

## CITY COUNCIL Agenda

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

**September 17, 2025**

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

The meetings can be viewed on YouTube at:

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

The public can register to attend the meeting virtually by contacting the City Recorder;  
[benhamm@canbyoregon.gov](mailto:benhamm@canbyoregon.gov) or call 503-266-0720.

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

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### REGULAR MEETING – 7:00 PM

**1. CALL TO ORDER**

- a. Invocation
- b. Pledge of Allegiance

**2. NEW EMPLOYEE INTRODUCTIONS**

**3. POW/ MIA RECOGNITION PROCLAMATION**

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- 4. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. If you would like to speak virtually, please contact the Deputy City Recorder by 4:30 pm on September 17, 2025, with your name, the topic you'd like to speak on and contact information:  
[ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or call 503-266-0637.

**5. CONSENT AGENDA**

- a. Consider Approval of the August 20, 2025, City Council Regular Meeting Minutes.

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**6. PORTLAND GENERAL ELECTRIC/ BONNEVILLE POWER ASSOCIATION/ CANBY UTILITY PRESENTATION**

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**7. ORDINANCES & RESOLUTIONS**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

- a. Council Goals & Work Session Discussion Topics

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**10. MAYOR'S BUSINESS**

**11. COUNCILOR COMMENTS & LIAISON REPORTS**

**12. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORT**

- a. Bi-Monthly Reports

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**13. CITIZEN INPUT**

**14. ACTION REVIEW**

**15. ADJOURN**

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**EXECUTIVE SESSION – 7:45 PM**

**(Will begin after the Regular Meeting but no earlier than 7:45 PM)**

**1. CALL TO ORDER**

- 2. EXECUTIVE SESSION 1:** Pursuant to ORS 192.660 (2)(f): To consider information or records that are exempt by law from public inspection.

- 3. EXECUTIVE SESSION 2:** Pursuant to ORS 192.660 (2)(a): To consider the employment of a public officer, employee, staff member or individual agent and ORS 192.660(2)(i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- 4. RETURN TO OPEN SESSION: CITY ADMINISTRATOR RECRUITMENT DISCUSSION**

**5. ADJOURN**

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\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Teresa Ridgley at 503-266-0637. A copy of this Agenda can be found on the City's web page at [www.canbyoregon.gov](http://www.canbyoregon.gov).



## **POW/ MIA RECOGNITION DAY**

**WHEREAS,** The United States of America has participated in many wars, calling upon its sons and daughters to fight for their country;

**WHEREAS,** American men and women have been held captive by hostile powers during their military service;

**WHEREAS,** Many American prisoners of war were subjected to harsh and inhumane treatment by their captors which often resulted in death;

**WHEREAS,** Americans are still listed as missing and unaccounted for, and the families and friends of these missing Americans, as well as their fellow veterans, still endure uncertainty concerning their fate;

**WHEREAS,** The sacrifices of Americans still missing are deserving of national recognition and support for continuing priority efforts to determine their fate; and

**WHEREAS,** the City of Canby is proud to join with other cities in the State of Oregon and nation in honoring those still missing.

**NOW, THEREFORE,** I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, hereby proclaim September 19, 2025, as **POW/MIA Recognition Day** in Canby and encourage all citizens to join in this observance.

Given unto my hand this 17<sup>th</sup> day of September 2025.

Brian Hodson  
Mayor

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
August 20, 2025**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Paul Waterman, Daniel Stearns, and James Davis (attended virtually).

**COUNCIL ABSENT:** Jason Padden and Herman Maldonado

**STAFF PRESENT:** Randy Ealy, Interim City Administrator; Emily Guimont, City Attorney; Teresa Ridgley, Deputy City Recorder; Spencer Polack, Public Works Supervisor; Don Hardy, Planning Director; Jerry Nelzen, Public Works Director; Ryan Potter, Planning Manager; Peter Wood, Human Resources Director; and Eric Laitinen, Aquatic Program Manager.

**CALL TO ORDER:** Mayor Hodson called the meeting to order at 7:01 p.m.

**PIER GRANT PRESENTATION:** Steve Nelson, Canby Center, spoke about the Planning Infrastructure Economic Revitalization (PIER) Grant they had received for the Canby Disaster Mitigation Project from Oregon Housing & Community Services. He noted the project collaborators and gave a grant overview, 2025-2027 budget, timeline, and next steps.

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

**CONSENT AGENDA:** **\*\*Council President Hensley moved to approve the Consent Agenda including approval of the July 16, 2025, City Council Work Session and Regular Meeting Minutes and July 30, 2025, City Council Special Called Meeting Minutes. Motion was seconded by Councilor Waterman and passed 4-0.**

**PUBLIC HEARING:** Fence Code Update –

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

Ryan Potter, Planning Manager, presented the staff report. He explained the reasons to update the fence code and gave a recap of the Work Sessions that had been held, what the current code required, design principles, general issues, corner lot street-facing side yards, fence setbacks, heights, and vision clearance triangle, and non-compliant fences in town. He then discussed the proposed text amendments. These included establishing a purpose for the fence code, emphasizing the importance of vision clearance, allowing six foot fences in corner lot street-facing side yards, allowing six foot fences in rear yards when backing onto a street or alley, removing the prohibition on double rows of fences, clarifying fence standards along trails/paths, updating reference to state law regarding electric fences, removing the arbor subsection, and adding two definitions to Chapter 16.04. He showed 3-D diagrams of the proposed changes to mid-block and corner lots. He listed the approval criteria for the amendments and the items that the code update did not resolve at this time. The Planning Commission voted 5-0 to recommend Council approval and staff also recommended approval.

There were questions regarding addressing vegetation, public comments received, grandfathered fences, compliance outside of code enforcement, adding enforcement in the development standards, dislike for laws that were not enforced, better management of code enforcement, lower fence height in the front yards, common builder practices, getting developers to follow the code, and process for inspecting fences.

Proponents:

Art Valverde, Canby resident, explained his desire for a fence on his corner lot. The code amendments would allow him to put in what he wanted.

Brad Rigg, Canby resident, also had a corner lot and had been notified he could not extend his fence out by the Code Enforcement Officer. She had also come back to inspect the neighborhood to make sure they complied.

Marcy Rigg, Canby resident, agreed with the proposed amendments as she would like to use her side yard. Code Enforcement was doing their job and fences that were not allowed had been removed. She did not think a fortress effect would be created by allowing a fence on her side yard.

Opponents: None.

Mayor Hodson closed the public hearing.

Ordinance 1655 – **\*\*Council President Hensley moved to approve Ordinance 1655, AN ORDINANCE ADOPTING REVISIONS TO CHAPTERS 16.04, *DEFINITIONS*, AND 16.08, *GENERAL PROVISIONS*, OF THE CANBY MUNICIPAL CODE RELATED TO FENCE STANDARDS to come up for second reading on September 3, 2025. Motion was seconded by Councilor Waterman and passed 4-0 on first reading.**

#### **ORDINANCES AND RESOLUTIONS:**

Ordinance 1654 – **\*\*Council President Hensley moved to adopt Ordinance 1654, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A COLLECTIVE BARGAINING AGREEMENT (CBA) BETWEEN THE CITY OF CANBY, OREGON, AND AFSCME COUNCIL 75, LOCAL 350-6. Motion was seconded by Councilor Waterman and passed 4-0 by roll call vote.**

Ordinance 1656 – Eric Laitinen, Aquatic Program Manager, said this contract would remodel the entryway, lobby, offices, locker rooms, and restrooms and the current staff area would be replaced with a family changing room. He gave a background on the swim center, what the swim center offered, current facility/use, and proposed remodel and layout. He also noted that the swim center would close for three weeks to paint the bottom of the pool.

There was discussion regarding additional remodeling plans.

**\*\*Councilor Waterman moved to approve Ordinance 1656, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A**

**CONTRACT WITH SCOTT EDWARDS ARCHITECTURE LLP IN THE AMOUNT OF \$165,750 FOR THE DESIGN DEVELOPMENT, PERMITTING, BIDDING, AND CONSTRUCTION ADMINISTRATION FOR THE REMODEL OF THE CANBY SWIM CENTER to come up for second reading on September 3, 2025. Motion was seconded by Councilor Stearns and passed 4-0 on first reading.**

**OLD BUSINESS:** None.

**NEW BUSINESS:** Letter of City Council Support for DLCD Grant Application – Don Hardy, Planning Director, explained the phases of the grant cycle which would be used for the Urban Growth Boundary expansion process and code updates. He requested a letter of support to be signed by the Mayor.

**\*\*Council President Hensley moved to authorize the Mayor to sign the letter of support. Motion was seconded by Councilor Stearns and passed 4-0.**

**MAYOR'S BUSINESS:** Mayor Hodson announced Canby's Big Weekend August 22-24. He asked drivers to slow down and be careful when school started the day after Labor Day.

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

Councilor Davis reported on the Parks and Recreation Advisory Committee where they discussed Auburn Farms Park and a number of issues including Maple Street Park parking, off-leash dogs, and the recommendation not to use Park SDCs for the purchase of SE 3<sup>rd</sup> Court for access to the Logging Road. The Canby Adult Center had applied for grants and their permits were in for remodeling of the church. He would be in the dunking booth fundraiser during Canby's Big Weekend.

Councilor Waterman attended the Bike and Ped Committee meeting. He asked about the status of the Logging Bridge walking path. The Committee had suggested striping the Logging Road. There was a virtual meeting about changing the boundaries of the Library District on September 26.

Jerry Nelzen, Public Works Director, said for the path, they were planning to meet the construction deadline of September 30.

Councilor Stearns attended the Bridging Cultures event. He suggested scheduling a Work Session where Councilors could discuss issues on their mind.

Council President Hensley attended the County Fair and Rodeo. The Traffic Safety Commission discussed traffic counts on Holly and types of crosswalks. Speeding was the biggest complaint, and she encouraged everyone to slow down.

**CITY ADMINISTRATOR'S BUSINESS:** Randy Ealy, Interim City Administrator, noted the heat warning for the weekend and that garbage would be picked up an hour earlier. He discussed a letter that was sent to the Federal Railroad Administration to reaffirm the quiet zones. They had been in conversation with Clackamas County about Walnut Street and an IGA would be created. He met with the Willow Creek HOA leadership about municipal park maintenance in that area.

The Ivy Street project was on schedule. He would be scheduling Work Session meetings with the Mayor.

There was discussion regarding cooling stations during the heat wave.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Ordinance 1654.
3. Approved Ordinances 1655 and 1656 to a second reading on September 3, 2025.
4. Approved a letter of support to DLCD for a grant application.

**\*\*Council President Hensley moved to go into Executive Session pursuant to ORS 192.660(2)(h) Pending Litigation. Motion was seconded by Councilor Waterman and passed 4-0.**

Mayor Hodson read the Executive Session statement and adjourned the Regular Meeting at 9:00 p.m.

Maya Benham, CMC  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes – Susan Wood



## CITY COUNCIL Staff Report

Meeting Date: 9/17/2025

To: The Honorable Mayor Hodson & City Council  
Thru: Randy Ealy, Interim City Administrator  
From: Don Hardy, Planning Director  
Agenda Item: Portland General Electric/ Bonneville Power Association/ Canby Utility Presentation

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### **Top Line:**

The Bonneville Power Administration (BPA) and Portland General Electric (PGE) will be presenting on electrical transmission limitations for Canby development. PGE and BPA recently informed the City of Canby that large electrical loads above one (1) megawatt cannot be served in Canby without the completion of electrical transmission upgrades to PGE electrical lines.

### **Presentation Outcomes & Next Steps:**

Staff would like to thank Councilor Daniel Stearns for his work as Council liaison to Canby Utility. Increased collaboration and communication between Canby Utility and the City of Canby during the last few months has clearly accelerated and we would like to thank all parties involved.

That said, September 17 is about looking forward and next steps. We have all become well versed in the challenges of delivering large-load power supply, and so now we look forward to gaining a greater understanding of the plan to essentially get out from under the energy constraints that we face today.

### **Development Moratorium:**

Based on earlier learnings, City of Canby intends to explore the need for a moratorium for electricity users that would apply to new large load electricity applications within City limits. Large load electrical users require one megawatt or greater electrical capacity equating to the amount of electricity consumed by approximately 200 homes. BPA provides Canby Utility at-cost, wholesale power. Energy is delivered to the substations by PGE's 57kV looped transmission system. Canby utility is scheduled to construct a new water treatment facility within the next 5-10 years, which also could factor into this discussion.

### **Transmission of Power:**

Canby Utility is a full-requirements customer of the BPA, meaning all power is sourced through BPA. That power is **transmitted** over a regional network of high-voltage transmission lines. To reach service area customers, BPA partners with PGE to deliver electricity via PGE's transmission system to Canby Utility's two substations.

### **Summary:**

On September 17, 2025 Portland General Electric, Bonneville Power Association and Canby Utility staff will present information regarding large load electrical transmission challenges, the background of these challenges and **solutions going forward**.





## 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

#### COUNCIL WORK SESSION DISCUSSION TOPICS:

- Canby Adult Center – Next Steps
- Canby Area Transit Head Quarter Options
- Canby Budget Forecasting & New Revenue Options
- Canby School District Partnerships – (e.g. Ackerman)
- Code Compliance vs. Code Enforcement
- Charter Amendments
- Parks Maintenance Fee – Canby Parks & Recreation
- Planning Code Updates
- Shelter Options for Extreme Weather
- Street Maintenance Fee Recommendation
- System Development Charges
- Other?

\*2025-2027 Council Goals List also attached for review.



**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: July & August 2025**

To: The Honorable Mayor Hodson & City Council  
From: Maya Benham, Administrative Director/ City Recorder  
Prepared by: Same as above  
Through: Randy Ealy, Interim City Administrator  
Date: September 17, 2025

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**2025 Council Goals & Objectives:**

N/A

**Statistics:**

**Boards and Commissions Vacancies (current)**

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	2	2	Term ends 6/30/2026 & 6/30/2028
Budget/ URA Budget Advisory Committee	2	2	Term ends 6/30/2027 & 6/30/2028
Heritage & Landmark Commission	2	0	Terms end 6/30/2026. 1 Student Term ends upon graduation.
Transit Advisory Committee	1	0	Term ends 3/31/2026.

**Public Records Requests**

Processed 18 public records requests.

**Liquor License/ Noise Variance Applications**

There were no liquor licenses or noise variance applications.



**City of Canby Bi-Monthly Report**  
**Department: Human Resources**  
**For Months of: July & August 2025**

To: The Honorable Mayor Hodson & City Council  
From: Peter Wood, HR Director  
Prepared by: Same as above  
Through: Randy Ealy, Interim City Administrator  
Date: September 17, 2025

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**2025 Council Goals & Objectives:**

N/A

**Statistics:**

**HR Summary:**

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. During July and August, no new employees were onboarded; however, recruitment efforts were conducted for the following positions: Finance Director, Police Officer, Head Lifeguard, and Library Assistant I (on call).

**Key Recruiting Statistics:**

Finance Director: The City's job posting generated approximately 1,300 views and resulted in 20 applications. Following the initial screening, seven highly qualified candidates were invited to participate in the first round of interviews. The two finalists have advanced and are scheduled to interview with the City on September 23.

Police Officer: The City's job posting for lateral and entry level positions generated approximately 1,400 views and resulted in 38 applications. Following the initial screening and meeting requirements, eleven highly qualified candidates were invited to participate in oral interviews. Of the eleven qualified candidates, three moved into the background phase of the process. One candidate was offered a position and accepted. Grace Gaither employment with the City of Canby began on September 8, 2025, and will begin the DPPST academy on September 22, 2025.

Head Lifeguard: The City's job posting generated 244 views and resulted in 2 applications. The interviews for the lifeguard position were held on September 9<sup>th</sup>, and an offer was sent to an applicant. Pending applicant acceptance of the City's employment offer.

Library Assistant I (on Call): The City's job posting generated 834 views and resulted in 40 applications. Following the initial screening, seven highly qualified candidates were invited to participate in interviews scheduled for September 15<sup>th</sup>.

**Upcoming Retirements:**

Canby Area Transit: Melody Thompson, retirement and last day with the City of Canby is Thursday, October 8, 2025.

Canby Police Dept: Sergeant Tim Green, retirement and last day with the City of Canby is Tuesday, September 30, 2025.

**Upcoming Human Resources Events and Processes**

Open Season for Medical Benefits: Open Season for 2026 begins on September 29, 2025. City employees will experience a 9% increase in medical premiums and a 5% increase in dental premiums. Detailed information regarding plan updates and new rates will be provided in advance of the open enrollment period. (Please note. Finance Dept anticipated a 10% increase in rates. Do not anticipate major impacts to existing budget plan)

Great Shakeout 2025: The City of Canby will participate in the Great Shakeout drill at 10:16 a.m. on October 16<sup>th</sup>. This exercise is designed to promote safety within City offices, practice emergency evacuation procedures, and reduce the risk of injuries or damage in the event of an earthquake.

Rewrite of City Personnel Policy: A comprehensive update of the City's personnel policy will begin shortly. The policy was last revised in 2006 and requires updates to reflect current Human Resources practices and statutory changes.

Rewrite of City's Meal and Fringe Benefits Policy: A comprehensive rewrite of the City's meal and fringe benefits policy is in final draft and will include updates to Oregon ethic laws and guidance.



**City of Canby Bi-Monthly Report**  
**Department: Municipal Court**  
**For Months of: July & August 2025**

To: The Honorable Mayor Hodson & City Council  
 From: Maya Benham, Administrative Director/ City Recorder  
 Prepared by: Jessica Roberts, Municipal Court Supervisor  
 Through: Randy Ealy, Interim City Administrator  
 Date: September 17, 2025

**2025 Council Goals & Objectives:**

Not Applicable

**Statistics:**

Monthly Statistics	July	August
<b>Misdemeanors</b>		
Offenses Filed	48	36
Cases Filed	29	24
Warrants Issued	20	15
<b>Misdemeanor Case Detail</b>		
Diversion/Deferred Sentence	4	8
Offenses Dismissed	1	1
Offenses Sentenced	6	2
<b>Traffic &amp; Other Violations</b>		
Offenses Filed	185	188
Cases/Citations Filed	133	138
Parking Citations Filed	12	3
<b>Traffic &amp; Other Violations Case Detail</b>		
Diversion (Good Driver Class/MIP)	12	20
Dismissal (Fix It Tickets)	4	17
Dismissed by Judge or City Prosecutor	5	18
Sentenced by Judge	21	31
Handled by Violations Bureau	54	55
Guilty by Default	61	106
<b>Traffic and Criminal Trials</b>		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	8	9
Defendant Accounts Referred to Collections	\$45,774	\$26,550
Fines & Surcharges Collected	\$44,393	\$40,540

**Explanation of terms:**

Canby Municipal Court has jurisdiction over all city and state traffic offenses, City Code violations and misdemeanors committed within city limits.

1. Difference between Offenses Filed vs. Cases Filed
  - Multiple offenses (charges) can be filed on any one defendant from a single traffic stop or arrest.
  - “Offenses Filed” reflects this number. “Cases Filed” refers to a single defendant’s matter before the court.
2. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Thursday. A court clerk processes the default convictions.
3. The court’s Violations Bureau Order allows court clerks to accept pleas, offer a deferred sentence program (if qualified) and set a payment plan, under the Judge’s authority.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following six months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 6 months)
  - 1st Offender - Minor in Possession of Alcohol/Marijuana citation
4. The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation.

**Department Activities:**

The court misdemeanor docket continues to be full and operating smoothly with an average of 26 new cases being filed with the court per month. Traffic offenses are also being cited regularly to the court creating very full afternoon traffic dockets with an average of 80 citations cited per court date.



**City of Canby Bi-Monthly Report**  
**Department: Economic Development**  
**For Months of: July & August 2025**

To: The Honorable Mayor Hodson & City Council  
From: Jamie Stickel, Economic Development Director  
Through: Randy Ealy, Interim City Administrator  
Date: September 17, 2025

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**2025 Council Goals & Objectives:**

**Goal 2.2 Evaluate Options for Recruiting a Hotel Developer.**

- Economic Development staff continue to meet with interested developers, site selectors, property owners, and other interested parties to recruit a hotel. The City Council received a presentation on potential hotel incentives during the March 19<sup>th</sup> City Council meeting and staff included funding in the FY 2026 budget for a hotel room night generator study. The room night generator study was an idea brought forward by a developer as a tool to aid in the feasibility of hotel development in Canby. The City of Canby has begun work with Johnson Economics to review room night generators in Canby, as well as updating a few of the data points used within the 2022 Hotel Market Analysis to ensure the information is up-to-date as Canby continues to recruit a hotel.

**Goal 3.4 Update Downtown Parking District Master Plan.**

- The City of Canby's Economic Development department concluded work with Rick Williams Consulting (RWC) regarding the downtown Canby Parking Assessment. Canby has seen growth, redevelopment, and the addition of downtown housing above mix-used retail. The City has increasingly heard from business and property owners asking the City to address parking constraints in downtown. The City Council approved \$25,000 in the FY2025 budget to address downtown parking. An Open House held Tuesday, June 10<sup>th</sup> provided interested parties with the ability to meet RWC and engage with the presentation. The input received from attendees of the Open House was used to guide the final plan. At the July 16<sup>th</sup> City Council meeting, RWC and Economic Development staff presented the final plan to City Council and the plan was adopted via resolution. City staff will continue to work and determine the implementation of the plan.

**Canby Independence Day Celebration:**

The Canby community came together in impressive numbers on Friday, July 4<sup>th</sup>, 2025, to celebrate the annual *Canby Independence Day Celebration*. The festivities began with a lively parade through Downtown Canby at 10 a.m., drawing thousands of residents and visitors who lined the streets to enjoy the patriotic procession.

Throughout the day, attendees enjoyed a wide array of family-friendly activities, including a bustling street fair, bounce houses, face painting, a game truck, the Canby Fire obstacle course, a Beer Garden, and more. Wait Park served as a central





hub of entertainment, featuring a performance by *21 Turns Band* at the Gazebo. Meanwhile, *Bridgetown Getdown* and *The JuneBugs* kept energy high in the Beer Garden with dynamic live music. The celebration was a resounding success, bringing joy to the community and creating lasting memories for all who attended.

The Economic Development Department extends heartfelt thanks to the dedicated teams from *Public Works*, *Parks*, *Canby Police*, and *Canby Fire* for their invaluable support in making this cherished event possible. Their hard work and commitment played a vital role in ensuring a safe and enjoyable Independence Day for everyone.

**Canby Civic Engagement Academy:** The final Civic Engagement Academy was held on Thursday, July 10<sup>th</sup> at the Public Works facility. The July session had been rescheduled from February to July due to a City Hall closure for inclement weather. The July session featured presentations from Jerry Nelzen with Public Works and Todd Wood who oversees Transit/IT/Fleet. After the presentations, participants were provided with a tour the Public Works facility and outbuildings, fleet, and the wastewater treatment plant. At the end of the tour, each attendee was provided with a certificate of participation, sticker featuring the Civic Engagement Academy logo and the participants' name, and a Canby pin. Those that were unable to attend the final session were mailed their certificate, sticker, and Canby pin. The Civic Engagement Academy is held at City facilities from January 2025 – June 2025 on the 2<sup>nd</sup> Thursday of the month.

**Canby Business Connection:** Through a collaborative partnership between the *Economic Development Department*, *Canby Advantage*, and the *Canby Business Connection*, a monthly feature in *Canby Magazine* highlights local businesses and organizations, celebrating the people and stories behind Canby's thriving economy. This initiative provides a no-cost opportunity for featured businesses to share their journey, offering the community a meaningful and authentic way to connect with the entrepreneurs and innovators who make Canby unique.

The July edition spotlighted *Park & Lu Boutique*, featuring owner Andrea alongside Ellie of *Ellie May's*. In August, we were proud to welcome and feature *Label Envy*, showcasing their brand and celebrating their recent arrival to the Canby business community.

We are proud to help share each of their stories and remain committed to supporting their continued success. Initiatives like this not only build stronger connections between businesses and the community, but also help amplify the visibility of local entrepreneurs to a broader audience. We look forward to continuing this effort and celebrating the many inspiring businesses that call Canby home.

**Heritage & Landmarks Commission:** The City of Canby has been awarded funding through the *Certified Local Government (CLG)* program to support an *Intensive Level Survey* and a redesign of the *Heritage and Landmark Commission (HLC)* website. These efforts aim to enhance public access to local historical resources while furthering the city's commitment to historic preservation.

In August, members of the HLC, City staff, and the City's web development team convened to begin the website redesign process, working collaboratively to create a fresh, user-friendly platform that will showcase Canby's historical assets and preservation work.

The Economic Development team is proud to support the Heritage and Landmark Commission in its ongoing preservation initiatives and looks forward to the valuable insights and community engagement this project will foster.

**Canby Pond in Community Park:** The Economic Development team, in collaboration with the *Parks* and *Public Works* departments, recently submitted a *Restoration and Enhancement (R&E) Grant* application to the *Oregon Department of Fish & Wildlife (ODFW)* to support potential improvements at *Canby Pond*. The proposal received a strong initial evaluation from ODFW's Internal Review Team, who have requested additional information to further assess the project. A final decision is expected by the end of September. If awarded, this grant will help enhance the natural and recreational value of Canby Pond, creating a more inviting space for residents and visitors alike, and serve as a valuable asset in promoting tourism and outdoor engagement in Canby.

**Canby Electricity Constraints:** City staff continues to work with Canby Utility to discuss electricity constraints in Canby. Canby is served by Canby Utility, who purchases power from Bonneville Power Administration (BPA) and Portland General Electric (PGE) delivers that power through transmission lines. A feasibility study completed in

2025 indicated PGE's system is nearing capacity and will need to undergo infrastructure upgrades. As site selectors, developers, real estate brokers, and builders approach the City of Canby, staff has provided them with official notice from CUB on the constraints. On July 31<sup>st</sup>, the City of Canby issued a news release regarding its intent to explore the need for a moratorium on construction and land development within the City. CUB, PGE, and BPA will present at the September 17<sup>th</sup> City Council meeting.

**Window Painting Contest:** The City of Canby, in partnership with the *Clackamas County Fairgrounds & Event Center* and the *Canby Area Chamber of Commerce*, proudly hosted the 2nd Annual *Window Paint Contest*. This creative initiative invites local businesses to decorate their storefront windows with themes inspired by Canby's hallmark August events, including the *Clackamas County Fair & Rodeo*, *Canby's Big Night Out Street Dance*, *Cutsforth's Cruise-In*, the *Swan Island Dahlia Festival*, and the *Dahlia Run*. The contest is designed to showcase Canby's vibrant downtown, celebrate community spirit, and highlight the many beloved events that make the city a unique destination for residents and visitors alike.

We were thrilled with the enthusiastic participation from our local business community and were proud to recognize the contest winners during the *August Canby Chamber Luncheon* at the *Clackamas County Fairgrounds*. This event continues to grow in impact, and we look forward to seeing even more creativity on display in future years.



**Street Maintenance:** Over the course of the last year, the City of Canby has been reviewing its Street Maintenance fee along with the help of a task force who was brought together to review the current fee, identify options for City Council to consider, and provide a recommendation on changes for the Street Maintenance Fee. The Interim City Administrator tasked the Economic Development Director, Jamie Stickel, and the Utility Billing Specialist, Ruth Reyes, to review the fee and how it has been applied in the past, audit the program to ensure proper billing, and provide updates to City Council, City staff, and the Street Maintenance Task Force. The first update at City Council was held on August 6<sup>th</sup> during the regular council meeting. Staff continues work reviewing how the fee has been applied to local businesses and updating process manuals to support the work going forward.

**Canby Area Chamber of Commerce:** The City of Canby is proud of its long-standing partnership with the Canby Area Chamber of Commerce and is excited to welcome Shatrine Krake as the Chamber's new CEO. Economic Development staff recently had the opportunity to meet with Shatrine and her assistant, Laura, to discuss shared goals and future collaboration. The meeting was a positive step in strengthening our continued partnership. We are enthusiastic about the Chamber's vision under Shatrine's leadership. Together, we look forward to supporting Canby's business community and fostering continued economic growth.

**Big Night Out Street Dance:** Canby's Big Weekend kicked off on Friday, August 22nd, with the popular *Big Night Out Street Dance*. This vibrant community celebration featured participation from more than 15 local businesses and offered a variety of family-friendly activities, including bounce houses, a mechanical bull, a photo booth, face painting, a cornhole competition, and lively entertainment throughout the evening. The event began with a performance by *21 Turns Band* at 5:00 p.m., followed by *Paradise of Samoa*, leading up to headliner *Brandon Jones* at 8:00 p.m. The high-energy evening set a festive tone for a fun-filled weekend across Canby.

Throughout the weekend, the beloved *Swan Island Dahlia Festival* was in full bloom, showcasing over 15,000 dahlias across more than 375 stunning varieties. Visitors enjoyed live music, painting classes, food trucks, and a range of family-friendly attractions. The festival continues through September 30th, offering plenty of opportunities for guests to experience the beauty of the dahlias.

On Saturday, August 23rd, *Cutsforth's Cruise-In* drew a remarkable crowd, featuring over 700 classic and custom cars in Downtown Canby. Thousands of attendees enjoyed the chance to explore local businesses, visit with car enthusiasts, and support community nonprofits gathered at Wait Park. The *Canby Farmers Market* also took place downtown, adding to the vibrant atmosphere with fresh produce and artisan goods.

Also part of the weekend's festivities was *The Flower Farmer's* annual *Basil + Art Festival*. This unique event blended art and agriculture with wine tasting, art demonstrations, train rides, farm-fresh produce, and a featured gallery exhibit titled "*A Taste of Art*." Guests enjoyed a wide range of engaging activities in a picturesque setting, rounding out an unforgettable weekend in Canby.



**City of Canby Bi-Monthly Report**  
**Department: Finance**  
**For Months of: July & August 2025**

To: The Honorable Mayor Hodson & City Council  
From: Maya Benham, Interim Finance Director  
Prepared by: Katy Joyner, Financial Analyst  
Through: Randy Ealy, Interim City Administrator  
Date: September 17, 2025

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**2025-2027 Council Goals & Objectives:** See Department Activities

**Statistics:** Attached, Page 2

**Department Activities:**

In addition to providing services and responding to inquiries from both internal and external customers, the Finance Department reports the following items of interest for this period.

- The FY2025-2026 Adopted Budget was submitted to the County, and the annual certification of property taxes was submitted to the County, as well as certification of 20 unpaid sewer accounts with balances being sent to the County assessor.
- The interim audit is complete, and the work has begun to prepare for the annual year-end journal entries. The audit is scheduled to continue in October, but in the absence of a Finance Director we will most likely need to push back our audit date.
- Payroll has been busy importing new rates and manually calculating retro pay for the organization. This includes COLA, insurance rates and processing final check as well as setting up new employees.
- The end of the fiscal year means cleaning house in Finance; the prior year's documents are stored in boxes in the record room and clean binders and shelves will soon be filled again. Following retention rules and disposing of older files and documents is part of the clean up too.
- The Finance Team participated in the following meetings, training and events this period:
  - Leadership Team meetings
  - NGIP Forum
  - Council Meetings
  - Safety Meetings
  - Finance Team meetings
  - Caselle Webinar

<b>Statistics FY 2025 &amp; 2026</b>	<b>SEP-OCT FY25</b>	<b>NOV-DEC FY25</b>	<b>JAN-FEB FY25</b>	<b>MAR-APR FY25</b>	<b>MAY-JUN FY25</b>	<b>JUL-AUG FY26</b>
<b>Accounts Payable</b>						
Invoices	468	561	453	517	699	480
Invoice Entries	1,222	1,286	822	1117	2717	1,156
Encumbrances	43	43	42	45	27	61
Manual Checks	1	1	2	3	0	5
Total Checks	324	300	352	314	338	334
<b>Payroll</b>						
Timesheets Processed	501	543	427	423	531	430
Total Checks and Vouchers	570	617	498	492	606	502
New Hires/Separations	3 / 26	1 / 2	2 / 7	2 / 2	6 / 4	0 / 5
<b>Transit Tax Collection</b>						
Forms Sent	1,186	1,882	75	1243	1236	73
Accounts Opened/Closed	17/20	5 / 19	43 / 35	1	1	36-22
Returns Posted	602	315	1,733	1168	763	1,283
<b>Utility Billing</b>						
Bills sent	10,554	10,505	11,099	10,497	10,518	11,101
Counter payments	83	87	44	71	66	88
Accounts opened/closed	87	28	100	94	55	66 / 55
Lien payoffs completed	14	7	14	16	12	55
Lien payoff inquiries	91	34	59	58	45	55
Collection / Past Due Notices sent	79	86	0	146	197	199
Accounts sent to WCB	57	0	20	52	0	0
<b>General Ledger</b>						
Total Journal Entries	235	278	229	294	287	257
<b>Cash Receipts Processed</b>						
Finance	847	616	1,222	990	873	1,152
Utility	248	221	224	233	239	276



**City of Canby Bi-Monthly Report**  
**Department: Fleet**  
**For Months of: July and August 2025**

To: The Honorable Mayor Hodson & City Council  
 From: Todd Wood, Transit/ Fleet/ IT Director  
 Prepared by: Robert Stricker, Lead Mechanic  
 Through: Randy Ealy, City Administrator  
 Date: September 17, 2025

**2025 Council Goals & Objectives:**

**Goal 1: Promote Financial Stability**

See Department Statistics

**Statistics:**

**Jul-25**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$287.53	\$287.53
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	2	\$924.77	\$12.66	\$132.48	\$1,069.91
Wastewater Collections	2	\$4,013.88	\$500.18	\$529.82	\$5,043.88
Wastewater Treatment	2	\$248.85	\$71.10	\$1,173.80	\$1,493.75
Parks	5	\$490.90	\$157.83	\$1,817.72	\$2,466.45
Police	11	\$8,006.80	\$493.82	\$5,994.50	\$14,495.12
Streets	6	\$605.68	\$852.67	\$2,433.59	\$3,891.94
Fleet Services	0	\$0.00	\$0.00	\$189.78	\$189.78
Canby Area Transit (CAT)	11	\$4,831.97	\$2,456.20	\$14,086.48	\$21,374.65
<b>Total</b>	<b>39</b>				<b>Total \$50,313.01</b>

**Aug-25**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$459.71	\$459.71
Facilities	1	\$571.64	\$0.00	\$0.00	\$571.64
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	0	\$0.00	\$17.92	\$700.26	\$718.18
Wastewater Treatment	0	\$0.00	\$0.00	\$513.68	\$513.68
Parks	3	\$2,163.68	\$280.05	\$1,154.76	\$3,598.49
Police	7	\$2,030.67	\$1,206.98	\$6,549.30	\$9,786.95
Streets	5	\$1,504.30	\$647.12	\$1,680.75	\$3,832.17
Fleet Services	3	\$193.55	\$240.00	\$104.21	\$537.76
Canby Area Transit (CAT)	12	\$8,395.51	\$4,106.40	\$13,123.19	\$25,625.10
<b>Total</b>	<b>31</b>				<b>Total \$45,643.68</b>



**City of Canby Bi-Monthly Report**  
**Department: IT**  
**For Months of: July & August**

To: The Honorable Mayor Hodson & City Council  
From: Todd Wood, Transit/ Fleet/ IT Director  
Prepared by: Same as above  
Through: Randy Ealy, Interim City Administrator  
Date: September 17, 2025

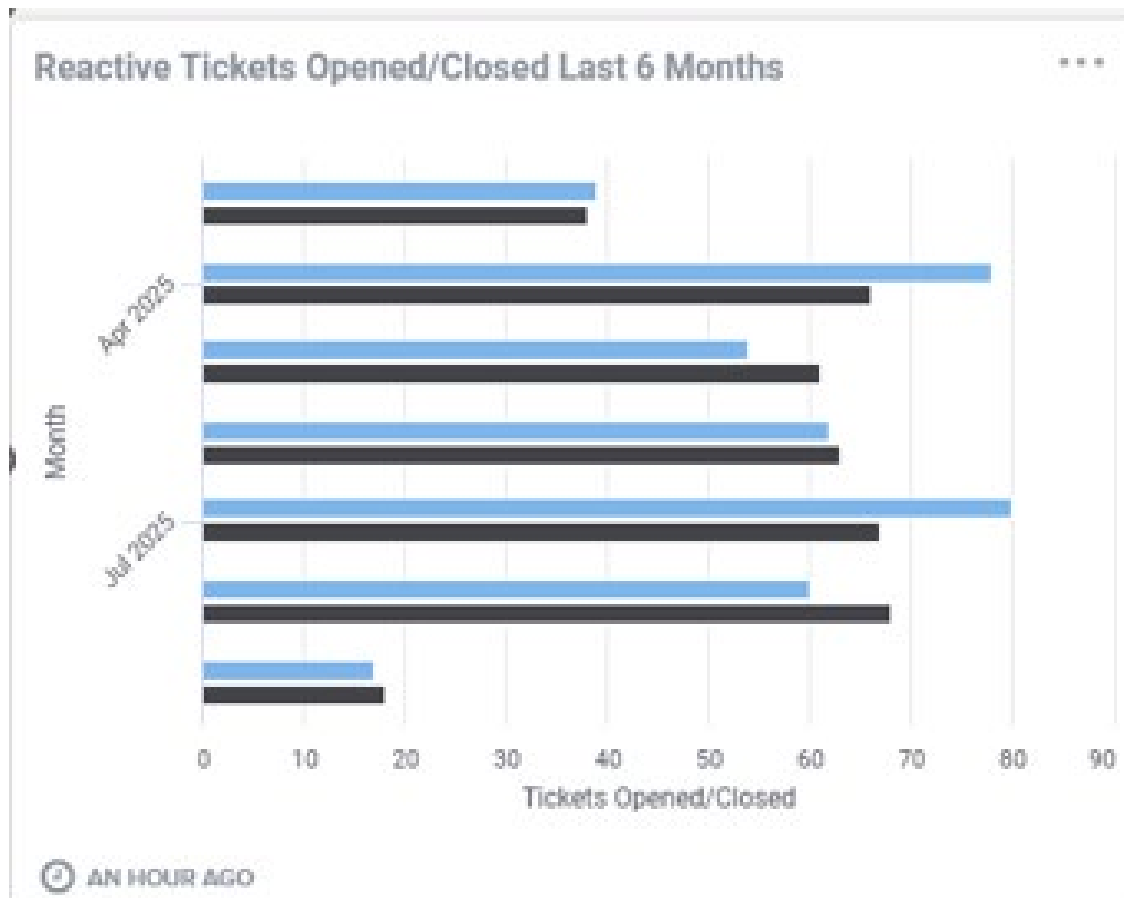
**2025 Council Goals & Objectives:**

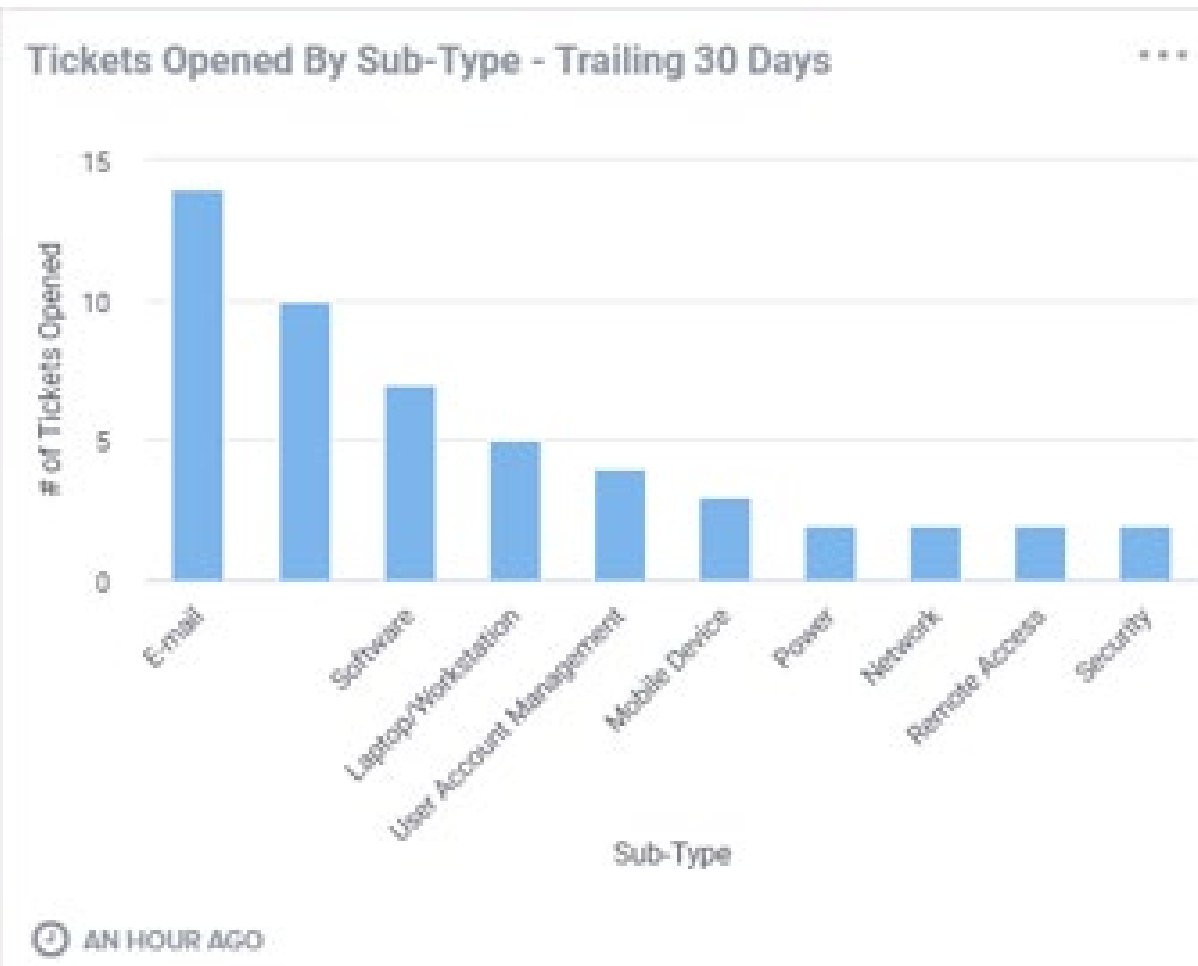
**Goal 1: Promote Financial Stability**

See Department Activities Below

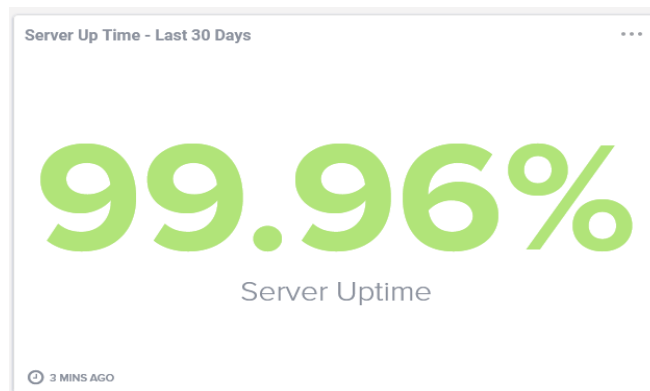
**Tickets:**

Tickets Resolved in FY 26: 147  
Tickets Resolved this period: 147  
Open Tickets as of this report: 19





**Server Status during this period:**





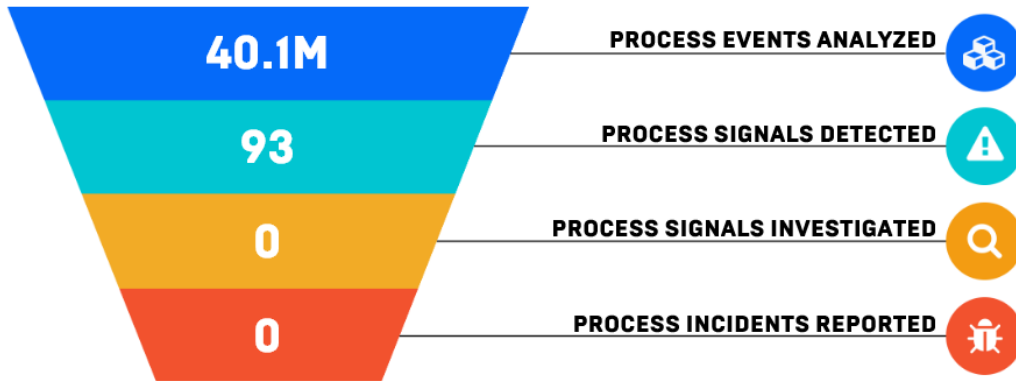
## PROCESS INSIGHTS

S Y S T E M S

During this time frame, your cybersecurity platform **analyzed 40,057,257 process events** to identify suspicious processes that could lead to malware execution.

Of those events, there were **93 process signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

### PROCESS INSIGHTS EVENT TRIAGE



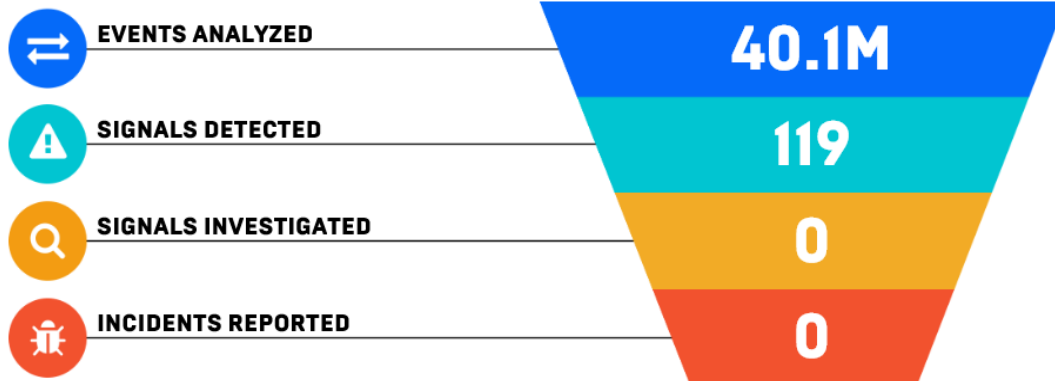
## SUMMARY

S Y S T E M S

During the time frame of this report, your cybersecurity platform **analyzed 40,115,521 events** from **180 entities** on your network.

Of those events, there were **119 signals detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team. This defense strategy continues to reduce your risk, which maximizes your security and minimizes cyberattack damage to your business.

## ENTITIES PROTECTED



## PERSISTENT FOOTHOLDS

S I S T E M S

During this time frame, your cybersecurity platform **analyzed 56,107 autorun events** to discover persistent footholds that, if not remediated quickly, could become malicious threats to your business.

Of those events, there was **1 autorun signal detected** through automated and human analysis. None of the detected signals were suspicious in nature, thus no further investigation was warranted by your security team.

## CANARIES IN YOUR MINE

**533**

Protected User Profiles

with **1,772** total canary files, deploying multiple canary files per user

**0**

Ransomware Incidents Reported

across **180** endpoints

### Department Activities:

Police needs a new CJIS compliant wireless network. Project Analysis has begun.

80 PCs are End of Life in October 2025. The process to replace these PCs has begun, however, funding will limit the number of PCs replaced annually to 30. We expect to be replaced by 25 this FY.

Staff has transitioned to new remote software which will consolidate which process is used for remote work.

A new phone system contract is being negotiated and will be presented to the council. The new contract will save over \$10k per year.










**City of Canby Bi-Monthly Report**  
**Department: Library**  
**For Months of: July & August 2025**

To: The Honorable Mayor Hodson & City Council  
From: Marisa Ely, Library Director  
Prepared by: Same as above  
Through: Randy Ealy, Interim City Administrator  
Date: September 17, 2025

**2025 Council Goals & Objectives:**

Promote Financial Stability: *Develop a Plan to Fund Current and Expanded Library Services*

**Statistics:**

 <div><b>CANBY PUBLIC LIBRARY</b> JULY/AUG '25 SNAPSHOT</div>	
Items added to the collection - 768 	Room reservations 216
Holds filled 8,464	 New cards 210
Checkouts  Digital: 10,490 Physical: 44,890	General, Self-Directed & Outreach: 41 events - 1,091 participants
Items checked in 41,842	 Adult events - 17 Participants - 95
Reference interactions - 3,413 	Children's events - 11 Participants - 693
Visitors 17,161	 Teen events - 3 Participants - 24

## Department Activities:

- Summer Reading Program (June 2 – August 29):
  - Kid finishers: 277
  - Teen finishers: 68
  - Adult finishers: 101
- Our Summer Teen Intern, Henry, completed his internship on August 29<sup>th</sup>. This internship was entirely grant funded through the *State Library of Oregon*.
- The library's *Career Center*, entirely grant funded through Clackamas County, is opening on September 2<sup>nd</sup>!
- Upcoming events:
  - Visible mending *demonstration* (grant funded) on 9/13 at 1pm
  - Visible mending *workshop* (grant funded) on 9/20 at 12pm
  - Bilingual Baby & Toddler Storytime, starting Wednesdays at 10:30am
  - Teen Manga & Anime Club, 9/23, 10/21, 11/18 at 5pm
  - Community Conversation On Accessibility in the Library on 10/4 at 10:30am







# CANBY

Public Library

FY  
22-23

FY  
23-24

FY  
24-25

Total Visitors			89,084	96,010	101,445
Room reservations			842	1,136	1,501
Items added to the collection			5,889	7,157	7,008
Holds filled			55,574	52,894	53,601
Digital checkouts			35,003	45,869	54,077
Items checked in			251,143	251,833	243,483
New cards			1,286	1,343	1,207
Physical checkouts			214,519	237,289	246,959
Reference questions			11,417	12,207	18,640
Programming	Children	events	102	270	251
		participants	3,000	7,714	6,190
	Teen	events	25	32	61
		participants	123	260	379
	Adult	events	28	80	117
		participants	724	1,250	1,821



**City of Canby Bi-Monthly Report**  
**Department: Development Services**  
**For Months of: July & August 2025**

To: The Honorable Mayor Hodson & City Council  
From: Don Hardy, Planning Director  
Prepared by: Laney Fouse Lawrence, Planning Technician  
Through: Randy Ealy, Interim City Administrator  
Date: September 17, 2025

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**2025 Council Goals & Objectives:**

**Goal 1.3 Adjust the City's System Development Charges (SDCs).**

- Three City Council work sessions (February 19, March 19 and June 4) covered parks, sewer and storm and transportation system development charges, background, needs, options and methodology and the next work session is anticipated this Fall. A 90-day State notice and 60-day review period are required. Our current SDC work has targeting parks SDC's with the Parks and Recreation Advisory Committee, and the April 15 and focused on the 20-year parks list, May 20 to refine the 20-year list and develop and level of service standard and the June 17 meeting to refine the SDC 20-year projects list.

**Goal 2.1 Complete the City's Housing Needs Analysis (HNA) and Housing Production Strategy (HPS).**

- The City Council approved the HNA and DLCD provided us with a letter identifying that no appeals occurred and that the HNA is valid for four years. A city council HPS work session occurred July 16 and the HPS city council hearing will be October 1.

**Goal 2.4 Complete the City's development code update**

- The Housing Efficiency Measures (planned unit development and cottage cluster code) were adopted by City Council on November 6, 2024 with a second reading on November 20, 2024 and there were no stated objections or appeals. The full City development code update will require consultant assistance, and subject to City Council budget approval, the code update will begin in FY25/26. Clackamas County is completing a development code audit, and our staff will be looking at the merits of a similar code audit combined with a code update. Staff will be developing a scope of work to address the code update to hire a consultant and will be submitting a DLCD grant for the code update on October 10.

**Department of Land Conservation and Development Housing Reporting**

- The Department of Land Conservation and Development requires a reporting of housing permitted and produced and reporting for calendar year 2024 and 2025 are identified below:

**January 2024 – June 2024**

- Canby permitted **39** new housing units (31 detached single family, 8 duplex units)
- Canby produced **36** new housing units (30 detached single family, 5 townhomes, 1 ADU)

### **July 2024 – December 2024**

- Canby permitted **37** new housing units (32 detached single family, 4 duplex units, 1 ADU)
- Canby produced **58** new housing units (27 detached single family, 8 duplex units, 23 apartments)

### **January 2025 – June 2025**

- Canby permitted **43** new housing units (all detached single family)
- Canby produced **40** new housing units (36 detached single family, 4 duplex units)

“Permitted” means the County released building permits. “Produced” means the County granted a final Certificate of Occupancy.

### **Statistics:**

#### **Land Use Application Activity:**<sup>1</sup>

1. **Pre-Application Conferences** held for the period of July 1 – August 31, 2025: Lampros Steel
2. **Pre-Construction Conferences** held for the period of July 1 – August 31, 2025: Dahlia Glen Subdivision
3. **Site Plans Submitted for Zoning Conformance** July 1 – August 31, 2025: **28** site plan review applications were submitted and have been or are being released for building permits
4. **Signs Submitted for Plan Review** July 1 – August 31, 2025: **4** applications submitted

#### **Planning Commission Activity:**

1. Agenda Items Reviewed July 1 – August 31, 2025: During this period, the Planning Commission:
  - a. Held a public hearing to approve an update of the **City’s Fence Code**.
  - b. Held a public hearing to approve **six (6) Major Variances for the Canby Christian Church Parking Lot Expansion**.
  - c. Held a public hearing seeking a Planning Commission recommendation to approve the **Housing Production Strategy (HPS)** which will take the form of a resolution with City Council approval.

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<sup>1</sup> Note that the applications listed here do not capture the department’s full backlog of active land use applications and site plan reviews, many of which were either submitted prior to this reporting period or have been submitted but are currently deemed incomplete applications.



**City of Canby Bi-Monthly Report**  
**Department: Police**  
**For Months of: July & August 2025**

To: The Honorable Mayor Hodson & City Council  
 From: Chief Jorge Tro  
 Prepared by: Katie McRobbie, Administrative Supervisor  
 Through: Randy Ealy, Interim City Administrator  
 Date: September 17, 2025

**2025 Council Goals & Objectives:** *N/A - See Department Activities below.*

**STATISTICS:**

	JULY	AUG
Calls for Service - Dispatched 911 / Non-Emergency Calls / Self-Dispatched Calls	1240	1228
<b>PROPERTY CRIMES REPORTED</b>		
Burglary	3	1
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	2	0
Robbery	0	0
Theft I, II, & III	15	12
Forgery / Counterfeiting	0	1
Trespass	7	3
Vandalism / Criminal Mischief	7	8
<b>PERSON CRIMES REPORTED</b>		
Assault I, II, IV	5	3
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	9	2
Endangering Welfare of a Minor / Recklessly Endangering	1	0
Felon in Possession of Firearm / Restricted Weapon	0	0
Harassment, Intimidation or Threats	5	3
Identity Theft	1	2
Interfering with Peace Officer	1	0
Menacing	1	2
Sex Offenses	0	2
Strangulation	2	0
<b>ARRESTS</b>		
Warrant Arrests (includes contempt of court, restraining order violations, parole violations)	13	11
Adult and Juvenile Custodies (includes juvenile curfew)	49	48



<b>DRUG CRIMES</b>		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	1	2
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	1	1
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
<b>TRAFFIC CRIMES, ACCIDENTS, CITATIONS</b>		
Attempt to Elude	2	0
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	14	17
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, Failure to Surrender Suspended License / Use Invalid License)	19	7
Traffic Accidents	11	7
Traffic Citations	327	382

<b>CODE COMPLIANCE</b>		
	<b>JULY</b>	<b>AUGUST</b>
<b>Total Complaints Received (Includes Self-Initiated)</b>	<b>106</b>	<b>84</b>
Email Complaints	42	32
Voice Mail Complaints	41	30
Radio Dispatch (MDT, Lobby Walk-Ins)	5	7
Sex Offender Registrations	0	1
Proactive / Self-Initiated	18	15
<b>Type of Complaints</b>		
Property Maintenance (Noxious Weeds, Vegetation, Trash)	8	5
Planning Code	2	10
Zoning Code (Illegal Camping, etc.)	5	2
Parking (Chalked)	20	16
Parking (Impound Tags)	8	5
Graffiti	4	1
Finance / Business License Violations	7	2
<b>Animal Complaints</b>		
Noise (Barking, etc.)	1	1
Special Animal Permit Violations	4	2
<b>Outcomes / Resolutions</b>		
Violations Confirmed	26	14
Violations Abated Voluntarily	14	12
Parking Citations Issued	9	6
UTC Issued / Enforcement Action	0	0
Noticed of Violation / Compliance Letters	26	15
Towed Vehicles (Including Tow Notices)	3	1
Reports Written (Original and Supplemental)	3	1

**POLICE DEPARTMENT ACTIVITIES & EVENTS:**

- CPD Annual Grill & Chill / National Night Out
- General Canby Day's Parade
- Harefest
- Clackamas County Fair
- Kiddie Capers Parade
- Big Night Out Street Party
- Cutsforth's Annual Cruise In
- Received ODOT Traffic Enforcement Overtime Grants for DUII, Safety Belt, Pedestrian Safety, Speed and Distracted Driving – Awarded: \$43,000
- Received \$3000 Grant for Speed Equipment from Oregon Impact
- Police Department Firearms Training
- Monthly Clackamas County Law Enforcement Executive Meeting
- Monthly CPD / CFD Meeting
- Monthly C800 Meeting
- Monthly Clackamas County Department of Communications (C-COM) Meeting



**City of Canby Bi-Monthly Report**  
**Department: Public Works**  
**For Months of: July & August 2025**

To: The Honorable Mayor Hodson & City Council  
From: Jerry Nelzen, Public Works Director  
Prepared by: Maria Toledo, Office Specialist  
Through: Randy Ealy, Interim City Administrator  
Date: September 17, 2025

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**Facilities Maintenance Department**

**Statistics:**

Facilities	Total Hours
July	176
August	144

**Department Activities:**

The month of July and August, we focused on keeping the AC running to make sure the buildings stayed cool for both staff and visitors during the summer heat. The Police Department had some ongoing issues with their AC unit from the beginning, but after some maintenance and diagnostics, it was determined that a part needed to be replaced. Once that was taken care of, the unit was back up and running. Throughout the two months, we worked with staff to make a few small changes around the facilities, like adding dispensers to the women's restroom, putting up paper towel dispensers, and updating or removing some artwork from the walls. In addition, we helped the crew get ready for the Canby Night Out event by delivering tools, equipment and small details to help make sure everything was ready before the start of the event.



## Parks Department

### **Statistics:**

July hours: 1,051

August hours: 969.5

### **Department Activities:**

July started off with getting Wait Park ready for the Independence Celebration. Pruning and gazebo décor for the event. Another bench was installed that a Canby resident purchased. The picture below shows the Spitz property along the river. Due to the flow of people walking their dogs, a new doggie doo station was added to a neighborhood off N.E. Redwood. This is a wayside area up above Willow Creek. Maple Park had a couple trees that died due to their lifespan. These two were located at the south end of Maple Park. Stumps were ground down. The Canby Parks crew had a little down time and took advantage to detail out a couple existing bench sites. The picture below shows one at Baker Prairie Cemetery.





## Sewer Collections Department

### Statistics:

Sewer	July Total Hours	August Total Hours
<b>Sewer Cleaning</b>	20	14
<b>Sewer Maintenance/Repair</b>	52.5	13
<b>Sewer TV'ing</b>	0	10
<b>Lift Station Maintenance</b>	20	0
<b>Locating Utilities</b>	31	41
<b>Sewer Inspections</b>	19	14

### Department Activities:

The crew has been working closely with the contractor on the Ivy Street Project, focusing on adjusting standpipes for laterals as the road is being paved and new sidewalks are being installed. Throughout the month of August, we experienced a high volume of utility locates, as many residents took advantage of the summer weather to carry out home repairs and improvement projects.



## Streets Department

### Statistics:

Streets	July Total Hours	August Total Hours
Street Maintenance	779	579
Sidewalk Inspections	0	0
Driveway Approach Inspections	0	2
Street Sign Manufacturing	0	22
Street Sign Maintenance	0	27
Street Light Repair	0	0
Tree Maintenance	38	23
Dump Truck	0	0

### Department Activities:

The month of July began with a sinkhole at the intersection of S Knott Street and SE Township Road. The Crew responded quickly, using a Vactor truck to expose a leaking water pipe beneath the surface. The leak had eroded the surrounding soil, ultimately leading to the collapse of the concrete above. Repairs were made immediately, and the affected side of the street was restored and reopened to traffic shortly afterward.

August is probably the busiest month for the City of Canby, packed with events to wrap up the summer. These events take a lot of work from the street crew — from putting up barriers and signs to making sure the streets are clean and safe. One major event, Canby's Big Night Out Street Dance, took an entire day of preparation, with the crew starting early in the morning and staying late into the night to clean up and restore the area so the city was ready for the next day.





## Storm Water

### Statistics:

Storm Water	July Total Hours	August Total Hours
<b>Catch Basin Maintenance</b>	61	28
<b>Drywell Maintenance</b>	3.5	0
<b>Erosion Control Inspections</b>	0	2
<b>Storm line Maintenance/Repair</b>	6	33
<b>Storm Line Inspections</b>	10	0
<b>Drying Beds</b>	0	0

### Department Activities:

The crew completed the installation of a new catch basin on SW 4th Avenue, connecting it to an existing basin nearby to improve drainage capacity ahead of the rainy season. This installation was strategically timed ahead of the upcoming rainy season to help prevent potential flooding and water buildup. In addition to this work, the crew also replaced a catch basin at the intersection of NE 17th Avenue and N Pine Street, ensuring continued functionality of the stormwater system.





**City of Canby Bi-Monthly Report**  
**Department: Canby Swim Center**  
**For Months of: July & August**

To: The Honorable Mayor Hodson & City Council  
From: Eric Laitnen, Aquatic Program Manager  
Prepared by: Same as Above  
Through: Randy Ealy, Interim City Administrator  
Date: September 17, 2025

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**2025 Council Goals & Objectives:** See Department Activities.

**Statistics:** See attached: Revenue is about the same as last year and Attendance is up 500 swims over the same two months last year.

**Department Activities:**

- Fall Schedule begins on September 15<sup>th</sup> with our typical fall schedule. We have three lap swims daily during the week, water exercise classes, senior/adult rec swim, Gators swim team, evening public lessons and Saturday lap and public swim.
- We will re-open after our fall maintenance three-week closure on September 15<sup>th</sup>. The big item on the list this year was getting the pool tank painted. There was a lot of other cleaning and painting. With the recent paint on the outside of the pool building, everything looks very good for its age. Nathan Templeman and the crew have done a fantastic job.
- The swim center staff and city staff will now also be working on the next stage of getting the dressing room remodel done. We should be working toward getting a concept and design done, so we can see what we are working toward after the work is finished next fall. This is an important move to keep the pool building usable.



## CANBY SWIM CENTER

### July 2025 Monthly Attendance Numbers

	ADMIT 2024	ADMIT 2025	PASS 2024	PASS 2025	TOTAL 2024	TOTAL 2025	YTD TOTAL 24-25	YTD TOTAL 25-26
MORNING LAP	31	48	389	374	420	422	420	422
ADULT RECREATION SWIM	45	74	417	393	462	467	462	467
MORNING WATER EXERCISE	105	62	209	139	314	201	314	201
PARENT/ CHILD/ Family Swim	686	758	0	0	686	758	686	758
MORNING PUBLIC LESSONS	1872	2030	0	0	1872	2030	1872	2030
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	77	58	213	224	290	282	290	282
AFTERNOON PUBLIC	724	520	39	33	763	553	763	553
PENGUIN CLUB	0	0	386	460	386	460	386	460
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	672	810	672	810	672	810
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1663	1898	0	0	1663	1898	1663	1898
EVENING LAP SWIM	21	49	93	58	114	107	114	107
EVENING PUBLIC SWIM	542	500	65	49	607	549	607	549
ADULT LESSONS	0	10	0	0	0	10	0	10
GROUPS AND RENTALS	5	0	0	0	5	0	5	0
OUTREACH SWIMMING	0	10	0	0	0	10	0	10
<b>TOTAL ATTENDANCE</b>	<b>5771</b>	<b>6017</b>	<b>2483</b>	<b>2540</b>	<b>8254</b>	<b>8557</b>	<b>8254</b>	<b>8557</b>

### August 2025 Monthly Attendance Numbers

	ADMIT 2024	ADMIT 2025	PASS 2024	PASS 2025	TOTAL 2024	TOTAL 2025	YTD TOTAL 24-25	YTD TOTAL 25-26
MORNING LAP	35	45	287	267	322	312	742	734
ADULT RECREATION SWIM	47	39	387	272	434	311	896	778
MORNING WATER EXERCISE	56	40	138	134	194	174	508	375
PARENT/ CHILD/ Family Swim	482	476	0	0	482	476	1168	1234
MORNING PUBLIC LESSONS	1390	1544	0	0	1390	1544	3262	3574
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	74	82	186	200	260	282	550	564
AFTERNOON PUBLIC	467	533	28	26	495	559	1258	1112
PENGUIN CLUB	0	0	242	360	242	360	628	820
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	130	264	130	264	802	1074
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1322	1110	0	0	1322	1110	2985	3008
EVENING LAP SWIM	28	51	52	48	80	99	194	206
EVENING PUBLIC SWIM	249	253	26	45	275	298	882	847
ADULT LESSONS	0	0	0	0	0	0	0	10
GROUPS AND RENTALS	0	0	0	0	0	0	5	0
OUTREACH SWIMMING	0	0	0	0	0	0	0	10
<b>TOTAL ATTENDANCE</b>	<b>4150</b>	<b>4173</b>	<b>1476</b>	<b>1616</b>	<b>5626</b>	<b>5789</b>	<b>13880</b>	<b>14346</b>



**City of Canby Bi-Monthly Report**  
**Department: Transit**  
**For Months of: July & August 2025**

To: The Honorable Mayor Hodson & City Council  
From: Todd Wood, Transit/ Fleet/ IT Director  
Prepared by: Same as above  
Through: Randy Ealy, Interim City Administrator  
Date: September 17, 2025

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**2025 Council Goals & Objectives:**

**Goal 1: Promote Financial Stability**

See Grant Activities below

**Goal 3: Plan a transportation system that eases the impacts of growth**

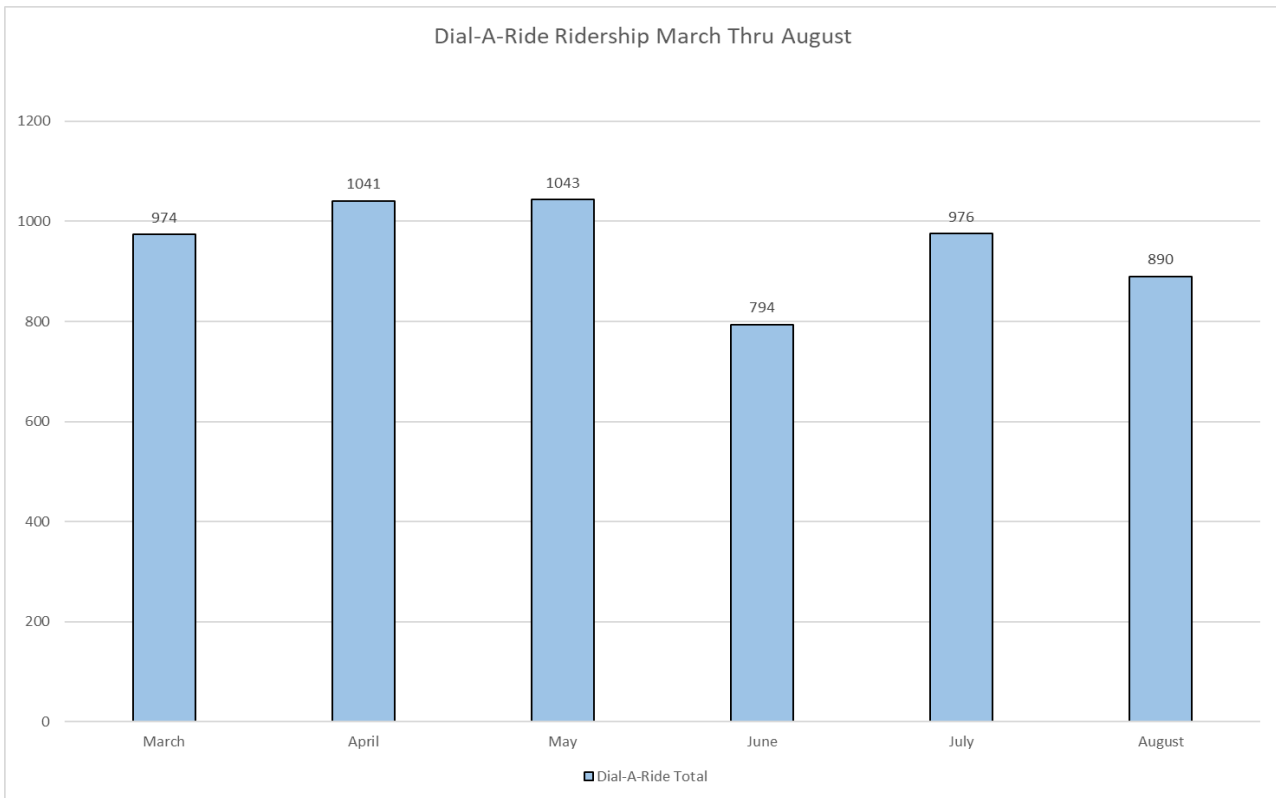
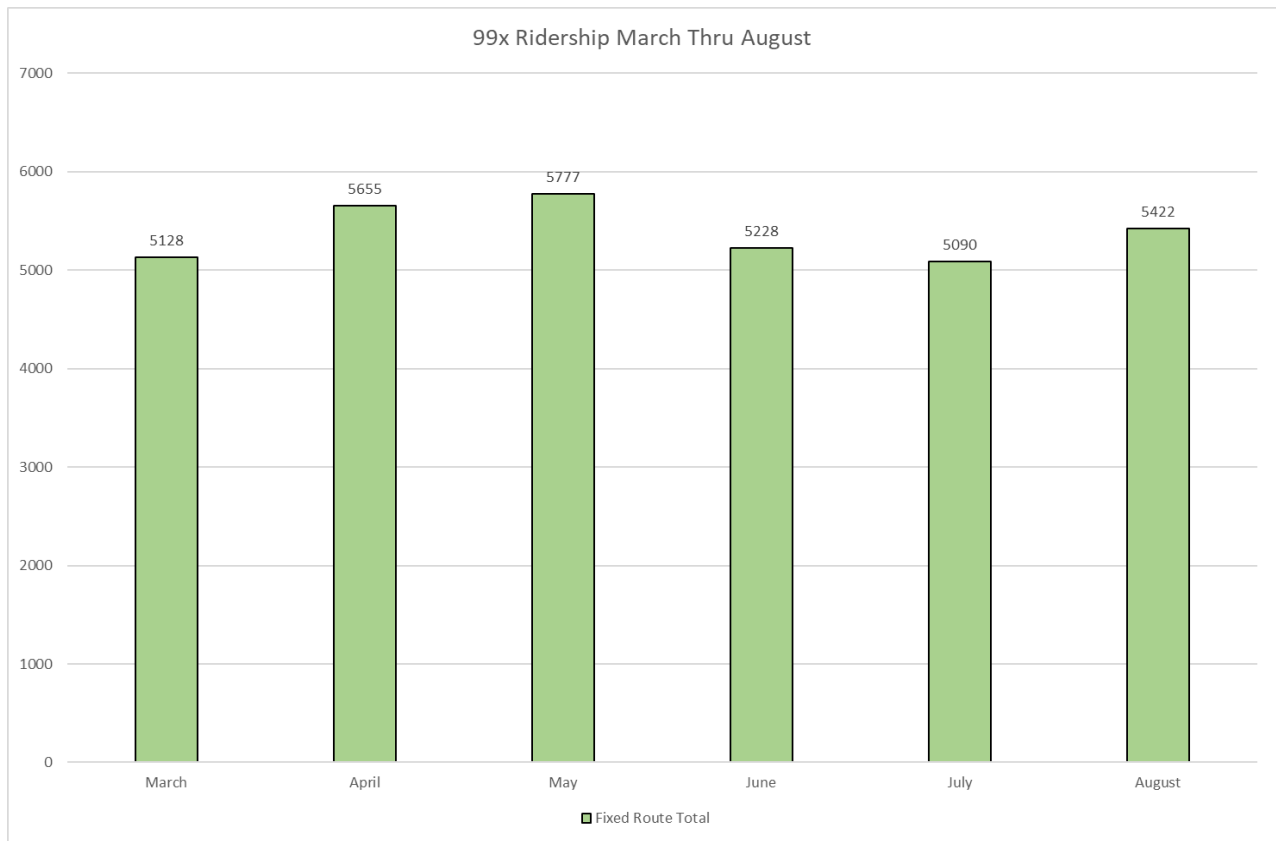
See Transit Statistics below

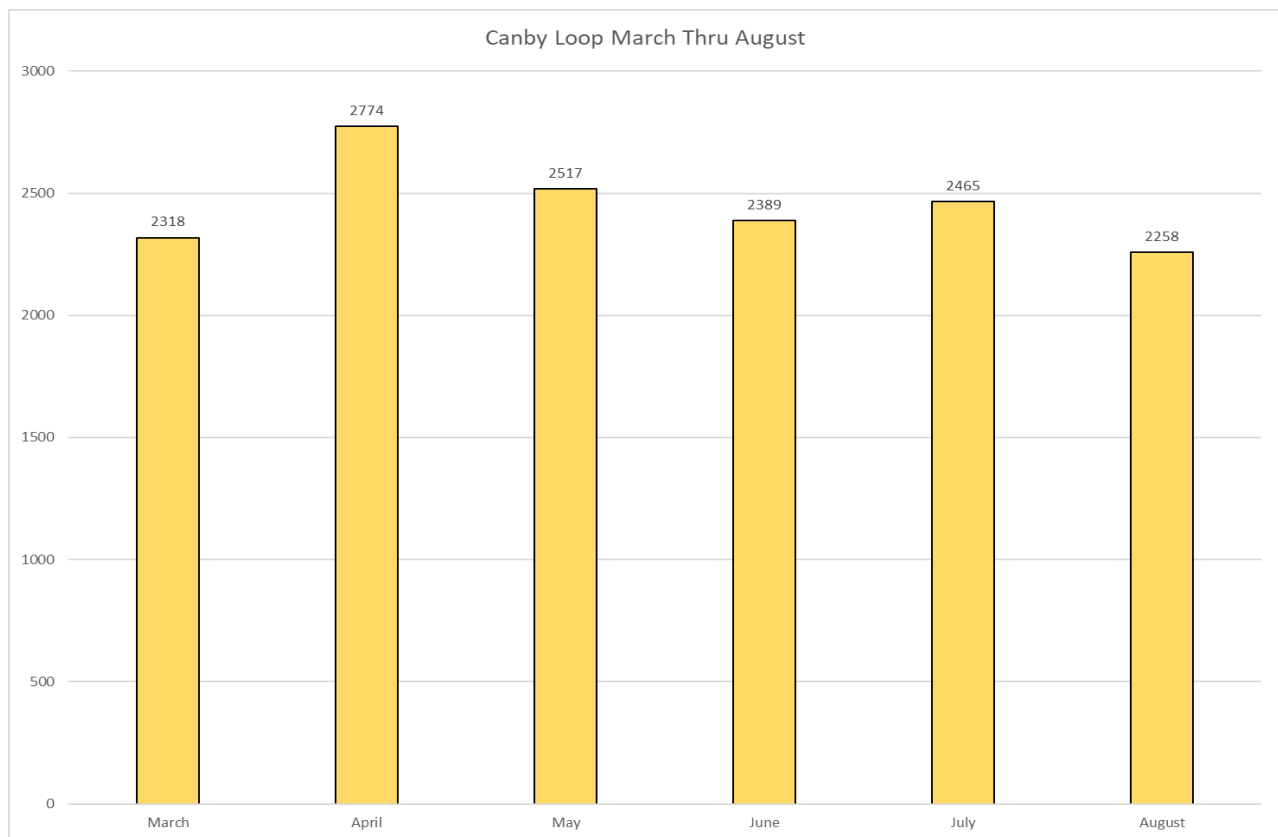
**Statistics:**

July average daily weekday daily 99x route ridership:	212 trips
July average daily weekend daily 99x route ridership:	107 trips
August average daily weekday daily 99x route ridership:	230 trips
August average daily weekend daily 99x route ridership:	118 trips

July average daily weekday Dial-a-Ride route ridership:	39 trips
July average daily weekend Dial-a-Ride route ridership:	29 trips
August average daily weekday Dial-a-Ride route ridership:	36 trips
August average daily weekend Dial-a-Ride route ridership:	28 trips

July average daily weekday daily Loop route ridership:	102 trips
July average daily weekend daily Loop route ridership:	54 trips
August average daily weekday daily Loop route ridership:	94 trips
August average daily weekend daily Loop route ridership:	55 trips





### Department Activities:

1) Grant Activities:

Submitted Final Grant Report for 5311, 5310 and STIF

2) Transit Advisory:

July 25th at 6pm in the Mt Hood Room. We will be discussing route changes in Woodburn as well as schedule changes, and future services.

3) New Vehicles:

The new Transit Utility truck has been purchased and received. New Transit Vans are expected within the next few months.

4) Activities:

Transit will be attending the Oregon Transit Associate conference Nov 2 – 5 in Bend Oregon.

5) Special Acknowledgements:

September marks **40 years in transit** for **Dwight Brashear**, Director of Wilsonville SMART. Dwight has been a stalwart partner of Canby Area Transit and a tireless champion for public transportation throughout Clackamas County. His leadership, vision, and dedication have strengthened regional transit connections and improved mobility for countless riders.

Please join us in congratulating Dwight on this remarkable milestone and in thanking him for his decades of service to our communities.