

CITY COUNCIL Agenda

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

March 18, 2026

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

The meetings can be viewed on YouTube at:

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

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

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

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance

2. ROLL CALL

3. STAFF INTRODUCTIONS

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

This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. If you would like to speak virtually, please contact the Deputy City Recorder by 4:30 pm on March 18, 2026, with your name, the topic you'd like to speak on and contact information: ridgleyt@canbyoregon.gov or call 503-266-0637.

5. PROCLAMATIONS/ SPECIAL PRESENTATIONS

- a. Proclamation of National Vietnam War Veterans Remembrance Day
- b. Proclamation of Vietnamese-American Remembrance Day

Pg. 1

Pg. 2

6. ITEMS REMOVED FROM THE CONSENT AGENDA

7. CONSENT AGENDA

- a. Approval of the February 11, 2026, Work Session and Special Called Meeting Minutes and the February 18, 2026, City Council Regular Meeting Minutes. Pg. 3

8. APPOINTMENTS

- a. Approve the appointment of Dusty Guild-Hanson to the Heritage and Landmarks Commission with a term ending June 30, 2026. Pg. 13

9. ORDINANCES & RESOLUTIONS

- a. Consider **Ordinance No. 1665**: An Ordinance Authorizing the Interim City Administrator to Enter into a Purchase Agreement with SealMaster to Purchase a New Asphalt Crack Sealer Equipment (*First Reading*). Pg. 16
- b. Consider **Resolution No. 1453**: A Resolution Authorizing a Rate Increase and Establishing a New Rate Schedule for Garbage Collection by Canby Disposal within the City of Canby. Pg. 21

10. PUBLIC HEARINGS

11. OTHER BUSINESS

- a. City Administrator Recruitment Update

12. MAYOR’S BUSINESS

13. COUNCILOR COMMENTS & LIAISON REPORTS

14. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORT

- a. Bi-Monthly Reports Pg. 32
- b. Retirement Announcement Pg. 64
- c. DLCD Housing Planning Assistance Grant Agreement & Disbursement Request Form Pg. 65

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

16. ACTION REVIEW

17. ADJOURNMENT

*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.



NATIONAL VIETNAM WAR VETERANS REMEMBRANCE DAY PROCLAMATION

WHEREAS, on January 12, 1962, United States Army pilots lifted more than 1,000 South Vietnamese service members over jungle and underbrush to capture a National Liberation Front stronghold near Saigon. Operation Chopper marked America's first combat mission against the Viet Cong, and the beginning of one of our longest and most challenging wars. Through more than a decade of conflict that tested the fabric of our Nation, the service of our men and women in uniform stood true. Fifty-four years after that fateful mission, we honor the more than 3 million Americans who served; we pay tribute to those we have laid to rest; and we reaffirm our dedication to showing a generation of veterans the respect and support of a grateful Nation;

WHEREAS, the Vietnam War is a story of service members of different backgrounds, colors, and creeds who came together to complete a daunting mission. It is a story of Americans from every corner of our Nation who left the warmth of family to serve the country they loved. It is a story of patriots who braved the line of fire, who cast themselves into harm's way to save a friend, who fought hour after hour, day after day to preserve the liberties we hold dear. From Ia Drang to Hue, they won every major battle of the war and upheld the highest traditions of our Armed Forces;

WHEREAS, eleven years of combat left their imprint on a generation. Thousands returned home bearing shrapnel and scars; still more were burdened by the invisible wounds of post-traumatic stress, of Agent Orange, of memories that would never fade. More than 58,000 laid down their lives in service to our Nation. Now and forever, their names are etched into two faces of black granite, a lasting memorial to those who bore conflict's greatest cost; and

WHEREAS, our veterans answered our country's call and served with honor, and on March 29, 1973, the last of our troops left Vietnam. Yet, in one of the war's most profound tragedies, many of these men and women came home to be shunned or neglected -- to face treatment unbecoming their courage and a welcome unworthy of their example. We must never let this happen again. Today, we reaffirm one of our most fundamental obligations: to show all who have worn the uniform of the United States the respect and dignity they deserve, and to honor their sacrifice by serving them as well as they served us. Over half a century after those helicopters swept off the ground and into the annals of history, we pay tribute to the fallen, the missing, the wounded, the millions who served, and the millions more who awaited their return. Our Nation stands stronger for their service, and on Vietnam Veterans Day, we honor their proud legacy with our deepest gratitude.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim March 29, 2026, as National Vietnam War Veterans Remembrance Day. I call upon all Americans to observe this day with appropriate programs, ceremonies, and activities that commemorate the anniversary of the ending Vietnam War.

Given unto my hand this 18th day of March 2026.

Brian Hodson
Mayor



VIETNAMESE-AMERICAN REMEMBRANCE DAY- PROCLAMATION

WHEREAS, Vietnamese refugees have proudly resided in the City of Canby, State of Oregon since the conclusion of the Vietnam War on April 30, 1975;

WHEREAS, Vietnamese Americans have put forth their full toiling energy building the City of Canby, State of Oregon in a multitude of prominent areas including industry, economy, culture, education, and military service;

WHEREAS, Vietnamese Americans have counted on the State of Oregon, USA as being their second heart, mind, and family homeland; and

WHEREAS, every year, Vietnamese Americans observe Remembrance Day on April 30th to solemnly honor the 58,000 American soldiers including 810 Oregonian soldiers, and more than 300,000 South Vietnamese soldiers who sacrificed their lives in the line of duty for freedom and democracy in South Vietnam from November 1, 1955 to April 30, 1975.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as the Mayor of the City of Canby, do hereby proclaim April 30, 2026, to be recognized as Vietnamese American Remembrance Day and encourage all members of Canby to join in this observance.

Given unto my hand this 18th day of March, 2026, in the City of Canby, Oregon.

Brian Hodson
Mayor

**CANBY CITY COUNCIL
WORK SESSION MINUTES
February 11, 2026**

PRESIDING: Traci Hensley

COUNCIL PRESENT: Brian Hodson (arrived at 6:02 p.m.), Paul Waterman, Daniel Stearns, Jason Padden, and James Davis.

COUNCIL ABSENT: Herman Maldonado

STAFF PRESENT: Randy Ealy, Interim City Administrator; Teresa Ridgley, Deputy City Recorder; Don Hardy, Planning Director; and Ryan Potter, Planning Manager; Jamie Stickel, Economic Development Director/Communications Specialist; Denise LaRue, Finance Director; Spencer Polack, Public Works Supervisor; and Todd Wood, Transit/IT/Fleet/Public Works Director.

CALL TO ORDER: Council President Hensley called the meeting to order at 6:00 p.m.

SYSTEM DEVELOPMENT CHARGE (SDC) UPDATE PROCESS: Don Hardy, Planning Director, introduced Todd Chase from FCS who presented updates to the System Development Charge (SDC) methodology for transportation, parks, sanitary sewer, and stormwater. Over 100 emails had been sent out about these changes. The methodology report would be released in March and the public hearing would be held in May.

Mr. Chase gave an overview of the SDC methodology, hypothetical SDC project examples, current SDC charge basis in units, SDC comparison per new home (including water), sanitary sewer and stormwater facility SDC calculations which resulted in a 6.6% increase, transportation SDC which depicted a 29.3% net new travel demand generated by planned development within existing and future City limits over the next 20 years, transportation SDC calculations and a total of \$142 million of SDC eligible projects, how he was recommending significant increases for single family and multi-family residential which could be phased in over time, Canby parks project list preliminary draft, draft Canby parks level of service analysis, parks related UGB land needs draft strategy, need for the City to purchase 99 acres of key park parcels and only 14 acres would be needed in the future UGB expansion, without the 99 acres they would need to add 113 park acres in the UGB expansion, Canby Parks SDC cost allocation, draft Canby parks reimbursement SDC cost basis, draft Canby Parks SDC calculations with the new average fee of \$23,800 per new home, draft Canby non-residential Parks SDC calculations with a new calculation of \$1,732 per job, summary of preliminary draft max SDC calculations, summary of draft SDCs with phase-in, Council confirmation regarding SDC methodology, and steps leading to the revised SDCs.

There was discussion regarding SDC eligibility for park projects, updating the park project list and taking it back to the Parks and Recreation Advisory Board for input, taking out the property of the Swim Center and former Adult Center the City did not own, acres needed for a sports and recreation complex, SDC calculations, how this would affect the City's operating costs, how the tax revenue from the projected growth would not cover all of costs, impact on residential development, SDCs indexed for inflation, concern about the high rate increase proposed and

pricing themselves out of development, to ensure in the future that the SDCs were adjusted in a reasonable time so they didn't have these huge spikes in the rates, phasing in the new rates over time, and development incentives.

The Council agreed to phase in the new SDC rates over time, with an example of a three-year phasing plan presented. A separate Work Session was scheduled for the following week to discuss the 20-year parks project list in more detail.

The Mayor adjourned the Work Session at 7:21 p.m.

DRAFT

**CANBY CITY COUNCIL
SPECIAL CALLED MEETING MINUTES
February 11, 2026**

PRESIDING: Brian Hodson

COUNCIL PRESENT: Traci Hensley, Paul Waterman, Daniel Stearns, Jason Padden, and James Davis.

COUNCIL ABSENT: Herman Maldonado

STAFF PRESENT: Randy Ealy, Interim City Administrator; Teresa Ridgley, Deputy City Recorder; Don Hardy, Planning Director; and Ryan Potter, Planning Manager; Jamie Stickel, Economic Development Director/Communications Specialist; Denise LaRue, Finance Director; Peter Wood, Human Resources Director; Spencer Polack, Public Works Supervisor; and Todd Wood, Transit/IT/Fleet/Public Works Director; and Neil Olsen, Public Works Lead..

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:24 p.m.

ROLL CALL: Councilor Padden present; Council President Hensley present; Councilor Maldonado unexcused absence; Mayor Hodson present; Councilor Davis present; Councilor Stearns present; and Councilor Waterman present.

STAFF INTRODUCTIONS: Jacob Frostick, Aquatics Program Manager, was introduced.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

ORDINANCES & RESOLUTIONS:

Ordinance 1662 – Curt McLeod, Curren McLeod Inc., said they had received 17 bids for the Walnut Street project and Canby Excavating had been chosen for the contract. He explained that this would be for the second phase of the project, building from the end of the curb returns on 99E up to 1st Avenue.

The Council wanted to look at the project design and verify who would be responsible for the operation and maintenance of the new stop light.

****Councilor Davis moved to approve ORDINANCE 1662, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY EXCAVATING, INC. IN THE AMOUNT OF \$3,479,492.00 FOR THE SOUTH WALNUT STREET EXTENSION PROJECT AND DECLARING AN EMERGENCY to come up for second reading on February 18, 2026. Motion was seconded by Councilor Waterman and passed 5-0 on first reading.**

PUBLIC HEARING: Order 26-03, Extension of a Noise Variance for Perlo Construction/Trammell Crow - Mayor Hodson opened the public hearing and read the hearing statement.

Staff Report: Don Hardy, Planning Director, presented the staff report. This was a request for an extension of a previous noise variance for early morning concrete pours and concrete tilt panel crane picks at 2121 SE Township Road from 5:30 a.m. to 10:00 p.m., February 2 through April 1, 2026. The construction company had been adhering to the 5:30 a.m. mobilization time and 6:00 a.m. start time. They had also monitored noise during concrete pours and received an access permit to use Mulino Road. Staff had reached out to neighbors, and the neighbors wanted to continue with the 5:30 a.m. mobilization and 6:00 a.m. start. The applicant had followed the rules, and no complaints had been received. Staff recommended approval of the extension.

Louis Fontenot, Jr., Trammell Crow Company, said they knew the concerns around the noise, and they were trying to do everything right in that regard. They had taken readings from various locations around the project and all the readings during construction came in under the requirements. The only times it was over were when large trucks not related to the construction were driving by and stopping. They also got permission from the County to use Mulino Road, and the access was further away from the neighborhood. It was not feasible to build berms around the project, but they did stockpile some rock on the north end. They hoped to be done by April 1, but if the Council wanted to extend it to June that would be better. The work was weather dependent.

The Council did not want to extend it to June if the neighbors had not had a chance to weigh in.

Barbara Fontana, Canby resident, thanked the company for sticking to their plan. There was no noise until 6 a.m. and the neighbors had no complaints. The neighbors wanted the 6 a.m. start time to continue. She thought they would want to have a voice before extending it to June.

Mayor Hodson closed the public hearing.

****Councilor Stearns moved to approve Order 26-03, AN ORDER GRANTING A MODIFICATION/EXTENSION OF THE NOISE VARIANCE APPLICATION TO TRAMMELL CROW COMPANY TO ALLOW COMPLETION OF CONCRETE POURS AND SITE WORK BETWEEN THE HOURS OF 5:30 AM – 10:00 PM ON FEBRUARY 2 THROUGH APRIL 1, 2026, AT 2121 SE TOWNSHIP ROAD. Motion was seconded by Councilor Davis and passed 5-0.**

OTHER BUSINESS: None.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORT: Randy Ealy, Interim City Administrator, shared information regarding SB 1585, grant match relief for small cities. He showed sample support letters from other cities.

There was discussion regarding grants Canby Utility was trying to get for the new Water Treatment Plant and what the bill would mean for smaller cities. There was consensus for staff to write a letter of support for the Mayor to sign.

Council President Hensley said the work session and public hearing had already been held and testimony was done in that chamber. They would have to send the letter to the house committee when it was assigned.

Mr. Ealy also shared information about the Public Works Director recruitment, how they were beginning the budget process, steps to close out the Urban Renewal District, and the process for review of legal services. Berry, Elsner, Hammond, notified him they were a firm, not individuals, and a process review could not be done via Executive Session. They recommended the review be done in open session or meeting with them three by three.

There was concern from Council about sharing items in open session which might cover things which took place in Executive Session. There was consensus for Mr. Ealy to contact the Oregon Government Ethics Commission to inquire whether a review could be done in Executive Session.

Jamie Stickel, Economic Development Director/Communications Specialist, announced the grand opening of the Logging Bridge Pathway on February 18. All City staff and boards/committees would receive an invitation.

ACTION REVIEW:

1. Approved Ordinance 1662 to come up for a second reading on February 18, 2026, and declaring an emergency.
2. Approved Order 26-03 granting a modified noise variance to extend work from February 2, 2026, to April 1, 2026.
3. There was consensus to have Staff write a letter of support for SB 1585 and have the Mayor sign it.
4. There was consensus to have the City Administrator contact Oregon Government Ethics Commission to inquire about reviewing legal services via Executive Session.

Mayor Hodson adjourned the meeting at 8:15 p.m.

Maya Benham, CMC
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood

**CANBY CITY COUNCIL
MEETING MINUTES
February 18, 2026**

PRESIDING: Brian Hodson

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

COUNCIL ABSENT: Herman Maldonado

STAFF PRESENT: Randy Ealy, Interim City Administrator; Emily Guimont, City Attorney; Teresa Ridgley, Deputy City Recorder; Peter Wood, Human Resources Director; Todd Wood, Transit/IT/Fleet/Public Works Director; Don Hardy, Planning Director; Spencer Polack, Public Works Supervisor; Jamie Stickel, Economic Development Director/Communications Specialist; and Denise LaRue, Finance Director.

CALL TO ORDER: Mayor Hodson called the meeting to order at 7:02 p.m.

ROLL CALL: Councilor Padden present; Councilor Maldonado absent (excused); Council President Hensley present; Mayor Hodson present; Councilor Davis present; Councilor Stearns present; and Councilor Waterman present.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS: None.

PROCLAMATIONS/SPECIAL PRESENTATIONS: None

CONSENT AGENDA: ** Councilor Waterman moved to approve the Consent Agenda including approval of the January 21, 2026, City Council Work Session and Regular Meeting minutes, approval of OLCC Annual Liquor License renewals, approval of the Full On-Premises, Commercial, OLCC Liquor License for Andele Kitchen at 117 NW 2nd Avenue, approval of the Full On-Premises, Commercial, OLCC Liquor License for Sip & Slice at 272 N Grant Street, and approval of the Letter of Expectations. Motion was seconded by Councilor Davis and passed 5-0.

Councilor Padden thought there was an item on the consent agenda that needed more transparency.

APPOINTMENTS: ** Councilor Davis moved to approve the reappointments of Stephanie Boyce and Ted Hensley to the Transit Advisory Committee with terms ending March 31, 2029. Motion was seconded by Councilor Waterman and passed 5-0.

ORDINANCES & RESOLUTIONS:

Ordinance 1662 – Spencer Polack, Public Works Supervisor, distributed the street design for the second phase of the Walnut Street project. He explained the location of the road and layout of the signalized intersection. Some trees would need to be removed. They were getting closer to

approval of the permit with ODOT for the intersection. With the emergency clause, they could begin the project in a couple of weeks.

There was discussion regarding preserving as many of the trees as possible.

****Councilor Padden moved to adopt ORDINANCE 1662, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY EXCAVATING, INC. IN THE AMOUNT OF \$3,479,492.00 FOR THE SOUTH WALNUT STREET EXTENSION PROJECT AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Davis and passed 5-0 by roll call vote.**

Ordinance 1663 – Todd Wood, Transit/IT/Fleet/Public Works Director, requested an extension of the contract to December while staff worked on a permanent plan for custodial services for the City.

****Councilor Waterman moved to approve ORDINANCE 1663, AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXTEND BY NINE (9) MONTHS THE CONTRACT WITH MSNW GROUP LLC, IN THE AMOUNT OF \$113,760.00 FOR THE REMAINDER OF THE YEAR FOR CUSTODIAL SERVICES FOR THE CITY OF CANBY TO COME UP FOR SECOND READING ON MARCH 4, 2026. Motion was seconded by Councilor Padden and passed 5-0 on first reading.**

Ordinance 1664 – Randy Ealy, Interim City Administrator, explained this was for the purchase of an emergency backup pump. It was a DEQ requirement.

****Councilor Padden moved to approve ORDINANCE 1664, AN ORDINANCE APPROVING INTERIM CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH PUMPTech TO PURCHASE THE DIESEL ENGINE TRAILER IN THE AMOUNT OF \$59,690.00 TO COME UP FOR SECOND READING ON MARCH 4, 2026. Motion was seconded by Councilor Waterman.**

It was noted the number on the invoice was less than the number stated in the ordinance.

Councilor Padden amended the motion to approve the agreement not to exceed the stated amount. Motion seconded by Councilor Waterman and passed 5-0.

Resolution 1451 – Mr. Ealy discussed the agreement with Willow Creek Estates for maintenance of the park and wetland areas.

Cara Hawkins, Canby resident representing the HOA, said a fence was put in years ago that delineated between the park areas. The fence was now falling apart, and the HOA was concerned about the liability to the wetlands. They were happy with option 2 of the agreement, to co-hire a contractor for maintenance of the areas and the neighborhood would not be held responsible for violations by the contractor. The HOA preferred to remove the fence and not replace it. The contractor could remove some of the blackberry in the wetlands and the HOA would come to the City if they had to remove trees.

There was discussion regarding the liability and City's responsibility as well as the homeowner who had sprayed chemicals in the wetland area.

Mr. Ealy said they did not need to amend the resolution if they were going with option 2.

****Councilor Davis moved to adopt RESOLUTION 1451, A RESOLUTION AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO EXECUTE A MEMORANDUM OF AGREEMENT WITH WILLOW CREEK ESTATES HOMEOWNERS ASSOCIATION AND TO INCLUDE OPTION 2 IN THE STAFF REPORT. Motion was seconded by Council President Hensley and passed 5-0.**

PUBLIC HEARINGS: None.

OTHER BUSINESS: Continuation of Parks SDC Discussion – Don Hardy, Planning Director, and Todd Chase from FCS said they met with the Parks and Recreation Advisory Board to review the parks project list. Staff was looking for direction on the project list, which ultimately would drive the cost of the Park SDC fees.

Councilor Davis called attention to the goals and objectives in the Park Master Plan to address the projects. He asked if any SDC fees had been updated yet.

Mr. Hardy said the fee update would come to Council in one large package. To reduce the increased cost, they would have to reduce the project list. He reviewed the draft SDCs with phase in, SDCs as a percentage of new home sales price, how the sensitivity analysis indicated a max ratio at about 8%, and how reducing the draft parks project list would bring down the max percentage to below 8%.

There was discussion regarding how many projects needed to be cut to reach 5%, where the cost estimates came from, narrowing down the SDC eligible projects as the highest priorities and not include all the projects in the Park Master Plan, how the list could be updated in the future, concern about maintaining new parks, some larger projects could be financed in a different way, and other agencies raising their rates.

Mr. Ealy explained the SDC balance sheet from January 31, 2026, and recommendations of the Parks Board. The Board thought the redundant projects should be consolidated, reduce some of the improvements to Wait Park, only do a pedal park at the Honda Pits site, some projects were already almost complete and could be taken off the list, delete the improvements to the former Adult Center, only do the Ivy Ridge sidewalks, and the Molalla River Canby Utility property was not a high priority.

Councilor Waterman noted the Walnut Street dog park was already budgeted and didn't need to be on the list. He agreed with the Parks Board recommendations.

Councilor Stearns discussed the SDCs being on an inflationary index that better reflected rising costs. Mr. Chase said the SDC fees needed to be updated every 5 years to keep up.

Councilor Padden gave his recommendations for which projects to cut and which to keep.

Councilor Davis gave his recommendations as well, reducing and cutting several of the projects. He was concerned that the SDCs would be too high and discourage new development.

Councilor Stearns agreed that having lower SDCs would help with affordable housing and Canby Utility Board planned to increase rates as well, which added to the livability issues. He thought they should cut as much as possible.

Councilor Waterman wondered why there was not much development in Canby currently when they had some of the lowest SDCs in the area. They needed to make sure they did not outprice themselves.

Mayor Hodson thought one of the reasons families were not moving to Canby was lack of amenities. They had to balance open space/wetlands and active recreation areas.

Council President Hensley was torn between the need for affordable housing and cutting SDCs to develop amenities. She did not have any more cuts to offer at this time.

****Councilor Davis moved to continue the meeting to 9:30 p.m. Motion was seconded by Councilor Padden and passed 5-0.**

Councilor Padden agreed there should be incentives for affordable housing through a reduction of the fees, but he wanted to make sure that it was truly affordable and would be affordable for an extended period of time.

Staff would run the numbers with the cuts suggested by Council and take it back to the Parks Board for input in March and then come to Council with different options.

The incentives would be discussed through a different process.

MAYOR'S BUSINESS: Mayor Hodson attended the Iwo Jima Remembrance Ceremony, Lunar New Year Luncheon at Dragonberry, Region 1 Area Commission on Transportation meeting where project suggestions per region were discussed, School Board discussion on the School District's budget, and ribbon cutting for the Logging Road Pathway. The Mayor's State of the City Address would be given on Friday at Rotary and in March at the Chamber Luncheon.

COUNCILOR COMMENTS & LIAISON REPORTS:

Council President Hensley reported on the Traffic Safety Commission where speeding on NE 3rd and 4th between Pine and Ivy, people running the stop sign at Redwood and Territorial, truck route issues, and trash cans on sidewalks were discussed. The School District was meeting on Monday to discuss the budget shortfall and possible levy options. Canby Fire met tonight. She then gave an update on SB 1585 and other legislative bills.

Councilor Padden attended the Iwo Jima Ceremony and Logging Road Pathway ribbon cutting. He read a press release for the Heritage and Landmarks Commission regarding historic inventory surveys that were done and the findings would be presented on March 2.

Councilor Stearns reported on the Canby Utility Board meeting where they discussed budget projections for the new Water Treatment Plant.

Councilor Waterman reported on the Bike and Ped Committee who reviewed projects to coordinate with the Transportation System Plan. The Library Board discussed the budget and meeting essential standards.

****Councilor Davis moved to extend the meeting time to finish the agenda. Motion was seconded by Councilor Padden and passed 5-0.**

CITY ADMINISTRATOR'S BUSINESS AND STAFF REPORTS: Mr. Ealy said there was a request for the Mayor to sign a letter of support for Pink Sistas. They wanted to replicate their program in other cities.

Councilor Padden suggested adding in references to what Canby did to get the program started.

****Councilor Davis moved to approve the Mayor to sign the letter of support for Pink Sistas. Motion was seconded by Councilor Padden and passed 5-0.**

Mr. Ealy requested the Mayor to sign letters of support to the legislature for funding three City projects.

****Councilor Davis moved to approve the Mayor to sign the three letters of support. Motion was seconded by Councilor Waterman and passed 5-0.**

There was discussion regarding putting a Charter amendment on the May ballot to not require the City Administrator to live in the City. There was further discussion regarding rescheduling the parks field trip and scheduling a joint meeting with the School District.

Mr. Ealy would be doing mock interviews with school kids tomorrow.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved Consent Agenda.
2. Approved Reappointments.
3. Adopted Ordinance 1662.
4. Approved Ordinances 1663 and 1664 to come up for second reading on March 4, 2026.
5. Approved Resolution 1451.
6. Approved the Mayor to sign a Letter of Support for Pink Sistas.
7. Approved the Mayor to sign three letters of support for City projects.

Mayor Hodson adjourned the meeting at 9:38 p.m.

Maya Benham, CMC
City Recorder

Brian Hodson
Mayor

Assisted with Preparation of Minutes – Susan Wood



CITY COUNCIL Staff Report

Meeting Date: 3/18/2026
To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Maya Benham, Administrative Director/City Recorder
Agenda Item: Appointment for Heritage and Landmarks Commission

Summary

There are currently two vacancies on the Heritage and Landmarks Commission. The vacancies have been advertised on the City's website.

Background

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

Discussion

Interviews were held on March 3, 2026. After interviewing, Chair Carol Palmer, Council Liaison Padden, and Staff Liaison Tyler Nizer recommend appointing Dusty Guild-Hanson to the Heritage and Landmarks Commission.

Attachments

Dusty Guild-Hanson Application

Fiscal Impact

None

Recommendation

1. Appoint Dusty Guild-Hanson to the Heritage and Landmarks Commission.
2. Take no action.

Proposed Motion

"I move to approve the appointment of Member Dusty Guild-Hanson to the Heritage and Landmarks Commission with a term ending June 30, 2026."

EMPLOYMENT APPLICATION



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

Guild Hanson, Dusty May Person ID: 63182606
2022-HLC HERITAGE & LANDMARK
COMMISSIONER

Received: 2/19/26, 6:00 PM

For Official Use Only:

QUAL:

DNQ: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE: HERITAGE & LANDMARK COMMISSIONER	EXAM ID#: [REDACTED]
NAME: (Last, First, Middle) Guild Hanson, Dusty May	SOCIAL SECURITY NUMBER: XXX XX
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED], Canby, Oregon, 97013	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Job Specific Supplemental Questions

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

I enjoy volunteering at Canby schools and the American Legion Post. I also enjoy being a member of Restore Oregon and Architectural Heritage Center and volunteering in their events supporting historic preservation.

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

I would say one of my biggest concerns is Canby losing its small town feel. I would love to watch the city grow and thrive without losing the charm that makes it so wonderful and I think taking care of our history/buildings is a big part of keeping the small town feel alive.

3. Why are you interested in this volunteer position?

I would like to hear about the history of the city, the people, and the architecture. I am a big advocate for old buildings and preserving history. I grew up helping with General Canby Days, the train depot/Canby Historical Society, and anything else my parents did and it gave me a lot of pride to live here. My husband and I were raised in Canby and have happy memories from our childhood and would like our children to have fond memories of their town too. I think input from the perspective of a long term resident is important. My children attend Canby schools, work in Canby, and my parents still live in Canby so I am interested in all aspects of Canby but being involved in helping preserve and enrich this town is my main goal. I love Canby and think it's important to be involved with your hometown in as much capacity as possible. Volunteering in this position is a great way to be involved in something dear to me.

4. Please share your experience and educational background.

I attended k-12 in Canby schools and went to Portland Community College for Interior Design and studied historic architecture and design, which I love all types of architecture, big and small, commercial and residential. I also attend talks on historic locations and homes as much as possible and volunteer at these events.

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

I have not served on any City/County positions other than attending the monthly Canby Civic Engagement meetings as a volunteer.

6. If you were referred by someone, please list.

Tyler Nizer informed me of this committee.

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

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

Additional Information for Employment Applications:

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

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

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

EQUAL EMPLOYMENT OPPORTUNITY: We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, or mental and/or physical disability.

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

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

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

This application was submitted by Dusty May Guild-Hanson on 2/19/26, 6:00 PM

Signature

Date _____



CITY COUNCIL Staff Report

Meeting Date: 3/18/2026

To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Todd Wood, Interim Public Works Director
Agenda Item: Consider **Ordinance No. 1665**: An Ordinance authorizing the Interim City Administrator to enter into a purchase agreement with SealMaster to purchase a new asphalt crack sealer equipment (*First Reading*).
Goal: N/A
Objective: N/A

Summary

The City of Canby Public Works is requesting approval of an ordinance authorizing the Interim City Administrator to enter into a purchase agreement with SealMaster to purchase a new asphalt crack sealer equipment.

Background

The City of Canby Public Works has relied on renting crack sealer equipment for the past years, but these machines are in high demand and require staff to join the waitlist at the beginning of the year to secure a two (2) week rental period. Missing this window means losing access to the equipment for the entire year causing a negative impact on productivity on filing cracks for the year.

The Public Works department is looking to increase our preventative maintenance capabilities and be able to fill cracks throughout the year through weather dependent as this machine can only be used in certain weather standards. Public Works staff have researched alternative rental options and determined that purchasing a crack sealer machine would be the most reliable and effective solution.

Discussion

The City of Canby is a growing city with expanding infrastructure. By crack sealing the serviceable life of the road is extended five (5) to ten (10) years saving costly reconstruction.

Attachments

Ordinance No. 1665

SealMaster Quote (State Purchasing Contract Purchasing process was followed; and two quotes were received)

Fiscal Impact

Fiscal Impact

Total cost for this new equipment is \$93,864.20. This purchase is included in FY26 budget: Street Fund/Capital/Equipment (Year to date: We have spent \$30,690.95 of the total \$350,000.00 budget for equipment.)

Options

Approve the purchase of a new crack sealer to achieve our goal in milage of road sealed per year.

Do not purchase and continue to rent yearly. In a demanding market staff has found that availability is scarce with a limited window of use. Also, rental use can be limited due to weather dependent challenges.

Recommendation

Staff recommends executing the purchase agreement with SealMaster to purchase a new crack sealer.

Proposed Motion

"I move to approve Ordinance No. 1665; An Ordinance authorizing the Interim City Administrator to enter into a purchase agreement with SealMaster to purchase a new asphalt crack sealer equipment; and schedule a second reading for April 1, 2026."

ORDINANCE NO. 1665

AN ORDINANCE AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO A PURCHASE AGREEMENT WITH SEALMASTER TO PURCHASE A NEW ASPHALT CRACK SEALER EQUIPMENT.

WHEREAS, the City of Canby Public Works currently does not have an asphalt crack sealer equipment;

WHEREAS, the City of Canby Public Works Department requires sealing of roadway surfaces as part of its mission to perform maintenance on City of Canby (City) streets and have been renting a crack sealer if available; and

WHEREAS, owning a crack sealer would provide for a more efficient and economical solution to maintain City streets which are part of the City of Canby Public Works preventative maintenance plan.

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

Section 1. The Interim City Administrator is hereby authorized on behalf of the City to enter into a purchase agreement with SealMaster to purchase a new Asphalt Crack Sealer.

Section 2. The effective date of this Ordinance shall be May 1, 2026.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 18, 2026 ordered posted as required by the Canby City Charter; and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, April 1, 2026 commencing at the hour of 7:00 PM at the Council Chambers located at 222 NE 2nd Avenue, Canby, Oregon.

Maya Benham, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 1st day of April, 2026, by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder



SealMaster Portland

P.O. Box 1847
 Redmond, OR 97756
 503.289.6696

Quote

Name / Address
City of Canby P.O. Box 930 Canby, OR 97013

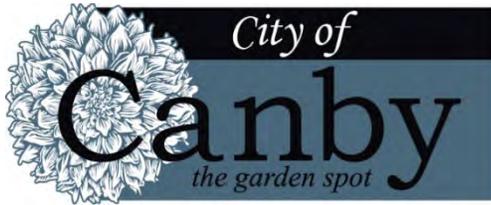
Ship To
City of Canby 1470 NE Territorial Rd. Canby, OR 97013

Date	Quote #	P.O. No.	Rep	FOB
3/8/2026	4086117		JC	Origin

Item	Description	Qty	U/M	Rate	Total
E2765HH Cr...	Crack Pro - TR260 DA (Advanced Air Model) - Heated Hose W/ Horn	1	ea	82,287.00	82,287.00
P74001	Upgrade to 23 ft. hose	1		900.00	900.00
	OPTIONS				
Misc Equipm...	Dual Material Loading Lid Option	1		800.00	800.00
P74000D231	ENGINE COVER-CP, 602 & 902 ENG	1		1,586.70	1,586.70
PE2685	Crack Pro Strobe/beacon light	1	ea	880.00	880.00
P50281B	Night work lights	1		925.00	925.00
Misc Equipm...	Overnight Heaters P50348	1		3,685.50	3,685.50
Freight Out E...	Freight	1		2,800.00	2,800.00
	Pricing Per SourceWell Contract 050625 TWK				

<i>We look forward to working with you!</i>	Total	\$93,864.20
---	--------------	--------------------

All quotes are valid for 5 days after the date above. All freight quotes are subject to change without notice; Exact freight pricing will be given when order is placed. A Service Charge of 1.5% per month will be charged on any invoice not paid within terms. Items returned must be preauthorized within 10 days of purchase and may be subject to a 20% restocking fee. ALL equipment orders and custom orders are non-returnable.



CITY COUNCIL Staff Report

Meeting Date: 3/18/2026

To: The Honorable Mayor Hodson & City Council
Thru: Randy Ealy, Interim City Administrator
From: Same as above
Agenda: Consider **Resolution No. 1453**: A Resolution Authorizing a Rate Increase and Establishing A New Rate Schedule for Garbage Collection by Canby Disposal within the City of Canby.
Goal: Promote Financial Stability
Objective: Create Sustainable Budget

Summary

Canby Disposal enjoys an exclusive franchise for garbage collection in the City of Canby. Canby Disposal is coming to the City Council per their franchise agreement to ask for an annual adjustment to the fees. Section 7.3 of the franchise agreement states that the company shall be entitled to an annual adjustment.

Canby Disposal is proud to be a part of such a great community and we value the partnerships we have with many of the amazing local organizations. Supporting our community through donations and sponsorships is very important to us. Over the last few years, we have donated thousands of dollars to groups such as The Canby Center, Canby Area Chamber of Commerce, Canby Kiwanis, Canby Volunteer Firefighters Association, Canby FFA, many local sports organizations and of course the Pink Sistas.

Background

Canby Disposal wrote a letter this spring to ask to adjust their rates under Section 7.3 of their exclusive franchise agreement. The Canby City Council approves rate adjustments by Resolution.

Under the agreement, Canby Disposal is entitled to an adjustment to their rates annually, so the discussion becomes whether the rate increases are in line with the methodology established in the franchise agreement—which calls for either 80% of the previous year's CPI-U index or 5%, whichever is less. The agreement also states that the City will make a good faith effort to adjust rates by May 15th, so that they can be effective by July 1st.

Attachments

Resolution No. 1453
Exhibit A – Fee Schedule & Proposed Rates, Comparative Rates, & CPI Index

Fiscal Impact

The net effect of these cost increases to the typical 35 gallon cart single family customer in Canby is \$0.57 per month; or 1.63% increase for Residential and 1.62% increase for Commercial.

For FY26 the City has budgeted to receive \$215,000 in franchise fees. This rate increase would have a commiserate (+/-) increase in the city's disposal franchise fee revenue going forward.

Options

Approve the rate as presented.

Offer a different rate based on the methodology set forth in the franchise agreement.

Proposed Motion

"I move to adopt Resolution No. 1453, a Resolution Authorizing a Rate Increase and Establishing a New Rate Schedule for Garbage Collection by Canby Disposal within the City of Canby."

RESOLUTION NO. 1453

A RESOLUTION AUTHORIZING A RATE INCREASE AND ESTABLISHING A NEW RATE SCHEDULE FOR GARBAGE COLLECTION BY CANBY DISPOSAL WITHIN THE CITY OF CANBY.

WHEREAS, CANBY DISPOSAL COMPANY has applied to the Canby City Council for approval of an over-all rate increase in accordance with Section 7.3 of the Franchise Agreement between City of Canby, Oregon, and Canby Disposal for Solid Waste, Recyclable Materials and Yard Debris Collection Services granted in Canby Ordinance No. 1328, dated June 16, 2010;

WHEREAS, CANBY DISPOSAL COMPANY has furnished sufficient evidence to the Council concerning the changes in costs and fees sufficient to calculate the aforementioned over-all rate increase using the agreed upon methodology; and

WHEREAS, the City Council has considered the evidence and information furnished by the Franchisee, and the Council is satisfied that the request is reasonable and justified.

NOW, THEREFORE, BE IT RESOLVED BY the City of Canby City Council that the application by CANBY DISPOSAL COMPANY for an over-all garbage collection rate increase as set forth in the attached EXHIBIT "A" is hereby approved, and said rates shall apply to services performed under the Franchise Agreement between City of Canby, Oregon, and Canby Disposal for Solid Waste, Recyclable Materials, and Yard Debris Collection Services effective July 1, 2026.

ADOPTED this 18th day of March, 2026, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Maya Benham, CMC
City Recorder



2/10/2026

Randy Ealy
Interim City Administrator
222 NE 2nd Avenue
Canby, OR 97013

Re: Proposed July 1, 2026, Rate Adjustment - City of Canby Solid Waste and Recycling Services

Dear Randy,

As a result of increases in inflation, Canby Disposal Company proposes to make rate adjustments for solid waste and recycling services delivered to Canby customers effective July 1, 2026. The net effect of these cost increases to the typical 35-gallon cart single family customer in Canby is \$0.57 per month.

We propose to carry out the interim year methodology described in Section 7.3 of the franchise agreement between The City of Canby and Canby Disposal Company that lays out the formula for calculating annual rate adjustments. For the purposes of this calculation, rates shall be composed of three (3) components: a monthly collection rate, a monthly disposal rate, and a franchise fee. Itemized below are the relevant subsections that explain the calculations required to arrive at the rate as delineated in section 7.3 of the agreement. Section 4.1.1 of the agreement explains the calculations required to arrive at the franchise fee component of the rate.

7.3 Annual Adjustment of Rates

7.3.1 Annual Adjustment

Subject to the terms herein, the Company shall be entitled to an annual adjustment of all rates. Each rate includes an operating component and tipping fee component, which are annually adjusted. The City Council shall make a good faith effort to approve adjusted rates by May 15 of each year, and such rates shall be effective on July 1. If rate adjustments are not approved by May 15, then prior rates remain in effect until such adjustment is made.

7.3.2 Adjustment of the Operating Component

The original contract utilizes a Half1 component of the Portland-Salem CPI-U index. When the Bureau of Labor and Statistics stopped producing this index in 2019, we migrated to the CPI-U West B/C index, which is published monthly. We are utilizing the annual change in the revised index as of the most recent December.

The operating component of the rates specified in Exhibit 2 shall be adjusted annually, using the method below, to reflect 80% of the change in the Index, or by 5%, whichever is less.



7.3.3 Adjustment of the Tipping Fee Component

The solid waste disposal and yard debris processing tipping fee component of each rate will be adjusted to reflect any percentage change in the per-ton tipping fees charged at the approved transfer station and the approved yard debris processing site, as appropriate. There shall be no adjustment to the recyclable materials processing tipping fee component of each rate over the term of the Agreement.

7.3.4 Calculation of the Adjusted Rates

Adjusted Rates shall be calculated as follows:

Adjusted Rate = Adjusted Operating Component + Adjusted Tipping Fee Component

4.1 City Franchise Fee

4.1.1 Franchise Fee Amount

Beginning on July 1, 2011, company shall pay to City five (5) percent (or another amount as provided in Section 4.1.3) of the gross revenues collected by Company from services provided in City.

Finally, as we have done in the past, shown in the following table are the sequence of calculations that start with current rates, and work through the process to arrive at the rates that are proposed to be in effect on July 1, 2026.

The table on the following page lays out the calculation sequence that is itemized in the franchise agreement. We have applied this methodology for the development of the new monthly rate for the standard level of residential service (i.e., the 35-gallon roll-cart weekly service) and a basic level of commercial service (1 loose yard collected weekly). The contract methodology calculates an increase on operating costs based upon 80% of the CPI-U West(B/C) index. The annual change in the index was 2.62%, resulting in a 2.10% increase in our model. This increases the 35 Gallon Weekly Cart service by 1.63%. Other rates increase similarly; a complete schedule of the proposed rates as of July 1, 2026, is attached to this letter.

We have also attached a comparative rate study of solid waste and recycling rates in neighboring communities. Studies like this should be viewed with caution, as variations in programs, rate design and geography can result in differences in rates. Furthermore, some comparative rates do not consider increases in the current year. Given this disclaimer, Canby's proposed 35-gallon weekly rate of \$35.46 compares favorably to the average of \$40.66 for the other jurisdictions.



Canby Disposal Company

Interim Years (Section 7.3.1)

CUURN400SA0, CUUSN400SA0

	Line Item Description	Source	Residential	Commercial	Drop Box
A	Current Rate - Effective July 1, 2025	Current Canby rate schedule	\$34.89	\$199.27	\$128.60
B	Disposal Portion	7.3 Annual Adjustment of Rates	24.62%	24.62%	0.00%
C	Current Disposal Rate	A * B	\$8.59	\$49.06	\$0.00
D	Franchise Fee %	Section 4.1.1.	5.00%	5.00%	5.00%
E	Current Franchise Fee	A * D	\$1.74	\$9.96	\$6.43
F	Current Collection Rate	A - C - E	\$24.56	\$140.25	\$122.17
G	80% of Change in CPI	Section 7.3.2	2.10%	2.10%	2.10%
H	Proposed Collection Rate	F * (1 + G)	\$25.08	\$143.19	\$124.73
I	<i>Change in Total Tipping Fee</i>	Canby Transfer Station/Canby Landscape	0.24%	0.24%	0.24%
J	Proposed Disposal Rate	C * (1 + I)	\$8.61	\$49.18	\$0.00
K	Proposed Franchise Fee	(H + J) / 0.95) - (H + J)	\$1.77	\$10.12	\$6.56
L	July 2026 Total Rate	H + J + K	\$35.46	\$202.49	\$131.29

Percentage increase from current rates	1.63%	1.62%	2.09%
---	-------	-------	-------

If you have any questions, please feel free to contact me at your earliest convenience. My mobile number is 503.504.6457.

Sincerely,

Kris Wright

Kris Wright
Canby Disposal Company

Attachments: Proposed Rates, Effective July 1, 2026
Comparative Rate Study as of December 2025
CPI Index Worksheet

Canby Disposal Company
City Rates (Residential includes weekly yard debris collection)
Rates effective date July 1, 2026
 CUURN400SA0, CUUSN400SA0

Residential Service:

<u>Service Type</u>	Current Rates		Method	Proposed Rate		Percent Increase
	July 1, 2025			July 1, 2026		
20-gallon cart weekly curbside	\$ 29.30		Residential	\$ 29.77		1.63%
20-gallon cart weekly w/in 50' of road	\$ 34.18		Residential	\$ 34.74		1.63%
32-gallon cart weekly curbside	\$ 34.89		Residential	\$ 35.46		1.63%
32-gallon cart weekly w/in 50' of road	\$ 39.81		Residential	\$ 40.46		1.63%
32-gallon cart monthly curbside	\$ 17.43		Residential	\$ 17.72		1.63%
32-gallon cart monthly w/in 50' of road	\$ 19.88		Residential	\$ 20.20		1.63%
32-gallon cart on call service	\$ 12.50		Residential	\$ 12.70		1.63%
65-gallon cart weekly curbside	\$ 55.85		Residential	\$ 56.76		1.63%
65-gallon cart weekly w/in 50' of road	\$ 60.74		Residential	\$ 61.73		1.63%
95-gallon cart weekly curbside	\$ 61.92		Residential	\$ 62.93		1.63%
95-gallon cart weekly w/in 50' of road	\$ 66.82		Residential	\$ 67.91		1.63%
Yard Debris Subscription	\$ 7.84			\$ 7.97		1.63%
Additional 65-gallon Yard Debris Cart	\$ 7.50			\$ 7.62		1.63%

Commercial Service:

<u>Service Type</u>	Proposed Rate		Method	Proposed Rate		Percent Increase
	July 1, 2025			July 1, 2026		
32-gallon cart weekly curbside	\$ 32.72		Commercial	\$ 33.25		1.62%
32-gallon cart weekly w/in 50' of road	\$ 32.72		Commercial	\$ 33.25		1.62%
65-gallon cart weekly curbside	\$ 49.07		Commercial	\$ 49.87		1.62%
65-gallon cart weekly w/in 50' of road	\$ 49.07		Commercial	\$ 49.87		1.62%
95-gallon cart weekly curbside	\$ 54.00		Commercial	\$ 54.87		1.62%
95-gallon cart weekly w/in 50' of road	\$ 54.00		Commercial	\$ 54.87		1.62%

Mobile Home Courts and Apartments

(Four or more units , where owner accepts and pays billing)

Extra Hauling

Extra trash - Can/Bag	\$ 8.18		Residential	\$ 8.31		1.62%
Extra trash - 1 yard	\$ 30.00		Commercial	\$ 30.00		1.62%
Extra yard debris	\$ 2.40		Residential	\$ 2.44		1.62%
Return Trip Fee (new rate 2025)	\$ 7.00			\$ 7.11		1.62%

<u>Service Type</u>	Proposed Rate		Method	Proposed Rate		Percent Increase
	July 1, 2025			July 1, 2026		
21-gallon cart weekly curbside	\$ 23.65			\$ 24.03		1.62%
32-gallon cart weekly curbside	\$ 26.75		Residential	\$ 27.18		1.62%
65-gallon cart weekly curbside	\$ 46.03			\$ 46.77		1.62%
95-gallon cart weekly curbside	\$ 52.86			\$ 53.72		1.62%

*Note: If billed separately, regular residential rates apply.

Canby Disposal Company
City Rates (Residential includes weekly yard debris collection)
Rates effective date July 1, 2026
CUURN400SA0, CUUSN400SA0

Container Service - Loose:

<u>Service Type</u>	<u>Proposed Rate</u> July 1, 2025	<u>Method</u>	<u>Proposed Rate</u> July 1, 2026	<u>Percent</u> Increase
1.5-yard picked up 1x/week	\$ 199.27	Commercial	\$ 202.49	1.62%
1.5-yard picked up 2x/week	\$ 383.83		\$ 390.03	1.62%
1.5-yard picked up 3x/week	\$ 568.40		\$ 577.59	1.62%
1.5-yard picked up 4x/week	\$ 752.96		\$ 765.13	1.62%
1.5-yard picked up 5x/week	\$ 923.32		\$ 938.24	1.62%
1.5-yard picked up 6x/week	\$ 1,122.09		\$ 1,140.22	1.62%
2-yard picked up 1x/week	\$ 265.58	Commercial	\$ 269.87	1.62%
2-yard picked up 2x/week	\$ 515.81		\$ 524.15	1.62%
2-yard picked up 3x/week	\$ 766.03		\$ 778.41	1.62%
2-yard picked up 4x/week	\$ 1,016.24		\$ 1,032.66	1.62%
2-yard picked up 5x/week	\$ 1,266.47		\$ 1,286.94	1.62%
2-yard picked up 6x/week	\$ 1,516.71		\$ 1,541.22	1.62%
3-yard picked up 1x/week	\$ 358.98	Commercial	\$ 364.78	1.62%
3-yard picked up 2x/week	\$ 703.23		\$ 714.59	1.62%
3-yard picked up 3x/week	\$ 1,047.50		\$ 1,064.43	1.62%
3-yard picked up 4x/week	\$ 1,391.75		\$ 1,414.24	1.62%
3-yard picked up 5x/week	\$ 1,736.01		\$ 1,764.06	1.62%
3-yard picked up 6x/week	\$ 2,080.20		\$ 2,113.81	1.62%
4-yard picked up 1x/week	\$ 456.98	Commercial	\$ 464.36	1.62%
4-yard picked up 2x/week	\$ 899.22		\$ 913.75	1.62%
4-yard picked up 3x/week	\$ 1,345.73		\$ 1,367.48	1.62%
4-yard picked up 4x/week	\$ 1,783.75		\$ 1,812.57	1.62%
4-yard picked up 5x/week	\$ 2,225.99		\$ 2,261.96	1.62%
4-yard picked up 6x/week	\$ 2,668.26		\$ 2,711.37	1.62%
Additional 1.5-yard picked up 1x/week	\$ 184.56	Commercial	\$ 187.54	1.62%
Additional 1.5-yard picked up 2x/week	\$ 369.20		\$ 375.17	1.62%
Additional 1.5-yard picked up 3x/week	\$ 546.71		\$ 555.54	1.62%
Additional 1.5-yard picked up 4x/week	\$ 724.23		\$ 735.93	1.62%
Additional 1.5-yard picked up 5x/week	\$ 901.73		\$ 916.30	1.62%
Additional 1.5-yard picked up 6x/week	\$ 1,121.84		\$ 1,139.97	1.62%
Additional 2-yard picked up 1x/week	\$ 250.22	Commercial	\$ 254.26	1.62%
Additional 2-yard picked up 2x/week	\$ 501.45		\$ 509.55	1.62%
Additional 2-yard picked up 3x/week	\$ 744.74		\$ 756.77	1.62%
Additional 2-yard picked up 4x/week	\$ 987.99		\$ 1,003.96	1.62%
Additional 2-yard picked up 5x/week	\$ 1,231.26		\$ 1,251.16	1.62%
Additional 2-yard picked up 6x/week	\$ 1,474.53		\$ 1,498.35	1.62%
Additional 3-yard picked up 1x/week	\$ 344.25	Commercial	\$ 349.81	1.62%
Additional 3-yard picked up 2x/week	\$ 698.22		\$ 709.51	1.62%
Additional 3-yard picked up 3x/week	\$ 1,040.05		\$ 1,056.86	1.62%
Additional 3-yard picked up 4x/week	\$ 1,381.82		\$ 1,404.15	1.62%
Additional 3-yard picked up 5x/week	\$ 1,723.60		\$ 1,751.45	1.62%
Additional 3-yard picked up 6x/week	\$ 1,991.02		\$ 2,023.20	1.62%
Additional 4-yard picked up 1x/week	\$ 442.24	Commercial	\$ 449.39	1.62%
Additional 4-yard picked up 2x/week	\$ 902.12		\$ 916.70	1.62%
Additional 4-yard picked up 3x/week	\$ 1,345.80		\$ 1,367.55	1.62%
Additional 4-yard picked up 4x/week	\$ 1,789.48		\$ 1,818.39	1.62%
Additional 4-yard picked up 5x/week	\$ 2,233.13		\$ 2,269.22	1.62%
Additional 4-yard picked up 6x/week	\$ 2,676.82		\$ 2,720.07	1.62%

*Note: Compacted container rates shall be 2.5 times the loose rate
Source Separated Food Waste:

Canby Disposal Company

City Rates (Residential includes weekly yard debris collection)

Rates effective date July 1, 2026

CUURN400SA0,CUUSN400SA0

Cleanup Containers:

<u>Service Type</u>	<u>Proposed Rate</u> July 1, 2025	<u>Method</u>	<u>Proposed Rate</u> July 1, 2026	<u>Percent</u> <u>Increase</u>
3-yard container	\$ 109.39	Commercial	\$ 111.15	1.62%
4-yard container	\$ 139.95	Commercial	\$ 142.21	1.62%

*Note: Price is per dump

Drop Box Services - Loose:

Permanent Accounts

<u>Service Type</u>	<u>Proposed Rate</u> July 1, 2025	<u>Method</u>	<u>Proposed Rate</u> July 1, 2026	<u>Percent</u> <u>Increase</u>
10-yard haul fee	\$ 128.60	Drop Box	\$ 131.29	2.09%
20-yard haul fee	\$ 128.60	Drop Box	\$ 131.29	2.09%
30-yard haul fee	\$ 167.63	Drop Box	\$ 171.13	2.09%
40-yard haul fee	\$ 183.60	Drop Box	\$ 187.44	2.09%

Occasional Accounts

<u>Service Type</u>	<u>Proposed Rate</u> July 1, 2025	<u>Method</u>	<u>Proposed Rate</u> July 1, 2026	<u>Percent</u> <u>Increase</u>
10-yard haul fee	\$ 170.17	Drop Box	\$ 173.73	2.09%
20-yard haul fee	\$ 170.17	Drop Box	\$ 173.73	2.09%
30-yard haul fee	\$ 210.63	Drop Box	\$ 215.03	2.09%
40-yard haul fee	\$ 228.91	Drop Box	\$ 233.70	2.09%

*Note: Price is for haul fee only; disposal and franchise fees are extra

Drop Box Services - Compacted:

<u>Service Type</u>	<u>Proposed Rate</u> July 1, 2025	<u>Method</u>	<u>Proposed Rate</u> July 1, 2026	<u>Percent</u> <u>Increase</u>
Under 20 yards (rate per haul)	\$ 146.79	Drop Box	\$ 149.86	2.09%
20-29 yards (rate per yard)	\$ 9.01	Drop Box	\$ 9.20	2.09%
30-39 yards (rate per yard)	\$ 8.07	Drop Box	\$ 8.24	2.09%
40 yards or more (rate per yard)	\$ 7.10	Drop Box	\$ 7.25	2.09%

*Note: Price is for haul fee only; disposal and franchise fees are extra

Demurrage Charge:

<u>Service Type</u>	<u>Proposed Rate</u> July 1, 2025	<u>Method</u>	<u>Proposed Rate</u> July 1, 2026	<u>Percent</u> <u>Increase</u>
Permanent accounts (per month)	\$ 98.95	Drop Box	\$ 101.02	2.09%

Solid Waste/Recycling Rate and Service Comparisons of Communities in the Metro Area

Updated December 10, 2025

Container Size & Service	Canby	Sandy	West Linn	Gresham	Milwaukie	Clackamas County (Urban Areas)	Portland (Terrain Areas; West Hills) EOW Garbage	Portland (Eastside EOW Garbage)
20-gallon Cart	\$ 29.30	\$ 31.96	\$ 31.64	\$ 37.15	\$ 36.23	\$ 33.45	\$ 44.70	\$ 38.40
32/35-gallon Cart	\$ 34.89	\$ 38.05	\$ 37.70	\$ 43.17	\$ 42.18	\$ 39.05	\$ 50.10	\$ 43.80
60/65 gallon Can/Cart	\$ 55.85	\$ 60.88	\$ 60.38	\$ 56.51	\$ 54.84	\$ 51.25	\$ 55.15	\$ 48.85
90/95 gallon Can/Cart	\$ 61.92	\$ 67.73	\$ 66.40	\$ 64.32	\$ 65.20	\$ 61.10	\$ 62.00	\$ 55.70
Yard Debris: Cart Size	60-gallon	65-gallon	65-gallon	60-gallon	65-gallon	65-gallon	60-gallon	60-gallon
Yard Debris: Frequency	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Recycling: Container	Cart	Cart	Cart	Cart	Cart	Carts	Cart	Cart
Recycling: Size	60 gallon	95-gallon	95-gallon	95-gallon	95-gallon	95-gallon	60 gallon	65/95 gallon
Recycling: Glass	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Effective Date	7/1/2025	3/1/2025	7/1/2025	7/1/2025	7/1/2025	8/1/2024	7/1/2025	7/1/2025
Information Source	City of Canby Rate Schedule	City of Sandy Rate Schedule	City of West Linn Rate Schedule	City of Gresham Rate Schedule	City of Milwaukie Rate Schedule	Clackamas County Rate Schedule (no change in 2025)	City of Portland Rate Schedule	City of Portland Rate Schedule

**Consumer Price Index for All Urban Consumers (CPI-U)
Original Data Value**

Series Id: CUURN400SA0

Not Seasonally Adjusted

Series Title: All items in West - Size Class B/C, all urban consumers, not

Area: West - Size Class B/C

Item: All items

Base Period: DECEMBER 1996=100

Years: 2015 to 2025

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2015	142.022	143.005	143.887	144.426	145.346	145.198	144.917	144.752	144.507	144.379	143.595	143.398	144.119	143.981	144.258
2016	143.932	144.128	144.264	145.128	145.942	145.866	145.850	145.829	146.130	146.328	146.004	145.918	145.443	144.877	146.010
2017	146.469	147.451	147.880	148.496	148.789	148.792	148.691	149.255	149.954	150.336	150.003	149.920	148.836	147.980	149.693
2018	150.564	151.200	151.702	152.350	153.201	153.546	153.464	153.797	154.158	154.729	154.625	154.228	153.130	152.094	154.167
2019	154.328	154.671	155.178	156.523	157.488	157.564	157.465	157.654	157.738	158.635	158.482	158.496	157.019	155.959	158.078
2020	158.599	159.183	159.129	158.824	158.301	158.857	159.752	160.528	160.846	161.141	161.069	160.840	159.756	158.816	160.696
2021	161.199	162.042	163.257	165.088	166.813	168.425	169.267	169.477	169.977	171.226	172.214	172.722	167.642	164.471	170.814
2022	174.269	175.890	178.019	179.339	180.810	182.790	183.277	183.543	184.088	185.410	184.626	183.686	181.312	178.520	184.105
2023	184.717	185.968	187.301	188.008	188.833	189.295	189.737	190.368	191.238	191.321	190.409	190.095	188.941	187.354	190.528
2024	191.586	191.874	194.047	194.913	194.709	194.203	193.360	193.662	194.320	194.632	194.491	194.384	193.848	193.555	194.142
2025	195.274	196.261	197.611	198.765	199.541	199.465	199.796	200.409	201.076		200.344	199.732	198.934	197.820	200.271

2.75% 2.62% 2025 Annual Change

2.20% 2.10% 80% of Annual Change



City of Canby Bi-Monthly Report
Department: Administration
For Months of: January & February, 2026

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: 3/18/2026

2025-2027 Council Goals & Objectives:
 N/A

Statistics:

Boards and Commissions Vacancies (current)

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	1	0	Terms end 6/30/2026
Parks & Recreation Advisory Board	2	5	Interviews are in process of being scheduled. Terms end 6/30/2027 & 6/30/2028
Heritage & Landmarks Commission	2	0	One vacancy is scheduled to go before Council approval on 3-18-2026. 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 20 public records requests.

Liquor License/ Noise Variance Applications

There were two liquor licenses plus annual renewals and two noise variance applications.



City of Canby Bi-Monthly Report
Department: Economic Development
For Months of: January & February, 2026

To: The Honorable Mayor Hodson & City Council
 From: Jamie Stickel, Economic Development Director
 Through: Randy Ealy, Interim City Administrator
 Date: March 18, 2026

2025-2027 Council Goals & Objectives:

Goal 1.2 Finalize the Transition of the Current Urban Renewal District Expenses.

- The Urban Renewal Agency has been considering options for how to best cease collection of tax increment revenue in Canby. During the February 4th Urban Renewal Agency meeting, the Urban Renewal Agency reviewed options including: 1) deactivating the Urban Renewal Agency, 2) terminating the 1999 Urban Renewal Plan, and 3) ceasing collection of tax increment revenues while leaving the plan intact until the plan’s projects are completed. The Urban Renewal Agency discussed the options and asked questions of Emily Guimont, the City’s legal counsel, and city staff. The Agency ultimately determined they would move forward by directing City Administrator/Agency Director Randy Ealy to issue a letter the Clackamas County Assessors’ Office indicating the City would like to cease the collection of tax increment revenue beginning FY 2027 and return the money to the tax rolls. The decision will allow for the money that had been previously collected as urban renewal to be returned to the taxing districts. The taxing districts will are estimated to receive varying amounts (see chart based on FY 2026 at right) that had previously been allocated to urban renewal projects in Canby. The letter was issued to Clackamas County’s Assessors’ Office in February ’26 by Randy Ealy.

DISTRICT	AMOUNT
City of Canby	\$ 1,148,358.08
Clackamas Co. Community College	\$ 193,392.69
Clackamas County (City)	\$ 791,419.07
Clackamas County (Rural)	\$ 51,921.14
County Extension & 4H	\$ 17,145.64
County Library	\$ 137,669.37
County Soils Cons	\$ 17,145.64
Clackamas ESD	\$ 127,583.70
Canby Fire District 62	\$ 535,801.12
Port of Portland	\$ 24,205.60
Canby School District	\$ 1,586,475.60
Vector Control	\$ 2,017.13
TOTAL	\$ 4,633,134.78

Goal 3.1 Receive Recommendations from Street Maintenance Fee Task Force and Update Fees

- The City of Canby began its work with Kittelson & Associates for the street maintenance fee update. A kickoff meeting was held on Thursday, February 5th with staff from Kittelson, Public Works, Finance, and Economic Development. Kittelson will take the data compiled by city staff – which shows each account, building size, and category assigned. The work will ensure equitable application of the street maintenance fee based on trips and the 12th edition Institute of Transportation Engineers (ITE) Trip Generation Manual, which is the most current edition. Kittelson will work to develop the fee structure for the most current ITE manual. The fee calculation will take into account overall revenue targets and calculations will reflect customer types, selected rate structure, cost allocations, and estimated billing units. Three rate structures will be tested to determine the acceptable method of fee calculations and compare them to existing charges.

Goal 3.6 Finalize Design and Complete Walnut Street Extension Project

- The long-anticipated Walnut Street Extension project is currently underway. In late January, a noise variance was requested for boring work (phase 1 of the project) which would begin on the northside of Canby and bore to nearly SE 1st Avenue. City staff worked together to schedule a neighborhood meeting for those who may be affected by the boring project – 24 households received door hangers noticing the neighborhood meeting. The neighborhood meeting was held on Tuesday, February 3rd at City Hall and included city staff, the city’s engineer for the project (Curran Mcleod), and the contractor on the project (DeWitt). Six attendees representing 4 households attended the meeting and listened to a project overview while asking questions of

staff and the contractor. The attendees were also reminded of the noise variance public hearing which was held on Wednesday, February 4th and there were no opponents or proponents at the hearing.

Canby Business Connection: The start of 2026 has been an exciting one for the City of Canby's *Canby Business Connection*, a monthly feature in the Canby Advantage Magazine that shines a spotlight on the people and businesses that help make our community thrive. Sponsored by the City, the program highlights one local business each month, offering residents and visitors a chance to learn more about the unique services, stories, and community connections that shape Canby's local economy.

January kicked off the year with a feature on The Book Nook, a beloved local bookstore that has become a favorite stop for readers of all ages. The feature explored how The Book Nook curates a wide selection of titles while creating a welcoming space for book lovers in the community. From new releases to carefully selected classics, the store continues to serve as a gathering place where stories and community intersect.

February's spotlight turned to Willamette Coffeehouse, a local café known for its warm atmosphere and commitment to bringing people together over great coffee. The feature highlighted the coffeehouse's passion for quality beverages, fresh offerings, and the role it plays as a daily meeting place for residents, students, and professionals alike.

Each Business Connection feature offers more than just a profile, it provides a deeper look into what makes these businesses special. By sharing their stories, specialties, and contributions to the community, the program helps residents discover new places to support while strengthening connections between local businesses and the people they serve. As 2026 continues, the City of Canby looks forward to highlighting many more outstanding local businesses through the Canby Business Connection. These monthly spotlights celebrate the entrepreneurs and teams whose dedication, creativity, and service help make Canby such a vibrant place to live, work, and shop.

Shop Local Canby & Share the Love: The City of Canby wrapped up a successful winter season of supporting local commerce through the *Shop Local Canby* program, a community-focused initiative designed to encourage residents and visitors to explore and support Canby's local businesses.

The program officially launched in November 2025 on Small Business Saturday, a day dedicated nationwide to celebrating and supporting small businesses. From the start, Shop Local Canby aimed to build momentum during the holiday season and carry that energy into the new year by encouraging the community to keep their dollars local. Shop Local Canby concluded on February 5 during Canby's First Thursday Night Market, bringing along the program to a festive close and celebrating the many businesses and community members who participated along the way. Throughout the program, residents and visitors were encouraged to shop at participating local businesses, creating a positive ripple effect for Canby's local economy.

To expand the reach of the initiative, the City partnered with the Canby Area Chamber of Commerce to launch a social media campaign titled "*Share the Love.*" Inspired by the Shop Local Canby program, the campaign highlighted local businesses and encouraged community members to share their favorite shops, restaurants, and services online. The campaign not only amplified visibility for local businesses but also fostered a sense of pride in supporting the businesses that make Canby unique. The initiatives helped remind residents and visitors of the importance of shopping locally and the impact it has on sustaining a vibrant business community.

First Thursday Night Market: While the official market programming took a pause in January due to the holiday and recommendations from local businesses, residents and visitors still made their way downtown on January 1. The evening turned into an unexpected show of support for local vendors, with several businesses seeing steady traffic throughout the night. One highlight of the evening was a popular BBQ vendor who sold out of menu items, an exciting sign that the community was eager to continue supporting local businesses even during the quieter winter months.

Canby Business Connection
A GLIMPSE INTO CANBY'S LOCAL BUSINESSES

Canby's Cozy Corner
By Angie Healey, Acting Media

In the quiet corner, tucked away in a quiet town, sits a cozy little bookstore. The Book Nook is a place where stories and community intersect. It's a place where you can find a good book, and where you can find a good friend. The Book Nook is a place where you can find a good book, and where you can find a good friend.

The Book Nook is a place where you can find a good book, and where you can find a good friend. It's a place where you can find a good book, and where you can find a good friend.

THE BOOK NOOK

and beyond, complete with...
The Book Nook is a place where you can find a good book, and where you can find a good friend.

CITY OF CANBY ECONOMIC DEVELOPMENT
222 NE 2nd Ave., Canby OR 97013
503.266.7001
www.canbyoregon.gov/business



February brought even more momentum. With perfect weather setting the stage, Canby's First Thursday Night Market welcomed a great lineup of vendors along with strong foot traffic throughout the evening. Residents and visitors alike came out to enjoy the atmosphere, explore local offerings, and connect with the businesses that make Canby's downtown such a vibrant place to gather.

The turnout in January and February marked a fantastic start to the market season in 2026. With strong community participation, enthusiastic vendors, and continued support for local businesses, the First Thursday Night Market continues to be a cornerstone event that brings people together in downtown Canby.

Canby Civic Engagement Academy: The City of Canby kicked off its second annual Civic Engagement Academy. The Civic Engagement Academy is held the 2nd Thursday of the month from January through June and offers Canby residents a valuable opportunity to gain insights into the daily operations of the City of Canby, engage with fellow community members, and explore avenues for participation in City boards and committees. There is no cost for citizens to participate in the Civic Engagement Academy, however, the City requires registration from participants. The 2026 cohort has 24 participants registered. The evening begins at 5:30 PM with dinner and an opportunity for participants to network, followed by the official program from 6:00 PM - 8:00 PM. The January program was held on January 8th and featured City Administration including human resources, city recorder, and court. The February 12th program provided presentations from planning and economic development.



Sister City Exploration: In January, the City of Canby was approached to consider initiating a "Sister City" relationship with Bắc Giang, Vietnam. The initiative was received via Senator Christine Drazan's office, after a meeting with Amy Nguyen (Owner, Dragonberry Produce Inc and President of the United Vietnam Alliance) and Daniel Wong (Vice President of the United Vietnam Alliance). Dragonberry Produce has deep cultural and professional connections to Vietnam – both of which serve as foundational pieces for a sister city program. Canby Economic Development staff held an informational call with Sister City International which provided an overview of the process for initiating a program. While there are many avenues for creating a sister city program, the strongest aspect Canby has is the willingness of an international city to form a sister city program, as well as the relationships already fostered through Dragonberry Produce's work and the efforts of the United Vietnam Alliance. To be recognized by Sister Cities International, the two communities must sign formal documents which clearly endorse the link. Sister City International recommended that both Canby and Bắc Giang adopt resolutions – or appropriate corresponding action – affirming their commitment to becoming sister cities and a Memorandum of Understanding (MOU), both in English and Vietnamese. The City Council will consider this action at the March 4th, 2026 City Council meeting. Senator Drazan plans to visit Vietnam in May 2026 and has graciously offered to be the conduit between the cities bringing the signed MOU from Canby to Bắc Giang for signing.

Heritage & Landmarks Commission: The Heritage and Landmarks Commission met on February 2, 2026, for a training-focused session covering historic design review procedures and preservation standards. This was provided along with the guidance from City attorney, Emily Guimont, and Joy Sears from the State Preservation Office (SHPO). Commissioners received guidance on the process for reviewing alterations to historic properties, including the use of the Oregon State Historic Preservation Office standards and requirements for Certificates of Appropriateness.

Additional discussion included the nomination of Ron LeBlanc for the statewide Standout Heritage Volunteer Award. Election of commission officers for the year included Carol Palmer as Chair, Doug Birkeland as Vice Chair, and Ron LeBlanc as Recorder. Lastly, there were preparations for a public presentation of the 2025 Canby Intensive Level Survey Report which will occur at the March HLC meeting. The meeting concluded with updates on recruitment efforts and future commission activities supporting historic preservation in Canby.

CCFEC and City of Canby: The City of Canby has begun an exciting partnership with the Clackamas County Fairgrounds to coordinate marketing efforts that support community events and local businesses. Staff from both organizations met in February to discuss ways to collaborate and strengthen promotion for activities taking place at the fairgrounds and capitalizing on the additional visitors by highlighting our local businesses.

One of the first opportunities for collaboration includes the promotion of the Canby Brewfest through a shared postcard campaign. As part of this effort, the City will utilize one side of the postcard to encourage visitors

attending Brewfest to explore downtown Canby and support local businesses, restaurants, and shops while they are in the community. This partnership represents a great opportunity to align marketing efforts and increase visibility for both community events and the local business community. The City looks forward to continuing this partnership and identifying new ways to promote events, support local businesses, and strengthen community engagement.

Hotel Room Night Generator Study: The City Council has expressed its preference to have a hotel developed in Canby. As part of the budget discussions for 2025-26, staff brought forward the concept of a Hotel Room Night Generator Study – which would provide a breakdown of where overnight stays are coming from and how many a hotelier could reasonably expect from Canby-area businesses and tourism organizations. The concept of the study was inspired by ongoing discussions with hotel developers who noted this study assist decision makers looking to develop a hotel in Canby. The Room Night Generator study will include an update on the inputs used for consideration on the hotel study, as well as a survey for local industrial businesses and tourism-driven businesses/organizations. The Room Night Generator Study should be completed in mid- to late March and will be used as a tool when speaking with hotel developers or hoteliers interested in Canby.

State of the City: Mayor Hodson’s annual State of the City Presentation was scheduled for February 20th at the Canby Rotary and on March 3rd at the Canby Area Chamber of Commerce. Communication staff worked to collaborate with the City’s leadership team to assemble a presentation for Mayor Hodson featuring work completed over the last year, projects underway, and what to expect over the next year. Each department head coordinated with their staff providing 1 – 2 slides on their work. Mayor Hodson’s February presentation at the Canby Rotary was highly attended and included robust questions about the efforts of the City of Canby.

Grand Opening Logging Trail Pathway: On Wednesday, February 18th, the City of Canby held the Grand Opening for the Logging Trail Pathway project, funded by Urban Renewal District funds. The pathway was a priority project for the Urban Renewal Agency as an offering to connect though using the Logging Trail to HWY 99 on the south side of town. The trail was highlighted as a priority to increase safety by providing a safer route to the Fred Meyer Shopping Complex. The event featured speeches by Mayor Hodson, Council President Hensley, Ben Austin with Harper Houf Peterson & Righellis (engineers), and Keith Callaway, SR with KNL Industries. The Canby Area Chamber of Commerce attended with a symbolic ribbon cutting, as well as members of the Parks & Recreation Advisory Board, Bike & Pedestrian Committee, city staff, and community members.



Hotel Design Concepts: The City of Canby began its hotel design concept work with Scott Edwards Architecture (SEA). The hotel design concepts were discussed in March 2025 as part of incentives considered by City Council to recruit hotel development to Canby. The renderings will serve as marketing materials in the recruitment of a hotel. The project was discussed during the budget process for FY 2026 and City Administrator Randy Ealy gave the green light to begin work in late February. Staff from the City’s economic development and tourism department will work with SEA to determine the best options to showcase Canby and the opportunities for hotel development through renderings.

Clackamas Community College Bond Oversight Committee: The City of Canby is pleased to participate in the Clackamas Community College Bond Community Oversight Committee (COC), which was established to provide transparency and community input for the implementation of bond measure 3-613 approved by voters in November 2024. Tyler Nizer, the City’s Economic Development and Tourism Coordinator, was selected to serve on the committee and provide input from the City of Canby’s perspective.

The COC includes a diverse group of approximately 30–40 members representing local jurisdictions, business leaders, education partners, community organizations, and district residents. The committee’s role is to receive regular updates on bond-related projects, ensure the investments reflect community needs, advise on public engagement strategies, and help keep local stakeholders informed as projects move forward. Bond funding will support the construction and expansion of facilities, upgrades to technology, and modernization of equipment across the college district. At the most recent meeting, committee members received updates on the overall bond implementation timeline and discussed strategies for community engagement and communication. Members also reviewed the committee’s role in providing oversight and ensuring projects remain aligned with the goals approved by voters. The committee is expected to meet up to four times per year over the next four years as the bond program progresses.



City of Canby Bi-Monthly Report
Department: Finance
For Months of: January & February, 2026

To: The Honorable Mayor Hodson & City Council
From: Denise LaRue, Finance Director
Prepared by: Katy Joyner, Financial Analyst
Through: Randy Ealy, Interim City Administrator
Date: 3/18/2026

2025-2027 Council Goals & Objectives: See Department Activities

Statistics: Attached

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.

- Presented Mid-Year Budget Review to Council & Budget Committee
- Budget document rolled forward to prepare for the FY2027 Budget Meetings
 - Budget Calendar prepared
 - Budget worksheets have been created and distributed to Leadership
 - Budget Request Forms and a new Operating & Capital Project Form were distributed to Leadership to be included in their Budget preparations
- Sent out OLCC renewals to businesses
- Processed and submitted 1099's & W2's
- Updated all Employee Open Enrollment Benefits
- Continued working on FY25 audit
- The Finance Team participated in the following meetings, training and events this period:
 - Council Meetings
 - Leadership Meetings
 - Caselle Webinar
 - Safety Meetings
 - Finance Team meetings

Statistics FY 2025 & 2026

MAR-APR FY25	MAY-JUN FY25	JUL-AUG FY26	SEP-OCT FY26	NOV-DEC FY26	JAN-FEB FY26
-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

Accounts Payable

Invoices	517	699	480	464	522	490
Invoice Entries	1,117	2,717	1,156	1,154	983	1,219
Encumbrances	45	27	61	27	38	40
Manual Checks	3	0	5	2	3	2
Total Checks and Voucher	314	338	334	318	213	319

Payroll

Timesheets Processed	423	531	430	530	426	416
Total Checks and Vouchers	492	606	502	610	498	484
New Hires/Separations	2 / 2	6 / 4	0 / 5	6 / 2	1 / 4	2 / 2

Transit Tax Collection

Forms Sent	1,243	1,236	73	1,235	1,851	126
Accounts Opened/Closed	35 / 38	28 / 28	36 / 22	32 / 31	31 / 38	25 / 22
Returns Posted	1,168	763	1,283	903	475	60

Utility Billing

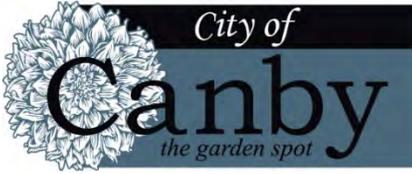
Bills sent	10,497	10,518	11,101	10,564	10,588	10,605
Counter payments	71	66	88	68	78	73
Accounts opened/closed	94	55	66 / 55	65 / 48	60 / 45	47 / 43
Lien payoffs completed	16	12	55	48	20	20
Lien payoff inquiries	58	45	55	52	22	42
Collection / Past Due Notices sent	146	197	199	185	205	189
Accounts sent to WCB	52	0	0	0	0	0

General Ledger

Total Journal Entries	294	287	257	211	253	302
-----------------------	-----	-----	-----	-----	-----	-----

Cash Receipts Processed

Finance	990	873	1,152	889	674	1,227
Utility	233	239	276	223	176	195



City of Canby Bi-Monthly Report
Department: Fleet
For Months of: January & February, 2026

To: The Honorable Mayor Hodson & City Council
 From: Todd Wood, Transit/ Fleet/ IT Director
 Prepared by: Robert Stricker, Lead Mechanic
 Through: Randy Ealy, Interim City Administrator
 Date: 3/18/2026

2025-2027 Council Goals & Objectives:

To keep all City vehicles maintained and in safe working order in a cost-effective manner

Statistics:

Jan-26

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Center	1	\$221.20	\$49.97	\$359.35	\$630.52
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	0	\$0.00	\$0.00	\$56.83	\$56.83
Wastewater Collections	1	\$305.24	\$809.86	\$252.07	\$1,367.17
Wastewater Treatment	0	\$0.00	\$0.00	\$176.44	\$176.44
Parks	1	\$613.83	\$2,101.44	\$726.79	\$3,442.06
Police	13	\$7,497.28	\$1,074.34	\$5,144.18	\$13,715.80
Streets	5	\$534.89	\$785.05	\$1,077.85	\$2,397.79
Fleet Services	0	\$0.00	\$0.00	\$84.25	\$84.25
Canby Area Transit (CAT)	7	\$3,266.35	\$3,035.85	\$10,648.26	\$16,950.46
Total	28			Total	\$38,821.32

Feb-26

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	\$199.42	\$199.42
Facilities	0	\$0.00	\$0.00	\$61.43	\$61.43
IT Department	0	\$0.00	\$0.00	\$0.00	\$0.00
Wastewater Collections	0	\$0.00	\$0.00	\$507.26	\$507.26
Wastewater Treatment	1	\$72.68	\$38.68	\$249.49	\$360.85
Parks	1	\$569.59	\$505.99	\$499.09	\$1,574.67
Police	13	\$2,230.72	\$1,775.61	\$4,652.92	\$8,659.25
Streets	0	\$0.00	\$0.00	\$1,510.75	\$1,510.75
Fleet Services	0	\$0.00	\$0.00	\$20.94	\$20.94
Canby Area Transit (CAT)	10	\$3,719.56	\$7,497.47	\$11,425.57	\$22,642.60
Total	25			Total	\$35,537.17



City of Canby Bi-Monthly Report
Department: Library
For Months of: January & February, 2026

To: The Honorable Mayor Hodson & City Council
 From: Marisa Ely, Library Director
 Prepared by: Same as above
 Through: Randy Ealy, Interim City Administrator
 Date: 3/18/2026

2025-2027 Council Goals & Objectives:

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

Statistics

		<h2 style="text-align: center;">CANBY PUBLIC LIBRARY</h2> <h3 style="text-align: center;">JAN/FEB '26 SNAPSHOT</h3>	
Items added to the collection - 1,200		Room reservations	273
Holds filled	9,079		New cards
Checkouts	Digital: 10,197 Physical: 42,238	General, Self-Directed & Outreach: 28 events - 783 participants	
Items checked in	40,072		Adult events - 20 Participants - 157
Reference interactions - 3,399		Children's events - 28 Participants - 1,020	
Visitors	16,875		Teen events - 7 Participants - 20

Department Activities:

- Grant-funded *Career Center* stats:

Computer sessions: 32	Pages printed: 625	Supplies used: 18	Users who found success: 8
---------------------------------	------------------------------	-----------------------------	--------------------------------------

- The Library Director and Children’s Librarian gave a presentation to *Canby Rotary* on January 30th about our Strategic Plan 2024-2027 progress and the Maker Lab!
- We had our second ever “Joint Meeting” between the Library Advisory Board, Friends of the Library, Library Foundation, Canby Kiwanis, and Todos Juntos on February 2nd. We discussed what each group does, how they support the library, and what each group can do to support each other.



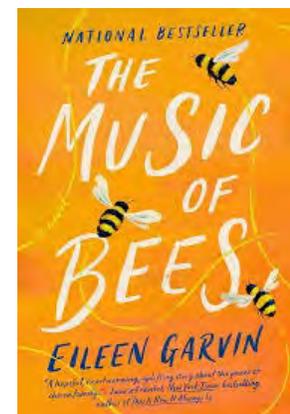
Type-In and Letter Writing Social (38 attendees)



Native Plants Program: 54 attendees

- All Ages Volunteer Day on February 28th: We had 29 participants who came out to support the library by cleaning, straightening, and working on projects!
- Upcoming events:

- Career Center*
 - 1-on-1 coaching, **March 12th and 26th at 11am**
 - Workshop: Mock Interviews, **March 10th at 10:30am**
- Maker Lab*:
 - 3D Modeling & Printing Club, **March 21st at 11am**
 - Lego D&D Castles & Creatures, **March 28th at 12pm**
- Canby Reads*: Book (Eileen Garvin’s *The Music of Bees*) and Tiny Art Kit Giveaways begin on **March 19th!** →
- Adopt-A-Crop Presentation*, **March 21st at 1pm**
- Crochet with Vivien Wise*, **March 28th at 12pm** (registration required)
- Library Open House + Summer Reading Kickoff + Touch-A-Truck Event* on **First Thursday, June 4, 2026 from 5-7pm**



Ever wonder what real value you get from using the library?



- ✦ **\$2.48 million** - Savings for Canby users thanks to resource access across the LINCC network
- ✦ **\$2.66 million** - Value of Canby-owned collection items checked out at libraries countywide
- ✦ **\$2.52 million** - Value of everything checked out right here at Canby Public Library



That's millions of dollars back in our community—through books, audiobooks, movies, and more. Your library card is one of the best investments around!





City of Canby Bi-Monthly Report
Department: Municipal Court
For Months of: January and February, 2026

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: March 18, 2026

2025-2027 Council Goals & Objectives:

Not Applicable

Statistics:

Monthly Statistics	January	February
Misdemeanors		
Offenses Filed	21	27
Cases Filed	9	15
Warrants Issued	5	6
Misdemeanor Case Detail		
Diversion/Deferred Sentence	7	7
Offenses Dismissed	5	3
Offenses Sentenced	4	6
Traffic & Other Violations		
Offenses Filed	151	124
Cases/Citations Filed	104	88
Parking Citations Filed	3	5
Traffic & Other Violations Case Detail		
Diversion (Good Driver Class/MIP)	23	7
Dismissal (Fix It Tickets)	5	8
Dismissed by Judge, City or Officer	12	11
Sentenced by Judge	34	24
Handled by Violations Bureau	33	33
Guilty by Default	32	51
Traffic and Criminal Trials		
Court Trial (Misdemeanor)	0	0
Jury Trial	0	0
Traffic Trial	9	5
Defendant Accounts Referred to Collections	\$49,365.00	\$17,906.25
Fines & Surcharges Collected	\$34,711.01	\$35,703.50

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.

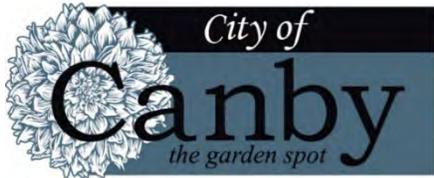
If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following six months, the case will be dismissed.

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. The court averaged a 9% failure to appear rate in the months of January and February. This is a record low for the Municipal Court. Traffic court averaged a 28% failure to appear rate, which is also very low in comparison to previous years.



City of Canby Bi-Monthly Report
Department: Police
For Months of: January & February, 2026

To: The Honorable Mayor Hodson & City Council
 From: Chief Jorge Tro
 Prepared by: Katie McRobbie, Administrative Supervisor
 Through: Randy Ealy, Interim City Administrator
 Date: 3/18/2026

2025-2027 Council Goals & Objectives: *N/A - See Department Activities below.*

STATISTICS:

	JAN	FEB
Calls for Service - Dispatched 911 / Non-Emergency Calls / Self-Dispatched Calls	1075	882
PROPERTY CRIMES REPORTED		
Burglary	0	0
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	4	2
Robbery	0	0
Theft I, II, & III	7	3
Forgery / Counterfeiting	0	1
Trespass	2	7
Vandalism / Criminal Mischief	9	
PERSON CRIMES REPORTED		
Assault I, II, IV	2	1
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	0	1
Endangering Welfare of a Minor / Recklessly Endangering	2	0
Felon in Possession of Firearm / Restricted Weapon	0	0
Harassment, Intimidation or Threats	6	4
Identity Theft	0	0
Interfering with Peace Officer	0	0
Menacing	2	3
Sex Offenses	1	1
Strangulation	0	1
ARRESTS		
Warrant Arrests (includes contempt of court, restraining order violations, parole violations)	15	7
Adult and Juvenile Custodies (includes juvenile curfew)	28	36

DRUG CRIMES		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	1	1
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
TRAFFIC CRIMES, ACCIDENTS, CITATIONS		
Attempt to Elude	2	0
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	5	8
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, Failure to Surrender Suspended License / Use Invalid License)	12	6
Traffic Accidents	19	10
Traffic Citations	289	254

CODE COMPLIANCE		
	JAN	FEB
Total Complaints Received (Includes Self-Initiated)	93	116
Email Complaints; Including MyPDConnect online complaints	24	36
Voice Mail Complaints	14	7
Radio Dispatch (MDT, Lobby Walk-Ins)	6	15
Sex Offender Registrations	0	4
Proactive / Self-Initiated	30	23
Type of Complaints		
Property Maintenance (Noxious Weeds, Vegetation, Trash)	3	3
Planning Code / Zoning Code (Illegal Camping, etc)	4	7
Parking (Chalked)	1	17
Parking (Impound Tags)	3	5
Graffiti	2	2
Finance / Business License Violations	6	7
Animal Complaints		
Noise (Barking, etc.)	4	6
Special Animal Permit Violations	2	1
Outcomes / Resolutions		
Violations Confirmed	13	16
Violations Abated Voluntarily	8	7
Parking Citations Issued	3	5
UTC Issued / Enforcement Action	0	0
Noticed of Violation / Compliance Letters	13	16
Towed Vehicles (Including Tow Notices)	0	0
Meetings	4	0
Reports Written (Original and Supplemental)	0	0

POLICE DEPARTMENT ACTIVITIES & EVENTS:

- Launched Online Reporting via MyPDConnect December 2025. Online Reports submitted in January and February:

Report Counts by Month Submitted

Date range 01/01/2026 to 02/28/2026

Year/Month Submitted	Report Count
2026-01	17
2026-02	22

- Sgt. Miller Promotion
- Officer Gaither Graduated from Police Academy
- Police Department Firearms Training
- Monthly Clackamas County Law Enforcement Executive Meeting
- Monthly CPD / CFD Meeting
- Monthly C800 Board Meeting
- Monthly Clackamas County Department of Communications (C-COM) Meeting



City of Canby Bi-Monthly Report
Department: Development Services
For Months of: January & February

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: 3/18/2026

2025-2027 Council Goals & Objectives:

Promote Financial Stability (Adjust System Development Charges)

- The city council reviewed the SDC methodologies and 20-year parks list on February 11, February 18 and March 4 2026. The city council requested input on the 20-year parks list from the parks and recreation advisory committee with the next meeting on March 17. The city council will meet again on April 1 to review the input from the parks and recreation advisory committee. Following the city council work session, the final SDC methodology for sewer, storm, transportation and parks will be prepared by mid-April, and the adoption hearing must be scheduled a minimum of 60 days from the issued draft SDC methodology report, with the anticipated city council hearing on July 1, 2026.

Align Resources to Address Future Community Growth (Complete the Housing Production Strategy/HPS)

- The city council approved the HPS on October 1 and DLCD conditionally approved the HPS on February 4, 2026. DLCD requested additional strategy elements to address possible housing displacement, and the city council will likely review these during their April 1, 2026 meeting.

Complete the Comprehensive Plan Update

- The planning commission hearing occurred on March 9, 2026 and the city council adoption hearing is scheduled for April 15. The planning commission recommended unanimous approval of the comprehensive plan update.

Complete the Transportation System Plan Update

- A transportation system plan planning commission hearing is scheduled for March 23, 2026 and the city council adoption hearing is scheduled for April 29.

Complete the UGB Expansion Process

- The UGB Expansion process will be initiated Summer 2026 and conceptual UGB planning process will start in early 2026 supported by a \$250,000 Oregon Department of Transportation and Growth Management Grant. The IGA was approved on January 8, 2026. A kickoff meeting occurred in February. Next steps include project advisory committee, technical advisory committee, community listening sessions and community meetings occurring over Spring to Summer 2026.

Complete the City's development code update

- A November 24, 2025 planning commission work session reviewed the anticipated code audit. Canby also just received a DLCD grant award of \$20,000 for the code audit work that will be matched with \$56,000 in planning funds to start this work in April/May 2026. The DLCD grant award also covers funding for other consulting work for the urban growth

boundary work with a total grant of \$75,000.

Statistics:

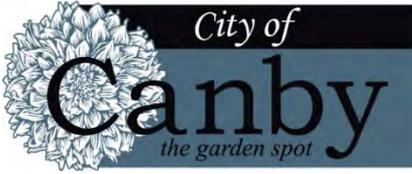
Land Use Application Activity:¹

1. **Pre-Application Conferences** held for the period of January 1 – February 28, 2026: 2 Pre-applications meetings were held: Venture Properties – 38-lot Subdivision (N Holly), and Wally’s Chinese Kitchen.
2. **Pre-Construction Conferences** held for the period of January 1 – February 28, 2026: 2 Pre-Construction meetings were held: BBC Steel (3 new buildings) and a professional office with a coffee shop.
3. **Site Plans Submitted for Zoning Conformance** January 1 – February 28, 2026: 28 site plan review applications were submitted and have been or are being released for building permits
4. **Signs Submitted for Plan Review** January 1 – February 28, 2026: None.

Planning Commission Activity:

1. Agenda Items Reviewed January 1 – February 28, 2026: During this period, the Planning Commission held no meetings.

¹ 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: Public Works
For Months of: January & February 2026

To: The Honorable Mayor Hodson & City Council
From: Todd Wood, Transit/ Fleet/ IT Director
Prepared by: Maria Toledo, Office Specialist
Through: Randy Ealy, Interim City Administrator
Date: 3/18/2026

Facilities Maintenance Department

Statistics:

Facilities	Total Hours
January	150
February	150

Department Activities:

Over the past two months, facilities have worked on several small projects to improve safety and address maintenance needs. A peephole was added to the back door at City Hall so employees can check the alley before exiting. Panic buttons at the front desk were also installed and moved around as needed to better support city staff. In addition, some issues with the bathrooms at the Transit Center came up and were repaired to keep the facilities working properly.



Parks Department

Statistics:

January hours: 966.5

February hours: 758.5

Department Activities:

January consisted of taking down the Christmas décor at Wait Park. A big windstorm fell 5 trees at Arenson Gardens. The Parks Dept. started the cleanup in February. Bigger logs are yet to be taken out, but the park/path is open to the public. Pruning has also started at most of our sites including 1st Ave, 2nd Ave bio-swells and the Plaza.

January 30th was Ben Johnstons last day. He retired with 26 years of service to the City of Canby. Congratulations Ben!



Sewer Collections Department

Statistics:

Sewer	January Total Hours	February Total Hours
Sewer Cleaning	66	89
Sewer Maintenance/Repair	105	192
Sewer TV'ing	22	52
Lift Station Maintenance	23	22
Locating Utilities	52	48
Sewer Inspections	0	0

Department Activities:

Over the past two months in collections, we completed several repairs while addressing issues with lines that were not working properly. In one case, we found a pipe that had roots growing inside of it, which was causing a blockage. Situations like this are common when lines start having problems, as roots can make their way into pipes and disrupt the flow.



Streets Department

Streets	January Total Hours	February Total Hours
Street Maintenance	358	306

Sidewalk Inspections	40	4
Driveway Approach Inspections	2	3
Street Sign Manufacturing	44	3
Street Sign Maintenance	9	33
Street Light Repair	7	6
Tree Maintenance	0	5
Dump Truck		

Department Activities:

Over the past two months, the Street Department has taken care of several maintenance projects around the city. Crews repaired and straightened a few street signs that had started to tilt. Work was also done on the lighting along the logging trail to wrap up the logging trail project. In addition, gravel was added to S. Molalla Forest Road to help improve driving conditions for residents in that area. With the rainy season, potholes can be harder to see and the road can become more difficult to travel, so the added gravel helps to make it safer for citizens.



Storm Water

Statistics:

Storm Water	January Total Hours	February Total Hours
Catch Basin Maintenance	0	28
Drywell Maintenance	0	4
Erosion Control Inspections	1	4
Storm line Maintenance/Repair	40	16
Storm Line Inspections	2	8
Drying Beds	0	0

Department Activities:

Over the past two months in stormwater, we ran into some issues with our street sweeper and have been working on getting it repaired. While that was being addressed, we shifted our focus to storm line repairs and maintenance on catch basins. This allows us to keep up with important stormwater work and make sure the system continues to function properly.



**City of Canby Bi-Monthly Report
Department: Canby Swim Center
For Months of: January & February, 2026**

To: The Honorable Mayor Hodson & City Council
From: Nathan Templeman, Aquatic Program Manager
Prepared by: Same as Above
Through: Randy Ealy, Interim City Administrator
Date: 3/18/2026

2025-2027 Council Goals & Objectives: N/A. See Department Activities.

Statistics (see attached):

Combined attendance for January–February 2026 totaled 7,032 visits, compared to 7,347 over the same period in 2025 (–4.3% year over year). January attendance was modestly below the prior year, while February showed similar participation levels with a continued shift toward pass-based usage and reduced single-admit visits.

Core programming remained stable across both months. Lap swim (particularly noon and evening) and organized user groups such as Canby Gators and the Canby High School Swim Team continued to generate consistent participation. Several fitness-oriented programs, including Adult Recreation Swim and Morning Water Exercise, also showed steady engagement.

Year-to-date attendance for FY 25–26 is 34,984, compared to 36,343 at the same point last fiscal year, tracking modestly below prior-year totals but within expected seasonal variation.

Department Activities

Renovation:

Planning for the Swim Center renovation has advanced into the permitting and bid preparation phase. The project will move through permitting and contractor solicitation in the coming months, with the goal of positioning the work for construction once funding and scheduling are finalized. Additional updates will be provided as the project progresses through permitting and the bidding process.

January 2026 Canby Swim Center Monthly Attendance Numbers

	ADMIT 2025	ADMIT 2026	PASS 2025	PASS 2026	TOTAL 2025	TOTAL 2026	YTD TOTAL 24-25	YTD TOTAL 25-26
MORNING LAP	65	44	343	288	408	332	2640	2279
ADULT RECREATION SWIM	25	12	433	327	458	339	3114	2565
MORNING WATER EXERCISE	97	84	136	151	233	235	1678	1467
PARENT/CHILD/FAMILY SWIM	17	8	0	14	17	22	1801	1816
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3262	3574
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	98	130	423	388	521	518	2869	2731
AFTERNOON PUBLIC	249	162	7	69	256	231	2978	2327
PENGUIN CLUB	0	0	0	0	0	0	628	820
CANBY H.S. SWIM TEAM	0	0	473	492	473	492	993	1235
CANBY GATORS	0	0	712	756	712	756	3967	4506
MASTER SWIMMING	0	4	22	0	22	4	108	84
EVENING LESSONS	0	0	0	0	0	0	6027	5453
EVENING LAP SWIM	23	48	33	17	56	65	579	574
EVENING PUBLIC SWIM	102	108	1	9	103	117	1417	1433
ADULT LESSONS	18	0	0	0	18	0	129	163
GROUPS AND RENTALS	8	0	0	0	8	0	21	20
OUTREACH SWIMMING	10	0	0	0	10	0	80	16
TOTAL ATTENDANCE	712	600	2,583	2,511	3,295	3,111	32,291	31,063

February 2026 Canby Swim Center Monthly Attendance Numbers

	ADMIT 2025	ADMIT 2026	PASS 2025	PASS 2026	TOTAL 2025	TOTAL 2026	YTD TOTAL 24-25	YTD TOTAL 25-26
MORNING LAP	31	39	312	236	343	275	2983	2554
ADULT RECREATION SWIM	19	35	305	378	324	413	3438	2978
MORNING WATER EXERCISE	81	86	126	140	207	226	1885	1693
PARENT/CHILD/FAMILY SWIM	115	0	0	53	115	53	1916	1869
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3262	3574
SCHOOL LESSONS	245	0	0	210	245	210	245	210
NOON LAP	98	96	356	385	454	481	3323	3212
AFTERNOON PUBLIC	338	122	10	152	348	274	3326	2601
PENGUIN CLUB	0	0	57	48	57	48	685	868
CANBY H.S. SWIM TEAM	0	0	228	327	228	327	1221	1562
CANBY GATORS	0	0	1010	931	1010	931	4977	5437
MASTER SWIMMING	0	0	22	12	22	12	130	96
EVENING LESSONS	482	0	0	455	482	455	6509	5908
EVENING LAP SWIM	15	52	20	41	35	93	614	667
EVENING PUBLIC SWIM	134	86	3	27	137	113	1554	1546
ADULT LESSONS	11	0	0	10	11	10	140	173
GROUPS AND RENTALS	24	0	0	0	24	0	45	20
OUTREACH SWIMMING	10	0	0	0	10	0	90	16
TOTAL ATTENDANCE	1,603	516	2,449	3,405	4,052	3,921	36,343	34,984



City of Canby Bi-Monthly Report
Department: IT
For Months of: January & February, 2026

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: 3/18/2026

2025-2027 Council Goals & Objectives:

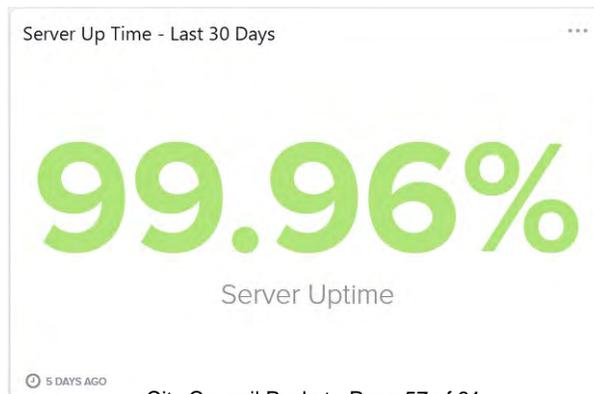
Goal 1: Promote Financial Stability
[See Department Activities Below](#)

Tickets:

Tickets Resolved in FY 26: 579
Tickets Resolved this period: 127
Open Tickets as of this report: 72



Server Status during this period:



System Security Status:

PROCESS INSIGHTS

During this time frame, your cybersecurity platform analyzed **26,528,614 process events** to identify suspicious processes that could lead to malware execution.

Of those events, there were **70 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.

SUMMARY

During the time frame of this report, your cybersecurity platform analyzed **26,579,838 events** from **189 entities** on your network.

Of those events, there were **394 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.

PROCESS INSIGHTS EVENT TRIAGE



PROCESS EVENTS ANALYZED

PROCESS SIGNALS DETECTED

PROCESS SIGNALS INVESTIGATED

PROCESS INCIDENTS REPORTED



ENTITIES PROTECTED

189 20

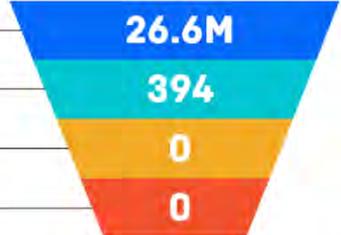


EVENTS ANALYZED

SIGNALS DETECTED

SIGNALS INVESTIGATED

INCIDENTS REPORTED



PERSISTENT FOOTHOLDS

During this time frame, your cybersecurity platform analyzed **49,028 autorun events** to discover persistent footholds that, if not remediated quickly, could become malicious threats to your business.

Of those events, there were **304 autorun 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.

RANSOMWARE CANARIES

During this time frame, your cybersecurity team monitored **1,802 canary files deployed** on Windows endpoints, which acted as early warning signals for ransomware on your network.

Like the old canary in the coal mine, Ransomware Canaries enable faster and earlier detection of potential ransomware incidents. When deployed, small lightweight files are placed on all protected endpoints—and if those files are modified or changed in any way, an investigation is conducted.

CANARIES IN YOUR MINE

550

Protected User Profiles

with **1,802** total canary files, deploying multiple canary files per user

0

Ransomware Incidents Reported

across **189** endpoints

Department Activities:

Staff are evaluating servers at PD that are end of life. We are looking at potential redundancy options including a storage area networking system for better storage and access.

The replacement of PD Wi-Fi is underway and will meet all CJIS compliance and enhance Wi-Fi in the station.

Staff continue to replace outdated PCs with newer supported devices.



City of Canby Bi-Monthly Report
Department: Transit
For Months of: January & February 2026

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: 3/18/2026

2025-2027 Council Goals & Objectives:

Goal 1: Promote Financial Stability

[See Grant Activities below](#)

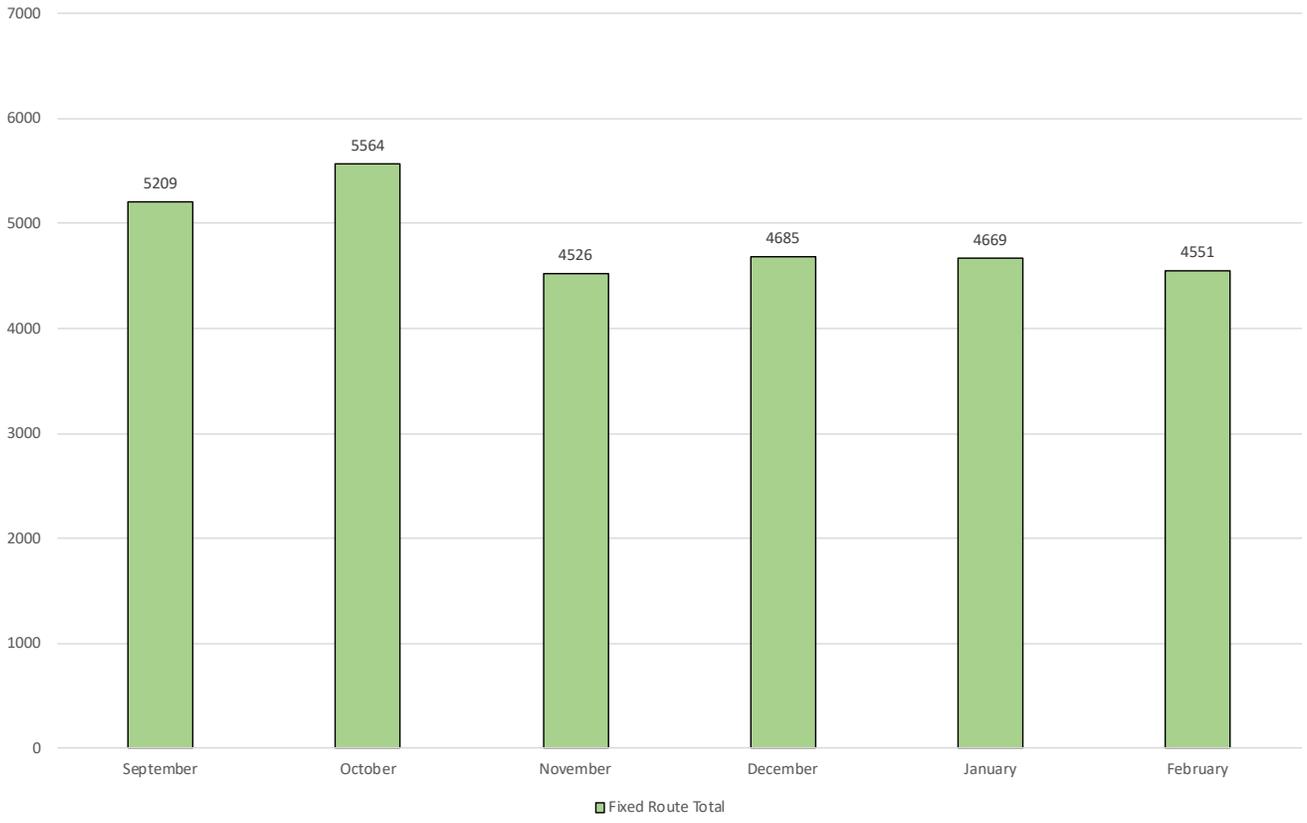
Goal 3: Plan a transportation system that eases the impacts of growth

[See Transit Statistics below](#)

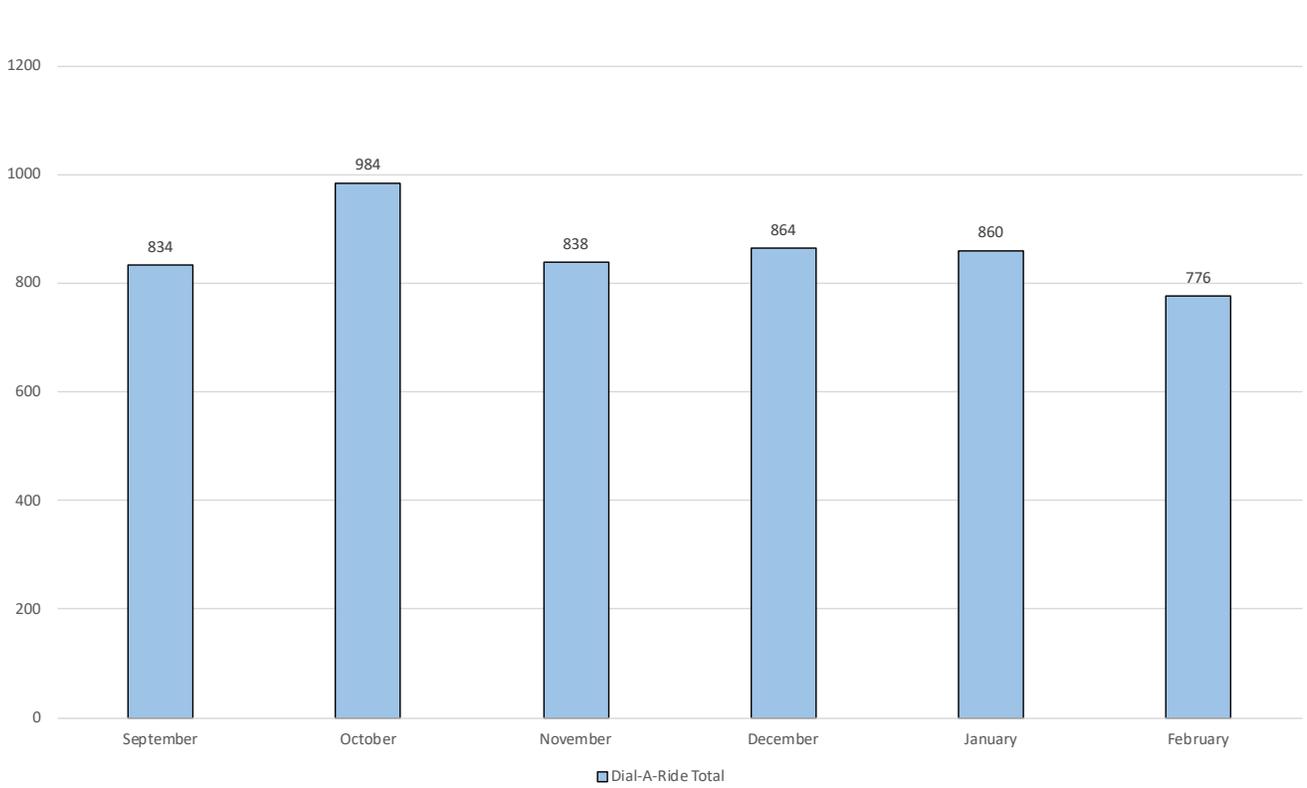
Statistics:

January average daily weekday daily 99x route ridership:	190 trips
January average daily weekend daily 99x route ridership:	136 trips
February average daily weekday daily 99x route ridership:	201 trips
February average daily weekend daily 99x route ridership:	132 trips
January average daily weekday Dial-a-Ride route ridership:	34 trips
January average daily weekend Dial-a-Ride route ridership:	30 trips
February average daily weekday Dial-a-Ride route ridership:	34 trips
February average daily weekend Dial-a-Ride route ridership:	25 trips
January average daily weekday daily Loop route ridership:	111 trips
January average daily weekend daily Loop route ridership:	72 trips
February average daily weekday daily Loop route ridership:	107 trips
February average daily weekend daily Loop route ridership:	55 trips

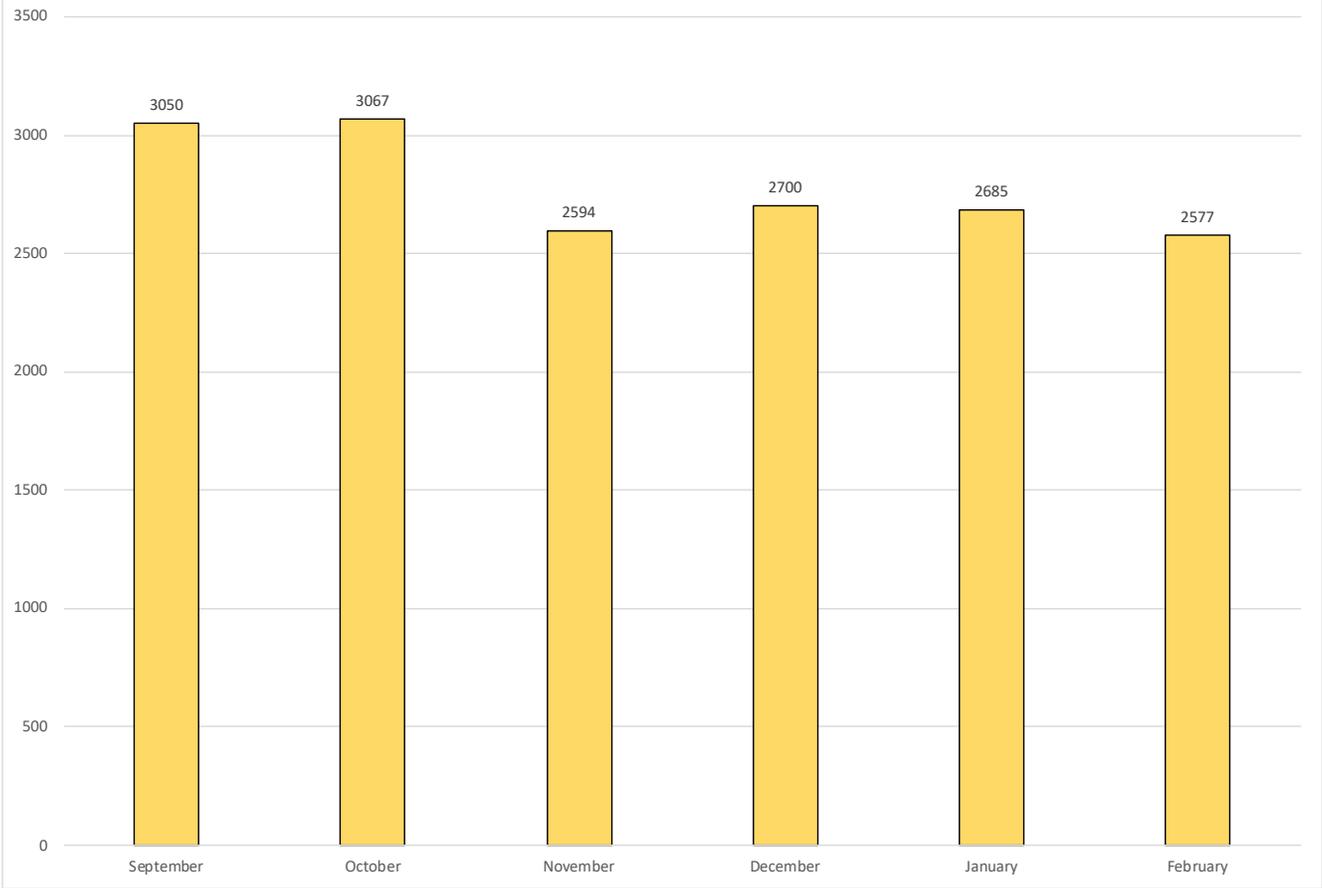
99x Ridership September Thru February



Dial-A-Ride Ridership September Thru February



Canby Loop September Thru February



Department Activities:

1) Grant Activities:

Submitted Reports for 5310, 5310, STIF
Submitted Quarterly Charter Reports
*Applied for Gap funding

2) New Vehicles:

Four New Transit Vans have been received and will soon be in service:



***3). Upcoming Changes to State Funding:**

In order to align state funding cycles with federal funding cycles, the State will transition its grant funding schedule from July–June to October–September, beginning in 2027. This transition will create a temporary funding gap for federal transit funds between July and October 2027. To address this gap, Transit has applied for state funding to provide interim support during the transition period.

4). Transit Advisory

Transit Advisory will meet March 26, 2027 in the Mt Hood room at 6pm. We will be discussing the changes to funding and touring the new transit vans.



CANBY POLICE DEPARTMENT

Jorge Tro |Chief of Police
1175 NW 3rd Avenue, Canby, OR 97013
Telephone: (503) 266-1104

March 10, 2026

Randy Ealy, Interim City Administrator

Subject: Letter of Retirement – Chief of Police

Dear Interim City Administrator Ealy,

It is with a heart full of gratitude that I am writing to formally announce my retirement from the City of Canby Police Department, effective **July 10, 2026**.

Looking back on a career spanning 30 rewarding years in law enforcement, I am overwhelmed by the experiences I've had and the growth I've witnessed. Serving as the Chief of Police for the last five years has been the greatest honor of my professional life.

There truly is no other place I would have rather spent my career. This city is more than just a jurisdiction to me; it is a community that has become a part of my life and identity. While the work itself has been fulfilling, what I will miss most are the people. The relationships I have built—with my fellow officers, city staff, community partners and the residents we serve—are what made this job a calling rather than just a career.

I am stepping away with immense pride in the state of our department. We have a team of dedicated, courageous professionals who embody the highest standards of integrity. I have full confidence that they will continue to protect and serve the citizens of this community with the same excellence and heart they show every day.

Thank you for your support and leadership during my tenure as Chief. I look forward to working closely with you over the coming months to ensure a smooth transition and a successful handoff to the next chapter of leadership.

With deepest respect and appreciation,

Jorge Tro

**OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
HOUSING PLANNING ASSISTANCE
GRANT AGREEMENT**

Project Name: Urban Growth Boundary Expansion for City of Canby

Grant Number: HA-27-017

This Grant (“Grant”), dated as of the date the Grant is fully executed, is made by the State of Oregon, acting by and through its Department of Land Conservation and Development (“DLCD”), and City of Canby (“Recipient” or “Grantee”) for the project referred to above and described in Exhibit A (“Project”). This Grant becomes effective only when fully signed and approved as required by applicable law (“Effective Date”).

This Grant includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

Exhibit A	Contact Information and Project Description
Exhibit B	Project Budget
Exhibit C	Project Requirements
Exhibit D	Geographic Information System and Data File Requirements

SECTION 1 - LEGAL BASIS FOR AWARD; PURPOSE

Pursuant to Oregon Revised Statutes (“ORS”) 197A.030, DLCD is authorized to provide grants to local governments to enable them to implement the provisions of ORS chapter 197A. Pursuant to ORS 197.045 and Senate Bill (“SB”) 1537 (2024), Oregon Laws 2024, Chapter 110, DLCD’s Housing Accountability and Production Office (“HAPO”) is authorized to award grants and enter into grant agreements to assist local governments to enable them to comply with housing laws; reduce permitting and land use barriers to housing production; and support reliable and effective implementation of local procedures and standards relating to the approval of residential development projects. Under the applicable authority, DLCD is willing to make such a grant on the terms and conditions of this Grant. Accordingly, the parties agree as follows:

SECTION 2 - GRANT AWARD; DISBURSEMENT

- A. Grant Funds. In accordance with the terms and conditions of this Grant, DLCD shall provide Recipient \$75,000 (the “Grant Funds”).
- B. Disbursement of Grant Funds. Subject to Section 2.C, DLCD shall disburse the Grant Funds to Recipient on an expense reimbursement or costs-incurred basis. Recipient must submit each disbursement request on a DLCD-provided or DLCD-approved disbursement request form. DLCD will disburse the Grant Funds to Recipient as follows:
 - (1) Up to seventy-five percent (75%) of the Grant Funds will be promptly disbursed to Recipient upon DLCD’s acceptance of the Project status report that must be provided by Recipient to DLCD no later than September 1, 2026, as described in Exhibit C.

- (2) Reimbursement of up to the balance of Grant Funds upon completion of the Project and DLCD’s acceptance of the Project closeout report described in Exhibit C. Recipient must submit the final disbursement request no later than July 10, 2027.

C. Conditions Precedent to Disbursement. DLCD’s obligation to any disbursement of Grant Funds to Recipient is subject to each of the following conditions being satisfied:

- (1) DLCD (a) has received a completed disbursement request, (b) has received written evidence of materials and labor furnished to or work performed upon the Project, including itemized receipts or invoices for payment, and releases, satisfactions, or other signed statements or forms as DLCD may require, (c) is satisfied that all items listed in the disbursement request are reasonable, and (d) has determined that the disbursement is only for costs defined as eligible costs under this Grant.
- (2) The representations and warranties made in this Grant are true and correct on the date of disbursement as if made on such date.
- (3) DLCD has sufficient funds currently available and authorized for expenditure to finance the costs of this Grant. Notwithstanding the preceding sentence, payment of funds by DLCD is contingent on DLCD receiving appropriations, limitations, allotments, or other expenditure authority sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to continue to make payments in accordance with the terms of this Grant, and notwithstanding anything in this Grant, occurrence of such contingency does not constitute a default. Upon occurrence of such contingency, DLCD has no further obligation to disburse funds to Recipient.
- (4) All other conditions precedent under this Grant are met.
- (5) There is no Event of Default by Recipient.

SECTION 3 - USE OF GRANT

- A. Eligible Use. Recipient’s use of the Grant Funds is limited to those expenses that are both reasonable and necessary to complete the activities described in Exhibit A (“Project Description”) and Exhibit B (“Project Budget”).
- B. Ineligible Use. Recipient shall not use the Grant Funds to retire any debt or to lobby, influence, or attempt to influence, any federal, state, or local government official. Any notice issued by Recipient that is eligible for reimbursement under ORS 227.186 – Notice to city property owners, or ORS 215.503 – Notice to county property owners for costs incurred for Measure 56, is not eligible for reimbursement under this Grant.
- C. Misexpended or Unexpended Grant Funds. Any Grant Funds disbursed to Recipient, or any interest earned by Recipient on the Grant Funds, that is not used according to this Grant or that remain after the Project is completed or this Grant is terminated shall be immediately returned to DLCD, unless otherwise directed by DLCD in writing.

SECTION 4 - RECIPIENT’S REPRESENTATIONS AND WARRANTIES

- A. Existence and Power. Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient represents and warrants to DLCD that Recipient has full power, authority, and legal right to enter into and agree to the terms of this Grant and to incur and perform its obligations under this Grant.

- B. Authority, No Contravention. The making and performance by Recipient of this Grant (a) have been duly authorized by all necessary action of Recipient; (b) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of its organizational documents; and (c) do not and will not result in the breach of, or constitute a default or require any consent, under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected.
- C. Binding Obligation. This Grant has been duly executed and delivered by Recipient and when duly executed and delivered by DLCD, constitutes legal, valid, and binding obligations of Recipient, enforceable in accordance with its terms, subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors’ rights generally.
- D. Approvals. No authorization, consent, license, approval of, filing or registration with, or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery, or performance by Recipient of this Grant.
- E. Misleading Statements. The Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading, in this Grant or any document submitted by or on behalf of the Recipient to DLCD. The information contained in this Grant is true and accurate in all respects.
- F. Compliance with Tax Laws. Recipient is not in violation of any Oregon tax laws, including but not limited to a state tax imposed by ORS 320.005 to ORS 320.150 and ORS 403.200 to ORS 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, and 323 and local taxes administered by the Department of Revenue under ORS 305.620.

SECTION 5 - COVENANTS OF RECIPIENT

- A. Project Completion Deadline. Recipient shall complete the Project by June 19, 2027 (“Project Completion Deadline”), unless the total amount of the Grant Funds is not available because one or more of the conditions in Section 2.C(1) to (3) are not satisfied. Recipient shall complete the Project and use its own fiscal resources or money from other sources to pay for any costs of the Project in excess of the total amount of financial assistance provided pursuant to this Grant.
- B. Compliance with Laws. Recipient shall comply with the requirements of any and all applicable federal and state laws, rules, regulations, and orders of any governmental authority, except to the extent an order of a governmental authority is contested in good faith and by proper proceedings.
- C. Notice of Adverse Change. Recipient shall promptly notify DLCD of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient, or the Project related to the ability of Recipient to perform all obligations required by this Grant.
- D. Notice of Event of Default. Recipient shall give DLCD prompt written notice of any Event of Default, or any circumstance that with notice or the lapse of time, or both, may become an Event of Default, as soon as Recipient becomes aware of its existence or reasonably believes an Event of Default is likely. Failure to provide notice may itself be construed as an Event of Default.
- E. Records and Inspection. Recipient shall keep proper books of account and records on all activities associated with this Grant and the Project. Recipient will maintain these books of account and records in accordance with generally accepted accounting principles and shall retain and keep accessible the books of account and records until the later of six years after the date set forth in Section 5.A or the date that all disputes, if any, arising under this Grant have been resolved.

Recipient will permit DLCD, the Secretary of State of the State of Oregon, and their duly authorized representatives to inspect its properties, all work done, labor performed, and materials furnished in and about the Project, and to review and make excerpts, transcripts, and copies of its books of account and records with respect to the receipt and disbursement of funds received from DLCD. Access to these books of account and records is not limited to the required retention period. The authorized representatives shall have access to records at any reasonable time for as long as the records are maintained.

SECTION 6 - TERMINATION AND EVENTS OF DEFAULT; REMEDIES

- A. Mutual Termination. This Grant may be terminated by mutual consent of both parties.
- B. Termination by DLCD. DLCD may terminate this Grant upon written notice to Recipient under any of the following occurrences:
 - (1) DLCD fails to receive sufficient appropriations or other expenditure authorizations to allow DLCD, in the reasonable exercise of its administrative discretion, to continue making payments under this Grant,
 - (2) There are not sufficient funds in the Fund, as determined by DLCD in the reasonable exercise of its administrative discretion, to permit DLCD to continue making payments under this Grant, or
 - (3) There is a change in federal or state laws, rules, regulations, or guidelines so that the Project funded by this Grant is no longer eligible for funding.
- C. Events of Default. Recipient shall be in default under this Grant upon the occurrence of any of the following events (“Events of Default”):
 - (1) Recipient fails to perform, observe, or discharge any of its covenants, agreements, or obligations pertaining to this Grant, and such failure is not cured within fifteen days of written notice to Recipient from DLCD or a period of longer time established by DLCD in its notice; or
 - (2) Any representation, warranty, or statement made to DLCD by or on behalf of Recipient pertaining to this Grant or in any document or report provided by or on behalf of Recipient and relied upon by DLCD to measure progress, performance, or the expenditure of Grant Funds is untrue in any material respect when made; or
 - (3) Recipient (i) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee, or liquidator of itself, or of all or any substantial part of its property, (ii) admits in writing its inability, or is generally unable, to pay its debts as they become due, (iii) makes a general assignment for the benefit of its creditors, (iv) commences a voluntary case under the U.S. Bankruptcy Code (as now or hereafter in effect), (v) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (vi) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the U.S. Bankruptcy Code (as now or hereafter in effect), or (vii) takes any action for the purpose of effecting any of the foregoing; or
 - (4) A proceeding or case is commenced, without the application or consent of Recipient, in any court of competent jurisdiction, seeking (i) the liquidation, dissolution or winding-up, or the composition or readjustment of debts, of Recipient, (ii) the appointment of a trustee, receiver,

custodian, liquidator, or the like, of Recipient or of all or any substantial part of its assets, or (iii) similar relief in respect to Recipient under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty (60) consecutive days, or an order for relief against Recipient is entered in an involuntary case under the U.S. Bankruptcy Code (as now or hereafter in effect).

- D. Remedies Upon Default. Upon the occurrence of any Event of Default, DLCD may pursue any remedies available under this Grant, at law or in equity. Such remedies include, but are not limited to, termination of DLCD’s obligation to make the Grant or any further disbursement under this Grant, return of all or a portion of the Grant Funds, payment of interest earned on the Grant Funds, and declaration of ineligibility for the receipt of future funds from DLCD. If, as a result of an Event of Default, DLCD demands return of all or a portion of the Grant Funds or payment of interest earned on the Grant Funds, Recipient shall pay the amount upon DLCD’s demand. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

SECTION 7 - MISCELLANEOUS

- A. No Implied Waiver. The failure of DLCD to exercise, or any delay by DLCD in exercising, any right, power, or privilege under this Grant shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Grant preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege. Any waiver or consent, if made, will be effective only if in writing signed by the party against whom such waiver or consent is sought to be enforced and is effective only in the specific instance and for the specific purpose given.
- B. Choice of Law; Designation of Forum; Federal Forum.
- (1) The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Grant, including, without limitation, its validity, interpretation, construction, performance, and enforcement.
 - (2) Any party bringing a legal action or proceeding against any other party arising out of or relating to this Grant shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
 - (3) Notwithstanding Section 7.B(2), if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This Section applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon’s sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This Section does not act as a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

- C. Formal Notices. Except as otherwise expressly provided in this Grant, any formal notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to Recipient or DLCD at the addresses set forth below, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

Any formal notice by personal delivery will be deemed effective when actually delivered to the addressee. Any formal notice so addressed and mailed will be deemed to be received and effective five days after mailing. Any communication or notice given by email becomes effective 1) upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system or 2) the recipient's confirmation of receipt, whichever is earlier. Notwithstanding this provision, the following notices may not be given by email: notice of default or notice of termination.

If to DLCD: Ethan Stuckmayer, Housing Division Manager
ethan.stuckmayer@dlcd.oregon.gov
Oregon Department of Land Conservation and Development
635 Capitol Street NE Suite 150
Salem, OR 97301-2540

If to Recipient: Don Hardy, Planning Director
hardyd@canbyoregon.gov
City of Canby
222 NE 2nd Ave.
Canby, OR 97013

- D. Amendments. Except as otherwise explicitly provided in Exhibit B, this Grant may not be altered, modified, supplemented, or amended in any manner except by written instrument signed by both parties.
- E. Successors and Assigns; No Third Party Beneficiary. This Grant shall be binding upon and inure to the benefit of DLCD, Recipient, and their respective successors and assigns, except that Recipient may not assign or transfer its rights or obligations hereunder or any interest herein without the prior consent in writing of DLCD. DLCD and Recipient are the only parties to this Grant and are the only parties entitled to enforce the terms of this Grant. Nothing in this Grant gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons, unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Grant.
- F. Entire Agreement. This Grant, including any exhibits, schedules, and attachments, which are by this reference incorporated herein, constitutes the entire agreement between the parties on the subject matter hereof. There are no other understandings, agreements, or representations, oral or written, regarding this Grant.
- G. Contributory Liability and Contractor Indemnification.
- (1) If any third party makes any claim or brings any action, suit, or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party may have liability, the Notified Party must promptly notify the other party in writing and deliver a copy of the claim, process, and all legal pleadings related to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing.

The foregoing provisions are conditions precedent for either party's liability to the other in regard to the Third Party Claim.

If the claims against the parties allege joint liability by the parties, the parties shall contribute to the amount of expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred and paid or payable in such proportion as is appropriate to reflect their respective relative liabilities. The relative liabilities of the parties shall be determined by reference to, among other things, the evidence indicating the extent of the parties' relative intent, knowledge, access to information, and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. Each party's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if that party had sole liability in the proceeding. This Section shall survive termination of this Grant.

- (2) Recipient shall take all reasonable steps to require its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save, and hold harmless the State of Oregon and its officers, employees, and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the claims, actions, liabilities, damages, losses, or expenses arising from any and all negligent or willful acts or omissions of Recipient's contractor or any of the officers, agents, employees, or subcontractors of the contractor (collectively, "Claims"). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Recipient's contractors or any of the officers, agents, employees, or subcontractors of the contractor from and against any and all Claims. This Section shall survive termination of this Grant.

- H. Survival. All provisions of this Grant intended by their terms to survive termination and the following sections shall survive termination of this Grant: Section 3.C, Section 5.E, Section 6.D, Section 7.G, this Section 7.H, and Section 7.K.
- I. Severability. If any term or provision of this Grant is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Grant did not contain the particular term or provision held to be invalid.
- J. Relationship of Parties. The parties agree and acknowledge that their relationship is that of independent parties and neither party hereto shall be deemed an agent, partner, joint venturer, or related entity of the other by reason of this Grant.
- K. Attorney Fees and Other Expenses. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Grant will be entitled to recover from the other its reasonable attorney fees and costs and expenses at trial, in a bankruptcy, receivership, or similar proceeding, and on appeal. Reasonable attorney fees shall not exceed the rate charged to DLCD by its attorneys.
- L. Counterparts. This Grant may be executed in more than one counterpart, which, when taken together, will constitute one and the same instrument, and either party may execute this Grant by signing any such counterpart.
- M. Disadvantaged Business Enterprises. ORS 200.090 requires all public agencies to "aggressively pursue a policy of providing opportunities for disadvantaged business enterprises, minority-owned

businesses, woman-owned businesses, businesses that service-disabled veterans owned and emerging small businesses....” DLCD encourages Recipient, in its Grant activities, to follow good faith efforts described in ORS 200.045. The Governor’s Policy Advisor for Economic and Business Equity provides additional resources and the Certification Office for Business Inclusion and Diversity through the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified firms on the web at: [Certified Vendor Directory](#).

N. Non-Exclusive License. The following terms have the meanings set forth below:

- (1) “Recipient Intellectual Property” means any intellectual property owned by Recipient and developed independently from the Project.
- (2) “Third Party Intellectual Property” means any intellectual property owned by parties other than DLCD or Recipient.
- (3) “Product(s)” means every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein that Recipient is required to deliver to DLCD or create pursuant to the Project and this Grant, including but not limited to any Product(s) described in Exhibit A.

Recipient hereby grants to DLCD, under Recipient Intellectual Property and under intellectual property created by Recipient pursuant to the Project, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Product(s) for governmental purposes, and to authorize others to do the same on DLCD’s behalf. If a Product(s) created by Recipient pursuant to the Project is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Recipient shall secure on DLCD’s behalf and in the name of DLCD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the pre-existing elements of the Third Party Intellectual Property employed in the Product(s), and to authorize others to do the same on DLCD’s behalf. If a Product(s) is Third Party Intellectual Property, Recipient shall secure on DLCD’s behalf and in the name of DLCD, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the Third Party Intellectual Property, and to authorize others to do the same on DLCD’s behalf.

- O. Promotional Use of Recipient Information. Recipient agrees that DLCD may use Recipient and information provided to DLCD by Recipient in the promotion of State’s programs and services. The following typifies, but does not limit, the information State may use in its promotion(s): business name, general description of the Project, total Project cost, amount of the award.
- P. Insurance; Workers’ Compensation. All employers, including Recipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers’ Compensation coverage, unless such employers are exempt under ORS 656.126. Employer’s liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its Recipient(s), contractor(s), and subcontractor(s) complies with these requirements.

By signing below, the parties acknowledge they have read and understand this Grant and agree to be bound by its terms and conditions.

STATE OF OREGON
acting by and through its
Department of Land Conservation and
Development

CITY OF CANBY

Signed by:
By: Ethan Stuckmayer
Ethan Stuckmayer, Housing Division
Manager

Signed by:
By: Don Hardy
Don Hardy, Planning Director

Date: 3/10/2026

Date: 3/10/2026

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

Not Required per OAR 137-045-0030

EXHIBIT A – CONTACT INFORMATION; PROJECT DESCRIPTION

Urban Growth Boundary Expansion for City of Canby

Contact Information: Except as otherwise expressly provided in this Grant, parties may use the contact information set forth below, or to such other persons or addresses that either party may subsequently indicate in writing pursuant to this Section:

DLCD

Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem OR 97301-2540

Recipient/Grantee

City of Canby
222 NE 2nd Ave.
Canby, OR 97013

Grant Administrator: Karen Guillén-Chapman
Title: UGB Specialist
Telephone: 971-718-1586
Email: karen.guillen-chapman@dlcd.oregon.gov

Contact: Don Hardy
Title: Planning Director
Telephone: 503-266-0775
Email: hardyd@canbyoregon.gov

Background:

The purpose of this Project is to amend the Recipient’s Urban Growth Boundary (“UGB”) to address the employment land need identified in the 2023 Canby Economic Opportunity Analysis, and housing land need identified in the 2024 Canby Housing Needs Analysis. The Recipient also hopes to begin the process of implementing strategies to enhance housing production, affordability, and choice.

Project objectives include:

- Refine the Goal 14 Boundary Location Analysis to account for needed park land
- Propose a UGB amendment to accommodate housing, parks, and employment needs
- Summarize considerations for priority lands for urbanization not included in the UGB expansion
- Engage the community and agencies to review the proposed UGB amendment
- Facilitate UGB amendment adoption through work sessions and hearings with Recipient’s Planning Commission, Recipient’s City Council, and Clackamas County Board of Commissioners
- Conduct a residential code audit, including tracking recent legislation and a summary of code update priorities and recommendations

Project Description:

Recipient will, with the assistance of a professional consultant, properly licensed or certified (if applicable), complete the following:

- Project Kickoff and Management
- Community Engagement
- UGB Evaluation and Amendment
- Planning and Zoning Code Audit

Grant Products:

Recipient will submit Grant Products to DLCD, including but not limited to the following:

- Summary of major tasks and action items for the Project – must be submitted to DLCD within 60 days of Grant Effective Date
- Proposed Project schedule – must submitted to DLCD within 60 days of Grant Effective Date
- Revised Goal 14 Boundary Location Analysis report
- Community engagement summary
- Proposed UGB amendment
- Final Canby UGB Expansion Report
- Planning and Zoning Code Audit Spreadsheet
- Planning and Zoning Code Update Prioritization and Recommendations Memorandum
- Email summary of rulemaking tracking for House Bill 2258 and 2138
- Presentation materials, staff reports, meeting notices, hearing notices, agendas, and notes or meeting minutes for all Project-related meetings

EXHIBIT B - PROJECT BUDGET

Line Items	DLCD Funds
Project Kickoff and Management	\$8,000
Community Engagement	\$18,000
UGB Evaluation and Amendment	\$29,000
Planning and Zoning Code Audit	\$20,000
Total Grant Funds	\$75,000

Any variance between budgeted line-item values within the total Grant Funds amount is subject to prior written approval (email acceptable) from the DLCD Grant Administrator, or successor.

EXHIBIT C – PROJECT REQUIREMENTS

Recipient shall comply with the following Project requirements, as applicable to their Project and outlined in further detail below:

A. Grant Products:

- (1) Provide all draft and final Grant Products, including any memos, reports, and maps produced by this Agreement in a digital media format to the DLCD Grant Administrator and housing.dlcd@dlcd.oregon.gov. The term “digital media” means a compact disc, digital video disc, USB flash drive, e mail, or FTP submittal authorized by DLCD.
- (2) Recipient shall follow Exhibit D - Geographic Information System and Data File Requirements if applicable to the Project and any Grant Products.
- (3) All reports, studies, and other documents produced under the Project must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD by bearing the following statement: “This project is funded by Oregon General Fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.”
- (4) A final draft Grant Product (e.g., ordinances, maps, websites, databases, supporting documents, and photographs) may be accepted for approval instead of an adopted Product when requested in writing and received by the DLCD Grant Administrator and to the DLCD Grant Administrator and housing.dlcd@dlcd.oregon.gov at least 60 days prior to Project Completion Deadline. The request will be reviewed and approved in writing by DLCD if substantial progress has been made toward adoption and adoption is scheduled to occur on or before the date that is 120 days after the Project Completion Deadline. Any final draft Grant Product shall be a hearings-ready draft approved by a resolution of the governing body and shall be accompanied by a report detailing why the product was not adopted and a timeframe for the future adoption of the product.
- (5) Post Acknowledgement Plan Amendments: Any applicable final Grant Products must also be separately submitted to DLCD using [Form 1, “Notice of Proposed Change”](#), at least 35 days before the first evidentiary hearing as set forth in ORS 197.610 and OAR 660-018-0020, OAR 660-018-0021, and OAR 660-018-0022. The products must be adopted by the governing body and submitted using [Form 2, “Notice of Adoption”](#) as set forth in ORS 197.615 and OAR 660-018-0040.

- B. Provide a legible copy of signed agreements or contracts between Recipient and any contractors hired to provide Project services to Recipient no later than three business days after both parties have signed the contract or agreement.
- C. Ensure consistent, coordinated use of population, employment, housing, and land needs projections associated with any of the following activities: (1) the periodic review work programs and related tasks; (2) the transportation system plans being prepared pursuant to OAR 660 012-0000; (3) any post-acknowledgment plan and land use regulation amendments proposed by the Recipient.
- D. Commit to overall management of Grant Funds, Project activities, and reporting obligations to ensure compliance with Grant terms.
- E. Maintain regular correspondence with DLCD to discuss Project status, challenges, or potential changes to the Project, and to provide an opportunity for review of draft Grant Products.

- F. Provide notice to DLCD and any other applicable parties, of public meetings, workshops, work sessions, and hearings to develop, review or approve products prepared under this Grant.
- G. Provide Project status reports to DLCD. Project status reports are due September 1, 2026, and March 1, 2027. Project status reports must be in the format provided by DLCD and completed in a manner determined to be acceptable by DLCD and must include the following:
- (1) Summary: A brief overview of the Project's progress, major achievements, and any significant changes or challenges encountered during the period.
 - (2) Progress on Objectives: Detailed updates on the progress toward each Project objective, specific activities completed, milestones achieved, and any deviations from the planned timeline and objectives.
 - (3) Challenges and Solutions: Description of any challenges or obstacles encountered and steps taken to overcome these challenges.
 - (4) Upcoming Activities: Outline of planned activities and objectives for the next reporting period, as well as adjustments to the timeline or Project plan, if necessary.
- H. Provide Project closeout report to DLCD no later than July 10, 2027. The Project closeout report must be in the format provided by DLCD and completed in a manner determined to be acceptable by DLCD, and must include the following:
- (1) Project Summary: A concise overview of the Project, including objectives, activities, engagement, and outcomes.
 - (2) Final Outcomes and Impact: Detailed description of the Project's achievements and its impact, including evaluation of how well the Project met its original goals and objectives.
 - (3) Compliance and Certification: Confirmation that all Grant terms and conditions were met.

EXHIBIT D – GEOGRAPHIC INFORMATION SYSTEM AND DATA FILE REQUIREMENTS

The Recipient shall follow the following requirements for all Geographic Information System (GIS) and data files related to the Project:

A. Format and Delivery:

- (1) Provide all data files created, revised, or updated under this Grant in widely used, open, non-proprietary formats whenever possible. For spatial GIS data, acceptable formats include ESRI-compatible file geodatabases, shapefiles, or feature classes. For non-spatial data, acceptable formats include CSV, Excel (XLSX), or JSON.
- (2) All files must be clearly labeled and organized in a logical folder structure. A summary document describing the content of the deliverables, the purpose of each dataset, source data (if applicable), field definitions, and any known data limitations or assumptions must accompany the data.
- (3) If the Recipient lacks GIS capability, spatial data files may be submitted as high-resolution digital maps (PDF) along with supporting data in tabular formats (e.g. Excel, CSV) with prior written approval from the DLCD Grant Manager.

B. Coordinate System for Spatial Data:

- (1) All spatial datasets must have a defined and consistent coordinate system. The projection may be determined by the Recipient but must be documented in both the dataset properties and metadata.

C. Data Quality and Standards:

- (1) Spatial data must be free of topological errors (e.g., overlaps, gaps, slivers) and maintain logical consistency in geometry and attributes.
- (2) All datasets (spatial and non-spatial) must include clear, complete, and consistent attribute fields. Field names should be intuitive and defined in accompanying documentation or metadata.
- (3) When applicable, domain values or code lists must be included or referenced.

D. Metadata:

- (1) Spatial datasets should include metadata compliant with the [Oregon GIS Metadata Standard](#).
- (2) Metadata must include, at a minimum: dataset title, abstract, spatial extent (if applicable), data creation date, responsible party, projection, and attribute descriptions.
- (3) Non-spatial datasets must include a data dictionary or documentation that defines all fields, units, and any codes or classifications used.

E. Ownership and Use:

- (1) DLCD may display, integrate, or distribute data files in internal systems, public data portals, or with partner agencies unless otherwise restricted by written agreement.
- (2) Recipient and their agents are not responsible for any use, interpretation, or redistribution of the data by DLCD once it has been submitted and accepted.

Department of Land Conservation and Development Grant Agreement Disbursement Request Form Instructions

General Instructions

- Grant Agreement Disbursement Request Forms must be used for all grant disbursement requests (interim or final) and must be signed and submitted to DLCD Fiscal and Budget Services at DLCD.fiscal@dlcd.oregon.gov.
- Disbursement requests must not include costs for activities performed prior to the Effective Date of the agreement or after the project completion deadline.
- Please include a separate document for additional details as needed.

Completing the Form

First row: In the “Final Disbursement Request” box, please highlight or circle “No” for interim payments and “Yes” for final payment.

Second row: Complete the “Period covered by this request” The form includes separate boxes for “from” and “to.” Please complete both. These dates must accurately reflect the dates the activities for the reimbursable expenditure were incurred.

The next section of the form includes columns for various expense types:

- **“Previously Reported”** – this column should remain empty for the first disbursement request. If the request is for a subsequent disbursement or final disbursement, please enter the cumulative amounts of previous disbursements in this column.
- **“Current Request”** – this column should include grant costs that are actively being submitted for review and payment.
- **“Cumulative”** – this column should provide the totals of the two previous columns.
- **“Expense Type”** – please complete all items under each column as applicable. Please note that local contribution items apply to both in-kind and cash contributions, and do not include any expenses reimbursed by the grant.
 - **1. Grantee Salary and Benefits** – Grantee’s staff time, including other personnel expenses. Receipts are not required.
 - **2. Supplies** – eligible supplies used for completion of grant products. Receipts are not required.
 - **3. Contractor Costs** – consultants, attorneys, and any company or individual hired by the Grantee to conduct eligible grant activities. This category does not include employees of the Grantee, but rather an individual or entity that invoices the Grantee for services rendered. Information required for this category includes name, address, phone number, and e-mail address of the payee. If there are multiple entities, please provide the amount of grant funds allocated for the reimbursement of each.
 - **4. Other** – please include a separate document that provides brief explanation and cost breakdown for any amounts listed as “Other.” Receipts are not required. Note: Grantee travel expenses are not eligible for reimbursement.
 - **5. Totals** – the entirety of the categories of grant expenditures in each column. Please re-enter the amount under the “Current Request” column on line 11.

Certification:

- A legible name and title are required in cell 13.
- A mailing address, including city and zip code, where payment should be sent must be provided on cell 14.
- The signature under “Signature of Authorized Certifying Official” must be the individual taking responsibility for the accuracy of the information contained in the form.

Before issuing disbursements, all supporting documentation must be received and accepted by DLCD, including but not limited to the signed disbursement request form, copies of completed grant products, and any required project status reports.