12,000	12,000	12,000
Lift Station Maint	28,453	11,149	20,000	20,000	20,000
Lift Station Telemetry	4,378	9,441	13,000	10,000	10,000
Collection System Maint	18,709	15,672	30,000	30,000	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	10,000	10,000
Membership Dues & Fees	1,420	1,776	1,800	2,000	2,000
Internal Charge-Fleet	39,851	40,764	25,663	29,189	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	27,874	27,874
Supplies & Services	12,851	6,186	9,000	10,000	10,000
Small Tools	5,360	6,017	7,000	8,000	8,000
Safety Supplies	2,081	1,491	1,800	2,500	2,500
Utilities-Lift Stations	9,551	11,624	15,000	15,000	15,000
Total Collections Materials & Services	167,221	160,008	194,174	209,474	209,474
CAPITAL OUTLAY					
Vehicles & Equipment	49,930	-	-	100,000	100,000
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	-	-
N Pine Street Realignment	-	-	350,000	357,369	357,369
Industrial Park Connection to 99E	-	184	1,550,000	435,006	435,006
Asset Management Program	-	-	50,000	50,000	50,000
Lift Station - N Holly	-	-	-	204,094	204,094
Total Collections Capital Outlay	122,381	749,800	2,570,750	1,146,469	1,146,469
TOTAL COLLECTIONS REQUIREMENTS	732,251	1,284,475	3,246,124	1,854,789	1,854,789

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



Budget Detail

Sewer Combined Fund - Stormwater

SEWER COMBINED FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
REQUIREMENTS FOR STORMWATER					
PERSONNEL SERVICES					
Regular Salaries and Wages	132,039	122,929	173,000	239,559	239,559
Overtime	1,322	1,958	2,250	4,000	4,000
Insurance Benefits	20,766	21,082	32,250	46,944	46,944
Taxes/Other	13,661	12,973	27,500	28,155	28,155
PERS Contributions	30,684	27,532	49,250	70,137	70,137
Clothing Allowance	-	-	400	400	400
Total Stormwater Personnel Services	198,473	186,474	284,650	389,195	389,195
FTE	1.7	1.7	2.2	1.9	1.9
MATERIALS & SERVICES					
Consultant Engineer	5,285	2,829	10,000	8,000	8,000
Catch Basin Repair	-	5,012	8,000	8,000	8,000
Storm System Maintenance	11,805	18,346	26,000	26,000	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	6,000	6,000
Membership Dues & Fees	3,992	4,111	4,500	5,000	5,000
Internal Charge-Facilities	15,988	22,116	20,411	20,411	20,411
Internal Charge-Tech Services	-	-	-	21,843	21,843
Supplies & Services	4,134	4,673	7,500	7,700	7,700
Small Tools	434	2,930	5,000	5,000	5,000
Safety Supplies	1,753	437	1,700	2,000	2,000
Total Stormwater Materials & Services	45,141	65,824	90,461	111,304	111,304
CAPITAL OUTLAY					
Equipment	-	171,511	-	60,000	60,000
Drywells	25,526	118	-	90,000	90,000
Fuel Station	1,540	52,867	310,750	-	-
S Ivy Sidewalk/Overlay Project	-	344,675	1,508,000	-	-
Industrial Park Connection to 99E	-	-	1,240,000	859,477	859,477
N Pine Steet Realignment	-	-	-	357,956	357,956
NE 10th Ave, N Locust to N Pine Storm line	-	136,589	315,800	-	-
Asset Management Program	-	-	50,000	50,000	50,000
Total Stormwater Captial Outlay	27,066	705,760	3,424,550	1,417,433	1,417,433

Sewer Not Allocated

SEWER COMBINED FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
REQUIREMENTS NOT ALLOCATED					
PERSONNEL SERVICES					
Office Specialist II	-	-	-		
Office Specialist III	-	-	-		
Regular Salaries and Wages	18,934	19,068	26,750	17,892	17,892
Insurance Benefits	3,487	4,527	11,750	3,820	3,820
Taxes/Other	1,704	1,573	2,750	1,502	1,502
PERS Contributions	4,295	4,241	7,500	4,909	4,909
Total Sewer Not Allocated Personnel Services	28,420	29,409	48,750	28,122	28,122
FTE	0.3	0.3	0.4	0.4	0.4
MATERIALS & SERVICES					
Rate Studies and Master Plans	(206)	-	-	-	-
Sewer Billing	63,803	71,873	75,000	115,000	115,000
Franchise Fee	315,000	300,000	340,000	350,000	350,000
Total Sewer Not Allocated Materials & Services	378,802	371,873	415,000	465,000	465,000
TRANSFERS OUT					
O/H Transfer to General Fund-WWTP	218,185	268,680	327,026	426,330	426,330
O/H Transfer to General Fund-Collections	94,871	102,192	162,119	176,283	176,283
O/H Transfer to General Fund-Stormwater	48,074	45,288	173,506	163,599	163,599
Total Sewer Not Allocated Transfers Out	361,130	416,160	662,651	766,212	766,212
OPERATING CONTINGENCY	-	-	200,000	200,000	200,000
TOTAL REQUIREMENTS NOT ALLOCATED	768,353	817,442	1,326,401	1,459,334	1,459,334
RESERVED FOR FUTURE EXPENDITURE	-	-	1,529,509	5,267,815	5,267,815
RESERVED FOR FUTURE EXPANSION	-	-	-	1,500,000	1,500,000
TOTAL RESERVE	-	-	-	6,767,815	6,767,815
ENDING FUND BALANCE (prior year's)	12,359,177	12,634,306	-	-	-
TOTAL SEWER COMBINED FUND REQUIREMENTS	16,763,714	17,645,859	16,602,532	16,137,480	16,137,480

This Page Intentionally Left Blank

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	-	67,856	98,758	111,050	-11.07%
Planning	6,818	33,661	-	99,732	140,211	150,196	-6.65%
Building	802	8,150	-	24,148	33,100	19,822	66.99%
Police	127,555	291,372	230,036	863,297	1,512,261	1,365,763	10.73%
Parks	45,928	42,707	68,878	126,536	284,049	464,855	-38.90%
Cemetery	-	14,100	-	41,776	55,876	36,623	52.57%
Economic Dev	7,048	4,075	-	12,074	23,197	81,226	-71.44%
Library	106,946	73,190	-	216,851	396,987	368,801	7.64%
Streets	46,195	56,889	100,723	678,790	882,597	760,055	16.12%
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	180,631	719,623	730,093	-1.43%
Swim Levy	-	28,526	-	174,748	203,274	160,512	26.64%
WWTP	20,726	69,603	15,253	426,330	531,912	399,663	33.09%
Collections	20,411	27,874	29,189	176,283	253,757	222,593	14.00%
Storm	20,411	21,843	-	163,599	205,853	193,917	6.16%
Total	\$600,000	\$820,000	\$954,999	\$ 3,252,651	\$5,627,654	\$5,369,636	4.81%

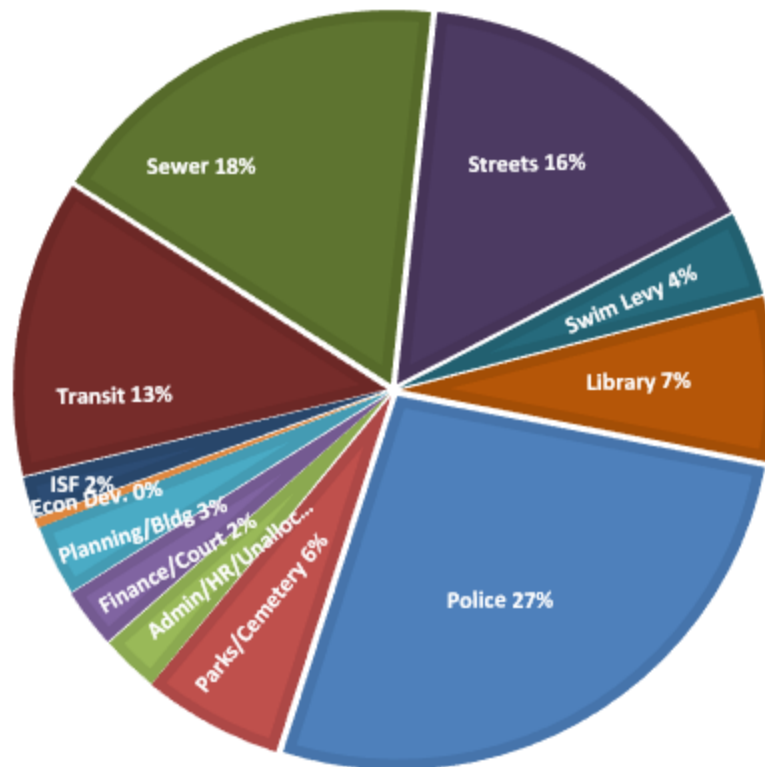
General Admin Overhead costs are absorbed by the General Fund.

* 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)	

ALLOCATION OF ALL INTERNAL CHARGES/OVERHEAD FY2027



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
OR-LB-1**

NOTICE OF BUDGET HEARING

Oregon Department of Revenue

A public meeting of the City of Canby City Council will be held on June 17, 2026 at 7:00 p.m and can be viewed 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 ridgleyt@canbyoregon.gov or call 503-266-0637 by 4:30 pm on June 17th. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2026 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: Denise LaRue, Finance Director	Telephone: 503-266-0725	Email: larued@canbyoregon.gov
---	-------------------------	---

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2024-2025	Adopted Budget This Year: 2025-2026	Approved Budget Next Year: 2026-2027
1. Beginning Fund Balance/Net Working Capital	51,847,041	47,537,821	47,072,105
2. Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	15,895,314	16,792,804	17,313,650
3. Federal, State and All Other Grants, Gifts, Allocations and Donations	5,719,040	6,374,841	5,943,473
4. Revenue from Bonds and Other Debt	0	0	0
5. Interfund Transfers / Internal Service Reimbursements	5,824,001	14,721,053	8,351,173
6. All Other Resources Except Current Year Property Taxes	3,247,939	1,760,976	1,873,950
7. Current Year Property Taxes Estimated to be Received	7,863,615	8,394,616	9,826,057
8. Total Resources - add lines 1 through 7	90,396,950	95,582,111	90,380,408

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
9. Personnel Services	15,524,917	17,790,350	18,711,412
10. Materials and Services	11,198,176	11,360,343	11,326,988
11. Capital Outlay	7,491,455	28,387,500	13,809,633
12. Debt Service	13,457	15,000	0
13. Interfund Transfers	5,399,001	14,296,053	8,351,173
14. Contingencies	0	792,092	686,940
15. Special Payments	17,662	25,000	15,000
16. Unappropriated Ending Balance and Reserved for Future Expenditure	50,752,282	22,915,773	37,479,262
17. Total Requirements - add lines 9 through 16	90,396,950	95,582,111	90,380,408

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program			
FTE for Unit or Program			
Administration	1,082,157	1,045,988	1,145,481
FTE	3.4	2.9	3.2
HR/Risk Management	793,427	1,075,443	1,158,572
FTE	0.9	1.5	2.0
Court	579,228	656,055	668,892
FTE	2.7	2.8	2.8
Finance	952,460	958,643	948,598
FTE	5.9	5.5	4.8
Planning	929,760	1,005,158	939,100
FTE	4.1	4.3	4.4
Building	158,938	173,992	158,061
FTE	1.0	1.0	1.0
Police	8,352,621	9,324,495	9,880,017
FTE	34.6	35.8	36.0
Parks	2,686,331	5,813,034	1,204,448
FTE	6.2	5.2	7.2
Cemetery	197,921	256,350	268,427
FTE	1.5	1.7	1.7
Economic Development	723,667	687,519	235,757
FTE	2.6	2.6	0.5
Library	2,378,378	2,462,934	2,530,404
FTE	9.2	9.0	9.8
Transit	7,494,703	7,486,454	7,428,631
FTE	2.6	2.9	3.2
Swim Center	3,540,528	3,744,368	3,897,345
FTE	6.4	5.0	5.0
Streets	15,186,817	18,665,217	16,729,793
FTE	7.5	5.5	7.9
Tourism Promotion	116,109	135,396	153,309
FTE	0.0	0.0	0.0
Tourism Enhancement	46,288	54,360	34,168
FTE	0.0	0.0	0.1
SDC	16,357,098	17,771,056	18,472,404
FTE	0.0	0.0	0.0
Cemetery Perpetual Care	1,898,870	1,940,941	2,034,870
FTE	0.0	0.0	0.0
Forfeiture	39,444	47,045	57,902
FTE	0.0	0.0	0.0
Facilities	676,939	702,728	771,189
FTE	1.1	1.2	1.2
Fleet Services	976,540	984,219	1,049,954
FTE	2.1	2.1	2.1

Tech Services	948,298	880,780	998,184
FTE	0.9	1.1	1.1
Wastewater Treatment	1,951,578	6,700,837	4,137,610
FTE	6.2	7.7	6.5
Collections	1,284,475	3,246,124	1,854,789
FTE	2.7	3.3	2.8
Stormwater	958,058	3,799,661	1,417,433
FTE	1.7	2.2	1.9
Not Allocated to Organizational Unit	20,086,317	5,963,314	12,205,070
FTE	0.3	0.4	0.4
Total Requirements	90,396,950	95,582,111	90,380,408
Total FTE	103.6	103.7	105.6

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The FY27 budget is significantly lower than the FY26 budget. The factors contributing to this decrease is budgeting for less capital projects in FY27 and using more of a phased approach. This cost reduction is offset partially by increasing healthcare costs ranging from 5.5% to 13.5% and a cost of living adjustment (COLA) for all employees of 3.5%.

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	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$0	\$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:

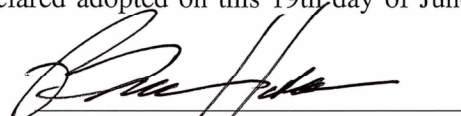
Total APPROPRIATIONS , General Funds less Planning & Building, Library, Transit, Swim, Transient Room Tax, SDC, Cemetery Perpetual Care, Forfeiture, Facilities, Fleet, Tech Services Funds	\$ 40,899,149
Unappropriated and Reserve Amounts, All Funds	\$ 31,586,010
TOTAL ADOPTED BUDGET	<u>\$ 72,485,159</u>

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.

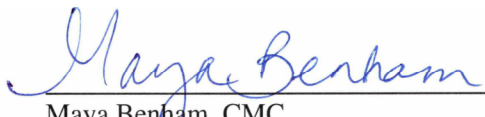
This Resolution 1410 shall be effective on June 19, 2024.

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

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

Scott Schlag Contact Person Finance Director Title 503.266.0725 Daytime Telephone schlags@canbyoregon.gov 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	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
3. Local option capital project tax	3		
4. City of Portland Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

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

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

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

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES*

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

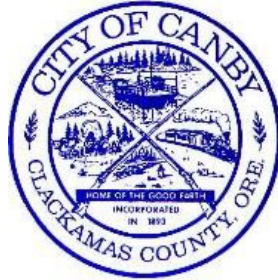
**The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

This Page Intentionally Left Blank

This Page Intentionally Left Blank

City of Canby Urban Renewal Agency Approved Annual Budget

For the Fiscal Year
July 1, 2026 - June 30, 2027



BOARD OF COMMISSIONERS

Traci Hensley, Commission Chair

Brian Hodson, Commission Vice Chair

Paul Waterman, Commissioner

Daniel Stearns, Commissioner

James Davis, Commissioner

Jason Padden, Commissioner

Herman Maldonado, Commissioner

BUDGET COMMITTEE

David Tate

Jack Pendleton

Kim Wiegand

Lee Wiegand

Shawn Varwig

Scott Cantonwine

Melody Thompson

CITY STAFF

Randy Ealy, *Interim Urban Renewal Agency Director*

Denise LaRue, *Finance Director*

www.canbyoregon.gov

Table of Contents

Table of Contents

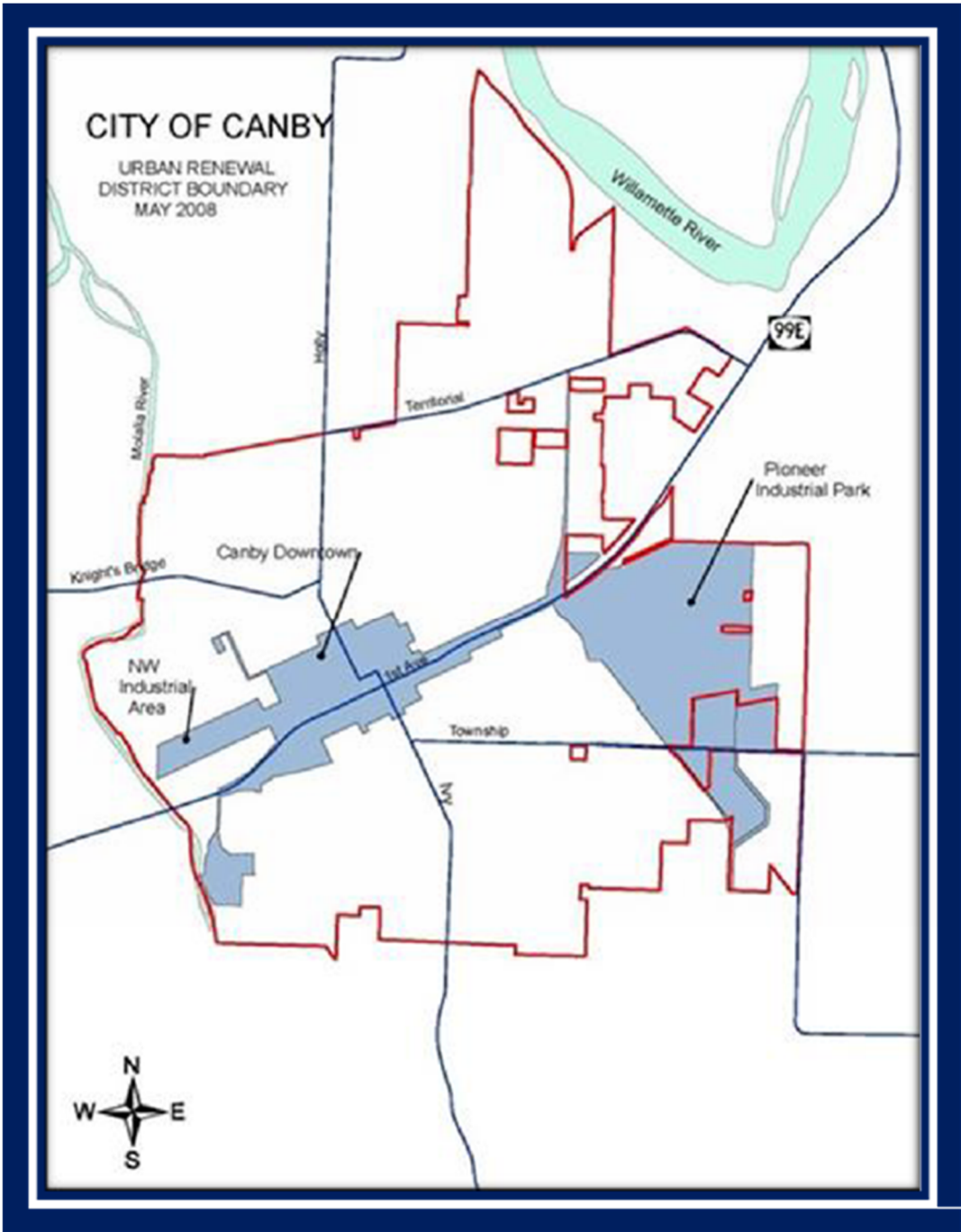
About the District1

Fiscal Year 2026-2027 District Administrator’s Budget Message2

District-Wide Budget Summary3

General Fund Budget4

Debt Service Fund Budget5



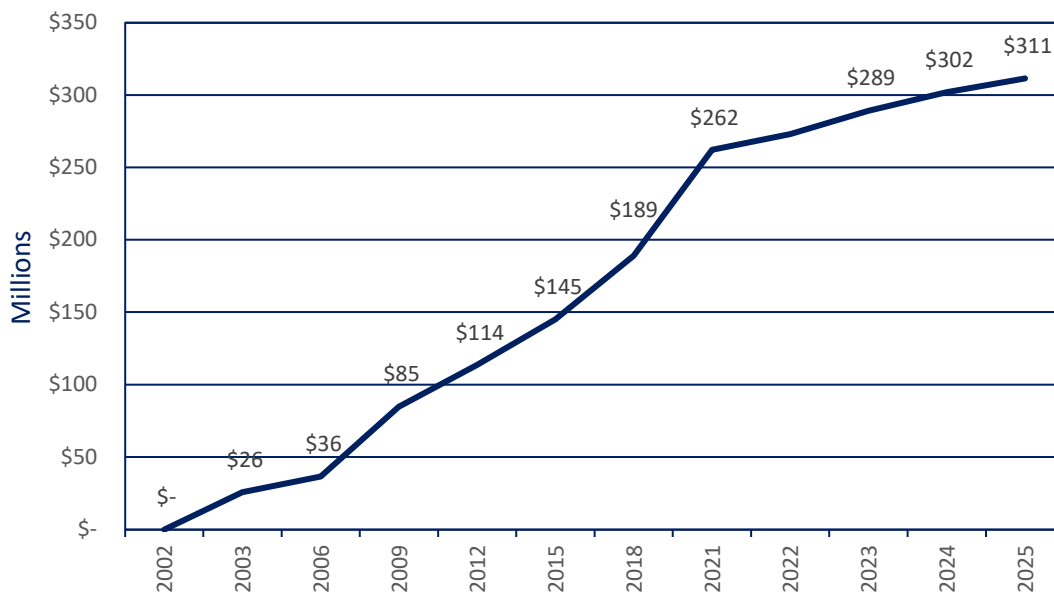
About the District

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

Urban renewal agencies are designed to borrow money and make expenditure for economic and community development projects included in the Urban Renewal Plan. When the Canby Urban Renewal Plan was adopted in 1999 property values were frozen. The taxes collected on that frozen value continues to flow to the taxing authorities (City, County, Schools, Fire, etc.). The taxes collected on increased property values that occur with NEW development generate incremental tax revenue. This tax increment was then used to repay the URA debt and implement the URA plan. The debt was paid off in FY26. There is one remaining project to complete in FY27.

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

Urban Renewal District Incremental Assessed Value



May 14, 2026

Fiscal Year 2026-2027 District Administrator’s Budget Message

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

It is my pleasure to present the final proposed Urban Renewal Agency budget for Fiscal Year 2027, in the amount of \$1,200,000. Tax increment collection has already been terminated, and all affected jurisdictions will see tax increment returned to their respective tax rolls for FY27. For the City of Canby this means an approximate \$1.2M in additional property tax revenue going forward.

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

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

FY2027 Proposed Budget

- The final payment of debt will be made the amount of \$3,900,000 in May of 2026 marking the beginning of the closure/inactive status of the Urban Renewal Agency.
- The URA Budget for FY 2027 is \$1,200,000 for the last remaining CURA project- the Fir Street project. Any remaining funds after the project’s completion will be returned to Clackamas County for distribution back to the taxing jurisdictions.

At some point during FY27, according to legal counsel guidance, staff will be bringing final Canby Urban Renewal Agency closure paperwork to the Board, either via Ordinance or Resolution, depending on a legal opinion regarding timing of closure date and completion of the last remaining capital project (Fir Street.)

Respectfully Submitted,

Randy Ealy
Interim Urban Renewal Agency Director

District-Wide Budget Summary

	FY2024	FY2025	FY2026	FY2026	FY2027	FY2027
	Actual	Actual	Budget	Projected	Proposed	Approved
Beginning Fund Balance	\$ 1,158,449	\$ 1,263,736	\$ 1,094,505	\$ 995,126	\$ 1,176,620	\$ 1,176,620
Revenue						
Property Taxes	4,924,121	4,806,772	5,129,497	5,147,865	-	-
LID Revenue	-	-	-	-	-	-
Miscellaneous	58,520	77,907	-	-	-	-
Interest	147,475	140,730	115,000	92,177	30,000	30,000
Transfers In & Other Sources	1,015,000	1,055,991	1,522,485	1,522,485	-	-
Total URA Resources	<u>\$ 7,303,565</u>	<u>\$ 7,345,136</u>	<u>\$ 7,861,487</u>	<u>\$ 7,757,653</u>	<u>\$ 1,206,620</u>	<u>\$ 1,206,620</u>
URA General Fund						
Materials & Services	9,443	4,613	10,000	6,000	-	-
Capital Outlay	572,543	426,351	1,892,817	460,000	1,206,620	1,206,620
Transfers Out	458,141	425,000	425,000	425,000	-	-
URA Debt Service Fund						
Debt Service	4,017,843	4,013,055	4,011,185	4,011,185	-	-
Not-Allocated						
Transfers Out	1,015,000	1,480,991	1,522,485	1,414,563	-	-
Operating Contingency	-	-	-	-	-	-
Reserved for Future Expense	1,230,596	995,126	-	1,440,905	(0)	(0)
Total URA Requirements	<u>\$ 7,303,566</u>	<u>\$ 7,345,136</u>	<u>\$ 7,861,487</u>	<u>\$ 7,757,653</u>	<u>\$ 1,206,620</u>	<u>\$ 1,206,620</u>

General Fund Budget

URBAN RENEWAL GENERAL FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2027 Proposed	FY2027 Approved
RESOURCES					
BEGINNING URA GENERAL FUND BALANCE	136,325	207,206	790,332	1,176,620	1,176,620
REVENUE					
Miscellaneous-Income	58,520	77,907	-	-	-
Interest Revenue	4,347	29,995	15,000	30,000	30,000
Total URA GF Revenue	62,867	107,902	15,000	30,000	30,000
TRANSFERS IN & OTHER USES					
OP Transfer In from UR Debt	1,015,000	1,055,991	1,522,485	-	-
Total URA GF Transfers Out	1,015,000	1,055,991	1,522,485	-	-
TOTAL URA GF RESOURCES	1,214,192	1,371,099	2,327,817	1,206,620	1,206,620
REQUIREMENTS FOR URBAN RENEWAL					
MATERIALS & SERVICES					
Mat & Svc Contract	9,443	4,613	10,000	-	-
Total URA GF Materials & Services	9,443	4,613	10,000	-	-
CAPITAL OUTLAY					
Beautification & Marketing	10,064	10,630	25,000	-	-
Facade Improvement Program	-	26,500	50,000	-	-
URD Projects	-	389,221	1,817,817	1,206,620	1,206,620
Grant St Arch	-	-	-	-	-
Wait and Community Park	512,929	-	-	-	-
Railroad Quiet Zone	49,550	-	-	-	-
Total URA GF Capital Outlay	572,543	426,351	1,892,817	1,206,620	1,206,620
TRANSFERS OUT & OTHER USES					
Due to Economic Development	458,141	425,000	425,000	-	-
Total URA GF Transfers Out	458,141	425,000	425,000	-	-
OPERATING CONTINGENCY					
	-	-	-	-	-
RESERVED FOR FUTURE EXPENDITURE					
	174,064	515,135	-	(0)	(0)
ENDING FUND BALANCE (prior year's)					
	-	-	-	(0)	(0)
TOTAL URA GF REQUIREMENTS	1,214,192	1,371,099	2,327,817	1,206,620	1,206,620

Debt Service Fund Budget

URBAN RENEWAL DEBT SERVICE FUND	FY2024 Actual	FY2025 Actual	FY2026 Budget	FY2026 Projected	FY2027 Proposed	FY2027 Approved
RESOURCES						
BEGINNING URA DEBT SERVICE FUND BALANCE	1,022,123	1,056,530	304,173	479,991	-	-
REVENUE						
Tax Increment	4,859,541	4,760,025	5,081,497	5,100,053	-	-
Tax Increment - Prior	64,580	46,747	48,000	47,812	-	-
LID Walnut St Princ	-	-	-	-	-	-
Interest Revenues	143,129	110,734	100,000	62,177	-	-
LID Walnut St Int.	-	-	-	-	-	-
Total URA Debt Service Revenue	5,067,250	4,917,506	5,229,497	5,210,042	-	-
TOTAL URA DEBT SERVICE RESOURCES	6,089,373	5,974,037	5,533,670	5,690,033	-	-
REQUIREMENTS FOR URBAN RENEWAL DEBT SERVICE						
DEBT SERVICE						
Debt Pay-2021 Bond Principal	3,740,000	3,820,000	3,910,000	3,910,000	-	-
Debt Pay-2012 Bond Int	-	-	-	-	-	-
Debt Pay-2021 Bond Int	277,843	193,055	101,185	101,185	-	-
Total URA Debt Service	4,017,843	4,013,055	4,011,185	4,011,185	-	-
TRANSFERS OUT & OTHER USES						
OP Transfer to UR General	1,015,000	1,480,991	1,522,485	1,414,563	-	-
Total URA Debt Service Transfers Out	1,015,000	1,480,991	1,522,485	1,414,563	-	-
RESERVED FOR FUTURE EXPENDITURE	-	-	-	264,285	-	(0)
ENDING FUND BALANCE (prior year's)	1,056,530	479,991	-	-	-	-
TOTAL URA DEBT SERVICE REQUIREMENTS	6,089,373	5,974,037	5,533,670	5,690,033	-	(0)

