



## AGENDA

### CANBY CITY COUNCIL MEETING

April 3, 2019

7:00 PM

Council Chambers

222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor

*Mayor Brian Hodson*

*Council President Tim Dale*

*Councilor Tracie Heidt*

*Councilor Traci Hensley*

*Councilor Greg Parker*

*Councilor Sarah Spoon*

*Councilor Shawn Varwig*

---

### CITY COUNCIL MEETING – 7:00 PM

#### 1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance
- C. National Library Week Proclamation Pg. 1
- D. Grange Month Proclamation Pg. 2
- E. Window Safety Month Proclamation Pg. 3

#### 2. COMMUNICATIONS

#### 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

*(This is an opportunity for audience members to address the City Council on items not on the agenda. Each person will be given 3 minutes to speak. You are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. For Agenda items, please fill out a testimony/comment card and give to the City Recorder noting which item you wish to speak on.)*

#### 4. MAYOR'S BUSINESS

#### 5. COUNCILOR COMMENTS & LIAISON REPORTS

#### 6. CONSENT AGENDA

*(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.)*

- A. Approval of Minutes of the March 20, 2019 City Council Regular Meeting

#### 7. RESOLUTIONS & ORDINANCES

- A. Ord. 1505, Amending Canby Municipal Code Chapter 3.35 Park Maintenance Program Sections 3.35.050 (B) and 3.35.090 (E) Annual Adjustment (**2<sup>nd</sup> Reading**) Pg. 4

#### 8. NEW BUSINESS

- A. Approval of City Administrator Hiring Standards, Criteria and Policy Directives Pg. 6

#### 9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

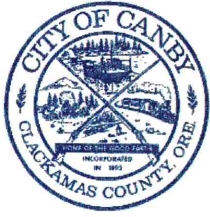
**10. CITIZEN INPUT**

**11. ACTION REVIEW**

**12. EXECUTIVE SESSION:** ORS 192.660(2)(h) Litigation and ORS 192.660(2)(e) Real Property

**13. ADJOURN**

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.0733. A copy of this Agenda can be found on the City's web page at [www.canbyoregon.gov](http://www.canbyoregon.gov). City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.



*Office of the Mayor*

# *Proclamation*

## National Library Week

WHEREAS, libraries everywhere play a vital role in supporting the quality of life in their communities; and

WHEREAS, our nation's school, academic, public and special libraries make a difference in the lives of millions of Americans, today, more than ever; and

WHEREAS, librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in a challenging economy; and

WHEREAS, libraries serve as crucial technology hubs for people in need of free Web access, computer training, and assistance finding job resources; and

WHEREAS, libraries are part of the American Dream – places for opportunity, education, self-help and lifelong learning; and

WHEREAS, libraries serve as community gathering spaces, encouraging civic engagement and discourse; and

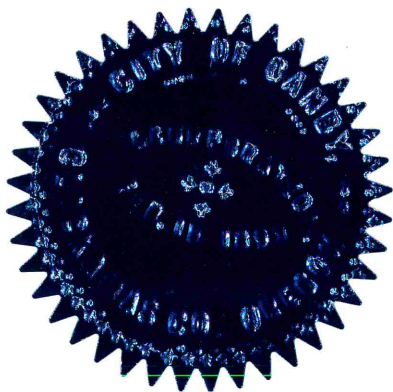
WHEREAS, libraries promote early childhood education and literacy, helping parents and families prepare their children for success in school and life; and

WHEREAS, library use is up nationwide among all types of library users, continuing a decade-long trend; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim April 7-13, 2019 as National Library Week and call upon individuals, schools, churches, organizations and business establishments in the City of Canby to visit the library this week to take advantage of the wonderful library resources available at your library. You belong at your library.

Given unto my hand this 3rd day of April 2019 in the City of Canby, Oregon.



Brian Hodson  
Mayor



*Office of the Mayor*

# *Proclamation*

## Grange Month

WHEREAS, the National Grange of the Order of Patrons of Husbandry is celebrating 152 years of service to America and the Oregon State Grange will celebrate 146 years of service at their State Convention this June in Molalla, Oregon; and

WHEREAS, Grange programs are family oriented, beginning with Junior Grange for children of ages four through 13 for the purpose of getting children involved with their community, with agriculture, and with good citizenship, and Grange membership includes full voting rights and the right to hold office at age 14; and

WHEREAS, the service through educational efforts of the Grange and its members have aided innumerable people, both in and out of the Order, to reach their full potential as leaders and people; and

WHEREAS, the service of non-partisan legislative advocacy of the Grange through the unified efforts of its membership have immeasurably benefited local communities and our nation as a whole; and

WHEREAS, the fellowship and family atmosphere of the Grange have served millions of Americans by strengthening the social connections through a multitude of activities; and

WHEREAS, Grangers are supportive of agriculture, rural America and American Values as these form the bedrock of American society; and

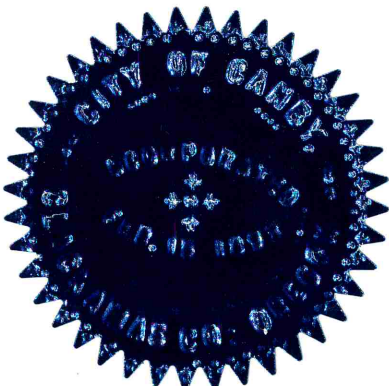
WHEREAS, the Grange continues to serve every American through their hometown roots.

NOW, THEREFORE, I, Brian Hodson, by the virtue of the authority vested in me as the Mayor of the City of Canby, hereby proclaim the month of April as:

Grange Month

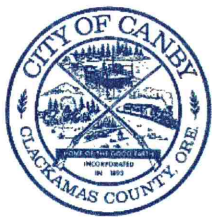
in the City of Canby and do urge all those in the Canby area to support and promote this observance.

Given unto my hand this 3rd day of April 2019.



Brian Hodson  
Mayor





*Office of the Mayor*

# *Proclamation*

---

## Window Safety Month

WHEREAS, every year around the nation, 4,000 children under 10 years of age fall from residential windows, resulting in broken bones, brain injuries and sometimes death. In Oregon the average number is 50 children per year; and

WHEREAS, window fall prevention campaigns have demonstrated 66% and 83% reductions in the numbers of children falling from windows in the cities of Boston and Chicago; and

WHEREAS, the month of April has been designed as National Window Safety month with the goal of heightening year around awareness of what parent and caregivers should do to help keep their homes and families safe from the risk of window falls or injuries in the home; and

WHEREAS, together with the citizens of neighboring cities, Safe Kids Oregon, the Children's Hospital at Legacy Emanuel and community partners have together researched, developed and launched a similar statewide window fall prevention campaign, "STOP at 4: The Campaign to STOP Window Falls"; and

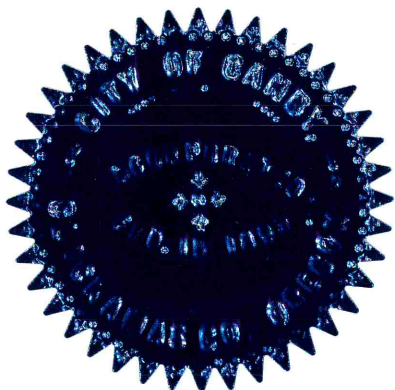
WHEREAS, the City of Canby supports the "STOP at 4" program.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim the month of April as:

### WINDOW SAFETY MONTH

in the City of Canby and do urge all those in the Canby area to support and promote this observance.

Given unto my hand this 3<sup>rd</sup> day of April 2019 in the City of Canby, Oregon.



Brian Hodson  
Mayor

## ORDINANCE NO. 1505

### AN ORDINANCE AMENDING THE CANBY MUNICIPAL CODE (CMC) CHAPTER 3.35 PARK MAINTENANCE PROGRAM SECTIONS 3.35.050 (B) AND 3.35.090 (E) ANNUAL ADJUSTMENT

**WHEREAS**, Canby Municipal Code Chapter 3.35 Sections 3.35.050 (B) and 3.35.090 (E) provide for an annual adjustment to the City's Maintenance of Effort contribution from the City General Fund using the "Consumer Price Index (CPI-U) for the Portland, Oregon MSA" as the basis for the adjustment; and

**WHEREAS**, the "Consumer Price Index (CPI-U) for the Portland, Oregon MSA" has been discontinued by the U.S. Department of Labor, Bureau of Labor Statistics; and

**WHEREAS**, with the discontinuation of the (CPI-U) Portland, Oregon MSA, it is necessary to select a different index to calculate the annual adjustment to the City's Maintenance of Effort contribution; and

**WHEREAS**, the "Consumer Price Index (CPI-U) for Pacific Cities includes cities in Oregon, Washington, Alaska, California, and Hawaii.

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

Section 1: The City of Canby's Municipal Code Chapter 3.35.050 (B) and 3.35.090 (E) are amended to read as follows:

*§ 3.35.050 (B). The City contribution shall be adjusted annually in an amount equal to the percentage change in the consumer price index for the ~~Portland Metropolitan Statistical Area~~ Pacific Cities (CPI-U adjustment).*

*§ 3.35.090 (E). Annual Adjustment. An annual rate adjustment shall be made based on the Consumer Price Index (CPI-U) for the ~~Portland, Oregon MSA~~ Pacific Cities and index period ~~1982-1984 = 100~~ December 2017 = 100. The adjustment shall be the percent change in the CPI for the calendar year ending December 31 of each year. The ~~first~~ adjustment shall be *completed annually with the Council adopted Master Fee Schedule resolution, effective July 1 of each year beginning July 1, 2019.* ~~made in May 2019 upon resolution duly adopted and approved by the City Council. All adjustment to the park maintenance fee shall be set by resolution.~~*

Section 2. This ordinance shall take effect 30 days after passage.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 20, 2019, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in 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 3, 2019, commencing at the hour of 7:00 p.m. in the Council Meeting Chambers located at 222 NW 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor, Canby, Oregon.

---

Kimberly Scheafer, MMC  
City Recorder

**PASSED** on the second and final reading by the Canby City Council at a regular meeting thereof on April 3, 2019 by the following vote:

YEAS\_\_\_\_\_ NAYS\_\_\_\_\_

---

Brian Hodson  
Mayor

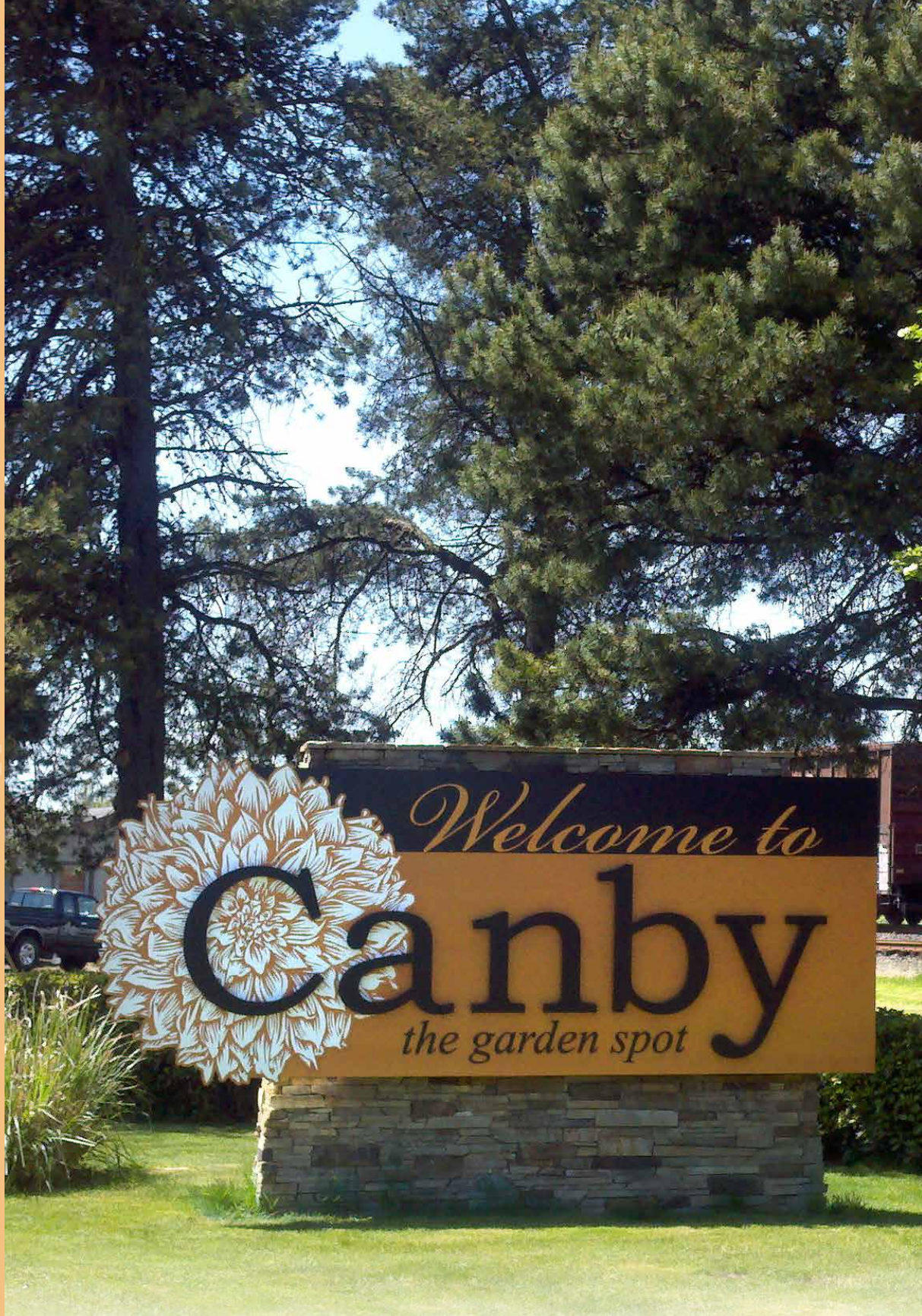
ATTEST:

---

Kimberly Scheafer, MMC  
City Recorder



Peckham & McKenney  
"All about fit"





## THE COMMUNITY

The historic city of Canby is an attractive, growing community of almost 17,000 residents located 25 miles south of Portland. The city is bounded by picturesque agricultural lands, three rivers, wide-open spaces and spectacular views of Mt. Hood. Nicknamed “Oregon’s Garden Spot”, the city encompasses 4.5 square miles and is part of the beautiful Willamette Valley located in southwest Clackamas County. The city is easily accessible in the region by Interstate 5, Highway 99E and Interstate 205.

Canby is a close-knit community that offers the amenities of a larger city while retaining its friendly, small-town feel. Settled in 1832, many of the early buildings and homes in the original 24-block town site still exist, along with wide roads, early farmhouses and barns, serving as reminders of Canby’s early pioneer, railroad and agricultural heritage. Today its residents enjoy an enviable quality of life with an abundance of housing options, excellent schools, shopping and entertainment opportunities. Numerous sports and youth activities are available along with recreational options for all ages including hiking, boating, cycling, fishing, golf, and more. Major attractions include the Willamette and

Molalla Rivers, Canby Ferry, Clackamas County Event Center, Swan Island Dahlia Fields, Canby Depot Museum, Vietnam War Memorial, and its’ charming downtown. A wide-range of special events include the Canby Farmers Market, First Thursday, Clackamas County Fair, Canby Independence Day, Slice of Summer outdoor concerts and much more.

Canby’s business-friendly approach has resulted in a diverse and thriving local economy. Its economic base consists of retail and commercial establishments, light industrial, manufacturing businesses, and nursery production. Major employers include Johnson Controls, Pioneer Pump, Shimadzu USA, Kendall Floral, Milwaukie Electronics, ICC Northwest, SR Smith, American Steel, Package Containers, OBC Northwest. The downtown business district is home to commercial businesses, government buildings, financial institutions, medical offices, an eight-screen movie theater with adjacent public parking, and a variety of shops and restaurants.

The area enjoys a banana belt climate with warm and dry summers, mild winters and a long growing season. Its warm-summer Mediterranean climate ranges from an average high temperature of 73 to an average low temperature of 43 degrees. It rains about 41 inches per year, and snow is a rarity.

---

### THE MISSION OF CANBY OREGON

---

Our mission is to maintain and improve the quality of life and environment for all within the Canby Community.

---

Canby’s exceptional quality of life and low crime has earned it numerous awards including being named by HomeSnacks. net as the “Best Place in Oregon to Raise a Family in 2019” as well as one of the “Top Ten Best Places to Live in Oregon”. It also was named the “Second Safest City in Oregon” by ValuePenguin. com (for populations between 9,000 and 20,000 residents).

To learn more about the City of Canby, please visit <http://www.canbyoregon.gov>

## THE ORGANIZATION

The City of Canby was incorporated in 1893 and operates under the Council-Administrator form of government. The City Council consists of a mayor and six councilors who are elected at-large to serve for two-year and four-year terms respectively. The City Council is responsible for passing ordinances, adopting the budget, appointing committees and hiring the City Administrator, City Attorney and the Municipal Judge. The City Administrator is responsible for carrying out the policies and ordinances of the City Council and overseeing the day-to-day operations of the City.

With a staff of approximately 83 full-time and 49 part-time employees, the City provides a full range of services including: public safety; library; construction and maintenance of streets, parks, cemetery, and wastewater infrastructure; recreational activities and swim center; a transit system; current and long-range planning; and development review. Canby owns and operates a wastewater system and treatment plant. The Canby Utility Board, a component unit of the City, manages and operates the water and electric infrastructure for the city. Senior services are provided by a non-profit organization, housed in the City-owned Canby Adult Center. Fire protection is provided by Canby Fire District.

Telephone, cable, and trash disposal are provided by private businesses.

Canby has an Urban Renewal Agency (URA) which undertakes projects in the designated Urban Renewal District. The



URA is a distinct municipal corporation and its budget is separate from the City.

The City's budget for 2018-19 expenditures totals \$29.4 million.

## THE POSITION

The City Administrator is the chief executive of the City and serves at the pleasure of the City Council. The City Administrator has responsibility for all functions except for Canby Utility. The City Administrator directly oversees the Assistant City Administrator, City Recorder, Economic Development Director, Finance Director, Library Director, Planning Director, Public



Works Director, Transit Director, Police Chief and Aquatics Program Manager.

Essential job functions include:

- Develop, plan, and implement goals and objectives for the City; recommend and administer policies and procedures necessary to provide municipal services; approve new or modified programs, systems, administrative and personnel policies and procedures.
- Provide management and oversight to the Economic Development Department and Urban Renewal Agency.
- Plan for future development of City infrastructure to service population growth and expansion of public services.
- Provide supervision and manage staff to ensure City goals and objectives are met. Hire or remove City employees and have general supervision and control over them and their work, with

power to transfer an employee from one department to another. Provide opportunities for developmental training and performance coaching to employees.

- Direct and confer with executive staff concerning administrative and operational problems; make appropriate decisions or recommendations for City Council adoption. Administer specific program activities by planning, organizing, and supervising activities; establish and implement, with approval, operating policies and procedures.
- Represent the City in the community and at professional meetings; participate on a variety of boards and commissions; attend all Council meetings, prepare and present staff reports and recommendations. Represent the City before the media, in legal or administrative proceedings, and to other departments, organizations or entities as required.
- Confer with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern; interpret, analyze, and explain policies, procedures, and programs. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform all duties as may be prescribed by City Council action. Perform other duties as assigned that support the overall objective of the position. Provide effective leadership and coordinate the activities of the municipal organization. Serve effectively as the administrative agent of the City Council.
- Maintain cooperative working relationships with City staff, other organizations and the general public.

Peckham & McKenney  
"All about fit"

## THE IDEAL CANDIDATE

Canby's livability is due to many factors as a small town on the edge of a growing metro area; their small town roots, agricultural heritage, excellent schools, beautiful landscapes, and being a safe city all help to create a living piece of Americana. Canby's people are often found out in their public parks, walking the streets, talking with their neighbors, and otherwise enjoying what they call home.

The Ideal Candidate will be someone who *wants* to become a part of this family friendly community and who will enjoy this lifestyle kind of position.

And that person will be an excellent communicator, willing to be an active participant in the conversation regarding Canby's future. Within the Canby community, a strengthening economy is evident in a variety of key areas. Development activity continues to be strong. New homes are being built and increased commercial/industrial/retail activity is evident in several areas of the City.

Assisting the City Council in choosing policies that will help maintain the City's





small town feel while it grows at a rapid pace is a key issue that impacts the entire community and one that is of concern to many residents. Succession planning within the organization is another key element that the new City Administrator will be addressing as many employees are either eligible to retire now or will become eligible to retire in the next two to five years.

Inherent skills of the Ideal Candidate include being able to bring diverse groups of people to consensus, being a natural collaborator and excellent listener, always being open and inclusive, having strong financial skills, and having the ability to personally engage with the community.

The position requires a Bachelors degree from a four-year college or university in public administration, business management, or closely related field and ten years experience with a minimum five years related experience as a City Manager, Assistant City Manager, or exempt level department head. Must possess a valid Oregon Driver's License or have the ability to obtain within six months. A Masters degree in a related field and previous Oregon experience in a City Administrator/Manager position is desirable.

Per the City's Charter, residency within City limits is also required.

## VETERANS' PREFERENCE

Under Oregon Law, qualified veterans may be eligible for veterans' preference when applying for this City Administrator opportunity with the City of Canby.



## SEARCH SCHEDULE

Filing Deadline.....	May 31, 2019
Preliminary Interviews.....	June 3 – June 18, 2019
Recommendation of Candidates .....	June 26, 2019
Finalist Interview Process .....	July 10, 2019

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Any veteran may request veteran's preference. In order to be considered for veteran's preference, you must provide proof of eligibility by submitting a copy of your DD214 or DD215 indicating your discharge status, e.g., honorable discharge (or other than dishonorable discharge). Disabled veterans must supply a DD214 and a public employment reference letter from the US Department of Veteran's Affairs.

The required documentation must be submitted no later than 5:00 p.m. on the deadline (filing) date of the recruitment, in this case May 31, 2019. You may attach the required document(s) to your application, or you may send the document(s) to [apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com) (please include the word "Veteran" in the subject line of your e-mail). Applicants who do not supply the required documentation will not be given veteran's preference.

## THE COMPENSATION

The annual salary range for this position is from \$125,000 to \$150,000 and appointment will be made depending upon the qualifications of the selected candidate. In addition, the City provides an attractive benefits package, including:

- Holidays – 10 plus 1 personal
- Paid Vacation
- Paid Sick Leave – 96 hours per year
- Administrative Leave – 55 hours per year
- Participation in Oregon PERS/ OPSRP retirement plan. City makes

the 6% employee contribution in addition to salary

- Medical, Dental, Vision, Ortho
- Life Insurance and Long-Term Disability
- Deferred compensation plan



## RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney  
[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)